

## Foundation Trust Consultation Strategy

### Introduction

All aspirant Foundation Trusts (FT) have a duty to undertake a statutory 12-week consultation on their Foundation Trust Application.

We will be undertaking our consultation between 5 March 2012 and 5 June 2012.

The purpose of this document is to:

- outline consultation requirements
- outline consultation plans for Solent NHS Trust's Foundation Trust application
- provide assurance that regulatory guidance has been followed.

This paper will be presented to Trust Board on 16 January 2011.

The consultation documents and our plans will be shared with local Links groups, local Overview and Scrutiny Committees and the Strategic Health Authority.

### Consultation requirement

The FT consultation is not a referendum on whether or not an application should be made. It is a consultation on the proposals that are being suggested including:

- governance proposals (including membership and Council of Governors)
- the visionary elements of our Integrated Business Plans (IBP)
- the benefits and risks of NHS Foundation Trust status.

We are also required to have engaged informally and sought to reach agreement locally on a range of issues, include the HR arrangements, the detail of the service development plans, protected assets and services etc.

In addition, the consultation document will be used as an opportunity to invite people to become a member of the Trust.

### Monitor requirements

Monitor must be satisfied that:

- robust consultation has been undertaken and a representative membership base has been developed
- staff and stakeholder involvement in the development of the integrated business plan has been actively sought and impacted
- the organisation can demonstrate a continued commitment to expand and progress the wider culture change and social responsibility required to operate as an NHS Foundation Trust.

To allow Monitor to grant authorisation, we must seek views about the application from the following:

	<b>For Solent NHS Trust this means</b>
Individuals who live within the proposed public 'constituencies' of the Trust	People living in Hampshire, Portsmouth and Southampton
Individuals who will be eligible to be members of the 'patient or service user constituency' of the Trust if there is to be one	NA
Any local authority that would be authorised by the proposed constitution to appoint a governor to the Board of Governors	Southampton City Council, Portsmouth City Council and Hampshire County Council
Any persons prescribed by regulations	OSCs/LINKS
The staff of the Trust	Solent NHS Trust staff

The consultation will be undertaken in line with the seven consultation criteria outlined in the Government's 'Code of Practice on Consultation' January 2008.

**Criterion 1 – When to consult**

Formal consultation should take place at a stage when there is scope to influence policy outcome.

**Criterion 2 – Duration of consultation exercise**

Consultations should normally last for at least 12 weeks with consideration given to longer timescales where feasible and sensible.

**Criterion 3 – Clarity of scope and impact**

Consultation documents should be clear about the consultation process, what is being proposed, the scope to influence and the expected costs and benefits of the proposals.

**Criterion 4 – Accessibility of consultation exercises**

Consultation exercises should be designed to be accessible to, and clearly targeted at, those people the exercise is intended to reach.

**Criterion 5 – The burden of consultation**

Keeping the burden of consultation to a minimum is essential if consultations are to be effective and if consulters buy-in to the process is to be obtained.

**Criterion 6 – Responsiveness of consultation exercise**

Consultation responses should be analysed carefully and clear feedback should be provided to participants following the consultation.

**Criterion 7 – Capacity to consult**

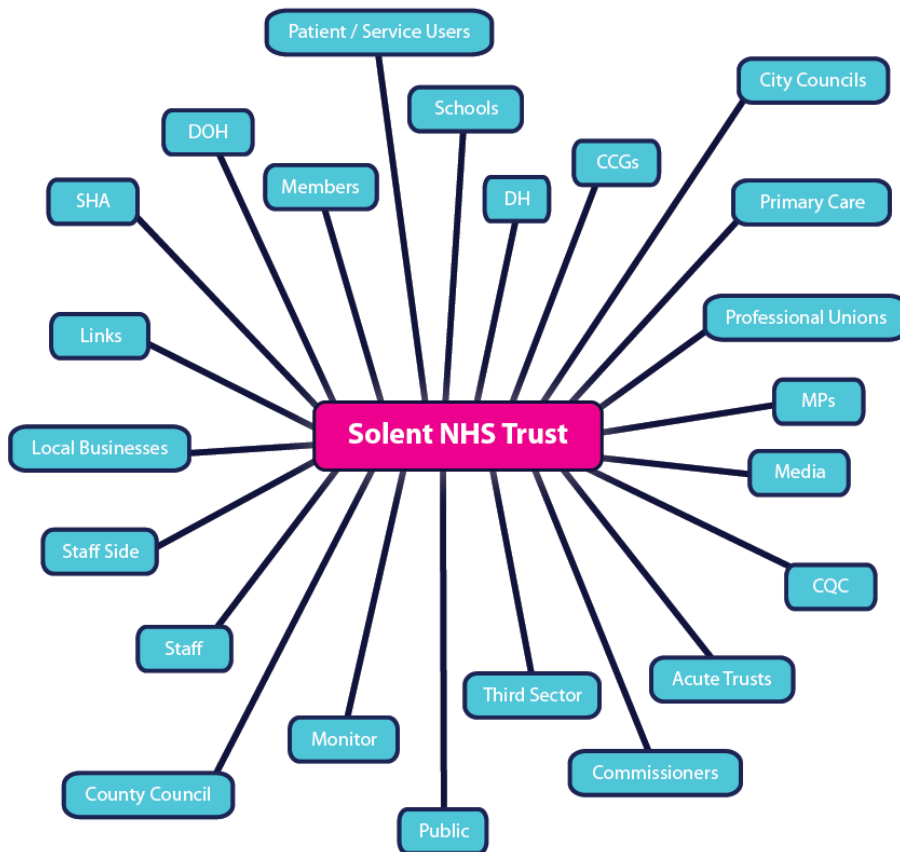
Officials running consultations should seek guidance in how to run effective consultation exercise and share what they have learned from experience.

## The consultation process

### Key stakeholders

We will be engaging with the following stakeholders.

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It is also important that we consult with hard-to-reach groups to ensure we take a representative view.

### Action plan

A consultation plan, detailing the actions which will be undertaken throughout the 12 weeks, is shown in appendix 1.

### Consultation materials

A number of consultation materials will be produced including:

- Consultation documents
- Storyboards to support consultation events
- Website information
- Presentation materials

## **Consultation events**

### **Public events**

A number of external consultation events will be held throughout the consultation period. It is proposed that we will have:

- 3 public drop-in events:
  - 1 in Hampshire
  - 1 in Portsmouth
  - 1 in Southampton

These events will be promoted widely. Advertising will be supplemented with the opportunity to request that a Solent NHS Trust representative attends community group meetings (see below: consultation meetings).

Solent NHS Trust directors will be asked to attend consultation events. Representatives from the Communications and Membership Team will also attend to ensure a log of the event is completed and any feedback captured.

In addition, Solent NHS Trust will hold joint membership recruitment and consultation events at high footfall areas such as shopping centres, supermarkets and libraries throughout the consultation period.

### **Community consultation meetings**

In addition to the consultation events, we will also include the FT consultation as part of our 'community talks' programme. We will seek opportunities to speak with 'special interest' groups such as LTC groups, local church groups and BME community groups. We will also attend existing service patient groups to speak during the consultation period.

Solent NHS Trust Directors will be asked to attend community meetings with a representative from the Communications and Membership Team who will ensure a log of the event is completed and any feedback captured.

### **Staff events**

Internally, consultation information will be displayed in canteen areas for a period of time to allow staff to comment on the application. In addition, staff will be offered the opportunity for a Trust Director to attend their team meeting to talk through the proposals, hear comments and answer any questions. Staff will be advised of the road show and staff team meeting opportunities will via payslip leaflets.

Directors will be asked to complete feedback forms following internal staff events.

### **Staff Roadshow**

Adelaide Health Centre Atrium 14-18 May 2012

### **Accessible information**

To ensure that the consultation materials are available to all, consultation documents will carry the 'Access to Communication' logo to provide people with the opportunity to have the consultation translated into the spoken word, Braille and large print.

In addition, we will work with specialists to develop materials for people with learning disabilities.

### **Receiving responses and comments**

To aid the Trust in identification of key issues, a structured response form will be provided at the back of consultation documents/ online etc. In addition, consultees will be able to ask questions during the consultation period.

A record of all questions raised at meetings, or via other means, and the answers given will be recorded. These will form Frequently Asked Questions.

The reporting framework provided by Monitor will be used to categorise responses given and questions asked.

### **Resources**

The consultation will be led by the Communications and Membership Team with support from the Patient and Public Involvement Manager. The Associate Director of Human Resources will lead on the staff engagement and involvement part of the consultation process.

The consultation period will also require input from Directors/ Associate Directors and administrative support to staff events.

The consultation will be overseen by the Director of Strategy to ensure it complies with Monitor requirements.

### **Timeline**

The consultation will take place between 5 March 2012 and Tuesday 5 June 2012.

### **Response**

Following the consultation, any feedback will be considered and used to make any revisions to the governance arrangements. Any final revisions to our membership strategy will also take place at this point and any revisions to our five year strategy for the Trust will be made.

A report on the consultation process will be provided to Monitor. We are required to report on:

- the media used
- the number of formal responses received
- the number of responses received in total
- the nature of the responses received
- whether there was an OSC review process
- the main topics that attracted critical comment and the Trusts' response
- the main areas attracting support locally.

- the general tenor of responses with regard to specific topics
- the staff engagement, involvement and wider culture change.

**Action plan: Last updated: 16 November 2011**

<b>Date</b>	<b>Audience</b>	<b>Type of comms/engagement event/ approach</b>	<b>Lead</b>	<b>Progress</b>
<b>Set up</b>				
NA	NA	Develop consultation documents	AH	
NA	NA	Develop feedback forms	AH	
16 January 2011	Solent NHS Trust Board	Sign off strategy and draft consultation documents		
	NA	Website populated with information and link to consultation document include online feedback form	LJ	
NA	NA	Storyboards for events	AH	
NA	NA	Book events	KH	
NA	NA	Create posters advertising events	KH/AH	
TBC	Portsmouth Links	Meeting with Portsmouth Links to discuss proposals	AH/SA	
11 Jan	Southampton Links	Meeting with Southampton Links to discuss proposals	AH/SA	
TBC	Hampshire LINKS	Meeting with Hampshire Link to discuss proposals	AH/SA	
NA	Public	Paid for advertising in local media re engagement events	AH/LR	
<b>February</b>				
End Feb	OSCs and Links	Send letter to Links and OSCs informing them of consultation		
end Feb	Staff	Payslip leaflets informing staff of consultation and staff events		
<b>March</b>				
During March	Staff side/ unions	Meetings with staff side/ DDNC	JP/AS	
By 1 March	Media	Press release to media	ED	
1 March 2011	Public	Information goes live on website with online form	LJ	
1 March 2011	Staff	Information goes live on intranet with online form	LJ	
1 March	Public	Consultation documents sent	KH	

2011				
1 March 2011	Public	Posters sent to: Schools Libraries Supermarkets Sports Centres Health Centres GP Surgeries Hospitals .. and other high footfall areas	KH	
5 March 2011	Staff	Article in Team Briefing	ED	
10 March	Key stakeholders	Letters to key stakeholders with consultation document	AH	Letter from RT/AS
30 March	Links and OSCs	Article in Solent Monthly	LR	
During March	Public	Information stand at Portsmouth Library	KH	Looking into whether viable
During March	Public	Information stand at Southampton Library for duration of consultation	KH	Looking into whether viable
During March	Staff	Staff drop-in at various locations in Southampton/Portsmouth and Hampshire	KH	
During March	Southampton patient's forum	Meeting to talk through consultation	SR	
During March	OSCs	Briefing to OSCs	SR	Dates to be arranged
During March	Links	Briefings to Links groups	SR	
During March	Public	Public event in Portsmouth		
During March	Public	Public event in Southampton		
During March	Members	Send consultation document to members	CC	
During March	Stakeholders	Invite stakeholders to engagement events	AH	
<b>April</b>				
2 April	Staff	Article in Team Briefing		
During April	Public	Public event in Portsmouth		
During April	Public	Public event in Hampshire		
During April	Staff	Staff drop-in at various locations in Southampton/Portsmouth and Hampshire	KH	
27 April	Links and OSCs	Article in Solent Monthly		
<b>May</b>				
7 May	Staff	Article in Team Briefing		

During May	Stakeholders	Article re consultation in stakeholder newsletter		
During May	Public	Public event in Hampshire		
During May	Public	Public event in Southampton		
During May	Staff	Staff drop-in at various locations in Southampton/Portsmouth and Hampshire	KH	
25 May	Links and OSCs	Article in Solent Monthly		