

ANNEX C

Consultation Programme

This section provides detailed information on who was consulted and the methods used for consultation. It will be used to inform the summary table in Section 2 of the Public Consultation Summary Report.

Staff and Representative Bodies

Date	Activity	Audience	Venue	Facilitated By
02/04/14	Early Bird open forums commenced, rotated on a four weekly cycle across the Service and continued throughout the consultation period. The content of each forum was summarised and made available to all staff.	Full time Operational, On-Call and Support Staff	Headquarters and Stations	Chief Fire Officer (CFO), Deputy Chief Fire Officer (DCFO), Assistant Chief Fire Officer (ACO) and Director of Finance and Corporate Services
11/05/14	In-depth overview of the Service and the challenges ahead.	Middle and supervisory managers	Leicestershire County Council Chambers	CFO, DCFO, ACO, Director of Finance and Corporate Services and SMT
25/06/14	Outcome of the CFA's decision as to which options should be included in the consultation document 'Proposals for Change'.	All staff and available online	Live streaming	CFO

Public

Date	Contact	Contact Activity/Method	Facilitated By
20/10/14	Libraries	Notification of the commencing of the consultation and provision of IRMP document, questionnaires and publicity pack via Libraries distribution service	Information Management

29/10/14	Citizens Panels, Community Ward meetings	Email or letter	Information Management
01/12/14	Members of the public who had called on LFRS to attend an incident	Direct contact via letter	Information Management

Emergency Services

Date	Contact	Contact Activity/Method	Facilitated By
28/10/14	East Midlands Ambulance Service	Letter	Information Management
28/10/14	Regional Fire and Rescue Services	Email	Information Management
28/10/14	Regional Police Forces	Letter	Information Management

Community Organisations

Date	Contact	Contact Activity/Method	Facilitated By
20/10/14	Schools, Universities, Colleges of Further Education	Email with PDF poster	Information Management
20/10/14	Minority Groups, Voluntary Services, Registered Charities	Letter with poster	Information Management
20/10/14	Prisons, Ministry of Defence	Letter	Information Management
20/10/14	East Midlands National Health Service: Hospitals, GP's, Dentists	Letter and poster	Information Management
21/10/14	Leisure Centres	Letter and poster	Information Management

Press and Media

Date	Contact	Contact Method	Facilitated By
29/09/14	First press release	Email	Corporate Communications
20/10/14	Second press release	Email	Corporate Communications
19/12/14	Third press release	Email	Corporate Communications

Businesses

Date	Contact	Contact Activity/Method	Facilitated By
28/10/14	Utility Companies	Notification of the beginning of the consultation and how to comment via email	Information Management
28/10/14	Chambers of Trade	Email with PDF poster	Information Management
28/10/14	Businesses classified as Categories 2, 3 and 4 (register of high risk businesses and properties held by the Service)	Letter or email	Information Management

Members of Parliament (MPs), Members of the European Parliament (MEPs), City, County, District, Borough, Town and Parish Councils

Date	Contact	Contact Activity/Method	Facilitated By
02/10/14	Leicestershire County Councillors	In person	CFA political lead, attending - CFO, DCFO, CFA Rep

28/10/14	Leicester, Leicestershire and Rutland MPs at the House of Commons	Letter and in person	Facilitated by Nicky Morgan MP. Attending - CFO, DCFO, Director of Finance and Corporate Services and 3 CFA group leaders
29/10/14	10 MPs, all 5 MEPs, all 10 Council Chief Executives and all 10 Council Leaders	Letter/email	Information Management
29/10/14	MEPs, Unitary/District Councils, Council Member Services	Letter/email with poster	Information Management
29/10/14	273 Town and Parish Councils	Email with poster	Information Management
27/11/14	Rutland County Councillors	In person	CFA political lead, attending - CFO, DCFO, CFA Rep

Forums Run by ORS

Event	Date	Time	Facilitator	Venue
Staff (1)	Monday 27 October	09:30-13:30	ORS	LFRS Birstall SHQ
Staff (2)	Monday 27 October	14:00-17:00	ORS	LFRS Birstall SHQ
Staff Middle Managers	Friday 5 December	09:00-13:00	ORS	LFRS Birstall SHQ
Wigston Public	Monday 27 October	18:00-20:30	ORS	Guthlaxton College
County Wide Public	Tuesday 28 October	18:00-20:30	ORS	Glenfield Sports Pavilion
Loughborough Public	Wednesday 29 October	18:00-20:30	ORS	Rosebery Saint Peter's Community Centre
Oakham Public	Wednesday 29 October	18:30-20:30	ORS	Oakham RFC Clubhouse
City Forum (1)	Thursday 30 October	18:00-20:30	ORS	Leicester African Caribbean Centre
City Forum (2)	Thursday 30 October	18:00-20:30	ORS	Fosse Neighbourhood Centre
Business/ Voluntary Sector	Tuesday 9 December	11:00-14:00	ORS	County Hall
City, County, District, Borough, Town and Parish Councils	Tuesday 9 December	18:00-20:30	ORS	County Hall