

## APPENDIX 7

### Adult Social Services – Commissioning Strategies : Draft Consultation Plan (July – September 2008)

#### Key Stakeholders

All service users and family carers  
General public  
Luton Health and Well Being Board  
Luton Borough Council Departments  
Luton and Dunstable Hospital Trust  
Bedfordshire Police  
Bedfordshire County Council  
Bedfordshire Probation Service  
Registered Social Landlords  
Luton tPCT  
Nyabingi  
Khidmat  
St. Vincent & Grenadines Society  
Dignity (African Caribbean group)  
Bedfordshire Mind  
Luton LGBT Steering Group  
Headway  
Dial a Ride  
Luton Pensioner's Association  
Luncheon Clubs  
Signpost Luton  
Luton Mental Health Forum  
Disability and Access Forum  
Luton Assembly

Primary Care Practices  
Bedfordshire and Luton NHS Partnership Trust  
Luton Shopmobility  
Tenants' Associations  
Ambulance Trust  
Race Advisory Forum  
Learning Disability Partnership Board  
Voluntary Action Luton  
Independent and Voluntary Sector Service Providers  
Luton West Indian Community Association  
Shree Guru Ravidass Sangat  
Shree Sanatan Seva Samaj  
Guru Nanak Gurdwara  
Bedfordshire Mencap  
Luton Mencap Society  
Luton Senior People's Forum  
WRVS  
Luton Society for the Welfare of the Elderly  
Luton Senior People's Forum  
Bedfordshire Advocacy Alliance  
Commission for Social Care Inspection  
Supporting People Providers  
Limbury Over 50's  
DAAF

What	Who	How	When	Resource requirements	Assistance
<b>Individual commissioning strategies: learning disability, mental health, physical disability/sensory impairment, older people</b>	<p>The general public (incl. service users and their families)</p> <p>Service users, carers, statutory partners, providers and other stakeholders</p>	<ul style="list-style-type: none"> <li>Summary consultation documents (adapted to the needs of client groups), to include a simple questionnaire re priorities</li> <li>Social Inclusion Scrutiny workshop (with a selection of service users and carers, open to the general public)</li> <li>Summary document and questionnaire</li> <li>Use of existing groups / networks (e.g. Learning Disability Partnership Board, Luton Senior Peoples Forum) to discuss individual commissioning strategies, using question and answer sessions</li> </ul>	July 2008	<p>Printing of summary document, questionnaire design, printing of questionnaire, postage, analysis</p> <p>Select participants, invitation letters, venues, transport, carers / advocates, refreshments, facilitators, topic guide, note takers</p> <p>As above. Invitation letters, venue, refreshments, facilitator, presentation materials, note taker</p>	<p>Consultation and Community Engagement Section (CCE) can help with formulation of questions, questionnaire, design, analysis.</p> <p>CCE can develop suitable topic guides in conjunction with service managers and facilitate sessions as required.</p> <p>As above</p>
<b>Overarching commissioning strategy</b>	<p>The general public and key stakeholders</p> <p>Partners, providers and other stakeholders</p>	<ul style="list-style-type: none"> <li>Feature article in Aug Edition of Lutonline and on <a href="http://www.luton.gov">www.luton.gov</a> and in Luton staff magazine</li> <li>Summary consultation document as above, with questionnaire</li> <li>Public Social Inclusion Scrutiny Committee meeting</li> <li>Summary document and questionnaire</li> <li>Use of existing groups / networks (e.g. Race Advisory Forum) to discuss overall strategy</li> </ul>	July 2008	<p>Printing of summary document, questionnaire design, printing of questionnaire, postage, analysis.</p> <p>Invitation letters, venues, transport, carers / advocates, refreshments, agenda, facilitators, packs, note taker etc</p> <p>As per individual strategies</p>	<p>As above</p> <p>As per individual strategies</p>
<b>Feedback</b>	All consultees	Use of Lutonline, website, staff magazine and existing networks to provide transparent feedback on outcome	October 2008	As above	As above

## **Summary of Process and Timetable for Consulting on and Approving Draft Commissioning Strategies**

6 <sup>th</sup> December 2007	Report to Social Inclusion Scrutiny Committee re Consultation Process
22 <sup>nd</sup> January 2008	Approval of strategies by Housing and Community Living Senior Management Team
31 <sup>st</sup> January and 20 <sup>th</sup> March 2008	Approval of draft strategies by Corporate Leadership Management Team
27 <sup>th</sup> March 2008	Presentation re. draft strategies to Joint Board
7 <sup>th</sup> May 2008	Report re. draft strategies to Policy Group
3 <sup>rd</sup> June 2008	Report to Social Inclusion Scrutiny Committee
23 <sup>rd</sup> June 2008	Formal approval of draft strategies by Executive
July – September 2008	Public consultation
October 2008	Adaptation of strategies in the light of feedback from consultation
November 2008	Presentation of Amended Strategies to Executive for Final Approval