

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																												
	<b>Bury CCG</b>																																	
	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																												
	<b>Communities and Wellbeing</b>																																	
	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																													
	<b>Children, Young People and Culture</b>																																	
	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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	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 - Health Needs Assessment			Bury's Children and Young People's Integrated Health and Wellbeing Service																																								
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Health Needs Assessment - Data	Demographic and Health Profile <b>Population Profile - Stage 1</b> - 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 <b>Health Profile - Stage 2</b> - 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 <b>Health Profile - Stage 2a</b> - 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 <b>Health Profile - Stage 3</b> - 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 <b>Health Profile - Stage 4</b> - 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 <b>Health Profile - Stage 5</b> - 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 <b>Health Profile - Stage 6</b> - 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 <b>Health Profile - Stage 7</b> - 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 <b>Health Profile - Stage 8</b> - 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 - Service Redesign		Bury's Children and Young People's Integrated Health and Wellbeing Service																																
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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																														

<b>PHASE 2 - Service Redesign</b>	<b>Bury's Children and Young People's Integrated Health and Wellbeing Service</b>																																	
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	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																														
<b>Consultation</b>	Undertake Consultation Plan	Heather Walton (Childrens) Heather Crozier (C&WB) Carrie Dearden (CCG)		03/02/2017																														
<b>Recommendation</b>	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																													
<b>Governance</b>	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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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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