

**Prevention Review - Other Vulnerable People**  
**Communication, Activities and Engagement Log with Providers**

ID	Date	Type	Target Audience	LCC Involvement	Other Involvement	Summary
1	12.06.13	Cabinet Meeting	Public	Cabinet	All providers	Cabinet paper agreeing contract extension for Vol sector and HRS contracts up to a maximum of 30th Sept 2013 - not including Falcon Centre contract as this is a new contract running until 2016
2	13.06.13	Letter	Providers	Compliance Team	All commissioned providers	Letter setting out contract extensions up to a maximum of 30th September 2015. NB - Youth Shelter contract for Falcon Centre would not have had one of these letters due to contract being new and running until 2016
3	02.09.13	Meeting	Providers	Amanda Price (Strategic Planning and Commissioning Manager)	HRS Providers (potentially including OVP providers - exact attendance not known but expectation that forum shared information outside of meeting)	AP attending HRS Forum to give information on forthcoming Prevention Review
4	12.11.13	Meeting	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Leicestershire Domestic Abuse Commissioning Subgroup	Provided subgroup with information about forthcoming Prevention Review and possible timescales in terms of review, consultation and possible procurement activity
5	02.12.13	Letter	Providers	Strategic Planning and Commissioning Team	All OVP providers	Letter to providers with reference to the Cabinet report giving initial information about the review and details of a series of workshops.
6	04.12.13	Event	Providers	Ian Mellor (Strategic Planning and Commissioning Officer)	Pamela Richardson, WALL	Attendance at Domestic Abuse workshop hosted by LCC at Beaumanor Hall - brief conversation with WALL concerning commencement of review, which will include WALL's refuge provision
7	12.12.13	Meeting	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Mat Bagley, Multi Agency Traveller Unit (LCC)	Meeting to discuss commencement of Prevention review will include STAR floating support service (HRS) for gypsies and travellers
8	29.01.14	Workshop	Providers	Adults and Communities Dept	All OVP providers invited - in attendance reps from: Adullam (1); Shaw (3); NCHA (1); The Bridge (2); Nacro (2); EMHA (1); Youth Shelter (2); WALL (0)	First generic provider workshop setting out information about the Prevention review, objectives, saving targets etc. Notes and presentation from meeting sent to all providers invited
9	05.02.14	Workshop	Providers	Adults and Communities Dept	All OVP providers invited - in attendance reps from: Adullam (2); Shaw (3); NCHA (1); The Bridge (2); Nacro (2); EMHA (2); Youth Shelter (2); WALL (0)	Second generic provider workshop setting out information about the Prevention review, objectives, saving targets etc. Notes and presentation from meeting sent to all providers invited
10	17.02.14	Workshop	Providers	Adults and Communities Dept	All OVP providers invited - in attendance reps from: Adullam (2); Shaw (3); NCHA (1); The Bridge (2); Nacro (2); EMHA (2); Youth Shelter (2); WALL (0)	Third generic provider workshop setting out information about the Prevention review, objectives, saving targets etc. Notes and presentation from meeting sent to all providers invited. Providers given opportunity to have one to one meetings with Strategic Planning and Commissioning staff if they so desired to provide further information etc for the purpose of the review.
11	03.03.14	Telephone Call	Providers	Ian Mellor (Strategic Planning and Commissioning Officer)	Sally Taylor (EMHA)	ST concerned she had not heard about or been involved in provider workshops (see above). Explained that EMHA had been invited and attended. ST sent copies of all information provided at workshops and added to future distribution lists and compliance team to update their contacts list. ST also offered opportunity to have a 1:1 meeting with Strategic Planning and Commissioning team. IM also confirmed to ST that some of EMHA services now sitting with CYPs and these would be reviewed outside of the Prevention Review - CYPs will be in touch about these in due course
12	04.03.14	Meeting	Providers	Ian Mellor and Amisha Chauhan (Strategic Planning and Commissioning Officers)	Youth Shelter (Sonya Watson and Keith Taylor)	1:1 meeting to further discuss prevention review and Youth Shelter services (further information to inform the review process) - as offered at third generic provider workshop
13	05.03.14	Meeting	Providers	Ian Mellor and Louise Melbourne (Strategic Planning and Commissioning Officers)	Adullam (Viv Mitchell and Tracy Kynoch)	1:1 meeting to further discuss prevention review and Adullam services (further information to inform the review process) - as offered at third generic provider workshop
14	05.03.14	Meeting	Providers	Ian Mellor and Louise Melbourne (Strategic Planning and Commissioning Officers)	The Bridge (Josie Gillespie)	1:1 meeting to further discuss prevention review and NCHA/Bridge services (further information to inform the review process) - as offered at third generic provider workshop
15	18.03.14	Telephone Call	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Mat Bagley, Multi Agency Traveller Unit (LCC)	Telephone call from MATU to get an update on progress of review and STAR HRS contract
16	19.03.14	Meeting	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Vivienne Parish (Public Health)	Meeting to inform Public Health of prevention review and to get feedback/discuss Public Health commissioning around gypsy and traveller services

17	02.04.14	Meeting	Stakeholder	Ian Mellor and Carin Davies (Strategic Planning and Commissioning Officers)	Debra Cunningham (Public Health)	Meeting to inform Public Health of prevention review and to get feedback/discuss Public Health commissioning around substance misuse services
18	03.04.14	Emails	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	John Hobbs (Leics and Rutland Probation Service)	Emails to inform Probation service of prevention review and to get feedback and set up meeting
19	15.04.14	Meeting	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer) and Tracey Montgomery (Market Development Manager)	Leicestershire Domestic Abuse Commissioning Subgroup	Attendance at Domestic Abuse Commissioning Group - IM and TM. See minutes of meeting (hyperlink). Provider partners with an overview of findings of review and proposals out to consultation (i.e. continuing refuge provision but at a reduced investment. Feedback from group suggested that majority of partners felt there were major risks around not having refuge provision and that they should continue. However, no suggestion about how this might be achieved as a collective or through pooling of resources.
20	16.04.14	Emails	Providers	Louise Melbourne (Strategic Planning and Commissioning Officer)	All providers	Email to all providers included in the review with letter attached informing them of the review, where to get information from and how to get involved, and request to promote consultation with customers and due to contractual arrangements reliance on them to promote. Also requested ideas about how to engage and how to request paper copies of the questionnaires.
21	21.04.14	Publicity	Public	Comms Team	Public	Article in Leicestershire Matters about Prevention Review
22	23.04.14	Emails	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Mat Bagley, Multi Agency Traveller Unit (LCC)	Email to Mat Bagley (MATU) alerting him to consultation around prevention review
23	24.04.14	Meeting	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	John Hobbs (Leics and Rutland Probation Service)	Meeting with John Hobbs from Probation service to provide information about the prevention review and proposed commissioning options and to start to explore potential impacts on the Probation service
24	24.04.14	Emails	Providers	Ian Mellor (Strategic Planning and Commissioning Officer)	All OVP providers	Emails to providers affected by Other Vulnerable People commissioning options to ask to promote service user event on 15th May 2014 and provider workshop on 29th May 2014
25	24.04.14	Emails	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Karen Young (YOS)	Emails to inform YOS service of prevention review and to get feedback and set up meeting
26	24.04.14	Emails	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	John Hobbs (Leics and Rutland Probation Service)	Email from John Hobbs (L&R Probation Trust) showing figures for offenders referred to the Probation Accommodation team over the past year
27	25.05.14	Publicity	Public	Louise Melbourne (Strategic Planning and Commissioning Officer)	Public	Posters promoting Public Consultation Events sent to Libraries and Museums, Hairdressers, Clubs and Leisure Centres, Borough and District Councils
28	06.05.14	Publicity	Public	Louise Melbourne (Strategic Planning and Commissioning Officer)	Public	Emails to CCGS and GEM about the consultation
29	May 14 (starting 07.05.14)	Publicity	Public	Comms Team	Public	LCC Tweets about consultation events
30	07.05.14	Meeting	Public	Strategic Planning and Commissioning Team	Public	Public consultation event at Oadby and Wigston - cancelled due to no one signing up but members of the Strategic Planning and Commissioning team attended in case of attendees (1 person arrived and opted to attend another event at another time). Representative from Communities In Partnership also in attendance
31	08.05.14	Meeting	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Karen Young (YOS)	Meeting with Karen Young (Youth Offending Team, LCC) to inform her about the prevention review, commissioning options and public consultation exercise. Also an opportunity to get some initial feedback on proposals around generic floating support (with or without some element of accommodation based support) for other vulnerable people.
32	09.05.14	Meeting	Public	Ian Mellor and Louise Melbourne (Strategic Planning and Commissioning Officers)	Public	Public consultation event at Loughborough (John Storer House). Representative from Communities In Partnership also in attendance.
33	13.05.14	Publicity	Public	Comms Team	Public	Article in Leicestershire Villages
34	13.05.14	Meeting	Public	Ian Mellor and Amisha Chauhan (Strategic Planning and Commissioning Officers)	Public	Public consultation event at Brite Centre, Leicester. Representative from Communities In Partnership also in attendance
35	15.05.14	Meeting	Service Users	Adults and Communities Dept	Representatives from The Bridge and Youth Shelter (self-identified) - others unknown. 12 attendees in total	Service User event for customers of Other Vulnerable People proposals - held at Brite Centre, Braunstone.
36	21.05.14	Meeting	Stakeholder	Amanda Price (Strategic Planning and Commissioning Manager)	Sharon Stacey and Sandra Whiles	Meeting with representatives from Housing Services Partnership (S Stacey and S Whiles)
37	22.05.14	Meeting	Stakeholder	Ian Mellor and Amanda Price (Strategic Planning and Commissioning Team)	Jane Moore, Supporting Leicestershire Families (LCC)	Meeting with Jane Moore, SLF to discuss prevention review and to start to explore possibilities for commissioning or funding support from SLF. Some possibility of bolstering funding for DA refuges discussed. To be looked into further by JM.

## Formal Consultation Period - 14th April - 13th July 2014

38	23.05.14	Workshop	Providers	Adults and Communities Dept	All OVP providers invited - in attendance reps from: Adullam (1); Shaw (3); NCHA (1); The Bridge (2); Nacro (2); EMHA (1); Youth Shelter (2)	Fourth generic provider workshop setting out information about the Prevention review, objectives, saving targets etc. Notes and presentation from meeting sent to all providers invited.
39	23.05.14	Reports	Service Users	Ian Mellor (Strategic Planning and Commissioning Officer)	Adullam	Responses from Adullam - Adullam prepared a separate questionnaire for service users who did not wish to use LCC consultation questionnaire (3 received) and also took notes from a meeting with service users. Accepted as responses to the consultation
40	29.05.14	Workshop	Providers	Adults and Communities Dept	All OVP providers invited - in attendance reps from: Adullam (2); Shaw (2); NCHA (1); The Bridge (2); Nacro (0); EMHA (0); Youth Shelter (0); WALL (1)	Provider Workshop for Other Vulnerable People Services - County Hall, Glenfield. Provided update on progress of the review in respect of proposals and asked for feedback on proposals out to consultation. Offer to accept letters, written evidence etc as part of consultation response and offer to support any consultation events providers may wish to organise with their customers.
41	03.06.14	Emails	Providers	Ian Mellor and Amanda Price (Strategic Planning and Commissioning Team)	The Bridge (Paul Snape)	Emails between IM, AP and PS regarding how impacts of proposals were being dealt with and suggestions for impact toolkits etc.
42	03.06.14	Meeting	LCC	Ian Mellor and Amisha Chauhan (Strategic Planning and Commissioning Officers)	Departmental Equalities Group (DEG)	On agenda for DEG meeting was EHRIAs being prepared for Prevention review (inc. homelessness) and discussion amongst group of PSED duties in respect of proposals and sign-off of approach being taken to EHRIAs
43	06.06.14	Meeting	Stakeholder	Ian Mellor and Amanda Price (Strategic Planning and Commissioning Team)	Housing Services Partnership	Presentation to HSP and encouragement to participate in consultation (held at Blaby DC offices)
44	20.06.14	Emails	Providers	Ian Mellor (Strategic Planning and Commissioning Officer) and Paul Williams (Compliance Officer)	NCHA (G Thompson)	Emails between Paul Williams (with input from I Mellor) and G Thompson at NCH. Emails clarified to NCHA that there would be no firm proposals on future of generic homeless service (as stated in provider workshops attended by NCHA) until after the consultation period has ended.
45	25.06.14	Meeting	Stakeholder	Ian Mellor and Amanda Price (Strategic Planning and Commissioning Team)	Homelessness Officers from Blaby, Charnwood, Harborough, Hinckley and Bosworth, Melton, North West Leics and Oadby and Wigston Councils (7 officers in total)	Meeting with representatives from all seven borough and district councils (homelessness officers) - organised through Sue Hallam (NWL)
46	27.06.14	Meeting	Providers	Amisha Chauhan (Strategic Planning and Commissioning Officer) and Julie Knight (Commissioning, CYPs)	Sally Taylor (EMHA)	Meeting to discuss EMHA contracts that fall within the prevention review and planned CYPs review
47	30.06.14	Telephone Call	Providers	Ian Mellor (Strategic Planning and Commissioning Officer)	The Shaw	Telephone call from The Shaw (Kennedy House) asking for how we would like representation from them in terms of a response to consultation (have undertaken their own workshop with service users and professionals and also have people wishing to email directly). IM advised that they should send or email team. Also advised that they should advise anyone wishing to make own representation to use team email or post.
48	30.06.14	Letter	Providers	Strategic Planning and Commissioning Team	The Bridge (J Gillespie); E Taylor (Enable - EMHA); M Davis (Youth Shelter)	Letter from three homelessness providers focussing on success of current HRS provision for other vulnerable people and cost effectiveness of HRS for homelessness. Submitted as a response to the consultation.
49	02.07.14	Letter	Stakeholder	Strategic Planning and Commissioning Team	Labour Group	Labour group response to consultation
50	03.07.14	Letter	Providers	Strategic Planning and Commissioning Team	The Shaw (P J Nixey)	Letter from Shaw about 'threatened closure of Kennedy House' due to proposals. Submitted as a response to consultation.
51	04.07.14	Article	Public	-	Charnwood Echo	Media article about Charnwood BCs opposition to proposals, including reference to homelessness provision
52	07.07.14	Emails	Providers	Ian Mellor (Strategic Planning and Commissioning Officer)	WALL (P Richardson)	Email from WALL including link to national guidance/notes prepared by WALL for commissioners of domestic abuse services
53	07.07.14	Meeting	Service Users	Ian Mellor (Strategic Planning and Commissioning Officer) and Amanda Price (Strategic Planning and Commissioning Manager)	Adullam	At request of Adullam (Viv Mitchell) officers visited Adullam and spoke with 3 service users to inform them of proposals and to get their feedback - as a resop
54	07.07.14	Emails	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Mat Bagley, Multi Agency Traveller Unit (LCC)	Email from MATU with response to consultation, giving MATU perspective on proposed changes
55	09.07.14	Letter	Providers	Strategic Planning and Commissioning Team	The Bridge (J Gillespie)	Response to letter from The Bridge (and other homelessness providers) sent 30.06.14
56	10.07.14	Letter	Stakeholder	Strategic Planning and Commissioning Team	Charnwood Borough Council	Letter from CBC with consultation response - including concerns about proposals in respect of homelessness - Joint Report of the Head of Landlord Services and the Head of Strategic and Private Sector Housing - as a response to the consultation.
57	11.07.14	Article	Public	-	Loughborough Echo	Article about proposals with specific reference to homelessness (The Bridge and the Falcon Centre)

58	11.07.14	Letter	Stakeholder	Strategic Planning and Commissioning Team	Borough and District Councils in Leicestershire	Joint response from Borough and District Councils - letter outlining B and D concerns about the Prevention review, including cuts to housing related support (including homelessness). As a response to the consultation.
59	11.07.14	Report	Providers	Strategic Planning and Commissioning Team	The Bridge (P Davey)	Report and formal response from The Bridge to the consultation/ proposals
60	11.07.14	Report	Stakeholder	Strategic Planning and Commissioning Team	Healthwatch Leicestershire	Healthwatch response to consultation, including reference to homelessness and domestic abuse proposals
61	11.07.14	Letter	Stakeholder	Strategic Planning and Commissioning Team	Blaby District Council	Formal response to consultation from Blaby District Council
62	11.07.14	Letter	Providers	Strategic Planning and Commissioning Team	EMHA - Durban House	Consultation response from Durban House (EMHA) about impact on young homeless - NB - Durban House contract moved to CVPS prior to the prevention review beginning and response to this effect given, though points noted
63	11.07.14	Emails	Stakeholder	Strategic Planning and Commissioning Team	Harborough District Council	Formal response to consultation from Harborough District Council
64	13.07.14	Emails and Telephone Call	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Wigston Local Policing Unit (N Timms)	Email from Wigston Local Policing Unit raising some concerns about the loss of local hostel provision (i.e Kennedy House)
65	13.07.14	Report	Providers	Strategic Planning and Commissioning Team	The Shaw (M Heywood Briggs)	Report from The Shaw (Kennedy House) - providing response from a professional and stakeholders perspective - as a consultation response.
66	13.07.15	Report	Providers	Strategic Planning and Commissioning Team	The Shaw (M Heywood Briggs)	Report from The Shaw (Kennedy House) - providing response from service users perspective - as a consultation response.
67	14.07.14	Telephone Call	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Wigston Local Policing Unit (Insp. S Bunn)	Telephone conversation with Insp. Stephen Bunn from Wigston Local Policing Unit - following email sent on 13.07.14 (see above) and asking for some more detail about the proposals so that they can consider a more informed responses (if required) and further discussions with The Shaw (Kennedy House). I Mellor emailed copies of consultation documents to S Bunn.
68	15.07.14	Reports	Stakeholder	Strategic Planning and Commissioning Team	Harborough District Council	Revised response to consultation (see original, 11.07.14)
69	18.07.14	Meeting	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Leicestershire Domestic Abuse Commissioning Subgroup	Update provided to LDACS on consultation - urge participation
70	18.07.14	Meeting	LCC	Ian Mellor (Strategic Planning and Commissioning Officer)	Chief Executives, LCC (J Fox); CAFS (C Walsh)	Meeting with CE and CAFS to discuss feedback on consultation and opportunities for joint commissioning of domestic abuse services commissioned across the Council
71	25.07.14	Article	Public	-	Loughborough Echo	Article re: proposals and domestic abuse refuge provision
72	25.07.14	Meeting	Stakeholder	Ian Mellor (Strategic Planning and Commissioning Officer)	Public Health (V Parish and S-L Hope)	Further meeting with public to update on consultation and to get further feedback on potential impact on services for gypsy and travellers
73	01.08.14	Emails and Letter	Stakeholder	Strategic Planning and Commissioning Team	Charnwood HWBB	Letter from Charnwood Health and Wellbeing Board - formal response to consultation
74	02.09.14	Emails	Providers	Louise Melbourne (Strategic Planning and Commissioning Officer)	All Providers - inc. OVP Providers	Email to advise providers that date of Cabinet meeting changes to 19th September 2014
75	12.09.14	Emails	Providers	Louise Melbourne (Strategic Planning and Commissioning Officer)	All Providers - inc. OVP Providers	Email to advise providers that Cabinet paper now online (included link)
76	12.09.14	Emails	Providers	Louise Melbourne (Strategic Planning and Commissioning Officer)	The Shaw (M Heywood-Briggs)	Email from Mark Haywood (The Shaw - Kennedy House) asking for Scrutiny details in response to email informing all providers about the publication of the Cabinet Report.
77	17.09.14	Article	Public	-	Leicester Mercury	Kennedy House residents protesting article
78	17.09.14	Letter	Providers	Strategic Planning and Commissioning Team	The Bridge (P Davey)	Letter from The Bridge about proposals and concerns - as a consultation response and sent by Bridge to Cllrs.
79	18.09.14	Article	Public	-	Leicester Mercury	Kennedy House closure protest article
80	25.09.14	Emails	Providers	Ian Mellor (Strategic Planning and Commissioning Officer)	All OVP providers	Email to all OVP providers informing them that a call-in decision has been made and provider workshop on 1st October has therefore been postponed
81	26.09.14	Telephone Call	Providers	Ian Mellor (Strategic Planning and Commissioning Officer)	The Shaw - Lucy Crawley and M Heywood-Briggs	Two separate telephone calls from The Shaw asking what 'call-in' meant and what this means for the review/Cabinet recommendations. Process explained and assured The Shaw that would keep them up to date on progress
82	26.09.14	Email	Providers	Ian Mellor (Strategic Planning and Commissioning Officer)	The Shaw - Yvonne Nash (cc M Heywood-Briggs and J Nixey)	Email from Y Nash (The Shaw) making further protest against recommendations approved by cabinet, attaching press release and letter dated 17.09.14 to Councillors and asking for opportunity to make further representation to the Council
83	30.09.14	Email	Providers	Ian Mellor (Strategic Planning and Commissioning Officer)	The Shaw - J Nixey; Yvonne Nash (cc M Heywood-Briggs)	Response to email from The Shaw re; Call In (see ID 82)