Appendix 4: NHS FUTURE FIT COMMS AND ENGAGEMENT EVENT PLANNER 2017/18

Action Status RAG Rating definition	
	Complete
	Delayed - recovery actions in place. Low risk of materially affecting programme delivery and/or timeline
	Delayed - remedial actions in place. Medium to high risk of materially affecting programme delivery and/or timeline
	Deadline not yet reached, delivery on target

Date of last update	27/11/2017		Timeline Colour code definitions
	Kath Smith	Version	7

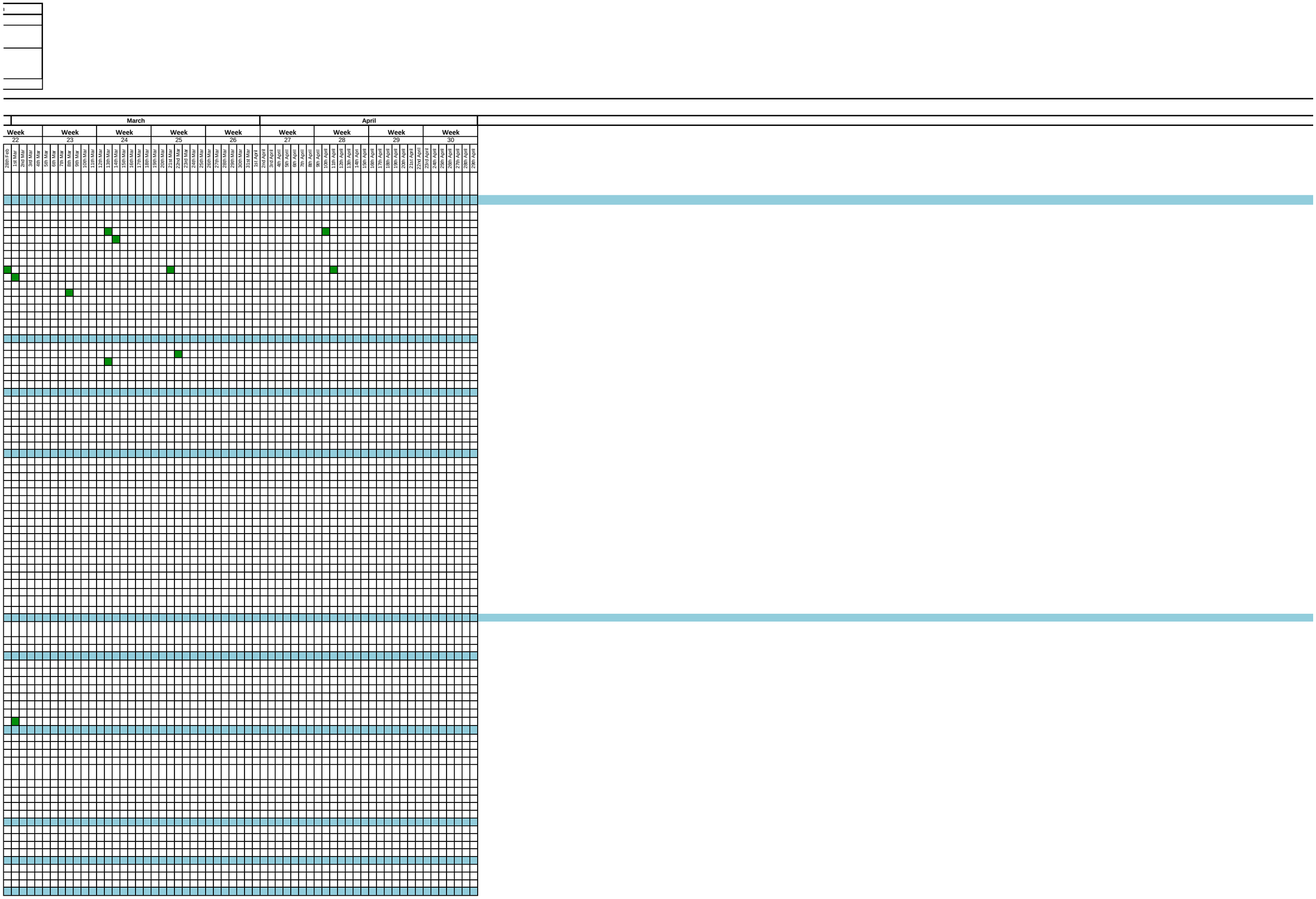
	Earliest Start to Latest Finish
	Complete
	Timeline extended/delayed
	Milestone

	Earliest Start to Latest Finish
	Complete
	Timeline extended/delayed
	Milestone
	Deadline for papers

Oct | November | December | January | Feb

Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | Week 20 | Week 21

	Actions	Action Status (RAG Rating)	Action Status Narrative	Who attending?	Lead C&E Person co-ordinating
	Identify and partners and key stakeholders meetings to present FF Consultation plan		Main meetings identified and plotted for the next three months.	tbc	PS
			NHS Future Fit Programme Board	tbc	NM/KS
			SaTH	tbc	NM/KS
Partners/key stakeholders	T&W and Shropshire CCGs T&W and Shropshire Councils T&W and Shropshire Committees		Health & Wellbeing C& E	tbc	NM/KS
			T&W CCG Board	tbc	NM/KS
			Shropshire CCG Board	tbc	NM/KS
			NHSE Assurance Panel	tbc	NM/KS
			HOSC	tbc	NM/KS
			T&W Cabinet	tbc	NM/KS
			Shropshire Cabinet	tbc	NM/KS
			T&W Council	tbc	NM/KS
			Shropshire Council	tbc	NM/KS
			Health & Wellbeing T&W Council	tbc	NM/KS
			Health & Wellbeing Shrop Council	tbc	NM/KS
			SCHT Board	tbc	NM/KS
			Clinical Design	tbc	NM/KS
			West Midlands Clinical Senate	tbc	NM/KS
			STP Board	tbc	NM/KS
	Welsh Government Health		Welshpool Referendum	tbc	NM/KS
			Powys Health Teaching Board	tbc	NM/KS
			Community Health Council	tbc	NM/KS
			CHC Exec Committee	tbc	NM/KS
			Montgomeryshire Local Committee	tbc	NM/KS
			Powys Engagement Group	tbc	NM/KS
	MPs		Daniel Kawcynski, MP	tbc	NM/KS
			Lucy Allan, MP	tbc	NM/KS
			Owen Patterson, MP	tbc	NM/KS
			Philip Dunne, MP	tbc	NM/KS
			Mark Pritchard, MP	tbc	NM/KS
			Glyn Davies, MP	tbc	NM/KS
			MP Briefing	tbc	NM/KS
Networks/community and voluntary events	Identify networks/community and voluntary group meetings for potential attendance		SALC Wrekin	tbc	NM/KS
			SALC Shropshire	tbc	NM/KS
			Telford Patient Group	tbc	NM/KS
			Senior Citizens Forum T&W	tbc	NM/KS
			Lawley & District WI	tbc	NM/KS
			Cleobury Mortimer (18th Nov)	tbc	NM/KS
			Voluntary Community Sector Board	tbc	NM/KS
			Shropshire Disability Network	tbc	NM/KS
			Healthwatch	tbc	NM/KS
			Healthwatch T&W	tbc	NM/KS
			Rural Community Council	tbc	NM/KS
			Volunary Services Asc - world café	tbc	NM/KS
			Gorge WI	tbc	NM/KS
			Patient Group	tbc	NM/KS
			Carers Partnership Board	tbc	NM/KS
			Carers Rights Day Event	tbc	NM/KS
			Shrops Deaf & hard of hearing Forum	tbc	NM/KS
			VCSA Board Meeting	tbc	NM/KS
			SW Shropshire Local Joint Committee	tbc	NM/KS
			Shrops Seniors Albrighton Branch	tbc	NM/KS
	Stakeholder events prior to launch of consultation invitation only		Shropshire Stakeholder Event	**tbc**	NM/KS
			Telford & Wrekin Event	**tbc**	NM/KS
				tbc	NM/KS
Public Exhibition Events			Wellington	tbc	NM/KS
			Shrewsbury	tbc	NM/KS
			Newtown	tbc	NM/KS
			Telford	tbc	NM/KS
			Ludlow	tbc	NM/KS
			Oswestry	tbc	NM/KS
			Bridgnorth	tbc	NM/KS
			Marktet Drayton	tbc	NM/KS
Website and social media	Review and audit old website.			n/a	NM/KS
	Transfer information to new website			n/a	NM/KS
	Test			n/a	NM/KS
	Launch			n/a	NM/KS
	Update covers for Twitter, Facebook and LinkedIn			n/a	NM/KS
	Produce content schedule				
	Launch				
				n/a	NM/KS
				n/a	NM/KS
				n/a	NM/KS
Marketing collateral	Pop up exhibition stand				
	4 x pull up banners				
	Flyers				
Administration	Email				
	Telephone				
	Filing system				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