

Appendix 1 - Engagement process undertaken to date

The following outlines the stages of the proposed engagement plan: Engagement Stage	Actions	Timescales
Step 1: Announce plan for process and prepare proposal for process	Notify service users, public and stakeholders of proposed changes and engagement plans (through letters to patients and on CCGs, LPT and UHL websites).	Complete
Step 2: Agree process with JHOSC	Presentation to JHOSC 15 th October 2020 and no adjustments to process identified.	Complete
Step 3: Engagement	<p>An engagement period was launched 09 November 2020 and closed 21 December 2020. The engagement period included:</p> <ul style="list-style-type: none"> • Two online question and answer sessions with patients and carers in November 2020, including one afternoon and one evening session (17th and 19th November 2020). • Online feedback questionnaire for patients unable to attend online sessions. • Freepost feedback form for those with additional feedback/ those unable to attend the sessions. • Two online question and answer sessions for staff members impacted. 	Complete
Step 4: Conclusion of engagement, review of plans and confirm changes being taken forward	A meeting is taking place 5 th January 2021 to review, summarise feedback and develop recommendations as a collaborative response between LPT, CCGs and UHL.	After 11 th January 2021
	Agree recommendations at respective boards (or delegated groups)	By 31 st January 2021
	Communicate conclusion of process to all interested parties (e.g. via letter, website). Ensure that letter to patients describe conclusion and what next for their care	By 31 st January 2021
Stage 5: Adjust service plans and implement changes	Prepare service changes and launch	April 2021

(Adapted from the proposed changed to Liaison Mental Health services report, 15th October 2020)

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