

Appendix B: Communications and engagement activity log

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Date	Activity	Audience	Notes / subject
25-Jun	Telephone discussion with Ms Jupp	Patient representative	Advised that the proposals are at an early stage and planning for pre-consultation engagement underway. Follow up email sent inviting nominations of people who would wish to be involved.
03-Jun	Meeting	Cancer Partnership Group	Attended by 13 members. Meeting to discuss groups involvement on the proposed reconfiguration and engagement documents.
19-Jul	Meeting	NCL JHOSC	Councillor representation from Haringey, Camden, Barnet, Islington and Enfield in attendance. Outlined the work being done to develop a case for change for specialist cancer and cardiovascular disease and next steps.
14-Aug	Meeting	Cancer Partnership Group	Outlined the work being done to develop a case for change document and asking for feedback on how best to arrange engagement activities.
15-Aug	Communication issued	Patient groups, Healthwatch, OSCs, HWBBs, DASS, Public Health, CCGs	Letter and briefing note outlining the work underway to establish a case for change and flagging the upcoming period of early engagement.
16-Sep	Telephone conversation with Mr Hudson	Patient representative	Advised of current programme status and that the Cancer Partnership Group would be involved in the engagement process
18-Sep	Meeting	ONEL, INEL and NCL JHOSCs	Chair and Committee Officer representation from Havering (ONEL), Haringey (NCL) and Newham (INEL). Outlined proposals and process, and initiated discussion around scrutiny.
19-Sep	Telephone discussion with Mr Jones	Patient representative	Updated Mr Jones on the proposals and logged contact details for further communications.
25-Sep	Meeting	ONEL Patient Engagement Reference Forum (PERF)	Around 20 attendees. Presented the draft case for change and publicised upcoming engagement.
02-Oct	Meeting	Cancer Partnership Group	Presented draft case for change and received feedback on proposed engagement activities.
04-Oct	Communication issued	Cancer Partnership Group	Invited members to introductory cancer options event.
07-Oct	Presentation	OSC Committee Officers	Representation from all boroughs covered by JHOSCs (including Essex and Hertfordshire) and Westminster. Presented an overview of the programme, timeline and decision-making process.
08-Oct	Meeting	ONEL JHOSC	Councillor representation from Barking and Dagenham, Havering, Redbridge, Waltham Forest, Essex County in attendance. Briefed the Committee on the programme's status and decision-making requirements.
09-Oct	Communication issued	CCGs	Communication to CCG Chief Executives outlining the programme status and requesting feedback on how individual CCGs wish to be engaged during the process.
11-Oct	Telephone discussion with HWBB secretariat	Essex Health and Wellbeing Board	Advised on the scope and timeline for the programme and discussed the potential impacts for Essex.
14-Oct	Meeting	APPLE	Update on the draft case for change and upcoming engagement activities.
15-Oct	Stakeholder workshop - cancer	Clinicians and patient representatives	Around 15 attendees. First workshop to discuss potential options for the configuration of specialist cancer centres and identify a draft shortlist of options to be formally appraised.
17-Oct	Meeting	ONEL Patient Platform	Around six attendees. Presented the draft case for change and publicised upcoming engagement.
17-Oct	Meeting	NHS England Specialised Services Patient Public	Around 20 attendees. Presented the draft case for change and publicised upcoming engagement.

		Engagement Steering Group	
18-Oct	Meeting	INEL Clinical Strategy Group	Clinical Chairs and Chief Officers. Presented the case for change and clinical recommendations.
22-Oct	Meeting	The Heart Hospital Patient Group	Around 40 attendees. Presented the case for change and outlined the engagement process.
24-Oct	Meeting	Barking, Havering and Redbridge CCGs	Presentation of the draft case for change and engagement process to BHR CCGs Joint Management Team.
25-Oct	Communication issued	Providers, CCHs and JHOSCs	Letter and case for change sent ahead of launch. Request that information be shared via networks and patient groups.
25-Oct	Communication issued	Acute trust communication leads	Request to promote engagement via newsletters and websites both externally and internally. Proforma materials supplied.
28-Oct	NHS England, London Cancer and UCLPartners website updated	All stakeholders	Case for change and clinical recommendations published on a dedicated webpage. Engagement event details and feedback mechanisms included.
28-Oct	Communication issued	Media	Press released issued to London press outlets and posted on NHS England's website.
28-Oct	Communication issued	All stakeholders	Communication outlining launch of engagement, publication of case for change, invitation to respond, invitation to attend upcoming events. Request that information be shared via networks.
31-Oct	Meeting	Waltham Forest Health and Wellbeing Board	Pre-meet with Chairperson, Deputy Director, Public Health, Divisional Director, Strategic Commissioning and the public health leads for cardiovascular disease and cancer. Presented the case for change and discussed local concerns.
31-Oct	Staff engagement event	Clinicians	Around 92 attendees, including consultants, nursing staff and service managers. Presentation on the case for change and Q&A session at St Bartholomew's Hospital.
31-Oct	Meeting	Westminster OSC	Representation from two Westminster councillors. Attendees received a briefing on the case for change and tour of The Heart Hospital.
01-Nov	Presentation	Clinicians	Presented the clinical recommendations at UCL Tour D'Europe conference.
01-Nov	Meeting	Camden CCG	Workshop with Camden CCG cancer leads.
04-Nov	Clinical appraisal workshop - cancer	Clinicians and commissioners	Around 15 attendees . Workshop to appraise the shortlist of cancer site options. Representatives from the Cancer Partnership Group attended as observers.
04-Nov	Staff engagement event	Clinicians	Around 40 attendees, including consultants, nursing staff and service managers. Presentation on the case for change and Q&A session at King George Hospital.
05-Nov	Staff engagement event	Clinicians	Around 55 attendees, including consultants, nursing staff and service managers. Presentation on the case for change and Q&A session at University College London Hospital.
05-Nov	Meeting	Tower Hamlets CCG	Governing Board meeting to outline proposals and discuss CCG's views
06-Nov	Stakeholder workshop - cancer	Patient representatives	Second workshop with representatives from PHASE and CYANA to develop a shortlist of options to be appraised.
07-Nov	Meeting	Barking, Havering and Redbridge CCGs	Presented the case for change to the Joint Executive Team.
07-Nov	Communication issued	CCGs	Borough-level briefing note issued to all relevant CCGs
07-Nov	Communication issued	The Heart Hospital Patient Group	Invitation to stakeholder workshop for cardiovascular sent to all members.
11-Nov	Meeting	APPLE	Presented the case for change and outlined the engagement process.
12-Nov	Public engagement event	Public	Around 25 attendees. Drop-in event held at Harlow Leisurezone Conference Room, Harlow to discuss the case for change and engagement process.
12-Nov	Meeting	Barking, Havering and Redbridge CCGs	Cancer commissioning intentions workshop attended by representatives from Barking, Havering and

			Redbridge and Waltham Forest CCGs. Presented the case for change and outlined the engagement process.
12-Nov	Communication issued	Patient representative	Rescheduling non-clinical options appraisal event
13-Nov	Stakeholder workshop - cancer	Clinicians and commissioners	Eight attendees. Workshop to score the shortlist of site options for cancer pathways in terms of deliverability. Representatives from the Cancer Partnership Group attended as observers.
13-Nov	Meeting	Havering Health and Wellbeing Board	Presented the case for change and engagement process.
13-Nov	Public engagement event	Public	Around 55 attendees. Drop-in event held at Romford Central Library, Romford to discuss the case for change.
15-Nov	Staff engagement event	Clinicians	Around 35 attendees, including consultants, nursing staff and service managers. Presentation on the case for change and Q&A session at Royal Free Hospital.
18-Nov	Stakeholder workshop - cardiovascular	Clinicians, commissioners and patient representatives	Thirteen attendees. Workshop to consider the case for change and available options for delivering services in the future.
18-Nov	Public engagement event	Public	Four attendees. Drop-in event held at The Old Town Hall, Stratford to discuss the case for change.
18-Nov	Meeting	Westminster OSC	Presented the case for change and engagement process.
19-Nov	Public engagement event	Public	Six attendees. Drop-in event at Green Towers Community Centre, Edmonton to discuss the case for change.
20-Nov	Meeting	ONEL JHOSC	Councillor representation from Barking and Dagenham, Havering, Redbridge, Waltham Forest and Essex in attendance. Presented the case for change and engagement feedback to-date.
20-Nov	Meeting	INEL JHOSC	Councillor representation from City of London, Newham, Tower Hamlets and Hackney in attendance. Presented the case for change and engagement feedback to-date.
25-Nov	Public engagement event	Public	Around 4 attendees. Drop-in event at Camden Centre, Camden to discuss the case for change.
25-Nov	Communication issued	Cancer Partnership Group	Invitation to upcoming cancer stakeholder workshop and reminder to respond to the engagement included in stakeholder newsletter.
26-Nov	Meeting	Waltham Forest Health and Wellbeing Board	Presented the case for change and engagement process.
27-Nov	NHS England, London Cancer and UCLPartners website updated	All stakeholders	News story posted encouraging responses ahead of the end of engagement.
27-Nov	Communication issued	Acute trust communication leads	Request to promote responses via newsletters and websites both externally and internally. Proforma materials supplied.
28-Nov	Communication issued	Cancer Partnership Group	Reminder about the cancer options appraisal workshop.
29-Nov	Meeting	NCL JHOSC	Presented the case for change and engagement feedback to-date.
29-Nov	Clinical workshop - cancer	Clinicians and commissioners	Around eight representatives from CCGs, NHS England, NEL CSU Cancer Commissioning Team and Public Health in attendance. Workshop to assess the shortlisted site options for cancer centres against clinical quality and research, education and training. Representatives from the Cancer Partnership Group attended as observers.
02-Dec	Stakeholder workshop - cancer	Clinicians, commissioners and patient representatives	Nine attendees. Presented options and had roundtable discussions to score proposed cancer options for patient experience.
03-Dec	UCLH Open Event	Public and patients	Staff presence on the UCLPartners stand and copies of the case for change available.
04-Dec	Staff engagement event	Clinicians	Around 15 attendees, including consultants, nursing staff and service managers. Presentation on the case for change and Q&A session at Queen's Hospital in

			Romford.
05-Dec	Stakeholder workshop - cancer	Public, clinicians and commissioners	Eleven attendees. Workshop to feedback final scores for the cancer centre site options.
09-Dec	Meeting	Cancer Partnership Group	Presented a synopsis of engagement feedback and outlined the next steps.
09-Dec	Meeting	ONEL, INEL and NCL JHOSCs	Chair and Committee Officer representation from Havering (ONEL), Haringery (NCL) and Newham (INEL). Meeting to discuss the scale and scope of next phase of engagement.
07-Jan	Meeting	ONEL JHOSC	Presented an update on the programme and responded to issues outlined by constituents.
16-Jan	Workshop	Clinicians	All day workshop following concerns raised by some clinicians on the major trauma centre at The Royal London. Around 45 attendees. Facilitated by Barts Health and National Clinica Director for Trauma
30-Jan	Meeting	Clinicians, CCGs	Meeting to discuss outcomes of additional renal workshop
26-Feb	Public meeting	Tower Hamlets BMA, public, clinicians	Public meeting organised by Tower Hamlets BMA and local campaign groups. Presented on the case for change and responded to issues raised by attendees