**Appendix 4**

**Stakeholder Update Guidance**

**ICB to update:**

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Planned stage to inform** | **Date informed** |
| Wessex Public Health Team) | On receipt of application |  |
| Clinical System providers | On receipt of application |  |
| CSU IT (for database merger and any other IT issues) | On receipt of application |  |
| PCSE | On receipt of application |  |
| Health and Wellbeing board |  |  |
| NHSE (primary care and complaints team) – to vary contract |  |  |
| All relevant ICB colleagues |  |  |
| CSU BI team |  |  |
| County/City Council/LA |  |  |
| Health overview and scrutiny panel |  |  |
| Healthwatch |  |  |
| Local Media (*jointly with practice*) |  |  |
| LMC |  |  |
| Community provider |  |  |
| GP Alliance |  |  |
| Open Exeter Team |  |  |
| NHS Digital |  |  |
| CQRS |  |  |
| NHSBSA |  |  |

**Practices to update:**

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Planned stage to inform** | **Date informed** |
| Patients (via letter if there is any substantial change in service) – to include details on how to register with another practice |  |  |
| Other Local GP practices |  |  |
| Prescription Services (PPA) |  |  |
| Local Pharmacies |  |  |
| Community Cluster Teams |  |  |
| Urgent care providers e.g. 111, OOH, Acute Trusts, SCAS, Primary Care Acute Visiting Service (*jointly with ICB*) |  |  |
| Other hospital departments |  |  |
| NHS choices |  |  |
| CQC |  |  |
| IG Toolkit |  |  |
| Any software provider, eg. Meridien (FFT s/w) |  |  |
| Local Authority |  |  |
| Public Health England |  |  |
| Local MP and Councillor |  |  |