



SOUTH EASTERN TRUST

Title:	Consultation Scheme		
Author(s)	Elaine Campbell Corporate Planning and Consultation Manager Kelly House Ulster Hospital Elaine.campbell@setrust.hscni.net		
Ownership:	Planning, Performance and Informatics / Strategic and Capital Development		
Approval by:	Trust Board	Approval date:	March 2012
Operational Date:	April 2012	Next Review:	March 2015
Version No.	V(1)	Supersedes	
Key words:	Consultation, engagement, PPI		
Links to other policies	Involving You, Personal and Public Involvement Strategy 2012-2015		

1.0 INTRODUCTION / PURPOSE OF POLICY

1.1 Background

The Consultation Scheme was designed in order to comply with the legislative requirement placed on HSC bodies by section 19 of the Health and Social Care (Reform) Act (Northern Ireland) 2009 ('the Reform Act').

1.2 Purpose

The Trust is required to outline its arrangements for consulting and engaging with service users, carers, clients, staff and the general population as part of its legal and statutory obligations to provide effective Personal and Public Involvement

1.3 Objectives

There are five strategic objectives set out in section 20 of the Health and Social Care (Reform) Act (Northern Ireland) 2009 ('the Reform Act').

These are:

- "The planning of the provision of care;
- The development and consideration of proposals for changes in the way care is provided; and
- Decisions to be made by the Trust affecting the provision of care."

This will ensure that appropriate arrangements exist for the need:

- a. "To have regard to any comments submitted to it in response to the consultation; and
- b. To prepare written statement which –
 - i. Summaries the comments received; and
 - ii. Sets out the body's response to those comments."

2.0 SCOPE OF THE POLICY

The policy applies to any decision or plan which is relevant to the five strategic objectives outlined above.

3.0 ROLES/RESPONSIBILITIES

Strategic responsibility for the consultation scheme and personal and public involvement is held by the PPI Sub-committee, chaired by the Director of Planning, Performance and Informatics, and supported by the Assistant Director, Strategic and Capital Development and the Corporate Planning and Consultation Manager.

The Assistant Director for Strategic and Capital Development has operational responsibility for ensuring that the Trust meets the statutory requirements for PPI. Co-ordination of PPI is led by the Corporate Planning and Consultation Manager.

4.0 APPENDICES/ATTACHMENTS

4.1 Consultation scheme attached.

5.0 EQUALITY STATEMENT

In line with duties under the equality legislation (Section 75 of the Northern Ireland Act 1998), Targeting Social Need Initiative, Disability discrimination and the Human Rights Act 1998, an initial screening exercise to ascertain if this policy should be subject to a full impact assessment has been carried out. The outcome of the Equality screening for this policy is:

Major impact

Minor impact

No impact. **x**

SIGNATORIES

(Policy – Guidance should be signed off by the author of the policy and the identified responsible director).

Date: _____

Author

Director

Date: _____