

Appendix 2 Approach

Partner – ensure joint ownership with stakeholders

Approaches	Organiser	Lead	Details/frequency	Status
NHS Peterborough Board				
Board members will have an open invitation to public engagement events	BG	SS/JF	Routine as appropriate	
Board members will receive regular updates on Project	BG	SS/JF	Next Public Board meeting 6 th May, then 1 st July then 2 nd September	
Suggestion from SS that future reports to Board might be via an organisation –wide Procurement Board	BG	SS/JF	17 th June 2009	pending

Approaches	Organiser	Lead	Details/frequency	Status
PPCT Professional Executive Committee				
Decision to procure new MOS Service	BG	SS	17 th December 08	
Members will receive regular updates	BG	SS/JF	Awaiting decision re dates	
Suggestion from SS that future reports might be via an organisation-wide Procurement Board	BG	SS/JF		pending

Approaches	Organiser	Lead	Details/frequency	Status
Peterborough City Council Scrutiny Commission for Health Issues				
Informed of Minor Oral Surgery Project and progress	LT	JF	Attending at 7.00pm on Tuesday 14 th July	pending

Approaches	Organiser	Lead	Details/frequency	Status
Peterborough LINK				
Inform/update on Project and progress	JLC/CL	JLC	Awaiting confirmation of date to attend. Informed cannot attend on 9 th June as provisionally arranged	pending
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Approaches	Organiser	Lead	Details/frequency	Status
NHS Public Consultation Forum and Contacts from Stakeholder Database				
Contact letter to all names listed on NHS PCF database who had expressed an interest in dental issues	JF/LH	GA/JF	17 th April 09	
All patient stakeholders who responded invited to Market event	JF	JF	28 th April 09	

Subsequent engagement with patient stakeholders recorded below as NHS Peterborough Project Group				
Project shared with forum	CR/JLC		Attending 17 th Sept	pending
Meeting with patient stakeholder and GA to discuss service specification and take feedback.	JF/GA/LH	JF/GA	23 rd June 09	

Approaches	Organiser	Lead	Details/frequency	Status
NHS Peterborough Project Group				
Project outline, procurement team agreed	JF/LH	AP/JF	9 th February 09	
Patient involvement, Premises identified, Market Event agreed	JF/LH	AP/JF	26 th February 09	
Patient Care pathway	JF/LH	AP/JF	25 th March 09	
Financial modelling, programme for Market Event, Procurement process, TUPE, out of area referrals to MOS service	JF/LH	AP/JF	30 th April 09	
Provider Market Event. Local and national potential providers in attendance, along with 3 patient stakeholders from NHS PCF	JF/LH	SS/JR/JF	1 st May 09	
Patient stakeholder roles, premises issues, procurement process and timelines	JF/LH	DS/JF	19 th May 09	
Site visit to Paston premises to evaluate suitability as potential site for MOS service, patient stakeholders, architect and dental practice advisor in attendance	JF/LH	JF/JMR/CP	28 th May 09	
Welcome to 2 new patient representatives, feedback from Paston visit, service spec. development, PQQ evaluation and Bidder Day end of July	JF/LH	AP/JF	4 th June 09	
ISPO development, evaluation process for	JF/LH	AP/JF	18 th June 09	ongoing

PQQs, Identified need to arrange meeting between JF, GA and patient stakeholders to discuss ISPO service spec. in more detail				

Approaches	Organiser	Lead	Details/frequency	Status
Peterborough & Stamford Hospitals NHS Foundation Trust				
Joint Clinical Group Meeting – discussion of proposals for new MOS service	TJ	SS/KaH/CM	22 nd December 08	
Discussion with CM re new procurement	JF	JF	9 th April 09	
Attendance by CM and CW at Provider Market Event	JF	SS/JF/JMR	1 st May 09	

Approaches	Organiser	Lead	Details/frequency	Status
Peterborough Dental Access Centre Frontline Staff – (staff directly affected)				
Decision to extend Pilot Service to March 2010		AP/NA	March 09	
Consultation re need for TUPE		JF/NG/CP	April 09	
Confirmation that TUPE will not apply		CP/NG	30 th April 09	ongoing

Approaches	Organiser	Lead	Details/frequency	Status
East of England Specialist Commissioning group				
Meeting with MH to discuss MOS procurement	JF	JF	12 th January 09	
Discussions MH re timetable	JF	JF	9 th February 09	
Discussions MH re documentation	JF	JF	11 th March 09	
Email exchanges with PW re Market event	JF	JF	February/March 09	
Meeting MH re Market Event	JF	JF	25 th March 09	
Meeting with MH and IG, new contact at EoE procurement hub to discuss procurement process and Market event	JF	JF	8 th April 09	
Meeting IG re 2 stage procurement process	JF	JF	21 st April 09	
Extensive conversations and meeting with IG re	JF	JF	30 th April/1 st May 09	

Market event strategy and procurement route				
Email exchanges re final versions of MOI and PQQ	JF	JF	5 th – 7 th May 09	
Meeting IG re premises solution	JF	JF	19 th May 09	
Meeting IG re ISPO, premises and procurement timetable	JF	JF	27 th May 09	
Meeting IG and JMR re ISPO Spec	JF	JF	11 th June 09	
Meeting IG re PQQ evaluation process and ISPO documentation	JF	JF	17 th June 09	ongoing

Approaches	Organiser	Lead	Details/frequency	Status
Consultant in Dental Public Health, Cambs and Peterborough Public Health Network				
Clinical Review on Minor Oral Surgery Referrals	JF	SS/AC/JF	Completed November 08	
Discussion re service specification, triage element to service or not	JF	JF/AC	7 th April 09	
Discussion re premises option for new service	JF	JF/AC	16 th June 09	ongoing

Approaches	Organiser	Lead	Details/frequency	Status
Joint Forum				
Consultations with CP and NG re TUPE issues for DAC staff. Nil TUPE issues	JF	JF/CP/NG	March/April 09	
Confirmation CP that nil need to attend Joint Forum	JF	CP/JF	28 th May 09	complete

Engage – ensure that stakeholders are engaged

Approaches	Organiser	Lead	Details/frequency	Status
Local Dentists/LDC				
Consultation with LDC re proposed care pathway	JF	JF/CS	14 th January 09	

Invitation to all local dentists to attend a "Meet the Commissioners" evening. MOS procurement discussed	JF/LH	SS	2 nd April 09	
Open invitation by email to local dentists to comment upon pathway and service	JF	SS/JF	6 th April 09	
Invitation to all local dentists to attend MOS Market event, 4 attended	JF/LH	JF	1 st May 09	ongoing

Approaches	Organiser	Lead	Details/frequency	Status
Local GPs/PBCSG/Localities				
Consultation with PBCSG re patient care pathway and GP referrals to service	LH	AP/JF	11 th February 09	
Consultation with Localities Group as above	LH	AP/JF	25 th March 09	pending

Approaches	Organiser	Lead	Details/frequency	Status
Cambridgeshire and Peterborough Oral Health Advisory Group				
Discussion of proposed new service and care pathway, 2 Patient stakeholders present	AC	AC	11 th February 09	
Update re the procurement process.	AC	JF	10 th June 09	pending

Approaches	Organiser	Lead	Details/frequency	Status
Staff at Paston Health Centre				
Meeting with KR regarding potential use of dental suite at Paston Health Centre	JF	JF	19 th May 09	

Approaches	Organiser	Lead	Details/frequency	Status
Dental Commissioning Leads in neighbouring PCTs				
Email contact, ongoing, with dental commissioning leads in neighbouring PCTs to ascertain if interested in procuring MOS service	JF	JF	10 th February 09 – April 09	
Invitation to dental commissioning leads of Cambs. and Northants to attend Market event	JF	SS/JF	1 st May 09	ongoing

Involve – ensure stakeholders are involved

Approaches	Organiser	Lead	Details/frequency	Status
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Citizens Advice Bureau				

Approaches	Organiser	Lead	Details/frequency	Status
City Care Centre/Alma Road				

Inform – ensure stakeholders are aware

Approaches	Organiser	Lead	Details/frequency	Status
East of England SHA				

Approaches	Organiser	Lead	Details/frequency	Status
Wider Population of Peterborough				

Approaches	Organiser	Lead	Details/frequency	Status
Local Media				

Approaches	Organiser	Lead	Details/frequency	Status
Pharmacists				

Approaches	Organiser	Lead	Details/frequency	Status
NHS Choices Website				

Approaches	Organiser	Lead	Details/frequency	Status
Cambridgeshire & Peterborough Mental Health Partnership NHS Trust				

Abbreviation Key

- JF – Jane Freeman, Dental Project Lead, NHS Peterborough
- BG – Barbara Groves, Company Secretary, NHS Peterborough
- JLC – Jane Coulson, Stakeholder Engagement Co-ordinator, NHS Peterborough
- LT – Louise Tyers, – Peterborough City Council
- CL – Carol Leadbetter, – Peterborough LINK
- LH – Liz Hurst, Localities Secretary, NHS Peterborough
- SS – Sarah Shuttlewood, Director, NHS Peterborough
- NG – Nicola Guppy, Practice Manager, Peterborough Community Services Dental Service
- CP – Christine Pattison, HR Manager, NHS Peterborough
- AP – Andrea Patman, Head of Primary Care, NHS Peterborough
- NA – Nicki Ayres, Peterborough Community Services

KH – Kerry Holliday, HR Advisory Team Manager, Peterborough Community Services
IG - Ian Greaves,
MH - Martin Hylands,
PW - Paul Whiteside,
TJ – Teresa Johnson, Secretary to Alison Reid, NHS Peterborough
CM – Clive Moss, Consultant in Oral and Maxillofacial Surgery, Peterborough and Stamford Hospitals
Foundation Trust (PSHFT)
KaH – Kathy Harvey, Assistant General Manager, PSHFT
CW – Clare Wilson, Business Development Manager, PSHFT
JR – James Robertson, Oral and Maxillofacial Surgeon and NHS Peterborough Clinical Advisor

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