

Project plan for Older Peoples Mental Health Integration Project

Time	June	July 1st	July 8th	By 31 st July	By 31 August	3 rd September	30 th September
Stage / tasks	Confirmation of status of existing Integration agreement D Moore	Paper for PPT meeting describing the new service Presented for circulation to the PPT C Moody ✓	Paper and project plan presented to PPT by C Moody ratification agreed ✓	<p>Completion of service structures C Moody C Walker R White</p> <p>Completion of job profiles C Walker C Moody R White (with K Williams support)</p> <p>Accommodation assessed as fit for purpose, layout and H&S proof and consulted with staff. To be with Unions by 1st August- Julie Bootle</p> <p>Assessment of IT network costs Hawthorn and Basset Close – Julie Bootle</p>	<p>Assessment of means to appoint to the new structure K Williams R White C Moody M Chew</p> <p>Evaluation of job profiles completed C Walker & R White NHS/ C Moody and K Williams MKC</p> <p>Completion of staff consultation paper C Moody K Williams R White</p> <p>Proof reading of the paper and its attachments C Moody M Chew R White C Walker K Williams J Bootle</p>	<p>28 day formal consultation period to commence 3rd September</p> <p>Meet staff on 3rd At open staff meetings arranged through M Chew C Moody R White K Williams C Walker</p> <p>Consult with staff side representatives R White K Williams</p> <p>Formal follow up meetings with staff and staff side after 7 days C Moody K Williams R White C Walker</p>	<p>Close Formal consultation period</p> <p>Commence appointment to posts in the new structures</p> <p>Slotted in posts take effect from the 30.09.03 Letters to confirm to staff drafted R White by the 02.10.03/ K Williams Admin. support needed</p> <p>Where selection required appointment on a cascade basis stating with the operational manager. Tiers to be appointed to thereafter</p> <p>Appointment to all posts completed by 15th October</p> <p>Structure training to commence by 20th October</p>

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