

STAKEHOLDER	WHO	HOW	WHEN	ADDITIONAL INFORMATION	STATUS
HOSC Shropshire : Amanda Holyoak/Gerald Dakin Telford and Wrekin : Fiona Bottrill/Andy Burford	Julie Davies T&WCCG	Informal chat/formal briefing (if required)	November 2015	Shropshire – meeting date 8 th February 16	
Healthwatch Shropshire : Carole Hall/Jane Randell-Smith Telford and Wrekin : David Bell/ Jane Chaplin/Kate Ballinger	Sarah/Gareth T&WCCG comms	Written briefing/FAQs Written briefing/FAQs	December 2015		Electronic copy of flyer and written briefing to be emailed to by w/e 29 January
Key Patient Groups : PPEC/SPG (Shropshire) Health Roundtable (T&W) *All NEPT patients All potential NEPT patients Outpatients Regular users e.g. chemo/renal	Sarah Sharon Smith Sarah via MSL Sarah/provider comms/clinicians	Verbal/meeting Mailshot to current users (C1) – letter and flyer/Drivers give out flyers and verbal Verbal/flyers/posters in GP surgeries and key public places Verbal/flyers/posters in key hospital departments FAQs	January/February 2016		Posters and flyers have been designed and signed off. Letter to be signed off w/e 22 January (same for FAQs?) Engagement Comms plan has been produced, with a series of meetings taking place throughout January and February. Electronic copies of flyers and posters to

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					be emailed to relevant groups
CCG staff <ul style="list-style-type: none"> • Shropshire • Telford and Wrekin 	J Stevenson T&WCCG comms	Newsflash/Website/Shropshare/Staff Briefing Telnet FAQs	January/February 2016		Shropshire – Information to go in February staff newsletter
GP membership/practice managers <ul style="list-style-type: none"> • Shropshire • Telford and Wrekin 	J Stevenson T&WCCG comms	Newsflash/AO briefing/GP newsletter Practice managers' meetings/GP forum/PLT sessions FAQs Via governing body meetings Attendance at locality meetings	January/February 2016		Shropshire – Written briefing to go in February newsletter.
Shropshire MPs <ul style="list-style-type: none"> • Philip Dunne, Ludlow • Owen Paterson, North Shropshire • Daniel Kawczynski, Shrewsbury & Atcham Telford and Wrekin MPs <ul style="list-style-type: none"> • Mark Pritchard • Lucy Allen 	Sarah/JP (BS) T&WCCG comms	Written briefing/FAQs Verbal update as part of regular AO briefings with MPs Written briefing/FAQs Verbal update as part of regular AO briefings with MPs	January/February 2016		
Shropcom <ul style="list-style-type: none"> • Jan Ditheridge (CEO) • Clinicians • Discharge co-ordinators 	Sarah/provider comms	Written briefing/FAQs Internal engagement via comms lead	January/February 2016		Written briefing drafted and to be issued by w/e Friday 12 Feb
SaTH <ul style="list-style-type: none"> • Simon Wright (CEO) • Ian Donnelly • Sarah Biffin • Clinicians • Discharge co-ordinators 	Sarah/provider comms	Written briefing/FAQs Internal engagement via comms lead	January/February 2016		Written briefing drafted and to be issued by w/e Friday 12 Feb
SSSFT	Sarah/provider	Written briefing/FAQs	January/February		Written briefing

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<ul style="list-style-type: none"> Neil Carr (CEO) Clinicians Discharge co-ordinators 	comms		2016		drafted and to be issued by w/e Friday 12 Feb
RJAH <ul style="list-style-type: none"> John Grinnell (acting CEO) Clinicians Discharge co-ordinators 	Sarah/provider comms	Written briefing/FAQs Internal engagement via comms lead	January/February 2016		Written briefing drafted and to be issued by w/e Friday 12 Feb
Care co-ordination Centre	Lynne Breakell	Written briefing/FAQs	January/February 2016		
*MSL (drivers and call handlers)	MSL	Written/verbal briefing/FAQs Internal engagement via comms lead	January/February 2016	<ul style="list-style-type: none"> Priority group Sarah spoken to MSL comms lead 	
WMAS	Sarah/WMAS comms	Written briefing/FAQs	January/February 2016		Written briefing drafted and to be issued by w/e Friday 12 Feb
Residential/nursing home staff <ul style="list-style-type: none"> Shropshire Telford and Wrekin 	Sarah via Nicky Jacques at SPIC	Written briefing/FAQs Written briefing/FAQs Press releases, invitation to attend events	January/February 2016	Nicky Jacques <njacques@spic.co.uk>	Nicky happy to distribute information on our behalf and has emailed list of day centres for Shropshire visits
Health and Wellbeing Board Karen Calder (Chair Shropshire) Richard Overton (Chair Telford and Wrekin)	Julie Davies/ Julian Povey T&WCCG	Written briefing/FAQs	January/February 2016		
Councillors <ul style="list-style-type: none"> Telford and Wrekin Council Shropshire Council 	T&WCCG via Nigel	Written briefing/FAQs	January/February 2016		

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<ul style="list-style-type: none"> SALC 	Newman/Jon King Sarah via Maria Jones Sarah				
Shropdoc	Sarah	Written briefing/FAQs	January/February 2016		Written briefing drafted and to be issued by w/e Friday 12 Feb
LMC	Sarah	Written briefing/FAQs Attendance at meeting (if required)	January/February 2016		Written briefing drafted and to be issued by w/e Friday 12 Feb
LPC	Sarah	Written briefing/FAQs	January/February 2016		Written briefing drafted and to be issued by w/e Friday 12 Feb
LOC	Sarah	Written briefing/FAQs	January/February 2016		Written briefing drafted and to be issued by w/e Friday 12 Feb
Voluntary sector: <ul style="list-style-type: none"> VCSA Community transport Age UK Shropshire Disability Forum 	Sarah via Rachel Wintle Sarah Sarah Sarah	Written briefing and invitation to attend events/FAQs	January/February 2016		VCSA – Information circulated in newsletter on 18/01 Age UK – Information sent for inclusion in newsletter.
Comms and Engagement leads for	Sarah Makin	Email/Weekly comms conference	November 2015	Discussion and updates provided	Ongoing

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Shropshire Telford and Wrekin (AO/AR/TP/ME/Siobhan Price) T&W Council??		calls and monthly face-to-face meetings	onwards	weekly at Local Health Economy communications conference calls.	
Media – all local media across Shropshire, Telford and Wrekin	Richard Caddy	Press releases to advertise survey and events and a reminder	January 2015 February 2015		