

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

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