

**HSR Communications & Engagement plan (this**

Activity	Method	Notes	Protected Characteristics	July-17								August				September				October				November				December				Jan-18				February				March				April				May			
				w/c 3.7	w/c 10.7	w/c 17.7	w/c 24.7	w/c 31.7	w/c 7.8	w/c 14.8	w/c 21.8	w/c 28.8	w/c 4.9	w/c 11.9	w/c 18.9	w/c 25.9	w/c 2.10	w/c 9.10	w/c 16.10	w/c 23.10	w/c 30.10	w/c 6.11	w/c 13.11	w/c 20.11	w/c 27.11	w/c 4.12	w/c 11.12	w/c 18.12	w/c 25.12	w/c 1.1	w/c 8.1	w/c 15.1	w/c 22.1	w/c 29.1	w/c 5.2	w/c 12.2	w/c 19.2	w/c 26.2	w/c 5.3	w/c 12.3	w/c 19.3	w/c 26.3	w/c 2.4	w/c 9.4	w/c 16.4	w/c 23.4	w/c 30.4	w/c 7.5	w/c 14.5	w/c 21.5	w/c 28.5
<b>Equality &amp; Diversity</b>																																																			
Initial equality impact screening	Paper-based exercise																																																		
Engagement with cross section of seldom heard communities, including protected characteristics	Face to face and online via SYCF		Age, disability, gender, sexuality, maternity, race, religion																																																
1422 Form updated with updated information following identification of 5 services	Paper-based exercise																																																		
Quantitative insight from 5 service areas																																																			
Quantitative data from 5 service areas																																																			
Develop equality analysis for each of the 5 services based on what we know																																																			
Identify gaps in knowledge and implement actions to plug gaps																																																			
Work with communications, engagement, equality & diversity leads and members of citizens panel to plan equality & diversity approach going forwards																																																			
Spend time with communities identified by the equality analysis to assess proposed service models (non site specific)	Face to face																																																		
Prepare report on equalities findings to date																																																			
Work with seldom heard community groups to ensure they have knowledge to be able to effectively contribute to potential full public																																																			
Develop equalities plan for engaging once the site specific information is finalised																																																			
Re-work equality analysis based on site specific information																																																			
1422 Form updated with updated information following identification of site specific options																																																			
Spend time with communities identified by the equality analysis to assess proposed service models (site specific)																																																			
Develop equality impact assessments for each of the proposed models																																																			
<b>In-depth Clinical Engagement</b>																																																			
Clinical Working Groups	Face to face																																																		
Steering Group	Face to face																																																		
Circulation of CWG meeting notes to wider staff	Email/ face to face																																																		
CWG follow-up event	face to face																																																		
CWG follow-up event feedback to colleagues																																																			
Attendance at GP meetings	Doncaster; Bassetlaw; Barnsley																																																		
<b>Patient/ Public involvement to seek input and agreement on the definitions of a sustainable review and the principles that will underpin the review</b>																																																			
Promotion of event/ opportunity to be involved	via Healthwatch/ CCG & ACS engagement networks																																																		
Regional open public event	face to face		Equalities data not collected. Registrations show 3 members of LD community attended and 2 members of deaf community.																																																
Online survey	Online		Equalities data not collected.																																																
<b>Launch of the review (including link to online survey and invite to regional event)</b>																																																			
Press release issued		Achieved coverage on: Look North and in Worksoop Guardian, Doncaster Free Press																																																	
Social media promotion		Facebook/ Twitter																																																	
Web copy uploaded, including all papers for review to date																																																			
Copy sent to hospital staff via email		Chesterfield; Barnsley; SCT																																																	
Staff 12F information sessions held		Chesterfield; DBH; Barnsley; STH; SCT; Rotherham																																																	
Copy included in hospital CEO briefing		Chesterfield; DBH; SCT; Rotherham																																																	

Definitions of Sustainability and Principles of engagement agreed to allow the shortlisted services to be selected

Criteria for evaluating proposed models agreed

Review team developing options and modelling

Long list of proposed options/models

Stage 2 Review Report Published



