

**HEALTH AND WELLBEING BOARD - 29<sup>th</sup> July 2015**  
**Development of the Nottingham City Joint Health and Wellbeing Strategy 2016-2019**  
**Appendix 1 – Project Initiation Document version 1.0**

**Principles and Cross cutting themes**

The following principles and cross cutting themes were proposed at the Board Development Session on the 22<sup>nd</sup> June 2015 with regard to developing the city's next Joint Health and Wellbeing Strategy:

- There should be engagement with citizens and stakeholders from an early stage of strategy development.
- Strategy development should be aligned with the development of the next Clinical Commissioning Group Strategy and the Vulnerable Adults Plan which are also taking place in 2015.
- The strategy should take into consideration the commitments in the Council Plan 2016-2019 which is due for publication shortly.
- The strategy should demonstrate the added value the board can bring to a discreet number of identified priorities.
- The strategy should have cross cutting themes which could include:
  - addressing the health inequalities that persist in the city.
  - utilising and build the community assets which exist in the city.

Other principles include how the strategy will deliver the Board's commitment to parity of esteem, integration of health and social care, sustainable health and wellbeing principles, and early intervention.

**Project management and governance**

The following is proposed in relation to the roles and responsibilities for the development of the strategy over the next 10 months:

<b>Responsible</b>	Joint Health and Wellbeing Strategy Project Steering Group (see below)
<b>Accountable</b>	Nottingham City Health and Wellbeing Board on behalf of Nottingham City Clinical Commissioning Group and Nottingham City Council.
<b>Consulted</b>	Commissioning Executive Group. Citizens with an emphasis on groups and communities who experience the most health inequalities. Health and Wellbeing Board members and their organisations. Other organisations with a stake in health and wellbeing. Nottingham City Healthwatch and members Nottingham City Health and Wellbeing Third Sector Provider Forum Nottingham Citizens Social Care group
<b>Informed</b>	Other strategic partnership in the city, national agencies and government. Other areas.

It is proposed that a steering group will lead the development of the strategy and oversee project management which will consult the Commissioning Executive Group and report to the Board. The steering group will meet monthly from July 2015 and initially comprise of:

- Colin Monkton – Director of Commissioning, Policy and Insight, Nottingham City Council
- Alison Challenger – Interim Director of Public Health, Nottingham City Council
- James Rhodes – Strategic Insight Manager, Nottingham City Council.
- John Wilcox – Insight Specialist - Public Health, Nottingham City Council.
- Bobby Lowen, Lead Commissioning Manager.
- Clinical Commissioning Group representative(s) TBC

Additional members may join the group. Exact project management roles are to be confirmed asap.

The steering group will be supported in the development of the strategy by a Working Group and an Engagement and Consultation Group. It is currently envisaged that all resources will be sought from existing resources from across the Health and Wellbeing board.

### **Strategic drivers and alignment**

As in the development of the 2013-16 strategy it is recognised that the strategy should take into account national drivers such as the NHS Five Year Forward view, ADASS Policy Report 2015, and frameworks such as the Public Health, and NHS and Social Care Outcome Frameworks. Also local strategic drivers such as the Nottingham Plan, the Council Plan, the CCG Commissioning Strategy, the Vulnerable Adults Plan and the Children and Young People's Plan.

As the next CCG Commissioning Strategy and the Vulnerable Adults Plan are also being developed in 2015/16, opportunities to collaborate in strategy development, share engagement and consultation learning will be explored and implemented so that where relevant the strategic are aligned.

### **Understand health and wellbeing needs**

An initial desk top exercise will be undertaken to collate and summarise what is currently known about health and wellbeing needs in the city. This will utilise evidence in the JSNA and the various nationally published health and social care outcomes frameworks and health profiles. The steering group and project management team will work with the JSNA lead and steering group to ensure that needs identified in the JSNA are taken into consideration in developing the strategies priorities. Additional data and policy analysis will be undertaken where required to undertake benchmarking and other comparative assessments.

### **Engagement and Consultation**

The City Council and the CCG have a duty to involve Healthwatch Nottingham and the people who live or work in the local authority's area in the development of the Joint Health and Wellbeing Strategy. Board members at the recent Development Session endorsed the importance of meaningful citizen and stakeholder engagement as part of strategy development. It is proposed that this engagement, together with that of the Board and its members is conducted throughout strategy development structured into two broad stages:

#### Stage one – July to October 2015 – Agreeing Strategy Priorities and Themes

- Engagement with Board members in relation to identified health and wellbeing needs to generate a “long list” of potential priorities and themes.
- Engagement with citizen and groups on this long list, to develop a “short list” of potential priorities and themes.
- Options appraisal with Board members to agree strategy priorities and themes.

#### Stage two – February to May 2016 - Agreeing delivery of Strategy Priorities and Themes

- Consultation with board members on objectives and actions in a draft strategy document.
- Consultation with citizen and groups on objectives and actions in a draft strategy document.

As stated above, where possible, this process will be aligned with the consultation and engagement for the next CCG Commissioning Strategy and the Vulnerable Adults Plan where possible. The City Council's Research and Engagement team, together with the CCG's team and Healthwatch Nottingham could work together in this engagement and consultation process.

### Proposed Initial Development Timetable

The initial development timetable below is proposed. This will be refined further as part of project planning. A brief update report will go to each CEG and Board meeting. Board Development sessions will be utilised to develop the strategy.

<b>Task</b>	<b>Date</b>
Project initiation and development of project plan	July 2015
CEG and Board report on project proposals	July 2015
Development of engagement and consultation plan	July 2015
Engagement of individual board members on strategy scope and priorities	July - August 2015
Analysis of focus of strategies in other cities	July - August 2015
Summarize and benchmark health need	July - August 2015
Board Development session – on Strategy Development (board views, health needs, engagement plan)	24 <sup>th</sup> August
Health and Wellbeing Board report	30 <sup>th</sup> September 2015
Engagement of citizens and representative groups	September-October 2015
Board Development session – on Strategy Development (initial engagement findings to date)	19 <sup>th</sup> October
Analysis and formulation of strategy options	November 2015
Health and Wellbeing Board report	25 <sup>th</sup> November 2015
Board Development session – on Strategy Development (strategic options appraisal)	16 <sup>th</sup> December 2016
Health and Wellbeing Board report	27 <sup>th</sup> January 2016
Writing of draft strategy document	January-February 2016
Board Development session – Draft strategy	22 <sup>nd</sup> Feb 2016
Board report on draft strategy	30 <sup>th</sup> March 2016
Consultation on Draft strategy	April-May 2016
Analysis of consultation findings and amendment of strategy	June 2016
Board report on draft strategy	July 2016