

AGENDA FOR

HEALTH AND WELLBEING BOARD

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To: All Members of Health and Wellbeing Board

Councillors : Pat Jones-Greenhalgh (Vice-Chair),
Dave Bevitt, Mark Carriline, Stuart North, Lesely Jones,
Councillor Roy Walker, Ian Aspinall, Councillor
Sharon Briggs, Councillor Trevor Holt (Chair) Councillor
Rishi Shori, Jo Marshall, Dr. Patel and Barbara Barlow.

Dear Member/Colleague

Health and Wellbeing Board

You are invited to attend a meeting of the Health and Wellbeing Board which will be held as follows:-

Date:	Thursday, 22 September 2016
Place:	Meeting Rooms A&B, Bury Town Hall, Knowsley Street Bury BL9 0SW
Time:	2.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	Please note there will be a pre-meeting briefing by GMFRS commencing at 1.15pm

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of the Health and Wellbeing Board are asked to consider whether they have an interest in any of the matters on the Agenda, and if so, to formally declare that interest.

3 MINUTES OF PREVIOUS MEETING *(Pages 1 - 6)*

Minutes from the meeting held on the 21st July 2016 are attached.

4 MATTERS ARISING *(Pages 7 - 14)*

Forward plan is attached.

5 PUBLIC QUESTION TIME

Questions are invited from members of the public present at the meeting on any matters for which the Board is responsible.

Approximately 30 minutes will be set aside for Public Question Time, if required.

6 URGENT CARE UPDATE *(Pages 15 - 18)*

Stuart North, Chief Operating Officer, Bury CCG, will report at the meeting. Report attached.

7 EMPLOYMENT SUMMIT UPDATE *(Pages 19 - 26)*

Marcus Connor, Corporate Policy Manager will provide members of the Board with a verbal update at the meeting. Report attached.

8 DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT *(Pages 27 - 32)*

Lesley Jones, Director of Public Health will report at the meeting. Covering report attached, full report will be available at the meeting.

9 PRIMARY CARE STRATEGY *(Pages 33 - 52)*

Stuart North, Chief Operating Officer will report at the meeting. Report attached.

10 HEALTHWATCH ANNUAL REPORT *(Pages 53 - 84)*

The Healthwatch Chair will report at the meeting. Report attached.

11 THE BURY DIRECTORY ANNUAL REPORT *(Pages 85 - 112)*

Heather Crozier, Social Development Manager, Bury MBC will provide members of the Board with an update at the meeting. Report attached.

12 PRIORITY TWO - UPDATE REPORT *(Pages 113 - 114)*

Lesley Jones, Director of Public Health will report at the meeting. Infographic attached.

13 BURY'S CHILDREN AND YOUNG PEOPLE'S INTEGRATED HEALTH AND WELLBEING SERVICE OUTLINE BUSINESS CASE *(Pages 115 - 178)*

Lesley Jones, Director of Public Health will report at the meeting. Report will be sent to follow.

14 HELP YOURSELF TO WELLBEING *(Pages 179 - 204)*

Heather Crozier, Social Development Manager, Bury MBC will provide members of the Board with an update at the meeting. Report attached.

15 DEVOLUTION UPDATE

Stuart North will provide members of the Board with a verbal update.

16 COMMUNICATION AND MARKETING UPDATE *(Pages 205 - 210)*

Heather Crozier, Social Development Manager, Bury MBC will provide members of the Board with an update at the meeting. Report attached.

17 URGENT BUSINESS

Any other business which by reason of special circumstances the Chair agrees may be considered as a matter of urgency.

18 HEALTH AND WELLBEING BOARD SUB GROUP MINUTES FOR INFORMATION *(Pages 211 - 238)*

Minutes of the following meetings are attached:

Children's Trust Board

Bury Integrated Health and Social Care Partnership Board

Carbon Reduction Board

Housing Strategy Programme Board

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Minutes of: HEALTH AND WELLBEING BOARD

Date of Meeting: 21 July 2016

Present: Cabinet Member Health and Wellbeing Trevor Holt (Chair); Leader of the Council, Councillor Rishi Shori; Councillor Roy Walker, Opposition Member, Health and Wellbeing; Chair Bury CCG, Dave Bevitt, Representing B3SD; Jon Aspinall, Greater Manchester Fire and Rescue Service; Jo Marshall, Chief Inspector, Bury Division; Executive Director Communities and Wellbeing, Pat Jones Greenhalgh; Executive Director Children, Young People and Culture, Mark Carriline; Chief Officer, CCG, Stuart North; Matthew Makin

Also in attendance: Representing Lesley Jones, Jon Hobday, Public Health Consultant
Ian Short, Chief Officer Bury and Rochdale Local Pharmaceutical Committee
Heather Crozier – Health and Wellbeing Board Policy Lead.
Chloe McCann – Assistant Improvement Advisor, Corporate Policy Team
Andrew Woods – Democratic Services.

Apologies: Councillor Sharon Briggs, Cabinet Member (Children and Families)
Lesley Jones, Director of Public Health
Dr K. Patel; Chief Operating Officer Bury CCG
Healthwatch, Barbara Barlow

Public attendance: 2 members of the public were in attendance

HWB.161 DECLARATIONS OF INTEREST

There were no declarations of interest made in respect of any items on the agenda to be considered at the meeting.

HWB.162 MINUTES

Delegated decision:

That the minutes of the meeting held on the 14 June 2016 be approved as a correct record.

HWB.163 MATTERS ARISING

Adult Safeguarding and Governance – it was reported that no report had been received to outline proposals for closer workings between the Board and the Adults Safeguarding Board. A report would be submitted to the next scheduled meeting.

HWB.164 PUBLIC QUESTION TIME

No questions were asked.

HWB.165 CITY OF MANCHESTER SINGLE HOSPITAL SITE - UPDATE

Matthew Makin Pennine Acute NHS Trust provided an update on the proposals for the City of Manchester Single Hospital Site (SHS). Matthew gave an overview and stated that care service provision in Manchester was fragmented with variations in the success of clinical outcomes for patients, variations in specialist opinions and the length of hospital stays across the city. Clinical care services are currently provided over three major hospital sites in Manchester (University Hospital South Manchester (UHSM); Central Manchester Foundation Trust (CMFT) and Pennine Acute Trust (PAT).

Manchester City Council Health and Wellbeing Board (MCCHWB) had appointed Sir Jonathon Michael as an Independent Review Director with a commission to produce a report on the proposed SHS. The review was set out in two phases:-

Phase 1 – Benefits Assessment (completed April 2016)

Phase 2 – Governance and Organisational Arrangements

(recommendations submitted to the Manchester City Council Health and Wellbeing Board on 8 June 2016. A copy of the report had been circulated.)

The review has recommended the creation of a new NHS Trust to encompass the three hospitals in Manchester (UHSM, CMFT and PAT). This would deliver a Local Care Organisation and enable a single commissioning function that would also support the Manchester Locality Plan. The MCCHWB agreed to request CMFT, UHSM and PAT to enter into discussions to consider the creation of a new single organisation and to provide an initial assessment on implementation requirements and timescale.

The outcome of the discussions would be reported back to the MCCHWB within 6 weeks. In addition, the review also highlighted that further discussions were required on the strategic alignment between the Manchester Single Hospital Service review and the North East sector review. This would include minimising any adverse impact from the realignment of North Manchester General Hospital on the sustainability of either the remaining clinical services provided by Pennine Acute Trust or the proposed new City wide Hospital Trust.

The Chair invited questions.

Mark Carriline made the point that the proposal appeared to be an annexation of services and asked what regard had been given to the rest of the health care services outside of the city area when the decision was made on Manchester based services?

It was reported that within the North East Manchester provider sector clinicians had been involved at engagement events to discuss the benefits and interdependency of Healthier Together. The view of Sir Jonathon Michael was that Manchester would gain significant benefits from the formation of a single hospital based unit.

Councillor Shori stated that that proposals could result in significant change to health service provision and asked if the reasons behind the proposals were improved outcomes for patients or just financial. The proposals may also have an impact on the services provided at Fairfield Hospital and it was important to know what was involved and the potential impact to local services in Bury.

Stuart North joined the meeting at this point and confirmed that the proposals had only been considered by the Manchester Health and Wellbeing Board and not by the Greater Manchester HWB. The management of three hospitals would be moved on to one site (expected to be Central Manchester).

The meeting was informed that it was unlikely that maternity services would move from North Manchester. There would also be a consolidation of services across the three sites. Consideration would also be given to the wider footprint of service provision across Salford, Bury, Oldham and Rochdale. The Board would have an opportunity to comment on the SHS proposal when it is next considered by the MCCHWB.

The Chair recognised that the SHS issue could not be considered and discussed in the detail required at the meeting and in view of the timescale available, suggested that a special meeting of the HWB be convened during August. Details would be circulated in due course.

Delegated decisions:

1. That the City of Manchester Single Hospital Site update be noted.
2. That further consideration be given to the proposals for a City of Manchester Single Hospital Site and the wider implications on the provision of clinical services for Bury residents.

HWB.166 NHS ENGLAND – GREATER MANCHESTER PRIMARY CARE COMMISSIONING QUARTER FOUR REPORT 2015/2016

A copy of the NHS England Primary Care Commissioning Quarter Four Report 2015/16 was submitted.

The Chair reported that no representative of NHS England was present at the meeting to introduce the report.

Delegated decision:

That the report submitted be noted.

HWB.167 TOBACCO CONTROL STRATEGY ANNUAL REPORT 2015/2016

The Tobacco Control Strategy Annual Report 2015/16 was submitted. James Corner (DAT) introduced the report and gave a presentation to highlight the progress made on the Bury Tobacco Strategy.

The report explained that smoking remains the largest preventable cause of illness and premature death within Bury.

The Tobacco Strategy aims to reduce the prevalence of smoking year on year through:

- Enabling smokers in Bury who want to quit, to be able to quit with the right support;
- Tackling the accessibility of tobacco products for young people, particularly in relation to illegal and illicit tobacco, underage sales and niche products;
- Protecting children, families and communities from the effects of secondhand smoke;
- Communicating/public health campaigns.

Jon Aspinall made reference to the Fire Service working to link mental health and GP registers and the importance of data collection and data sharing between organisations to better target resources.

Ian Short invited officers to use the 43 pharmacy outlets within Bury to help raise awareness and promote the Strategy.

Mark Carriline referred to the success of peer mentoring work to raise the awareness of smoking that has taken place involving students of Bury College and Parrenthorn HS.

Councillor Walker made the point that the tobacco related figures referred to appeared to be down but his was concerned that they may have reached a plateau. He also suggested that officers could look at the prevalence of the smoking culture within eastern European communities that are resident within Bury.

The Chair referred to the work of Trading Standards and asked if underage tobacco sales were still monitored?

It was reported that underage children were still used to attempt to purchase cigarettes from shops. Fifty visits had been carried in the past 12 months.

Delegated decision:

That the Tobacco Control Strategy Annual Report 2015/16 be noted.

HWB.168 HEALTH AND WELLBEING ANNUAL REPORT 2015/2016

The Health and Wellbeing Annual Report 2015/16 was submitted and was introduced by Heather Crozier. Attention was drawn to the new format of the report.

The Chair thanked Heather and Chloe McCann for their work during the year. Thanks were given to ex-Councillor Andrea Simpson in view of her work as Chair of the Health and Wellbeing Board up to May 2016.

Delegated decision:

That the Health and Wellbeing Annual Report 2015/16 be approved as an accurate record of the work of the Health and Wellbeing Board.

HWB.169 PRIORITY ONE UPDATE REPORT

Mark Carriline introduced the Priority One Bi-Annual Progress Report. Reference was made to the infant mortality rate referred to in the report and it was clarified that this figure was 5.2% is per 10000.

Delegated decision:

That the Priority One Bi-Annual Progress report be noted.

HWB.170 HEALTHWATCH BURY CIC REPORT 2015-2016

The Healthwatch Bury CIC report 2015/16 was submitted. The Chair reported that Barbara Barlow was not present at the meeting to introduce the report. If there were any questions on the report they should be passed to Barbara via Democratic Services.

Delegated decision:

That the Healthwatch Bury CIC report 2015/16 be noted.

HWB.171 JOINT STRATEGIC NEEDS ASSESSMENT (JSNA)

Jon Hobday, Public Health Consultant attended the Board to provide an update to members in respect of the JSNA. The Public Health Consultant reported that there were 160 documents now available on the web site page. An official launch date had been set for 25 August as part of the Team Bury launch.

The link to the page will be circulated and training will be provided on its use.

Delegated decision:

The JSNA update be noted.

HWB.172 DEVOLUTION MANCHESTER - UPDATE

The Board discussed the preparations being made for the process of devolution. It was noted that each GM authority would have input into the devolution process and it was important for Bury to plan ahead for the long term (up to 10 years). The speed of the ongoing process was fast and maintaining relationships between partners was necessary to help ensure stability for health and social care services.

Stuart North, Chief Operating Officer Bury CCG, referred to the Devolution Fund and reported that funding arrangements for Salford CCG and Stockport CCG had already been agreed. Both had prepared in advance and had infrastructure in place.

Pat Jones-Greenhalgh reported that Children's and Adult services were being developed and a progress report would be made.

Councillor Shori asked if it was likely that the function of Health and Wellbeing Boards could be reviewed over the next 2/3 years in response to devolution.

Stuart North reported that Bury HWB would continue to oversee local service provision.

Delegated Decision

That he report be updated.

HWB.173 COMMUNICATION AND MARKETING UPDATE

The Social Development Manager provided members with a verbal update in respect of work undertaken to promote the Health and Wellbeing Board. The HWB website is now live and members' profiles as well as the Board's terms of reference and Strategy have been included on the site.

Reference was made to the Eight Public Health taking place during 2016/17 and in particular the following two campaigns:

- Breast Feeding Awareness Week – 1-7 August 2016
- Fall Awareness Week 1-7 September 2016

The Team Bury Calendar was also available to view and any comments were invited.

The use of social media (Twitter) was widespread and provides a useful tool to provide up to the minute information. It was suggested that members could be provided with training on how to use Twitter.

HWB.174 BETTER CARE FUND

The Chair indicated that he had agreed to the submission on an item of urgent business relating to the Better Care Fund Monitoring Report. The production of the Monitoring Report did not always fall within the schedule of HWB meetings.

Delegated decision:

1. That delegated authority be given to Chair and Deputy Chair of the Health Wellbeing Board to sign off the Better Care Fund Monitoring Report in consultation with the Health and Social Care Integrated Partnership Board.

HWB.175 SUB GROUP MINUTES FOR INFORMATION

Children's Safeguarding Board Minutes
Children's Trust Board Minutes
Bury Integrated Health and Social Care Board Minutes
Adult Safeguarding Board Minutes
Carbon Reduction Board Minutes
Housing Strategy Programme Board Minutes

Councillor Trevor Holt Chair

(Note: The meeting started at 6:00pm and ended at 7:50pm)

Board Date	Member Development Session	Interactive discussion/ focus	Agenda Items	
14 th June 16 14:00 – 16:00	<u>Draft Agenda</u> <u>Looking ahead to 2016/17</u> <ul style="list-style-type: none"> Development of the member work plan Health and Wellbeing Board Membership Housekeeping Upcoming events – how can we support each other? Including Team Bury Calendar of events, (Heather Crozier) Public Health Calendar of events Any other partner's calendar of events. Communication and Engagement 	<u>Draft Agenda</u> <ul style="list-style-type: none"> Formalise Chair and Vice Chair Formalise membership Formalise Member Workplan Communication and Engagement Demonstration of the Health and Wellbeing Board Website 	Discussion	<ul style="list-style-type: none"> JSNA – Lesley Jones Verbal Update and covering report (Priority 2) Adult Safeguarding and Governance- David Hanley (Priority 4) Quarterly NHS England Commissioning Report - Rob Bellingham (Priority 2) Neighbourhood Working – Verbal Update Pat Jones-Greenhalgh (Priority 2) Locality Plan - Julie Gonda/ Brett Nelson Presentation and covering report (Priority 2)
			Standard Items	<ul style="list-style-type: none"> Devolution update Formalise Communication and Marketing
			Decision	
			TBC	
			Information	<u>Mins of Health & Wellbeing Board Sub Groups</u> <ul style="list-style-type: none"> Children's Safeguarding Board Minutes - (Priority 1) Children's Trust Board Minutes (Priority 1) Bury Integrated Health and Social Care Board Minutes (Priority 2, 3 & 4) Adults Safeguarding Board Minutes (Priority 4) Carbon Reduction Board Minutes (Priority 5) Housing Strategy Programme Board Minutes (Priority 5)

Priority 1	Member Development Session	Interactive discussion/ focus	Agenda Items	
21 st July 2016 18:00 – 20:00	<ul style="list-style-type: none"> Ian Short – Pharmaceutical Committee Presentation 	<ul style="list-style-type: none"> Presentation and report on the Health & Wellbeing Strategy - Mark Carriline (Priority 1) 	Discussion	<ul style="list-style-type: none"> JSNA Jon Hobday (Priority 2) City of Manchester Single Hospital Site Update (Pennine Acute Stuart North) Tobacco Control Annual Report - James Corner/ Jon Hobday
			Standard Items	<ul style="list-style-type: none"> Devolution update Communication and Marketing – Heather Crozier
			Decision	<ul style="list-style-type: none"> Health & Wellbeing Board Annual Report 2015/16 (Heather Crozier) Health Watch Annual Report – Barbara Barlow (Priority 2)
			TBC	
			Information	<p>Mins of Health & Wellbeing Board Sub Groups</p> <ul style="list-style-type: none"> Children’s Safeguarding Board Minutes - (Priority 1) Children’s Trust Board Minutes (Priority 1) Bury Integrated Health and Social Care Board Minutes (Priority 2, 3 & 4) Adults Safeguarding Board Minutes (Priority 4) Carbon Reduction Board Minutes (Priority 5) Housing Strategy Programme Board Minutes (Priority 5)

Priority 2	Member Development Session	Interactive discussion/ focus	Agenda Items	
22 nd Sept 2016 14:00 – 16:00	<u>Draft Agenda</u> <ul style="list-style-type: none"> <i>Jax Effiong on behalf of Jon Aspinall – Presentation on GM Fire and Rescue Service (Confirmed)</i> Plans for member development session on the 09th November 2016 	<u>Draft Agenda</u>	Discussion	<ul style="list-style-type: none"> The Bury Directory Annual Report. (all Priorities) Help yourself to Well-Being/ 1 year progress update (all priorities) Health Watch Annual Report – Barbara Barlow (all priorities) Urgent care update Employment Summit Update Primary Care Strategy Bury's Children and Young People's Integrated Health and Wellbeing Service – Outline Business Case Health and wellbeing Strategy Priority 2
			Standard Items	<ul style="list-style-type: none"> Devolution update Communication and Marketing
			Decision	<ul style="list-style-type: none"> Director of Public Health Annual Report - Lesley Jones (Priority 2)
			TBC	
			Information	Mins of Health & Wellbeing Board Sub Groups <ul style="list-style-type: none"> Children's Safeguarding Board Minutes - (Priority 1) Children's Trust Board Minutes (Priority 1) Bury Integrated Health and Social Care Board Minutes (Priority 2, 3 & 4) Adults Safeguarding Board Minutes (Priority 4) Carbon Reduction Board Minutes (Priority 5) Housing Strategy Programme Board Minutes (Priority 5)

Priority 3	Member Development Session	Interactive discussion/ focus	Agenda Items	
15 th December 2017 18:00	<ul style="list-style-type: none"> <i>Neighbourhood Working</i> - What does it mean in practice? <i>Locality Plan</i> - Understanding the plan and the schemes <p><i>(Email sent to BW and JG)</i></p>	<u>Draft Agenda</u> <ul style="list-style-type: none"> Presentation and report on the Health & Wellbeing Strategy - Pat Jones-Greenhalgh (Priority 3) 	Discussion	<ul style="list-style-type: none"> Learning Disability Strategy and Action Plan 2016-19 – Update – Nicola Hine (Priority 3) Supporting People Service Review - Update – Nicola Hine (Priority 3) GM Service Specification – Richard Ward (Priority 3) Physical Activity and Sport Strategy Update/Refresh – Stefan Taylor (Priority 2) Carers Action Plan – Stephanie Boyd (Priority 3) Understanding Advocacy– Stephanie Boyd (Priority 3)
			Standard Items	<ul style="list-style-type: none"> Devolution update Communication and Marketing
			Decision	
			TBC	<ul style="list-style-type: none"> Priority 3/4 BCF Sign off process for Quarterly reporting June-March 2015 (Pat/Stuart) Annual Safeguarding Adults report (priority 4) Presentation of Bury Safeguarding Children Board Annual Report (2015-16) (priority 1) Independent Chair of BSCB (Sharon Beattie)
			Information	<p>Mins of Health & Wellbeing Board Sub Groups</p> <ul style="list-style-type: none"> Children’s Safeguarding Board Minutes - (Priority 1) Children’s Trust Board Minutes (Priority 1) Bury Integrated Health and Social Care Board Minutes (Priority 2, 3 & 4) Adults Safeguarding Board Minutes (Priority 4) Carbon Reduction Board Minutes (Priority 5) Housing Strategy Programme Board Minutes (Priority 5)

Priority 4	Member Development Session	Interactive discussion/ focus	Agenda Items	
02 nd February 2017 14:00	<ul style="list-style-type: none"> <i>Mental health Focus – CAMHS</i> Understanding the services provided and by whom Dementia and Prime Ministers Challenge Fund 	<u>Draft Agenda</u> <ul style="list-style-type: none"> Presentation and report on Health & Wellbeing Strategy - Pat Jones-Greenhalgh (Priority 4) 	Discussion	<ul style="list-style-type: none"> Extra Care Scheme Service Spec -Richard Ward (Priority 4) Care at home retender – Tracy Evans (Priority 4) Staying Well and Social Isolation – Zena Shuttleworth (Priority 4)
			Decision	<ul style="list-style-type: none"> Falls Prevention – Stephan Taylor / and representative from Public Health
			TBC	
			Information	Mins of Health & Wellbeing Board Sub Groups <ul style="list-style-type: none"> Children's Safeguarding Board Minutes - (Priority 1) Children's Trust Board Minutes (Priority 1) Bury Integrated Health and Social Care Board Minutes (Priority 2, 3 & 4) Adults Safeguarding Board Minutes (Priority 4) Carbon Reduction Board Minutes (Priority 5) Housing Strategy Programme Board Minutes (Priority 5)



Priority 5	Member Development Session	Interactive discussion/ focus	Agenda Items	
09 th March 2017 18:00 – 20:00	<u>Draft Agenda</u> <ul style="list-style-type: none"> • <i>One Commissioning Entity</i> -What does this mean for us? 	<u>Draft Agenda</u> <ul style="list-style-type: none"> • Presentation and report on the Health & Wellbeing Strategy - Sharon Hanbury – (Priority 5 – Ensure suitable and quality homes) • Presentation and report Health & Wellbeing Strategy Neil Long and Lorraine Chamberlin (Priority 5 –Create a clean and sustainable environment) 	Discussion	<ul style="list-style-type: none"> • Fuel Poverty presentation - Sharon Hanbury? (Priority 5) • Links to Substance misuse and accommodation and the trailing of accommodation for Substance misuse. – James Corner (Priority 3 and 5) •
			Decision	
			TBC	
			Information	Mins of Health & Wellbeing Board Sub Groups <ul style="list-style-type: none"> • (Children's Safeguarding Board Minutes - (Priority 1) • Children's Trust Board Minutes (Priority 1) • Bury Integrated Health and Social Care Board Minutes (Priority 2, 3 & 4) • Adults Safeguarding Board Minutes (Priority 4) • Carbon Reduction Board Minutes (Priority 5) • Housing Strategy Programme Board Minutes (Priority 5)

	Member Development Session	Interactive discussion/ focus	Agenda Items	Priority 5
April 2017	<ul style="list-style-type: none">Local Care Order Discussions around aspects of the Local Care Order	<u>Draft Agenda</u> <ul style="list-style-type: none">	Discussion	
			Decision	
			TBC	
			Information	Mins of Health & Wellbeing Board Sub Groups <ul style="list-style-type: none">(Children’s Safeguarding Board Minutes - (Priority 1)Children’s Trust Board Minutes (Priority 1)Bury Integrated Health and Social Care Board Minutes (Priority 2, 3 & 4)Adults Safeguarding Board Minutes (Priority 4)Carbon Reduction Board Minutes (Priority 5)Housing Strategy Programme Board Minutes (Priority 5)
<u>Items TBC</u> NHS England Quarterly Commissioning Report – Rob Bellingham PNA – Pharmaceutical Needs Assessment				

Bury Health and Wellbeing Board

Title of the Report	Urgent care redesign
Date	22.9.16
Contact Officer	Carrie Dearden, Bury Clinical Commissioning Group
HWB Lead in this area	Stuart North Chief Operating Officer Bury CCG & Dr K Patel, Chair CCG

1. Executive Summary

Is this report for?	Information <input type="checkbox"/>	Discussion <input type="checkbox"/>	Decision <input type="checkbox"/>
Why is this report being brought to the Board?	This relates to a paper which is going to the CCG's public Governing Body (Board) meeting in August in relation to the intention to consult on urgent care service redesign, and if endorsed, will be subject to a patient/public/stakeholder engagement phase until the end of October to capture views on a proposal relating to future urgent care provision – the purpose of attending and presenting at the Health and Wellbeing Board would be to communicate and engage with key partners. This would be one of a number of mechanisms to capture views and feedback from stakeholders.		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See attached Strategy)  Living_well_in_Bury_Making_it_happen_to	2, 4 and 5 - although it could cross reference them all.		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA)  Bury JSNA - Final for HWBB 3.pdf	Cross references all, specific links to vulnerability and ill health and mortality.		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its	To take part in the discussion and proposed engagement on urgent care service redesign so that views can help		

members? Please state recommendations for action.	shape the proposed model moving forward.
What requirement is there for internal or external communication around this area?	If the intention to consult is approved by the CCG's Governing Body, a full patient, public and stakeholder engagement phase will be launched for a period of 2 months during September and October.
Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	CCG Clinical Cabinet CCG Governing Body - August 2016 A full proposed engagement schedule has been developed which will commence if the Governing Body endorses the intention to consult at its meeting in August, attendance at Health and Wellbeing Board is one of a range of mechanisms to engage.

2. Introduction / Background

This relates to a paper which is going to the CCG's public Governing Body (Board) meeting in August in relation to the intention to consult on urgent care service redesign, and if endorsed, will be subject to a patient/public/stakeholder engagement phase until the end of October to capture views on a proposal relating to future urgent care provision – the purpose of attending and presenting at the Health and Wellbeing Board would be to communicate and engage with key partners. This would be one of a number of mechanisms to capture views and feedback from stakeholders.

3. key issues for the Board to Consider

Taking part in the proposed engagement phase so that views can be taken into account in the redesign of urgent care for Bury.

4. Recommendations for action

Taking part in the proposed engagement phase so that views can be taken into account in the redesign of urgent care for Bury.

5. Financial and legal implications (if any)

If necessary please see advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

N/A

6. Equality/Diversity Implications

An EA has been completed by the CCG to consider groups with protected characteristics.

CONTACT DETAILS:



Contact Officer: Carrie Dearden
Telephone number: 0161 762 3106
E-mail address: caroline.dearden@nhs.net
Date: 23.8.16

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Bury Health and Wellbeing Board

Title of the Report	Employment Summit Programme – Update report
Date	9 th November 2016
Contact Officer	Simon Joos – Strategic Planning and Economic Development Marcus Connor – Corporate Policy
HWB Lead in this area	

1. Executive Summary

Is this report for?	Information X	Discussion <input type="checkbox"/>	Decision <input type="checkbox"/>
Why is this report being brought to the Board?	This report provides an update in relation to the Employment Summit Programme.		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See attached Strategy)  Refreshed Health and Wellbeing Board :	Priority 2 & 3		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA)  Bury JSNA - Final for HWBB 3.pdf	Work and Welfare		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.	N/A		
What requirement is there for internal or external communication around this area?	N/A		
Assurance and tracking process – Has the report been considered at any	N/A		

other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	
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2. Introduction / Background

See the enclosed report.



Employment Summit
Programme -Report.c

3. key issues for the Board to Consider

N/A

4. Recommendations for action

N/A

5. Financial and legal implications (if any)
If necessary please seek advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

N/A

6. Equality/Diversity Implications. Please attach the completed Equality and Analysis Form.

CONTACT DETAILS:

Contact Officer: Simon Joos

Telephone number: 0161 253 6140

E-mail address: s.joos@bury.gov.uk

Date: updated 9th September 2016

Employment Summit Programme - Update report

1.0 Purpose of Report

- 1.1 This report relates to the Employment Summit Programme. It describes the activity delivered during 2016 culminating with the Employment, Health and Skills Fair in October 2016.
- 1.2 The Employment Summit Programme was established to raise the awareness amongst stakeholders, residents and employers of the barriers faced by residents with health related barriers securing and maintaining employment. An inclusive approach was taken to include all residents but with a particular focus on those with health related barriers. This approach has maximised the investment and not marginalised individuals with particular barriers.

2.0 Background

- 2.1 Local economic data:
 - Contradictory to the national economic recovery, the percentage of economically active residents in Bury, aged 16 to 64, has fallen by - 2.9% (April 2014 to March 2016). This can be partially attributed to long-term sickness.
 - 29.7% of Bury's working age population, that are economically inactive, are known to be long-term sick (March 2016), which is much higher than Greater Manchester (26.2%) and Great Britain (22.4%) data.
 - Bury's long-term sickness rose by 8.1% (October 2012 to March 2016), which is not proportionate to the rise regionally (1.1%) and nationally (0.6%).
 - Employment Support Allowance/ Incapacity Benefit claimants continue to account for the vast majority of out of work benefit claimants (73% - 8,430 residents in February 2016).
 - 1,320 residents are accessing disability out of work benefit (February 2016). Disabled residents, who are not accessing relevant benefits, are a hidden cohort.
- 2.2 The Employment Summit Programme aims to bring together existing activity by linking local provision and building networks of support that members of the public are both aware of and can access easily.

Currently there are multiple health, skills and employment support services available across the borough. The programme has been designed to avoid

duplication and reduce silo working across partnerships, through stronger partnership working and referral pathways.

This has been achieved through a series of activities:

- Meet the Provider Event (see section 3).
- The Workplace Wellbeing Charter (see section 4).
- An Employment, Health and Skills Event (see section 5).

2.3 The Employment Summit Programme Outcomes and Performance Measures can be viewed within Annex 1.

2.4 This work and all associated activities resides within the Team Bury Employment and Skills Task Group with the associated outputs feeding into the Stronger Local Economy agenda and contributing to Team Bury's Economic Strategy (2010 – 2018) and the emerging Growth Plan.

3.0 Meet the Provider Event – 14th January 2016

3.1 A Meet the Provider Event was established to:

- Map and align the wide range of employment, health and skills provision accessible within the borough.
- Raise the profile of these services and foster stronger partnership working/referral pathways.
- Invite key employment, health and skills representatives to present to all services, alongside a speed networking activity and market stall networking.

3.2 The event generated the following participation:

- Representatives from over 120 different organisations/ departments attended the event.
- 5 guest speakers presented to the audience, highlighting best practice and the need to adopt new ways of working to align the employment, health and skills agendas.
- 30 representatives also enrolled onto the speed networking activity, alongside 21 exhibitors who publicised their service within the market stall.

3.3 Post event, Bury Council's Health and Employment Officer has subsequently met over 150 organisations, creating links and referral pathways, smoothing communication between services which inevitably help our residents. Collectively, the Meet the Provider event has:

- Contributed to the mapping exercise of employment and health provision.
- Demonstrated the importance of working in partnership, as a lot of services have been working with the same client group (even the same individual clients).
- Enhanced the local appetite for more frequent events, to continually improve partner relations and referral pathways. Additionally, there is a

list of contacts requesting to participate in future speed networking activities.

- Been crucial to supporting individuals who need extensive support, helping to facilitate the social prescribing pilot at the Radcliffe GP Surgery. The model allows GP's and health professionals to access support for their patients through a single access point.
- Contributed to the Workplace Wellbeing Charter, which combines local, regional and national provision (see section 4).

4.0 Workplace Wellbeing Support

- 4.1 Bury Council's Health and Employment Officer is a trained assessor for the national Workplace Wellbeing Charter, which aims to encourage and support local employers to invest in the health and wellbeing of their workforce.

Recognising the national Workplace Wellbeing Charter is intensive, which can be off putting to some local employers, a local Workplace Wellbeing Support package has been created and went live in March 2016.

The local package aims to promote information, advice and guidance available to employers and their workforce, in conjunction with face to face support from the Health and Employment Officer.

- 4.2 Engagement so far:

- 160 businesses have contacted the Health and Employment Officer to discuss health and wellbeing within the workplace.
- 35 businesses are accessing the local Workplace Wellbeing Support package.

- 4.3 Working with these businesses has provided more opportunities for their staff to access training, saved organisations money on recruitment and will have an impact on the health and wellbeing of their staff.

Further benefits include raising employee motivation, attendance at work and team morale, which therefore increases productivity, reduces staff turnover, reduces sickness absence and enables a business to utilise resources differently i.e. expand or employ more staff.

5.0 Employment, Health and Skills Event – 19th October 2016

- 5.1 The event will be hosted by the Elizabethan Suite on 19th October (2pm-7pm). Exhibitors will include:

- **Employers with live job vacancies** who are looking to recruit. Residents will have an opportunity to meet employers and hear more about the various jobs they currently have available and possible career opportunities.
- **Skills providers** will be available to discuss resident training and development needs from functional skills (like English and Maths), practical life skills, work experience opportunities, college and apprenticeships to higher education.

- **Health and support providers** will offer a wide range of information, advice and guidance to help residents find and remain in employment. There is also an opportunity to hear about and share good practice.

- 5.2 The event will also raise the profile of support available to employers, who have employees with health related and/or training needs. Employers will also be encouraged to share workforce management best practice, notably whereby they have supported an individual with health related needs.
- 5.3 Post event evaluation will encompass exhibitors and more importantly, where relevant permissions are provided, a tracking mechanism to understand the event's impact. The data collection exercise will also contribute to the identification of individual barriers to employment and skill opportunities, influencing future interventions.

6.0 Next Steps

- 6.1 Continue to promote the national and local Workplace Wellbeing Charters, and other related activity encouraging employer participation from across the borough.
- 6.2 Coordinate another Meet the Provider Event in January 2017, building on previous engagement and an oversubscription to the speed networking.
- 9th January 2017: Speed networking exercise.
 - 18th January 2017: Full meet the provider event.
- 6.3 Subject to budget and the success of the 2016 event, the Bury Employment and Skills Task Group will coordinate a further Employment, Health and Skills Event in 2017.
- 6.4 Continue to support local and regional programmes, such as Working Well and Troubled Families, encouraging referral pathways into employment, health and skills provision.
- 6.5 Utilise the Business Engagement Team and Bury Directory to share best practice associated with employing and/or engaging individuals with health related needs.

Annex 1 – Employment Summit

Activities

- Meet the Provider Networking Event – 14th January 2016.
- Business Expo and the Workplace Wellbeing Charter going live – 17th March 2016.
- Employment, Health and Skills Event – 19th October 2016.

Outcomes

Residents of the Borough with any health related barriers have improved access to employment, health and skill opportunities

- Raised awareness of support for people of the Borough with a health related barrier to obtaining employment.
- Raised awareness of support for people of the Borough with a health related barrier to maintaining employment.
- Raised awareness of support for employers with an employee who has, or develops, a health related barrier.
- Good practice is collected, shared and built upon where disabled employment is thriving.

Measures



- The number of organisations achieving accreditation through the Workplace Wellbeing Charter, Disability Confident and/or Access to Work initiative.
- The number of event attendees invited to interview by any exhibitor.
- The number of positive steps into employment, skills or health provision.
- Businesses and individuals feel more informed and engaged.
- Reduction in the number of people on employment related benefits as a result of the event.

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Bury Health and Wellbeing Board

Title of the Report	Public Health Annual Report
Date	22/09/16
Contact Officer	Lesley Jones – Director of Public Health
HWB Lead in this area	Lesley Jones – Director of Public Health

1. Executive Summary

Is this report for?	Information x	Discussion <input type="checkbox"/>	Decision <input type="checkbox"/>
Why is this report being brought to the Board?	This report is to provide an update to board members on the progress in relation to the JSNA work programme		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See attached Strategy)  Living_well_in_Bury_Making_it_happen_to	ALL		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA)  Bury JSNA - Final for HWBB 3.pdf	N/A		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.	Note the content Endorse the recommendations		
What requirement is there for internal or external communication around this area?	To be systematically circulated to all Members and key partner agencies electronically.		
Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	No this report is specific to the Health & Wellbeing Board		

2. Introduction / Background

Directors of Public Health have a statutory requirement to write an independent annual report on the health of their population. The Director of Public Health Annual Report is a vehicle for informing local people about the health of the community, as well as providing necessary information for decision makers in local health services and authorities on health gaps and priorities that need to be addressed.

The theme for this year's annual report is health inequalities with the report specifically looking at inequalities experienced due to gender, disability, ethnicity, mental health and sexuality. The aim of the report is to highlight both the causes and impacts of health inequalities within Bury and how these can best be addressed. The report firstly reflects on last year's report and the progress which has been made against the recommendations. It then goes on to look in detail at specific groups which experience inequalities and the related causes and implications. Then finally, it highlights what more could be done locally and makes a series of recommendations.

3. key issues for the Board to Consider

The key message of this report is that inequalities continue to persist in Bury as in England.

A number of factors play an integral role in contributing to these inequalities including

- Wider determinants such as employment, education, housing and income
- Lifestyle factors including smoking, alcohol, diet and physical activity
- Disparities in suitable and appropriate access and provision to health services

The report highlights that to address inequalities effectively within Bury a multi-agency response is required. It then goes on to highlight a range of recommendations which are grouped into key areas of work. A summary of the areas of work and recommendations are included below

Intelligence and data

- Establishing and overseeing a programme to enable and ensure robust, systematic and comprehensive equality monitoring across services provided by Team Bury partners
- Establishing a programme of research as part of the ongoing development of the JSNA to generate insight into the needs, assets and experiences of equality target groups living within Bury
- Establishing a programme to move all services to paperless mobile electronic systems in order to optimise the potential of the GM-Connect programme

Empowerment and advocacy

- Considering how best to ensure robust & sustainable infrastructure support is provided to the community and voluntary sector in Bury
- Ensuring the developing community engagement mechanisms within neighbourhoods extend to, reach and empower marginalised individuals and groups
- Ensuring voluntary & community sector organisations are equal partners in the design and delivery of neighbourhood working.

Income and employment

- Working with employers to ensure workplaces are conducive for people with disabilities (physical disabilities, learning disabilities and mental illness) to work in
- Extending the concept of Bury Council & Six Town Housing Employee Engagement Groups to other employers in the Borough

- Reviewing the extent to which income maximisation, debt management, skills development and employment support programmes and services are addressing the needs of equality target groups
- Working with employers to become aware of and utilise the resources & support in the borough, to prevent people leaving work due to health conditions and making better use of national support such as 'Access To Work'

Service provision

- Ensure the value of universal elements of services are fully considered in the development of new systems of service delivery
- Ensure equity audits and action plans become an embedded standard practice within all services and included in contract monitoring and commissioning reviews
- Extend the learning from the 'I Will if you Will' programme to other equality groups and act as a model of best practice

Generating a culture of equality

- Build a proactive 'Valuing Diversity' programme, into the Neighbourhood community engagement programme to complement existing community cohesion work
- Extend the concept of Bury Council's 'Equality Champion' programme to other employers within the Borough.

4. Recommendations for action

Note the contents of the report

Endorse the report and recommendations

5. Financial and legal implications (if any)

If necessary please see advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

N/A

6. Equality/Diversity Implications

N/A

CONTACT DETAILS:



Contact Officer: Lesley Jones
Telephone number: 0161 253 6879
E-mail address: l.jones@bury.gov.uk
Date: 22/09/16

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Bury Health and Wellbeing Board

Title of the Report	NHS Bury CCG Primary Care Health and Wellbeing Strategy
Date	
Contact Officer	Amy Lepiorz, Deputy Director of Primary Care, NHS Bury CCG
HWB Lead in this area	

1. Executive Summary

Is this report for?	Information <input type="checkbox"/>	Discussion	Decision
Why is this report being brought to the Board?	To inform the board members that work on the NHS Bury CCG Primary Care Health and Wellbeing Strategy has begun		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See attached Strategy)  Living_well_in_Bury_Making_it_happen_to	The Primary Care Health and Wellbeing Strategy describes the role primary care will play in meeting the ambitions described in the locality plan		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA)  Bury JSNA - Final for HWBB 3.pdf			
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.	Members are asked to note that a Primary Care Health and Wellbeing Strategy is being produced. Members may wish to provide comments at this stage or wait until the document is circulated for wider consultation.		
What requirement is there for internal or external communication around this area?	None		
Assurance and tracking process – Has the report been considered at any	The governance of the Primary Care Health and Wellbeing Strategy falls		

other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	under the remit of the NHS Bury CCG Primary Care Commissioning Committee.
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2. Introduction / Background

NHS Bury CCG does not currently have a dedicated strategy to base primary care commissioning decisions upon. The development of a Primary Care and Well-Being Strategy has been identified as a priority for the newly appointed Deputy Director of Primary Care.

The strategy will discuss primary care in its widest sense, incorporating all four traditional primary care providers, with an understanding that to achieve the vision described support from a wider range of professionals will be required. A framework for the strategy has been developed by reviewing the Bury Locality Plan, the GM Primary Care Strategy, the GP Forward View and feedback from previous membership engagement events. This framework is currently being shared with the CCG membership, via sector meetings, with the aim of adopting a co-production approach to producing a draft strategy which will undergo wider stakeholder consultation in November.

3. Key issues for the Board to Consider

The Board are asked to note that a Primary Care Health and Wellbeing Strategy is being produced.

4. Recommendations for action

Members may wish to provide comments at this stage or wait until the document is circulated for wider consultation in November. Members wishing to provide comments at this stage are invited to submit them by the 6 October 2016 to amy.lepiorz@nhs.net

5. Financial and legal implications (if any)

If necessary please see advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

N/A

6. Equality/Diversity Implications

N/A at this stage

CONTACT DETAILS:

Contact Officer: Amy Lepiorz

Telephone number: 0161 762 3063

E-mail address: amy.lepiorz@nhs.net

Date: 12 September 2016

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Primary Care Health and Well-being Strategy 2016-2021

*High quality care at the right time, in the right place, by the
right person*

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Draft

Executive Summary

(To be added after the co-production phase)

Introduction

Scope

This strategy sets out Bury's ambition for primary care. It describes primary care's contribution to the Bury vision of a 'population that is healthy, happy and as independent as possible', working together to promote 'self-help, prevention and early intervention' in a 'co-ordinated and seamless health and care system', with services designed to be 'person-centred' that 'build upon and develop local community assets'.

When this strategy refers to primary care it is talking about it in its widest sense, recognising the contribution made by the workforce in GP, dental, ophthalmic and pharmacy practices. It appreciates that for true change to take place we must also understand and appreciate the input of other professionals working in the expanding primary care sector e.g. physiotherapists, podiatrists, social care staff. The strategy also looks to the third sector, to voluntary and community groups, and to local assets, to improve the health and well-being of those living in Bury.

Approach

Traditionally strategies describe the current situation, highlighting what the deficiencies are to help build a case for change before describing a new utopian vision. This strategy is different, it builds its case by looking at the positives and how we use them as our foundation for change. The strategy will not only describe a positive deviance approach shaped by our strengths, to primary care and well-being, but will be written in a style that reflects this.

At the time of writing the Health and Social Care system within the Greater Manchester conurbation is undergoing the most radical change ever seen. The pace of movement is fast; for this reason the strategy focuses on the function rather than the form. It will describe where we want to get to with a steer on how we get there, but with the recognition that the structural models of care required to provide this may change and may still need to be conceived.

Co-production Question 1. 'Are you supportive of the proposed scope and approach for this strategy as described above?-please provide comments'

Audience

The main audience for this strategy are primary care professionals working in the Bury locality. However the vision in this strategy needs to be shared with the whole Bury population and to be translated into terminology that resonates with them.

Consultation

The original framework of this strategy was formulated and influenced by the key policy documents that are shaping primary care in Bury. It follows the direction set in the Bury Locality Plan and is shaped round the Greater Manchester Primary Care Strategy recognising the wider commissioning system created by Devolution Manchester and the national context set by the NHS 5 Year Forward View and the General Practice Forward View. The views previously captured in CCG membership engagement events were also incorporated.

The framework was then shared with the CCG membership to co-produce the draft strategy which underwent a wide stakeholder consultation, see appendix XX. This ensures that the final ratified strategy is owned by all of those receiving and providing primary care services in Bury.

Implementation

This is a strategy and as such describes where we wish to get to- it does not describe the path we will take to get there. A detailed action plan will be produced clearly mapping the route to our vision. To achieve success the action plan will need to be influenced and owned by all; through co-production, the ambition described by this strategy will be a reality by 2021.

Primary Care and Well-being in 2016

We have a lot to celebrate in Bury and strong foundations to build our vision on. We have a history of innovation, for example, pioneering 7 day access as part of the Prime Minister's Challenge Fund and being one of the first areas where all practices are open from 8am to 6:30pm Monday to Friday with guaranteed appointment availability- ensuring the Bury population have access to a GP at a time that best suits them; general practice making a clear commitment to patients with dementia by taking over the routine assessment, diagnosis and management and striving towards 'dementia friendly' status; and introducing the paramedic 'Green Car' scheme as an alternative to taking patients to hospital.

(Case study demonstrating one of the innovations described above)

We have also worked closely with our partners, expanding the reach of our innovation. Working with the GP Federation we have jointly commissioned clinical pharmacists to support every practice. We are ensuring parity of esteem, by creating

Improving Access to Psychological Therapies (IAPT) services focused on patients with LTCs collaborating with the third sector and were one of the first CCGs to adopt the jointly managed optometry and pharmacy Greater Manchester Minor Eye Conditions Scheme. Our work with the Local Authority has seen us excel at delivering NHS Health Checks and meeting our influenza vaccination targets. All of this has been achieved with a historically underfunded but improving financial position, demonstrating our ability to think creatively.

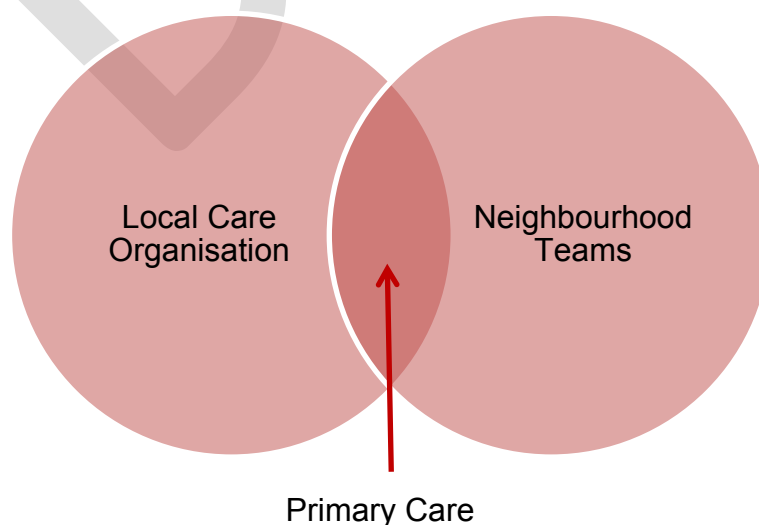
The CCG membership has worked together to achieve the biggest reductions in non-elective admissions in Greater Manchester in 2015/16. We continue to have some of the lowest prescribing costs in the North West and 80% of GP practices that have been subject to a CQC inspection have been rated good or excellent.

With over 100 traditional primary care providers across the locality comprising of 24 dental practices, 31 GP practices, 19 optometry practices and 43 community pharmacies, primary care is ideally placed to support the health and well-being of the Bury population. The registered list model held by general practice is complimented by the open access approach of the dental, optometry and pharmacy practices. The primary care architecture is available and this strategy will describe how we utilise its full potential.

Co-production Question 2. 'What other areas of innovation or close partnership working would you like to see highlighted in the final strategy?'

Primary Care in 2021

This strategy is our opportunity to describe primary care's place in the evolving Bury Health and Social Care System. The health care led development of Local Care Organisations (LCO) and the local government led development of neighbourhood teams require primary care to be at the centre. This is consistent with the vision laid out in 'Taking charge of our Health and Social Care in Greater Manchester'.



(Further detail to be added following the co-production stage)

By 2021 primary care, working with our partners will have contributed to the following outcomes for our population:

- *(outcomes to be included after to co-production phase)*

Co-production Question 3. 'What do you think will be the strengths of primary care in 2021? What outcomes do you think we should be achieving'

Key Themes

The Greater Manchester Primary Care Strategy describes 5 key themes:

- Theme One- People powered changes in health and behaviour
- Theme Two- Population based models of care
- Theme Three- Consistently high quality care
- Theme Four- Inter-professional working
- Theme Five- Innovation

This strategy will explore these themes and describe how they will be developed in the Bury locality. It will also highlight the main enablers that will help us meet our vision:

- Estates
- Technology
- Finance, contracts and incentives
- Workforce
- Communication and engagement

Co-production Question 4. 'Do you agree with the themes and enablers described? Are there any missing?'

Theme One- People powered changes in health and behaviour

Our vision is for a healthy, happy and independent population. This will be achieved by primary care empowering our patients to prevent ill health, enabling them to self-care and providing them with the support required to manage any health and well-being conditions they may develop. Every contact with a primary care provider is an opportunity to get to know the patient, to understand and build on their strengths, to work with the population to meet our vision. We will create an asset-based, every-contact-counts approach, the key components of which are described below.

We will...

- *(to be completed after the co-production phase)*

Many of the health conditions present in our population could have been prevented or had their severity limited by early intervention. Late diagnosis causes unnecessary

suffering to our population and increases pressure on NHS services. In Bury we recognise the expertise of our public health colleagues in the promotion of wellbeing, prevention and early detection of disease. Moving to a single commissioner will reduce some of the current constraints to placing prevention at the heart of everything we do. Commissioning teams in both the CCG and the council are starting to work together and will continue to do so. We will work together, with our partners to identify areas of focus, key clinical and geographical areas where focussed interventions are required. This approach matched with targeted supported for those members of the population ready to change will ensure our actions have the biggest impact.

In Bury we have already set the enablers in place to support patients to self-care self-limiting conditions as expressed in the Prescribing for Clinical Need Policy. The pharmacy-led minor ailments scheme and the optometry-led minor eye conditions schemes have provided patients with a more appropriate route for NHS treatment. This is just the beginning of the cultural change; self-care messages will continue with the ambition that the population will be equipped to access high quality care at the right time in the right place by the right person. We will provide our population to take control of their own health and wellbeing, to see this as a priority. Where appropriate we will remove the current barriers that prevent patients from self-referring to services such as IAPTs, district nurse and health visitor services. We live in a 24/7 world where for a lot of our population accessing the internet is a daily norm, we need to embrace technology giving our population the tools to self-care, steering them in the direction of reputable websites and mobile apps, sharing evidence based practice in a manner that suits them.

To make the change we have articulated we need to move away from the traditional model of looking at what is wrong and trying to fix it. We need to start adopting a positive deviance, asset-based approach, building on our strengths. A key tool in achieving this ambition is social prescribing, enabling primary care services to refer patients with social, emotional or practical needs to a range of local, non-clinical services. We wish to build on the inspiring work that produced the Bury Directory and the 'I will if you will' exercise programme. We will implement a social prescribing system. This strategy does not define the model that will be introduced; that will be designed by a multi-agency co-production approach. We recognise that for social prescribing to truly be successful it needs to be implemented across the locality, changing routine practice and using the skill sets of the community. Results will take time and the third sector will need support in meeting this change in demand. We will make this commitment and general practice will be key in the design, implementation and evaluation of the chosen model.

(Word picture describing social prescribing)

Co-production Question 5. 'What other initiatives should be included to meet theme one?'

Theme Two- Population based models of care

We have articulated a desire to achieve a person-centred co-ordinated and seamless health care system, placing the needs of the individual and the population at the centre of what we do. This requires a change in the way we structure the numerous organisations committed to improving the health and well-being of the Bury population. Work is already progressing on the development of a LCO for Bury. The Bury GP Federation is a key partner in developing the primary care offer and there is a commitment to develop this model from the bottom up recognising that front line professionals and the Bury population have the knowledge and passion to create a care model that meets Bury's needs. The function of the LCO is emerging and the form will develop, we recognise that as relationship advance contractual paradigms will shift.

We will...

- *(to be completed after the co-production phase)*

In Bury commissioners have developed two very high level objectives for the early programmes of work for the emerging LCO. The first focuses around the pressing need to stabilise our urgent care system. The second looks to the future increasing the number of years our population enjoy happy healthy lives. The work of primary care will contribute to both of these objectives.

(Word picture for LCOs)

The LCO will be built around GP registered lists and will have primary care at its heart. The registered list verse resident population dynamic will need to be resolved. The CCG membership sectors will shape and pilot different prototypes sharing learning to develop the optimal model that will be adopted across the whole Bury locality, ensuring our population have access to consistent and high quality care. The CCG is committed to the development of one LCO and supporting its development will be a priority over the period of this strategy.

We have much to learn from the focussed work we have done with seldom heard groups such as the BME community, patients with learning disabilities and dementia patients. By translating this learning we will build new models of care that will benefit the whole population.

Co-production Question 6. 'What other initiatives should be included to meet theme two?'

Theme Three- Consistently high quality of care

Effective, safe and high quality care is a primary motivator for the whole of primary care. Primary care providers in Bury have an ambition to be the best and this is matched by a population desire for us to be the best. The Bury population will be confident that any advice, support or care they receive in Bury will be to the highest possible standard, wherever they are in the Borough.

We will...

- *(to be completed after the co-production phase)*

At a fundamental level contractual compliance is a key marker that a primary care contractor is providing safe, effective and quality services. Monitoring of contractual compliance is not solely in the remit of the CCG, dental, general ophthalmic and pharmaceutical services are commissioned and managed by the Greater Manchester Health and Social Care Partnership (GM H&SCP). The CCG has delegated responsibility for primary medical services, GP practices and dental practices are subject to CQC inspections and community pharmacy premises undergo comprehensive monitoring by their professional regulator- the General Pharmaceutical Council. We commit to ensuring all GP practices are fully compliant with their contract and the membership will work together to reach the goal that all of these practices will achieve a good or outstanding rating from CQC. As a CCG we recognise that sub-optimal performance of primary care providers who we do not hold core contracts with is not simply a problem for the GM H&SCP. These contractors provide care for our population and therefore we commit to working with our partners to ensure minimum contractual standards are maintained.

Contractual compliance is just the minimum standard expected; we want to go beyond that to provide the Bury population with the highest quality care in Greater

Manchester. General practice has demonstrated its commitment to this goal with all practices signing up to the Quality in Primary Care Contract and all practices will have met these standards before the end of 2018 demonstrating excellence and reducing inequalities in care. This work is further complimented by our commitment to achieve designated Quality Premiums. Dedicated achievement of these goals brings triple rewards; they drive up standards, reduce inequalities and provide funds to enable further investment in primary care.

The GM H&SCP are developing more provider-specific standards for the remaining three primary care providers and we make a promise to play our role in the successful implementation of these standards. All of the standards include a focus on patient safety and a culture of sharing learning and continuous improvement to embed a safety culture in primary care is a must do.

For us to truly tackle inequalities we not only need to work across organisations to identify and address variance, but take a pro-active approach- spotting and addressing challenges before they become ingrained. Regular triangulation of the quality indicators held by various organisations will help us to achieve this pro-active management. We have already invested in technology that will support this and a successful monitoring system will be developed and incorporated in the assurance process. By using this technology practices can benchmark their performance against their peers, giving them the ability to consistently improve the high quality of services they provide.

The Healthy Living Practice Framework was pioneered by pharmacy contractors, supported by Public Health England and aims to make every contact in a community pharmacy count. The GM H&SCP are working with dental, ophthalmic and primary medical services providers to develop suitable frameworks for these contractor groups. The Dementia Friendly Pharmacy Framework sees pharmacy teams take pro-active steps to support patients with dementia in their neighbourhoods; again work is taking place to develop suitable frameworks for the whole of primary care. It is clear that we need to and will support the implementation of these concepts creating over 100 health and well-being hubs within our locality. Each of these hubs will bring with them their own ideas generating fresh innovation which will be captured and shared across our workforce.

(Case study demonstrating healthy living pharmacy)

Co-production Question 7. ‘What other initiatives should be included to meet theme three?’

Theme Four- Inter-professional working

Achieving co-ordinated and seamless care built upon local assets will see a shift of services from secondary care allowing patients to be cared for closer to home. This shift will require primary care professionals to continue to work closely not only with their secondary care colleagues but with each other and the third sector. We will build on successful models of inter-professional working, such as the Clinical Pharmacists in General Practice pilot, Extended Working Hours, IAPTS practitioners working in primary care and Healthier Radcliffe to further strengthen the primary care offer. We recognise that the movement of services from secondary care cannot all fall on to one provider, but by working together using the skill mix of the whole of the traditional and non-traditional primary care workforce and by adopting new skills and ways of working we will meet our vision.

We will...

- *(to be completed after the co-production phase)*

The CCG is fortunate that as a membership organisation it has a vast resource of knowledge and experience in primary medical services within its structure. We will continue to use this expertise to develop stronger relations across the whole of primary care. With the current commissioning arrangements comprehensive knowledge and understanding of the potential of dental, ophthalmic and pharmacy colleagues is not within the CCG. Local Professional Networks (LPNs) exist for all three of these professional groups. LPNs are Greater Manchester wide networks of commissioners and providers in the respective professional groups reporting to the GM H&SCP. We will build links with these networks, listening to their suggestions and seeking their views on how to achieve a seamless primary care system. LPNs have created model service specifications and referral pathways for commonly commissioned services across Greater Manchester, such as community pharmacy minor ailment schemes and cataract referral refinement services. Where we are commissioning one of these services we will move towards the specifications designed by the relevant professional groups. Where new services are created we commit to considering commissioning where there is a clear connection to our vision and the aims of our locality plan.

Co-production Question 8. ‘What other initiatives should be included to meet theme four?’

Theme Five- Innovation

The Greater Manchester Health and Social Care Partnership have been very clear that the aims of devolution cannot be achieved by continuing to do more of the

same. Equally we know that we cannot achieve our vision without change. We have a history of innovation and are not afraid to adapt and challenge our ways of working. We are proud of this. We empower our workforce to think differently, to think differently to try new things, to encourage leaders at all parts of the system, to share learning and innovation. We will build on learning from the wider health and social care system, from across Greater Manchester, England and the World. Where evidence exists for a new scheme we will use that to introduce locality wide change. Where schemes are new and not supported by an evidence base we will follow a process of positive enquiry and evaluation.

We will...

- *(to be completed after the co-production phase)*

As part of the devolved Greater Manchester Health and Social Care System we are very fortunate. Devolution is being supported by a dedicated transformation fund which will be spent on the Greater Manchester population, without the need to compete with other areas of England. Bury is just one locality in this devolved system, we need to be proactive, clear on our ambition and how we will achieve our vision, ready with plans to bid for funds as they are announced. Clear, uncomplicated mechanisms will be designed to ensure innovative ideas are captured and developed in expedient timescales, eliminating unwarranted bureaucracy.

Co-production Question 9. 'What other initiatives should be included to meet theme five?'

Enablers

To achieve our vision and to reach the goals described there are a number of enablers that will support us. This section describes these and expresses what we require from them.

Estates

Our estates vary significantly in terms of quality, condition and suitability. These estates need to cope with increasing patient activity as care moves out of hospital. We equally have void spaces within our own estate portfolio and our move to integrated commissioning and care provides us with the opportunity to make best use of the whole of the public services estate infrastructure. A detailed estates plan is outside the scope of this strategy, responsibility for that is within the remit of the Strategic Estates Group. Our steer to them is that we require fit for purpose estates to provide services with void spaces kept to a minimum.

We will...

- *(to be completed after the co-production phase)*

Co-production Question 10. 'Are there any other requirements from this enabler- estates?'

Technology

Bury has always been at the forefront of IT, early adopters of technology that will reduce unnecessary administrative burden and create a seamless patient journey. We will continue on this path of innovation. The Integrated Digital Care Record will soon be a reality, improving efficiencies, safety and allowing the patient to only have to tell their story once during their care journey.

Technology will be used to support communication amongst primary care providers, the roll out of NHS mail to all providers and the recently granted access to Summary Care Records for community pharmacists is just the beginning.

Technology will play a pivotal role in equipping our population with the right tools and advice for them to appropriate self-manage their own health and wellbeing. We will make the population aware of clinically endorsed websites and apps, such as NHS choices.

We will...

- *(to be completed after the co-production phase)*

Co-production Question 11. 'Are there any other requirements from this enabler- technology?'

Finance, contracts and incentives

A key enabler to achieving the LCO model described in theme two is the introduction of the Multi-Speciality Community Provider (MCP) contract. This nationally developed contract will allow the creativity and flexibility required to support our vision. It will be fundamental in removing barriers that exist due to current constraints, allowing organisations to work together.

We will move to rewarding the outcomes of interventions, rather than the volume that take place, recognising that some outcomes may take a number of years to be realised. We do not just want a happy and healthy population today, we will put the contractually mechanisms in place to ensure that this vision continues for the next 10, 20, 30 years and beyond. Outcome-based incentives will allow gains as well as risks to be shared. Key to this is the quality of the data held by our membership practices and plans will be developed to raise confidence in the data held allowing robust commissioning decisions to be made.

We are committed to ensuring patients receive high quality care, at the right time, in the right place, by the right person. This will see the movement of more services into

the community, this again strengthens our need to be pro-active in our thinking ensuring that we have access to transformational funding.

We will...

- *(to be completed after the co-production phase)*

Co-production Question 12. 'Are there any other requirements from this enabler-finance, contracts and incentives?'

Workforce

Our vision of a happy and healthy population extends to our workforce. The health and well-being of those providing primary care in Bury must be one of our main priorities, our positive deviance approach, which builds on our strengths, is not limited to the population. Primary care professionals should be ambassadors to the population leading by example and Bury CCG along with all other organisations in the Bury system should be enabling people to achieve this vision. The CCG will continue to have strong links with our memberships and recognises that stress often occurs at times of stress. Though the structure of our relationship may change, the CCG remains committed to supporting its membership.

To achieve our vision we need to develop and nurture our workforce to create strong leaders. Clinical leadership across the whole of primary care is vital. We will support the development of our leaders. Support will be given to our workforce to prepare them the changes ahead, our commitment to education and training remains and opportunities to share knowledge across the whole of the primary care workforce will be developed. This will be articulated in a clear workforce, education and training strategy for Bury.

We need to consider the skill mix held across primary care. A skill mapping exercise will take place to identify our strengths and opportunities to work together. By working together to meet the Bury vision we will create a locality where talent is attracted and retained. We will promote inter-professional working, adopting evidence based jointly owned clinical pathways and promoting excellence.

We will...

- *(to be completed after the co-production phase)*

Co-production Question 13. 'Are there any other requirements from this enabler-workforce?'

Communication and engagement

Communication and engagement is vital. The Bury vision can only be delivered if we are all clear on what we are trying to achieve, working together and communicating with our population. We need to develop ways to share good practice, celebrate and build on our successes, to learn together.

Fundamental to any communication and engagement plan is to ensure there are clear, consistent message that all primary care professionals promote. We need to work with our population in new innovative ways allowing them to take responsibility for their own healthy lifestyle choices and access to the most appropriate support for their health care needs.

We will...

- *(to be completed after the co-production phase)*

Co-production Question 14. 'Are there any other requirements from this enabler-communication and engagement?'

Summary and conclusion

(To be completed after the co-production phase. To include a pictorial representation.)

Glossary

(To be completed after the co-production phase)

Facts and figures

(To be completed after the co-production phase)

High level action plan

(to be completed following the consultation phase)

Co-production Question 15. 'Is the vision of the strategy clearly articulated? If not, what would be required to make it clearer?'

Co-production Question 16. 'Do you have any case studies which could be incorporated into the strategy?'




Co-production Question 17. 'Do you have any further comments?'

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Bury Health and Wellbeing Board

Title of the Report	Healthwatch Bury CIC Annual Report 2015-16
Date	22 nd September 2016
Contact Officer	Barbara Barlow
HWB Lead in this area	Barbara Barlow

1. Executive Summary

Is this report for?	Information 	Discussion <input type="checkbox"/>	Decision <input type="checkbox"/>
Why is this report being brought to the Board?	To inform the Health and Wellbeing Board of Healthwatch Bury's activities in the past year		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See attached Strategy)  Our Vision Priorities and Principles for Healthwatch Bury  Refreshed HWB Strategy.pdf	A tenuous link to all priorities		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA) http://jsna.theburymdirectory.co.uk/kb5/bury/jsna/home.page	Children and older people		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.	For information only		
What requirement is there for internal or external communication around this area?	N/A		
Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	No		

2. Introduction / Background

For information

3. key issues for the Board to Consider

For information only

4. Recommendations for action

None

5. Financial and legal implications (if any)

If necessary please seek advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

None

6. Equality/Diversity Implications. Please attach the completed Equality and Analysis Form if required.

None

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Date: 12.07.16



Healthwatch Bury

Annual Report 2015/16



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Message from our Chair



Welcome to our Healthwatch Bury Annual Report (2015/16). We hope whether you are a consumer, commissioner or provider of services, this report will be of interest to you.

As I sat down to write this message, I paused to reflect, not only on the events which have taken place during the past financial year, but also to consider the challenges we face in the future.

It is my personal opinion that Healthwatch exists because the past systems have failed to take proper account of the experiences and comments made by the consumers of health and social care services. We need to influence the system by using 'actual experiences' both good and bad.

It is impossible to reliably make assumptions about what people want. The only way to discover the type of care people really want is to go out and engage with them.

As Chair, I represent Healthwatch on the Health and Wellbeing Board and whatever my personal views, it is my duty to speak on behalf of the people of Bury. Therefore, we need to gather evidence to identify consumer trends and specific issues in both health and social care and use the evidence to influence both local and regional policy.

A consultant from MIH Solutions, stated: "Successful engagement starts from the outset through to evaluation - a partnership." I couldn't agree more!

This year, we have made important connections with young people and this has widened our understanding of their experiences of health and gained us a new audience, especially with respect to mental health services.

2016-2017 will be an important year for the Greater Manchester Healthwatch network.

There are going to be major changes in the future, in order to help meet the challenges faced: increased cost of care and a growing demand for services, due to more people living longer.

It is, therefore, essential for us to engage with service users and unpaid carers across both health and social care and, in particular, to draw on intelligence from the many community groups which serve our population so ably and effectively.

Healthwatch has a **duty** to involve local people in both assessing the quality of services currently being provided and also to influence the way new services are designed for the future. It is the only way

to be certain that services fit the needs of the Bury population in the years to come.

It is my hope, and desire that as we move through the next financial year (2016/17), Healthwatch Bury will be in a much better position to amplify the voice of the consumer, (*including those who are rarely listened to*) ensuring that it is heard in all areas of the evolving 'Health and Social Care' system, both locally and in Greater Manchester, as discussions take place around the changes which will inevitably occur as part of the devolution process.

We already have independence and, with help from the general public, we can also influence, by drawing on both the positive or negative experiences of the people who are using the many different services currently being provided.

We shall measure our success by identifying changes brought about by our use of

intelligence, highlighting priorities for future projects.

None of this would be possible without our hardworking staff who, although few in number, are always up for a challenge. To them, I would like to offer my thanks for the work they have done during the past year and for the future, "Keep calm and carry on the good work"!

Barbara J Barlow



The year at a glance

This year we've increased people on social media - in particular, Twitter by 50%



Our work has been seen as good practice
Outreach work has been appreciated+-



We've concentrated on over 65's,
Children & Young People and those who
are seldom heard



We've visited a number of local services



Our reports have tackled local and
regional issues



We've met hundreds of local people at
community events, drop in sessions and
the Millgate Shopping Centre



Who we are

We exist to make health and social care services work for the people who use them. Everything we say and do is informed by our connections to local people. Our sole focus is on understanding the needs, experiences and concerns of people of all ages who use services and to speak out on their behalf to drive forward improvements. We are uniquely placed as part of a national network, with an independent local Healthwatch in every local authority area in England. Our role is to ensure that local decision makers put the experiences of people at the heart of their work. We believe that asking people more about their experiences can identify issues that, if addressed, will make services better.

Our vision

Our vision is better health and social care services through public involvement.

Healthwatch Bury Guiding principles are:

- People First - We listen carefully to users of health and social care.
- Partnership - We work in partnership with other groups, seeking a stronger voice, together.
- Inclusion - We seek the views of those who are not often heard.
- Critical Friendship - We celebrate excellence; support service improvement and speak out on failings.

Our priorities for 2015 - 2016

- Meaningful engagement with young people
- Engagement activities for those service users whose voices may not be the loudest but whose individual needs should not be forgotten.
- Dental services for the disabled
- Speaking to people over 65
- Working with partners and stakeholders on a regular basis

Our Healthwatch Team (from left to right):



Annemari Poldkivi - Research and Public Participation Coordinator

Mafooz Bibi - Chief Officer

Andrea Wilson - Administrator and Social Media Coordinator

Sue Williams - Administrator and Social Media Coordinator

Listening to people who use health and care services

Patients are natural innovators and ill health brings with it both crisis and opportunity many have to rethink their lives and build new identities. This gives them the passion and empathy to come up with creative solutions to help others. They are able to see what needs to improve and provide innumerable ideas to make things better, often at very little cost. We need to tap into, and harness, those natural inputs.

Gathering experiences and understanding people's needs

Healthwatch Bury receives comments from the public, for example, "If I need an appointment at my surgery, I have to queue up from 8.30am and when it is my turn I am told all the appointments have gone for that day, so I shall have to return the next morning".

The comments will be put onto our database and at the end of the quarter, a report of all new comments will be sent out to service providers and also commissioners i.e. those who buy services.

If there are trends when we check the database and people have a concern about a service which they believe needs improving, we shall investigate further. If relevant, we shall write a report stating the outcomes of our investigation and make recommendations which we believe could improve the service. Service providers will then reply to our recommendations.



If you are a Bury resident, you are able to speak to us or complete the 'Your Voice' leaflet anonymously but if you would like a reply, you will need to give us your contact details.

If action is taken, it will be reported on the website, in the hope that more people will understand why they need to talk to us.

Healthwatch Bury has been actively gathering people's experiences by engaging with the local communities. We have been using various methods for doing that:

- Attending large community events
- Regular drop in sessions at the health centres
- Regular drop in sessions at Age UK Bury Jubilee Centre
- Drop in sessions at the local libraries
- Presentations to local community groups
- Presentations to local faith groups/churches
- Healthwatch Bury members meetings
- Via social media sites
- Via website
- Via newsletters and e-bulletins
- Joint events with Bury Diabetic Group
- Carrying out various surveys
- Devolution 'conversations' working in partnership with B3SDA

HW Bury team attended Prestwich Clough Day on 17th May 2015 - the team engaged with 80 people on the day.

Young people (under 21) and older people (over 65).

- Visiting Streetwise 2000 - engaged with 25 young people aged 16-25:
 - HW Bury gave a presentation on 17th February '16 and asked young people to feed back about their experiences with the services.
 - We also held a conversation with Streetwise 2000 on 23rd February '16 as part of Devolution Manchester engagement work to ask young people to talk about their own health and wellbeing.
- Held an NHS Constitution Workshop at Holy Cross College - engaged with 20 young people. HW Bury used a toolkit, containing new resources, to introduce and explore the NHS rights with young people.
- Attended Children's Trust Emotional Health and Wellbeing Event on 4th November 2015 with HW Bury information stand and engaged with 55 people on the day.
- Regular drop in sessions at the Age UK Bury Jubilee Centre - 5 sessions held and engaged with 83 elderly people. Healthwatch team visited the centre on a regular basis to ensure that the elderly population have access to the Healthwatch service and are able to share their feedback about the local services.

- Supporting 'Ambition for Ageing' programme in Bury. HW Bury actively promoted the programme.

Meeting with Service Users and Staff at the Housing Link

It is difficult to imagine the needs of people who have to face difficult challenges in their lives, so we set up a meeting to find out the problems they face when accessing services.

The Housing Link is a progressive, locally based charity providing a quality range of services to single people from 16yrs of age upwards, who are homeless or threatened with homelessness.

There is a range of temporary accommodation and, in particular, 5 bed spaces to provide emergency accommodation on a night by night basis to young people referred from the Bury Metropolitan Borough Council.

It became clear that many of the service users have emotional issues or specific problems such as drug/alcohol misuse, dealing with abuse or mental health problems.

The discussions which took place were certainly informative and left us in a much better position to understand their particular need for many different support services to work together - a holistic approach which, for many, with the support of the staff, proves to be successful.

One lady told us, "I had to hobble around for several years because I was sent away when the hospital staff realised I had a mental health problem but later I was told my pain had been caused by a fractured heel."

“Assessed initially in October but still waiting for something to happen in May.”

“There seems less help for those who appear to need long term therapy.”

“It would be useful for medical staff to listen to support workers when patients are being supported, as they see a more holistic picture and see people at all stages of their illness.”

The support workers told us they struggle to access appointments for needy clients or when their mental condition deteriorates for a specific reason.

People you believe to be disadvantaged, seldom heard or vulnerable.

- Visited Eagles Wing - Asylum seekers and refugees' group - engaged with 16 people.
- Visited the service users who are recovering from substance misuse - engaged with 9 people.
- Visited a number of Black Minority Ethnic groups - engaged with 67 people. Attended the Health Awareness Day at Jinnah Day Care Centre, Aksa Homes Health and Wellbeing Bus.
- Visited Bury Carers Centre - 3 sessions held and engaged with 35 people.
- Tottington Library - gave a talk about Healthwatch Bury at a 'Piece of Mind Café' for dementia patients or their carers - engaged with 12 people.

Healthwatch Bury engaged with 665 people in 2015/16 through its public engagement.

The following 'conversations' were all part of GM Devolution engagement project, working in partnership with B3SDA. Discussions were held about self-care and wellbeing.

'Conversations' were held with:

- Communic8te - people who are deaf or have a hearing impairment - engaged with 11 people.
- Bury Society for the Blind - engaged with 11 people.
- The Housing Link - engaged with 5 people.
- BIG in Mental Health service users - engaged with 21 people.
- ADAB engaged with 20 people

People who live outside our area but use services within the area.

In Greater Manchester, people are encouraged to make contact with the Healthwatch in the area where they live, however, all the Healthwatch work closely with each other through the Greater Manchester Network, so relevant information is always passed on to colleagues; if necessary, anonymously.

In Bury, we are more likely to receive information, or to have a conversation about services, on market day when we have a presence in the Millgate Shopping Centre.

Giving people advice and information

Healthwatch Bury Health and Social Care Signposting Directory

Healthwatch Bury worked in partnership with Healthcare Publications who published the (signposting directory) in autumn 2015.

The directory contains information and contact details for the GP surgeries, pharmacies, dentists, opticians, care homes and other organisations in Bury. A copy is available in a paper format and has also been uploaded to the Healthwatch Bury website.

Healthwatch Bury Signposting and Information Service

The public are able to access the service via telephone, email, by submitting an online form, post and outreach events. Below is a breakdown showing how the public has accessed the service during the year 2015-16.

Type of contact:



Telephone 69%



Office 18%



Email 4%



Outreach 9%



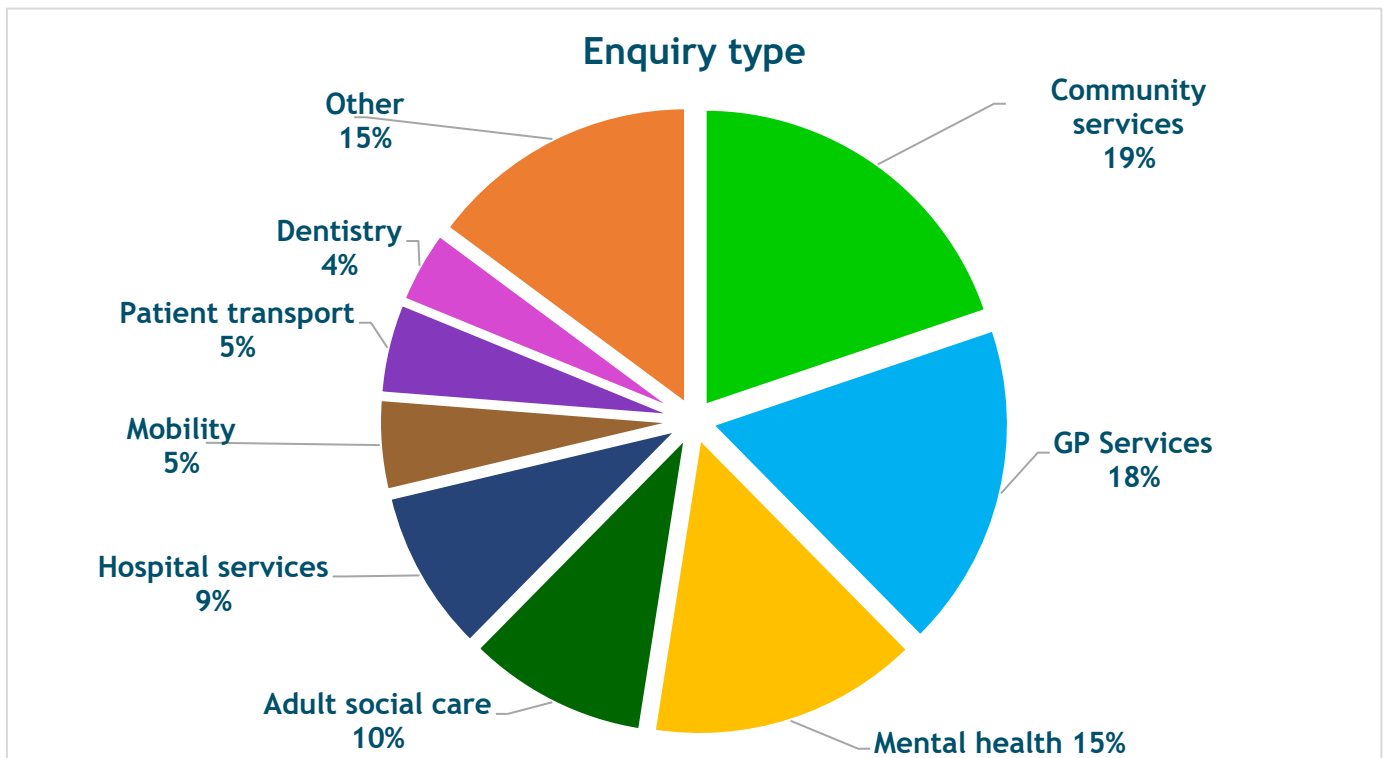
Healthwatch Bury can help people in lots of different ways. Over the last year members of the public have contacted us to ask for information about a number of issues. Some of the examples include asking for information regarding accessing medical records, contact details for the prostate cancer support group and information about the respite care for someone suffering with dementia.

We have had phone calls from people asking for the details for autism services, weight loss services and telephone numbers for different hospital clinics. Please see more case studies in this report about how Healthwatch Bury can help individuals.

The pie chart on the next page highlights the type of enquiries Healthwatch Bury received during the year.

Helping people get what they need from local health and care services

Copies of the directories were distributed to all GP surgeries, pharmacies, Age UK Bury, Bury Council and other agencies. Copies were also distributed throughout the year at the 'drop in' sessions and other engagement events.



Other enquiry types included:

- Autism
- Continuing Healthcare
- Long term conditions
- Pharmacies
- Children's services
- Opticians
- Weight management

How we have made a difference

Our reports and recommendations

Healthwatch Bury work has focussed on priorities highlighted to us by the local people in 2015/16.

Healthwatch undertook pieces of work based on what local residents were telling them. Further

information about these reports can be found below or on our website:

www.healthwatchbury.co.uk

Pennine Acute Hospitals NHS Trust Report Joint Initiative from Healthwatch Rochdale/Bury

Healthwatch Bury (HWB) and Healthwatch Rochdale (HWR) worked in partnership to carry out a survey of work around Pennine Acute Hospitals NHS Trust Services.

HWR received increased negative feedback from people living in Rochdale. A number of concerns were about the delivery of services at Fairfield General Hospital. Although Fairfield Hospital is not in the borough of Rochdale, because the complaints came from Rochdale residents, HWR investigated further. During the time of the investigation, HWR received more negative feedback regarding other hospitals within the Pennine Acute Hospitals NHS Trust.

HWR requested a meeting with HWB to discuss the feedback they had received and to confirm whether Bury residents were raising the same complaints about the services at Fairfield Hospital. During this meeting it became apparent that residents of both boroughs, Rochdale and Bury, had voiced complaints against Pennine Acute hospitals; trends were forming, so the two Healthwatch decided to act.

We decided to work together to create a questionnaire to be given to all patients attending the hospitals within Pennine Acute Trust. Instead of reviewing the one site, Fairfield Hospital, a decision was made to review all 4 sites:

- Fairfield General Hospital, Bury
- North Manchester General Hospital
- The Royal Oldham Hospital
- Rochdale Infirmary

North Manchester General Hospital

The majority of the respondents found North Manchester General Hospital's services to be 'outstanding' or 'good'.

Patients who completed the survey were very happy with the attitude of staff and the standard of care.

A high percentage of the respondents found that the maternity department's overall service was 'outstanding'.

Rochdale Infirmary

The majority of respondents found Rochdale Infirmary's overall services to be 'good'. Respondents highlighted, through the results that both the urgent care centre and eye clinic were respectively 'good' overall services, although concerns were expressed regarding the size and location of the signs to the eye clinic. A number of people felt they could be improved.

Fairfield General Hospital

The majority of respondents found Fairfield General Hospital's services to be 'good'. Some respondents were not happy with the hospital's A&E department and had concerns regarding discharge, waiting times and aftercare services.

Within the cardiology department the majority of respondents rated the attitude of staff and standard of care 'outstanding' or 'good'.

Royal Oldham Hospital

The majority of respondents found Oldham Hospital's overall services to be 'good'.

Patients who completed the survey were very happy with the attitude of staff and clinical care. However in the gynaecology department two service users highlighted the overall service they received as poor or below.

The report was published in November 2015 and sent to Pennine Acute Hospitals NHS Foundation Trust and a formal response was received within 20 working days. The Trust assured Healthwatch that the report had been shared with senior clinical leaders to allow them to address the issues raised and to inform the ongoing service delivery at the Trust.



Fairfield General Hospital

Report on Dental Access for Disabled People in Bury

The concerns around access to dental practices in Bury were first brought to the attention of Healthwatch Bury (HWB) by a member on behalf of Bury Coalition for Independent Living (BCIL) service users.

Sadly, BCIL ceased to exist from the end of December last year. It was a charitable, user led organisation which included Bury Society for the Blind and Partially Sighted people, Bury Involvement Group in Mental Health (BIG), Bury Independent Learning Development (Bury ILD) and Communic8te and individual service users. BCIL's goal was to help people live independent lives.

The concerns were around the access to dental practices and the attitude of some dentists towards disabled people. When HWB asked people to share their experiences about dentistry in Bury, through social media, more comments were made which gave us a reason to look into this issue further.

A meeting with representatives from HWB, Bury Coalition for Independent Living and Bury Society for the Blind and Partially Sighted was held to agree the best methodology for the project.

The questionnaire, for the dental practices in Bury, was sent to all 29 dental practices to identify how accessible general dental practitioners, working in the Bury area, think their practices are and to identify the barriers they face in providing care for disabled people.

The patient survey was also sent out to a range of community organisations and

individuals in Bury.

The report, with the following recommendations, was published in November 2015 and was sent to NHS England:

- Ensure that all the dental practices in Bury have an induction loop available for the patients in their surgeries.
- Arrange disability awareness raising training for the customer facing staff in the dental practices.
- Provide car parking spaces for disabled patients,
- Ensure that patients are notified, well in advance, regarding any changes to their appointment or dental services.
- Provide patients with large print information leaflets, if relevant.
- Ensure that any reasonable adjustments are made to make surgeries more accessible for people with disabilities.
- Ensure that a text message, email or letter is sent, to confirm an appointment, to all patients with a hearing impairment.

“I have really enjoyed becoming involved with Healthwatch and this event. It’s been brilliant to be able to see NHS England at the event alongside with Pennine Care and Patients themselves and I hope that Healthwatch will continue to grow and speak out on behalf of the patients”.

Jackie - Whitton’s Dental Practice Manager, Ramsbottom

We received a formal response from NHS England within 20 working days, assuring us that the recommendations would be sent to Bury Local Dental Committee (LDC) for dissemination to the practices.

They also informed us that they are working with practices to ensure that information on the NHS Choices website is kept up to date and that appropriate training, for all staff, is undertaken on a regular basis.



Working with other organisations

Pennine Acute Hospitals NHS Trust

The Forum which we initiated with North Manchester, Oldham, Rochdale and Pennine Acute continues to flourish and meet on a quarterly basis.

A draft protocol, for working together, has been agreed and is awaiting approval and sign off from the Board of each organisation.

Pennine Care Foundation Trust

The forum including Healthwatch Bury, Oldham, Rochdale, Stockport, Tameside and Glossop and Trafford which lapsed, due to staff changes, has now been 'revived'

and meets on a bi-monthly basis for people to work together and share information.

Independent Complaints Advocacy (ICA)

The NHS Complaints Advocacy is there to provide practical support, advice and information, if you wish to make a complaint about an NHS service you or someone you know has received. An advocate works from our office on a fortnightly basis. Contact us for further information. Healthwatch Bury has agreed and signed a protocol for working with ICA.

Bury Clinical Commissioning Group (CCG)

Healthwatch Bury Board has also agreed a protocol for working with Bury CCG. This will be reviewed during the next financial year. The Chair is a member of the Primary Care Commissioning Committee and attends CCG Board meetings as a member of the public.

Visit to Holy Cross - Pilot to assess new resources

Everyone has rights when using the NHS but Too often there is confusion about what this means for children and young people.

We visited Holy Cross College to facilitate a workshop for a group of young people who are all interested in studying for a career in either the NHS or social care.

Discussion took place around specific themes:

- Using the NHS: getting the best care from the NHS
- Being treated well: treating you and your information with respect
- Making decisions about your care
- Making things better where you live
- Staying healthy into adulthood
- Giving feedback and making complaints

- What young people can do
- What they (as a group) could do working with Healthwatch
- What they need others to do

The young people gave their feedback and agreed to keep in touch.



Maternity Listening and Action Group for the North East Sector

A representative from Healthwatch Bury attends on behalf of all the Healthwatch in the NE sector - Bury, North Manchester, Oldham and Rochdale.

This is a group for mums and dads of all cultures and equates to - Maternity Services and Liaison Committees (MSLC).

What do they do?

- Carry out a programme of work to explore the experiences and needs of recent service users in order to improve services
- Monitor the range and quality of services available against the

delivery plan, clinical guidance recommendations and developing best practice

- Monitor acceptability and equity of access services available for women locally
- Provide advice and feedback on maternity commissioning and service delivery
- Feed into the development of initiatives e.g. Joint Strategic Needs Assessment, early needs provision

Who is involved?

“MSLC’s should comprise representative health professional from all specialties involved in maternity care, together with relevant commissioners, managers and social care input and at least one third service user members.”

Following discussion, they decided on the following themes for future meetings:

- Breastfeeding
- Skin to skin
- Home birth
- Cultural Awareness
- Mental health
- Gentle Caesareans

These meetings take place on a monthly basis and all parents who have used the maternity services of Pennine Acute NHS Trust are welcome to attend.



Involving local people in our work

Please see below how HWB has involved local people in its work.

Working with BARDOC



HWB worked in partnership with BARDOC (Bury and Rochdale Doctors on Call) from January 2016 - March 2016.

The meeting was held with the management team to discuss how to best work together. HWB and BARDOC produced the survey and it was sent out by BARDOC to all the patients who accessed the service over the Christmas Bank Holidays in December 2015.

The surveys were returned to the HWB office in Freepost envelopes and the draft report has been produced with the recommendations based on what patients have told us.

BARDOC also consulted the HWB membership about the patient leaflet regarding patient records. The members provided them with constructive feedback which was gratefully received by the Out of Hours service. It has been a pleasure working with BARDOC and the Healthwatch team is hoping to continue to work with them in the coming year.

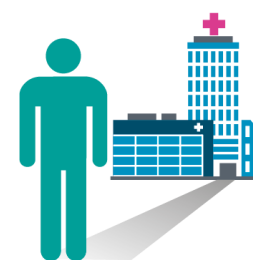
Devolution Manchester conversations in partnership with Bury Third Sector Development Agency

Greater Manchester Devolution (<http://www.gmhealthandsocialcaredevolution.org.uk/>) authorities asked Greater Manchester Healthwatch and Voluntary Sector organisations to work together to talk to local people about how they are taking charge of their own health and wellbeing and if there are any challenges they are facing when doing it.



96 people participated in the 'conversations' about their health and wellbeing between 15th February and 31st March 2016.

HWB, in partnership with Bury Third Sector Development Agency, organised seven conversations across Bury. These 'conversations' were held with the following groups:



- Streetwise 2000
- Communic8te
- The Housing Link
- Bury Society for Blind and Partially Sighted people
- Age UK Bury
- Asian Development Association of Bury (ADAB)




BIG in Mental Health




We asked the participants three main questions:

1. What should you do to stay fit and healthy?
2. What do you do to stay fit and healthy? What enables you to do that?
3. What stops you being fit and healthy? What barriers are you facing?










In addition to the previous questions we asked people if they knew of any good practice examples and if they had any ideas that could improve public health.

Important themes emerged from these conversations:

-  Tackling isolation and loneliness was an important theme for most of the groups we engaged with. Many people stated that it can have a really negative effect on an individual's health and wellbeing.
-  Voluntary sector organisations provide enormous support to individuals in the community and have a significant positive effect on their health and wellbeing. Many people visit these organisations regularly, to take part in various activities and to meet new people.
-  Early intervention - many groups recognised that healthy lifestyles and self-care start from early childhood. Many participants stated that more campaigns targeted at children and young people would significantly improve public health.

-  Having a support network, happy family or friends, helps you to take charge of your own health.
-  Setting yourself goals and having a positive attitude and strong mind were also recognised as key elements for being able to take charge of your own health.
-  Lack of transport was a major barrier for many groups we engaged with. Several participants stated that it is often not accessible or affordable.

Key enablers that emerged from these conversations were the following:

-  Have a support network and community group to go to. Participants in different groups stated how much support they have received from third sector organisations.
-  Have a purpose or a reason
-  Set yourself a goal
-  Have a strong mind and positive attitude
-  Have friends and someone with whom to share different activities.
-  Have a happy family
-  Childhood interventions - you are more likely to be healthy and active if you have been taught that lifestyle from an early age.
-  Reduced waiting times for services
-  Sufficient money

Key barriers that emerged from these conversations were the following:



- Isolation and loneliness were one of the key barriers identified by several groups
- Disability
- Feeling low/down
- Being depressed
- Lack of transport
- Access to services
- Shortage of money
- Fear
- Lack of support for families with mental health conditions

Lack of mental health training often means that people with mental health conditions are frequently misunderstood.

The information for the final report has now been collated and the report for Greater Manchester has been completed by Greater Manchester Centre for Voluntary Organisations (GMCVO). The report will be made public in the near future.



Our work in focus: Case Study 1



Bury Coalition for Independent Living contacted Healthwatch Bury last year with regards to a young lady who is deaf. The young lady in question was having trouble getting her eye sight tested because the opticians in Bury would not provide a British Sign Language interpreter, unless the young lady paid extra for the service. They had previously provided this service for the young lady free of charge.

Prior to contacting Healthwatch, BCIL contacted the Equality and Human Rights Commission who agreed that, by law, this service ought to be provided free of charge. The Equality and Human Rights Commission agreed to take the case forward but as it might have taken months or years to get a resolution, they contacted Healthwatch. Meanwhile, the lady still had not had her

eyes tested. A simple eye test could have also revealed other health issues.

Action: Bury Clinical Commissioning Group (CCG) is responsible for funding interpreters for Bury opticians, therefore, Healthwatch Bury contacted Bury CCG to ask if they would be able to provide any clarity regarding this issue. Bury CCG were really helpful and responded to our enquiry within days. They also wrote to apologise for the confusion this issue had caused.

Outcome: Bury CCG contacted the manager at the opticians with the information on how to book a BSL interpreter for free when required, so the young lady was able to book an appointment within in the next few days. Bury CCG also sent out a communication to all opticians in Bury to inform them of the arrangements for booking an interpreter and also assured Healthwatch Bury and BCIL that they would take the matter to the next Professionals in Partnership meeting, involving Communic8te, Action on Hearing Loss and other partners.

This case showcased that working in partnership with other organisations can really benefit people in Bury and help to find the best outcomes for the patients.

Our work in focus: Case Study 2



An enquiry came into the Healthwatch office from Cathy regarding her husband David who had been in hospital for ten days with an abscess on his thigh.

David had been discharged from hospital for the weekend with a vacuum pump belonging to the hospital, on the proviso that he returned to the ward on the Monday morning where he would have to stay until he was provided with a pump for use at home.

Until he was provided with a pump at home, he was told he could not be discharged. This was quite frustrating for both David and his wife. Due to the delay, Cathy phoned Healthwatch to ask whom she could contact to get the issue resolved.

Action: The CCG told us that they would make further enquiries about the process for obtaining a pump and also suggested that Cath should contact Pennine Care -

Patient Advice and Liaison Service (PALS).

Healthwatch was able to pass on the contact number to Cathy and later gave Cathy a follow up call to find out whether the issue had been resolved. Cathy confirmed that David had returned home with a pump and the community nurses were visiting to change the dressing.

Outcome: As soon as the pump arrived at the hospital, a discharge plan was put into place. The CCG have been assured by the hospital that the correct procedure is now in place. They also informed Healthwatch that the vacuum pumps are not kept in stock but are rented when required.

David was pleased with the speed that things had been sorted following Cathy's conversation with Healthwatch because he was then able to go home. He also wrote to compliment the nurse who initially dealt with his abscess at the walk-in-centre. The nurse had realised, as soon as he/she saw it, that the abscess was serious and explained that he needed immediate hospital treatment.

Our plans for next year

- Recently, we had a new database installed which will enable us to coordinate and streamline our services, in order to deal with the concerns, of those who contact us, more effectively.
- Our website will soon be updated to make it more interesting and allow information to be more easily accessible.
- Survey Monkey has now been installed, to enable us to do short surveys on specific issues
- Next month, recruitment will begin for a new Chief Officer - and directors, to replace those who have resigned because they are no longer eligible i.e. have left the area or due to personal commitments.
- Once a permanent Chief Officer is in place it will enable us to implement our volunteer recruitment policy.
- We shall shortly be moving to new, permanent accommodation

Future priorities 2016 - 2017

Devolution - System Change in Greater Manchester

Primary Care - community hubs

Mental Health - all age groups

Public Health - Taking Charge

Podiatry

NB. We need to ensure flexibility within the system to respond to the rapidly changing landscape.

Healthwatch Bury Members' Meetings

Healthwatch has a diverse membership and holds regular meetings to share information and keep its members, and the general public, informed about new health and social care initiatives in Bury.

Pharmacy Meeting - November 2015



Healthwatch Bury held a meeting on 26th November for its members and public to share information about available community pharmacy services in the town. The meeting was held at Bury Masonic Hall and light refreshments were provided.

Ian Short, Chief Officer of Bury and Rochdale Local Pharmaceutical Committee, was invited to attend the meeting as a guest speaker and gave a really useful overview about the service.

He explained that there are currently 42 community pharmacies in Bury, to which people make around one million visits each year.

NHS Community Pharmacies do much more than provide prescriptions: they also provide the following services:

- 1. Supporting people to self- care**
 - Self-care advice

- Self-limiting conditions
- Long-term conditions
- Sales of over the counter medicines
- Minor ailment services
- Signposting to other providers

2. Supporting people to live healthier lives

- Advice on healthy lifestyles as part of NHS services (e.g. Medicines Use Review and dispensing)
- Public health campaigns - six campaigns are required from Public Health.
- Flu vaccination and a range of locally commissioned services
- Stop smoking support
- Emergency contraception / Contraception Alcohol screening and support
- Chlamydia / Gonorrhoea / Hep B / HIV testing
- Immunisation - flu, travel health, HPV etc.
- NHS Health Checks
- Weight management services
- Early detection of cancer

3. Optimising the use of medicines

- NHS dispensing and repeat dispensing
- NHS Medicines Use Reviews
- NHS New Medicine Service
- Safe disposal of unwanted medicines
- Improving Inhaler Technique

4. Supporting people to live independently

- The NHS repeat dispensing service
- Home delivery of medicines to the housebound
- Systems to help people remember to take their medicines
- Reablement services following discharge from hospital



- Falls assessment/reduction services
- Supply of daily living aids
- Identifying emerging problems with peoples' health
- Signposting patients, or their carers, to additional support and resources related to their condition or situation.

Members' Meeting December 2015



A meeting was held on 9th December at Bury Masonic Hall to discuss the dental access for disabled people in Bury.

The focus of the meeting was to present the 'Dental Access for Disabled People in Bury' report, hear the response from NHS England and also to inform the general public about the available dental services.

Annemari Poldkivi presented the report and explained that the reason for this project initially came from Bury Coalition for Independent Living who expressed concerns, on behalf of their service users, regarding the inaccessibility of some of the dental practices in Bury. It was decided to look into this further and carry out surveys with both the dental practices and patients in Bury.

The guest speaker from NHS England, Lancashire and Greater Manchester was Rose Pealing, Dental Business Manager.

Rose explained some of the aspects included in dental contracts and gave a response to Healthwatch Bury's recommendations.

She said that not all dental practices are able to comply with the Disability Discrimination Act regulations, due to the limitations of their buildings or funding.

Richard Valle-Jones, Clinical Director for Dentistry at Pennine Care NHS Foundation Trust, was also one of the speakers. He gave a really informative overview about the dental service at Moorgate Primary Care Centre and explained how Pennine Care provides a Community and Urgent Dental Care Service in Bury, Oldham and Rochdale.

Members of the public were able to ask questions and lots of useful discussions took place during the meeting. Following the meeting, Healthwatch Bury received lots of positive feedback.

Members meeting - February 2016

Healthwatch Bury also held a Members' /public meeting on 25th February at Bury Unitarian Church, in relation to Greater Manchester Devolution, to find out how local people feel about future service integration.

The group was asked if there are gaps in the current services. Some of the responses are quoted below:

- Communication and fragmented services is a big issue.
- There is not enough transport for elderly and vulnerable people.
- Cost of travelling for patients (Buses and taxis).
- Safe transport is essential re: hospital discharge.
- People are being refused the best medicines and lots of medication and incontinence pads are being wasted.

- There are not enough beds in the nursing homes.
- Care homes and funding.
- There are different mind sets in health and social care - this could be a barrier for service integration.

There was a useful discussion around the changes that have recently taken place in Bury and a realisation that the economic landscape is changing.

Comments were made that, although the third sector organisations might not be able to keep up with these changes and are often not seen as equal partners, they regularly provide enormous support to large groups of people in the community.

One of the issues is the need for a method to monitor the care and quality of the services delivered by the third sector organisations. It was agreed, by the group, that there is a lot of waste with respect to prescribed medication.



Our governance and decision making

The Board of Directors

Our Board



Barbara Barlow -
Chairman



Carol Wilson -
Vice Chair



Graham
Evans -
Treasurer



Sharon
Brearley -
Director



Jane Crosby
McCaig -
Director

Resigned Jan
2016



Roger
Burgess -
Director

Resigned Dec
2015



Emma Waite -
Children &
Young
People's Lead

NB. At the 2015 AGM, the Board was re-elected until September 2016, as they had not been in post for a full year.

Financial information

For further information please contact: The Programme Support Manager, Department for Communities and Wellbeing, Bury council.

Tel: 0161 253 6357

INCOME		£
Funding received from local authority to deliver local Healthwatch statutory activities		
Additional income		£1,889.52
Total income		£122,000.00
		£123,889.52
EXPENDITURE		
Office costs		£4,524.51
Staffing costs		£73,364.55
Direct delivery costs		£4,894.40
Governance		£202.70
Overheads		£7,100.27
Premises		£10,928.84
Total expenditure		£101,015.27
Balance brought forward		£22,874.25

NB. Full audited accounts will be available at the Annual General Meeting in September.



Contact us

To contact us for information or to tell us about your experiences of accessing Health or Social Care services within Bury, please see our contact details below.

Address:

Healthwatch Bury
3 Manchester Road
Bury
BL9 0DR

Please note that we have moved to interim accommodation (three months) at:

Suite 12

Europa House,

Barcroft St,

Bury BL9 5BT

Tel: 0161 253 6300

Email: info@healthwatchbury.co.uk

Website: www.healthwatchbury.co.uk

Twitter: www.twitter.com/healthwatchbury

Facebook: <https://www.facebook.com/Healthwatchbury>

We shall be making this annual report publicly available by 30th June 2016 by publishing it on our website and circulating it to Healthwatch England, CQC, NHS England, Clinical Commissioning Group/s, Overview and Scrutiny Committee/s, and our local authority.

We confirm that we are using the Healthwatch Trademark (which covers the logo and Healthwatch brand) when undertaking work on our statutory activities as covered by the licence agreement.

If you require this report in an alternative format please contact us at the address above.

Bury Health and Wellbeing Board

Title of the Report	The Bury Directory Annual Report
Date	22 nd September 2016
Contact Officer	Katie Wood, The Bury Directory Development Officer, Social Development Team
HWB Lead in this area	Pat Jones Greenhalgh, Executive Director for Communities & Wellbeing

1. Executive Summary

Is this report for?	Information <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Decision <input type="checkbox"/>
Why is this report being brought to the Board?	The Bury Directory Annual Report 2015/16 is being brought to the Health & Wellbeing Board for information and to update the board on progress to date.		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. www.theburydirectory.co.uk/healthandwellbeingboard	All priorities		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA) http://jsna.theburydirectory.co.uk/kb5/bury/jsna/home.page	N/A		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.	To note the contents of the report and actively promote the Bury Directory and achievements to date		
What requirement is there for internal or external communication around this area?	Promote The Bury Directory within service areas and external channels		
Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	Communities & Wellbeing Wider Management Team and Senior Leadership Team, Bury Council		

2. Introduction / Background

- 2.1 The Bury Directory was developed in line with the statutory requirements set out in the Children's and Families Act 2014 and the Care Act 2014 to publish the SEND Local Offer and offer an advice and guidance directory. It was developed jointly by the departments of Communities and Wellbeing, and Children, Young People and Culture.
- 2.2 It brought together all existing directories into one, easy to use, on-line directory and was officially launched in April 2015.
- 2.3 The unique selling point of the directory was people could add and update their own entries ensuring that content was always accurate and up to date. Logos, videos, documents and events or activities could be uploaded to the site enabling services to personalise their page.
- 2.4 The Bury Directory is managed by The Social Development Team, Communities & Wellbeing Department and supported by the Department for Children, Young People and Culture for entries relating to children, young people and SEND Local Offer.
- 2.5 The Bury Directory supports the ethos of Neighbourhood Working which is to get involved, make a difference and work together for a better Bury. It aims to: *'help individuals, families and communities help themselves in all aspects of their life. If people need specialist help, advice and support, services will work together at a neighbourhood level, with the help of the local community and its assets to address those needs as quickly as possible whilst also promoting self help'.*
- 2.6 It promotes all of the assets we have as a borough and in each Township. These assets include services, organisations, groups, activities, advice and guidance, self help courses and education and training. It links to other helpful information such as the Living Aids showroom which demonstrates products and services to support people to remain independent in their own homes and also an NHS Choices search widget that enables users to pull through information about health services such as GP's, Pharmacists and Dentistry services in the borough from the directory without having to go directly to the NHS Choices site.
- 2.7 The Bury Directory offers:
 - **Professionals-** consistent, accurate information in one place about services, groups, organisations, activities, advice, support and general information that they can signpost customers to in order for them to help themselves.
 - **The Community-** consistent, accurate information in one place about services, groups, organisations, activities in their

neighbourhood, advice, support and general information that can help people to help themselves without having to contact public services. It offers a journey planner to help people plan their journey to any service or organisation listed on the directory and an opportunity to give feedback to services using the 'rate it' function.

- **Community Groups, Services and Organisations-** a place to promote their services or activities free of charge that can be updated 365 days per year, 7 days a week. An opportunity to upload logos, images, videos and documents and link to their own website, or give enough information to users on their page so that they do not need their own website as there is full control over content of the page.

3. Key issues for the Board to Consider

3.1 The annual report summary seeks to track the progress of the directory from its early development in 2014 to present day and set out the future direction of travel using info graphics and key words so that it is simple and easy to read.

3.2 Key achievements in 2014/15 were:

- The Bury Directory was developed
- All data migrated from existing directories into directory and all entries contacted via 'broadcast' email to update their data and personalise their pages to upload logos, images, videos and/or documents to their page
- Functionality included:
 - 'NHS Choices widget'
 - Keyword, postcode, category and interactive map search functionality for entries and information and advice
 - 'Rate it' function
 - Journey planner
 - Disability Friendly and Google Translate function to offer the site in over 50 languages
 - 'What's on' guide linked to a list of activities
 - Email, text or print information
 - Data harvest and auto feed for Care Quality Commission information
 - Data harvest and auto feed Food Standards agency
- The Bury Directory had a 'soft launch' with staff and professionals
- 'How to' guides developed and training provided to all staff
- Living aids showroom developed which demonstrates products and services to support people to remain independent in their own homes

3.3 Key achievements in 2015/16 were:

- The Bury Directory was launched to the public in April 2015
- A responsive upgrade took place in October 2015 which improved functionality to include:
 - Easier access for mobile and tablet devices
 - Improved look and feel
 - Rolling promotional banner at the bottom of the screen to promote key events/information
 - New and improved advice and guidance pages
 - New SEND section
 - Improved accessibility – AAA+ Compliant and continuing function of google translate
 - Ability to share information via social media
 - What's on section improved to include 'featured' section to promote specific theme, event or activity
 - Streamlined the Food Standards Agency to only harvest information about services listed and relevant to the directory rather than every establishment that has an FSA rating
- Developed the on-line Joint Strategic Needs Assessment (JSNA) on the Bury Directory platform with consistent branding
- JSNA site went live for soft rollout
- Added Dementia Action Alliance kitemark to all entries that are dementia friendly
- Self-Care Apps to download were added to the site
- Governance Framework developed for content of site aligned to Care Act priorities, services to support protected characteristics, preventative services and community activities/events. Content of site streamlined accordingly.
- Annual Visits were 73,792 – an increase of 1437% compared with the average visits to the previous directories.
- Average monthly hits were 6,149
- The top key words were Mental Health, Adult Social Care, Dementia, Children's Centres and Health and Wellbeing Board. The searches reflect areas of The Care Act and the SEND reforms – the original purpose of TBD.

3.4 Key achievements in 2016/17 so far are:

- There is a projected increase of annual hits to The Bury Directory of 51 %, based on the first quarter to a total of 111,160
- The average number of hits per month so far this year was 9,720; this is a 150 % increase on the same months of last year.
- No of people accessing the site via mobile or tablet device increased by 9 % on last year, meaning 57 % of people are accessing the directory via a smart device.
- The top key words were Care Homes, Supporting People, Safeguarding, Environment and Cycling. The searches reflect the move from leaflets to finding information online as well using TBD as a key enabler of neighbourhood working where

people are finding information to help them, or plan their future.

- Harvest and auto update of all advice and guidance pages from NHS Choices underway to make advice and guidance cover all social care, health and wellbeing themes.
- Developed a 'Glossary App' which offers an explanation of key words or acronyms if you hover over a word that is in bold
- 'How to' videos for how to use and get the best out of the directory have been created and will be launched in Oct 2016.
- A promotional video and marketing strategy has been developed to promote the directory as far and wide as possible as a tool to support Neighbourhood Working and will be launched in Oct 2016
- The self help tool- the 'Quality of Life Wheel' has been developed electronically and is currently in production to go live in Oct 2016. This can be used by an individual to help themselves, by an individual that is offered support to complete it, or by a professional as an alternative to an assessment to provide a holistic overview of the persons needs. It will provide a bespoke Wellbeing Plan to support that individual in any aspect of their life where they have identified they need it. This will include advice and information for how they can help themselves, services or organisations that could help, local support groups, activities or events in their local area that they could join in addition to courses or learning opportunities.

3.5 Future Developments include:

- Building on the integration of the Advice and Guidance pages on NHS Choices website, work towards a full integration of the NHS Choices site. This will replace the current 'search widget' and enable all information about GP surgeries, dentists, optometrists and pharmacies to be available directly on the site meaning that social care, health and wellbeing services are available in one place and only need to be updated once rather than each site individually.
- Integrating the directory with the JSNA. This will enable people searching for data about a specific theme or topic on the JSNA website to view entries in the directory that may offer help, support, advice or services relating to that theme. For example 'Smoking' would provide statistics of smokers and then where people can access help to quit.
- Creating a new search function for the directory that links the map on the homepage to a summary of statistics and data on the JSNA website for that Township.
- Adding Breastfeeding Friendly kitemark to breastfeeding friendly entries
- Adding the 'Golden Apple' for Educational Establishments that promote healthy food practices to relevant entries on the site
- Added Autism friendly spaces kitemark to all autism friendly entries

- Improving the 'What's On' section further by adding sub categories so that it is easier to search the types of events and activities a person may be interested in
- Adding a 'feedback function' to the site so people can click on their emotion (happy, neutral, sad face) to the contents of the page and give feedback on the directory overall to help improve the site.
- Aiming to income generate via the selling of advertising space (intelligent to the contents of the page) to make the directory sustainable in the future
- Promote the directory using social media
- Aiming to work with the CCG to develop a 'health channel' where patients can access 'social prescriptions' populated with information and advice, or local organisations or services for common problems such as sleep, smoking, eating etc.

3.6 The Bury Directory is a key enabler for Neighbourhood Working. Next steps are to continue to develop the content and functionality of the site as set out above whilst also focussing on raising awareness of the directory to:

- Ensure staff and professionals across Team Bury use the directory to signpost to and promote self help
- Encourage as many people as possible to use the directory help themselves to find information and advice, access services and organisations and get involved in groups, clubs and activities in their local area.

3.7 Match funding opportunities across Team Bury partners will be explored to fund future developments and opportunities to income generate via selling advertising space to make the directory self-funding and sustainable and ensure staffing in place to continue to deliver and improve outcomes.

4. Recommendations for action

The Health and Wellbeing Board are requested to note the contents of the report and actively promote the Bury Directory and achievements to date.

5. Financial and legal implications (if any)

If necessary please seek advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

N.A

6. Equality/Diversity Implications. Please attach the completed Equality and Analysis Form if required.

N/A

CONTACT DETAILS:

Contact Officer: Katie Wood

Telephone number: 0161 2535 819

E-mail address: k.wood@bury.gov.uk

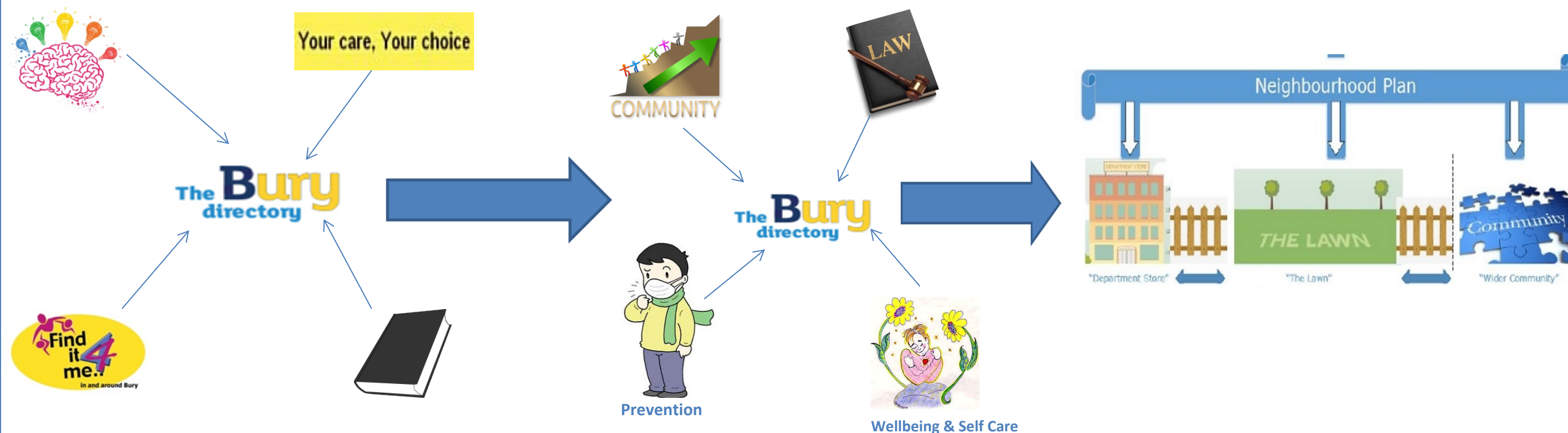
Date: 22nd September 2016

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April 14 – March 15

April 15 – March 16

April 16 – March 17 & Beyond



Drivers:

- Children and Families Act 2014 (SEND Reforms)
- The Care Act 2014
- All previous directories, and sources of information were brought together to create one online information access point - The Bury Directory
- Hosted Externally by Open Objects and available 24/7

open objects



Drivers:

- Children and Families Act 2014 (SEND Reforms)
- The Care Act 2014

+

- Community Assets
- Prevention and Self Care Agenda

Drivers

- Neighbourhood Working
The scope of The Bury Directory has expanded beyond statutory requirements to aid Neighbourhood Working.

'The ethos of Neighbourhood Working is to get involved, make a difference and work together for a better Bury. It aims to help individuals, families and communities help themselves in all aspects of their life. If people need specialist help, advice and support, services will work together at a neighbourhood level, with the help of the local community and its assets to address those needs as quickly as possible whilst also promoting self-help.'



April 14 – March 15

April 15 – March 16

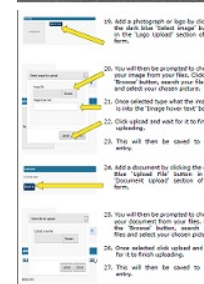
April 16 – March 17 & Beyond



- 'How To' & 'DIY' Guides Produced



- Public Launch April 2015



- Updated 'How To' & 'DIY' Guides following the Responsive Upgrade

- Marketing plan developed to include social media presence (2016)



- Starting a Focus Group to generate feedback and create community champions (2017)



- Creation and launch of "How To" Video and promotional video to advertise the directory in Oct 2016



- Produced branded promotional material



within the

- Attended events Community

- Embed the 'Search Widget' on as many websites as possible to enable people to search The Bury Directory without having to go to the site directly. This will further support the Neighbourhood Working Model. (2017)



- Continuing to attend events within the Community to spread the word of The Bury Directory

- Train Team Bury Partners and Hub Staff

- Trained Bury Council Staff

- Purchased equipment to train staff and partners and engage and promote to the community.



April 14 – March 15

Account and Pages

- Services & Organisations create and update own pages for free

Services can:

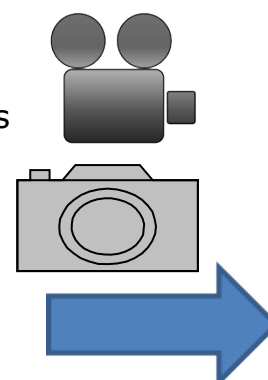
- Upload Logos
- Upload Videos
- Upload Documents
- Edit Content
- Add Documents

My account

their

Account and Pages

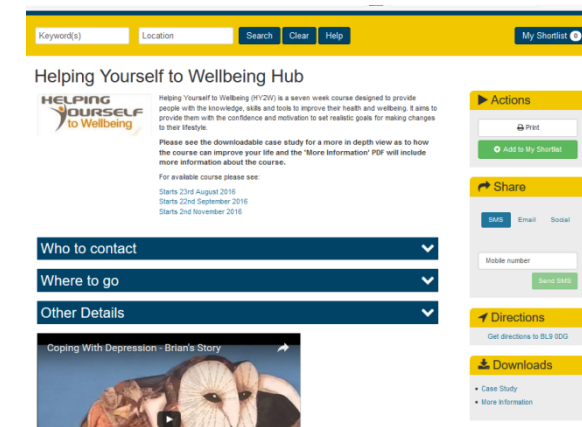
- Purchased equipment to support Community groups to add logos, videos and documents to their pages.



April 16 – March 17 & Beyond

Account and Pages

- Amended service pages to include 'accordion' style drop down function.



- No need for small Community Groups to have their own webpage.
- Function to create 'Friendly URL's' for publication e.g. www.theburydirectory.co.uk/hy2w



April 14 – March 15

April 15 – March 16

April 16 – March 17 & Beyond

Search for Entries or information & Advice Via:

- Keyword

- Postcode



- Category



- Map



Same as
2014/15



NHS Choices Widget (Local Dentist, GPs and Pharmacies)

Search for health services

GP

Dentist

Pharmacy

About

NHS choices

Find and choose services

postcode

Search for Services & Information & Advice Via:



- **Quality of Life Wheel** – A self-help tool as part of Neighbourhood Working that will signpost people to advice, support and learning opportunities in their local area through providing bespoke wellbeing plans (2016)



The Bury
directory

INTEGRATE

NHS choices



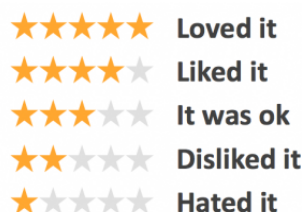
- Harvest data from NHS Choices Information and Advice pages (2016)
- Full integration of The Bury Directory and NHS Choices (2017) - All services provided by NHS Providers (e.g. Weight Management Clinics at Pharmacies) will sit on TBD, removing the necessity for NHS Choices Widget.
- **Social Prescribing (2017)** – Creating a separate 'health channel' where patients can access 'social prescriptions' populated with information and advice, or local organisations or services for common problems such as sleep, smoking, eating etc.



April 14 – March 15

Rating and Feedback

- 'Rate it' function available for each entry



April 15 – March 16

Rating and Feedback

- Now need to create an account to verify identity before Rating.

**RESPONSIVE
UPGRADE**



April 16 – March 17 & Beyond

Rating and Feedback

- Create an feedback pop up for content of TBD (2017)



Journey Planner linked with Google Maps

Plan your journey via:

- Car
- Walking
- Cycling
- Public Transport



Journey Planner

**Same as
2014/15**



Journey Planner

**Same as
2014/15**

Accessibility:

- Disability Friendly
- Google Translate – Translate The Bury Directory into over 50 languages



Accessibility:

- Improved – Compliant. with screen change contrast of screen and change text size.
- Enabled people to get into contact staff if they need some additional adding information via Email or Phone (Voicemail)

**RESPONSIVE
UPGRADE**

AAA+ Works readers, with help (inbox)



Accessability:

- Meets Accessible Information Standard (2016)



Google Translate



Summary (Functionality Cont.) Summary (Functionality Cont.)

April 14 – March 15

Technology

- Mobile Device Friendly



April 15 – March 16

Technology

- Website was optimised and tablet usage. This removed the necessity to have an 'App' for The Bury Directory.



for mobile

**RESPONSIVE
UPGRADE**

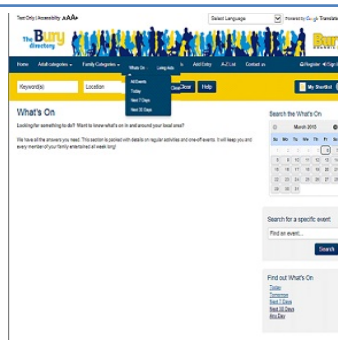
April 16 – March 17 & Beyond

Technology

**Same as
2015/16**

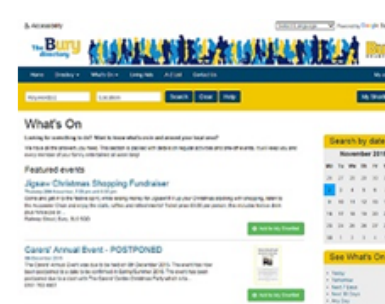
'What's On' Guide:

- 'What's On' section included in TBD to highlight activities and events happening in the community. Calendar was used to find out what events were happening day to day.



'What's On' Guide:

- 'What's On' Guide now has a featured page to highlight certain events and activities.
- The home page of the website now includes a continual rolling banner to share messages and bring certain activities and events to the attention of the public.



**RESPONSIVE
UPGRADE**

'What's On' Guide:

- You can now search for events and categories on the What's On Guide via categories such as 'sports', 'hobbies' and 'parent and toddler groups'. (2016) ✓



Share Information from TBD via:

- Email
- Text
- Print Out



Share Information from TBD via:

- Aswell as the previous methods, you can now share information via social Media (Facebook, Twitter etc)
- Friendly URLs make finding certain pages easier to find for professionals e.g. www.theburydirectory.co.uk/mentalhealth

**RESPONSIVE
UPGRADE**



Share Information from TBD via:

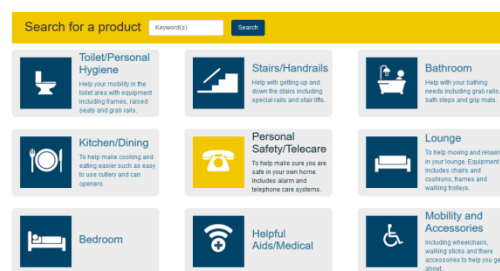
**Same as
2015/16**



April 14 – March 15

Living Aids Showroom:

- Added the Living Aids Showroom to demonstrating equipment that will support people to remain independent in their own homes (Feb 2015).



TBD

in

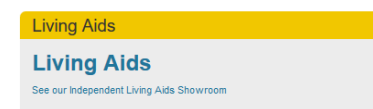
- The feeds to the Living Aids Showroom are automatic and are therefore continually updated.

April 15 – March 16

Living Aids Showroom:

- Increased the content of equipment through adding new suppliers. There are now 5412 pieces of equipment to browse through.

- Added a button direct to the online showroom to the home page to make it easier to find.



April 16 – March 17 & Beyond

Living Aids Showroom:

Same as
2015/16

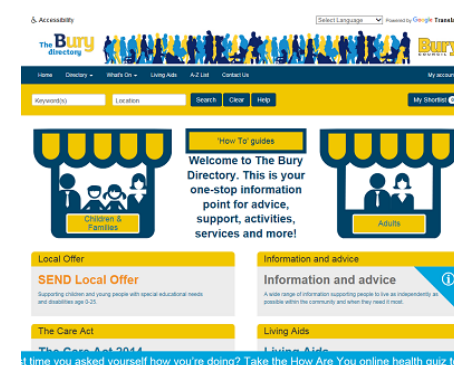
Look and Feel:

The original home page included basic features and older branding:



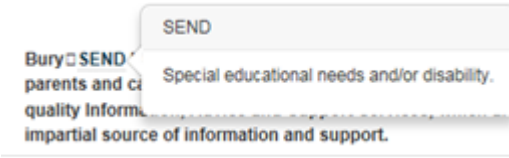
Improved Look and Feel:

- New look home page with branding specific to The Bury Directory (logo and inclusion of 'people banner')
- Added the 'scrolling banner' along the bottom of the home page.
- Added new buttons to the home page to make areas of The Bury Directory easier to access



RESPONSIVE
UPGRADE

Improve Look and Feel:

- Went live with the Glossary App. Enables customers to hover over key words and acronyms for a further explanation (2016)
 
- Removing the NHS Widget from the home page following the full integration of NHS Choices in the website (2017)
- Removal of the Care Act Button from the home page as the Care Act is now fully integrated into the directory. (2016)
- Adding a 'how to' video section to the home page (2016)



April 14 – March 15

JSNA:

- No interactive digital version of the JSNA, the JSNA was a paper version that could be downloaded to read.
- There was no data intelligence on TBD about the JSNA and therefore was difficult to share easily with health professionals across the borough.



April 15 – March 16

JSNA:

- Creation of the JSNA website hosted by open objects with consistent branding of TBD.
- JSNA website went live!



April 16 – March 17 & Beyond

JSNA:



- Fully integrating the JSNA website with TBD
- When searching on the JSNA website under specific themes or topics, you will also be able to view relevant TBD entries that may offer help, support, advice or services relating to that theme.
- The map function on TBD will change to reflect the same map function on the JSNA website – giving an overview of statistics and data on for each township



(2016)



April 14 – March 15

What's On It?

- **CQC:** All CQC reports available on TBD any establishment listed that is inspected. This is a 'data harvest' and automatic feed for updates



for
an

- **FSA:** An automatic harvest for all eating establishments within the borough was set up. This was a 'data harvest' and included and auto feed updates



for

- **Local Offer** Logo created for all records that met the requirements



April 15 – March 16

What's On It?

- **CQC:** Harvest continued



- **FSA:** Harvest was streamlined to only include services listed and relevant to the directory



- **Local Offer:** Integrated further into the directory with a new and improved SEND section. The logo was removed



- **Dementia Action Alliance (DAA):** Added member profiles and dementia friendly places identified by logo.



April 16 – March 17 & Beyond

What's On it?

- **CQC:** Harvest continued



- **FSA:** Streamlined Harvest continued



- **Local Offer:** Local Offer and SEND section continued



- **DAA:** Dementia friendly places and members continued



- Added integrated NHS Choices Self Care Apps for people to assess their own health and help them to make the right choices to improve upon it. (2016)



- Adding Breastfeeding Friendly kitemark to breastfeeding friendly entries (2017)



- Adding Autism Friendly kitemark to autism friendly entries (2016)



- Adding the 'Golden Apple' accreditation logo for promoting health food practices to relevant childcare entries and establishments(2016)



April 14 – March 15

Formal Governance Principles:

- No formal Governance agreed, but basic principles applied



April 15 – March 16

Formal Governance Principles:

- Formal Governance Principles and Framework agreed and applied.

Entries must support either:

The Health & Wellbeing Agenda
The Care Act 2014
The Children and Families Act 2014
The Corporate Debt Strategy

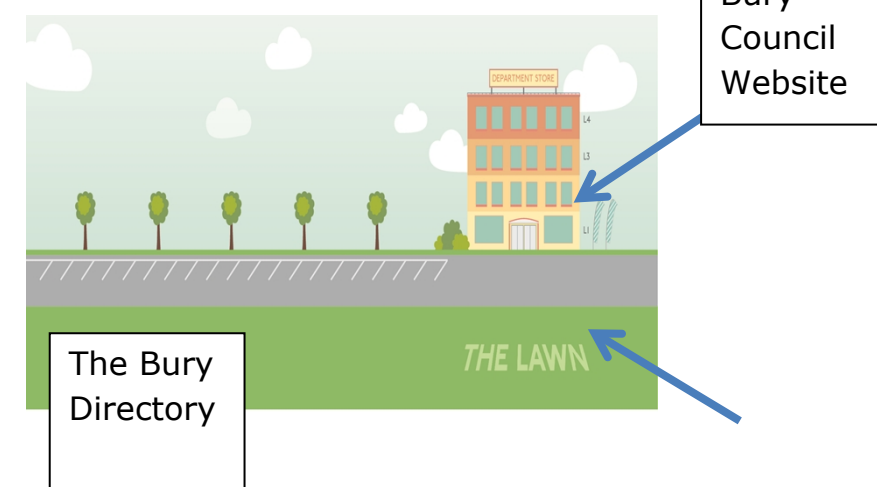
- The Governance Framework and Principles are available to view in the appendix of this report



April 16 – March 17 & Beyond

Formal Governance Principles:

- The Governance was improved to reflect the lawn and the store analogy:

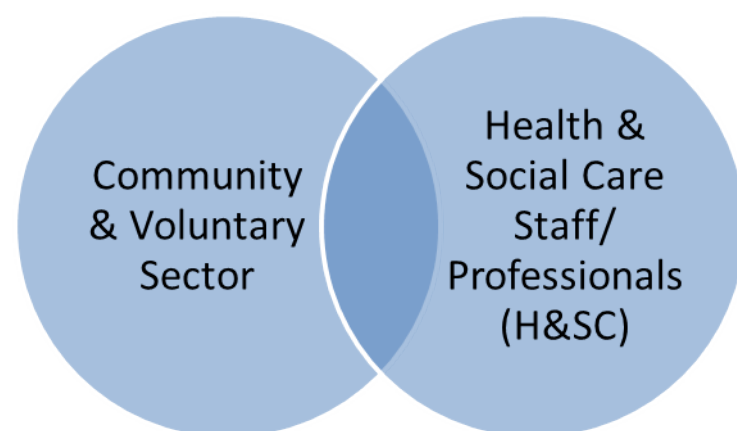


- Bury Council Website will hold information about services that are in 'the store', such as statutory services
- The Bury Directory will hold information on groups, activities and services available in the community that fertilise the lawn and enable people to stay out of the store
- There will be some cross over in-between



April 14 – March 15

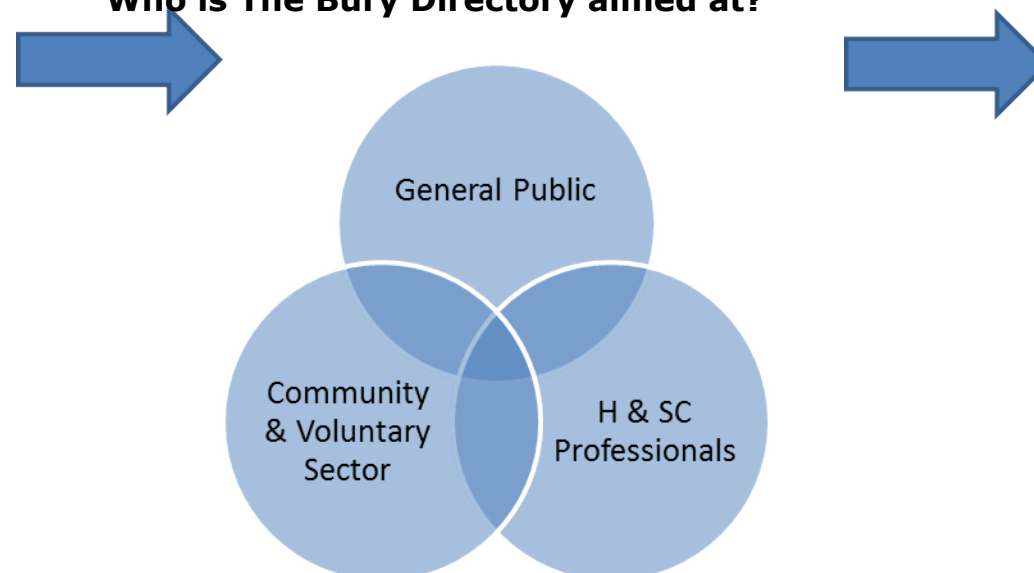
Who is The Bury Directory aimed at?



- Initially TBD was marketed at the Community & Voluntary sector to enable them to update their information. Health and Social Care staff used The Bury Directory as a signposting tool.

April 15 – March 16

Who is The Bury Directory aimed at?



- The general public then began to access TBD following the public launch in April 2015

April 16 – March 17 & Beyond

Who is The Bury Directory aimed at?

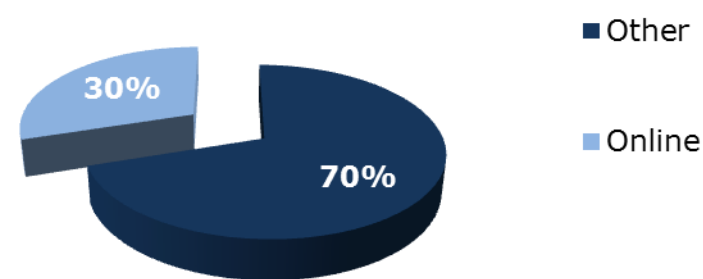


- As a key enabler in Neighbourhood working, The Bury Directory will link together the General Public, Community & Voluntary Sector, Health & Social Care Professionals and Team Bury Partners.
- Together this will encourage more people to use The Bury Directory to help themselves, particularly with the use of The Quality of Life Wheel.



Pre TBD

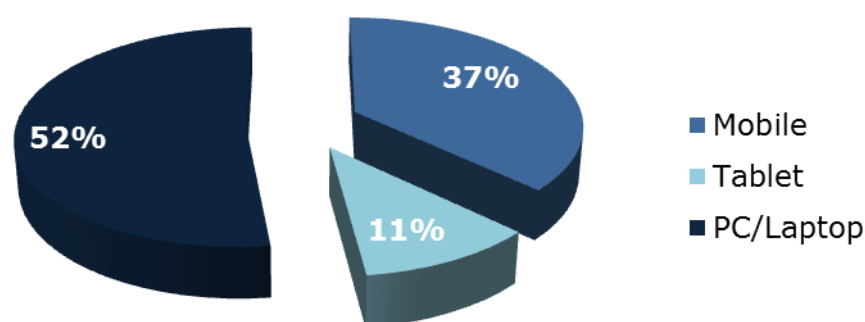
How information was accessed Prior TBD?



- 30 % of the time information was being accessed online, through databases, earlier directories such as Your Care Your Choice or Find it 4 me or online searches
- 70 % of the time information was accessed through other means – such as printed leaflets, staff's own knowledge, word of mouth and so on

April 15 – March 16

How was The Bury Directory Accessed?

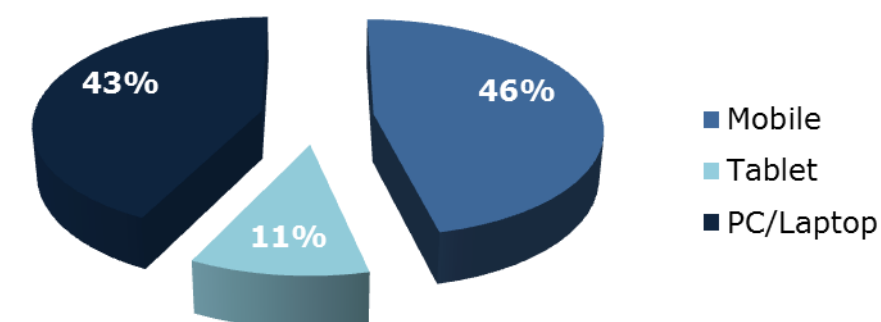


During the financial year of 2015/16:

- 52 % of people accessed TBD via a PC or laptop
- 37 % of people accessed TBD via a mobile phone
- 11 % of people accessed TBD via a tablet
- Altogether, 48 % of people accessed TBD via smart portable device (Tablet or mobile)

April 16 – March 17 & Beyond

How is The Bury Directory Accessed?



So far during the financial year of 16/17:

- 43% of people have accessed TBD via a PC or laptop **(-9%)**
- 46 % of people have accessed TBD via a mobile phone **(+9 %)**
- 11 % of people have access TBD via a tablet **(No % change)**
- Altogether, 57 % of people accessed TBD via smart portable device (tablet or mobile). A **9 % increase** following responsive upgrade



Pre TBD

Keyword Searches

- Prior to TBD we could not capture what information people were searching for as they accessed information in many different ways.



April 15 – March 16

Keyword Searches



- The above infographic highlights some of the main keywords that people were searching on TBD during 15/16
- The top key words were Mental Health, Adult Social Care, Dementia, Children's Centres and Health and Wellbeing Board
- The searches reflect areas of The Care Act and the SEND reforms – the original purpose of TBD

April 16 – March 17 & Beyond

Keyword Searches



- The above infographic highlights some of the main keywords the people were searching on TBD during the financial year of 16/17 so far
- The top key words were Care Homes, Supporting People, Safeguarding, Environment and Cycling
- The searches reflect the move from leaflets to finding information online as well using TBD as a key enabler of neighbourhood working where people are finding information to help them, or plan their future

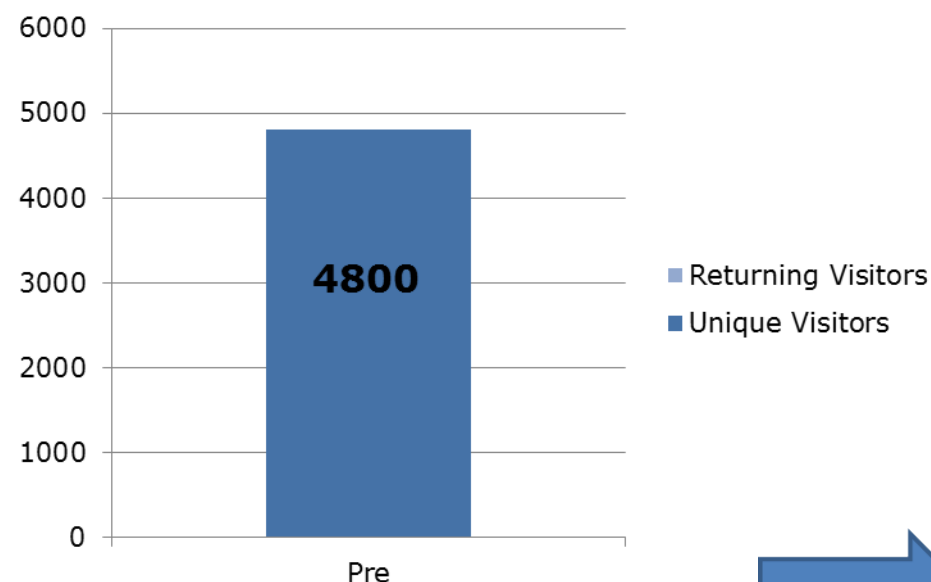


Pre TBD

April 15 – March 16

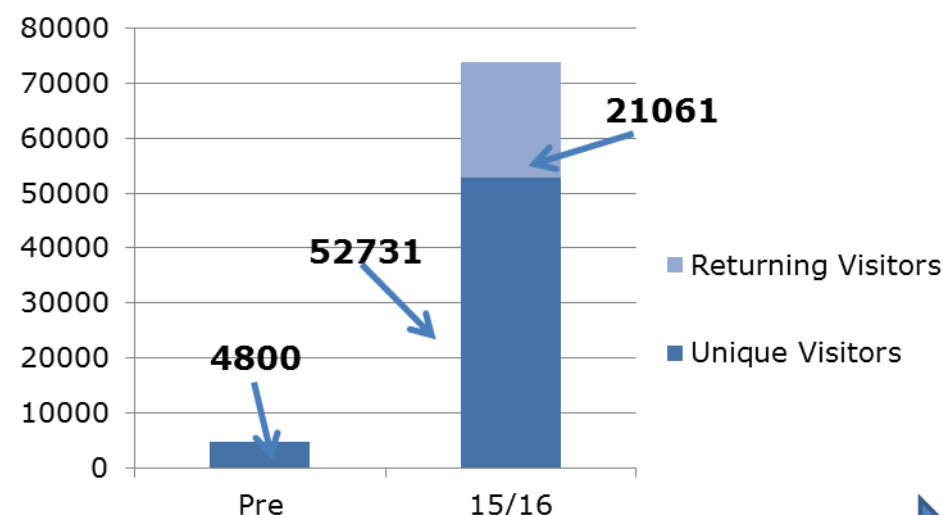
April 16 – March 17 & Beyond

Yearly Visitors



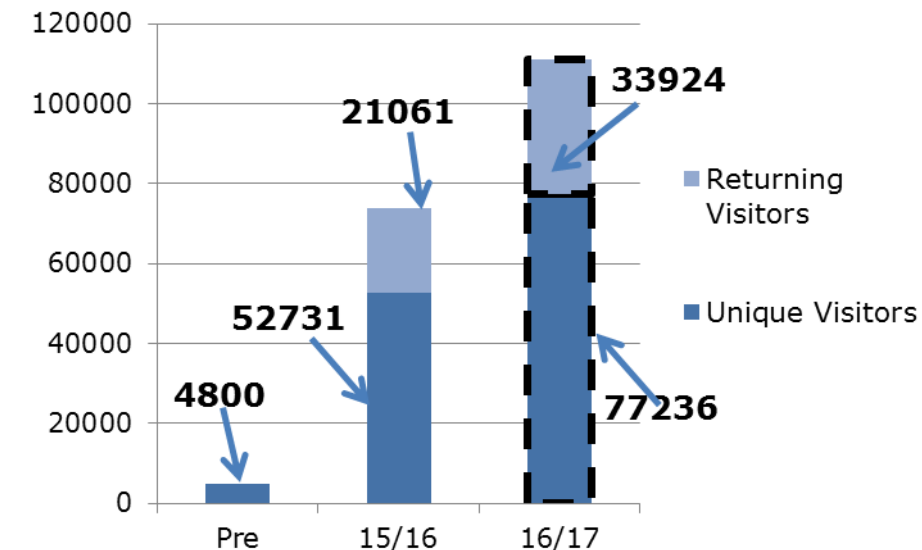
- Pre TBD around **4,800** were visiting online directories that held information about services and organisations such as Your Care Your Choice & Findit4me

Yearly Visitors



- Returning Visitors refer to users of The Bury Directory that regularly return to visit the website. In the year of 2015/16 there were **21,061** returning visitors. This is a **29%** proportion of the total number of visitors.
- Unique Visitors refer to users of The Bury Directory that have only visited The Bury Directory once. In the year of 2015/16 there were **52,731** unique visitors. This is a **71%** proportion of the total number of visitors.
- The total number of visitors during 2015/16 was **73,792**.
- There was an increase of yearly visitors to the directory of **1437%** compared to the average visiting the previous online directories.

Yearly Visitors



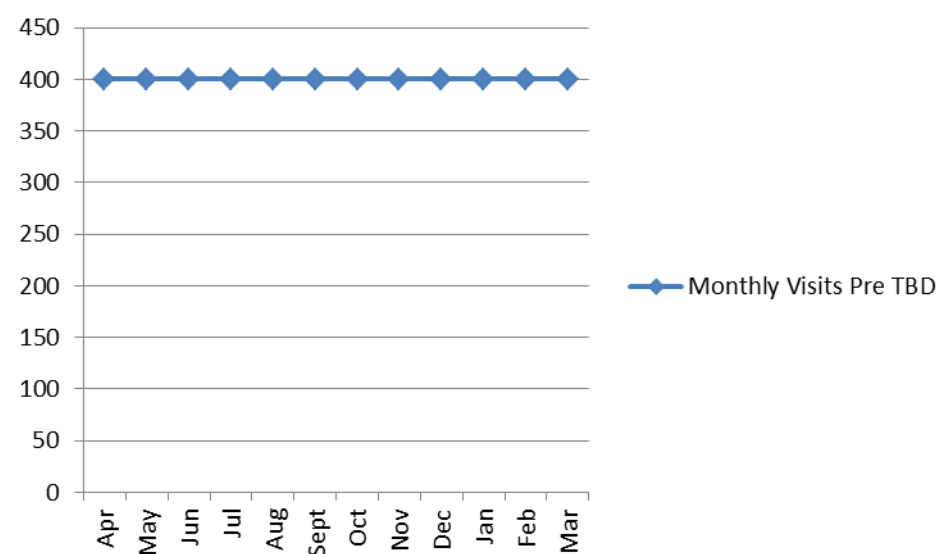
- The projected number of returning visitors (based on the first quarter) for year of 2016/17 is **33,924**. This is **31%** proportion of the total number of visitors and a **2 % increase** on the figures for 2015/16.
- The projected number of unique visitors (based on the first quarter) for year of 2016/17 is **77,236**. This is **69%** proportion of the total number of visitors and a **2 % decrease** on the figures for 2015/16.
- The projected total number of visitors during 2016/17 (based on the first quarter) is **111,160**
- This means there should be an overall increase of yearly visitors to the directory of **51%** compared to 2015/16.

The Bury directory Summary (Statistics)



Pre - TBD

Monthly Visitors

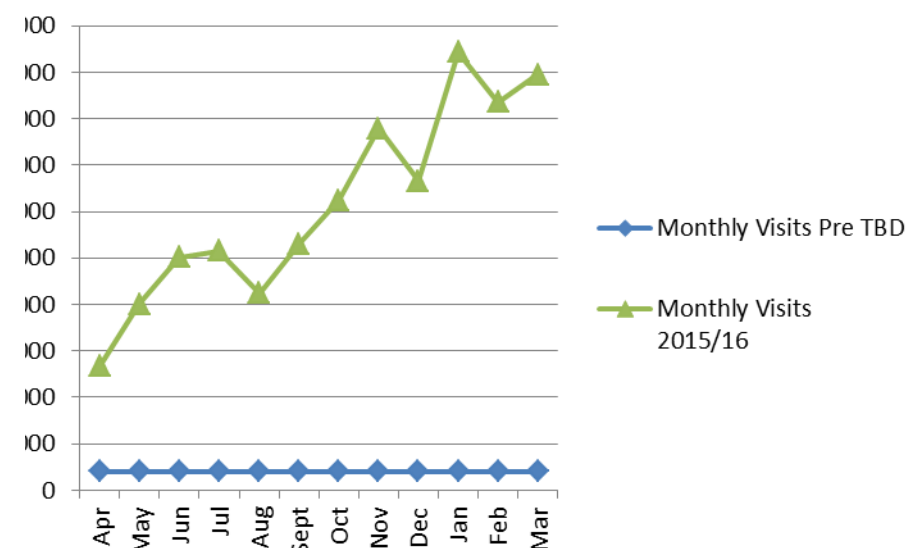


- The line graph above shows that prior to TBD the monthly hits to other directories such as YCYC or Findit4me was averaging around 400 per month

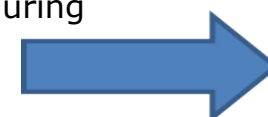


April 15 – March 16

Monthly Visitors

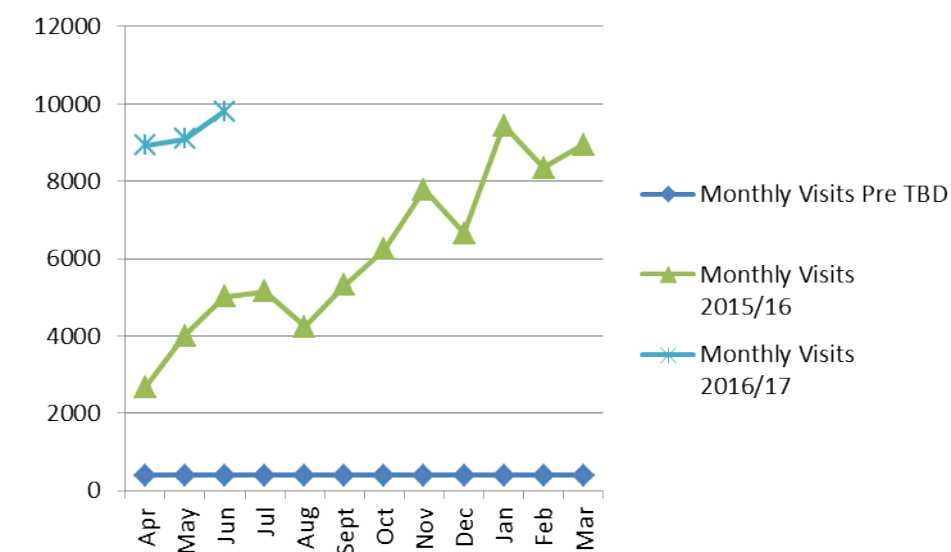


- The line graph above shows the increase in the number of monthly hits during 2015/16 compared with the monthly hits prior to TBD.
- On average there were **6,149** visits per month during 2015/16.
- The highest number of visitors in one month during 2015/16 was January 2016 with **9433**
- Whilst in August 2015, December 2015 and February 2016 the number of monthly visitors decreased compared to their respective previous month, the general trend throughout 2015/ 16 shows that the number of visitors each month increased.



April 16 – March 17 & Beyond

Monthly Visitors



- The line graph above shows the increase in the number of monthly hits during the first quarter of 2016/17
- On average there have been **9,720** visits per month during 2015/16. (An increase of **150%** on the first quarter of 2015/16)
- The highest number of visitors in one month during 2015/16 was June 2016 with **9799**
- The general trend during the first quarter of 2016/17 shows that the number of visitors each month increased.



Summary (Statistics) Summary (Staffing)

Pre - TBD

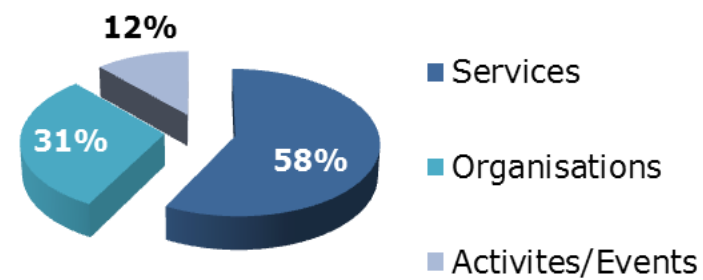
April 15 – March 16

April 16 – March 17 & Beyond

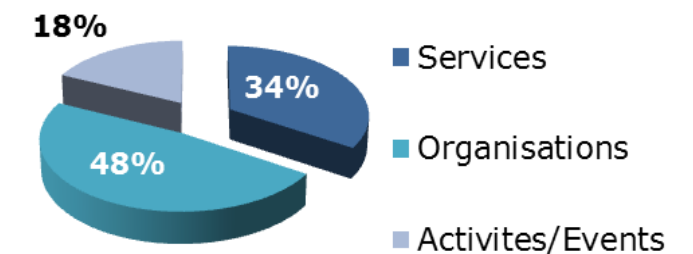
Entries

Pre TBD	
Services	?
Organisations	?
Activities/Events	?

Entries



Entries



- Before The Bury Directory, we could not measure the number and type of information that we informed the public about.

- At the end of the 2015/16 financial year there were 2273 entries listed on The Bury Directory.
- 58% of the entries listed were a service (provided by either the Council or private provider)
- 31% of the entries listed were an organisation (such as a community group, charity or private provider)
- 12% of the entries listed were an activity or event (listed on the What's On calendar, either a weekly class or one off event)

- Currently there are 2439 services listed on The Bury Directory
- 34% of the entries added to The Bury Directory so far this financial year were a service **(-24%)**
- 48% of the entries added to The Bury Directory so far this financial year were an organisation **(+17%)**
- 18% of the entries added to The Bury Directory so far this financial year were an activity or event **(+6%)**
- These figures support The Bury Directory's role within neighbourhood working due to the increase in the number of organisations and events that are being added to the directory in comparison to the number of services.



April 14 – March 15

April 15 – March 16

April 16 – March 17 & Beyond

Concept created by SDT
HoS (Heather Crozier)
&
Strategic Lead C, YP & C
(Paul Cooke)

Support from Family
Information Service
3 x Officers – part of job
role

Role created: Community
Networks Officer
Focus on Development &
Staff Training

Lead:
Heather Crozier &
Paul Cooke



Support from Family
Information service
Andrew Knight & Janet
Watts (part of job role)
Focus On:
SEND
Children & Family Info

Community Networks Officer
Katie Wood
Charli Headley (Secondment until
Feb 2017)
Focus On:
Adult Info
Care Act
Development
Management of entries
Staff Training
Marketing & Promotion

Future?

Future?

Future?

**Possibility of income generation by selling
advertising space to make directory sustainable
(intelligent to contents of the page)**



2016	Coming Soon...
<p>Specific dedicated sections of The Bury Directory aim to enable and support neighbourhood working. These are:</p> <ul style="list-style-type: none"> • Community funding www.theburydirectory.co.uk/communityfunding • Mental Health www.theburydirectory.co.uk/mentalhealth • Health and Wellbeing Board www.theburydirectory.co.uk/healthandwellbeingboard • Helping Yourself to Health www.theburydirectory.co.uk/hy2w • Team Bury Calendar www.theburydirectory.co.uk/teamburycalendar • Public Health Campaigns (throughout the year) 	<p>Further dedicated sections are planned for The Bury Directory, in the coming year, to enable and support neighbourhood working. These are:</p> <ul style="list-style-type: none"> • Dementia • Older People • Carers • Environmental Health • Living Well • Volunteering • NHS Choices • Township Forums



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On behalf of Bury Integrated Health and Social Care Partnership

Ensure comprehensive advice and support is available to support people to maintain a healthy lifestyle

Outcome 1 - People will adopt and maintain a healthy lifestyle and be physically active

NHS Diabetes Prevention programme has been developed to help prevent people from developing type 2 diabetes.

Creation of a Pre Diabetes Register in Bury currently holds
11,447 people

Bury is one of 4 districts across GM to test out GP referrals to the Working Well expansion.

In 2016/17, Better Together has now been incorporated into the Bury GP Quality Contract.

virgin care
As part of its sexual health service it is launching a Virtual Hub, a digital resource to support people to self care and to provide information checker

Prestwich Works 908
Residents using the service
JCom have been awarded the 2016/17 Prestwich Works contract.

20%

of people smoke in Bury
Overall the Bury trend is decreasing

25%

of people in Bury binge drink
Bury has nearly the highest rate of binge drinking out of our statistical neighbours

67%

of adults in Bury have excess weight

8%

of people have reported a low happiness score
This is the lowest score out of our Statistical Neighbours

52%

of adults in Bury do at least 150 minutes of physical activity per week.

9285

health checks were carried out in 2015/16

Establish a healthy schools and work programme

Outcome 2 - All schools and workplaces in Bury will be 'health promoting' organisations

Work is ongoing to ensure that the Children's Transformation Plan is embedded into the Locality Plan



Work is on-going with the development and implementation of the Healthy Schools Programme.



The Workplace Wellbeing Charter is an opportunity for employers to demonstrate their commitment to the health and well-being of their workforce.

The Employment and Health Guide is complete and is a live document which will be updated to reflect local provision.



Engagement with the local business base has commenced. Introductions are facilitated by the Bury Business Growth Advisor and through established business networks.

Adopt a 'health in all policies' approach to policy and strategy development

Outcome 3 - All policies and strategies developed ensure they have a positive impact on the health of people in Bury

Team Bury has adapted an OBA approach which is being embedded across the Team Bury priorities, Communities and Wellbeing, commissioning and neighbourhood working

All policies are to be reviewed and updated in line with care act requirements. They will need to make reference to, Equality and Diversity, Well Being Principle Information and Advice and Signposting

A workshop has been held to explore the role out of economic development and spatial planning in improving health and reducing health inequalities

Indicators

= Bury is in lowest quartile (of SN)

NB: No significance implied



Strategy Measure Number and Indicator	Bury	SN Avg	SN Best	Statistical Neighbours range	Bury Trend	Trend - which is better?
2.1i Self-reported well-being - low satisfaction score	6.3	6.0	4.0			↓
* 2.1ii Self-reported well-being - low worthwhile score	-	4.7	3.3			↓
2.1iii Self-reported well-being - low happiness score	8.4	10.4	8.4			↓
2.1iv Self-reported well-being - high anxiety score	22.6	21.1	19.3			↓
2.1vi Excess weight in 4-5 year olds	20.7	23	19.4			↓
2.2 Excess weight in 10-11 year olds	32.9	34.1	31.8			↓
2.3 Percentage of physically active adults	55.1	50.7	56.7			↑
2.5i Smoking Prevalence	20.5	21	19.4			↓
2.5ii Binge drinking (synthetic estimate)	25.1	23	17.2			↓

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Bury Health and Wellbeing Board

Title of the Report	Bury's Children and Young People's Integrated Health and Wellbeing Service Outline Business Case and Project Plan
Date	09 th September 2016
Contact Officer	Lesley Jones
HWB Lead in this area	Lesley Jones and Mark Carriline

1. Executive Summary

Is this report for?	Information <input type="checkbox"/>	Discussion <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
Why is this report being brought to the Board?	To advise of the project and the intentions we have set out, prior to undertaking a large piece of work which will result in a set of principles and framework for future service delivery and an outcomes framework proposal being brought to the Board and Cabinet at a later date for decision.		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See attached Strategy) <div>  Our Vision Priorities and Principles for Health and Wellbeing.pdf  Refreshed HWB Strategy.pdf </div>	Priority 1 – Starting Well Priority 2 – Living Well		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA) http://jsna.theburydirectory.co.uk/kb5/bury/jsna/home.page	As part of this process, we are undertaking a full Health Needs Assessment covering many areas. The data we are collecting is listed in the Health Needs Assessment tab of the Project Plan (embedded below).		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state	We wish to make the Board aware of the project and it's intended outcomes. We are		

recommendations for action.	not proposing any changes to current service provision or delivery at this stage but are recommending the Board approve the Project.
What requirement is there for internal or external communication around this area?	None at this point, a communication plan will be developed with Communication and Engagement Teams across Children Young People and Culture, Communities and Wellbeing and Bury CCG. We intend to learn from any relevant previous consultations and engagement events and involve children, young people and families along with service providers in the process.
Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	<p>The report has been to Joint Commissioning Group on 6th September who recommended it's approval to the Health and Partnership Board on 15th September where it was agreed.</p> <p>The report has also been discussed at Bury CCG Management Team and will be further discussed at Bury CCG's Clinical Cabinet Meeting.</p>

2. Introduction / Background

This project focuses on integrating the commissioning of children and young people's services in Bury for the first time building on the work of the Early Years Delivery Model. The aim is to realise better outcomes for children through fully integrated services for children and young people across health, social care and wellbeing aligned with neighbourhood working. The project will also act as a test bed for integrated commissioning across the CCG and Council in support of the developing single commissioning entity.

3. key issues for the Board to Consider

The Board is asked to consider the objectives of the project:

- Improve outcomes & reduce inequalities for children, young people and their families in Bury;
- Procure appropriate service providers to help develop and deliver an innovative, person centred and suitable service for the Children and Young People of Bury;
- Align Children's and Young People's Health and Social Care services in Bury and reduce duplication; Improve data storing and sharing systems;
- Commission a cost effective service recognising that budgets are reducing;
- Make use of community assets to support services as appropriate;
- Develop a single outcomes framework;
- Ensure risk and returns are shared across partner organisations.

A high level description of the project is outlined within the attached Outline Business Case along with specific actions detailed in the attached Project Plan.



Outline Business
Case - Bury's Children



Project Plan -Bury's
Children and Young P

4. Recommendations for action

The Board is asked to formally approve the project and support the project's intended objectives.

5. Financial and legal implications (if any)

If necessary please seek advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

Financial and legal implications are considered within actions of the Project Plan and advice will be sought at the appropriate stage.

6. Equality/Diversity Implications. Please attach the completed Equality and Analysis Form if required.

An equality impact assessment will be undertaken at a later stage of the project.

CONTACT DETAILS:

Contact Officer: Lesley Jones
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Date: 9th September 2016



Bury's Children and Young People's Integrated Health and Wellbeing Service

Project Documentation: Outline Business Case

Release: Draft V6

Date: 12/04/16

Author: Rachel Davis

Owner: Lesley Jones

Note to Authors:-

Gather all your supporting documentation e.g. Strategy documents, Business Plans, reports etc before you start to complete the Outline Business Case. Please read the Project Management Toolkit before completing this document.

Make sure you have completed the Project Profile Risk Analysis Model (PPRAM), this will help to determine which category your project fits into. The Outline Business Case is the first document in the project management process.

It only applies to category 1 and 2 projects.

It is designed to obtain an authority to proceed eg to allow you the time and effort (and if necessary, financial resources) to develop a full business case. If successful, it will get your idea onto the draft capital programme (or other approved programme of work).

This document will need to be approved by an appropriate Programme Board before proceeding to the next stage.

When completed please delete all of the italicised text – this guidance is for your benefit in completing the document.

Outline Business Case History

Document Location

The source of the document will be found on the intranet [{insert link here}](#)

Revision History

Date of this revision:

Revision date	Previous revision date	Summary of Changes	Changes marked

Approvals

This document requires the following approvals:

Name	Signature	Title	Date of Issue	Version

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

OUTLINE BUSINESS CASE

Project Background

As a result of the Greater Manchester Devolution, Bury have developed "Bury's Locality Plan 'Bolder, Braver Bury – Towards GM Devolution' 2016-2021". The four main workstreams are:

- Redesigning / Improving Services
- (Investing in) Preventions & Early Intervention
- Moving Services Closer to the Community
- Enabling People to Self Care

Bury CCG and Bury Council have committed to developing a single Commissioning entity with a significant pooled budget.

This will enable joined up commissioning of health, social care and wellbeing services.

There are a number of Health and Social Care services in Bury which are duplicating work and have been commissioned on the basis of historical requirements. Not all services have appropriate contracts in place or clearly defined outcomes e.g. CAMHS, Occupational Therapy.

Integrated commissioning will reduce duplication and facilitate holistic, prevention oriented and person-centred approaches to service design and development. This will support financial sustainability of the health and care economy in the longer term.

This project focuses on integrating the commissioning of children and young people's services in Bury for the first time building on the work of the Early Years Delivery Model. The aim is to realise better outcomes for children through fully integrated services for children and young people across health, social care and wellbeing aligned with neighbourhood working. The project will also act as a test bed for integrated commissioning across the CCG and Council in support of the developing single commissioning entity.

Project Objectives

The objectives of this project are to:

- Improve outcomes & reduce inequalities for children, young people and their families in Bury;
- Procure appropriate service providers to help develop and deliver an innovative, person centred and suitable service for the Children and Young People of Bury;
- Align Children's and Young People's Health and Social Care services in Bury and reduce duplication; Improve data storing and sharing systems;
- Commission a cost effective service recognising that budgets are reducing;
- Make use of community assets to support services as appropriate;
- Develop a single outcomes framework;
- Ensure risk and returns are shared across partner organisations.



Scope














We propose that this project will align Health and Social Care services in Bury for Children and Young People which are currently commissioned by Bury CCG and Bury Council.

The initial scope of this project is community based health and social care services for children and young people.

We will undertake a financial and activity mapping exercise to understand the total spend on children and young people in Bury. This will include secondary and tertiary health care services and children's social care services, to help identify potential for demand reduction.

We propose to consider the following list of commissioned services:

	Bury Council commissioned
	Bury CCG commissioned

	Current commissioner	Service name (Provider)
	Bury Council Children, Young People and Culture	Aids and Adaptations (predominantly Pennine Care)
	Bury Council Communities and Wellbeing	Aids and Adaptations 18-25 years old (Provider TBC)
	NHS Bury CCG	Aids and Adaptations / Community Equipment (Provider TBC)
	Bury Council Children, Young People and Culture	Bury Parent Forum
	NHS Bury CCG	Bury Parents Forum (sub contracted by Pennine Care)
	NHS Bury CCG	CAMHS (Pennine Care)
	Bury Council Children, Young People and Culture	CAMHS – Healthy Young Minds (Pennine Care)
	NHS Bury CCG	Child Health Information (Pennine Care)
	Bury Council Children, Young People and Culture	Children's Centres (Bury Council)
	NHS Bury CCG	Children Community Nursing – CCNT (Pennine Care)
	Bury Council Children, Young People and Culture	Children and Families Team (Bury Council)
	Bury Council Children, Young People and Culture	Children's Occupational Therapist (Bury Council)
	NHS Bury CCG	Community Paediatric Service Looked after Children – (LAC Nursing)

		(Pennine Care/Pennine Acute)
	NHS Bury CCG	Community Paediatric Service Children Development Centre - CDC (Pennine Acute)
	NHS Bury CCG	Community Paediatric Service Audiology
	NHS Bury CCG	Continuing Health Care
	Bury Council Communities and Wellbeing	Family Nurse Partnership (Pennine Care)
	Bury Council Communities and Wellbeing	Health Visitors (Pennine Care)
	Bury Council Children, Young People and Culture & Bury Council Communities and Wellbeing	HEN Project (Bury Council)
	Bury Council Communities and Wellbeing	Learning, educational and vocational qualifications sessions, employment skills workshops, advice information and Advocacy (Asian Development Agency Bury ADAB)
	NHS Bury CCG	Occupational Therapy – OT (Pennine Care)
	NHS Bury CCG	Ophthalmology
	NHS Bury CCG	Physiotherapy
	Bury Council Children, Young People and Culture	Portage (Bury Council)
	Bury Council Children, Young People and Culture	Quality Outcomes Teams (Bury Council)
	Bury Council Communities and Wellbeing	School Health Service (Pennine Care)
	Bury Council Children, Young People and Culture	Social Care (Bury Council)
	Bury Council Communities and Wellbeing	Social Care 19-25 year olds (Bury Council)
	NHS Bury CCG	Special School Nursing (Pennine Care)
	NHS Bury CCG	Speech and Language Therapy – SALT (Pennine Care)
	NHS Bury CCG	Streetwise
	Bury Council Children, Young People and Culture	<ul style="list-style-type: none"> ▪ Substance Misuse ▪ Holding Families (Early Break)
	Bury Council Children, Young People and Culture	Sufficiency and Information Team <ul style="list-style-type: none"> • Family Information Service • 2,3,4 year funding administration (Bury Council)
	Bury Council Communities and Wellbeing	Supporting People – Castlecroft Project and Castlecroft Move-on <i>Supported Accommodation</i> (The Housing Link 2003)
	Bury Council Communities and Wellbeing	Supporting People – Ellen Court <i>Supported Accommodation</i> (Great Places Housing Association)

	Bury Council Communities and Wellbeing	Supporting People – Homeless Families including Gypsies and Travellers <i>Floating Support</i> (Calico Enterprise Limited)
	Bury Council Communities and Wellbeing	Supporting People – Rachel House <i>Supported Accommodation</i> (Barnardos)
	Bury Council Communities and Wellbeing	Supporting People – Single Homeless <i>Floating Support</i> (Aduham Housing Association)
	Bury Council Communities and Wellbeing	Supporting People - Teenage Parents Floating Support Service <i>Floating Support</i> (Aduham Housing Association)
	Bury Council Children, Young People and Culture	Visual Impairment and Hearing Impairment
	Bury Council Children, Young People and Culture	Young Carers (Bury Council)
All age		
	Bury Council Communities and Wellbeing	Community Resettlement Service – previously Southview <i>Supported Accommodation</i> (Community Resettlement Service, Bury Council)
	NHS Bury CCG	Community Dental Service (Provider TBC)
	NHS Bury CCG	Primary Care Dental Service (Provider TBC)
	Bury Council Communities and Wellbeing	Sexual Health Service (Virgin Care Ltd)
	NHS Bury CCG	GPs
Secondary Care Services		
	NHS Bury CCG	A&E attendance (Pennine Acute NHS Trust)
	NHS Bury CCG	Elective admissions (Pennine Acute NHS Trust)
	NHS Bury CCG	Non-elective admissions (Pennine Acute NHS Trust)
	NHS Bury CCG	Outpatient attendance (Pennine Acute NHS Trust)

We are not recommending that all of these services are within scope. The information is being collated in order to consider interfaces and knock on impact of each service.

It is recognised that the age range of any future proposal will need a Greater Manchester steer. Considerations are being given to a 0-18 or 0-19 universal service with a stand alone targeted service for 0-25 year olds.

Assumptions

- There are service providers with the resources and experience to deliver the new service model in Bury;
- The service required can be delivered within the financial boundaries set by the commissioners;
- Members of staff be prepared to have requisite authority to input and make decisions and endeavour to remove any blockages;
- A budget is available to support the consultation process if necessary;
- Stakeholders representing protected characteristics are available to input in to the process;
- Members of the Steering Group (and others that may be called upon to support) have sufficient capacity to undertake the required actions.

Overview of the Business Case and Benefits

Commissioning an integrated offer which supports all children and young people to achieve defined outcomes would support the Bury Locality Plan 'Bolder, Braver Bury – Towards GM Devolution' 2016-2021.

We intend to work as one commissioning organisation and utilise pooled budget arrangements to deliver an integrated service for children and young people in Bury. We will be testing new ways of working to promote integrated commissioning but recognise that we are in an ever-changing landscape in terms of commissioning and the provider market.

We will define the person centred outcomes we wish to achieve for children, young people and their families and, following thorough consultation, will explore and decide upon appropriate procurement mechanisms.

We intend to use the flexibilities within public procurement legislation to create a procurement strategy which will enable the commissioners and the providers to work together to develop an innovative and tailored service, appropriate for the needs of Bury's Children and Young People whilst maximising social value.

De-commissioning and/or redesigning and remodelling the identified services and pathways, will enable us to achieve the intentions of Bury's Locality Plan:

Redesigning and Improving Services

- Foster a more collaborative approach to working with providers as well as enabling collaboration between providers across all sectors
- Foster innovation and having a system that is responsive to opportunities and that can change quickly without being hindered by bureaucracy
- Adopt a whole population approach rather than commissioning for an age group or a particular disease

- Implement the Greater Manchester Early Years Delivery Model - A new model of integrated provision for 0-5s across healthcare, children's services and early years education providers.
- Merge the services focused on vulnerable children into a single multi-disciplinary team, rationalising processes and systems, where possible, and improving capacity within the service. We will explore the possibility of making this an 'all age' service, further improving efficiency and addressing issues around transition
- Review and make clear the access points to the health and social care system across Bury, rationalising and streamlining to common processes where possible. We will also explore the role of Third Sector organisations in this, which is linked to our work on locality hubs, the primary care front door at Fairfield General Hospital and our proposed work around alignment of out of hours hospital provision.
- Undertake a review of points of transition -between health and social care, or between children's and adult, or between services, to understand and address any common points of failure. This will improve transition as a process and potentially stop service breakdowns and the need for high cost interventions at a later stage.

Moving Services Closer to the Community

- Take a range of secondary care services out into the community, using a range of different providers and delivery models. This will mean that services can be provided in a more seamless manner at a venue closer to the patient. Whilst this list will grow and change over time, initial areas to explore include:
 - Children & Young People's Mental Health (CAMHS) services;
 - Some diagnostic services;
 - Audiology services;
 - Routine outpatient appointments;
 - Paediatric services;
 - Child Development Centre.

Enabling People to Self Care

- Develop a self referral process in mental health services for children and young people to align with the self referral process that has been successfully implemented within adult mental health services.
- Production of self management materials for mental health and wellbeing, funded through the Children & Young People Local Transformation monies.

The project will also consider the principles of Bury's Local Transformation Plan for Children and Young People's Mental Health and Wellbeing:

- Children and young people and their families are central and services and support will be wrapped around their individual needs, and not by “tiers” of service.
- An emphasis on prevention and early intervention and further development of universal services.
- Supporting people to self-care and empowering them to manage their own conditions, fostering an ethos and culture of enablement.
- In-home and community based services will be considered first, and children will only be placed away from home if there are exceptional circumstances and it is in their best interests.
- Improving transitions from childrens’ to adults services.
- Flexible and personalised services and support will be facilitated by joint commissioning arrangements and integrated delivery.
- Facilitating children and young people’s and families’ expressions of their perspectives and planning around those perspectives to build resilience, through establishing the protective factors in children and young peoples’ environments and increasing a sense of engagement and responsibility.

The intention is to develop a detailed project plan to ensure the following workstreams are undertaken:

- Mapping
- Governance
- Establish Workstream Project Groups
- Align current contract arrangements
- Health Needs Assessment
- Service Redesign
- Financial Model
- Pathways
- Market Place Stimulation / Consultation
- Legal
- Procurement

The current expected timescale for the project would be 2 years. With the intention of completing a Health Needs Assessment and developing suitable Outcomes Frameworks and a core service model by March 2017 and commencing new service contracts on 1st April 2018.

The second year is a projection based on timescales required to identify provider’s and develop and negotiate contract deliverables and terms and conditions. This may be influenced by the development of the Local Care Organisation and the One Commissioning Organisation.

This is an iterative and emergent process and it needs recognising that the local and Greater Manchester context is ever-changing.

Benefits Plan

By investing in more community based services we would expect to generate savings elsewhere as outlined in the Benefits Plan below:-.

Benefit e.g faster, cheaper, less of, more of etc	Beneficiary	Baseline (if known) eg NI, QoL or other existing indicator	How to baseline (if not known)	When to baseline	When benefit can be expected
Cost effective services for Children and Young People	Bury CCG, Children Young People & Culture, Communities and Wellbeing			mm/yyyy	mm/yyyy
Less duplication of services	Children, Young People and their families/carers Bury CCG, Children Young People & Culture, Communities and Wellbeing				
Appropriate data sharing and reduction of duplicate data recording	Bury CCG, Children Young People & Culture, Communities and Wellbeing				
Streamlined process and defined pathways and improved transitions	Children, Young People and their families/carers Bury CCG, Children Young People & Culture, Communities and Wellbeing				
Better outcomes	Children, Young People and their families/carers Bury CCG, Children Young People & Culture, Communities and Wellbeing				
Demand reduction on other parts of the system	Children, Young People and their families/carers Bury CCG, Children Young People & Culture, Communities and Wellbeing				

The Do Nothing Scenario

If we were to do nothing, we will struggle to make further efficiencies against the service budgets whilst still maintaining an appropriate and safe level of service.

Service provision will remain duplicated, fragmented and costly.

Recommended High level project management arrangements

Position	Name	Title
Project Sponsor	Mark Carriline	Executive Director of Children Young People and Culture, Bury Council
	Lesley Jones	Director of Public Health, Bury Council
	Pat Jones Greenhalgh	Executive Director of Communities and Wellbeing, Bury Council
	Margaret O'Dwyer	Deputy Chief Officer / Director of Commissioning and Business Delivery, Bury CCG
Senior User	Lesley Jones	Director of Public Health, Bury Council
	Cathy Fines	GP, Clinical Director Quality & Safeguarding, Women & Childrens Lead, Bury CCG
	Karen Whitehead	Strategic Lead Health, Families, Partnerships & Complex Care, Bury Council
Senior Supplier (may not be known at this stage)		
Project Manager	Rachel Davis	Project Lead

PHASE 1 - Pre Project Planning		Bury's Children and Young People's Integrated Health and Wellbeing Service																															
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe															Comments											
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Governance	Agree Project Management documentation to be used	Lesley Jones (C&WB)	Margaret O'Dwyer (CCG)	17/05/2016	Complete	17/05/2016																											
	Identify management meetings, dates and ToR for Bury CCG	Rachel Davis (C&WB)	Jackie Chrystan (CCG) Julie Hall (CCG)	11/05/2016	Complete	11/05/2016																											
	Bury CCG - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Michael Hargreaves (CCG)	11/05/2016	Outstanding CCG Procurement - contacted CCG numerous times Michael Hargreaves following up - 08/09/16																												
	Communities and Wellbeing, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Children, Young People and Culture, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)	Angela Broadhurst (Childrens)	11/05/2016	Complete	11/05/2016																											
	Bury Council - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Andrew Woods (Bury Council)	11/05/2016	Complete	11/05/2016																											
	Map governance arrangements for Bury Council and Bury CCG to show process and timescales	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Make recommendation for Governance of project	Lesley Jones (C&WB)	Steering Group	17/05/2016	Recommendation made to JCG and Health and Social Care Partnership Board	11/05/2016																											
	Governance process signed off by appropriate Board	Lesley Jones (C&WB)		27/05/2016	The governance report was discussed at JCG and Health and Social Care Partnership Board	16/06/2016																											
Establish Steering Group	Identify members of the Steering Group	Lesley Jones (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Develop and agree Terms of Reference	Lesley Jones (C&WB)	Steering Group	24/06/2016	Complete	21/06/2016																											
	Design meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Implement meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
Mapping	Identify what information is to be collected for Bury Services	Lesley Jones (C&WB)	Steering Group	13/04/2016	Complete	13/04/2016																											
	Bury CCG																																
	Identify and collate Bury CCG Primary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Services identified in May 2016, detail still outstanding Some progress made, Michael Hargreaves to continue to follow up - 08/09/16																												
	Identify and collate Bury CCG Secondary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Complete	06/09/2016																											
	Communities and Wellbeing																																
	Collate relevant Public Health funded services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Review and collate service information for children and young peoples services from the Commissioning Board schedule of services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Seek approval to include 18-25 year old Social Care services	Lesley Jones (C&WB)		27/09/2016	Lesley Jones to discuss with Julie Gonda																												
	Children, Young People and Culture																																
	Identify commissioned services (0-18 years)	Karen Whitehead (Childrens)	Karen Whitehead (Childrens) Rachel Davis (C&WB)	31/08/2016	Complete	10/05/2016																											
	Identify Early Years services (0-5 years)	Rachel Davis (C&WB)	Sue Reynolds (Childrens) Collette Radcliffe (Childrens) Sue Dickinson (Childrens) Joanne Ash (Childrens)	31/08/2016	Complete	02/08/2016																											
	Seek approval to include Children's Social Care services	Lesley Jones (C&WB)	Rachel Davis	27/09/2016	Lesley Jones to discuss with Mark Carriline																												
	Total identified spend for Bury	Rachel Davis (C&WB)		31/08/2016	Cannot be completed until all service information is received																												
Outline Business Case (OBC)	Draft OBC	Rachel Davis (C&WB)		13/05/2016	Complete	13/05/2016																											
	Consult on OBC with Steering Group	Rachel Davis (C&WB)	Steering Group	25/07/2016	Consulted upon various times with various people / groups	25/07/2016																											
	Finalise OBC with Steering Group approval	Lesley Jones (C&WB)	Steering Group	25/08/2016	Complete	22/08/2016																											

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PHASE 1 - Pre Project Planning	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Current Contractual obligations	Take OBC through agreed Governance	Lesley Jones (C&WB)		22/09/2016	JCG - 06/09/16 CCG Clinical Cabinet 07/09/16 (deferred to next meeting) Health & SC P/ship 15/09/16 Health and Wellbeing Board 22/09/16																													
	Seek legal and procurement advice regarding contract alignment and extension - Bury CCG	Karen Richardson (Childrens)	Stuart Moore (GM Shared Services)	30/09/2016																														
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Communities and Wellbeing	Deborah Yates (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Children, Young People and Culture	Manni Dhokia (Childrens)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
Communication Plan	Draft Communications Plan: Service user consultation - include: Bury Parent Forum Stars Groups Wellbeing forum Private and Voluntary Sector	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Consult on Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Agree Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)		30/09/2016																														
Equality Impact Assessment (EIA)	Undertake EIA on approach to the project	Rachel Davis (C&WB)		30/09/2016																														
	Seek formal approval for EIA	Rachel Davis (C&WB)	Helen Smith (C&WB)	30/09/2016																														

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CCG = Bury CCG
C&WB = Communities and Wellbeing, Bury Council
Childrens = Childrens, Young People and Culture, Bury Council
R&R = Resource and Regulation, Bury Council

PHASE 2 - To inform delivery	Bury's Children and Young People's Integrated Health and Wellbeing Service																																		
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																												Comments
							2016												2017												2018				
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Health Needs Assessment (HNA) (click here to be taken to the action plan)	Develop detailed HNA Action Plan	Jon Hobday (C&WB)	Rachel Davis (C&WB)	27/07/2016	Complete	27/07/2016																													
	Complete HNA Action Plan	Jon Hobday (C&WB)	See action plan	10/03/2017																															
Pathways (click here to be taken to the action plan)	Develop detailed Action Plan				To be developed																														
	Complete Pathways Action Plan		See action plan		To be developed																														
Mapping	Shortlist mapped services to identify services in scope	Lesley Jones (C&WB)	Steering Group	31/10/2016																															
Service Redesign (click here to be taken to the action plan)	Develop detailed Service Redesign Action Plan	Rachel Davis (C&WB)	Steering Group	02/08/2016	Complete	02/08/2016																													
	Complete Service Redesign Action Plan	Rachel Davis (C&WB)	See action plan	31/03/2017																															
Finance	Identify budget available	Mark Carriline (Childrens) Lesley Jones (C&WB) Margaret O'Dwyer (CCG)	Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																															
	Financially model service offer against budget		Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																															
	Agree strategic finance agreement (efficiencies from current spend, ongoing contractual efficiencies?)	Lesley Jones (C&WB)	Mark Carriline (Childrens) Peter Lowe (Childrens) Lesley Jones (C&WB) Ann Barry (C&WB) Margaret O'Dwyer (CCG) Mike Woodhead (CCG)	30/11/2016																															
	Ensure Section 75 Agreement for pooled budgets covers all associated funding streams with service model	Jayne Hammond (R&R)	Michael Hargreaves (CCG)	30/11/2016																															
	Agree through appropriate governance	Lesley Jones (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/11/2016																															
Consultation	Gather previous Circles of Influence feedback	Rachel Davis (C&WB)	Heather Walton (Childrens)	02/06/2016	Complete	02/06/2016																													
	Request inclusion within June 2016 Circles of Influence event	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																													
	Agree Circles of Influence question and advise Health Walton	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																													

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C&WB = Communities and Wellbeing, Bury Council
Childrens = Childrens, Young People and Culture, Bury Council
R&R = Resource and Regulation, Bury Council

PHASE 2 - Health Needs Assessment	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Health Needs Assessment - Data	Demographic and Health Profile Population Profile - Stage 1 - Demographic - Births - Ethnicity - Deprivation - Poverty	Jon Hobday (C&WB)	Helen Smith (C&WB)	02/09/2016	Complete - all data received	08/09/2016																												
	Demographic and Health Profile Health Profile - Stage 2 - Low birth weight - Healthy start - Screening and immunisations - Healthy weight and childhood obesity	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	23/09/2016																														
	Demographic and Health Profile Health Profile - Stage 2a - Smoking at time of delivery - Breastfeeding - Oral health	Anne Whittington (C&WB) Jon Hobday (C&WB)	Diane Halton (C&WB)	04/11/2016																														
	Demographic and Health Profile Health Profile - Stage 3 - Safeguarding children - Parents with a disability - Children with a disability - Children with additional needs - Early years education - School attendance - School readiness - Educational attainment	Jon Hobday (C&WB)	Manni Dhokia (Childrens)	23/09/2016																														
	Demographic and Health Profile Health Profile - Stage 4 - Midwifery - Health visiting - Family Nurse Partnership - Children's Centres - School nursing - Teenage pregnancy and parents - Third sector (incl. Homestart)	Jon Hobday (C&WB)	Diane Halton (C&WB) Shenna Paynter (C&WB)	21/10/2016																														
	Demographic and Health Profile Health Profile - Stage 5 - Mental Health / eating disorders / self harm - Sexual health - Substance misuse - Illnesses and accidents - Child deaths	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	04/11/2016																														
	Demographic and Health Profile Health Profile - Stage 6 - Domestic abuse - Parents with drug and alcohol problems - Partnership working	Jon Hobday (C&WB)	Anne Whittington (C&WB)	04/11/2016																														
	Demographic and Health Profile Health Profile - Stage 7 - Young carers - Gypsy, Roma and Traveller Children - CSE / sexual violence	Jon Hobday (C&WB)	Anne Whittington (C&WB)	02/12/2016																														
	Demographic and Health Profile Health Profile - Stage 8 - Looked after children	Jon Hobday (C&WB)	Maxine Lomax (CCG)	02/12/2016																														
Pathways	Understand current pathways to help understand current services	Jon Hobday (C&WB)		10/03/2017																														
Health Needs Assessment - Consultation	Draft consultation plan	Jon Hobday (C&WB)		23/09/2016																														
	Agree consultation plan with Steering Group	Jon Hobday (C&WB)		27/09/2016																														
	Undertake consultation - service users, parents, service leads	Jon Hobday (C&WB)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)																															
Health Needs Assessment - completion	Complete Health Needs Assessment	Jon Hobday (C&WB)		10/03/2017																														
Governance	Agree through governance	Jon Hobday (C&WB)		09/03/2017	To take to Health and Wellbeing Board																													

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C&WB = Communities and Wellbeing, Bury Council
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R&R = Resource and Regulation, Bury Council

PHASE 2 - Pathways	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Pathways	Understand formal pathways																																	
	Pennine Care	Stuart Richardson (Pennine Care)																																
	GP Federation	Fiona Moore (GP Federation)																																
	CCGs	Cathy Fines (CCG)																																
	Children's services	Karen Whitehead (Children's)																																
	Data sharing (include full access to commissionners)																																	

PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments		
							2016												2017													2018	
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Research	Contact neighbouring organisations to discuss their Children and Young People's service commissioning status	Rachel Davis	Other LAs and CCGs	30/09/2016																													
	Research successful models for integrated services across England	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
	Collate service model documents from other organisations	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
Service Model	Gather other service model information from similar demographic areas and GM direction, and collate common themes	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Develop an information pack	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Issue information pack for review	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	17/10/2016																													
	Define model for Bury	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	Rachel Davis (C&WB) Michael Hargreaves (CCG)	02/11/2016																													
	Equality Impact Assessment	Rachel Davis (C&WB)	Helen Smith (C&WB) Steering Group	30/11/2016																													
Early Years Outcomes Framework	Identify outcomes from relevant strategies and existing services	Rachel Davis (C&WB)		31/03/2016	Complete	07/03/2016																											
	Collate outcomes	Rachel Davis (C&WB)		31/03/2016	Complete	29/03/2016																											
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		18/07/2016	Complete	11/07/2016																											
	Consult on Outcomes Framework with members of the Starting Well Partnership Board	Rachel Davis (C&WB)	Starting Well Partnership Board	18/07/2016	Complete	18/07/2016																											
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	02/08/2016	Met on 11/07/16 and 02/08/16 to discuss Information still outstanding																												
Early Years Strategy	Undertake Early Years Strategy Workshop	Bev Worthington (C&WB)	Rachel Davis (C&WB)	17/11/2015	Complete	17/11/2015																											
	Collate findings of the workshop into draft Early Years Strategy for Bury	Rachel Davis (C&WB)		31/03/2016	Complete	31/03/2016																											
	Meet with Performance and Information to collect relevant Bury profile data	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Review and include relevant Bury Health Profile data within Strategy	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Update and merge relevant School Readiness Score Card data with Strategy	Rachel Davis (C&WB)	Alison Foreman (Childrens)	31/03/2016	Complete	18/03/2016																											
	Gather Economic data	Rachel Davis (C&WB)	Simon Joos (R&R)	17/10/2016																													
	Gather Safeguarding data	Rachel Davis (C&WB)		17/10/2016																													
	Develop implementation plan	Rachel Davis (C&WB)	Starting Well Partnership Board	17/10/2016																													
5-18 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																													
	Consult on Outcomes Framework with members of the Children's Trust Operational Group and Children Management Team	Rachel Davis (C&WB)	Children's Trust Operational Group Children's Wider Management Group	06/01/2017																													
19-25 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													

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PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																											Comments
							2016												2017												2018			
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																														
	Consult on Outcomes Framework with members of the Learning Disability Partnership Board	Rachel Davis (C&WB)	Learning Disability Partnership Board (Cath Jones to confirm further meetings, awaiting call back)	06/01/2017																														
Consultation	Undertake Consultation Plan	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)		03/02/2017																														
Recommendation	Make service design recommendation	Lesley Jones (C&WB)	Jon Hobday (C&WB) Steering Group	31/03/2017	This will be informed by the HNA and the service model																													
Governance	Take through full governance as far as Cabinet	Lesley Jones (C&WB)		08/03/2017	Papers need issuing 28 days prior to Cabinet on 08/03/17 for publishing																													

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PHASE 3	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments		
							2016												2017													2018	
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar
Current contract arrangements	Seek delegated authority to extend current arrangements - Communities and Wellbeing	Deborah Yates (C&WB)		30/11/2016																													
	Extend as appropriate all Communities and Wellbeing, Bury Council arrangements in line with action plan timeline	Deborah Yates (C&WB)		30/11/2016																													
	Seek delegated authority to extend current arrangements - Children Young People and Culture	Ruth Wheatley (Childrens)		30/11/2016																													
	Extend as appropriate all Children Young People and Culture, Bury Council arrangements in line with action plan timeline	Ruth Wheatley (Childrens)	Ruth Wheatley	30/11/2016																													
	Seek delegated authority to extend current arrangements - Bury CCG	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
	Extend as appropriate all Bury CCG arrangements in line with action plan timeline	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
Commissioning	TBA																																

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PHASE 1 - Pre Project Planning	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																										Comments
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Governance	Agree Project Management documentation to be used	Lesley Jones (C&WB)	Margaret O'Dwyer (CCG)	17/05/2016	Complete	17/05/2016																											
	Identify management meetings, dates and ToR for Bury CCG	Rachel Davis (C&WB)	Jackie Chrystan (CCG) Julie Hall (CCG)	11/05/2016	Complete	11/05/2016																											
	Bury CCG - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Michael Hargreaves (CCG)	11/05/2016	Outstanding CCG Procurement - contacted CCG numerous times Michael Hargreaves following up - 08/09/16																												
	Communities and Wellbeing, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Children, Young People and Culture, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)	Angela Broadhurst (Childrens)	11/05/2016	Complete	11/05/2016																											
	Bury Council - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Andrew Woods (Bury Council)	11/05/2016	Complete	11/05/2016																											
	Map governance arrangements for Bury Council and Bury CCG to show process and timescales	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Make recommendation for Governance of project	Lesley Jones (C&WB)	Steering Group	17/05/2016	Recommendation made to JCG and Health and Social Care Partnership Board	11/05/2016																											
	Governance process signed off by appropriate Board	Lesley Jones (C&WB)		27/05/2016	The governance report was discussed at JCG and Health and Social Care Partnership Board	16/06/2016																											
Establish Steering Group	Identify members of the Steering Group	Lesley Jones (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Develop and agree Terms of Reference	Lesley Jones (C&WB)	Steering Group	24/06/2016	Complete	21/06/2016																											
	Design meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Implement meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
Mapping	Identify what information is to be collected for Bury Services	Lesley Jones (C&WB)	Steering Group	13/04/2016	Complete	13/04/2016																											
	Bury CCG																																
	Identify and collate Bury CCG Primary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Services identified in May 2016, detail still outstanding Some progress made, Michael Hargreaves to continue to follow up - 08/09/16																												
	Identify and collate Bury CCG Secondary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Complete	06/09/2016																											
	Communities and Wellbeing																																
	Collate relevant Public Health funded services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Review and collate service information for children and young peoples services from the Commissioning Board schedule of services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Seek approval to include 18-25 year old Social Care services	Lesley Jones (C&WB)		27/09/2016	Lesley Jones to discuss with Julie Gonda																												
	Children, Young People and Culture																																
	Identify commissioned services (0-18 years)	Karen Whitehead (Childrens)	Karen Whitehead (Childrens) Rachel Davis (C&WB)	31/08/2016	Complete	10/05/2016																											
	Identify Early Years services (0-5 years)	Rachel Davis (C&WB)	Sue Reynolds (Childrens) Collette Radcliffe (Childrens) Sue Dickinson (Childrens) Joanne Ash (Childrens)	31/08/2016	Complete	02/08/2016																											
	Seek approval to include Children's Social Care services	Lesley Jones (C&WB)	Rachel Davis	27/09/2016	Lesley Jones to discuss with Mark Carriline																												
Total identified spend for Bury	Rachel Davis (C&WB)		31/08/2016	Cannot be completed until all service information is received																													
Outline Business Case (OBC)	Draft OBC	Rachel Davis (C&WB)		13/05/2016	Complete	13/05/2016																											
	Consult on OBC with Steering Group	Rachel Davis (C&WB)	Steering Group	25/07/2016	Consulted upon various times with various people / groups	25/07/2016																											
	Finalise OBC with Steering Group approval	Lesley Jones (C&WB)	Steering Group	25/08/2016	Complete	22/08/2016																											

PHASE 1 - Pre Project Planning	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
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Current Contractual obligations	Take OBC through agreed Governance	Lesley Jones (C&WB)		22/09/2016	JCG - 06/09/16 CCG Clinical Cabinet 07/09/16 (deferred to next meeting) Health & SC P/ship 15/09/16 Health and Wellbeing Board 22/09/16																													
	Seek legal and procurement advice regarding contract alignment and extension - Bury CCG	Karen Richardson (Childrens)	Stuart Moore (GM Shared Services)	30/09/2016																														
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Communities and Wellbeing	Deborah Yates (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Children, Young People and Culture	Manni Dhokia (Childrens)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
Communication Plan	Draft Communications Plan: Service user consultation - include: Bury Parent Forum Stars Groups Wellbeing forum Private and Voluntary Sector	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Consult on Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Agree Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)		30/09/2016																														
Equality Impact Assessment (EIA)	Undertake EIA on approach to the project	Rachel Davis (C&WB)		30/09/2016																														
	Seek formal approval for EIA	Rachel Davis (C&WB)	Helen Smith (C&WB)	30/09/2016																														

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PHASE 2 - To inform delivery	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments			
							2016												2017													2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar	
Health Needs Assessment (HNA) <small>(click here to be taken to the action plan)</small>	Develop detailed HNA Action Plan	Jon Hobday (C&WB)	Rachel Davis (C&WB)	27/07/2016	Complete	27/07/2016																												
	Complete HNA Action Plan	Jon Hobday (C&WB)	See action plan	10/03/2017																														
Pathways <small>(click here to be taken to the action plan)</small>	Develop detailed Action Plan				To be developed																													
	Complete Pathways Action Plan		See action plan		To be developed																													
Mapping	Shortlist mapped services to identify services in scope	Lesley Jones (C&WB)	Steering Group	31/10/2016																														
Service Redesign <small>(click here to be taken to the action plan)</small>	Develop detailed Service Redesign Action Plan	Rachel Davis (C&WB)	Steering Group	02/08/2016	Complete	02/08/2016																												
	Complete Service Redesign Action Plan	Rachel Davis (C&WB)	See action plan	31/03/2017																														
Finance	Identify budget available	Mark Carriline (Childrens) Lesley Jones (C&WB) Margaret O'Dwyer (CCG)	Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																														
	Financially model service offer against budget		Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																														
	Agree strategic finance agreement (efficiencies from current spend, ongoing contractual efficiencies?)	Lesley Jones (C&WB)	Mark Carriline (Childrens) Peter Lowe (Childrens) Lesley Jones (C&WB) Ann Barry (C&WB) Margaret O'Dwyer (CCG) Mike Woodhead (CCG)	30/11/2016																														
	Ensure Section 75 Agreement for pooled budgets covers all associated funding streams with service model	Jayne Hammond (R&R)	Michael Hargreaves (CCG)	30/11/2016																														
	Agree through appropriate governance	Lesley Jones (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/11/2016																														
Consultation	Gather previous Circles of Influence feedback	Rachel Davis (C&WB)	Heather Walton (Childrens)	02/06/2016	Complete	02/06/2016																												
	Request inclusion within June 2016 Circles of Influence event	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																												
	Agree Circles of Influence question and advise Health Walton	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																												

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PHASE 2 - Health Needs Assessment	Bury's Children and Young People's Integrated Health and Wellbeing Service																																		
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																												Comments
							2016												2017												2018				
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Health Needs Assessment - Data	Demographic and Health Profile Population Profile - Stage 1 - Demographic - Births - Ethnicity - Deprivation - Poverty	Jon Hobday (C&WB)	Helen Smith (C&WB)	02/09/2016	Complete - all data received	08/09/2016																													
	Demographic and Health Profile Health Profile - Stage 2 - Low birth weight - Healthy start - Screening and immunisations - Healthy weight and childhood obesity	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	23/09/2016																															
	Demographic and Health Profile Health Profile - Stage 2a - Smoking at time of delivery - Breastfeeding - Oral health	Anne Whittington (C&WB) Jon Hobday (C&WB)	Diane Halton (C&WB)	04/11/2016																															
	Demographic and Health Profile Health Profile - Stage 3 - Safeguarding children - Parents with a disability - Children with a disability - Children with additional needs - Early years education - School attendance - School readiness - Educational attainment	Jon Hobday (C&WB)	Manni Dhokia (Childrens)	23/09/2016																															
	Demographic and Health Profile Health Profile - Stage 4 - Midwifery - Health visiting - Family Nurse Partnership - Children's Centres - School nursing - Teenage pregnancy and parents - Third sector (incl. Homestart)	Jon Hobday (C&WB)	Diane Halton (C&WB) Shenna Paynter (C&WB)	21/10/2016																															
	Demographic and Health Profile Health Profile - Stage 5 - Mental Health / eating disorders / self harm - Sexual health - Substance misuse - Illnesses and accidents - Child deaths	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	04/11/2016																															
	Demographic and Health Profile Health Profile - Stage 6 - Domestic abuse - Parents with drug and alcohol problems - Partnership working	Jon Hobday (C&WB)	Anne Whittington (C&WB)	04/11/2016																															
	Demographic and Health Profile Health Profile - Stage 7 - Young carers - Gypsy, Roma and Traveller Children - CSE / sexual violence	Jon Hobday (C&WB)	Anne Whittington (C&WB)	02/12/2016																															
	Demographic and Health Profile Health Profile - Stage 8 - Looked after children	Jon Hobday (C&WB)	Maxine Lomax (CCG)	02/12/2016																															
Pathways	Understand current pathways to help understand current services	Jon Hobday (C&WB)		10/03/2017																															
Health Needs Assessment - Consultation	Draft consultation plan	Jon Hobday (C&WB)		23/09/2016																															
	Agree consultation plan with Steering Group	Jon Hobday (C&WB)		27/09/2016																															
	Undertake consultation - service users, parents, service leads	Jon Hobday (C&WB)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)																																
Health Needs Assessment - completion	Complete Health Needs Assessment	Jon Hobday (C&WB)		10/03/2017																															
Governance	Agree through governance	Jon Hobday (C&WB)		09/03/2017	To take to Health and Wellbeing Board																														

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PHASE 2 - Pathways	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
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Pathways	Understand formal pathways																																	
	Pennine Care	Stuart Richardson (Pennine Care)																																
	GP Federation	Fiona Moore (GP Federation)																																
	CCGs	Cathy Fines (CCG)																																
	Children's services	Karen Whitehead (Children's)																																
	Data sharing (include full access to commissioners)																																	

PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																										Comments
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Research	Contact neighbouring organisations to discuss their Children and Young People's service commissioning status	Rachel Davis	Other LAs and CCGs	30/09/2016																													
	Research successful models for integrated services across England	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
	Collate service model documents from other organisations	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
Service Model	Gather other service model information from similar demographic areas and GM direction, and collate common themes	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Develop an information pack	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Issue information pack for review	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	17/10/2016																													
	Define model for Bury	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	Rachel Davis (C&WB) Michael Hargreaves (CCG)	02/11/2016																													
	Equality Impact Assessment	Rachel Davis (C&WB)	Helen Smith (C&WB) Steering Group	30/11/2016																													
Early Years Outcomes Framework	Identify outcomes from relevant strategies and existing services	Rachel Davis (C&WB)		31/03/2016	Complete	07/03/2016																											
	Collate outcomes	Rachel Davis (C&WB)		31/03/2016	Complete	29/03/2016																											
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		18/07/2016	Complete	11/07/2016																											
	Consult on Outcomes Framework with members of the Starting Well Partnership Board	Rachel Davis (C&WB)	Starting Well Partnership Board	18/07/2016	Complete	18/07/2016																											
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	02/08/2016	Met on 11/07/16 and 02/08/16 to discuss Information still outstanding																												
Early Years Strategy	Undertake Early Years Strategy Workshop	Bev Worthington (C&WB)	Rachel Davis (C&WB)	17/11/2015	Complete	17/11/2015																											
	Collate findings of the workshop into draft Early Years Strategy for Bury	Rachel Davis (C&WB)		31/03/2016	Complete	31/03/2016																											
	Meet with Performance and Information to collect relevant Bury profile data	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Review and include relevant Bury Health Profile data within Strategy	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Update and merge relevant School Readiness Score Card data with Strategy	Rachel Davis (C&WB)	Alison Foreman (Childrens)	31/03/2016	Complete	18/03/2016																											
	Gather Economic data	Rachel Davis (C&WB)	Simon Joos (R&R)	17/10/2016																													
	Gather Safeguarding data	Rachel Davis (C&WB)		17/10/2016																													
	Develop implementation plan	Rachel Davis (C&WB)	Starting Well Partnership Board	17/10/2016																													
5-18 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																													
	Consult on Outcomes Framework with members of the Children's Trust Operational Group and Children Management Team	Rachel Davis (C&WB)	Children's Trust Operational Group Children's Wider Management Group	06/01/2017																													
19-25 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													

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PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments			
							2016												2017													2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																														
	Consult on Outcomes Framework with members of the Learning Disability Partnership Board	Rachel Davis (C&WB)	Learning Disability Partnership Board (Cath Jones to confirm further meetings, awaiting call back)	06/01/2017																														
Consultation	Undertake Consultation Plan	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)		03/02/2017																														
Recommendation	Make service design recommendation	Lesley Jones (C&WB)	Jon Hobday (C&WB) Steering Group	31/03/2017	This will be informed by the HNA and the service model																													
Governance	Take through full governance as far as Cabinet	Lesley Jones (C&WB)		08/03/2017	Papers need issuing 28 days prior to Cabinet on 08/03/17 for publishing																													

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PHASE 3		Bury's Children and Young People's Integrated Health and Wellbeing Service																															
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																										Comments
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Current contract arrangements	Seek delegated authority to extend current arrangements - Communities and Wellbeing	Deborah Yates (C&WB)		30/11/2016																													
	Extend as appropriate all Communities and Wellbeing, Bury Council arrangements in line with action plan timeline	Deborah Yates (C&WB)		30/11/2016																													
	Seek delegated authority to extend current arrangements - Children Young People and Culture	Ruth Wheatley (Childrens)		30/11/2016																													
	Extend as appropriate all Children Young People and Culture, Bury Council arrangements in line with action plan timeline	Ruth Wheatley (Childrens)	Ruth Wheatley	30/11/2016																													
	Seek delegated authority to extend current arrangements - Bury CCG	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
	Extend as appropriate all Bury CCG arrangements in line with action plan timeline	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
Commissioning	TBA																																

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PHASE 1 - Pre Project Planning	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																										Comments
							2016												2017												2018		
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Governance	Agree Project Management documentation to be used	Lesley Jones (C&WB)	Margaret O'Dwyer (CCG)	17/05/2016	Complete	17/05/2016																											
	Identify management meetings, dates and ToR for Bury CCG	Rachel Davis (C&WB)	Jackie Chrystan (CCG) Julie Hall (CCG)	11/05/2016	Complete	11/05/2016																											
	Bury CCG - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Michael Hargreaves (CCG)	11/05/2016	Outstanding CCG Procurement - contacted CCG numerous times Michael Hargreaves following up - 08/09/16																												
	Communities and Wellbeing, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Children, Young People and Culture, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)	Angela Broadhurst (Childrens)	11/05/2016	Complete	11/05/2016																											
	Bury Council - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Andrew Woods (Bury Council)	11/05/2016	Complete	11/05/2016																											
	Map governance arrangements for Bury Council and Bury CCG to show process and timescales	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Make recommendation for Governance of project	Lesley Jones (C&WB)	Steering Group	17/05/2016	Recommendation made to JCG and Health and Social Care Partnership Board	11/05/2016																											
	Governance process signed off by appropriate Board	Lesley Jones (C&WB)		27/05/2016	The governance report was discussed at JCG and Health and Social Care Partnership Board	16/06/2016																											
Establish Steering Group	Identify members of the Steering Group	Lesley Jones (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Develop and agree Terms of Reference	Lesley Jones (C&WB)	Steering Group	24/06/2016	Complete	21/06/2016																											
	Design meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Implement meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
Mapping	Identify what information is to be collected for Bury Services	Lesley Jones (C&WB)	Steering Group	13/04/2016	Complete	13/04/2016																											
	Bury CCG																																
	Identify and collate Bury CCG Primary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Services identified in May 2016, detail still outstanding Some progress made, Michael Hargreaves to continue to follow up - 08/09/16																												
	Identify and collate Bury CCG Secondary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Complete	06/09/2016																											
	Communities and Wellbeing																																
	Collate relevant Public Health funded services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Review and collate service information for children and young peoples services from the Commissioning Board schedule of services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Seek approval to include 18-25 year old Social Care services	Lesley Jones (C&WB)		27/09/2016	Lesley Jones to discuss with Julie Gonda																												
	Children, Young People and Culture																																
	Identify commissioned services (0-18 years)	Karen Whitehead (Childrens)	Karen Whitehead (Childrens) Rachel Davis (C&WB)	31/08/2016	Complete	10/05/2016																											
	Identify Early Years services (0-5 years)	Rachel Davis (C&WB)	Sue Reynolds (Childrens) Collette Radcliffe (Childrens) Sue Dickinson (Childrens) Joanne Ash (Childrens)	31/08/2016	Complete	02/08/2016																											
	Seek approval to include Children's Social Care services	Lesley Jones (C&WB)	Rachel Davis	27/09/2016	Lesley Jones to discuss with Mark Carriline																												
	Total identified spend for Bury	Rachel Davis (C&WB)		31/08/2016	Cannot be completed until all service information is received																												
Outline Business Case (OBC)	Draft OBC	Rachel Davis (C&WB)		13/05/2016	Complete	13/05/2016																											
	Consult on OBC with Steering Group	Rachel Davis (C&WB)	Steering Group	25/07/2016	Consulted upon various times with various people / groups	25/07/2016																											
	Finalise OBC with Steering Group approval	Lesley Jones (C&WB)	Steering Group	25/08/2016	Complete	22/08/2016																											

PHASE 1 - Pre Project Planning	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
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Current Contractual obligations	Take OBC through agreed Governance	Lesley Jones (C&WB)		22/09/2016	JCG - 06/09/16 CCG Clinical Cabinet 07/09/16 (deferred to next meeting) Health & SC P/ship 15/09/16 Health and Wellbeing Board 22/09/16																													
	Seek legal and procurement advice regarding contract alignment and extension - Bury CCG	Karen Richardson (Childrens)	Stuart Moore (GM Shared Services)	30/09/2016																														
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Communities and Wellbeing	Deborah Yates (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Children, Young People and Culture	Manni Dhokia (Childrens)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
Communication Plan	Draft Communications Plan: Service user consultation - include: Bury Parent Forum Stars Groups Wellbeing forum Private and Voluntary Sector	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Consult on Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Agree Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)		30/09/2016																														
Equality Impact Assessment (EIA)	Undertake EIA on approach to the project	Rachel Davis (C&WB)		30/09/2016																														
	Seek formal approval for EIA	Rachel Davis (C&WB)	Helen Smith (C&WB)	30/09/2016																														

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PHASE 2 - To inform delivery		Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments			
							2016												2017													2018		
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Health Needs Assessment (HNA) (click here to be taken to the action plan)	Develop detailed HNA Action Plan	Jon Hobday (C&WB)	Rachel Davis (C&WB)	27/07/2016	Complete	27/07/2016																												
	Complete HNA Action Plan	Jon Hobday (C&WB)	See action plan	10/03/2017																														
Pathways (click here to be taken to the action plan)	Develop detailed Action Plan				To be developed																													
	Complete Pathways Action Plan		See action plan		To be developed																													
Mapping	Shortlist mapped services to identify services in scope	Lesley Jones (C&WB)	Steering Group	31/10/2016																														
Service Redesign (click here to be taken to the action plan)	Develop detailed Service Redesign Action Plan	Rachel Davis (C&WB)	Steering Group	02/08/2016	Complete	02/08/2016																												
	Complete Service Redesign Action Plan	Rachel Davis (C&WB)	See action plan	31/03/2017																														
Finance	Identify budget available	Mark Carriline (Childrens) Lesley Jones (C&WB) Margaret O'Dwyer (CCG)	Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																														
	Financially model service offer against budget		Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																														
	Agree strategic finance agreement (efficiencies from current spend, ongoing contractual efficiencies?)	Lesley Jones (C&WB)	Mark Carriline (Childrens) Peter Lowe (Childrens) Lesley Jones (C&WB) Ann Barry (C&WB) Margaret O'Dwyer (CCG) Mike Woodhead (CCG)	30/11/2016																														
	Ensure Section 75 Agreement for pooled budgets covers all associated funding streams with service model	Jayne Hammond (R&R)	Michael Hargreaves (CCG)	30/11/2016																														
	Agree through appropriate governance	Lesley Jones (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/11/2016																														
Consultation	Gather previous Circles of Influence feedback	Rachel Davis (C&WB)	Heather Walton (Childrens)	02/06/2016	Complete	02/06/2016																												
	Request inclusion within June 2016 Circles of Influence event	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																												
	Agree Circles of Influence question and advise Health Walton	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																												

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PHASE 2 - Health Needs Assessment	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
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Health Needs Assessment - Data	Demographic and Health Profile Population Profile - Stage 1 - Demographic - Births - Ethnicity - Deprivation - Poverty	Jon Hobday (C&WB)	Helen Smith (C&WB)	02/09/2016	Complete - all data received	08/09/2016																												
	Demographic and Health Profile Health Profile - Stage 2 - Low birth weight - Healthy start - Screening and immunisations - Healthy weight and childhood obesity	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	23/09/2016																														
	Demographic and Health Profile Health Profile - Stage 2a - Smoking at time of delivery - Breastfeeding - Oral health	Anne Whittington (C&WB) Jon Hobday (C&WB)	Diane Halton (C&WB)	04/11/2016																														
	Demographic and Health Profile Health Profile - Stage 3 - Safeguarding children - Parents with a disability - Children with a disability - Children with additional needs - Early years education - School attendance - School readiness - Educational attainment	Jon Hobday (C&WB)	Manni Dhokia (Childrens)	23/09/2016																														
	Demographic and Health Profile Health Profile - Stage 4 - Midwifery - Health visiting - Family Nurse Partnership - Children's Centres - School nursing - Teenage pregnancy and parents - Third sector (incl. Homestart)	Jon Hobday (C&WB)	Diane Halton (C&WB) Shenna Paynter (C&WB)	21/10/2016																														
	Demographic and Health Profile Health Profile - Stage 5 - Mental Health / eating disorders / self harm - Sexual health - Substance misuse - Illnesses and accidents - Child deaths	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	04/11/2016																														
	Demographic and Health Profile Health Profile - Stage 6 - Domestic abuse - Parents with drug and alcohol problems - Partnership working	Jon Hobday (C&WB)	Anne Whittington (C&WB)	04/11/2016																														
	Demographic and Health Profile Health Profile - Stage 7 - Young carers - Gypsy, Roma and Traveller Children - CSE / sexual violence	Jon Hobday (C&WB)	Anne Whittington (C&WB)	02/12/2016																														
	Demographic and Health Profile Health Profile - Stage 8 - Looked after children	Jon Hobday (C&WB)	Maxine Lomax (CCG)	02/12/2016																														
Pathways	Understand current pathways to help understand current services	Jon Hobday (C&WB)		10/03/2017																														
Health Needs Assessment - Consultation	Draft consultation plan	Jon Hobday (C&WB)		23/09/2016																														
	Agree consultation plan with Steering Group	Jon Hobday (C&WB)		27/09/2016																														
	Undertake consultation - service users, parents, service leads	Jon Hobday (C&WB)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)																															
Health Needs Assessment - completion	Complete Health Needs Assessment	Jon Hobday (C&WB)		10/03/2017																														
Governance	Agree through governance	Jon Hobday (C&WB)		09/03/2017	To take to Health and Wellbeing Board																													

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PHASE 2 - Pathways		Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Pathways	Understand formal pathways				Needs further development																													
	Pennine Care	Stuart Richardson (Pennine Care)			Needs further development																													
	GP Federation	Fiona Moore (GP Federation)			Needs further development																													
	CCGs	Cathy Fines (CCG)																																
	Children's services	Karen Whitehead (Children's)																																
	Data sharing (include full access to commissioners)				Needs further development																													

PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments			
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Research	Contact neighbouring organisations to discuss their Children and Young People's service commissioning status	Rachel Davis	Other LAs and CCGs	30/09/2016																														
	Research successful models for integrated services across England	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																														
	Collate service model documents from other organisations	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																														
Service Model	Gather other service model information from similar demographic areas and GM direction, and collate common themes	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																														
	Develop an information pack	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																														
	Issue information pack for review	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	17/10/2016																														
	Define model for Bury	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	Rachel Davis (C&WB) Michael Hargreaves (CCG)	02/11/2016																														
	Equality Impact Assessment	Rachel Davis (C&WB)	Helen Smith (C&WB) Steering Group	30/11/2016																														
Early Years Outcomes Framework	Identify outcomes from relevant strategies and existing services	Rachel Davis (C&WB)		31/03/2016	Complete	07/03/2016																												
	Collate outcomes	Rachel Davis (C&WB)		31/03/2016	Complete	29/03/2016																												
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		18/07/2016	Complete	11/07/2016																												
	Consult on Outcomes Framework with members of the Starting Well Partnership Board	Rachel Davis (C&WB)	Starting Well Partnership Board	18/07/2016	Complete	18/07/2016																												
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	02/08/2016	Met on 11/07/16 and 02/08/16 to discuss Information still outstanding																													
Early Years Strategy	Undertake Early Years Strategy Workshop	Bev Worthington (C&WB)	Rachel Davis (C&WB)	17/11/2015	Complete	17/11/2015																												
	Collate findings of the workshop into draft Early Years Strategy for Bury	Rachel Davis (C&WB)		31/03/2016	Complete	31/03/2016																												
	Meet with Performance and Information to collect relevant Bury profile data	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																												
	Review and include relevant Bury Health Profile data within Strategy	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																												
	Update and merge relevant School Readiness Score Card data with Strategy	Rachel Davis (C&WB)	Alison Foreman (Childrens)	31/03/2016	Complete	18/03/2016																												
	Gather Economic data	Rachel Davis (C&WB)	Simon Joos (R&R)	17/10/2016																														
	Gather Safeguarding data	Rachel Davis (C&WB)		17/10/2016																														
	Develop implementation plan	Rachel Davis (C&WB)	Starting Well Partnership Board	17/10/2016																														
5-18 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																														
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																														
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																														
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																														
	Consult on Outcomes Framework with members of the Children's Trust Operational Group and Children Management Team	Rachel Davis (C&WB)	Children's Trust Operational Group Children's Wider Management Group	06/01/2017																														
19-25 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																														
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																														
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																														

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PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																											Comments
							2016												2017												2018			
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																														
	Consult on Outcomes Framework with members of the Learning Disability Partnership Board	Rachel Davis (C&WB)	Learning Disability Partnership Board (Cath Jones to confirm further meetings, awaiting call back)	06/01/2017																														
Consultation	Undertake Consultation Plan	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)		03/02/2017																														
Recommendation	Make service design recommendation	Lesley Jones (C&WB)	Jon Hobday (C&WB) Steering Group	31/03/2017	This will be informed by the HNA and the service model																													
Governance	Take through full governance as far as Cabinet	Lesley Jones (C&WB)		08/03/2017	Papers need issuing 28 days prior to Cabinet on 08/03/17 for publishing																													

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PHASE 3	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments		
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							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Current contract arrangements	Seek delegated authority to extend current arrangements - Communities and Wellbeing	Deborah Yates (C&WB)		30/11/2016																													
	Extend as appropriate all Communities and Wellbeing, Bury Council arrangements in line with action plan timeline	Deborah Yates (C&WB)		30/11/2016																													
	Seek delegated authority to extend current arrangements - Children Young People and Culture	Ruth Wheatley (Childrens)		30/11/2016																													
	Extend as appropriate all Children Young People and Culture, Bury Council arrangements in line with action plan timeline	Ruth Wheatley (Childrens)	Ruth Wheatley	30/11/2016																													
	Seek delegated authority to extend current arrangements - Bury CCG	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
	Extend as appropriate all Bury CCG arrangements in line with action plan timeline	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
Commissioning	TBA																																

CCG = Bury CCG
C&WB = Communities and Wellbeing, Bury Council
Childrens = Childrens, Young People and Culture, Bury Council
R&R = Resource and Regulation, Bury Council

PHASE 1 - Pre Project Planning		Bury's Children and Young People's Integrated Health and Wellbeing Service																															
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																										Comments
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Governance	Agree Project Management documentation to be used	Lesley Jones (C&WB)	Margaret O'Dwyer (CCG)	17/05/2016	Complete	17/05/2016																											
	Identify management meetings, dates and ToR for Bury CCG	Rachel Davis (C&WB)	Jackie Chrystan (CCG) Julie Hall (CCG)	11/05/2016	Complete	11/05/2016																											
	Bury CCG - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Michael Hargreaves (CCG)	11/05/2016	Outstanding CCG Procurement - contacted CCG numerous times Michael Hargreaves following up - 08/09/16																												
	Communities and Wellbeing, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Children, Young People and Culture, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)	Angela Broadhurst (Childrens)	11/05/2016	Complete	11/05/2016																											
	Bury Council - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Andrew Woods (Bury Council)	11/05/2016	Complete	11/05/2016																											
	Map governance arrangements for Bury Council and Bury CCG to show process and timescales	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Make recommendation for Governance of project	Lesley Jones (C&WB)	Steering Group	17/05/2016	Recommendation made to JCG and Health and Social Care Partnership Board	11/05/2016																											
	Governance process signed off by appropriate Board	Lesley Jones (C&WB)		27/05/2016	The governance report was discussed at JCG and Health and Social Care Partnership Board	16/06/2016																											
Establish Steering Group	Identify members of the Steering Group	Lesley Jones (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Develop and agree Terms of Reference	Lesley Jones (C&WB)	Steering Group	24/06/2016	Complete	21/06/2016																											
	Design meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Implement meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
Mapping	Identify what information is to be collected for Bury Services	Lesley Jones (C&WB)	Steering Group	13/04/2016	Complete	13/04/2016																											
	Bury CCG																																
	Identify and collate Bury CCG Primary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Services identified in May 2016, detail still outstanding Some progress made, Michael Hargreaves to continue to follow up - 08/09/16																												
	Identify and collate Bury CCG Secondary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Complete	06/09/2016																											
	Communities and Wellbeing																																
	Collate relevant Public Health funded services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Review and collate service information for children and young peoples services from the Commissioning Board schedule of services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Seek approval to include 18-25 year old Social Care services	Lesley Jones (C&WB)		27/09/2016	Lesley Jones to discuss with Julie Gonda																												
	Children, Young People and Culture																																
	Identify commissioned services (0-18 years)	Karen Whitehead (Childrens)	Karen Whitehead (Childrens) Rachel Davis (C&WB)	31/08/2016	Complete	10/05/2016																											
	Identify Early Years services (0-5 years)	Rachel Davis (C&WB)	Sue Reynolds (Childrens) Collette Radcliffe (Childrens) Sue Dickinson (Childrens) Joanne Ash (Childrens)	31/08/2016	Complete	02/08/2016																											
	Seek approval to include Children's Social Care services	Lesley Jones (C&WB)	Rachel Davis	27/09/2016	Lesley Jones to discuss with Mark Carriline																												
	Total identified spend for Bury	Rachel Davis (C&WB)		31/08/2016	Cannot be completed until all service information is received																												
Outline Business Case (OBC)	Draft OBC	Rachel Davis (C&WB)		13/05/2016	Complete	13/05/2016																											
	Consult on OBC with Steering Group	Rachel Davis (C&WB)	Steering Group	25/07/2016	Consulted upon various times with various people / groups	25/07/2016																											
	Finalise OBC with Steering Group approval	Lesley Jones (C&WB)	Steering Group	25/08/2016	Complete	22/08/2016																											

PHASE 1 - Pre Project Planning	Bury's Children and Young People's Integrated Health and Wellbeing Service																																		
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																												Comments
							2016												2017												2018				
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
	Take OBC through agreed Governance	Lesley Jones (C&WB)		22/09/2016	JCG - 06/09/16 CCG Clinical Cabinet 07/09/16 (deferred to next meeting) Health & SC P/ship 15/09/16 Health and Wellbeing Board 22/09/16																														
Current Contractual obligations	Seek legal and procurement advice regarding contract alignment and extension - Bury CCG	Karen Richardson (Childrens)	Stuart Moore (GM Shared Services)	30/09/2016																															
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Communities and Wellbeing	Deborah Yates (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																														
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Children, Young People and Culture	Manni Dhokia (Childrens)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																														
Communication Plan	Draft Communications Plan: Service user consultation - include: Bury Parent Forum Stars Groups Wellbeing forum Private and Voluntary Sector	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																															
	Consult on Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																															
	Agree Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)		30/09/2016																															
Equality Impact Assessment (EIA)	Undertake EIA on approach to the project	Rachel Davis (C&WB)		30/09/2016																															
	Seek formal approval for EIA	Rachel Davis (C&WB)	Helen Smith (C&WB)	30/09/2016																															

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PHASE 2 - To inform delivery	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments		
							2016												2017													2018	
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar
Health Needs Assessment (HNA) (click here to be taken to the action plan)	Develop detailed HNA Action Plan	Jon Hobday (C&WB)	Rachel Davis (C&WB)	27/07/2016	Complete	27/07/2016																											
	Complete HNA Action Plan	Jon Hobday (C&WB)	See action plan	10/03/2017																													
Pathways (click here to be taken to the action plan)	Develop detailed Action Plan				To be developed																												
	Complete Pathways Action Plan		See action plan		To be developed																												
Mapping	Shortlist mapped services to identify services in scope	Lesley Jones (C&WB)	Steering Group	31/10/2016																													
Service Redesign (click here to be taken to the action plan)	Develop detailed Service Redesign Action Plan	Rachel Davis (C&WB)	Steering Group	02/08/2016	Complete	02/08/2016																											
	Complete Service Redesign Action Plan	Rachel Davis (C&WB)	See action plan	31/03/2017																													
Finance	Identify budget available	Mark Carriline (Childrens) Lesley Jones (C&WB) Margaret O'Dwyer (CCG)	Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																													
	Financially model service offer against budget		Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																													
	Agree strategic finance agreement (efficiencies from current spend, ongoing contractual efficiencies?)	Lesley Jones (C&WB)	Mark Carriline (Childrens) Peter Lowe (Childrens) Lesley Jones (C&WB) Ann Barry (C&WB) Margaret O'Dwyer (CCG) Mike Woodhead (CCG)	30/11/2016																													
	Ensure Section 75 Agreement for pooled budgets covers all associated funding streams with service model	Jayne Hammond (R&R)	Michael Hargreaves (CCG)	30/11/2016																													
	Agree through appropriate governance	Lesley Jones (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/11/2016																													
Consultation	Gather previous Circles of Influence feedback	Rachel Davis (C&WB)	Heather Walton (Childrens)	02/06/2016	Complete	02/06/2016																											
	Request inclusion within June 2016 Circles of Influence event	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																											
	Agree Circles of Influence question and advise Health Walton	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																											

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PHASE 2 - Health Needs Assessment	Bury's Children and Young People's Integrated Health and Wellbeing Service																																		
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																												Comments
							2016												2017												2018				
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Health Needs Assessment - Data	Demographic and Health Profile Population Profile - Stage 1 - Demographic - Births - Ethnicity - Deprivation - Poverty	Jon Hobday (C&WB)	Helen Smith (C&WB)	02/09/2016	Complete - all data received	08/09/2016																													
	Demographic and Health Profile Health Profile - Stage 2 - Low birth weight - Healthy start - Screening and immunisations - Healthy weight and childhood obesity	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	23/09/2016																															
	Demographic and Health Profile Health Profile - Stage 2a - Smoking at time of delivery - Breastfeeding - Oral health	Anne Whittington (C&WB) Jon Hobday (C&WB)	Diane Halton (C&WB)	04/11/2016																															
	Demographic and Health Profile Health Profile - Stage 3 - Safeguarding children - Parents with a disability - Children with a disability - Children with additional needs - Early years education - School attendance - School readiness - Educational attainment	Jon Hobday (C&WB)	Manni Dhokia (Childrens)	23/09/2016																															
	Demographic and Health Profile Health Profile - Stage 4 - Midwifery - Health visiting - Family Nurse Partnership - Children's Centres - School nursing - Teenage pregnancy and parents - Third sector (incl. Homestart)	Jon Hobday (C&WB)	Diane Halton (C&WB) Shenna Paynter (C&WB)	21/10/2016																															
	Demographic and Health Profile Health Profile - Stage 5 - Mental Health / eating disorders / self harm - Sexual health - Substance misuse - Illnesses and accidents - Child deaths	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	04/11/2016																															
	Demographic and Health Profile Health Profile - Stage 6 - Domestic abuse - Parents with drug and alcohol problems - Partnership working	Jon Hobday (C&WB)	Anne Whittington (C&WB)	04/11/2016																															
	Demographic and Health Profile Health Profile - Stage 7 - Young carers - Gypsy, Roma and Traveller Children - CSE / sexual violence	Jon Hobday (C&WB)	Anne Whittington (C&WB)	02/12/2016																															
	Demographic and Health Profile Health Profile - Stage 8 - Looked after children	Jon Hobday (C&WB)	Maxine Lomax (CCG)	02/12/2016																															
Pathways	Understand current pathways to help understand current services	Jon Hobday (C&WB)		10/03/2017																															
Health Needs Assessment - Consultation	Draft consultation plan	Jon Hobday (C&WB)		23/09/2016																															
	Agree consultation plan with Steering Group	Jon Hobday (C&WB)		27/09/2016																															
	Undertake consultation - service users, parents, service leads	Jon Hobday (C&WB)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)																																
Health Needs Assessment - completion	Complete Health Needs Assessment	Jon Hobday (C&WB)		10/03/2017																															
Governance	Agree through governance	Jon Hobday (C&WB)		09/03/2017	To take to Health and Wellbeing Board																														

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PHASE 2 - Pathways		Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																								Comments			
							2016												2017													2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar	
Pathways	Understand formal pathways																																	
	Pennine Care	Stuart Richardson (Pennine Care)																																
	GP Federation	Fiona Moore (GP Federation)																																
	CCGs	Cathy Fines (CCG)																																
	Children's services	Karen Whitehead (Children's)																																
	Data sharing (include full access to commissioners)																																	

PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments		
							2016												2017													2018	
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Research	Contact neighbouring organisations to discuss their Children and Young People's service commissioning status	Rachel Davis	Other LAs and CCGs	30/09/2016																													
	Research successful models for integrated services across England	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
	Collate service model documents from other organisations	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
Service Model	Gather other service model information from similar demographic areas and GM direction, and collate common themes	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Develop an information pack	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Issue information pack for review	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	17/10/2016																													
	Define model for Bury	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	Rachel Davis (C&WB) Michael Hargreaves (CCG)	02/11/2016																													
	Equality Impact Assessment	Rachel Davis (C&WB)	Helen Smith (C&WB) Steering Group	30/11/2016																													
Early Years Outcomes Framework	Identify outcomes from relevant strategies and existing services	Rachel Davis (C&WB)		31/03/2016	Complete	07/03/2016																											
	Collate outcomes	Rachel Davis (C&WB)		31/03/2016	Complete	29/03/2016																											
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		18/07/2016	Complete	11/07/2016																											
	Consult on Outcomes Framework with members of the Starting Well Partnership Board	Rachel Davis (C&WB)	Starting Well Partnership Board	18/07/2016	Complete	18/07/2016																											
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	02/08/2016	Met on 11/07/16 and 02/08/16 to discuss Information still outstanding																												
Early Years Strategy	Undertake Early Years Strategy Workshop	Bev Worthington (C&WB)	Rachel Davis (C&WB)	17/11/2015	Complete	17/11/2015																											
	Collate findings of the workshop into draft Early Years Strategy for Bury	Rachel Davis (C&WB)		31/03/2016	Complete	31/03/2016																											
	Meet with Performance and Information to collect relevant Bury profile data	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Review and include relevant Bury Health Profile data within Strategy	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Update and merge relevant School Readiness Score Card data with Strategy	Rachel Davis (C&WB)	Alison Foreman (Childrens)	31/03/2016	Complete	18/03/2016																											
	Gather Economic data	Rachel Davis (C&WB)	Simon Joos (R&R)	17/10/2016																													
	Gather Safeguarding data	Rachel Davis (C&WB)		17/10/2016																													
	Develop implementation plan	Rachel Davis (C&WB)	Starting Well Partnership Board	17/10/2016																													
5-18 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																													
	Consult on Outcomes Framework with members of the Children's Trust Operational Group and Children Management Team	Rachel Davis (C&WB)	Children's Trust Operational Group Children's Wider Management Group	06/01/2017																													
19-25 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													

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PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																		
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																												Comments
							2016												2017												2018				
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																															
	Consult on Outcomes Framework with members of the Learning Disability Partnership Board	Rachel Davis (C&WB)	Learning Disability Partnership Board (Cath Jones to confirm further meetings, awaiting call back)	06/01/2017																															
Consultation	Undertake Consultation Plan	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)		03/02/2017																															
Recommendation	Make service design recommendation	Lesley Jones (C&WB)	Jon Hobday (C&WB) Steering Group	31/03/2017	This will be informed by the HNA and the service model																														
Governance	Take through full governance as far as Cabinet	Lesley Jones (C&WB)		08/03/2017	Papers need issuing 28 days prior to Cabinet on 08/03/17 for publishing																														

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PHASE 3	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																										Comments
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Current contract arrangements	Seek delegated authority to extend current arrangements - Communities and Wellbeing	Deborah Yates (C&WB)		30/11/2016																													
	Extend as appropriate all Communities and Wellbeing, Bury Council arrangements in line with action plan timeline	Deborah Yates (C&WB)		30/11/2016																													
	Seek delegated authority to extend current arrangements - Children Young People and Culture	Ruth Wheatley (Childrens)		30/11/2016																													
	Extend as appropriate all Children Young People and Culture, Bury Council arrangements in line with action plan timeline	Ruth Wheatley (Childrens)	Ruth Wheatley	30/11/2016																													
	Seek delegated authority to extend current arrangements - Bury CCG	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
	Extend as appropriate all Bury CCG arrangements in line with action plan timeline	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
Commissioning	TBA																																

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PHASE 1 - Pre Project Planning		Bury's Children and Young People's Integrated Health and Wellbeing Service																															
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe															Comments											
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Governance	Agree Project Management documentation to be used	Lesley Jones (C&WB)	Margaret O'Dwyer (CCG)	17/05/2016	Complete	17/05/2016																											
	Identify management meetings, dates and ToR for Bury CCG	Rachel Davis (C&WB)	Jackie Chrystan (CCG) Julie Hall (CCG)	11/05/2016	Complete	11/05/2016																											
	Bury CCG - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Michael Hargreaves (CCG)	11/05/2016	Outstanding CCG Procurement - contacted CCG numerous times Michael Hargreaves following up - 08/09/16																												
	Communities and Wellbeing, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Children, Young People and Culture, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)	Angela Broadhurst (Childrens)	11/05/2016	Complete	11/05/2016																											
	Bury Council - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Andrew Woods (Bury Council)	11/05/2016	Complete	11/05/2016																											
	Map governance arrangements for Bury Council and Bury CCG to show process and timescales	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Make recommendation for Governance of project	Lesley Jones (C&WB)	Steering Group	17/05/2016	Recommendation made to JCG and Health and Social Care Partnership Board	11/05/2016																											
	Governance process signed off by appropriate Board	Lesley Jones (C&WB)		27/05/2016	The governance report was discussed at JCG and Health and Social Care Partnership Board	16/06/2016																											
Establish Steering Group	Identify members of the Steering Group	Lesley Jones (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Develop and agree Terms of Reference	Lesley Jones (C&WB)	Steering Group	24/06/2016	Complete	21/06/2016																											
	Design meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Implement meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
Mapping	Identify what information is to be collected for Bury Services	Lesley Jones (C&WB)	Steering Group	13/04/2016	Complete	13/04/2016																											
	Bury CCG																																
	Identify and collate Bury CCG Primary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Services identified in May 2016, detail still outstanding Some progress made, Michael Hargreaves to continue to follow up - 08/09/16																												
	Identify and collate Bury CCG Secondary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Complete	06/09/2016																											
	Communities and Wellbeing																																
	Collate relevant Public Health funded services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Review and collate service information for children and young peoples services from the Commissioning Board schedule of services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Seek approval to include 18-25 year old Social Care services	Lesley Jones (C&WB)		27/09/2016	Lesley Jones to discuss with Julie Gonda																												
	Children, Young People and Culture																																
	Identify commissioned services (0-18 years)	Karen Whitehead (Childrens)	Karen Whitehead (Childrens) Rachel Davis (C&WB)	31/08/2016	Complete	10/05/2016																											
	Identify Early Years services (0-5 years)	Rachel Davis (C&WB)	Sue Reynolds (Childrens) Collette Radcliffe (Childrens) Sue Dickinson (Childrens) Joanne Ash (Childrens)	31/08/2016	Complete	02/08/2016																											
	Seek approval to include Children's Social Care services	Lesley Jones (C&WB)	Rachel Davis	27/09/2016	Lesley Jones to discuss with Mark Carriline																												
	Total identified spend for Bury	Rachel Davis (C&WB)		31/08/2016	Cannot be completed until all service information is received																												
Outline Business Case (OBC)	Draft OBC	Rachel Davis (C&WB)		13/05/2016	Complete	13/05/2016																											
	Consult on OBC with Steering Group	Rachel Davis (C&WB)	Steering Group	25/07/2016	Consulted upon various times with various people / groups	25/07/2016																											
	Finalise OBC with Steering Group approval	Lesley Jones (C&WB)	Steering Group	25/08/2016	Complete	22/08/2016																											

PHASE 1 - Pre Project Planning	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
	Take OBC through agreed Governance	Lesley Jones (C&WB)		22/09/2016	JCG - 06/09/16 CCG Clinical Cabinet 07/09/16 (deferred to next meeting) Health & SC P/ship 15/09/16 Health and Wellbeing Board 22/09/16																													
Current Contractual obligations	Seek legal and procurement advice regarding contract alignment and extension - Bury CCG	Karen Richardson (Childrens)	Stuart Moore (GM Shared Services)	30/09/2016																														
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Communities and Wellbeing	Deborah Yates (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Children, Young People and Culture	Manni Dhokia (Childrens)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
Communication Plan	Draft Communications Plan: Service user consultation - include: Bury Parent Forum Stars Groups Wellbeing forum Private and Voluntary Sector	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Consult on Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Agree Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)		30/09/2016																														
Equality Impact Assessment (EIA)	Undertake EIA on approach to the project	Rachel Davis (C&WB)		30/09/2016																														
	Seek formal approval for EIA	Rachel Davis (C&WB)	Helen Smith (C&WB)	30/09/2016																														

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PHASE 2 - To inform delivery	Bury's Children and Young People's Integrated Health and Wellbeing Service																																		
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																												Comments
							2016												2017												2018				
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Health Needs Assessment (HNA) (click here to be taken to the action plan)	Develop detailed HNA Action Plan	Jon Hobday (C&WB)	Rachel Davis (C&WB)	27/07/2016	Complete	27/07/2016																													
	Complete HNA Action Plan	Jon Hobday (C&WB)	See action plan	10/03/2017																															
Pathways (click here to be taken to the action plan)	Develop detailed Action Plan				To be developed																														
	Complete Pathways Action Plan		See action plan		To be developed																														
Mapping	Shortlist mapped services to identify services in scope	Lesley Jones (C&WB)	Steering Group	31/10/2016																															
Service Redesign (click here to be taken to the action plan)	Develop detailed Service Redesign Action Plan	Rachel Davis (C&WB)	Steering Group	02/08/2016	Complete	02/08/2016																													
	Complete Service Redesign Action Plan	Rachel Davis (C&WB)	See action plan	31/03/2017																															
Finance	Identify budget available	Mark Carriline (Childrens) Lesley Jones (C&WB) Margaret O'Dwyer (CCG)	Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																															
	Financially model service offer against budget		Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																															
	Agree strategic finance agreement (efficiencies from current spend, ongoing contractual efficiencies?)	Lesley Jones (C&WB)	Mark Carriline (Childrens) Peter Lowe (Childrens) Lesley Jones (C&WB) Ann Barry (C&WB) Margaret O'Dwyer (CCG) Mike Woodhead (CCG)	30/11/2016																															
	Ensure Section 75 Agreement for pooled budgets covers all associated funding streams with service model	Jayne Hammond (R&R)	Michael Hargreaves (CCG)	30/11/2016																															
	Agree through appropriate governance	Lesley Jones (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/11/2016																															
Consultation	Gather previous Circles of Influence feedback	Rachel Davis (C&WB)	Heather Walton (Childrens)	02/06/2016	Complete	02/06/2016																													
	Request inclusion within June 2016 Circles of Influence event	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																													
	Agree Circles of Influence question and advise Health Walton	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																													

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PHASE 2 - Health Needs Assessment	Bury's Children and Young People's Integrated Health and Wellbeing Service																																		
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																												Comments
							2016												2017												2018				
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Health Needs Assessment - Data	Demographic and Health Profile Population Profile - Stage 1 - Demographic - Births - Ethnicity - Deprivation - Poverty	Jon Hobday (C&WB)	Helen Smith (C&WB)	02/09/2016	Complete - all data received	08/09/2016																													
	Demographic and Health Profile Health Profile - Stage 2 - Low birth weight - Healthy start - Screening and immunisations - Healthy weight and childhood obesity	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	23/09/2016																															
	Demographic and Health Profile Health Profile - Stage 2a - Smoking at time of delivery - Breastfeeding - Oral health	Anne Whittington (C&WB) Jon Hobday (C&WB)	Diane Halton (C&WB)	04/11/2016																															
	Demographic and Health Profile Health Profile - Stage 3 - Safeguarding children - Parents with a disability - Children with a disability - Children with additional needs - Early years education - School attendance - School readiness - Educational attainment	Jon Hobday (C&WB)	Manni Dhokia (Childrens)	23/09/2016																															
	Demographic and Health Profile Health Profile - Stage 4 - Midwifery - Health visiting - Family Nurse Partnership - Children's Centres - School nursing - Teenage pregnancy and parents - Third sector (incl. Homestart)	Jon Hobday (C&WB)	Diane Halton (C&WB) Shenna Paynter (C&WB)	21/10/2016																															
	Demographic and Health Profile Health Profile - Stage 5 - Mental Health / eating disorders / self harm - Sexual health - Substance misuse - Illnesses and accidents - Child deaths	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	04/11/2016																															
	Demographic and Health Profile Health Profile - Stage 6 - Domestic abuse - Parents with drug and alcohol problems - Partnership working	Jon Hobday (C&WB)	Anne Whittington (C&WB)	04/11/2016																															
	Demographic and Health Profile Health Profile - Stage 7 - Young carers - Gypsy, Roma and Traveller Children - CSE / sexual violence	Jon Hobday (C&WB)	Anne Whittington (C&WB)	02/12/2016																															
	Demographic and Health Profile Health Profile - Stage 8 - Looked after children	Jon Hobday (C&WB)	Maxine Lomax (CCG)	02/12/2016																															
Pathways	Understand current pathways to help understand current services	Jon Hobday (C&WB)		10/03/2017																															
Health Needs Assessment - Consultation	Draft consultation plan	Jon Hobday (C&WB)		23/09/2016																															
	Agree consultation plan with Steering Group	Jon Hobday (C&WB)		27/09/2016																															
	Undertake consultation - service users, parents, service leads	Jon Hobday (C&WB)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)																																
Health Needs Assessment - completion	Complete Health Needs Assessment	Jon Hobday (C&WB)		10/03/2017																															
Governance	Agree through governance	Jon Hobday (C&WB)		09/03/2017	To take to Health and Wellbeing Board																														

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PHASE 2 - Pathways		Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
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Pathways	Understand formal pathways				Needs further development																													
	Pennine Care	Stuart Richardson (Pennine Care)			Needs further development																													
	GP Federation	Fiona Moore (GP Federation)			Needs further development																													
	CCGs	Cathy Fines (CCG)																																
	Children's services	Karen Whitehead (Children's)																																
	Data sharing (include full access to commissioners)				Needs further development																													

PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																										Comments
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Research	Contact neighbouring organisations to discuss their Children and Young People's service commissioning status	Rachel Davis	Other LAs and CCGs	30/09/2016																													
	Research successful models for integrated services across England	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
	Collate service model documents from other organisations	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
Service Model	Gather other service model information from similar demographic areas and GM direction, and collate common themes	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Develop an information pack	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Issue information pack for review	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	17/10/2016																													
	Define model for Bury	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	Rachel Davis (C&WB) Michael Hargreaves (CCG)	02/11/2016																													
	Equality Impact Assessment	Rachel Davis (C&WB)	Helen Smith (C&WB) Steering Group	30/11/2016																													
Early Years Outcomes Framework	Identify outcomes from relevant strategies and existing services	Rachel Davis (C&WB)		31/03/2016	Complete	07/03/2016																											
	Collate outcomes	Rachel Davis (C&WB)		31/03/2016	Complete	29/03/2016																											
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		18/07/2016	Complete	11/07/2016																											
	Consult on Outcomes Framework with members of the Starting Well Partnership Board	Rachel Davis (C&WB)	Starting Well Partnership Board	18/07/2016	Complete	18/07/2016																											
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	02/08/2016	Met on 11/07/16 and 02/08/16 to discuss Information still outstanding																												
Early Years Strategy	Undertake Early Years Strategy Workshop	Bev Worthington (C&WB)	Rachel Davis (C&WB)	17/11/2015	Complete	17/11/2015																											
	Collate findings of the workshop into draft Early Years Strategy for Bury	Rachel Davis (C&WB)		31/03/2016	Complete	31/03/2016																											
	Meet with Performance and Information to collect relevant Bury profile data	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Review and include relevant Bury Health Profile data within Strategy	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Update and merge relevant School Readiness Score Card data with Strategy	Rachel Davis (C&WB)	Alison Foreman (Childrens)	31/03/2016	Complete	18/03/2016																											
	Gather Economic data	Rachel Davis (C&WB)	Simon Joos (R&R)	17/10/2016																													
	Gather Safeguarding data	Rachel Davis (C&WB)		17/10/2016																													
	Develop implementation plan	Rachel Davis (C&WB)	Starting Well Partnership Board	17/10/2016																													
5-18 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																													
	Consult on Outcomes Framework with members of the Children's Trust Operational Group and Children Management Team	Rachel Davis (C&WB)	Children's Trust Operational Group Children's Wider Management Group	06/01/2017																													
19-25 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													

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PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments			
							2016												2017													2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																														
	Consult on Outcomes Framework with members of the Learning Disability Partnership Board	Rachel Davis (C&WB)	Learning Disability Partnership Board (Cath Jones to confirm further meetings, awaiting call back)	06/01/2017																														
Consultation	Undertake Consultation Plan	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)		03/02/2017																														
Recommendation	Make service design recommendation	Lesley Jones (C&WB)	Jon Hobday (C&WB) Steering Group	31/03/2017	This will be informed by the HNA and the service model																													
Governance	Take through full governance as far as Cabinet	Lesley Jones (C&WB)		08/03/2017	Papers need issuing 28 days prior to Cabinet on 08/03/17 for publishing																													

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PHASE 3		Bury's Children and Young People's Integrated Health and Wellbeing Service																															
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																										Comments
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Current contract arrangements	Seek delegated authority to extend current arrangements - Communities and Wellbeing	Deborah Yates (C&WB)		30/11/2016																													
	Extend as appropriate all Communities and Wellbeing, Bury Council arrangements in line with action plan timeline	Deborah Yates (C&WB)		30/11/2016																													
	Seek delegated authority to extend current arrangements - Children Young People and Culture	Ruth Wheatley (Childrens)		30/11/2016																													
	Extend as appropriate all Children Young People and Culture, Bury Council arrangements in line with action plan timeline	Ruth Wheatley (Childrens)	Ruth Wheatley	30/11/2016																													
	Seek delegated authority to extend current arrangements - Bury CCG	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
	Extend as appropriate all Bury CCG arrangements in line with action plan timeline	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
Commissioning	TBA																																

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PHASE 1 - Pre Project Planning	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																										Comments
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Governance	Agree Project Management documentation to be used	Lesley Jones (C&WB)	Margaret O'Dwyer (CCG)	17/05/2016	Complete	17/05/2016																											
	Identify management meetings, dates and ToR for Bury CCG	Rachel Davis (C&WB)	Jackie Chrystan (CCG) Julie Hall (CCG)	11/05/2016	Complete	11/05/2016																											
	Bury CCG - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Michael Hargreaves (CCG)	11/05/2016	Outstanding CCG Procurement - contacted CCG numerous times Michael Hargreaves following up - 08/09/16																												
	Communities and Wellbeing, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Children, Young People and Culture, Bury Council - Identify management meetings, dates and ToR	Rachel Davis (C&WB)	Angela Broadhurst (Childrens)	11/05/2016	Complete	11/05/2016																											
	Bury Council - Identify mandatory meetings, dates and ToR	Rachel Davis (C&WB)	Andrew Woods (Bury Council)	11/05/2016	Complete	11/05/2016																											
	Map governance arrangements for Bury Council and Bury CCG to show process and timescales	Rachel Davis (C&WB)		11/05/2016	Complete	11/05/2016																											
	Make recommendation for Governance of project	Lesley Jones (C&WB)	Steering Group	17/05/2016	Recommendation made to JCG and Health and Social Care Partnership Board	11/05/2016																											
	Governance process signed off by appropriate Board	Lesley Jones (C&WB)		27/05/2016	The governance report was discussed at JCG and Health and Social Care Partnership Board	16/06/2016																											
Establish Steering Group	Identify members of the Steering Group	Lesley Jones (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Develop and agree Terms of Reference	Lesley Jones (C&WB)	Steering Group	24/06/2016	Complete	21/06/2016																											
	Design meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
	Implement meeting schedule	Rachel Davis (C&WB)	Maureen Foden (C&WB)	29/04/2016	Complete	25/04/2016																											
Mapping	Identify what information is to be collected for Bury Services	Lesley Jones (C&WB)	Steering Group	13/04/2016	Complete	13/04/2016																											
	Bury CCG																																
	Identify and collate Bury CCG Primary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Services identified in May 2016, detail still outstanding Some progress made, Michael Hargreaves to continue to follow up - 08/09/16																												
	Identify and collate Bury CCG Secondary Care commissioned service information for children and young people	Margaret O'Dwyer (CCG)	Michael Hargreaves (CCG) Cath Tickle (CCG)	31/08/2016	Complete	06/09/2016																											
	Communities and Wellbeing																																
	Collate relevant Public Health funded services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Review and collate service information for children and young peoples services from the Commissioning Board schedule of services	Rachel Davis (C&WB)		31/08/2016	Complete	29/07/2016																											
	Seek approval to include 18-25 year old Social Care services	Lesley Jones (C&WB)		27/09/2016	Lesley Jones to discuss with Julie Gonda																												
	Children, Young People and Culture																																
	Identify commissioned services (0-18 years)	Karen Whitehead (Childrens)	Karen Whitehead (Childrens) Rachel Davis (C&WB)	31/08/2016	Complete	10/05/2016																											
	Identify Early Years services (0-5 years)	Rachel Davis (C&WB)	Sue Reynolds (Childrens) Collette Radcliffe (Childrens) Sue Dickinson (Childrens) Joanne Ash (Childrens)	31/08/2016	Complete	02/08/2016																											
	Seek approval to include Children's Social Care services	Lesley Jones (C&WB)	Rachel Davis	27/09/2016	Lesley Jones to discuss with Mark Carriline																												
	Total identified spend for Bury	Rachel Davis (C&WB)		31/08/2016	Cannot be completed until all service information is received																												
Outline Business Case (OBC)	Draft OBC	Rachel Davis (C&WB)		13/05/2016	Complete	13/05/2016																											
	Consult on OBC with Steering Group	Rachel Davis (C&WB)	Steering Group	25/07/2016	Consulted upon various times with various people / groups	25/07/2016																											
	Finalise OBC with Steering Group approval	Lesley Jones (C&WB)	Steering Group	25/08/2016	Complete	22/08/2016																											

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PHASE 1 - Pre Project Planning	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
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	Take OBC through agreed Governance	Lesley Jones (C&WB)		22/09/2016	JCG - 06/09/16 CCG Clinical Cabinet 07/09/16 (deferred to next meeting) Health & SC P/ship 15/09/16 Health and Wellbeing Board 22/09/16																													
Current Contractual obligations	Seek legal and procurement advice regarding contract alignment and extension - Bury CCG	Karen Richardson (Childrens)	Stuart Moore (GM Shared Services)	30/09/2016																														
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Communities and Wellbeing	Deborah Yates (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
	Seek legal and procurement advice regarding contract alignment and extension - Bury Council Children, Young People and Culture	Manni Dhokia (Childrens)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/09/2016	Meeting booked for 4th October - no availability in September																													
Communication Plan	Draft Communications Plan: Service user consultation - include: Bury Parent Forum Stars Groups Wellbeing forum Private and Voluntary Sector	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Consult on Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)	30/09/2016																														
	Agree Communications Plan with Steering Group	Rachel Davis (C&WB) Michael Hargreaves (CCG)		30/09/2016																														
Equality Impact Assessment (EIA)	Undertake EIA on approach to the project	Rachel Davis (C&WB)		30/09/2016																														
	Seek formal approval for EIA	Rachel Davis (C&WB)	Helen Smith (C&WB)	30/09/2016																														

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Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments			
							2016												2017													2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar	
Health Needs Assessment (HNA) (click here to be taken to the action plan)	Develop detailed HNA Action Plan	Jon Hobday (C&WB)	Rachel Davis (C&WB)	27/07/2016	Complete	27/07/2016																												
	Complete HNA Action Plan	Jon Hobday (C&WB)	See action plan	10/03/2017																														
Pathways (click here to be taken to the action plan)	Develop detailed Action Plan				To be developed																													
	Complete Pathways Action Plan		See action plan		To be developed																													
Mapping	Shortlist mapped services to identify services in scope	Lesley Jones (C&WB)	Steering Group	31/10/2016																														
Service Redesign (click here to be taken to the action plan)	Develop detailed Service Redesign Action Plan	Rachel Davis (C&WB)	Steering Group	02/08/2016	Complete	02/08/2016																												
	Complete Service Redesign Action Plan	Rachel Davis (C&WB)	See action plan	31/03/2017																														
Finance	Identify budget available	Mark Carriline (Childrens) Lesley Jones (C&WB) Margaret O'Dwyer (CCG)	Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																														
	Financially model service offer against budget		Peter Lowe (Childrens) Ann Barry (C&WB) Mike Woodhead (CCG)	30/11/2016																														
	Agree strategic finance agreement (efficiencies from current spend, ongoing contractual efficiencies?)	Lesley Jones (C&WB)	Mark Carriline (Childrens) Peter Lowe (Childrens) Lesley Jones (C&WB) Ann Barry (C&WB) Margaret O'Dwyer (CCG) Mike Woodhead (CCG)	30/11/2016																														
	Ensure Section 75 Agreement for pooled budgets covers all associated funding streams with service model	Jayne Hammond (R&R)	Michael Hargreaves (CCG)	30/11/2016																														
	Agree through appropriate governance	Lesley Jones (C&WB)	Jayne Hammond (R&R) Sarah Janusz (R&R)	30/11/2016																														
Consultation	Gather previous Circles of Influence feedback	Rachel Davis (C&WB)	Heather Walton (Childrens)	02/06/2016	Complete	02/06/2016																												
	Request inclusion within June 2016 Circles of Influence event	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																												
	Agree Circles of Influence question and advise Health Walton	Rachel Davis (C&WB)	Steering Group	10/06/2016	Complete	10/06/2016																												

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PHASE 2 - Health Needs Assessment	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																											Comments
							2016												2017												2018			
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Health Needs Assessment - Data	Demographic and Health Profile Population Profile - Stage 1 - Demographic - Births - Ethnicity - Deprivation - Poverty	Jon Hobday (C&WB)	Helen Smith (C&WB)	02/09/2016	Complete - all data received	08/09/2016																												
	Demographic and Health Profile Health Profile - Stage 2 - Low birth weight - Healthy start - Screening and immunisations - Healthy weight and childhood obesity	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	23/09/2016																														
	Demographic and Health Profile Health Profile - Stage 2a - Smoking at time of delivery - Breastfeeding - Oral health	Anne Whittington (C&WB) Jon Hobday (C&WB)	Diane Halton (C&WB)	04/11/2016																														
	Demographic and Health Profile Health Profile - Stage 3 - Safeguarding children - Parents with a disability - Children with a disability - Children with additional needs - Early years education - School attendance - School readiness - Educational attainment	Jon Hobday (C&WB)	Manni Dhokia (Childrens)	23/09/2016																														
	Demographic and Health Profile Health Profile - Stage 4 - Midwifery - Health visiting - Family Nurse Partnership - Children's Centres - School nursing - Teenage pregnancy and parents - Third sector (incl. Homestart)	Jon Hobday (C&WB)	Diane Halton (C&WB) Shenna Paynter (C&WB)	21/10/2016																														
	Demographic and Health Profile Health Profile - Stage 5 - Mental Health / eating disorders / self harm - Sexual health - Substance misuse - Illnesses and accidents - Child deaths	Anne Whittington (C&WB) Jon Hobday (C&WB)	Helen Smith (C&WB)	04/11/2016																														
	Demographic and Health Profile Health Profile - Stage 6 - Domestic abuse - Parents with drug and alcohol problems - Partnership working	Jon Hobday (C&WB)	Anne Whittington (C&WB)	04/11/2016																														
	Demographic and Health Profile Health Profile - Stage 7 - Young carers - Gypsy, Roma and Traveller Children - CSE / sexual violence	Jon Hobday (C&WB)	Anne Whittington (C&WB)	02/12/2016																														
	Demographic and Health Profile Health Profile - Stage 8 - Looked after children	Jon Hobday (C&WB)	Maxine Lomax (CCG)	02/12/2016																														
Pathways	Understand current pathways to help understand current services	Jon Hobday (C&WB)		10/03/2017																														
Health Needs Assessment - Consultation	Draft consultation plan	Jon Hobday (C&WB)		23/09/2016																														
	Agree consultation plan with Steering Group	Jon Hobday (C&WB)		27/09/2016																														
	Undertake consultation - service users, parents, service leads	Jon Hobday (C&WB)	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)																															
Health Needs Assessment - completion	Complete Health Needs Assessment	Jon Hobday (C&WB)		10/03/2017																														
Governance	Agree through governance	Jon Hobday (C&WB)		09/03/2017	To take to Health and Wellbeing Board																													

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PHASE 2 - Pathways		Bury's Children and Young People's Integrated Health and Wellbeing Service																																			
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to Date	Complete	Timeframe																														Comments
							2016												2017												2018						
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar					
Pathways	Understand formal pathways					Needs further development																															
	Pennine Care	Stuart Richardson (Pennine Care)				Needs further development																															
	GP Federation	Fiona Moore (GP Federation)				Needs further development																															
	CCGs	Cathy Fines (CCG)																																			
	Children's services	Karen Whitehead (Children's)																																			
	Data sharing (include full access to commissioners)					Needs further development																															

PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																										Comments
							2016												2017												2018		
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Research	Contact neighbouring organisations to discuss their Children and Young People's service commissioning status	Rachel Davis	Other LAs and CCGs	30/09/2016																													
	Research successful models for integrated services across England	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
	Collate service model documents from other organisations	Rachel Davis	Michael Hargreaves (CCG)	30/09/2016																													
Service Model	Gather other service model information from similar demographic areas and GM direction, and collate common themes	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Develop an information pack	Rachel Davis (C&WB) Michael Hargreaves (CCG)		17/10/2016																													
	Issue information pack for review	Rachel Davis (C&WB) Michael Hargreaves (CCG)	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	17/10/2016																													
	Define model for Bury	Lesley Jones (C&WB) Karen Whitehead (C&WB) Cathy Fines (CCG)	Rachel Davis (C&WB) Michael Hargreaves (CCG)	02/11/2016																													
	Equality Impact Assessment	Rachel Davis (C&WB)	Helen Smith (C&WB) Steering Group	30/11/2016																													
Early Years Outcomes Framework	Identify outcomes from relevant strategies and existing services	Rachel Davis (C&WB)		31/03/2016	Complete	07/03/2016																											
	Collate outcomes	Rachel Davis (C&WB)		31/03/2016	Complete	29/03/2016																											
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		18/07/2016	Complete	11/07/2016																											
	Consult on Outcomes Framework with members of the Starting Well Partnership Board	Rachel Davis (C&WB)	Starting Well Partnership Board	18/07/2016	Complete	18/07/2016																											
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	02/08/2016	Met on 11/07/16 and 02/08/16 to discuss Information still outstanding																												
Early Years Strategy	Undertake Early Years Strategy Workshop	Bev Worthington (C&WB)	Rachel Davis (C&WB)	17/11/2015	Complete	17/11/2015																											
	Collate findings of the workshop into draft Early Years Strategy for Bury	Rachel Davis (C&WB)		31/03/2016	Complete	31/03/2016																											
	Meet with Performance and Information to collect relevant Bury profile data	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Review and include relevant Bury Health Profile data within Strategy	Rachel Davis (C&WB)	Performance and Intelligence Team (C&WB)	31/03/2016	Complete	18/03/2016																											
	Update and merge relevant School Readiness Score Card data with Strategy	Rachel Davis (C&WB)	Alison Foreman (Childrens)	31/03/2016	Complete	18/03/2016																											
	Gather Economic data	Rachel Davis (C&WB)	Simon Joos (R&R)	17/10/2016																													
	Gather Safeguarding data	Rachel Davis (C&WB)		17/10/2016																													
	Develop implementation plan	Rachel Davis (C&WB)	Starting Well Partnership Board	17/10/2016																													
5-18 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																													
	Consult on Outcomes Framework with members of the Children's Trust Operational Group and Children Management Team	Rachel Davis (C&WB)	Children's Trust Operational Group Children's Wider Management Group	06/01/2017																													
19-25 Outcomes Framework	Identify outcomes from relevant strategies and existing services	Helen Smith (C&WB)		05/12/2016																													
	Collate outcomes	Helen Smith (C&WB)		05/12/2016																													
	Align Outcomes Framework with relevant local and GM Strategies	Rachel Davis (C&WB)		05/12/2016																													

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PHASE 2 - Service Redesign	Bury's Children and Young People's Integrated Health and Wellbeing Service																																	
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																											Comments
							2016												2017												2018			
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
	Consult with Performance Teams to identify Performance Indicators relevant to Outcomes on the Framework	Rachel Davis (C&WB)	Helen Smith (C&WB)	05/12/2016																														
	Consult on Outcomes Framework with members of the Learning Disability Partnership Board	Rachel Davis (C&WB)	Learning Disability Partnership Board (Cath Jones to confirm further meetings, awaiting call back)	06/01/2017																														
Consultation	Undertake Consultation Plan	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)		03/02/2017																														
Recommendation	Make service design recommendation	Lesley Jones (C&WB)	Jon Hobday (C&WB) Steering Group	31/03/2017	This will be informed by the HNA and the service model																													
Governance	Take through full governance as far as Cabinet	Lesley Jones (C&WB)		08/03/2017	Papers need issuing 28 days prior to Cabinet on 08/03/17 for publishing																													

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PHASE 3	Bury's Children and Young People's Integrated Health and Wellbeing Service																																
Category	Key Actions	Responsible person	Who else needs to be involved?	Deadline	Progress to date	Complete	Timeframe																								Comments		
							2016												2017													2018	
							Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar
Current contract arrangements	Seek delegated authority to extend current arrangements - Communities and Wellbeing	Deborah Yates (C&WB)		30/11/2016																													
	Extend as appropriate all Communities and Wellbeing, Bury Council arrangements in line with action plan timeline	Deborah Yates (C&WB)		30/11/2016																													
	Seek delegated authority to extend current arrangements - Children Young People and Culture	Ruth Wheatley (Childrens)		30/11/2016																													
	Extend as appropriate all Children Young People and Culture, Bury Council arrangements in line with action plan timeline	Ruth Wheatley (Childrens)	Ruth Wheatley	30/11/2016																													
	Seek delegated authority to extend current arrangements - Bury CCG	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
	Extend as appropriate all Bury CCG arrangements in line with action plan timeline	Stuart Moore (GM Shared Care)	Michael Hargreaves	30/11/2016																													
Commissioning	TBA																																

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Bury Health and Wellbeing Board

Title of the Report	Helping Yourself to Wellbeing programme (HYTWB) progress report
Date	22nd September 2016
Contact Officer	Joanne Smith
HWB Lead in this area	Lesley Jones, Director of Public Health

1. Executive Summary

Is this report for?	Information <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Decision <input type="checkbox"/>
Why is this report being brought to the Board?	Update on progress		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. www.theburydirectory.co.uk/healthandwellbeingboard	Priorities - 2,3,4		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA) http://jsna.theburydirectory.co.uk/kb5/bury/jsna/home.page	n/a		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.	To note the content of the progress report and actively promote the Helping Yourself to Wellbeing Programme		
What requirement is there for internal or external communication around this area?	Promote the Helping Yourself to Wellbeing Programme wherever possible		
Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	Communities & Wellbeing Wider Management Team and Senior Leadership Team, Bury Council		

2. Introduction / Background

This progress report summary seeks to track the progress of the HYTWB programme from 2008- 2013 when it was 'Self Care for You' and 'Helping yourself to Health' (prior to the pilot), during the review and pilot phase, to the new and improved programme delivery and launch including proposed future developments to the programme.

3. key issues for the Board to Consider

1.0 Background/Context

- 1.1 Early versions of the Helping Yourself to Wellbeing programme were developed by the Department of Health and NHS Bury (formerly Bury PCT) and delivered by the Public Health Team back in 2010 as 'Self Care for You' courses that were designed to reduce the burden on the NHS.
- 1.2 Following the merger of Public Health and Bury Council in 2013 (in shadow form during 2012), the principles 'Self Care for You' were used to develop a local Bury programme, 'Helping Yourself to Health' which supported the prevention and early intervention agenda for health and social care.
- 1.3 In 2015, the 'Helping Yourself to Health' programme was reviewed and findings from the review resulted in a pilot trialling a number of developments to the programme. These included new name and branding that reflected the 'wellbeing' agenda (the wider determinants of health), programme delivery, monitoring and evaluation. The pilot was the early development of the 'Helping Yourself to Wellbeing' Programme.
- 1.4 A number of changes were made to the pilot programme to develop the new and improved 'Helping Yourself to Wellbeing' programme which is now being delivered but will be officially launched on 3rd November 2016. The programme builds upon the prevention and early intervention agenda, and supports the overall ethos of Neighbourhood Working which is helping people to help themselves to good health and wellbeing.
- 1.5 The Helping Yourself to Wellbeing programme is offered and available to anyone over the age of 18 living, working or studying in Bury.
- 1.6 The programme management for the Helping Yourself to Wellbeing (quality assurance and lead trainers) is managed by The Social Development Team but the programme is delivered in partnership with Team Bury and community and voluntary organisations.

2.0 Progress Report

2.1 The progress report summary seeks to track the progress of the HYTWB programme from 2008- 2013 when it was 'Self Care for You' and 'Helping yourself to Health' (prior to the pilot), during the review and pilot phase, to the new and improved programme delivery and launch including proposed future developments to the programme.

3.0 2008-2010- 'Self Care for You' (SCFU)

3.1 Programme developed by Department of Health and NHS Bury.

3.2 The course was funded by:

- NHS North West and NHS Bury in 2008
- NHS Bury and £10,000 Department for Health 'Communities for Health' funding in 2010

3.3 Programme promoted to key agencies only, delivered ad hoc when required to 'closed' groups and delivered by two trainers from NHS Bury.

3.4 Programme consisted of:

- 6 week sessions lasting for 1.5 hours, delivered in a free of charge community venue
- Course focussed on the medical model of health and wellbeing
- Participants pack
- Courses were evaluated using a standard NHS training feedback sheet

4.0 2010-2014- 'Helping Yourself to Health' Programme (HYTH)

4.1 Local programme developed using the principles of SCFU by NHS Bury and changed the title to 'Helping Yourself to Health', branded as Bury Council and using cartoon images taken from the 'Change 4Life' campaign.

4.2 The course was funded by Public Health grant as part of Bury Council

4.3 Programme had two elements:

- 'General access groups'
 - Courses delivered to the community by Lead trainers from Public Health which were open to all.
- 'Closed groups'
 - Courses delivered to targeted groups of people accessing services, organisations or groups. These were courses where Lead trainers had trained Tutors ('Train the trainer') to deliver courses to users of their service themselves.

- 4.4 Promoted to targeted groups and organisations but Tutors mainly recruited their own participants or were signposted via Job centre Plus.
- 4.5 'General access groups'
 - On average, 2.5 general access courses per year were delivered (8 over the four year period)
 - Each course had an average of 8 participants (64 participants in total).
- 4.6 'Closed groups'
 - On average, 17 ad hoc courses were delivered per year (69 over the four years)
 - Each course had on average of 7.6 participants per course (total of 524)
 - Closed courses were delivered by Tutors from Homestart Bury, NHS Bury, Six Town Housing, Children's Centres, Making Space, Bury EST and the Stroke Team
- 4.7 Programme consisted of:
 - 6 week programme with sessions increasing from 1.5 hours to 2 hours, delivered in a free of charge community venue
 - Course content was updated to focus on all aspects of physical and emotional wellbeing and lifestyle choices.
 - New Participants pack developed to include relevant leaflets and a certificate for completing the programme
 - Courses were evaluated using a standard Bury Council training feedback sheet
- 4.8 'Train the trainer' course was developed to include:
 - A two day training course to become a trainer
 - Assessment process and assessment form
 - Informal agreement to deliver courses to users of their own organisation
 - Optional lesson plans
 - Two Tutor Forums per year
- 5.0 2015/16- 6 month Pilot of 'Helping Yourself to Wellbeing' (HYTWB)
 - 5.1 An informal review of the HYTH programme took place after four years of delivering the new programme when Public Health staff delivering the programme became merged with the Social Development Team. The informal review aimed to identify what was working well with the programme and how it could be improved to widen the reach of people participating in the programme, increase the network of tutors and develop the course content to reflect the priorities of the Council.
 - 5.2 Findings from the review informed the creation of a pilot programme that ran alongside the existing course HYTH but delivered 7 pilot courses, delivered only by the lead trainers which

was re-branded, 'Helping Yourself to Wellbeing' (HYTWB). The new title reflected the shift from 'health' to the 'health & wellbeing' agenda that focussed upon the wider determinants of health, wellbeing and prevention and early intervention.

- 5.3 The pilot programme trialled a new modern 'look and feel' branding that used symbols rather than the cartoon 'Change4life' branding which was used previously.
- The pilot branding, 7 pilot courses and materials were funded by the Public Health grant, Bury Council
 - 7 pilot courses were delivered by Lead Tutors from Public Health Team in a six month period with an average of 8.3 participants per course (58 participants in total) delivered in a free of charge community venue
- 5.4 The pilot led to a number of improvements to the programme itself, evaluation process and tutor training programme.
- 5.5 Improvements to the programme as part of the pilot phase included:
- Development of a formal referral process via a central hub with a dedicated telephone line and email address
 - Forward planner of all courses scheduled for the year developed
 - Promotional material developed with the new look and feel branding including
 - Roll Banner
 - Flyers covering all sessions branded, 'Helping yourself to... happiness, health, wellbeing, confidence etc'
 - Posters
 - Event demonstration materials
 - The creation of a webpage on The Bury Directory.....
www.theburydirectory.co.uk/helpingyourselftowellbeing
containing details of all future dates, information about the programme, how to refer to the programme and feedback from participants on the course (including a video from a participant explaining how it changed their life)
 - Active promotion of courses to include schedule of events that can be attended to promote the programme
 - New participants pack and motivational resources including:
 - Participants Folder and course content sheets
 - Branded pen, mirror and stress ball
 - Confidence Booklet
 - 'Bag of happiness' (rubber, plaster, paper clip, love heart sweets, diamante gem, star die cut, string, penny and message to explain what each item represents)
 - Dementia Friends Pin Badge
 - 'I've helped myself to wellbeing' pin badge and certificate on completion of the programme
 - The Bury Directory flyer and promotional material

- Developed a series of Business Rules, processes and operating procedures for the programme
- Programme content increased to become 7 weeks and now includes a final week session on The Bury Directory and Dementia Awareness Training to provide people with the knowledge of the tools that will enable them to help themselves.

5.6 Improvements to the evaluation process as part of the pilot phase included:

- An evaluation of both the programme itself and what difference the course has made to people's lives.
- Programme evaluation developed via a post programme questionnaire
- Data collection system piloted to demonstrate what difference the course has made to people's lives which includes:
 - General Anxiety Disorder (GAD 7) and Patient Health Questionnaire (PHQ9) completed by all participants at the beginning and end of the programme (in line with partner agencies evaluation processes)
 - Monitoring/baseline wellbeing status questionnaire developed and 'Quality of Life Wheel' tool are completed by all participants at the beginning and end of the programme.

5.7 Improvements to the Tutor Training course as part of the pilot phase include:

- Tutor role description developed
- Updated assessment process and assessment form for all tutors
- Risk Assessment developed
- Lesson Plans developed
- Formal service manager/tutor agreement to deliver a minimum of two courses per year

5.8 Evaluation of the pilot programme found that:

- **100%** of participants show an improvement in their anxiety and depression scores
- On average, participants show a **68%** improvement of in their anxiety and depression scores
- **100%** of participants saw an improvement in a least one area of their life based on categories within the Quality of Life Wheel.
- **73%** of participants saw an overall improvement in 8 out of 11 areas of their life based on categories within the Quality of Life Wheel.
- Areas of their life that participants demonstrated the most improvement were:
 - Managing money
 - Health & wellbeing
 - Daily Life
- Participants reported up to an 80% improvement in these three areas of their life after completing the HYTWB Pilot programme.

- Qualitative feedback was excellent about the pilot programme, *"I now think I am in control of my life again and know where to get help if things get difficult"*.

6.0 New and improved 'Helping Yourself to Wellbeing' programme

6.1 Following on from a successful pilot phase, further improvements to the programme have been made to the course content, delivery, evaluation and financing prior to the planned official launch of the new programme in November 2016.

6.2 The new and improved HYTWB Programme will now offer:

- Regular 'Train the Trainer' sessions to encourage new tutors to deliver the programme and active promotion of these sessions to encourage an increase in the no. of tutors trained to deliver the programme.
- 'Open access' courses
 - 6 delivered per year by lead trainers (increase of 44% from pre-pilot)
 - Minimum participant numbers of 10 per session (20% increase from pilot)
- 'Closed courses'
 - A minimum of 17 courses per year delivered by the existing Tutor network
 - Further 6 courses scheduled to be delivered by new tutors (being trained in Sept)
 - This means a minimum no. of 23 courses will be delivered per year the tutor network (approx 230 places) which is an increase in the no. of these courses delivered by 25%
- This is an increase in the total number of courses delivered by 34% (pre pilot) to a minimum of 29 per year but this number will increase as the tutor network expands
- Text alerts/reminders to course participants of dates and times of courses to encourage attendance at all sessions
- 'Drop in' sessions every 6 weeks for previous course participants that need continued support. These have been set up based on feedback from participants who would like to keep in contact with tutors and access ad hoc support after the programme has ended.
- Tutor pen pictures delivering the course displayed on course roll banners
- Facilitators handbook with lesson plans developed to support Tutor delivery of the programme
- Refined assessment form to ensure the correct information is being captured to support effective course evaluation
- Improved course content to now include:
 - Optional IWIYW physical activity session (practical session)
 - Additional thematic ad-ons if and when required or needed

- 6.3 The HYTWB programme has minimal running costs and these consist only of course materials. Based on the projected number of courses to be delivered every year results in around £1,500 per year.
- 6.4 In order to ensure the programme is self financing, lead trainers have been able to income generate on average £1,600 per year by delivering bespoke courses to closed groups where 'train the trainer' tutor led courses were not viable. Two of these courses were delivered as part of the pilot phase of the programme which have enabled the running costs for the next 12 months of the programme to be self financing, reducing the burden on the public health grant.
- 6.5 A further two bespoke courses have been scheduled for 16/17 and these are being actively promoted to increase income generation for the programme to enable it to develop further.

7.0 Next steps for Helping Yourself to Wellbeing 2016/17 and beyond:

- 7.1 Launch the new and improved HYTWB programme and promote as widely as possible from September onwards.
- 7.2 Launch the new and improved tutor training programme, handbook, formal training agreement, programme and evaluation materials in November to existing tutor network.
- 7.3 Continue to increase the tutor network to train tutors from as many organisations and groups as possible to deliver a minimum of two courses per year.
- 7.4 Increase the number of courses delivered to increase the number of people successfully completing the programme and 'helping themselves to good health and wellbeing'
- 7.5 Continue to income generate by seeking to deliver an increased number of bespoke courses to cover running costs of the programme which will go up as the number of courses being delivered increases.
- 7.6 HYTWB is a key enabler to deliver Neighbourhood Working and therefore participants from the two Trailblazer areas Bury East and Radcliffe will be actively targeted to complete the programme.

8.0 Summary

- 8.1 HYTWB makes a real difference to people's lives and really does help people to help themselves in all aspects of their life which supports the ethos of Neighbourhood Working. For more information about future courses or how to become a tutor and

deliver the programme, please visit
www.theburydirectory/helpingyourselftowellbeing.

1.0 Recommendations for action

The Health and Wellbeing board is requested to note the contents of the progress report and actively promote the Helping Yourself to Wellbeing programme.

2.0 Financial and legal implications (if any) If necessary please seek advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

n/a

3.0 Equality/Diversity Implications. Please attach the completed Equality and Analysis Form if required.

n/a

CONTACT DETAILS:

Contact Officer: Joanne smith

Telephone number: 0161 253 6878

E-mail address: j.smith@bury.gov.uk

Date: 22/09/2016

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HELPING YOURSELF TO WELLBEING

A course to help individuals to self care and improve their health and wellbeing. To provide people with the knowledge, skills and tools to improve their confidence and motivation to set realistic goals for making changes to their lifestyle.

Pre Social Development Team

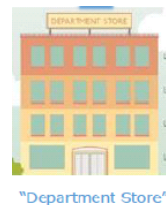
Social Development Team

Social Development Team

DRIVERS

To reduce burden on NHS services through promoting Self Care.

“Department Store”



Health and Social Care working together to improve Health and Wellbeing of individuals

“The Lawn”



Team Bury working together to help improve health and wellbeing and all aspects of individuals' health.

“Wider Community”



BACKGROUND

2008

Department of Health & NHS BURY 'Self Care for You'.



- Delivered to local communities

2010 – 2012



- Delivered to communities and Train the Trainer

2013

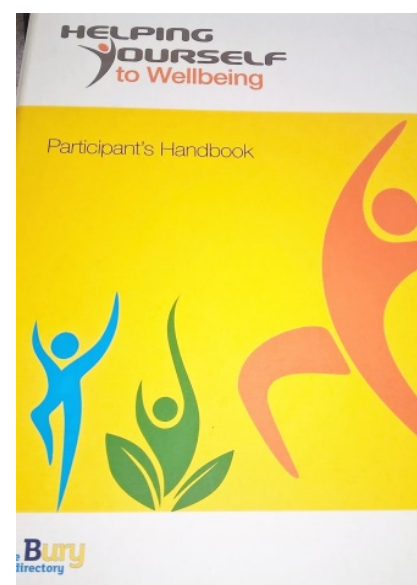
Used principles of SC4U to develop Bury Programme Helping Yourself to Health



- Communities and Train the Trainer

2015/16

Pilot Helping Yourself to Wellbeing



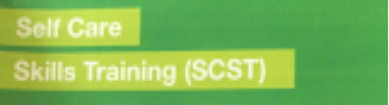







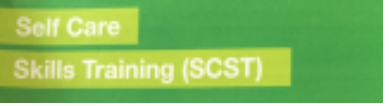

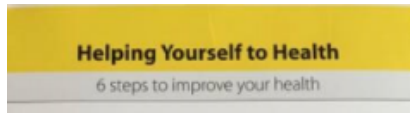

Sept 2016

NEW package


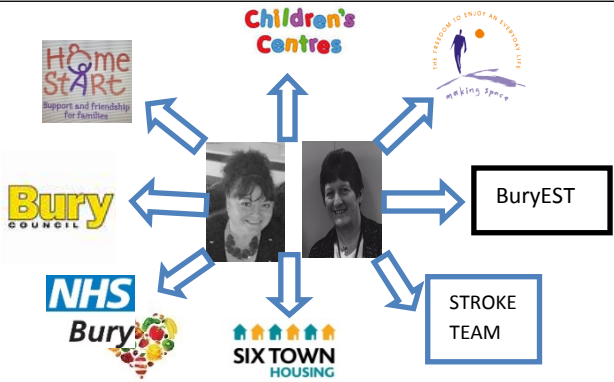










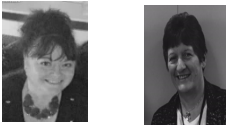




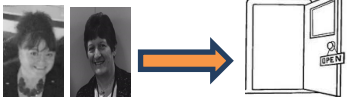



- Banners provided at each session
- Motivational resources





FINANCES PROVIDED BY

2008 Self Care for You	2015/16 Pilot Helping Yourself to Wellbeing	Sept 2016 NEW package
  <p>NHS North West NHS Bury</p>	  <p>Bury COUNCIL Public Health</p> <ul style="list-style-type: none"> Pilot funded by Public Health within Bury Council 	  <p>Bury COUNCIL + Staff time</p>   <p>Running Cost + Materials</p> <p>Bespoke Courses Income generation from funded courses £1800 per year</p>
2010 – 2012 Self Care for You		
  <p>NHS Bury £10K</p> <p><small>Department of Health Communities for Health A Choosing Health Programme</small></p>		
2013 Helping Yourself to Health		
  <p>Bury COUNCIL Public Health</p>		

WHO DELIVERS HY2W?







2008 – 10 NHS Bury	2010 – 2014 NHS Bury Bury COUNCIL	2015-16 (pilot) Bury COUNCIL	2016 Team Bury Working Together For A Better Bury
 <ul style="list-style-type: none"> Joanne Smith and Cath Coward Health Improvement Officers, Public Health Team 	 <ul style="list-style-type: none"> Health Improvement Officers as Lead Tutors Staff from agencies listed above 	<p>Quality of programme ↑</p>  <p>ALL OTHER FACILITATORS SUSPENDED</p> <p>Rationalised the facilitator base</p>	  <ul style="list-style-type: none"> Health Improvement Officers become Lead facilitators to train and empower staff to deliver the course on SDT's behalf. <p>Agencies committed to train in September 2016 Adullam, ADAB, Six Town Housing, Stroke Team, One Recovery</p>

COURSE TYPE			
2008 – 10 	 2010 – 2014 	2015-16 (pilot) 	2016 + 
<p>Health and Social Care</p>  <ul style="list-style-type: none"> Promoted course to agencies – closed groups (Ad hoc delivery) 	<p>Health and Wellbeing</p>  <ul style="list-style-type: none"> Targeted intervention Agencies to deliver courses in house on an ad hoc basis 	<p>Open groups</p>  <ul style="list-style-type: none"> Access to all + Train the trainer 	<p>Wider Community</p> <p>Future courses to be split into three categories:</p> <p>1 Closed groups   In-house by partner agencies</p> <p>2 Open groups  </p> <p>Free to those that live, work, study or are registered with a Bury GP - rolling programme</p> <p>3 Bespoke closed  </p> <p>Funded e.g. Positive Steps course at BALC</p> <p style="text-align: center;">+</p> <p>Train the trainer</p>


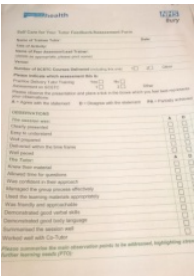
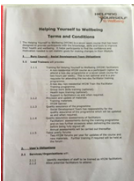

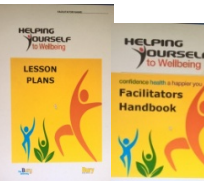

NO OF COURSES DELIVERED				
2008 – 10 2 years		2010 – 2014 4 years	2015-16 (pilot) 6 months	2016 +
	No data collected	 X 8 courses in total = 2.66 per year	 X 7 courses in total	 X 6 courses p.a. <i>44% increase in no. of courses delivered</i>
		<ul style="list-style-type: none"> 64 attendees in total Average 8 participants per course 	<ul style="list-style-type: none"> 58 attendees in total An average of 8.3 people per course. 	<ul style="list-style-type: none"> 60 attendees approx Aim to have a min of 10 participants per course <i>25% increase in no. of participants per course</i>
Agencies	No data collected	69 courses in total (12 agencies + 6 vols) = 17.25 courses per year	<div>SERVICES SUSPENDED</div>	MIN 17 COURSES PER YEAR (5 agencies) + 6 further courses by agencies due to complete training Sept. = Total 23 courses per year <i>25% increase in no. of courses delivered</i>
		<ul style="list-style-type: none"> 524 attendees in total Average 7.6 participants per course 	<ul style="list-style-type: none"> During pilot all existing courses were suspended 	<ul style="list-style-type: none"> Aim to have a min of 10 participants per course. Some agencies will delivery to smaller groups















SYSTEMS AND PROCESSES





Referral Process

2008 – 10	2010 - 2014	2015 – 2016 (pilot)	2016 +
No referral process 	Signposting  <div>Facilitators recruited their own participants</div>	Formal referral process in place Central Hub Dedicated telephone line and email address 	As pilot <div>Book a place today 0161 253 7922 HY2W@bury.gov.uk</div>
		Promotional Material <ul style="list-style-type: none"> Flyers produced TBD page Community events - SELF REFERRAL 	As pilot 
		Signposted from : <ul style="list-style-type: none"> Physio Department Job Centre Plus BALC Lifestyle Service BEATS 	Formal Referral Form in place 


















Train the Trainer









Didn't Train the Trainer – course delivery only 	Developed <ul style="list-style-type: none"> Assessment Form Informal Agreement Optional Lesson Plans Tutors forum x 2 p.a. 	Developed business rules and processes <ul style="list-style-type: none"> Facilitator/Service Manager agreement Facilitator Role Description Risk Assessment Lesson Plans Updated Assessment Form  	Developed business rules and processes to include <ul style="list-style-type: none"> Facilitators handbook with Lesson Plans  NEW <ul style="list-style-type: none"> Pen portrait of facilitators Dementia Friends Champion training New assessment form 
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Course Development			
2008 – 10	2010 - 2014	2015 -2016 (pilot)	2016 +
No development 	Changed course title to Helping Yourself to Health <ul style="list-style-type: none"> Updated the course content and removed content that was copyrighted 	Changed course title to: Helpng Yourself to Wellbeing Updated logo and course content to include: <ul style="list-style-type: none"> General Anxiety Disorder (GAD 7) & Patient Health Questionnaire (PHQ 9) to align with partner agencies. Completed on week 1 & 7 Monitoring questionnaire/baseline wellbeing status HY2W wallet for paperwork Introduced NEW topic areas in participants pack – Dementia Awareness Displayed different roll banners at each session    	Helpng Yourself to Wellbeing Refined course following pilot to include: <ul style="list-style-type: none"> Participants' Personal development pack One generic roll banner for each session Pen Portrait on the roll banner Further motivational resources   
		Further updates during the pilot included: <ul style="list-style-type: none"> Wheel of Health completed on weeks 1 & 7 GAD 7 & PHQ questionnaires also completed on week 4 Motivational resources each week Introduced Dementia Friends session /The Bury Directory on week 7   	New <ul style="list-style-type: none"> Calendar of scheduled courses Text messaging service set up Drop in Sessions organised every 6 weeks (in response to request from participants)  


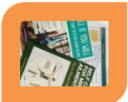


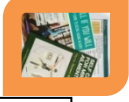





EVALUATION PROCESS			
2008–10	2010–14	2015–16 (pilot)	2016+
<p>Standard training evaluation sheet</p> 	<p>Standard training evaluation sheet</p> 	<ul style="list-style-type: none">Post Course Survey Monkey questionnaire for evaluationData Collection System set up 	<ul style="list-style-type: none">New Evaluation form completed at week 7Full Data Collection System to enable effective monitoring and evaluation of course. 
PROMOTION and MARKETING OF HY2W			
Pre HY2W	Pilot	Since the pilot and Future	
<p>No direct promotion of courses</p> <ul style="list-style-type: none">Little or no promotion except to targeted groupsNo website	<p>Branded promotional materials were developed</p> <ul style="list-style-type: none">Wider promotion of the course at various community events throughout the 6 months periodPromotional talks at various services for targeted groupsSet up of initial page on TBD	<p>Display stand produced</p> <ul style="list-style-type: none">Promotion in conjunction with TBD at community and staff events, market place events, H&WB Board member Development days, etc.Promotional talks at various services for targeted groupsWeb page developed to include all course datesVideos to be produced from past participant to promote their story and improvement	

Course Content

Self Care for You	Helping Yourself to Health	Helping Yourself to Wellbeing (pilot)	Helping Yourself to Wellbeing – future
<ul style="list-style-type: none"> 6 weeks 1 1/2 hours each session 	<ul style="list-style-type: none"> 6 weeks 2 hours each session 	<ul style="list-style-type: none"> 7 weeks 2 hours each session 	<ul style="list-style-type: none"> 7 weeks 2 hours each session Additional add ons as required
Activity One Self care, Self Empowerment & Health Belief	Session 1 Introduction	Week 1 Introductory Session 	Week 1 Introductory Session 
Activity 2 Motivation & Behaviour Change	Session 2 Behaviour Change	Week 2 Behaviour Change – Why it isn't easy 	Week 2 Behaviour Change – Why it isn't easy 
Activity 3 Social Aspects of Health and Wellbeing	Session 3 Self Esteem & Confidence	Week 3 Self Esteem & Confidence 	Week 3 Self Esteem & Confidence 
Activity 4 Psychological Aspects of Health and Wellbeing	Session 4 Dealing with Stress & Anxiety	Week 4 Dealing with Stress & Anxiety 	Week 4 Dealing with Stress & Anxiety 
Activity 5 Physical Aspects of Health and Wellbeing – Eating	Session 5 Lifestyle Choices – Healthy Eating, Alcohol & Smoking	Week 5 Lifestyle Choices - Healthy Eating, Alcohol & Smoking 	Week 5 Lifestyle Choices – Healthy Eating, Alcohol & Smoking 
Activity 6 Physical Aspects of Health and Wellbeing – Exercise	Session 6 Lifestyle Choices – Physical Health, Sexual Health & Caring for Minor Ailments	Week 6 Lifestyle Choices – Physical Health, Sexual Health & Caring for Minor Ailments 	Week 6 Lifestyle Choices – Physical Health, Sexual Health & Caring for Minor Ailments 
		Week 7 Dementia Awareness 	Week 7 Dementia Awareness & The Bury Directory  

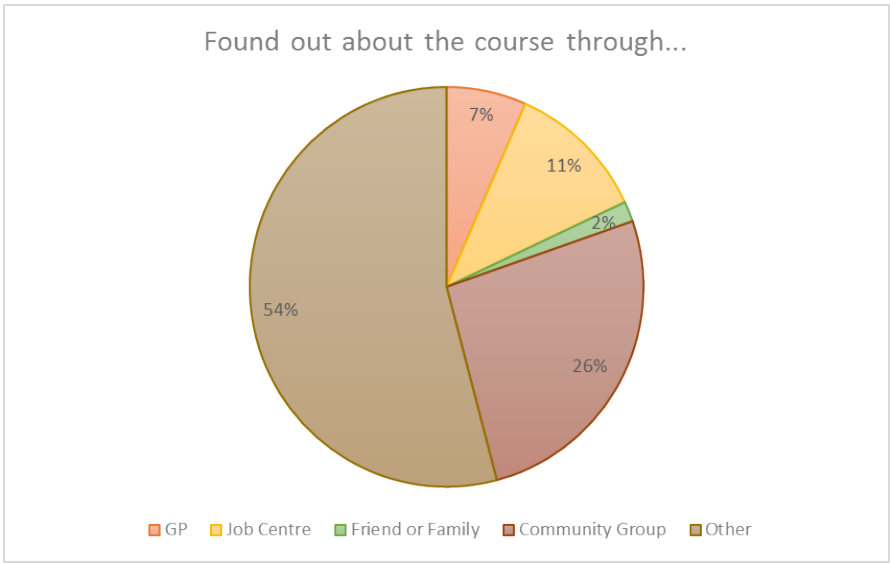
			IWIYW Physical Activity Session (practical) 
			Additional Ad ons as required
			NEW Drop in sessions – <ul style="list-style-type: none"> • 6 weekly • occasional speaker i.e. Lifestyle Service/sleep awareness

Material Given Out

Self Care for You	Helping Yourself to Health	Helping Yourself to Wellbeing (pilot)	Helping Yourself to Wellbeing – future
Participant's pack 	Participant's pack 	Participant's pack 	Participant's pack 
	<ul style="list-style-type: none"> - relevant leaflets  - Certificate 	<ul style="list-style-type: none"> - relevant leaflets  - pen and folder  - confidence booklet  - Mirror - stress ball  - dementia friends pin badge  - HY2W pin badge 	<ul style="list-style-type: none"> - relevant leaflets  - pen and folder  - butterfly magnet  - confidence booklet  - mirror - stress ball  - Dementia Friends pin badge  - HY2W pin badge

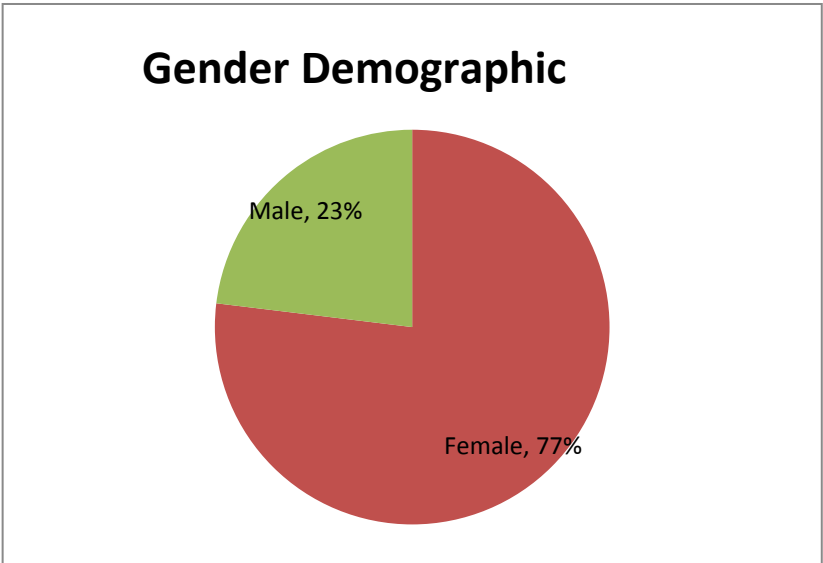
HY2W PILOT COURSE FINDINGS

Participant Recruitment



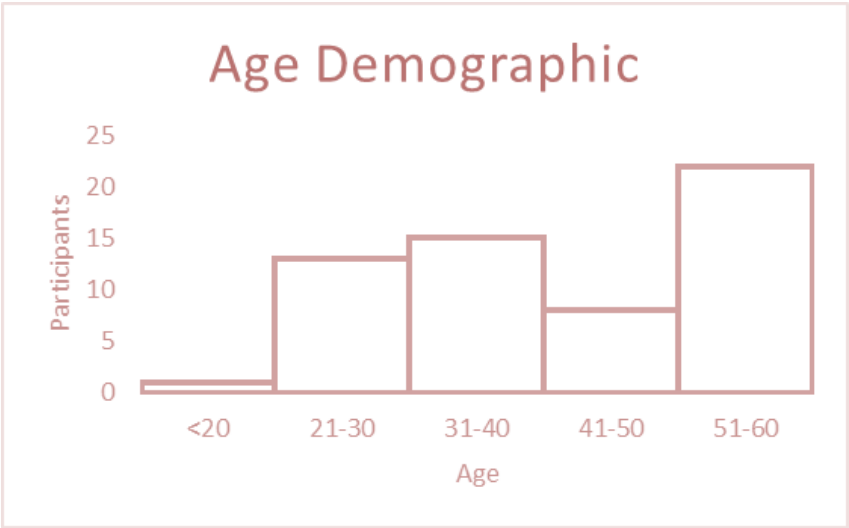
- 54% Closed groups at partner agencies, e.g. Standguide, The Orb
- 26% from Community Groups
- 11% Job Centre Plus
- 7% G.P.s
- 2% Friend/family

Gender



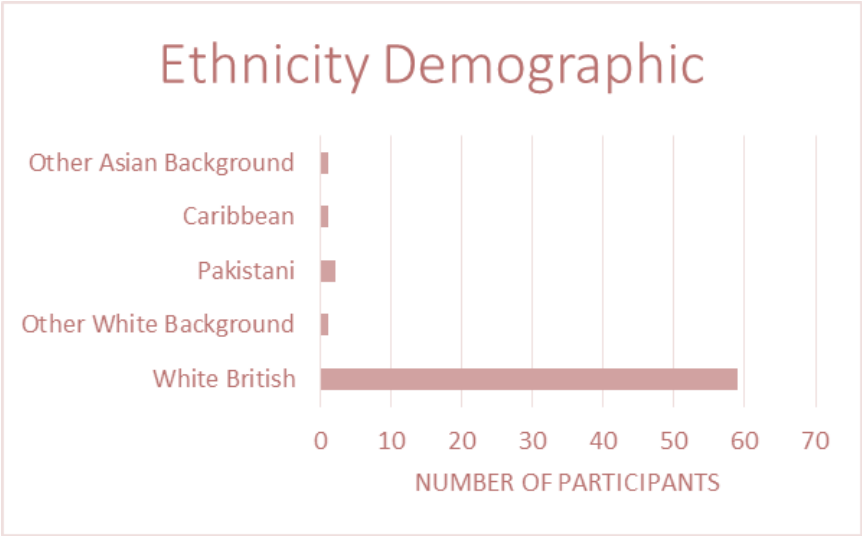
- Females 77%
- Males 23%

Age of participants



- <20 years 1
- 21 – 30 years 13
- 31 – 40 years 16
- 41 – 50 years 8
- 51 – 60 years 22
- Not stated 4

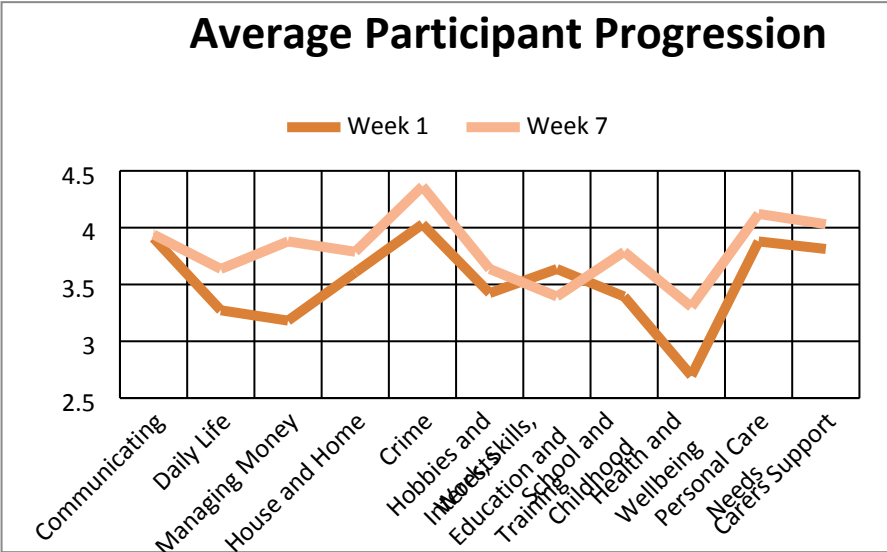
Ethnicity



Ethnicity

- 92% White British
- 1.6% Other White Background
- 1.6% Caribbean
- 1.6% Other Asian background
- 3.2% Pakistani

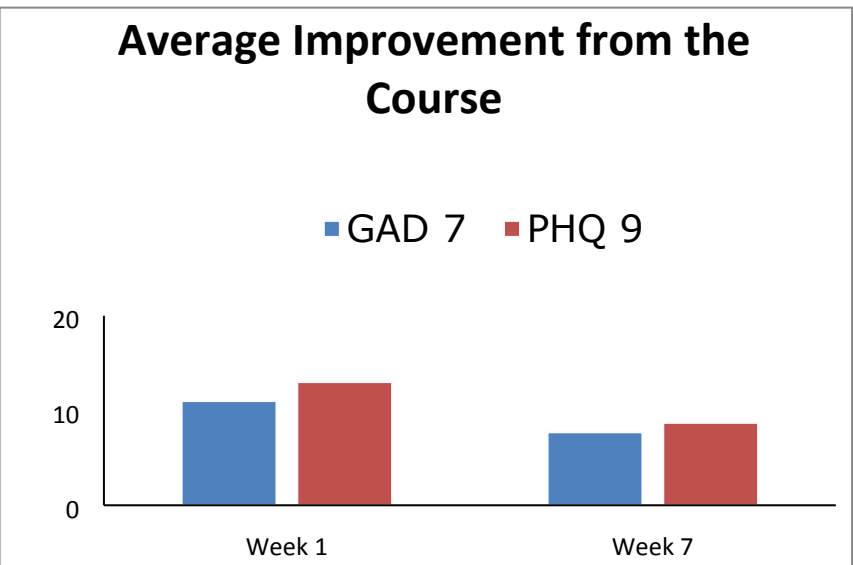
Wheel of Health



Top three areas most improved :

- Managing Money
- Health and Wellbeing
- Daily Life

GAD7 and PHQ9 questionnaires



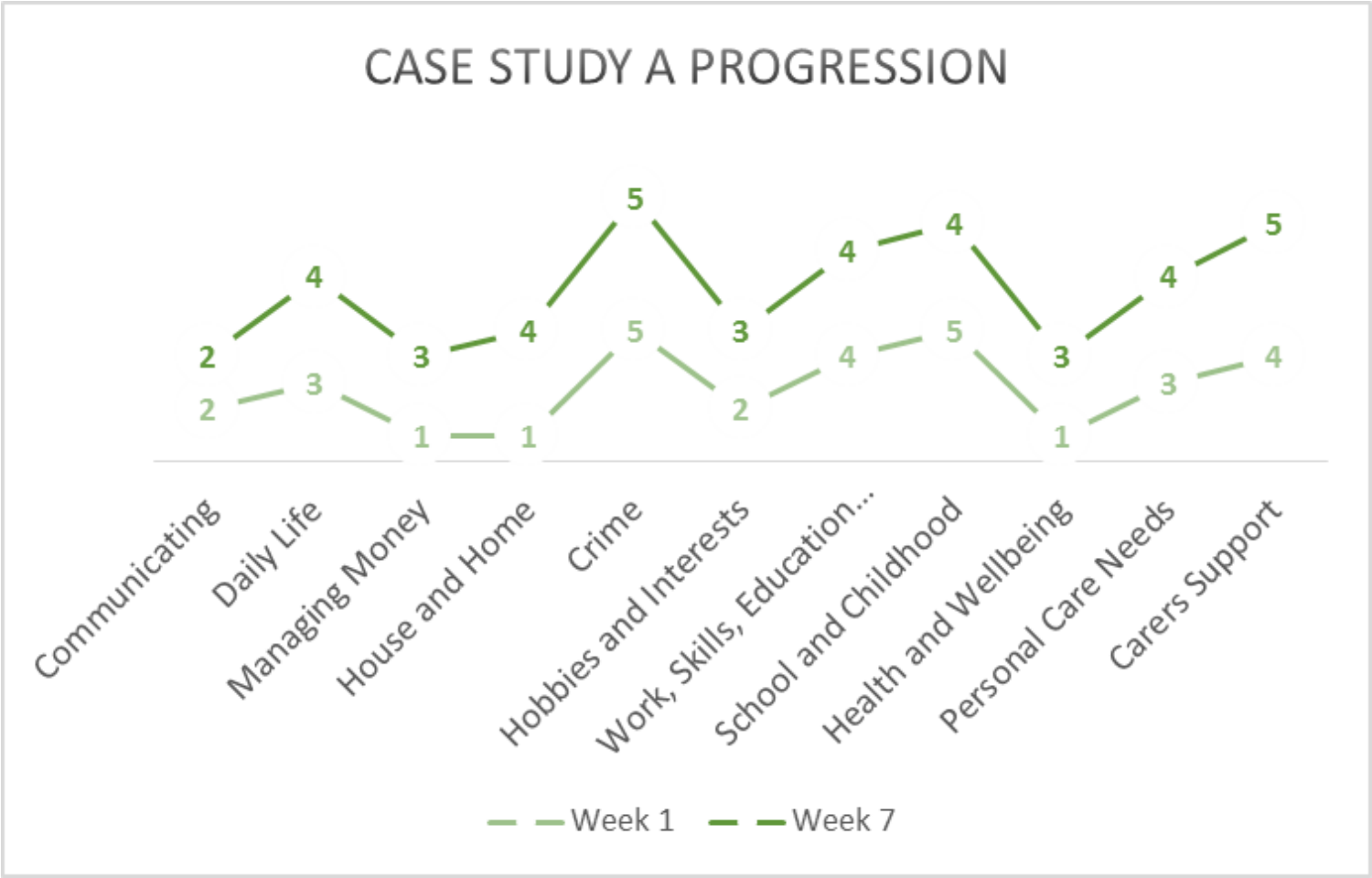
Improvement

- GAD 7 = Average score dropped from 11 to 7.7
= Average 70% improvement in anxiety score
- PHQ 9 = Average score dropped from 13 to 8.7
= Average 67% improvement in Depression score

100% of participants show an improvement in their anxiety and depression scores from week 1 to week 7 of the programme

68% Is the combined average improvement shown by all participants in their anxiety and depression scores from week 1 to 7 of the programme

Case study A – Wheel of health



Case study A

- Overall improvement on 8 out of 11 areas 73%
- 2 out of the 11 stayed the same (*communications & crime*) 18%
- 1 out of the 11 decreased (*school & childhood*) 9%

OVERALL

100% of participants show an improvement in at least one area of their life after completing the the HY2W Programme

QUOTES FROM PARTICIPANTS

“The course is **non judgemental**, **empowering** and the tutors are **'real people'**.”

“I HAVE GROWN IN **CONFIDENCE** AND AM STICKING TO MY GUNS MORE NOW.”

IT HELPED ME REALISE HOW I WANTED TO TAKE THINGS FORWARD.

MY **CONFIDENCE** AND **SELF ESTEEM** HAVE CERTAINLY INCREASED

I have been doing further reading around the subjects, including a really useful Dorling Kingsley book on **'Positive Thinking'** and books on **self assurance**.
I think that the course and what I've learnt on it is something that will stay with me for a long time.

I now think I am **in control** of my life again and know where to go to get help if things get difficult.

“Since I went on your course, Helping Yourself to Wellbeing, I have found myself thinking **happier** thoughts, feeling **calmer**, and I am a lot more **confident** about doing things in the future.”
- 2016 Participant

“You have made me feel **stronger**. And thanks to your stress management advice I had the best Christmas in years.”
- 2016 Participant

Hi Joanne and Cath

I would like to thank you both. Since I went on your course, helping yourself to well-being, I have found myself thinking happier thoughts, feeling calmer, and I am a lot more confident about doing things in the future. If it hadn't been for you both I would never have signed up for more courses. You have made me feel stronger. And thanks to you stress management advice I had the best Christmas in years.
Thank you both so much

Participant on Positive Steps Course. Ending Dec 2015

Next steps for further development of HYTW

- Increase tutor network to include as many groups / organisations as possible to deliver a min of two courses per year to expand the number of courses delivered. Initially targeting Radcliffe and Bury East as trailblazer areas for neighbourhood working.
- Continue to income generate by seeking to deliver more funded courses.
- Launch refreshed HYTW programme with existing tutor network and wider community in Nov
- To continue supporting the self care agenda with the long term aim of reducing dependence on statutory services

HYTWB makes a real difference to people's lives and really does 'help people to help themselves' in all aspects of their life which supports the ethos of Neighbourhood Working.

For more information about future courses or how to become a tutor and deliver the programme, please visit www.theburydirectory/helpingyourselftowellbeing

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Bury Health and Wellbeing Board

Title of the Report	Communication and Marketing update to the Health and Wellbeing Board		
Date	22 nd September 2016		
Contact Officer	Chloe McCann/ Heather Crozier		
HWB Lead in this area	Councillor Trevor Holt (Chair)		
1. Executive Summary			
Is this report for?	Information <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Decision <input type="checkbox"/>
Why is this report being brought to the Board?	The communication and marketing briefing is being brought to the board for information and discussion. It highlights marketing and communications activity that has taken place since the last board and opportunities to market the board in the next three months.		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See link to the Strategy) www.theburydirectory.co.uk/healthandwellbeingboard	All Priorities.		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA) http://jsna.theburydirectory.co.uk/kb5/bury/jsna/home.page	All the Joint Strategic Needs Assessment priorities.		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.	Key actions for the board are to: <ul style="list-style-type: none"> • Note the content of the report • Promote previous communications and marketing activity that has taken place since the last board • Support up and coming activity over the next three months board. 		
What requirement is there for internal or external communication around this area?	There is a request that all members of the Health and Wellbeing board support and promote up and coming events and opportunities to market the board.		
Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	None		

2. Introduction / Background

The Health & Wellbeing Board are committed to successfully marketing and promoting the work of the board wherever possible. This report summarises communications and marketing activity that has taken place since the last board. It also highlights opportunities over the next three months to market and promote the work of the board.

Website – <u>www.theburydirectory.co.uk/healthandwellbeingboard</u>	Promotional Events
Member profiles uploaded to the website	Promotional stand for the H&WB Board at the Social Development Team Market Place for Cabinet Members
Member profile videos being edited and uploaded	Chair of Board Cllr Holt attended and supported Breast Feeding Awareness Week event at Fusillers Cafe, Bury (put date). Business cards were distributed along with Plan on a Page

Opportunities to market and promote the H&WB Board in the next three months:

Event	Date, time and location	Summary of activity	Commitment from
Love Bury East Community Event	Saturday 17th September 2016 11:00 – 15:00	H&WB promotional stand, manned by Chloe McCann and Chair of board Cllr Holt. Promotional items will be available ie business cards, POAP and summary of next meetings leaflet will be given out. Ipad will be available to view the website. Would any board members like to offer to man the stand or attend on the day?	Heather Crozier Chloe McCann Councillor Holt
RSPH – Royal Society for Public Health Understanding Health Improvement Level 2- Additional Course for new members	Wednesday 28th September 2016 9:00 – 17:00	Bury Adult Learning centre	Cllr Briggs ----- Cllr O'Brien Cllr Tariq Cllr Kelly Cllr McKay Dave Thomas Ruth Shedwick Jackie Summerscales
Annual General Meeting - exhibition of CCG work	Wednesday 28th September 2016 17:30 – 19:30	Bury Town Hall.	Chloe McCann
Love Radcliffe Community Event	Saturday 01st October 2016 11:00 – 15:00	Bolton Road Park.	Heather Crozier Chloe McCann Julie Gallagher
Employment Summit Event	Wednesday 19th October 2016 14:00 – 19:00	Elizabethan Suite, Bury Town Hall.	Heather Crozier Chloe McCann Councillor Trevor Holt Councillor Rishi Shori

Health and Wellbeing Board Away Day – covering the Health and Wellbeing Strategy in detail.	Wednesday 09th November 2016 9:00 – 17:00	Lancaster Room, Bury Town Hall.	Chloe McCann Heather Crozier Julie Gallagher Councillor Trevor Holt Councillor Rishi Shori Councillor Sharon Briggs Councillor Catherine Preston Jo Marshall Pat Jones-Greenhalgh Lesley Jones Mark Carriline Barbra Barlow Jax Effiong (On behalf of Jon Aspinall) ----- Hayley Ashall Anna Morris Chris Woodhouse Jackie Gower Klare Rufo Diane Halton Amanda Huntbach Natalie Bray Rebecca Caygill
Health and Wellbeing Board Away Day – consisting of various training.	Friday 06 th January 2016 9:00-17:00	Venue to be confirmed.	Chloe McCann Julie Gallagher Heather Crozier

3. Recommendations for action

The Board needs to consider the content of the executive summary, and agree to promote them within the community and organisations where possible, additionally supporting the events at the Health and Wellbeing stand where applicable.

It is also recommended that the board notes the communication and marketing progress.

4. Financial and legal implications (if any)

If necessary please seek advice from the Council Monitoring Officer Jayne Hammond (J.M.Hammond@bury.gov.uk) or Section 151 Officer Steve Kenyon (S.Kenyon@bury.gov.uk).

None.

5. Equality/Diversity Implications. Please attach the completed Equality and Analysis Form if required.

None.

CONTACT DETAILS:

Contact Officer: Chloe McCann

Telephone number: 0161 253 5609

E-mail address: C.McCann@bury.gov.uk

Date: 22nd September 2016

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Bury Children's Trust

Draft Minutes of the Trust Board meeting held on 30 June 2016

Attendance:

Mark Carriline	Executive Director Children, Young People & Culture (Chair)
Charlie Deane	Principal, Bury College (Deputy Chair)
Cllr Eammon O'Brien	Deputy Cabinet Member Children & Families
Lesley Jones	Director of Public Health, Council Communities & Wellbeing
Vicky Maloney	Chief Officer Early Break, representing CYP Forum
Tom Gledhill	Head teacher, Bury Secondary PRU, representing BASH
Helen Chadwick	Head teacher, Millwood Primary Special School, representing BAPH
Wendy Thompson	Snr Mgr Children & Health Improvement, Pennine Care NHS Foundation Trust, Community Services
Ann Noi	Strategy Planning & Development Lead, Council Communities & Wellbeing
CI Jo Marshall	Greater Manchester Police, Bury Division
Maria Worthington	Business Manager Neighbourhoods, Six-Town Housing
Anne Gent	Partnership Manager, Dept Work & Pensions
Klare Rufo	Assistant Director Learning & Culture, CYP & Culture
Catherine Tickle	Commissioning Programme Manager, Bury CCG
Dr Bratati Bose-Hader	Consultant Community Paediatrics, Pennine Acute Hospitals NHS Trust
Dr Bin Low	Consultant Paediatrician, Pennine Acute Hospitals NHS Trust
Heather Walton	Youth Participation Officer, Council CYP & Culture
Lindsay Dennis	Children's Trust Development Officer, Council CYP & Culture
Bev Worthington	Council Communities & Wellbeing, attending for item 6.1

1. Introductions and Apologies (M Carriline)

MC welcomed everyone to the meeting. Apologies were received from Jackie Gower (CYP & Culture, Social Care), Kim Marshall (Healthy Young Minds, Pennine Care), Helen Howard (Pennine Care Acute Hospital NHS Trust) and Dana Marrett (item 6.2). All other partners were in attendance or represented.

2. March Minutes, Actions and Matters Arising

March Minutes were approved.

In addition to information provided in the Summary of Actions or included as agenda items, the following points were raised

2.1 Actions: Item 1 Commissioning Principles – Good practice

(Paper circulated)

A short paper setting out how to involve children and young people in the commissioning of services was circulated and approved. This paper has been written by the Youth Participation Officer and forms part of the Commissioning Principles and the Participation Strategy. It should inform all future commissioning

that requires the participation of children and young people and Board members are asked to take this forward within their own agency as appropriate. (The Principles and Good Practice are on the Children's Trust website.)

Action: Board members

2.2 **Actions: Item 8 Workforce Strategy** (L Dennis)

(Paper provided)

LD reminded Board members that the Workforce Strategy sets out common principles of working for everyone who works with children and young people in line with the CT ambition 'Right Help, Right Time'. She noted that at Circles of Influence, young people raised the importance of staff recognising the signs that something is wrong and knowing how to help; and the Strategy supports this.

Further to discussions at the last meeting, when the Principles were approved, the Strategy now sets out clear objectives to support Board members in taking this forward in their own agency. JM suggested that Board members should feedback to the Board what actions have been taken to implement the Strategy. It was agreed that the Board needs to focus on outcomes and impact.

Action: All/LD – for feedback to future meeting

In response to a question about the training that police get about young people, eg re emotional health & wellbeing, JM responded that the training is provided but main point is to ensure that the training impacts on practice. AN advised that as part of the GM Integrated Health Care Liaison & Diversion Scheme, young people taken into custody now receive a mental health assessment.

Action: AN to send a briefing note for information

2.3 **Matters Arising: Ofsted Report** (M Carriline)

(Paper provided)

MC reminded Board members that an Ofsted Inspector observed the last Trust Board meeting and had been very impressed with the meeting, especially with regard to the voice of children and young people in the Reach Out Project. Partnership working at all levels came out strongly in the inspection report. The Inspectors found that improvements need to be made with regard to Care Leavers, for example too many are NEET or unemployed (in the case of 21+ year olds).

MW stated STH are not always aware when a tenant is a care leaver, and therefore they are missing out on support that STH could provide. It was noted that this was going to be progressed with Sarah Thomason following her attendance at Trust Board, but that she has been off sick for several months. David Lamb is now in post as Extra Mile Manager.

Action: MW to follow up with David Lamb

Anne Gent advised that the Protocol for Extra Mile and DWP is now in place to improve information sharing and provide more support to Care Leavers.

MC noted that overall the inspection report was very pleasing. The Action Plan to address areas for improvement is being finalised and goes to Cabinet on 20 July.

2.4 **Matters Arising: Participation – What's Changed**

LD advised that the Participation Leads identified by the Trust Board have been asked to complete and return What's Changed forms as very few of these are being returned. These are an important part of the Participation Strategy to evidence impact of participation and to share information and good practice. LD said she would circulate the What's Changed form and the names of Participation Leads to Board members to check that we still have the right contacts.

Action: LD/Board members

3. **Items from Young People** (H Walton)

HW advised that Circles of Influence had taken place on 29 June and that a report will come to the next meeting. In the meantime, HW drew attention to the following initial messages and themes:

- The young people wanted to know that what they said was taken seriously by decision makers
- Mental Health was a recurring theme with young people saying they wanted to have a person and a place to get support, as opposed to using a website.
- Peer mentoring is highly valued, and the young people wanted peer mentors across all year groups
- In an agree/disagree exercise, all the young people disagreed with the statement that they had the skill they need to succeed in life, and they talked about needing to know how to manage money, cook and about relationships.
- They felt that Sex & Relations Education should be more focused on having positive relationships.
- School nursing was a recurring issue – with young people saying that they didn't think their school had a school nurse or that they never saw them, or that they weren't approachable.

HW gave feedback from Youth Cabinet:

- YC had a referendum and voted to remain in the EU and to offer more support to asylum seekers and refugees.
- They had voted that there shouldn't be an upper age limit on voting.
- At their next meeting they want to have debate about 'politics in school'.
- The UK Youth Parliament Make Your Mark campaign is underway, in which young people can vote for a topic/campaign issue for discussion in Parliament by UKYP.
- Walking Rainbow is on 10 July and YC asked the Board to help to promote this. JM advised that 2 Imams are coming on the walk and will give a prayer for peace.

There was some discussion about the feedback from Circles, including from Board members who had been at Circles.

EO'B said he felt that one of the themes at Circles was 'trust'. For example, could they trust that what they said would make a difference, and in his group a discussion about not trusting their teachers (eg around confidentiality) and didn't trust that decisions made to resolve issues would be fair.

MC suggested that a 'You said, we did' summary be produced, and HW said that she could then take this into schools when she goes in to talk about Youth Parliament.

Action: HW

LJ and WT advised that the School Nursing service is being re-designed and asked that WT be sent the feedback so that this can be considered.

Action: HW to send WT feedback re school nursing

HC noted that at Millwood there is a School Nurse who is a children and young people's Counsellor and asked if this was the case in all schools. WT advised that it is not a requirement of the role that they are trained counsellors, but being able to talk to young people is important. The service includes having confidential drop ins and is looking at when is the best time to hold these for pupils.

Following feedback and observations that some young people may have found it difficult to participate openly in their Circles, HW advised that next year she is proposing to have the Circles discussions in the afternoon so that in the morning young people can talk about the issues and questions they want to raise. It was agreed that this is a good idea for the next Circles.

Action: HW

4. **CYP Forum** (V Maloney)

VM advised that in spite of the closure of B3SDA the CYP Forum has continued to meet as it is a useful forum for the 3rd sector organisations that attend. However, losing the infrastructure that B3SDA provided has left 3rd sector organisations feeling 'adrift' from the Council and CCG. There has been discussion at the Forum about what, if anything, the public sector require from 3rd sector organisations and forums that bring them together (ie CYP Forum and 3rd Sector Assembly – which hasn't met since B3SDA closed). VM has met with Heather Crozier (Communities Lead, Communities & Wellbeing) and a meeting has now been arranged with Kathy Hoyle for 1 July. She asked the Trust Board if partners had views on this.

In response, LJ and MC recommended that this is an issue that needs to be addressed at Team Bury and MC said he will flag up there.

Action: MC

Post meeting note: following a positive meeting with Kathy Hoyle, VM reported that it is proposed that a workshop for 3rd sector and public sector partners will be held.

5. **Children & Young People's Plan 2015-18 – Progress Updates**

5.1 **Overview of progress** (L Dennis)

(Paper provided)

LD gave an overview of the significant developments over the past year led and/or driven by the Children's Trust working with partners. This includes for example the lunchtime learning which is now well established and well attended; key and continuing role in the governance, development and delivery of the Local Transformation Plan with good progress being made and excellent partnership working; focus on strengthening and sending a clear message on Early Help (including re-branding the Oasis Team and the new Early Help Family Support Plan); development of Commissioning Principles and Workforce Strategy to support the CT priorities and ambitions.

Areas for development and risks to progress include ongoing impact of austerity and cuts, including impact of B3SDA closure; LTP funding not being ring-fenced, implications of national and local agendas, eg Neighbourhood Working, GM Devolution (and most recently the impact of the Referendum result), better engagement with the Drug & Alcohol Strategy, the Early Warning System and the Professional Information Network (OBA workshop being planned for August). In addition, a stronger focus on Outcomes needs to be taken over the next year.

The report identifies Trust Board and CT Ops Group actions as:

- drive implementation of the Commissioning Principles, the Workforce Strategy and the Participation Strategy;
- engage with the Professional Information Network as a means of cascading information/warnings and sharing experience and knowledge about NPS's in order to inform alerts or action by the Early Warning System. As an example, VM reminded Board members about the recent (nearly tragic) case of 3 12 year old girls in Salford taking teddy ecstasy tablets and the importance of getting messages and information out rapidly;
- have a clear strategic approach to working with and supporting a thriving local third sector.

5.2 **Local Transformation Plan exception report** (C Tickle)

(Paper provided)

CT gave an overview of Local Transformation Plan progress. In addition to the information provided in the report (see below), she advised that Pauline Roberts is the interim LTP project manager pending confirmation of a permanent appointment following CCG restructuring.

With regard to the Community Eating Disorder Service, this goes live on 4 July. This will be a 'soft launch' with a phased approach, as there remain outstanding areas of concern, ie, a long term solution re estates is not yet found, there have been difficulties in recruiting and a full team is not yet in place and there is more to be done with regard to the service specification. In phase 1 the service will operate as a virtual team across all 6 boroughs, with temporary arrangements in place for the service to be delivered from existing HYM buildings.

With regard to communications, the CT newsletter provides a detailed update on the Local Transformation Plan 3 times per year.

5.3 **Children's Trust network**

LD outlined the forthcoming lunchtime learning sessions, ie Safe4Sumer on 5 July and then sessions on Children's Centres, Child Sexual Exploitation, Domestic Violence and Self Harming during September and October. The flyers will be going out shortly.

With regard to the newsletter, this includes a lot of up-to-date information about services and initiatives that are very relevant to everyone who works with children and young people. LD thanked HC for providing a pen portrait for the most recent newsletter and asked for a volunteer for the next newsletter. It was agreed that Klare Rufo and Jo Marshall will be included in future editions.

6. Key developments relevant to the Children & Young People's Plan

6.1 Neighbourhood working (B Worthington and J Marshall)

(Paper provided)

BW gave a presentation about the developments towards neighbourhood working, being driven by Team Bury and piloted in Radcliffe and Bury East. This has a strong community focus and Team Bury have adopted the OBA approach (used by the Children's Trust for several years) to work with communities to improve quality of life and reliance on public services, and to monitor progress.

Using the JSNA, data from a range of agencies has been brought together into data packs for Radcliffe and East Bury, which have been used in township engagement events. In response to a question, BW noted that the multi-agency data is collected via a strong partnership infrastructure and can be accessed on the JSNA website.

LJ added that the next step is to join up and analyse the data to understand what it is telling us and whether there are solutions that will reduce demand on services and promote independence and resilience.

This work is being led by Team Bury and working closely with the local communities. There are a number of 'making it happen groups' to take forward the neighbourhood working developments. VM asked about engagement in the working groups, and BW advised that Karen Whitehead and Sue Reynolds are involved from Children's Services. LJ noted that this is an evolving process, that membership of the groups is not fixed and there are opportunities be involved. She advised that anyone wanting more information about getting involved should contact BW.

KR asked about schools' involvement in the neighbourhood developments and BW confirmed that a number of schools have been involved. HC suggested that BAPH and BASH can help with schools engagement; but it was also noted that although generally primary schools are 'local', secondary schools are more complex and less place-based, with pupils from different areas. In response, JM talked about the the relationship between the 'organisation' and the place, eg, Asda in Radcliffe has agreed to refer female shoplifters into the 'women into work' programme irrespective of whether they come from Radcliffe.

JM advised that the intention is not to have narrow membership groups, but wide consultation and involvement and the development of a conversational tool will help partners to identify wellbeing needs, and individuals to find solutions quickly. LJ added that engagement is at 2 levels, ie, regarding what is happening 'on the ground' at a township level; and also at a strategic borough wide level looking at organisational and service change.

It was agreed that it is important the Trust Board keeps abreast and involved in the neighbourhood developments, and that this will be a standing item on the agenda.

Action: LD

6.2 Reach Out Project

Paper provided

MC advised that Dana Marrett was ill and unable to attend to update on the Reach Out project (which was discussed at the last meeting). A handout was provided.

MC also advised that interviews for the Manager's post have been held and the successful candidate has accepted and will join following references, notice period etc. It is hoped to exchange contracts and complete on the property very shortly.

7. **Written updates on developments relevant to Children's Trust**

7.1 **GM Devolution – Services for Children Review** (Mark Carriline) (Paper provided)

MC advised that the Proposals for Children's Services have been submitted and an announcement from the Prime Minister is due on 5 July. However, in the light of the recent political upheavals it was felt unlikely that this will take place.

Post Meeting Note: The announcement did not take place, and further information is available on this at the current time.

7.2 **Healthy Schools**

It was noted that this paper was withdrawn subject to further discussions.

7.3 **Briefing Paper – Academies**

Paper tabled for information. It was noted that this is not a confidential paper. If anyone requires further information, they should contact the author, Paul Cooke.

8. **Open Forum and Any other business**

8.1 **College update** (Charlie Deane)

CD advised that wef 1 September, Bury College will merge with the University of Bolton, as will Bolton College. This is a very positive step which strengthens the College, and increases the local offer to children, young people and adults wishing to take up university education. CD noted there has been some surprise at the number of young people from Bury who wish to take up university education in Bury, rather than move away.

On behalf of the Trust Board, MC congratulated CD on this excellent progress.

8.2 **Substance Misuse** (Ann Noi)

Further to the recent near tragic event when 3 children from Salford were hospitalised after taking ecstasy, AN asked whether the Trust Board wanted there to be an awareness raising campaign in schools.

It was agreed that this needs to be discussed by the CT Ops Group at their Alcohol & Substance workshop in August when communications and other issues will be considered in detail.

9. **Items for next meeting**

It was agreed that Neighbourhood working should be a standing item.

10. **Close of meeting**

The next meeting will be at 3pm on 10 November in the Training Room, New Kershaw Centre.

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BURY INTEGRATED HEALTH & SOCIAL CARE PARTNERSHIP BOARD


DRAFT MINUTES



Thursday 16th June 2016
9.30am – 11.30am
Room 0.1 @ 3 Knowsley Place


Present:	Margaret O'Dwyer (MO'D) (Chair), Fiona Moore (FM), Howard Hughes (HH), John Wilkes (JW), Julie Gonda (JG), Mike Woodhead (MW), Stuart Richardson (SR) attending on behalf of KWa
Minutes:	Maureen Foden (MF)
Apologies:	Jayne Hammond (JH), Pat Jones-Greenhalgh (PJG), Keith Walker (KWa), Karen Whitehead (KWWh), Lesley Jones (LJo), Mike Owen (MO)

Item	Agenda Item	Discussion	Action Agreed By Whom	By When
1	Welcome & Apologies	The Chair welcomed everyone to the meeting and apologies, as above were noted.		
2	Minutes and Matters Arising from previous meeting	The minutes of the meeting held on the 19 th May 2016 were approved as an accurate record.		

	26.04.16	<p>Matters Arising: Action Log</p> <p>Action 3 – It was reported that roles are going to change with regards to the H&WB as GM Devo has recognised that the current composition of Boards will not work. Therefore it was discussed if the ToR for the Board should be put on hold; GM transformation are pulling together revised TOR for Health and Well-Being Boards. It was decided that we would await these and then determine what needs to be wrapped around them in Bury.</p> <p>ACTION 1: MO'D to see if she can access early draft of proposed H&WB TOR.</p> <p>Action 8 – It has been agreed that priorities 2, 3 & 4 will be brought to this meeting separately in light of the H&WB new ways of reporting.</p> <p>ACTION 2: To look into the changes for the reporting on the priorities and to share priorities 2, 3 & 4.</p> <p>Historical Actions – 21st April 2016</p> <p>MOD has taken over the action to send a formal email with regards to next steps for Healthier Radcliffe to Fiona Moore</p> <p>JG will check with BN who was tasked with ensuring Fiona Moore is on all distribution lists for any correspondence relating to the Locality Plan and to investigate if any previous work has slipped off the radar.</p> <p>ACTION 3: JG to check with BN</p>	<p>MOD</p> <p>PJG</p> <p>JG</p>	<p>14.07.16</p> <p>14.07.16</p> <p>14.07.16</p>
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3	Action Log – 19th May 2016	<p>Please see updated action plan from 19th May attached.</p> <div data-bbox="1151 338 1223 405" data-label="Image">  </div> <p>20161905- Action Log.doc</p>		
4	ITEMS FOR DECISION			
4.1	Locality Care Organisation - Development of Locality Care	<p>A number of Board members attended the Locality Care Organisation Workshop that took place yesterday. The feedback was positive and it has reported that these workshops will take place fortnightly.</p> <p>The Board were in agreement that decisions need to be made to move this agenda forward. It needs to be crystallised what the focus of the LCO should be in Bury, and this should be the prime input of the next workshop.</p> <p>It was agreed that there needs to be something on the table, it needs principles and this is something that this Board should follow up and give direction on if GM timescales are to be met. The providers are all keen to move forward and to embrace change.</p> <p>With the emerging LCO, this Board needs to have discussions on commissioning activity and a clear steer is needed on what is required. MO and SN need to agree what the LCO will look like giving clear indications to work from. SN is to propose a focus/prime programme of work for the LCO to commence dialogue with relevant partners.</p> <p>ACTION 4: To speak to SN to get a steer for going forward</p>	MOD	14.07.16

		<p>ACTION 5: To find out dates through MO, at least for the next workshop.</p> <p>The development of a LCO needs to move on at pace, even if PWC who are facilitating the workshops are not available. There was a lot of good things said yesterday, the atmosphere was positive and people felt it was going in the right direction, this needs to be built on.</p>	JG	14.07.16
4.2	<p>Neighbourhood Working – Provider Alliance</p>  <p>1603 BBCBGPFPCFT Draft MoA V0 2.doc</p>	<p>This is being redeveloped; JG will keep the Board updated on progress.</p> <p>Bev Worthington is taking over from LJJa as lead for Neighbourhood Working.</p>		
5	ITEMS FOR DISCUSSION			
5.1	<p>Better Care Fund</p>  <p>Bury CCG BCF Final Report.pdf</p>	<p>JG reported that she will bring the metrics for the year end and Q1 report to the next meeting.</p> <p>ACTION 6: To bring year end and Q1 metrics report to next meeting</p> <p>An internal audit report was presented with a number of recommendations.</p> <ol style="list-style-type: none"> 1. The current ToR of this Board does not document quoracy, this is being picked up by PJG and MOD once revised H&WB TOR become available. 2. Public engagement was not articulated fully in the plan to reflect what work 	JG	14.07.16

		<p>had actually been undertaken. JG will be picking this up and will be clearer and more expressive.</p> <p>3. Risk sharing and payment for performance. JG and MW will be reviewing this.</p> <p>4. Individual scheme updates. JG has reviewed and a programme approach to the Locality Plan is how this will be addressed.</p> <p>It was proposed that BCF reporting can be evidenced in the minutes following receipt and discussion of progress against each BCF scheme on a quarterly basis.</p>		
5.2	<p>Performance Section</p>  <p>Performance Timetable.docx</p>	<p>A document was provided by HS with regards to performance reporting, the proposal outlines the reporting mechanism and how it works. It will map the:</p> <ul style="list-style-type: none"> • Scheme • Detail • Milestones • Progress • Outcomes <p>It will point to where Bury should be, is it doing what is should be doing and what it should be achieving, and it will highlight where it actually is. This will give a framework for a project approach.</p> <p>The metrics are currently owned by the two BI teams from the CCG and LA, a project approach is required for day to day business which is proportionate. It will be required to capture organised monitoring which should be then reported to this Board.</p> <p>ACTION 7: It was suggested going through all the BCF headings to find out</p>	JG/HS	14.07.16

		<p>who the named leads are and where progress is reported.</p> <p>This needs to be captured in one place and scrutinised by the Board.</p> <p>It was agreed to continue with the work HS is undertaking with a view to developing overarching the dashboard. This should give assurance that things are happening. A mixture of outputs and outcomes will be included in the scorecard in the first instance.</p> <p>ACTION 8: To bring the first cut of what a scorecard will look like to the next meeting with a more detailed report brought to the meeting after.</p> <p>In parallel with this, quarterly reports on spend against BCF should also start to be shared with the Board. Bury wants to avoid having a big under spend as this will not help when bidding for the transformation fund. This is a significant issue that has been discussed at the CCG SMT and was acknowledged that the Board needs sight on progress including underspend against plan so that supporting actions can be taken.</p> <p>ACTION 9: MW & JG to pull together some assurance for performance monitoring for all the schemes in scope.</p>	<p>JG</p> <p>JG & MW</p>	<p>14.07.16</p> <p>14.07.16</p>
5.3	GM Primary Care Commissioning Strategy	<p>The latest draft version of the GM Primary Care Strategy was presented to the Board. It has been sent to the CCG PCCC Group and the Joint Commissioning Executive and Strategic Partnership Board. The deadline is the end of the month for any final inputs.</p> <p>Primary care is at the heart of transformation across GM and is the single biggest holder of people data.</p>		

	<p>Greater Manchester PC strategy final draf</p>	<p>Community based primary care will be the bedrock of the new models of care. Professionals too need to embrace the self care agenda and support the empowerment of people to take responsibility for their own health and wellbeing.</p> <p>Bury is right up there in terms of taking things forward in GM, although it is accepted that there are still variations. The Care Quality Commission report for practices in Bury show none are inadequate which is unusual in GM and Bury GPs are the most efficient prescribers in the NW. However, it has been acknowledged however there is a long way to go with elective admissions.</p> <p>From a PCCC perspective, wider primary care services are being engaged for example optometry, dentistry etc to give a more holistic approach.</p> <p>It was expressed that Bury do need to be more innovative and break down barriers, it needs to look forward to what it wants primary care look like in 2020. A willingness to be more radical is required and this Board needs to give the direction of travel locally, even if it is not explicitly laid out in the GM strategy.</p> <p>There is the opportunity to acquire monies to transform primary care however this will be dependent on engagement of a critical mass of Practices in Bury. There are three entry points for the new contracts and it is at entry level two that funding will become available. A real ground swell is needed to be at the heart of the primary care changes. Primary Care at scale initiative and the GP Engagement events are the vehicles to develop these discussions.</p> <p>ACTION 10: To bring an update on progress for transformation monies</p>		
5.4	Locality Plan	A feedback document from the locality planning workshop which took place on 18 th May was presented.		

Locality Plan Scheme Leads Workshop 18

This will need further conversations as there are six to seven Programmes which have been grouped together that need appropriate leads identifying. These scheme leads will be liaising with the theme leads to keep synergy and momentum going.

ACTION 11: MOD & JG to meet and discuss the scheme leads this will then be brought back to this Board for ratification

Another workshop is taking place on Monday 20th June. Unfortunately there are not many clinicians attending due to short notice and the date chosen however it was agreed to go ahead with it as there is a large number of wider partners attending in comparison to the last one. CCG Non-Executive Members, Councillors and H&WBB members have also been invited to attend; this will be a good opportunity to bring them all up to speed.

ACTION12: For future workshops every effort will be made to provide sufficient advance notice.

PWC is supporting Bury around the Locality Plan. Finance and activity modelling for individual schemes has been identified as an area where PWC can provide added value.

MOD & JG

14.07.16

JG

14.07.16

5.5 Section 75 Risk Share Agreement Sign Off

JG advised that the approach for this year will be the same as last year. An easy to read version will be produced but at the moment there are not the resources in place.

ACTION 13: Draft of agreement to be presented to next meeting.

JG/MW

14.07.16

6	ITEMS FOR INFORMATION ONLY			
6.1	SRO Meeting Notes	<p>JG referred to a request from the GM Transformation Team for each Locality to respond to a series of questions, which she tabled.</p> <p>JG drafted answers and the Board went through them commenting where appropriate and advising on amendments where required.</p> <p>ACTION14: This has a very tight turnaround however it was suggested sending it to John Hampson for his support in respect of the digital roadmap enquiry.</p>	JG	14.07.16
6.2	System Resilience Group (SRG) Meeting Notes	ACTION15: To provide the System Resilience Group (SRG) meeting notes for the group.	KW	14.07.16
6.3	Governance Papers from GM Meetings – Architecture of all meetings to be discussed.	ACTION16: To provide Governance Papers from GM Meetings – Architecture of all meetings to be discussed	PJG	14.07.16
6.4	AOB	<p>Neighbourhood Working - Jeff Schryer, MOD and JG meeting still to be arranged</p> <p>ACTION 17: To rearrange Neighbourhood Working meeting with JS, MOD & JG</p>	JG	14.07.16

6.5	Date & Time of Next Meeting 16.06.16	14 th July 2016, 3.00 – 5.00pm, Silver Street. Meeting subsequently cancelled.		
6.6	Agenda Items for Next Meeting	➤ Bury Children & Young People's Integrated Health & Wellbeing Service Update	L Jo	

CARBON REDUCTION/CLIMATE CHANGE BOARD **THURSDAY 25 FEBRUARY 2016**

ACTION NOTES

PRESENT: Pat Jones-Greenhalgh, Neil Long, Dominic Pooler, Chris Horth, Martin Stott, Paul Cooke, Sharon Hanbury, Alex Holland

APOLOGIES: Lorraine Chamberlin, Paul Webb, Lesley Jones, Clinton Judge

Item No	Discussion	Action Agreed	By Whom
1	<p>Notes of Last Meeting – 25th November 2015</p> <p><u>Sustainability Criteria for New Build</u> Sharon still has to pull together a Task and Finish Group; however, she has identified the people who need to be involved.</p> <p><u>Office Recycling</u> A briefing note was attached at the foot of the minutes and Neil advised the meeting that Talat was progressing well with the project. Alex asked to be kept informed around this piece of work in terms of 3KP and what the suggestions would be.</p> <p><u>Low Carbon Hub Environment Liaison Group Meeting</u> Neil to follow up this action point. Alex informed the meeting that things were now going at a pace and that the Wider Leadership Team will be approving a Governance structure. There is a strong emphasis on Devolution and trying to bring in blue light services by One Public Estate.</p> <p><u>LED Street Lighting</u> Neil advised that all parks and countryside areas are now a part of the LED Street Lighting Scheme. Currently looking at lighting outside schools and around Six Town Housing localities. Paul advised that where schemes are being developed within Children’s Services they will try and build LED street lighting</p>	<p>Sharon to progress and update</p> <p>Neil to advise Alex</p> <p>Neil to progress</p>	

Item No	Discussion	Action Agreed	By Whom
	<p>into the work, however it is an expensive process and would be prohibitive. Chris said that we now need to be looking at our own proprieties especially around lighting and electrical circuits. Pat asked who could pilot a business case. After discussion, Alex agreed to develop a business case and feedback to the next meeting.</p> <p>The notes were agreed as a correct record.</p>	Alex to develop a group and bring back to the next meeting	
2	<p>CRC Risk Register</p> <p>Chris advised that an error had been made in the forecast charges and the Council was due a refund of £6750.00.</p> <p>The Council had successfully completed external audit and the CRC Working Group will resume in March 2016.</p>		
3	<p>Low Carbon Hub Environment Liaison Group Meeting</p> <p>No update was provided as there had not been any recent meetings. The Council had submitted comments on the implementation plan and Chris advised that whilst it touched on air quality, it did not seem fully integrated. Nothing has been heard since submitting our comments.</p>		
4	<p>District Heat Network/RE:FIT Retrofit Scheme</p> <p>There is a proposal to combine two of our main projects, namely:</p> <ul style="list-style-type: none"> REFIT project to retrofit energy efficiency measures to 5 of our buildings <p>Bury Town Hall Bury Adult Learning Centres Bury Library and Museum</p>		

Item No	Discussion	Action Agreed	By Whom
	<p>Castle Leisure Centre Whittaker Street Offices</p> <ul style="list-style-type: none"> Heat Network Feasibility Study – we have received £44k from DECC to carry out a feasibility study for a heat network in Bury Town Centre, looking at supplying initially Knowsley Place, Bury Town Hall, Bury Adult Learning Centre, the Library and Museum and Castle Leisure Centre. <p>The two projects have strong links in relation to the buildings involved. Successful co-ordination and delivery of these two schemes could see considerable benefits delivered to Bury Council, both through the capital works and access to delivery resource/support.</p> <p>To progress the REFIT project it would be beneficial to access a resource to help with the procurement and technical input. This work could cost circa £30k and without this assistance it could be very difficult to take this scheme to delivery. If we combine the energy efficiency works with the Heat Network project we could access ELENA funding, to fund 90% of the cost of the procurement, commercial and technical input needed to deliver the energy efficiency scheme. The danger could be that the Heat Network Feasibility suggests that the heat network is not feasible. If this happens then the refit scheme will have been delayed 3 months and we would have to find the resource for the procurement and technical assistance we need to deliver the scheme – circa £30k. If we combine the two projects and The Heat Network Feasibility will be completed in July 2016, this shows the network is a good idea and we can then commission energy audits of the building and commission consultants to develop a detailed strategic business case for EE and heat network and then look at options for procurement in July to December 2016.</p> <p>Work has been carried out on the tender document for the last six months aiming to allow companies to tender for the maximum cost of measures to be put in place. The invitation to tender document is almost complete. The</p>		

Item No	Discussion	Action Agreed	By Whom
	<p>Council will get proposals for savings and measures and will then appoint. If we go ahead it will cost £1m through invest to save. If we pull out we will have to pay the costs to the company who carried out the details work, which is a low risk. Chris confirmed that the Council had political sign off on the project via an Operational Decision. Alex to appoint someone to project manage the process.</p> <p>ARAB is looking into the technical and financial feasibility. They had met with GMCA who think it will be best to bring the two projects together. However, there are risks involved in this.</p>	Alex to progress	
5	<p>Nissan Electric Car Workplace Scheme</p> <p>Health and wellbeing Strategy has an objective to reduce emissions from transport and an indicator that looks at the usage of local charging points. In connection with this, a colleague from Salford sent some information on Nissan's Workplace Scheme which offers an all electric Nissan Leaf at discounted rates to employees and their families. In Salford the scheme has been very successful resulted in 13 employees purchasing Leafs. A meeting was held with Luke Hebden from Westway Nissan and Matt Downs from Nissan UK a couple of weeks ago. They both drive Nissan Leafs and were able to tell us about the car and the experience of operating an all electric vehicle. The range is around 90-100 miles on a full charge which is probably enough for most journeys for most people. A full charge at home overnight would cost about £2.50 so the cost of running the car is 2.5 pence per mile. The car has a sat nav which advises of your range and the position of all local charging stations. Most motorway services now have rapid chargers which allow you to charge in 20-30 minutes. These provide free electricity. The deal that Westway are offering is a Personal Contract Purchase which involves an initial deposit of £199 and then 36 monthly payments of £199 followed by an optional final payment of £10,500. Most people won't pay that final payment but may take up a further PCP for a new Leaf. This deal is even better than the deal they offered Salford so hopefully we will get a good take up. Looked at the car and it is a good size</p>		

Item No	Discussion	Action Agreed	By Whom
	<p>family saloon. In Bury we have 7 charging points that can charge two cars each. Currently the electricity is free and parking is free at the stations. As an extra incentive would be to offer free parking for all 100% electric vehicle in Bury so that cars that do not need charging and are not tempted to occupy the charging bays in order to get free electric. People at the meeting were in favour of this deal and Pat asked if this item could go to a future SLT meeting. Paul advised that there were alternative options through the Pennine Acute Car Lease Scheme. Paul also advised that the Council need to consider making arrangements for charging points on Council sites. Sharon advised that there is no risk to the Council in encouraging this and there is no reason why staff should not have more than one option to consider. Chris to take the matter forward with Corporate HR.</p>	Chris to progress	
6	<p>Update of Health and Wellbeing Strategy Priority 5 – Healthy Places</p> <p><u>Draft Adaptation Framework</u></p> <p>Our Health and Wellbeing Strategy has an objective to engage the public and third sector partners to gather information and share best practice regarding mitigating and adapting to climate change. This is an area of activity we have neglected due to limited staff resource. Recent events have raised the importance of this area of work. We are the only GM council to have this in our health and wellbeing strategy and therefore we were approached by Climate UK and the Environment Agency to help them to develop a matrix to measure how prepared we to address the impacts of climate change on health. Climate UK have worked with the EA to develop a matrix which looks at the government actions in the national Adaptation Programme and boils this down to local actions on a GM level and the at a local level. The matrix measures and combines Government, GM and local council action to give a percentage level of preparedness. Looks like a good tool to identify where we are and what actions we need to develop. We have just been consulted on the matrix and felt that it needed to add some more on the role of development control and strategic planning. Chris is linking with Matt Ellis for the EA to add these actions with</p>		

Item No	Discussion	Action Agreed	By Whom
	<p>appropriate mechanism for measuring success.</p> <p><u>GM Clean Air Zone Feasibility Study</u> Air Quality Management Area - In GM we work together on local air quality issues and recently we have carried out an updated assessment of our air quality using computer modelling software. The modelling software will show the areas that are not likely to meet Government and EU targets. The areas not predicted to meet targets will be declared our new Air Quality Management Areas. The modelling is suggesting that there are areas of our region that are not likely to meet targets for nitrogen dioxide. The modelling software we use is very accurate however there is always some degree of uncertainty re the results. When we define our Air Quality Management area we have in the past built in a level of precaution. The target that we won't meet is for Nitrogen dioxides annual mean of 40 ug/m3. In the past we have declared the AQMA at all areas which are predicted to be 35ug/m3 or above. This allows for any inaccuracies of the model and takes a precautionary approach. This time there was a debate regarding whether we should set the AQMA boundary nearer to the actual objective i.e. at 37ug/m3. Manchester's Mayor and Howard Bernstein felt we should stick with the 35ug/m3 level and therefore this is what we are proposing and will be taken to Wider Leadership Team.</p> <p><u>Clean Air Zone</u> TfGM have been awarded £100,000 from Defra to carry out a Clean Air Zone feasibility study for Greater Manchester. First phase of the study will look at 3 geographical areas:</p> <ul style="list-style-type: none"> • Inner Ring road • Outer Ring road – M60 • AQMA <p>Study will look at the possible health benefits of each approach. The zone is likely to target taxis, coaches, buses and lorries and encourage the use of</p>		

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	<p>cleaner vehicles and therefore improve air quality across Greater Manchester. TfGM are doing the modelling of the scenarios and a consultant will be employed to write the report. Five cities in England are being enforced to implement such a zone by 2020 - Leeds, Birmingham, Nottingham, Derby and Southampton.</p> <p>A new document will be published by PHE on 23 February 2016 called "Every Breath We Take". This document will highlight the link between air pollution and risk to health and may generate interest and enquiries to Local Authorities. Recently been asked for possible MSc projects for Salford University Students – it was suggested that students could look into this link for Bury and assess the likely impact of a scheme to send warnings to those with respiratory problems regarding poor air quality.</p> <p>Sharon reported that housing is now a part of the new priority 5 of the Health and Wellbeing Strategy. Lots of work is currently being undertaken. It was agreed that reports come to this meeting first before going to the Health and Wellbeing meeting. There was a question about getting a report to this meeting before the next Health and Wellbeing Board meeting. Sharon is also looking ways of making the document more interesting and will feed back at the next meeting.</p>	<p>Sharon to look into</p> <p>Sharon to action</p>	
7	<p>Other Business</p> <p><u>Bury Times Article</u> This item needs to be linked up with Cllr Shori around wind farms. Chris to provide a briefing and then it can be noted.</p>	<p>Chris to action</p>	
	<p>Date and Time of Next Meeting:</p> <p>Wednesday 6th April 2016 at 10.30am in Meeting Room A, Town Hall</p>		

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DEPARTMENT FOR COMMUNITIES & WELLBEING



MINUTES OF HOUSING STRATEGY PROGRAMME BOARD HELD ON MONDAY 30th JUNE 2016

Present: Steve Kenyon – Interim Director of Resources and Regulation (Chair) **SK**
 Chloe McCann Assistant Improvement Advisor, Corporate Policy, Department of Communities and Wellbeing (Minutes) **CNM**
 Marcus Connor - Corporate Policy Manager, Department of Communities and Wellbeing **MCC**
 Sharon McCambridge - Chief Executive of Six Town Housing **SMc**
 John Merrick - Director of Neighbourhoods, Six Town Housing **JM**
 Emma Richman - Director of Assets, Six Town Housing **ER**
 Sharon Hanbury - Head of Urban Renewal, Department of Communities and Wellbeing **SH**
 Tracey Hunt - Financial Services Business Manager, Six Town Housing **TH**
 Cllr Sandra Walmsley – Cabinet Member for Strategic Housing and Support Services **SW**

ACTION

1.0	SK welcomed Cllr Sandra Walmsley to her first HSPB meeting.	
2.0	Apologies:	
2.1	Cllr Rishi Shori - Leader of the Council RS	
2.2	Pat Jones Greenhalgh - Executive Director of Communities and Wellbeing PJG	
2.3	Karen Young – Strategic Lead, Department of Communities and Wellbeing KY	
3.0	Minutes of 6th June 2016 Meeting:	
3.1	The minutes of the meeting, held on Monday 6 th June 2016 were approved as a correct record and that these would be provided to the Health and Wellbeing Board.	
4.0	Matters Arising:	
4.1	Item 3.1 NEDO – An update to be brought to HSPB on the 21.07.2016	ER
4.2	Item 4.1.4 and 4.1.5 - It has been agreed that SMc will supply the agenda and papers to HSPB once received to discuss at HSPB. JM will attend the meeting in July and feedback to next meeting of HSPB.	SMC
4.3	Item 5.1.1 - SW advised a brief discussion took place in relation to this but no formal decision has yet been made. This will be picked up at SW and PJG next meeting.	SW/PJG
5.0	Existing Items:	
5.1	Capital Programme 2016/17 Revisions - ER	
5.1.1	Discussion took place about detail of the revised programme.	ER
5.1.2	HSPB agreed the revised programme and that regular updates on progress be provided at future meetings. Any future changes to programme will	ER

		ACTION
	require HSPB approval.	
5.1.3	STH to also advise on process of communicating the revised programme with ward councillors and tenants.	ER
5.1.4	STH outlined their proposed delivery of the programme, and gave an assurance that the programme (and previous year's slippage) would be delivered this financial year.	ER
5.1.5	It was agreed that for future years a detailed capital programme will be included as part of the February HRA / Capital Budget Report (ie Feb 2017 report for 2017/18 programme etc)	ER
6.0	Standard Items:	
6.1	Housing Operations Board (HOB) Action Plan to HSPB– SH	
6.1.1	SH provided HSPB with a summary of items discussed at the last HOB.	
6.2	Welfare Reform – JM	
6.2.1	JM provided an overview of Bury Council's / Six Town Housing's position relating to Universal Credit	
6.2.2	Overall, we seem to be performing a lot better than comparable organisations. However, we must not become complacent.	
6.2.3	JM requested that a report is brought only quarterly to HSPB following the same format as HOB.	
6.2.4	This was agreed on the basis verbal updates are given at all meetings and a paper report submitted quarterly.	
6.3	<u>Asylum Seekers</u>	
6.3.1	HSPB agreed that updates on Asylum Seekers would also be quarterly, or by exception.	
6.3.2	SMc asked if a regular update could be provided in terms of the performance reported to HWB Board on the HWB Strategy, particularly if HSPB is accountable for this performance. SH to look into this following discussions at HOB.	SH
7.0	Date of Next Meeting Tuesday 21 st July 2016, 13:00-14:30, Lancashire Fusiliers Room, 1st Floor Town Hall	