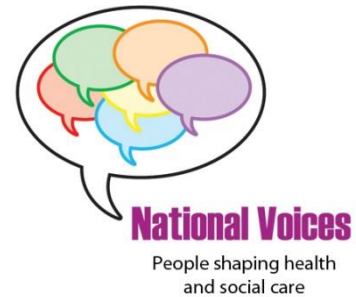


Template letter

NHS planning guidance 2016/17 – 2020/21



NHS Planning Guidance

The NHS in England has published new guidance saying that local organisations involved in planning and providing health and care services in England must prepare a five year plan which sets out how they will improve quality of services, address funding challenges, and improve the health and wellbeing of people living in their area.

The guidance says that local organisations should engage patients, service users, carers and the public in developing these plans. They should also engage voluntary and community groups. The plans they develop should include ways that voluntary and community groups – and people who use services – can be involved in the delivery of services and support locally.

You can read more about the planning guidance in the National Voices briefing:

www.nationalvoices.org.uk/news-media/news-item/briefing-nhs-planning-guidance

Get involved

Your local area will have to have developed its final plan by June 2016. So if you would like to be involved, now is the time to do so.

Lots of different local organisations will be involved in deciding what geographical area the plan will cover, and in developing the plan itself. If you write to the Chief Officer who leads your local Clinical Commissioning Group (CCG) they will be able to tell you more about how the process is working in your area.

To help you do this, National Voices has prepared a template letter that you can customize and send to your CCG.

Contact your CCG

You can search for contact details for your local CCGs on the NHS Choices website:

<http://www.nhs.uk/Service-Search/Clinical%20Commissioning%20Group/LocationSearch/1>

Enter your postcode and then click on the name of the closest CCG to your area to find contact details for the organisation. If you can't find a named contact, you can just address your letter to 'the Chief Officer' and send it to the general CCG email or postal address.

Send us the response

When you get a response to your letter, National Voices would love to see a copy, so we can get a picture of how people are involved in developing plans across the country. Please email a copy to sarah.hutchinson@nationalvoices.org.uk.

TEMPLATE LETTER TO YOUR CCG

YOUR ADDRESS HERE
ADDRESS LINE 1
ADDRESS LINE 2
ADDRESS LINE 3

CCG CONTACT
ORGANISATION
ADDRESS LINE 1
ADDRESS LINE 2
ADDRESS LINE 3

DATE

Dear [CCG CONTACT],

I am writing to you as I am aware that [NAME OF CCG] will be working with other local partners to develop a Sustainability and Transformation Plan which will shape health and care services in our local area over the next five years.

As you know, the planning guidance published by NHS England emphasises that local areas should follow an open, iterative and engaging process for developing their plans; and should consider how to harness the energies of all relevant partners, including patients, carers and the public, as well as voluntary and community sector organisations in achieving the necessary service transformations.

I would be very grateful if you could let me know how [NAME OF CCG] and your local partners intend to develop the STP for our area, and specifically what opportunities there will be for people who use services, carers and the public, as well as the voluntary and community sector to be part of that process.

[You may wish to add a paragraph here about you/your organisation and why you are interested in helping to develop the STP. Are there ways that you/your organisation could help to improve health and care services locally these issues – for example by sharing your experiences and knowledge or by supporting other people with health and care needs?]

In engaging with local stakeholders to develop and deliver the STPs, it may also be helpful for you and colleagues to be aware of the six principles for changing the way that health and care relate to people and communities, which were developed by the Five Year Forward View People and Communities Board and are referenced within the NHS planning guidance. These can be found at <http://www.nationalvoices.org.uk/fyfv>.

I look forward to hearing from you.

Yours sincerely,

[NAME]
[ROLE AND ORGANISATION (if applicable)]
[ADDRESS]
[EMAIL]