

Annex 2: Consultation Plan: Changes to Fire Engine Deployment in the Borough of Spelthorne

Aim:

- To inform stakeholders about proposal and rationale
- To seek views and feedback about proposal
- To be as inclusive as possible, while proportionate to predicted impact and scale of proposed changes (stakeholders from different E&D strands, through different channels)

Timeline (see consultation plan):

- 13 weeks (5/8 – 4/11/13) – longer because of summer holidays
- Interim report: mid October 2013
- Consultation report: 14/11/13 (for submission with final Cabinet paper)

Overview by stakeholder groups

Date	Stakeholder	Engagement / consultation activity	Equality & Diversity consideration
Residents / businesses General Public (Spelthorne; Elmbridge; Runnymede; London Boroughs of Hounslow and Richmond) Targeted activities with high risk groups (age, disability, mental health)			
5 August – 4 November	Residents, businesses	SurveyMonkey, via: - email invites (direct mailing list and mailing lists from D&BC, Commerce and business groups, VCFS organisations, External Equalities Advisory Group) - SCC website link - SCC social media link - partner websites	E&D screening at end of survey; Send out through EEAG; Carers groups; SCA BME group; Faith groups

From 5 August		Printed questionnaires / posters / consultation leaflets, via: <ul style="list-style-type: none"> - Care Homes - Residents Associations / local groups - Libraries - VCFS groups - Citizens Advice Bureaux - Community Centres - Day Centres - GP surgeries - Post Offices - Schools - Youth Clubs - Churches - Council Offices 	Care Homes, GP surgeries, Post offices – targets elderly residents E&D screening at end of survey Mental Health / disability groups
From 5 August		Information through local media <ul style="list-style-type: none"> - D&BC websites (including social media) - Chamber of commerce publication - local outlets 	Accessibility (variety of channels)
5 August 17 September	Empowerment Board North Surrey	Consultation email Meeting	Disability groups
From 5 August	Neighbourhood Police Teams	Distribution of material (Spelthorne, Elmbridge, Runnymede) Panel meetings in Spelthorne	
17 September 25 September	Residents (Sunbury; Staines)	Public meetings - recruitment through surveys and public media	E&D considerations when inviting
Staff			
Before consultation During consultation	Staff	Team briefings Emails / news bulletin Posters at stations Invite to survey	E&D screening at end of survey
27 August 9 September	Staff	Workshops at Sunbury and Staines	E&D considerations when inviting
Before	FBU	Meetings	

consultation During consultation	Unison, GMB	Email	
Councillors Message from Helyn Clack / Kay Hammond Meetings for Select Committee, Local Committees			
On-going	Portfolio Holder (Helyn Clack / Kay Hammond)	Regular meetings	
August - November	Communities SC	Meetings with Denise Email with survey / consultation material Workshop 26 September, 9.30 am Formal Meeting 21 November	
5 August	SCC Members of Spelthorne, Runnymede and Elmbridge	Email with survey / consultation material	
	SCC Members	Email with survey / consultation material Members Bulletin ('Communicate', SC bulletin)	
	Spelthorne Council Leader and Councillors	Email with survey / consultation material	
	Elmbridge and Runnymede Council Leader and Councillors	Email with survey / consultation material	
	LB Hounslow and LB Richmond councillors	Email with survey / consultation material	
	Surrey MPs Richmond MP Feltham MP	Letter / consultation material	
2 September 30 September 30 September	Elmbridge Committee Spelthorne Committee Runnymede Committee	Meetings	
Partners			
From 5 August	Police, PCT / Clinical Commissioning Groups, Neighbouring Fire Brigades, Ambulance, Highways, VCFS groups, Community Safety Partnerships (see stakeholder plan)	Letters / emails Emails / consultation material Business As Usual meetings	Disability group SCA Carers groups
Surrey County Council			

5 August	Customers and Communities Leadership Team (CCLT)	Email Meetings	
	Council Leadership Team	Email	
	Adult Social Care	Through Sarah Mitchell Directly with regional MH / disability officers	
	Libraries	Email Rose Wilson Contact managers of libraries identified as suitable outlets	
	Highways East	Email	
	Environment	Email	
	Transport	Email	
	Emergency Management	Email	
	Trading Standards	Email / CCLT	
	Communications / Contact Centre	Email	
	Community Partnership Teams	Email / CCLT	