

Appendix 4 Consultation Calendar

Week No.	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Stakeholders	10 th February'14 - 14 th February'14	17 th February'14 - 21 st February'14	24 th February'14 - 28 th February'14	3 rd March'14 – 7 th March'14	10 th March'14 – 14 th March'14	17 th March'14 – 21 st March'14
SPFT Shared Lives Service Users			Hand in person letter to service users informing about the proposed transfer + questions + suggested date/s to meet individually (<i>Questionnaire</i>) Copy of the letter to be sent to advocate/next of kin when suitable		Meeting service users (and relative /advocate) individually (<i>semi-structured interviews</i>)	
SPFT Shared Lives Carers	Letter informing about the proposed transfer + questions + suggested date/dates to meet individually (<i>Questionnaire</i>)		Meeting carers individually (<i>semi-structured interviews</i>)		Focus Group with Carers (Give feedback re. individual meetings and questions / get any new opinion) (<i>Focus group-Feedback session</i>)	
SPFT Shared Lives Staff	Meeting SPFT staff in order to ascertain best ways for consultation, any impact of the transfer, and potential handover structure (<i>Focus group</i>)		Meeting SPFT staff individually. (<i>semi-structured interviews</i>) There is the possibility of having questions sent and replied via email instead		Meeting with both SPFT SL and In-House (<i>Focus Group- Feedback Session</i>)	
Brighton & Hove Shared Lives Staff (In-House)	Meeting In-House staff to ascertain any potential impact of the transfer, and potential handover structure (<i>Focus group</i>)		Meeting In-House staff individually (<i>semi-structured interviews</i>) There is the possibility of having questions sent and replied via email instead			

Week No.	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Stakeholders	24 th March'14 - 28 th March '14	31 st March'14 – 4 th April'14	7 th April'14 - 11 th April'14	14 th April'14 – 18 th April'14	21 st April'14 – 25 th April'14	28 th April'14 – 1 st May'14
SPFT Shared Lives Service Users	Meeting service users (and relative /advocate) individually (<i>semi-structured interviews</i>)	Meeting service users (and relative /advocate) individually (<i>semi-structured interviews</i>)	Focus Group with Service Users (Give feedback re. individual meetings and questions / get any new opinion)	Final feedback to be sent to Service Users	Period open for further contact if necessary or requested by service users and/or advocates	
SPFT Shared Lives Carers			Final feedback to be sent to Carers	Period open for further contact if necessary or requested by carers		
SPFT Shared Lives Staff		Final feedback to be sent to SPFT SL and In-House	Period open for further contact if necessary or requested. Possibility of a second meeting between SPFT and In-House staff			
Brighton & Hove Shared Lives staff						