

Wellbeing and Health Partnership: Partnership Improvement Plan

Plan information

Ownership

Governance Group:	Wellbeing and Health Partnership Executive
Governance Group Chair:	Ewen Weir
Plan Lead:	Helen Wilding

Overview of plan content




Description of work theme:

- Concerns the improvement of our partnership working with a view to making sure we are a high quality, effective, well-connected and motivated partnership [see related introductory report]







Description of contribution of work theme to higher level objectives/strategy and/or Adult Wellbeing Outcomes:

- Being a high quality, effective, well-connected and motivated partnership is at the heart of us being able to deliver all areas of work.

Progress key:




-  Action completed/in progress to meet end date
-  Action missing/likely to miss end date by less than one month
-  Action missing/likely to miss end date by more than one month

Summary position as at: May 2009

Total number of actions in plan	Number of actions not yet due to start	Number of actions in progress/complete	Number of actions	% of all in progress/complete actions	Number of actions	% of all in progress/complete actions	Number of actions	% of all in progress/complete actions
25	4	21						
			14	82%	2	14%	1	6%




Commentary on summary position




- Please note that some areas of this plan are still in development.
- Action 1, page 3 Red Light - robust reporting arrangements from relevant groups to Health Improvement Board. Arrangements have been discussed and agreed by the Health Improvement Board and a forward plan is in place. At the moment, the arrangements are not instilled as part of usual practice and therefore requires more input from the Partnership Coordinator. As a result, we cannot say that the arrangements are “robust”. Work is taking place to improve this and at this time no additional support required from Executive.
- Action 22/23, page 10 - work around partnership brand. It was originally anticipated to present suggested brand/name ideas to Wellbeing and Health Executive in May 2009. Other events have meant that it was not appropriate to start this work so deadlines have been adjusted accordingly.
- Action 16, page 8 & Actions 24/25 page 10. These are new actions linked to new priorities.

 Action completed/in progress to meet end date  Action missing/likely to miss end date < one month  Action missing/likely to miss end date > one month





Detailed Action Plan




Governance

Priority/action	Action Owner		Start date	End date/ Progress	Resources		Significant risk to delivery	
	Exec Owner	Activity Lead			Required	In place	Identified risk	Identified control
Create/improve appropriate accountability links between key structures in the partnership								
1. Develop robust reporting arrangements from relevant delivery groups to Health Improvement Board	DR	HW	Immediate	31/3/09 	-	✓		
2. Develop robust reporting arrangements from relevant Boards to Partnership Executive (initially Health Improvement Board; Older People Strategy Board; Safeguarding Adults Board; Learning Disability Partnership Board)	EW	HW with DR; BD; ML; BN	Immediate	1/4/09 	-	✓		
Develop and introduce key communication tools to develop shared understanding of the work of the partnership and enhance performance management								
3. Develop and introduce 'Performance at a glance'	EW	HW VC; VC;	immediate	1/4/09 	-	✓		


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	Exec Owner	Activity Lead			Required	In place	Identified risk	Identified control
dashboard in relation to LAA targets.		LL; SC						
4. Develop and introduce quarterly 'Performance Summary report' in relation to LAA targets.	EW	HW VC; VC; LL; SC	immediate	1/4/09 	-	✓		
5. Develop above reports to incorporate other key indicators that the Wellbeing and Health Executive want to monitor in terms of high level progress against SCS outcomes	EW	HW	1/4/09	30/9/09 	-	✓		
6. Develop and introduce Partnership round-up e-bulletin	EW	HW, BD, BN, ML	1/4/09	First issue 7/7/09 Quarterly thereafter 	TBC printing/ distribution			
7. Develop and introduce annual partnership review and statement of key challenges/priorities	EW	HW, BD, BN, ML	1/7/09	First issue 15/9/09 Annually thereafter	TBC printing/ distribution			
Establish/re-design parts of the governance structure								
8. Have clear, shared understanding of groups involved in developing/	CW CB	Older People Business	current	TBC 		✓		




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	Exec Owner	Activity Lead			Required	In place	Identified risk	Identified control
delivering areas of work relating to Everyone's Tomorrow and linked to the Older People's Strategy Board		Group HW BD						
9. Have clear, shared understanding of groups involved in developing/ delivering areas of work relating to planning and delivering improved outcomes for people with mental health problems and establish accountability link to Partnership Executive	CB	HW RE DP SW	current	TBC 		✓		
<p>Build on existing arrangements to ensure voluntary organisations; community groups; people from communities of interest, identity and geography; and businesses are actively enabled to be part of the partnership and its work.</p> <p><i>Actions to be developed and agreed in discussions between HW, NF, RM, JL, AW, PJ</i></p>								
<p>Review purpose and membership of partnership groups and document in a standard Terms of Reference template.</p>								
10. Develop standard Terms of	HW	HW	1/4/09	30/4/09	-	✓		


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Reference Template								
11.Refresh Terms of Reference into new template for following groups: <ul style="list-style-type: none"> Executive Health Improvement Board 	DR EW	HW	30/4/09	31/7/09 	-	✓		
12.Develop Terms of Reference for newly established Alcohol Strategy Delivery Board	SS	HW	Immediate	31/5/09 	-	✓		


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Strategy and Delivery

Priority/action	Action Owner		Start date	End date/ Progress	Resources		Significant risk to delivery	
	Exec Owner	Activity Lead			Required	In place	Identified risk	Identified control
Continual improvement of the content of the JSNA; making sure the content is fully owned by relevant governance groups.								
13. Create JSNA Steering Group to replace existing project board	EW CF DR	HW			✓		capacity	To create post – see Resources Action Plan
14. Align relevant JSNA sections with adult Wellbeing outcome framework and ensure integration of content	EW	Members JSNA steering group HW			✓		ditto	ditto
15. Build responsibilities in relation to JSNA into Terms of Reference of relevant governance groups	HW CH AR	HW CH AR	Immediate	31/3/10 	✓		ditto	Ditto
Develop a shared understanding of commissioning and potential areas of alignment between Newcastle City Council and NHS North of Tyne								
<i>Actions to be included following discussions RB</i>								




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<p>Develop and introduce ways of drawing together and communicating the full range of change/improvement work that is being delivered by partners – either individually or as a partnership; whilst minimising the need for duplicate paperwork.</p>								
16. Present emerging ideas to Wellbeing and Health Partnership Executive	CW	HW		11/5/09 				
<i>Further actions to be completed</i>								


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Resources

Priority/action	Action Owner		Start date	End date/ Progress	Resources		Significant risk to delivery	
	Exec Owner	Activity Lead			Required	In place	Identified risk	Identified control
Create, maintain and coordinate capacity for partnership's coordination and development								
17. Secure future of Partnership Coordinator post	EW/DR	CW	Immediate	23/7/09 				
18. Create and resource Research and Information Officer/Knowledge Officer post to ensure continued development of JSNA, performance information and other related roles	CW	HW LC	Immediate		Finances		gaining support for expansion at time of Council Corporate Transformation	
19. Secure arrangements for an administrator to support the partnership	CW	HW LC	Immediate		Finances		Ditto	
20. Create and recruit to post to coordinate Alcohol Strategy work – ensuring alignment with other existing posts	SS RB	HW	Immediate	30/6/09 		ABG finances	Ditto	
21. Introduce regular coordinators meeting to improve cross-cutting	HW	ML BD BN	First meeting April 2009	Freq to be agreed by group				

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linkages within the partnership								
Create partnership brand and use it to identify all partnership working in relation to adult wellbeing								
22. Develop options for partnership name and brand for discussion at Executive	CW	HW JL	Immediate	30/6/09				
23. Introduce chosen name and brand	CW	HW JL	30/6/09	ongoing				
Build understanding of, and commitment to, working in partnership to deliver adult wellbeing amongst partner organisations								
24. Hold a Wellbeing and Health summit in the city	EW	TBC	June 2009	Est November 2009	Room hire/ refreshment costs		Senior staff do not attend	Date to be set early. Discussions already being held between NCC and PCT
25. Partnership away day for members of Executive and all Boards		HW	June 2009	Est October 2009	Room hire/ refreshment costs			

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