

Bury Loneliness and Isolation Strategy Action Plan

Date	Activity	Audience	Format	Key Message(s)	Delivered by	Notes/progress
June 2018						
30.06.18	Create a draft high level Bury Loneliness and Isolation strategy	Project Group SMT/ SLT	Strategy on a page document		Hayley Ashall	Complete
30.06.18	Create a draft Bury Loneliness and Isolation strategy action plan	Project Group SMT/ SLT	Action plan document		Hayley Ashall	Complete
30.06.18	Identify funding to deliver the actions set out in the action plan and strategy	Project Group SMT/ SLT	Make any appropriate bids		Hayley Ashall	Agreed PB, DB, VCFA innovation fund. Need to identify other funding
30.06.18	Identify existing strategies that align to or support the Loneliness & Isolation Strategy	Project Group SMT/ SLT	Excel spreadsheet or database		Hayley Ashall - linking in with PMs, managers, policy and other teams	Update the strategy and action plan where applicable
July 2018						
31.07.18	Bury Loneliness and isolation strategy signed off	CWB SMT & Lead Member	Strategy on a page		Hayley Ashall	Complete
31.07.18	Bury Loneliness and isolation action plan signed off	CWB SMT & Lead Member	Word document		Hayley Ashall	Complete
31.07.18	Updating the Bury Loneliness and isolation strategy and accompanying documents to reflect the prevalence of youth loneliness	Lead Member Interim ED CWB	Word documents and briefing note		Hayley Ashall	Complete
August 2018						
03.08.18	Attend Lead Members Portfolio session to update and gain agreement from Lead Member re updates for prevalence of youth	Lead Member Interim ED CWB	Word documents and briefing note		Hayley Ashall	Complete

[illegible]

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31.10.18	Briefing note to councillors and senior managers about the Loneliness Commission and letting them know about workshops	Councillors Senior Managers	Briefing note		Hayley Ashall	Drafted – needs to be sent out
31.10.18	Draft an article for team brief on work planned and what's been agreed	Council Officers	Briefing note		Hayley Ashall	
31.10.18	Draft article to go out to CCG colleagues	CCG recipients	Brief note		Hayley Ashall	
31.10.18	Start to collate current numbers & details of services supporting the reduction of loneliness and isolation in Bury	T&F group All	Excel Database report	Numbers of existing services – use as a benchmark for reporting progress	Hayley Ashall TBD team Performance team VCFA	Utilising entrees on TBD List of commissioned services VCFA list of VCF groups and services
31.10.18	Design e-learning and workshops	Various workshops tailored to audience	Presentation FAQ Handout E-learning for those who can't attend	The core of the project and work; along with the role they can play and expectations in them.	Hayley Ashall	
31.10.18	Booking of rooms and meeting space for workshops/ drop ins	SMT Project group	Need a plan of sessions on word for distribution		Hayley Ashall	
31.10.18	Design marketing materials	Residents Councillors Officers Partners VCF	PR Email Team brief Leaflet poster	The core of the project and work; along with the role they can play and expectations in them.	Hayley Ashall	Does this link with any PH or other campaigns

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31.10.18	One Community Page development	Residents Councillors Officers Partners VCF	One Community Loneliness and Isolation engagement page	Engagement Surveys Feedback Asset mapping	Lauren Craig	
November 2018 2018						
30.11.18	Hold workshop to design pilot	Two workshops range of cross sector colleagues, public and partners	Presentations Groups work		Social Development & Engagement Team Cllr Simpson	The workshop will inform the pilot
30.11.18	Start training via e-learning and workshops for Councillors delivered	Various workshops tailored to Councillors	Presentation FAQ Handout E-learning for those who can't attend	The core of the project and work; along with the role they can play and expectations in them.	Hayley Ashall	This is around embedding the 'start a conversation into their role and connecting people to services'
30.11.18	Start training via e-learning and workshops for relevant council staff delivered	Various workshops tailored to council staff	Presentation FAQ Handout E-learning for those who can't attend	The core of the project and work; along with the role they can play and expectations in them.	Hayley Ashall Neighbourhood Engagement Team	This is around embedding the 'start a conversation into their day job and connecting people to services'
30.11.18	The Bury Directory includes services from mapping exercise, run some promotion on the directory	Public Partners Council officers	TBD paperwork and process	Need to promote the service in the directory once included	TBD Team	Need to write in to the BD plan of work – this will be ongoing
30.11.18	Scaling up the new neighbourhood working model (part of transformation fund– Enabling local people work stream)	SMT/ SLT T&F Group Transformation process colleagues	Suite of documents linked into the transformation fund and existing neighbourhood modelling work and	Ensuring the services delivery can identify, support those with and reduce levels of loneliness	David Thomas Hayley Ashall	Link into existing work and plans

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			plans			
December 2018						
31.12.18	The Task & Finish Group to start planning the pilot	T&F Group	Suite of documents	Pilot design and parameters	T&F Group	
31.12.18	Start to design/ consider a way to collate numbers of Bury residents who are lonely and isolated	T&F group	Excel Database report	Numbers of existing residents – use as a benchmark for reporting progress	Lead/ PM Performance team Partners VCFA	Will need support from internal teams & partners already collate this
31.12.18	Start training via workshops for VCFA colleagues delivered	VCFA colleagues and representatives	Presentation FAQ Handout E-learning for those who can't attend	The core of the project and work; along with the role they can play and expectations in them.	Hayley Ashall Neighbourhood Engagement Team	Highlighting the importance of their role in this agenda and connecting to other services
31.12.18	Start training via workshop to partners of public and private sector colleagues delivered	Various workshops tailored to partners of public and private sector colleagues	Presentation FAQ Handout E-learning for those who can't attend	The core of the project and work; along with the role they can play and expectations in them.	Hayley Ashall Neighbourhood Engagement Team	Highlighting the importance of their role in this agenda and connecting to other services. Where possible staff starting a conversation.
January 2019						
31.01.19	Develop a social prescription model (part of transformation fund– Enabling local people work stream)	SMT/ SLT T&F Group Transformation process colleagues	Suite of documents linked into the transformation fund	Ensuring the services delivery can identify, support those with and reduce levels of loneliness	Shenna Paynter Hayley Ashall Sajid Hashmi VCFA	Link into existing work and plans
31.01.19	Start the work to start the pilot	T&F Group	Meetings and		T&F Group	

Date	Activity	Audience	Format	Key Message(s)	Delivered by	Notes/progress
			communications			
February 2019						
28.02.19	Review the work to date	T&F Group SMT/ SLT	Utilising strategy, action plan and PMO detail	Success and where not achieved what can we do	Hayley Ashall	Record work and progress throughout the first year via PMO updates and processes
28.02.19	Refresh the strategy in line with work to date and future direction	T&F Group SMT/ SLT	Strategy document		Hayley Ashall	
28.02.19	Refresh and update the action plan	T&F Group SMT/ SLT	Action plan document		Hayley Ashall	
March 2019						
31.03.19	Produced and circulated an update position report to the relevant channels.	T&F Group SMT/ SLT Partners and public	Report	Achievements and work to date, lessons learnt and next steps.	Hayley Ashall	
31.03.19	Start to plan the next year's work plan	T&F Group	Report & Action plan			