

Appendix 1 – JHWS project plan

Workstream	Task	Details	Output/product	Timeframe									Lead	Resources	R/A/G		
				Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21				Aug-21	Sep-21
1 - Establish key mechanisms																	
	Use of existing forums as strategy development steering/oversight groups	Ensure strategic input from and update/approval reports to key groups (as required by each group), including: * BHWB * BCT * HIRG * Quartet Note - attendance dates to be confirmed where not already shown	Update and strategic input reports			25-Jan			06-Apr						SH/MS	Ad'U, strategy development working group	
						19-Jan											
								03-Feb									
	Use of existing forums to ensure effective engagement across the council and partners	Ensure effective communication, engagement and strategic input across a range of forums, including: * CMT * HI reference group * BSAF * BSCF * Community Safety Partnership * Partners for Brent Note - attendance dates to be confirmed where not already shown	Communication and engagement												SH/MS	Ad'U, strategy development working group	
	Establish strategy development working group	This group will ensure delivery of the strategy as guided by the strategic directions set by the steering group. The working group will include: • Shazia Hussain (ACE, Brent Council) • Angela d'Urso (BHWB officer link, S&P) • Julia Mlambo (community engagement, S&P) • Veronica Awuzudike, Healthwatch • Michelle Johnson, communications, Brent CCG • Janice Constance (public health) • Bruno Davey (senior insight analyst, CW) • Shirley Parks (head of FP, P & P, CYP) • Ralph Elias, LNWHT • Jenny Lanyero, CNWL	Group established and meeting		08-Dec	06-Jan	03-Feb	03-Mar	07-Apr	05-May	02-Jun	07-Jul	04-Aug	01-Sep	Ad'U		
2 - Data and intelligence analysis																	
	Central data repository established	Shared point created and key documents added by all development and data group members	Shared access folder												Ad'U		
	Data leads officer group established	Meeting to include key data officers from across council and development group partners. Focus will be to dovetail key quantitative and qualitative data sources to inform development and steering groups	Group established and meeting			05-Jan									BD	Ad'U	
	Review of JSNA	Analysis of information to identify key community needs	Key findings document												BD/Ad'U	Data leads group	
	Collation of previous relevant consultation outcomes	Review of consultation findings emerging from the Poverty Commission, BCAP, health inequalities, community champions etc.	Key findings document												BD/Ad'U	Data leads group	
	Review of other key data sources	Collation and analysis of relevant data held across council and partners e.g. borough plan data, equalities, Covid19 Marmot review	Key findings document												BD/Ad'U	Data leads group	
3 - Consultation and engagement (phase 1 - specialist)																	
	Design initial consultation to guide priority setting process	Agree questions to enable effective qualitative data collation to inform decision making													SH/MS	Ad'U, strategy development working group	
	Hard to reach/specialist/focused consultation	Healthwatch to lead community engagement with a focus on hard to reach communities	Key findings document												VA	BD/Ad'U/JM	
		Healthwatch survey shared across key relevant council / partnership forums e.g. disability forum, parents and carers forum													VA	Ad'U/JM	
	Analysis and findings report													VA	BD/Ad'U/JM		

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4 - Consolidation - findings from workstreams 2 and 3																	
	Analysis of intelligence across workstreams 2 and 3, identification of emerging themes/priorities	Strategy development working group to: * Interpret and agree emerging findings across workstreams 2 and 3 * Secure agreement of interpretation with the strategy development steering groups * Agree reports to strategy development strategic steering groups (dates outlined in workstream 1) - report to include preliminary messages emerging from data analysis and initial consultations, as well as provide steer towards emerging themes/priorities	Report													SH/Ad'U	Strategy development working group
	Secure agreement to the emerging findings and interpretations	Update to relevant strategy steering groups * HISOG * Quartet	Agreed report					03-Mar								SH/MS	Strategy development working group
5 - Consultation and engagement (phase 2 - partners)																	
	Internal and partnership engagement	Dedicated virtual events/meetings to be set up as follows: * Elected members session - councillors, Youth Parliament, CCG governing body members, clinical directors * Voluntary sector organisations e.g. Age UK, Mind, Mencap, Crisis, Step Up Hub, Young Brent Foundation * Key groups e.g. Care in Action, Care Leavers in Action, Thrive, Multi Faith Forum, Pensioners Forum * Further suggestions include police, FE, Quintain, local businesses, Partners for Brent Emerging themes/priorities to be tested, with opportunity to consider additional data/intelligence from wider partners	Key findings document					Preparation	Events							SH/MS	Ad'U/JM
6 - Consolidation - all activity to date																	
	Develop proposed priorities and actions based on findings from workstreams 2, 3, 4 and 5	Strategy development working group to : Consolidate and review all products to date and develop into final proposed priorities and key activities. The emerging priorities will need to ensure close alignment with: * Emerging single CCG and ICP priorities * Key council strategies/groups e.g. BCAP, the Poverty Commission recommendations, Borough Plan, BCT * Any other relevant systems links	Proposed priorities and activities document					Drafting								SH/MS	Strategy development working group
	Finalise and agree proposed priorities/actions	Strategy steering groups to review and agree the document in advance of public consultation: * HISOG * Quartet	Final document for consultation													SH/MS	Ad'U
	Note progress and agree priorities/actions for consultation, as well as consultation document	Update and progress reports as required in advance of public consultation: * CMT * BHWB	Final document for consultation						06-Apr							SH/MS	Strategy development working group
7 - Consultation and engagement (phase 3 - universal)																	
	Formal public consultation to commence	* Document produced as part of workstream 6 put on consultation portal * External and internal comms across partners to raise awareness and increase engagement * Brent Connects sessions														JM/Ad'U	Strategy development working group
	Analysis of formal consultation findings	Consultation outcomes to be considered and strategy and plans adapted accordingly	Key findings document, updated priorities and activities document													SH/MS	Strategy development working group

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8 - Strategy drafting																	
	Drafting and securing agreement on a draft strategy that meets the requirements of the BHWB and key partners/stakeholders	<ul style="list-style-type: none"> * Draft strategy produced, including action plans and related PMF * Draft strategy discussed, amended and agreed by strategy development working group * Draft strategy reviewed, amended and agreed by strategy development steering groups * Draft document to be circulated to BHWB members for input and comment * Draft document to be considered and approved by: <ul style="list-style-type: none"> - Quartet - July 2021 - CMT - July 2021 - BCT - July 2021 (Note - dates for Board meetings to be confirmed via new municipal calendar May 2021 so subject to change)	Agreed final draft strategy										Drafting, email circulations			SH/Ad'U	Strategy development working group
	Securing agreement to the final strategy across council and partnership processes	Final strategy produced and agreed, including related action plan and performance management framework: <ul style="list-style-type: none"> * BHWB * Community and Wellbeing Scrutiny Committee - (tbc with Chair) * Cabinet (CMT,PCG) - September 2021 (Note - dates for Board meetings to be confirmed via new municipal calendar May 2021 so subject to change)	Agreed final strategy													SH/Ad'U	Strategy development working group
9 - Publication and dissemination																	
	Publication and awareness raising	Strategy development working group to consider ideas e.g. knowledge bite sessions, formal and informal existing mechanisms	Published and embedded strategy													Ad'U	Strategy development working group