

## Appendix 2

### Extract from the Consultation Project Plan with reference to the Consideration Plan

A consultation consideration plan has been produced to ensure that sufficient structure is put in place to allow for full and detailed consideration of findings to take place; effectively informing all final decision making processes.

The formal consideration process will consist of an initial workshop\* mid-way through the 12 week consultation designed specifically to review the '*ORS Mid-Report*' as well as the suite of '*ORS Weekly Update Reports*' provided throughout the process identifying trends and patterns feedback by the consultation. This will be followed by a meeting of the formal Project Board following the close of Formal Consultation enabling further, more detailed discussion around the consultation feedback. This workshop will be facilitated by ORS examining trends and patterns identified. There will then be a window of 3 weeks before the next workshop. Throughout the entire consideration period all data collected from the formal consultation will be open to decision makers for consideration.

By the 3<sup>rd</sup> Workshop on the 6 January 2016 ORS will have completed and returned their '*Final Report*' to HFRS. This report will then be scrutinised in greater detail during the third workshop which will also be facilitated by ORS\*\* and will be preparation for presentation to the Service Management Team (SMT) for consideration. SMT will be the final internal governance point before the proposals are formally presented to the Fire Authority on the 24<sup>th</sup> February 2016. The workshops will be attended by senior decision makers from across the service. In total Hampshire Fire and Rescue Authority will have just short of 12 weeks between the close of Formal Consultation and their decision point on the 24<sup>th</sup> February 2016 to consider all material gained through consultation, all of which will be available to them. The material gleaned through Formal Consultation will be made available by ORS following the end of Formal Consultation on the 4<sup>th</sup> December. Further to this ORS will also make available chapters of the report as analysis of each section is completed allowing additional time for these section consideration up until the final report is available.

\*Within the initial workshop, attendees will be required to effectively funnel and filter the feedback into key areas for further investigation/discussion. These areas will then be disseminated to the relevant teams to scrutinise more closely; effectively for inclusion moving forward, or for discounting accordingly. All decisions/rationale will be logged.

\*\*Within workshop three, attendees will be presented with the key areas that have made their way through the more detailed scrutiny process. These areas will then be discussed in depth with specific regard given to how they impact upon the final proposals (time, cost, quality, and implementation). This will enable the final proposals to take shape in readiness for formal presentation at SMT. The Service Management Team will then decide if they are satisfied to present these in the authority report for a final decision point by the Fire Authority.