

DAY SERVICES REVIEW TIMESCALE

Task	Start Date	End Date	Note	Key Individuals
Fact Finding Questionnaires: – Services Users – Carers	31 st May	26 th July	Questionnaires to be sent out to all AWP care managers to be promoted at reviews (between 31 st May and 15 th July), plus batch to each mental health day service in South Wilts, I/P wards and all supported accommodation as well as carers groups (include Mr. D.). Forms to include contact points for WSUN and SWAN as well as deadline for return (26 th July)	HH/TW/SF/J G/WK/NB/
Fact Finding (Provider Organisations)	31 st May	30 th June	Letter to all current providers explaining process and asking for key pieces of information by 30 th June.	SAB
Fact Finding (Provider Organisations)	31 st May	30 th June	Letter to L.A. at W.C.C. asking for collation of day services information by 30 th June	LA
Fact Finding (Care Managers)	31 st May	30 th June	Letter to AWP asking for submission by AWP on their view of current day services, gaps and needs (to be returned by 30 th June).	KM/SF

Task	Start Date	End Date	Note	Key Individuals
Service User Involvement- Advertise for Service User (x 2)	31 st May	31 st May	Place advert Salisbury Journal-plus e-mail to all day services plus other likely venues. Deadline to apply 23 rd June.	SAB
Service User Involvement- Shortlist and invite to interview.	23 rd June	23 rd June	Shortlist and contact applicants for Service User roles.	SAB/AL/JS
Service User Involvement- Interview	30 th June	30 th June	Interview Service Users	SAB/AL/JS
Develop (and agree) Contract Terms	15 th June	26 th July	LA to provide standard terms for day services group to consider. LA to ensure any revisions are OK'd by WCC legal team.	LA
Draft Paper for OSC Task Group on Process and findings to date. Draft consultation document as far as possible.	30 th June	26 th July	Initial draft will not include service user and carer views	SAB

Task	Start Date	End Date	Note	Key Individuals
Review: collate information from fact finding	26 th July	2 nd August	Several meetings in the week to communicate results of fact finding	Day Services Drafting Group
Develop specification	2 nd August	8 th August	Develop and agree new specification	Day Services Drafting Group
Complete papers for Overview and Scrutiny Task Group including consultation document	8 th August	9 th August	Incorporate results of service users/carers returns	SAB
Attend OSC Task Group	15 th August	15 th August		SAB
Amendments to consultation document if required by OSC	16 th August	21 st August		SAB
Public consultation period	22 nd August	14 th November	2 public meetings plus other meetings as invited/requested	SAB

Task	Start Date	End Date	Note	Key Individuals
Draft papers for OSC	1 st November	14 th November	Day services drafting group to oversee consultation process and review submissions (as Steering Group during previous consultations)	Drafting Group
Draft and agree advert for new service	1 st November	14 th November	Advert to include date for interviews/presentations (10 th February)	Drafting Group
Draft and agree format for return of tenders				Drafting group
Discuss and agree format for presentations including wider involvement.				Drafting group
Book any necessary venues				SAB
Collate views from consultation	14 th November	16 th November		Drafting Group
Finalise papers for OSC Task group	17 th November			SAB

Task	Start Date	End Date	Note	Key Individuals
Attend Task Group	21 st November		Present consultation process, views heard during consultation period, view of drafting group (and any variation from that view proposed by PCT).	SAB
Place Advert	28 th November		Closing date for return of completed paperwork (including method statement etc) 13 th January	SAB
Analyze submissions from potential providers	13 th January	20 th January	SAB to read and provide briefing to all drafting group members	SAB
Shortlist	20 th January	27 th January		Drafting group
Communicate with Providers	27 th January	27 th January		SAB
Interviews/presentations	10 th February	10 th February		Drafting Group
Communicate outcome to all organisation	10 th February	10 th February		SAB
Handover (of service/model) period	11 th February	30 th April		GNA and any new provider