

Homecare - Consultation Timeline

Week No	Date	Actions
Week 1	W/c 28 th July 08	28 th July – Initial meeting with Home Support Managers and Team Leaders to introduce proposals 31 st July, 1 st August 08 – Collective consultation with all staff groups affected, proposals presented.
Week 2	W/c 4 th August 08	Letter summarising proposals (with Q&A documents, rota's etc) to go to all staff.
Week 3	W/c 11 th August 08	
Week 4	W/c 18 th August 08	1:1 consultation with Home Support Managers
Week 5	W/c 25 th August 08	1:1 consultation with Team Leaders
Week 6	W/c 1 st Sept 08	Surgery times to be booked for affected staff, times to be confirmed High Dependency/EMI/PIT
Week 7	W/c 8 th Sept 08	
Week 8	W/c 15 th Sept 08	
Week 9	W/c 22 nd Sept 08	
Week 10	W/c 29 th Sept 08	
Week 11	W/c 6 th October 08	
Week 12	W/c 13 th October 08	Deadline for feedback on proposals
Week 13	W/c 20 th October 08	Homecare Project Board meeting to consider feedback received and agree final proposal
Week 14	W/c 27 th October 08	
Week 15	W/c 3 rd Nov 08	Communicate final proposals to staff and seek any further comments
Week 16	W/c 17 th Nov 08	
Week 17	W/c 24 th Nov 08	Deadline for final comments from staff
Week 18	W/c 1 st Dec 08	
Week 19	W/c 8 th Dec 08	Communicate final proposals and conduct an assessment of change panel in accordance with CYC restructure policy