

## Health and Wellbeing Board Development Plan – Recommended Actions

### Appendix 2:

| Theme                 | Recommended Actions  | Executive Committee Response/Update  |
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| <b>Prioritisation</b> | <ul style="list-style-type: none"> <li>• Consider forming a Strategy refresh task and finish group – reporting to the Executive Committee</li> <li>• Hold stakeholder workshop to review current priorities and objectives</li> <li>• Director of Children’s Services and Director of Adults, Health and Commissioning to consider whether the Strategy should remain in two parts</li> <li>• Consider engagement approach as part of task and finish group remit</li> <li>• Board involvement in refresh process – e.g. via stakeholder event</li> <li>• Include review of priorities as part of the Board’s development/away-day event</li> <li>• Development/refresh of set of Board member roles and expectations – to be agreed by the Board and included as part of its ToR</li> <li>• Partnership Protocol to be brought to the Executive as an agenda item – and then agreed by the Board</li> <li>• Undertake review of Executive Committee ToR alongside review of HWBB governance arrangements</li> </ul> | <ul style="list-style-type: none"> <li>• Establish Task and Finish Group to lead the refresh of the Health and Wellbeing Strategy (already established and in progress)</li> <li>• Stakeholder (and public) workshop to be organised as part of Strategy refresh</li> <li>• Strategy to be divided in to two separate ‘chapters’ – adults and children – but will be refreshed jointly</li> <li>• Strategy Task and Finish Group to also consider engagement approach</li> <li>• Priorities to be agreed by the Board, and Board members to be part of stakeholder events.</li> <li>• Board away day to be organised for late 2015.</li> <li>• To be developed and agreed by the Executive.</li> <li>• In development – via Community Safety Partnership</li> <li>• To be part of HWBB away day in late 2015.</li> </ul> |

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| <b>Extending HWBB membership</b>     | <ul style="list-style-type: none"> <li>• Invite NHS Providers to become members of the Board</li> <li>• Invite CVS to become member of the Board</li> <li>• LPC invite as per agenda</li> </ul>  | <ul style="list-style-type: none"> <li>• Paper on the Board agenda recommending that key NHS Providers and Thurrock CVS be given a seat on the Board.</li> </ul>   |
| <b>Communications and engagement</b> | <ul style="list-style-type: none"> <li>• Establish a small task and finish group to consider how to improve communication and engagement with the public (production of communication and engagement plan) – to report back to the Executive.</li> <li>• Invite CVS to become a member of the Board</li> </ul>   | <ul style="list-style-type: none"> <li>• Consider approach via liaison with HealthWatch – ‘item in focus’ part of this.</li> <li>• Recommended that CVS invited to be member of the Board.</li> </ul>  |
| <b>HWBB performing collectively</b>  | <ul style="list-style-type: none"> <li>• Earlier identification of items for the Board’s forward plan</li> <li>• Revise agenda and forward plan to ensure it identifies items in focus</li> <li>• Agree to invite appropriate organisations/representatives as part of engagement</li> <li>• Papers to be signed off via the appropriate Board member prior to submission to HWBB business manager</li> <li>• Papers to be reviewed by the Chair prior to publishing</li> <li>• Development of a guidance note to be sent to report authors setting out expectations for the Board</li> <li>• As above – Board meetings to feature an ‘item in focus’</li> </ul> | <ul style="list-style-type: none"> <li>• Board members to identify as early as possible</li> <li>• Item in focus to commence from June agenda – will also allow opportunities for engagement</li> <li>• As above – this will be part of the ‘item in focus’</li> <li>• Part of sign off process</li> <li>• Meetings to take place with Chair prior to publication</li> <li>• Guidance note to be circulated alongside papers required</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Schedule at least one Board development session per year</li> </ul>   | <ul style="list-style-type: none"> <li>• Next session to be held towards end of 2015</li> </ul>   |
| <b>Supporting the individual HWBB member</b> | <ul style="list-style-type: none"> <li>• Refresh of the induction pack</li> <li>• New members to have face to face briefing – suggested with Chair and certain board members</li> </ul>  | <ul style="list-style-type: none"> <li>• Refreshed</li> <li>• Invite new members to have pre-meeting briefing</li> </ul>                  |
| <b>Data</b>                                  | <ul style="list-style-type: none"> <li>• When developing/refreshing the HWBS, consider development of a scorecard (with small number of indicators)</li> <li>• Task and Finish Group developing the Strategy to consider the role of data/evidence in supporting priorities</li> </ul> | <ul style="list-style-type: none"> <li>• Task and Finish Group to consider as part of refresh of Health and Wellbeing Strategy</li> </ul> |