

Work Programme for the JSNA/JHWBS Group – 2017/2018

Annex A

Red – The objective is very much behind target and requires corrective action and/or the objective cannot be resolved by the Steering Group and requires escalation

Amber - One or more aspects of the objective is delayed, however, the deviation from plan is within tolerances and completion can still be met by the Steering Group

Green –Delivery against the key objective is on target

Purple - complete

Work Stream: Joint Health and Wellbeing Strategy (JHWBS)							
	Priority	Key Objectives	Work to be done	Owner/Lead	Timescale	Status	Rating
1	High	Renew JHWBS	Produce draft for formal consultation	SFS	W/C 14 Nov 2016	Complete	
2	High	Produce Consultation Materials	<ul style="list-style-type: none"> finalise consultation questions send draft strategy to designer draft survey monkey finalise summary of engagement feedback write introductory paragraph for consultation 	FP/TW	W/C 14 Nov 2016	Complete	
3	High	Start Consultation	<ul style="list-style-type: none"> upload and initiate consultation process online (CYC consultation pages) e-mail consultation to interested parties/distribution lists ask partners to add link to consultation on their websites ensure consultation considered by all relevant meetings and organisations (OSC, CMT, VCS Forums for example) 	SFS/TW	W/C 14 Nov 2016	Complete	
4	High	Post Consultation	<ul style="list-style-type: none"> consider consultation responses amend draft JHWBS arrange Comms for launch of JHWBS launch JHWBS at March 2017 meeting of HWBB 	FP/SFS/TW	Jan – March 2017	Complete	
5	High	Community Impact Assessment	<ul style="list-style-type: none"> To complete a Community Impact Assessment in relation to the JHWBS 	TW/FP/WB	March – April 2017		

Work Stream: Joint Strategic Needs Assessment (JSNA)							
	Priority	Key Objectives	Work to be done	Owner/Lead	Timescale	Status	Rating
1	Phase 1	Renewing the JSNA Project	<ul style="list-style-type: none"> Agree scope of project and produce Project initiation Document (PID) 	WB	Beginning Feb 2017	Complete	
2	Phase 1	JSNA website	<ul style="list-style-type: none"> Agree platform (CYC or external) Development of simple set of pages 	NS	By April 2017	In progress	
3	Phase 1	Content	<ul style="list-style-type: none"> Capture of existing analytical content from the current JSNA to use for chapters in the new JSNA Development of summaries for demographics and life courses 	WB	Feb to March 2017	In progress	
4	Phase 1	Ongoing resourcing	<ul style="list-style-type: none"> Identification of resources for ongoing support of the website and the analysis of data to feed the content 	FP	By March 2017	In progress	
5	Phase 1	Prioritisation Process	<ul style="list-style-type: none"> Embed the JSNA prioritisation process within CYC and partner organisations 	WB	Ongoing		
6	Phase 1	Stage Completion	<ul style="list-style-type: none"> Completion of Phase 1 	FP/WB/NS	End of July 2017		
7	Phase 2	JSNA Content	<ul style="list-style-type: none"> Analytical development to produce locality based summaries Adding individual chapters as they are developed on a priority basis 		May to Sept 2017		
8	Phase 2	Maintenance	<ul style="list-style-type: none"> Develop and embed the process for maintaining the website and content 		May to Sept 2017		
9	Medium	Communicating the JSNA	<ul style="list-style-type: none"> Look at ways of communicating the JSNA (e.g. via road shows, newsletters) Embed this into the Engagement and Communications Plan for the HWBB 	TW	By end of 2017 (or to tie in with any launch of the renewed JSNA)	In progress	
10		Topic Specific Needs Assessments	<ul style="list-style-type: none"> establish a 'template' for needs assessments for consistency 		Ongoing		

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			<ul style="list-style-type: none"> Monitor progress of ongoing needs assessments and sign off draft needs assessments 				
Work Stream: Performance Management							
	Priority	Key Objectives	Work to be done	Owner/Lead	Timescale	Status	Rating
1		Performance Management Framework	<ul style="list-style-type: none"> develop a performance management framework for the HWBB that effectively monitors delivery against the new JHWBS 	TC	By Late Feb 2017 (to be ready for the March HWBB Meeting)	In progress	
2		Topic specific needs assessments	<ul style="list-style-type: none"> Monitor delivery against signed off needs assessments 		Ongoing		
Work Stream: Healthwatch York Reports							
	Priority	Key Objectives	Work to be done	Owner/Lead	Timescale	Status	Rating
1		Establish process for how the Steering Group will manage Healthwatch York Reports	<ul style="list-style-type: none"> Arrange meeting Siân/Tracy/Sharon/Fiona for initial discussions 	SB/TW	Dec 2016 meeting	Slipped to January but now in progress	
2		Take proposals to the Steering Group	<ul style="list-style-type: none"> Add to Steering Group agenda 	TW	Dec 2016 meeting	Slipped	Considered in January 2017
3		Add to work programme	<ul style="list-style-type: none"> Once above has been established add into the Steering Group's work programme 	TW	Dec 2016 meeting	Ongoing	
4		Report to HWBB	<ul style="list-style-type: none"> Include update on process and work to date in Steering Group's updates to HWBB 	SFS/TW	Ongoing	Report to HWBB March 2017	

Work Stream: Pharmaceutical Needs Assessment (PNA)							
1		Refresh/renew the current PNA	<ul style="list-style-type: none"> current PNA runs March 2015 to 2018 	FP/SFS	By March 2018	Not started	
2		Renew the current PNA	<ul style="list-style-type: none"> start planning process for renewing the PNA/consider doing this jointly with North Yorkshire County Council 	FP/SFS	March 2017	Not started	
Work Stream: Miscellaneous							
1		Governance	<ul style="list-style-type: none"> annual review of ToR and membership for the Steering Group 	SFS/TW	Dec 2016 Meeting	Not started	Slipped to January but impacted by the overall governance review of HWBB
2		HWBB Annual Report	<ul style="list-style-type: none"> preparation of the annual report of the HWBB 	SFS/TW	Jan- Feb 2017	Not started	Needs to be ready for the March meeting of Health and Adult Social Care Policy and Scrutiny Committee