

Health & Wellbeing Board Peer Challenge

Action Plan to Implement Findings



Strategic leadership				
Ref.	Objective	Action	Timescale / responsibility	Notes / Supporting Actions
1.1	Discuss findings of HWB peer challenge	Hold Board workshop with key partners	April 2015 Complete	Write up report from workshop and circulate to partners.
1.2	Review the core ambition of the HWB	Hold Board workshop with key partners to collate views	29 April 2015 Complete	Collaborate with partners to input views into action plan
1.3		Health & Wellbeing Implementation Group (HWIG) to review current HWB ambition using findings from workshop	HWIG. July 2015 Complete	Paper to Health & Wellbeing Board September 2015.
1.4		HWB to agree ambition	HWB. Sep 2015	Paper to Health & Wellbeing Board September 2015.
1.5		Develop supporting narrative to communicate ambition	HWIG. Nov 2015	See communications 15.1 below
2.1	Review the role & purpose of the HWB	Develop Principles for HWB	HWB. Sep 2015	Paper to Health & Wellbeing Board September 2015 with proposed principles for approval.
2.2		Review TORs and membership for HWB	HWIG. Dec 2015	Paper to Health & Wellbeing Board Dec 2015 with recommendations for approval.
2.3		Review champion roles to reflect policy/locality/function	HWIG. Mar 16	For discussion by HWIG
2.4		Develop role descriptions for HWB members & champions	HWIG. Mar 16	For discussion by HWIG
3.1	Support HWB members to undertake role	Review and extend development programme for the HWB - inc. Closed workshops pre-Board & Workshop programme (full afternoons)	HWIG/Associate Director of Public Health (ADPH.)	Ongoing

4.1	Review the Health & Wellbeing Strategic priorities to focus on what can only be achieved through the HWB. - inc. Short-term and longer term priorities	Meetings with policy leads to review actions and ID added value/multiagency approach.	ADPH. Jun - Aug 15 Complete	Review with HWIG/HWB CCG Clinical leads/ Partners to validate actions
Ref.	Objective	Action	Timescale / responsibility	Notes / Supporting Actions
4.2		HWIG to endorse proposed annual actions using findings from workshop	ADPH/HWIG. Aug 15 Complete	Paper to Health & Wellbeing Board September 2015.
4.3		Review local performance against outcomes to support work - Health Profiles, PHOF, ASCOF, NHSOF	ADPH/HWIG. Aug 15 Complete	Performance framework to be developed.
4.4		Develop proposal for HWB approval	HWIG. Sep 15	Paper to Health & Wellbeing Board September 2015. Follow up reports on individual annual actions
4.5		Define clear measurable outcomes for each priority within the strategy	HWIG. Nov 15	To be discussed at HWIG meeting Sep 15
4.6		Assign HWB champions to priority areas as required	HWB. Oct 15	
4.7		Define roles and responsibilities for each partner in delivery	HWIG. Nov 15	
4.8		Refresh delivery plan to reflect revised priorities	ADPH. Nov 15	
4.9		Develop performance framework, inc monitoring system/schedule	ADPH. Nov 15	To be discussed at HWIG meeting Nov15
5.1	Develop equal HWB leadership across Health and Local Government	Establish regular meeting with CCG clinical leads re: HWB business	ADPH. Jul 15 Achieved	Regular meetings after each HWB meeting
5.2		Build links to local Transformation Boards and H&W groups to strengthen involvement	ADPH. Nov 15	NB: consider role of HWIG in agenda setting/feedback
6.1	Define roles across HWB, scrutiny, CCG governing bodies, Council committees	Develop protocol to define roles across scrutiny, HWB and Healthwatch	1 April 2015 Complete	
6.2		Create clear definition of responsibilities across responsible committees/Boards	ADPH. Dec 15	
6.3		Define link across strategies - BCF, Care Act & Health & Wellbeing Strategy.	ADPH/HWIG. Dec 15	

	Governance & Support			
Ref.	Objective	Action	Timescale / responsibility	Supporting Actions
7.1	Review governance structure for HWB	Propose HWB governance structure that reflect NHS planning units, wider interface with other structures e.g. SNB, city HWB	HWIG. Sep 15	Review with HWB CCGs/Partners to clarify barriers/feasibility. Paper to HWB Sept 15
7.2		Review role & responsibilities of HWIG and key groups within structure	HWIG. Dec 15	To discuss at meeting Sept 15
7.3		Review accountability arrangements within governance system	HWIG. Dec 15	
7.4		Develop approach for provider engagement in structure	HWIG Dec 15	HWB paper Sep 15
8.1	Establish Reporting mechanism for HWB	Create process to ensure HWB has full oversight and leadership of BCF	HWIG/BCF Programme Board. Dec 15	
8.2		Agree reporting mechanism to minimise workload/duplication	HWIG	
8.3		Establish feedback mechanism for HWB discussions * circulate and agree actions * ID responsibilities by organisation * report progress via Chairs report to next meeting * include progress in HWB newsletter	HWIG. Oct 15	Initial reports included in Chair's Report. To continue development.
9.1	Establish meeting schedule to cover core roles of HWB	Develop approach to include core roles of HWB: * Assurance * Immediate priorities for HWB * Sharing lessons / good practice * Oversight of system inc. horizon scanning/ addressing new pressures/issues	HWIG. Oct 15	Initial discussion Jul 15. Further development required subject to HWB paper Sep 15.
10.1	Review HWB work programme	Establish template and process to manage agenda for HWB	ADPH/HWB support team	
10.2		Engage CCG clinical leads to review HWB work programme	ADPH. Jul 15 Achieved	include as part of regular meeting.
Ref.	Objective	Action	Timescale / responsibility	Supporting Actions

11.1	Create opportunity to review financial pressures across system	Hold a follow up workshop on H&SC finances to build knowledge and highlight opportunities for integration	ADPH/HWB support team	Workshop to focus on workforce to take place Nov 15.
12.1	Develop risk management process	Implement risk register for HWB	ADPH. Oct 15	
13.1	Establish HWB support team	Recruit to HWB Executive Officer to support HWB	ADPH. Sep 15	Identify dedicated admin support for HWB. Advert placed to recruit. Closing date 9.9.15
13.2		Extend role of ADPH in leadership of HWB	DPH. Sep 15	
	Communications & engagement			
Ref.	Objective	Action	Timescale / responsibility	Supporting Actions
14.1	Review provider engagement for HWB	Establish provider forum to support work of HWB	HWIG. Dec 15	See action 7.4
15.1	Communicate revised ambition, priorities and narrative.	Develop Communication strategy and plan	Comm lead / HWIG. Nov 15	
16.1	HWB identity is recognised by partners and the public	Use HWB identity for all events / meeting sin HWB supporting structure	All HWB	Ongoing
17.1	HWB has a recognised communication network with partners & the public	Expand HWB summaries into newsletters for partners to include good practice	ADPH/ HWB Team	Ongoing development of newsletter.
17.2		Rotate meetings around County	Democratic Services	
17.3		Agree annual plan for stakeholder network and workshops	ADPH/ HWB Team	Plan available until Feb 16
17.4		Coordinate communication messages across health & social care to ensure consistent & timely sharing of information.	HWIG	To discuss at meeting Sept 15
18.1	Share learning and good practice through HWB	Create mechanism to share problems and learning	HWIG. Dec 15	Stakeholder Network event Sep 15.
18.2		Consider role of Board to initiate research & innovation	HWIG. Dec 15	