

Appendix B: Communications and engagement activity log (Phase two engagement)

Date	Activity	Audience	Notes/Subject
07-Jan	Meeting	Outer North East London (ONEL) Joint Health Overview and Scrutiny Committee (JHOSC) Public / Councillors	Slides and verbal update.
14-Jan	Clinical Appraisal - Renal	Clinical Commissioning Groups (CCGs), UCLPartners (UCLP), NHS England (NHSE), North and East London Commissioning Support Unit	Results have supported initial recommendation.
16-Jan	Major Trauma Centre Workshop	Barts, University College London Hospitals NHS Foundation Trust (UCLH) & Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUT) staff	Presentations plus discussions to identify issues and explore solutions to mitigate impact on Major Trauma Centre at Royal London.
30-Jan	Clinical Commissioning Group (CCG) Strategy & Finance Group Meeting	Islington CCG	
30-Jan	Specialised renal cancer services meeting	Outer North East London CCGs / BHRUT staff	
31-Jan	CCG Board Meeting	City & Hackney CCG	
17-Feb	Meeting	Inner North East London Joint Health Overview and Scrutiny Committee (INEL JHOSC) - Public / Councillors	
21-Feb	Written update	Waltham Forest, East London and City (WELC) Clinical Strategy Group (CSG)	Slides providing update on programme

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26-Feb	Meeting	Tower Hamlets British Medical Association - Public	Attended by ~100 people - Newham, Waltham Forest and Tower Hamlets branches of Save our NHS and KONP. Presentations from programme team, Barts Health and UCLP clinicians
04-Mar	Meeting	Tower Hamlets CCG Governing Body	Written update.
13-Mar	Meeting	ONEL JHOSC Public / Councillors	Slides and verbal update.
17-Mar	Meeting	City of London Healthwatch	Meeting to discuss next engagement phase approach and strategy.
18-Mar	Workshop	Barts Health Clinicians	To work through key issues around neurosurgery/trauma such as workforce planning etc. Workshop organised by Barts Health and facilitated by Barts Health Medical Director, Steve Ryan.
25-Mar	Meeting	Barking, Havering and Redbridge, Waltham Forest and Newham branches of Healthwatch	Meeting to discuss next engagement phase approach and strategy.
26-Mar	Meeting	The Heart Hospital (THH) Patient and Carer Information group	Attended by ~15 people. Planned meeting of THH patient group to present next phase engagement approach and strategy.
28-Mar	Meeting	North Central London JHOSC (NCL JHOSC) - Public / Councillors	Slides and verbal update.
04-Apr	Meeting	ONEL JHOSC - Public/councillors	Presentation and verbal update.
04-Apr	Presentation and verbal update -	ONEL JHOSC - Public/councillors	Following a delay in the London Clinical Senate's report, this item was removed from the agenda and no one from the programme team attended.
10-Apr	Planning for implementation launch	UCLH	Facilitated by Geoff Bellingan, clinical lead for UCLH.

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24-Apr	Email	North central London, Barking, Havering and Redbridge, WELC branches of Healthwatch	Following meeting and/or electronic communication of proposed engagement approach, all local branches of Healthwatch were emailed to advise them that the next phase of engagement was not yet confirmed and further information will be sent when timings confirmed
01-May	Email	The Heart Hospital staff	An email was sent from Gill Gaskin to The Heart Hospital staff list informing them about developments made with the financial arrangements for proposals.
02-May	CCG websites	Public	Following confirmation that the commissioner 'meeting in common' taking place on 9 May, the following CCGs were contacted separately to ask them to upload a meeting notification to their respective websites: Barnet, Camden, City and Hackney, Enfield, Haringey, Islington.
02-May	Email	All stakeholders	Email notification was sent to all stakeholders (~600) of the programme informing them about the commissioner 'meeting in common' with agenda attached.
08-May	Email	All stakeholders	Following above item, a further email was sent to same stakeholders to clarify context for meeting after a small number of queries were received by the programme team.
09-May	Commission 'meeting in common'	CCGs, NHSE, Healthwatch, public - Public (meeting was held in public but was not a public meeting)	Meeting to determine commissioners' preferred options and to agree to progress to next stage including engagement.
21-May	Meeting	The Heart Hospital Patient and Carer Information group	Attended by ~15 people - provided an update on next engagement phase to attendees.

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ENGAGEMENT PHASE TWO COMMENCES – 23 MAY 2014			
23-May	NHS England website updated with engagement information	Public	Business Case and accompanying appendices, high level summary of Business Case, Equality Impact Assessment uploaded to dedicated page on website. Details of engagement also tweeted on UCLP website.
23-May	Emails sent to ~600 stakeholders informing them of launch of second phase of engagement	All stakeholders	Including all Chief Executives and Medical Directors of providers (inside and outside north and east London) CCGs, Health and Wellbeing Boards, voluntary organisations including local branches of Healthwatch, MPs, councillors including JHOSCs, NHS organisations, professional bodies.
31-May	'2014 Health Conversation' Open Day -	Tower Hamlets CCG - Public	Free open day for members of the public to come along and give their opinion on health services in Tower Hamlets. Programme team sent Commissioner's preferred options leaflets for display at event.
29-May	Phone call to Enfield CCG - comms lead - Sonia Amos	Enfield CCG	Phone call to check comms lead had received engagement information and enquire about events in the Enfield area, run by the CCG or other organisations which could be used to promote engagement to area's population. Patient and Public Engagement Event taking place on 10 June – programme team sent Commissioner's preferred options leaflets for display (full details in Appendix D: Promotion and publicity)

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30-May	Phone call to Camden CCG engagement lead - Martin Emery	Camden CCG	Phone call to check comms lead had received engagement information and enquire about events in the Camden area, run by the CCG or other organisations which could be used to promote engagement to area's population. Open Day event taking place on 9 June – programme team sent Commissioner's preferred options leaflets for display (full details in Appendix D: Promotion and publicity)
30-May	Phone call to Waltham Forest CCG comms lead - Anna Sullivan	Waltham Forest CCG	Phone call to check comms lead had received engagement information and enquire about events in the Waltham Forest area, run by the CCG or other organisations which could be used to promote engagement to area's population.
02-Jun	Phone call BHR CCGs - comms lead - Andy Strickland	BHR CCGs	Phone call to check comms lead had received engagement information and enquire about events in the BHR area, run by the CCG or other organisations which could be used to promote engagement to area's population.

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Week commencing 2-Jun	Phone calls made to local branches of Healthwatch	Healthwatch	Phone call to check organisation had received engagement and event information and enquire about events/meetings in respective areas Barnet Healthwatch Open Meeting taking place on 17 June – programme team sent Commissioner’s preferred options leaflets for display (full details in Appendix D: Promotion and publicity)
03-Jun	Meeting	Cancer Partnership Group - Patients	Attended by 4 people - this meeting was postponed from 29 April. Provided an update on the proposals and engagement.
04-Jun	Age UK/Age Concern - Phone calls	Public	Programme team contacted all local branches of Age UK/Age Concern to inform them of engagement and ask them to list event information on their respective websites (full details in Appendix D: Promotion and publicity)
05-Jun	Phone call	Outer North East London Joint Health Overview and Scrutiny Committee (JHOSC)	Programme team contacted Anthony Clements, Committee Officer, to check engagement information had been received. JHOSC meeting on 22 July, 2.30, Barking Town Hall – programme team invited to attend and provide an update.
05-Jun	Phone call	NCL JHOSC	Programme team contacted Rob Mack, Committee Officer, to check engagement information had been received. Next JHOSC meeting on 27 June, Islington Town Hall – programme team invited to attend and provide an update.
06 & 07-Jun	Phone call	East London Out Project Lesbian & Gay Foundation, Metro Centre, Stonewall Albert Kennedy Trust, Beaumont Trust, Broken Rainbow, Freestyle London, Galop, Imaan, Lesbian and Gay Christian	Programme team contacted organisations to pass on engagement information.

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		Movement, Pink Therapy Service PACE (LGBT organisations)	
10-Jun	Phone call	West Essex CCG	Programme team Director contacted Christine Moss, Medical Director at West Essex CCG, to ascertain what engagement people in that area require on proposals. Agreement was reached not to have a meeting or engagement event at this stage but to work out the best way to approach this during the implementation stages of the programme.
10-Jun	Phone call	Office of Rushanara Ali MP	Programme team contacted MP's office to check engagement information had been received and to offer face to face meeting and/or written briefing as required.
10-12 Jun	Newspaper adverts	Public	Newspaper adverts detailing workshop events in 14 local newspapers (full details in Appendix D: Promotion and publicity)
12-Jun	NHS England website updated with London Clinical Senate reports	Public	London Clinical Senate final report – both on overall process and on specialist prostate cancer services proposals – uploaded to website http://www.england.nhs.uk/london/engmt-consult/
12-Jun	Meeting	MP	Stephen Timms received briefing on the programme.
17-Jun	Public engagement workshop – Travel and transport - Romford	Public, councillors, scrutiny, patient groups	Attended by 8 people. Phase two engagement workshops to consult on commissioners preferred options and travel and transport provider plans.
18-Jun	Public engagement workshop – Travel and transport - Whitechapel	Public, councillors, scrutiny, patient groups	Attended by 18 people. Phase two engagement workshops to consult on commissioners preferred options and travel and transport provider plans.
19-Jun	Newham Patient Forum for Health and Wellbeing	Patients	Commissioners' preferred options leaflets displayed at event.
23-Jun	Newham Health and Social Care Network	Public	Commissioner's' preferred options leaflets displayed at event.
23-Jun	Final dates reminder for engagement period	Public	Final reminder update uploaded to NHS England website. Trust communications leads asked to cascade to staff and via Twitter.

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25-Jun	Public engagement workshop – Travel and transport - Enfield	Public, councillors, scrutiny, patient groups	Attended by 3 people. Phase two engagement workshops to consult on commissioners' preferred options and travel and transport provider plans.
26-Jun	Public engagement workshop – Prostate - Romford	Public, councillors, scrutiny, patient groups, prostate support groups, BHRUT, BHR CCGs,	Attended by 12 people. Phase two engagement workshops to consult on commissioners' preferred options and Clinical Senate report.
26-Jun	Whipps Cross Cancer Support Group	Patient group	Attended by 30 people. Programme team provided update on proposals and engagement phase to group.
26- Jun	City and Hackney Patient and Public involvement panel	Patient panel	Attended by 19 people. Programme team provided update on proposals and engagement phase to group.
27-Jun	North Central London JHOSC	Councillors, public	Programme team provided an update to the committee on the proposals.
02-Jul	Newham CCG Briefing	Newham MP Lyn Brown	Lyn Brown received briefing on the Cancer and Cardiac programme from NELCSU team
09-Jul	London Cancer annual engagement event	Public	Commissioners' preferred options leaflets displayed at event.