

APPENDIX 2

Health and Wellbeing Board
Action Plan 2014/15
June 2014

Priority One: Strengthening relationships with partners and providers					
Accountable Leads: Wendi-Ogle Welbourn, Jana Burton, Cathy Mitchell and Director of Public Health					
Num	Recommendation	Action	Performance Measure	By Whom and When	Rag Rating
1	Reinstate chief executive meetings	<ul style="list-style-type: none"> Chief Executive to contact CEO's of partners and organise a programme of meetings/dinners 	<ul style="list-style-type: none"> Regular meetings have been scheduled, ToR provided and areas of focus are identified 	Gillian Beasley Sept 2014	
2	Workshop to be organised with partners, including providers to ensure mutual understand all health challenges and actions required	<ul style="list-style-type: none"> The programme board to be the lead on the organisation and delivery of the workshops and to report back to the HWB on progress and outcomes 	<ul style="list-style-type: none"> All partners, including providers to feel their voice has been heard and their challenges have been considered 	Jana Burton / Wendi Ogle- Welbourn / Cath Mitchell October 2014	
3	Build and improve relationships with the local PHE and NHS England representatives	<ul style="list-style-type: none"> PHE Centre Director to attend HWB to present annual prospective and work plan Review of joint working opportunities 	<ul style="list-style-type: none"> The local PHE and NHS England are fully engaged with the HWB, the shared vision and tackling of the priorities/challenges 	PHE Jana Burton, Director of PH, Andrew Reed (NHS England Area Team Director)	

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Priority Two: Health & Wellbeing Board					
Accountable Leads: Chairman and Vice Chairman of the HWB, Jana Burton, Director of Public Health					
Num	Recommendation	Action	Performance Measure	By Whom and When	On Track
1	Create a shared vision for the future, incorporating the three pillars (the health challenges faced within the City, the management of demand across the system and the need to reduce expenditure)	<ul style="list-style-type: none"> Refresh vision and ToR of the Board to include the three pillars Refresh delivery plan incorporating the three pillars and with clear accountability Invite the LGA peers to be involved in the future planning of the shared vision and priorities Create a new logo for the HWB 	<ul style="list-style-type: none"> Partners see a significant difference in their involvement and contribution to improving health services across the City 	<p>The HWB</p> <p>Lead officer Jana Burton</p> <p>HWB GP Representative Lead Officer</p>	
2	Commence review of Board membership	<ul style="list-style-type: none"> Partners/providers to complete a form detailing why they wish to be added as a member for the HWB to review when agreeing the revised membership Partners/providers to be formally invited as a member of the Board Board meeting seating plan to be refreshed to encourage partnership working 	<ul style="list-style-type: none"> Revised multi agency Board in place 	<p>The HWB, Lead officer, Jana Burton, July 2014</p>	
3	Improve political engagement within the HWB	<ul style="list-style-type: none"> Leader to hold a 'Leader's Summit' for politicians and agree a programme of regular meetings 	<ul style="list-style-type: none"> Politicians are regularly updated with progress and performance of the HWB and the delivery plan 	<p>Cllr Cereste, Cllr Lamb, Cllr Fitzgerald, Lead officer, Jana Burton</p>	
4	Strengthen the involvement of the CCG	<ul style="list-style-type: none"> Consider CCG representative to be vice chair of the HWBB 	<ul style="list-style-type: none"> CCG are fully engaged with the HWB 	<p>HWBB Chair</p>	
5	Refresh agenda setting and decision making of future HWB meetings	<ul style="list-style-type: none"> Include NHS providers on strategic debates Consideration made to setting up a Strategic Advisory Group to enable strategic discussions around 	<ul style="list-style-type: none"> Future HWB are more robust with clear decision making and partnership engagement 	<p>The HWB</p> <p>Lead officer, Jana Burton, Alan Sadler</p>	

		innovation and long term systems		(Business Manager CCG)	
HWB Programme Board					
6	Identify and agree health priorities / challenges	<ul style="list-style-type: none"> • Programme Board to develop and present suggested priorities and challenges to the HWB after consultation with partners. The priority actions should be selected on the basis of the biggest impact on shared vision and the three pillars • Drive through agreed priorities and challenges, reporting regularly to the HWB on progress and outcomes 	<ul style="list-style-type: none"> • Two-three priorities which address health improvement, financial demands and sustainability are identified and noticeable impacts / outcomes are being delivered 	<p>The Programme Board</p> <p>The Programme Board</p>	
7	Undertake horizon scanning / research of best practice models	<ul style="list-style-type: none"> • Attendance at regional and national learning sets and contacting other LA's to identify best practice models 	<ul style="list-style-type: none"> • Guidance document to be produced and presented to the Programme Board for discussion and for consideration when reviewing the vision and strategy 	Lead officer Sept 2014	

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Priority Three: Management of demand across all agencies					
Accountable Leads: Jana Burton, Wendi Ogle-Welbourn, Cathy Mitchell					
Num	Recommendation	Action	Performance Measure	By Whom and When	On Track
Enhance cost-effectiveness					
1	Reduce expenditure by looking at ways to share demands and deliver joint services	<ul style="list-style-type: none"> Develop joint services, including prevention 	More for less / value for money / reduced expenditure	HWB Programme Board/JCF	
Childhood Obesity					
2	Finalise and publish strategy	<ul style="list-style-type: none"> Presentation to the HWB and scrutiny panel for consultation and approval Organise consultation with schools, school nurses, primary care, health visiting services and dietetics services HWB to provide clear leadership and guidance in the future direction of the strategy, evaluation and accountability 	Reduction in childhood obesity	Adrian Chapman Julian Base The HWB	
3	Improve partnership working to tackle issues from a multi agency prospective	<ul style="list-style-type: none"> Organise community based workshops to consult on the strategy, improve the understanding and priority of childhood obesity The Communities Directorate to establish the ownership of childhood obesity, co-ordination of implementation plans and reporting on performance 	Increased understanding and action across the City to tackle childhood obesity	Adrian Chapman / Julian Base Wendi Ogle-Welbourn	

Priority Four: Leadership and Governance					
Accountable Leads: Jana Burton, Director of Public Health					
Num	Recommendation	Action	Performance Measure	By Whom and When	On Track
1	Presentation of statutory responsibilities to the HWB with regard to health protection including emergency planning and response	<ul style="list-style-type: none"> Health protection and emergency planning report to be tabled at the HWBB on regular basis Kevin Dawson to be included as a member of the Health Protection Committee Feedback on actions agreed at future Health Protection Committee for HWB to debate if the arrangements in place are robust and effective HWB to consult on current 'test exercise programme' to ensure staff are prepared 	Robust health protection plan in place and understood by all members of the HWBB	Director of PH, Jana Burton, Area Team PHE The HWB	
Create an established performance management framework					
2	Improve the performance management framework	<ul style="list-style-type: none"> Refresh of current performance reporting to include the shared vision and agreed priorities/challenges and how impact and outcomes are measured and monitored effectively Create an integrated strategic framework across the health and wellbeing system 	<ul style="list-style-type: none"> Robust performance framework in place 	The HWB, Jana Burton, Tina Hornsby Alan Sadler (Business Manager CCG)	
3	Review the current immunisation programme	<ul style="list-style-type: none"> Invite the accountable consultant in screening and immunisation from the embedded PHE team to attend the health protection committee Consultant to present an annual report to the HWB for debate and to feedback on ad hoc incidents that may arise The HWB to review the 	<ul style="list-style-type: none"> Presentation of findings to the HWB Clear reporting mechanism in place Review of contract 	Director of PH, Area Team PHE	

		commissioning arrangements for the current immunisation programme and the performance monitoring in place		The HWB	
Leadership within PH function					
4	Establish PH leadership	<ul style="list-style-type: none"> • Communications programme to be instigated showing how and where the PH functions fit into the Council • Identify and agree separate portfolio responsibilities for PH and Health Improvement 	<ul style="list-style-type: none"> • Visible public health expertise employed as part to the councils responsibilities. Partners and agencies are fully aware of the role of public health and responsibilities 	<p>Jana Burton, Director of PH, Cllr Lamb</p> <p>Jana Burton, Director of PH, Cllr Lamb</p>	
5	PH Intelligence	<ul style="list-style-type: none"> • Identify where other LA's perform well against health and equalities objectives 	<ul style="list-style-type: none"> • Research paper to be produced and present to the programme board which will include benchmarking against Peterborough 	Director of PH, Lead Officer, Jana Burton	
Scrutiny of Health & Wellbeing provision					
6	Strengthen effectiveness of the scrutiny panel	<ul style="list-style-type: none"> • Refresh of scrutiny's role with the HWB and work programme to include a focus on the JSNA • Create a robust challenge mechanism in line with the work programme • Training offered to the panel members on leadership and challenge 	<ul style="list-style-type: none"> • Clear challenge processes in place • Panel members held to account 	Cllr Brian Rush Jana Burton	
7	Review reporting procedures	<ul style="list-style-type: none"> • Chair of scrutiny to have standard agenda item on work of HWB to review action plan and make recommendations 	<ul style="list-style-type: none"> • Lead scrutiny member to attend Programme Board • Scrutiny panel scrutinise action plan and make recommendations 	Cllr Brian Rush Jana Burton	
8	Lines of accountability	<ul style="list-style-type: none"> • Review to be undertaken on how scrutiny holds the HWB, the Public and partners accountable to deliver the strategy and delivery plan, in conjunction with Healthwatch 	<ul style="list-style-type: none"> • Progress and impact is successfully monitored by the panel 	Cllr Brian Rush and the HWB	
Policies and procedures					

9	HWB Strategy to be updated and published	<ul style="list-style-type: none"> The Programme Board to facilitate an LGA/peer led workshop with partners and providers to refresh the strategy and consider priorities Communications strategy to be put in place to publicise the revised strategy, vision, key priorities and objectives across the City 	<ul style="list-style-type: none"> The revised strategy is successfully communicated and implemented across the city with clear deliverables and performance monitoring in place 	<p>HWB Programme Board</p> <p>Andy Carter, Helen Gregg, Julian Base</p>	
Structure					
10	Relocation of the adults commissioning service into the Communities Directorate	<ul style="list-style-type: none"> Service is scheduled to move in May 2014 	<ul style="list-style-type: none"> Integrated commissioning service across the Council 	<p>Wendi Ogle-Welbourn Sept 2014</p>	
11	Appointment of a Director of Public Health in a substantive post	<ul style="list-style-type: none"> Job description has been approved Vacancy for Director of PH to be advertised Interview Panel to be created and interviews to be scheduled 	<ul style="list-style-type: none"> Director of PH in post with clear focus on improving communication across partners and providers 	<p>Jana Burton June 2014</p>	

Recommendation Report Cross Reference

Priority	Recommendation	Report Page References
Strengthening relationships with partners and providers	1 Reinstate chief executive meetings	7
	2 Partners providers workshop	<i>Suggestion</i>
	3 Improve relationships with PHE/NHS England	9, 11
Health & Wellbeing Board	1 Create a shared vision	7, 8, 13, 14
	2 Review of membership	4, 6, 7, 11, 13
	3 Improve political engagement	4, 13
	4 Strengthen the involvement of the CCG	4, 7
	5 Refresh agenda setting and decision making of future HWB meetings	4, 7
	6 Improve the performance management framework	10
	7 HWB Programme Board – identify and agree health priorities / challenges	6, 7
Management of demand across all agencies	1 Reduce expenditure	8
	2 Finalise and publish Childhood Obesity strategy	5, 12
	3 Improve partnership working to tackle issues from a multi agency prospective	12
Leadership & Governance	1 HWB review statutory responsibilities	5, 10, 11, 13
	2 Review of current immunisation programme	11, 13
	3 Establish PH leadership	5, 9
	4 Strengthen effective of the scrutiny panel	4, 10, 13
	5 Review reporting procedures	4
	6 Lines of accountability	4, 10, 11, 12, 13
	7 HWB strategy	4, 5
	8 Relocation of Adults Commissioning	9, 13
	9 Appointment of Director of PH	5, 9