

## Appendix A

### Health and Wellbeing Board Business Plan 2017 *Working together for a healthier Hampshire*

No.	Objective	Actions required	Owner	How	By when
1.	<b>Clear, effective governance of the Health and Wellbeing Board</b>	Set up a Business subgroup - to comprise board manager (chair), 5 subgroup chairs.	HWB manager to chair	Identify potential chairs – monthly meeting initially	January 2017 – completed
		Set up subgroups each addressing one of the HWB published strategic priorities.	Business Subgroup	Meeting of the Business Subgroup	February 2017 - completed
		Identify a HWB sponsor for each published priority and chairs for each subgroup and (if different).	HWB chair	Report and decision at the February HWB meeting	February 2017 – completed
		Produce a business plan focussing on Board development and the delivery of the HWB published priorities.	Business Subgroup	Meeting of the Business Subgroup	February 2017 - completed
		Develop and implement a topic based meeting programme for the year.	Business Subgroup	Meeting of the Business Subgroup	June 2017 – completed
		Establish links with other strategic forums/partnerships - clarify communication and information sharing needs.	Business Subgroup	Briefings at other forums re the HWB and possible areas of mutual interest	April 2017 – completed
		Review the HWB Operating Framework against the LGA HWB Self Assessment tool.	Business Subgroup	Task and finish (TFG) group	To action – will be part of the review of HWB Plan

No.	Objective	Actions required	Owner	How	By when
2.	<b>Effective information and communication and improved visibility of the Board</b>	Produce a HWB communication plan focusing on: <ul style="list-style-type: none"> <li>- Visibility of HWB and its role</li> <li>- Publication/launch of the JNSA, Joint Health and Wellbeing Strategy, annual report</li> <li>- Support workgroups on specific themes</li> </ul>	Business Subgroup (Jane Vidler nominated to lead this work stream)	Task and finish group chaired by HWB manager	In progress – Communication Plan drafted and being led by HCC Comms Team
		Establish a multi-agency HWB communication network – local authority, NHS, Districts, Healthwatch, CVS, etc.	Business Subgroup	Meetings every 6 months chaired by Jane Vidler HCC Comms.	In progress – forms part of the CCP subgroup TOR
		Review and update the Health and Wellbeing Board web pages.	Business Subgroup	Task and finish group	Communication Plan drafted - led by HCC Comms Team
		Develop a Hampshire HWB branding and logo.	Business Subgroup	Meeting of the Business Subgroup	Communication Plan drafted
		Development of local publicity material/products and roll out of	Business Subgroup	Task and finish group	Communication Plan drafted
No.	Objective	Actions required	Owner	How	By when

	Themed campaigns in 2017 linked subgroup priority themes (isolation, resilience, obesity)	Business Subgroup	Coordinated by the HWB communication network	Staged throughout 2017 Communication Plan drafted	To action – comms plan drafted
	Publish a quarterly Stakeholder HWB Newsletter	Business Subgroup	Coordinated by Jane Vidler and HWB Comms Network	To action Communication Plan drafted	To action – comms plan drafted
<b>3.</b>	<b>Co-production and community participation in the work of the Health and Wellbeing Board</b>	Establish a Community Participation and Co-production (CCP) Subgroup.	Business subgroup	Christine Holloway to chair	February 2017 - completed
		Produce a community participation and co-production plan.	CCP Subgroup	Work group meetings	March 2017 – forms part of TOR
		Source and examine best practice re co-production and community participation in the work of HWBs	CCP Subgroup	Work group meetings	March – May 2017 – in progress
		Make recommendations about appropriate approaches to be used as part of its development of the Hampshire JNSA and HWB strategy.	CCP Subgroup	Report to HWB	June 2017 - Completed
<b>No.</b>	<b>Objective</b>	<b>Actions required</b>	<b>Owner</b>	<b>How</b>	<b>By when</b>

		Map consultation mechanisms currently available across the health and social system – HWB to use these when undertaking specific consultation exercises.	CCP Subgroup	Work group meetings	In progress as part of subgroup TOR
		Identify and collect relevant data and service user, CVS and Healthwatch feedback to inform the development of the HWB Strategy.	CCP Subgroup	Collection and analysis of relevant data and feedback	To action
		Organise HWB stakeholder events to support the development of the JHWB strategy.	CCP Subgroup	Stakeholder events	To action
<b>4.</b>	<b>Delivery of the Health and Wellbeing Board's strategic priorities</b>	Subgroup chairs/business group to identify the membership of work groups – to ensure access to relevant expertise.	Business subgroup	Meeting of Business Subgroup	March 2017 – completed
		Public health & district reps to attend all of the work groups - to ensure alignment of respective work streams.	Public Health District Forum	Work group meetings	Completed
		Agree the priority theme the subgroup will focus on in 2017.	Business subgroup & work group chairs	Meeting of Business Subgroup	Completed
<b>No.</b>	<b>Objective</b>	<b>Action</b>	<b>Owner</b>	<b>How</b>	<b>When</b>

		Terms of reference, key actions and work plan to be produced.	Work group chairs	Initial meeting of the work group	Completed
		Identify required data sources. data collection and reporting arrangements.	Work groups chairs	Initial meeting of the work group	In progress
		Hold an event to introduce the HWB work programme and gain information from partners of local activities/resources in place to support delivery of this.	Business Subgroup	Audit, collation and mapping of local activity/resources. Multi-agency engagement event	To action
		Work groups to sponsor Public Health to undertake in depth review & analysis linked to priority themes.	Work group chairs	Work group meetings	On-going
<b>5.</b>	<b>Refresh of the Hampshire Joint Strategic Needs Assessment</b>	Development of the first draft of the 2017 JSNA - a web based resource with supporting database of evidence structured in line with HWB priorities.	Briefing of the HWB. Public Health (Sallie Bacon)	Presentation at the HWB.	June 2017 - completed
		Production of a communication and launch plan.	Public Health (Sallie Bacon)	Task and finish group	Sept 2017 – in progress
		Final publication including briefing of the HWB	Public Health (Sallie Bacon)	Business subgroup and Public Health	Dec 2017
<b>No.</b>	<b>Objective</b>	<b>Action</b>	<b>Owner</b>	<b>How</b>	<b>When</b>

6.	<b>Development of a Joint Health and Wellbeing Board Strategy 2018 onwards</b>	Review of progress against the Strategy and agreement of priorities going forward.	Business Subgroup	Multi-agency event – (future focus, how to embed the new strategy, success criteria?)	Dec 2017 – 18 In progress
		Gathering of feedback and views about the content and focus of the new Strategy.	CCP Subgroup	Stakeholder events	To action
		Production of a draft 2018 HWB Strategy and a communication and launch plan.	Business and CCP Subgroups	Task and finish group	To action - December 2018
		Final draft of the 2018 Strategy and communication plan to the HWB for ratification.	Business Subgroup	Workshop at the HWB meeting	To action - March 2019
7.	<b>A well informed and up to date Health and Wellbeing Board</b>	Produce a regular bulletin of national and local developments - circulate to HWB members in advance of Board meetings.	HWB manager	Quarterly bulletin of local and national developments linked to the work of the HWB	Forms part of Comms Plan
		HWB members to circulate the Bulletin within their organisation and any networks they are linked to.	HWB members		
		Local developments and initiatives to be promoted on the HWB website	HCC Communications team (Jane Vidler)  HWB manager		
<b>No.</b>	<b>Objective</b>	<b>Action</b>	<b>Owner</b>	<b>How</b>	<b>When</b>

8.	<b>Development of sustainable board support arrangements going forwards</b>	Produce a costed business case regarding the support arrangements of the HWB from June 2017 onwards.	Business Subgroup	Options paper to the Business Subgroup – agreement of recommendations to take to the next HWB.	Completed
----	---	--	-------------------	--	-----------