

ID	Task Name	April			May			June			July	
		E	B	M	E	B	M	E	B	M	E	B
1	Wirral JSNA 2012 - 2013											
2	Process											
3	workplan											
4	Provide workplan that reflects current work and development needs of JSNA over next 12 months (JH Workplan (5))											
5	Report progress to JSNA Executive and others on regular basis highlighting any risks and issues											
6	risks & issues											
7	Identify risks and issues with colleagues and partners to achievement of outcomes for JSNA											
8	Develop plans to mitigate and minimize impacts											
9	Review outcomes and redesign mitigation plans											
10	policy guidance and implications											
11	Review new policy and guidance for current and future JSNA specification											
12	Provide analysis as to how, why and where the JSNA can be affected by new/changing policy and make contingencies to mitigate any adverse outcomes											
13	Provide for JSNA Exec Group a clear understanding of previous, current, future guidance, analysis and best practice - that shapes approach to JSNA approaches											
14	Data											
15	data migration - new layout											
16	Provide updated content layout for current content to be migrated to new template (JH Workplan (1))											
17	Determine with others/colleagues the resources and actions to migrate data											
18	Link to website layout changes to accommodate new template											
19	Promote improved ease of access to information across partnership and community											
20	data											

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21	Schedule of known work that contains required dataset inclusions from JSNA (link to Instant Atlas Data Warehouse approach)											
22	Support collation of known data inclusion requirements for JSNA and to have schedule of needs											
23	Approach partners to understand known needs to ensure all necessary elements are actioned in a timely manner											
24	Work with variety of data providers to populate JSNA on its iterative journey (JH Workplan (6))											
25	version control (data)											
26	Provide ongoing regular process for the collation of latest known data for JSNA (links to Instant Atlas Data Warehouse)											
27	Manage change control processes by colleagues											
28	refresh schedule											
29	Provide a system schedule of delivery and monitoring of the JSNA data set for ongoing review and continuous management of data flows											
30	changes & additions											
31	Determine with range of colleagues the developing content demands and present news needs to JSNA Exec Group for consideration											
32	(Link to JSNA Exec) Work with JSNA Exec Group to consider approach of JSNA data and analysis - new and current coverage to a range of areas - Group members providing direction on new and changing topic areas related to timing, resources and needs											
33	Instant Atlas Data Warehouse											
34	Content provided by IA lead that covers all known and included data in JSNA back to a profile - links to PHOF											
35	Support others to develop collective approach for information so colleagues are able to deposit/use relevant public data across Wirral partners											
36	Support PHIT colleagues with the formalising tracking of data references in JSNA (timing, availability, integration) links to Instant Atlas Data Warehouse approach)											
37	quality review of JSNA											

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38	Develop and instigate system that considers quality aspects of JSNA process and JSNA products - provide annual report to HWBB via JSNA Executive Group. (JH Workplan (2))											
39	Products	▼										
40	joint Health & Wellbeing Strategy	▼										
41	Support the Local Authority and Wirral CCG (as Health & Wellbeing Board) to discharge their duty to have for to prepare Joint Health & Wellbeing Strategy based on JSNA in relation to Local Authority area with regard to guidance from Secretary of State											
42	Provide data and information to HWBB that enable them to understand current position in terms of a number of subject areas											
43	Work with DPH and other JSNA Exec Group members to decide how JSNA Key Issues should be presented to HWBB											
44	Provide support to use defined HWBB process that engages local communities, organisations and partners to 'sensor check' what are considered those key issues											
45	Assist HWBB to define key priorities (keeping content of key issues up to date during process)											
46	Provide support to HWBB & Strategy Development Group as it drafts Joint Health & Wellbeing Strategy based upon reviewed key issues and defined local priorities (JH Workplan (3))											
47	website for JSNA	▼										
48	Provide content management system support for website											
49	Keep current access under review & Improve access review tools											
50	Understand personal preferences of site users and offer them bespoke additional options.											
51	Widen interactive elements											
52	Keep site content under review and develop new opportunities based on feedback and new ideas											
53	Develop wider available resources in terms of website content management											
54	bulletin	▼										
55	Develop the wider engagement of online data access through regular news bulletin.											

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56	Further our understanding of interested parties needs of data, information, intelligence and knowledge and seek to provide new options where possible.											
57	Create membership approach and engage contact list regularly on variety of topics.											
58	Support promotion of HWBB through bulletin via links to boards Comms & Engagement Strategy											
59	Embedding use of JSNA across partners											
60	informing strategies, policies and plans and reviewing processes											
61	Establish a prospective schedule of major strategy, policy, and commissioning work with defined partner use of JSNA											
62	business planning and commissioning alignment											
63	Develop with others the alignment of reviews and refreshes to support partner business planning season											
64	Influence local leadership to embed JSNA within processes for the planning and coordination of local services and support key commissioning and service provision decisions (ToR 4.2)											
65	tracking											
66	Create record of partner usage & referencing of JSNA (Link to JSNA Exec Actions)											
67	sharing good practice											
68	Develop systematic review of best JSNA practice across Wirral partners that informs colleagues, future practice and supports partners service planning and provision											
69	Structure & Support Groups											
70	JSNA Executive Group											
71	JSNA Executive Board providing strategic direction and outward impetus to ensure JSNA is embedded in the work of partners											
72	(Link to 'changes & additions') Work with JSNA Exec Group to consider approach of JSNA data and analysis - new and current coverage to a range of areas - Group members providing direction on new and changing topic areas related to timing, resources, needs											
73	Health & Wellbeing Board (HWB)											

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74	Ensure JSNA process collates key issues relating to Wirral population to inform future HWBB activity											
75	Provide analysis in a timely and appropriate manner to improve evidence based decision making											
76	Support development and delivery of HWBB Communications & Engagement activity that includes engagement across Wirral to confirm or otherwise JSNA key issues											
77	Ensure JSNA informs H&WB Board and others of likely key issues for then prioritising in Joint HWB Strategy											
78	Support development and implementation of HWBB processes from key issues through to prioritisation and onto strategy											
79	Joint Intelligence Group											
80	Support the JSNA Executive Group to oversee the development and deployment of joint intelligence and data resources across the health and wellbeing strategy board partners and beyond (From ToR)											
81	Continue to re-develop Wirral Joint Intelligence Group offering it added purpose for JSNA and Council/Partner processes/plans											
82	Link to JSNA content and use of IA to carry all data in JSNA – so automating updates wherever possible											
83	HWB Communications & Engagement Group											
84	Task this group to provide content for JSNA through a) their established routes, b) already produced content and c) new developed options - using established internal and external partner routes and methods											
85	NHS Commissioning Board											
86	Support the Health & Wellbeing Board as it has the duty to have regard to the NHS Commissioning Board mandate and statutory guidance in developing the JSNA and JHWS											
87	content leads											
88	Support the variety of content leads (such as LDPB, SHP, CDG, SHG) through their structures to a) engage with content, b) provide new information and c) author the words to reflect local needs											

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89	Wirral CCG											
90	Support the JSNA Exec to in the development of working relationships with Wirral CCG and their use of JSNA in the commissioning of services in relation to the Health & Wellbeing Board and the production of its Health & Wellbeing Strategy for Wirral.											
91	Support Wirral CCG in its approach and achievement of its duty to have regard to JSNA and JHWS in the exercising of relevant commissioning functions (ToR – 4.5, 6.3.1)											
92	Further develop awareness of GPCC processes and widen knowledge of JSNA with GPs											
93	Further develop greater understanding of GP data and explore how this, and other data, can be combined and used innovatively											
94	Local Strategic Partnership (LSP)											
95	Support LSP in the development of a state of the borough report (JH Workplan (4))											
96	Engagement											
97	JSNA Communication & Engagement Plan											
98	Develop engagement and involvement plan to meet the content needs of the JSNA (JH for HWB Comms & Eng Group) (covering the following aspects)											
99	Complete actions from 2012 Key Issues survey ideas and options to increase wider engagement and involvement (see involvement)											
100	reporting of JSNA Engagement (En)											
101	Record engagement processes, outcomes and developments - and where changes accrue - to both internal and external audiences as required											
102	Provide feedback for JSNA Engagement through NHS Wirral PPI Annual Report process											
103	extend use of current partner consultation processes (En)											
104	Extend use of current partner consultation processes to introduce JSNA to new people and understand future consultations and provide access to JSNA to inform their considerations (through HWBB Communications & Engagement Strategy/Group)											

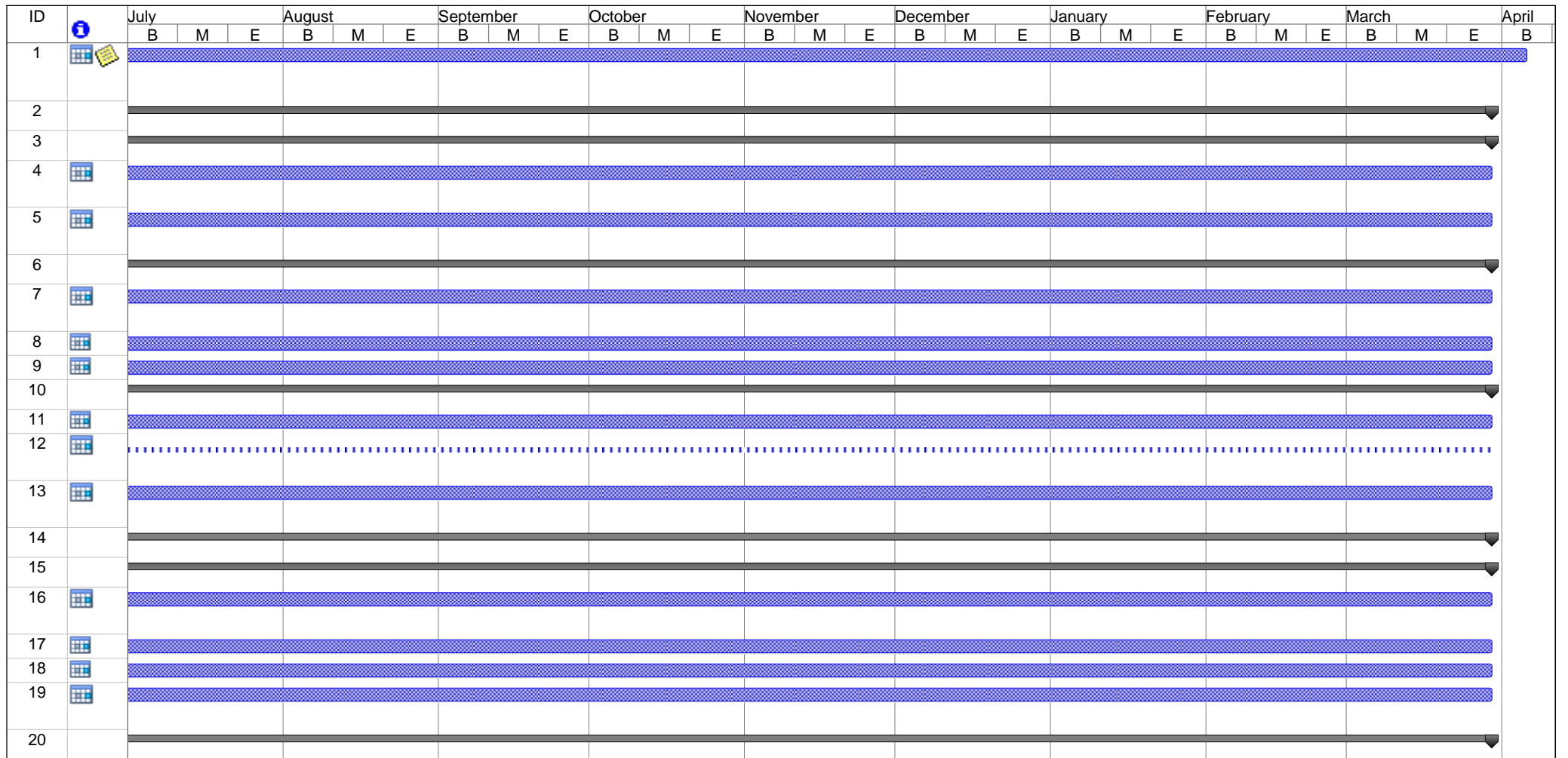
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105	collective & continuous engagement (En)											
106	Work with range of colleagues to ensure the JSNA has embedded process that includes range of colleagues, partners, organisations and communities - so ensuring best information, best analysis and best application to understand current and future priorities											
107	Involvement											
108	range of users											
109	Engage current, previous, infrequent and new users through networks and internal communication across the range of contacts, partners and colleagues - to improve use of JSNA in decision making processes and/or contribution to development of content											
110	Question users on use of JSNA to drive future developments											
111	Complete actions from 2012 Key Issues survey ideas and options to increase wider engagement and involvement (see engagement)											
112	commissioners & authors											
113	Work with range of colleagues and partners to ensure all can and do contribute to the JSNA process so that it provides a complete and comprehensive document.											
114	Developmental											
115	JSNA leads group											
116	Work with local/NW colleagues through NwTA to define opportunities to share and develop practice (JH Workplan (7))											
117	Review other JSNAs and how they have adapted to meet wider needs (within NW and wider footprint) (JH Workplan (7))											
118	joined up assessments											
119	Consider how to align people and resources so that partners plan and act collaboratively - so outcomes recognise joint working, intelligence and analysis											
120	modelling tools											
121	Support the development with others use of modelling tools to consider other aspects such as value for money and outcomes for investment											

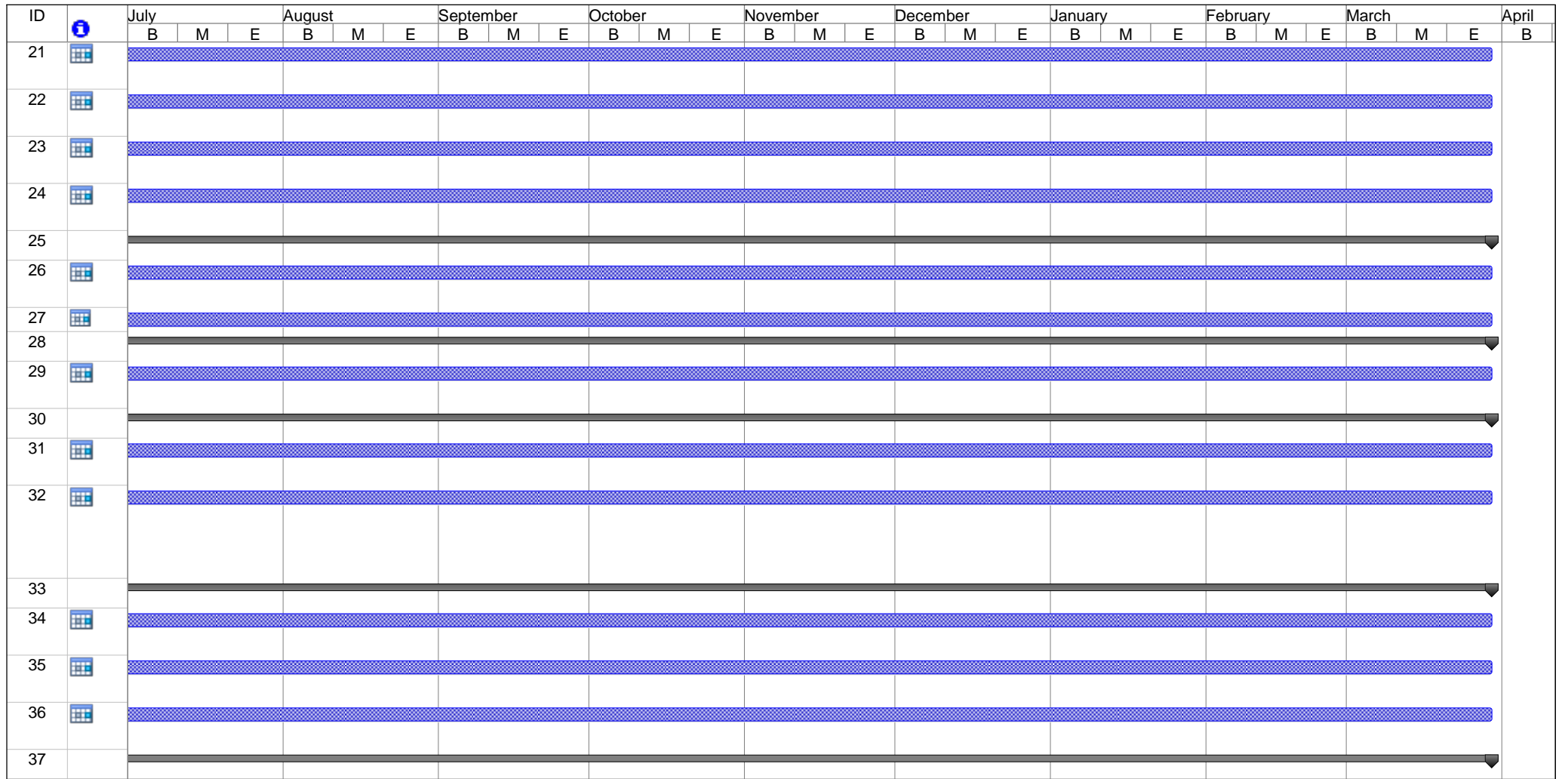
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122	joint intelligence											
123	Over period of JSNA - work towards a data, intelligence and analysis process that is collaborative and assigns resources accordingly											
124	commissioning											
125	Understand policy, planning and commissioning processes of partners and organisations to ensure JSNA is able to support these processes in a timely manner											
126	developing culture											
127	Work with partners to improve awareness, change perceptions, collaborate on data and analysis, and develop new ways of working											

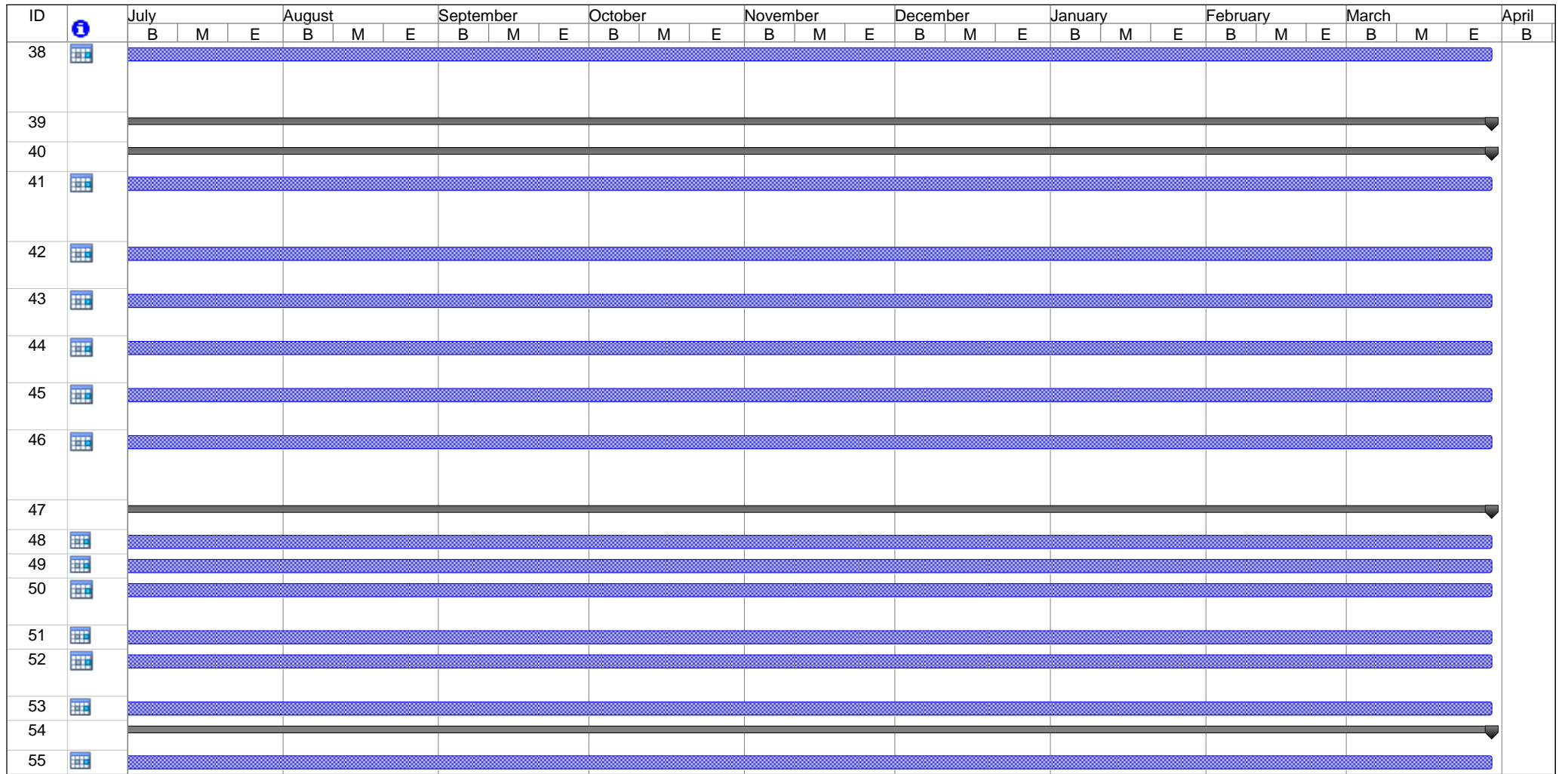
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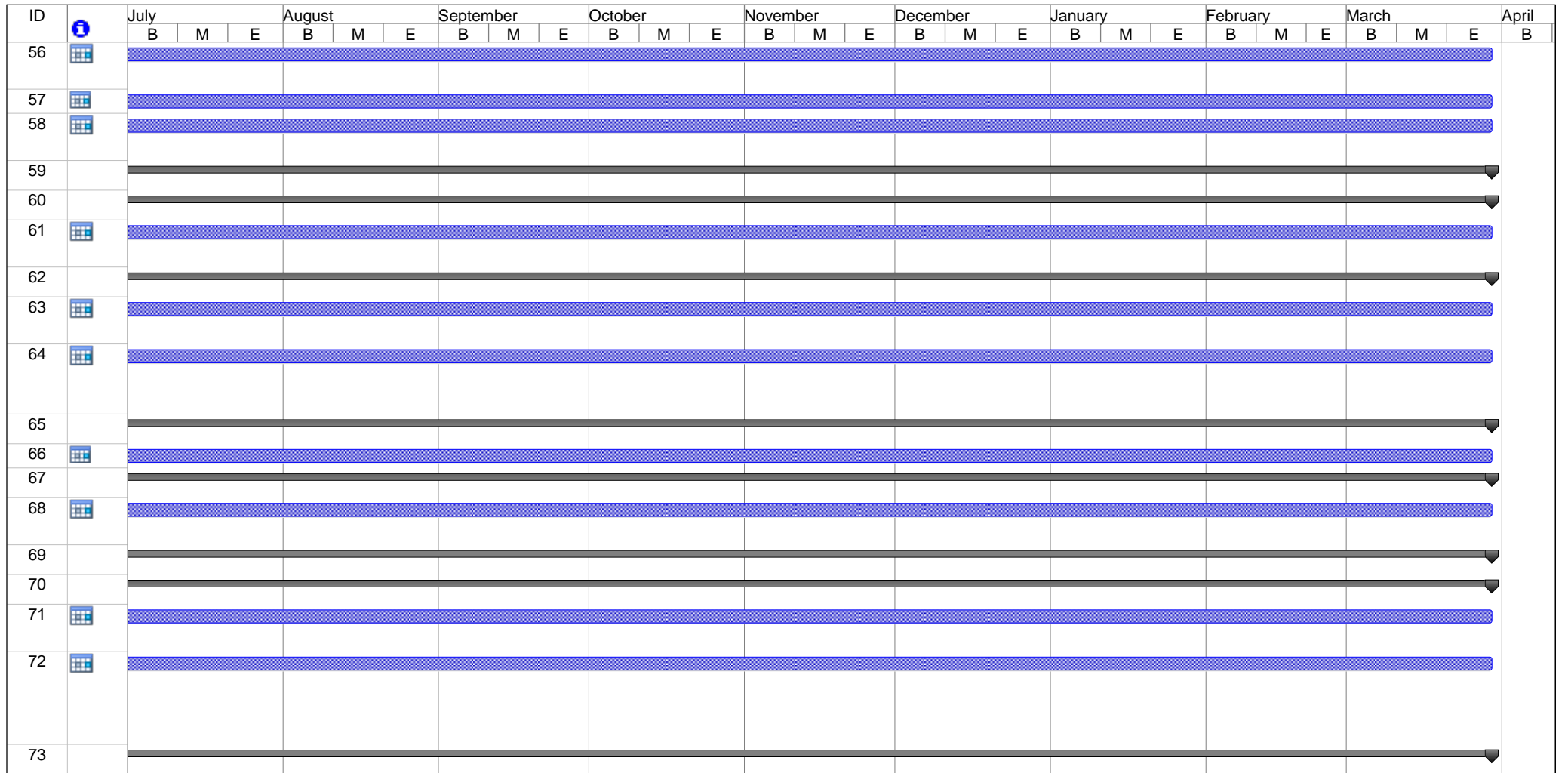
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