

Appendix 2 – HWB Development Day (May 2023) Draft Action Plan (presented July 2023)

Feedback/Ideas from Development Day (summarised)	Theme	Proposed Action	Owner	Indicative Deadline (HWB)
<i>Ensure actions happen between meetings and they appear on an action log</i>	Supporting HWB Members	Refresh and maintain the Action Log	Public Health (Governance)	Jul 2023
<i>Quarterly partner newsletter/bulletin</i>	Communications and Engagement	Develop a partner newsletter and post key updates from Health and Wellbeing Board (HWB) meetings on social media via the Healthy Brum account	Public Health (Governance/Comms and Engagement)	Nov 2023
<i>Shorter meeting papers succinct action points</i>	Prioritisation and Work Planning			
<i>Induction pack for new HWB</i>	Supporting HWB Members	Create a HWB Induction Pack for new members	Public Health (Governance)	Sep 2023
<i>Need to improve awareness of who is a member</i>	Communications and Engagement			
<i>Getting new members up to speed</i>	Communications and Engagement			
<i>Clarity of relationships of the HWB board with other boards e.g., ICB, ICP, Place, HOSC</i>	Relationships and Accountabilities	Create a 'Ways of Working' document/agreement to highlight relationships, responsibilities and roles the HWB has with other partnership boards	Public Health (Governance)	Nov 2023
<i>Clarity on governance of corporate strategic partnership</i>	Relationships and Accountabilities			

Feedback/Ideas from Development Day (summarised)	Theme	Proposed Action	Owner	Indicative Deadline (HWB)
<i>Define strategic and operational function</i>	HWB Role	Develop and agree operating principles, and include in updated HWB Terms of Reference	Public Health (Governance) HWB Members	Nov 2023
<i>Create opportunities for board members to connect</i>	HWB Culture and Style	Incorporate learning opportunities and reflection into future Health and Wellbeing Board Away Development Sessions Run at least one development session annually	Public Health (Governance)	May 2024
<i>Reciprocal learning opportunities for HWB organisations</i>	HWB Culture and Style			
<i>Create opportunities for board members to connect</i>	HWB Culture and Style			
<i>HWB reflection on success, ways of working and challenges</i>	HWB Culture and Style			
<i>Criteria for taking papers to the board e.g., what if it doesn't meet criteria</i>	Prioritisation and Work Planning	Establish an Executive Board to undertake the statutory "sign-off" functions, providing the whole board membership with more space and time for strategic discussion and thematic agenda items	Public Health (Governance) HWB Members	Sep 2023
<i>Too many papers (length of reports and time allocated) at each Board meeting</i>	Prioritisation and Work Planning			
<i>Executive Board to sign off reports</i>	Prioritisation and Work Planning			
<i>Is it in the strategy and is it deliverable?</i>	Prioritisation and Work Planning			

Feedback/Ideas from Development Day (summarised)	Theme	Proposed Action	Owner	Indicative Deadline (HWB)
<i>Refresh of the Deep Dive programme</i>	Prioritisation and Work Planning	Add 'Review Deep Dive topics' to the HWB Forward Plan	Public Health (Governance)	Jul 2023
<i>We need clear governance, structure and accountability</i>	Relationships and Accountabilities	Develop Board member roles and expectations as part of refreshing the Board's Terms of Reference	Public Health (Governance)	Sep 2023
<i>Being understanding and supportive of each other</i>	HWB Culture and Style	Incorporate the Nolan Principles into a statement, memorandum or Terms of Reference	Public Health (Governance) /HWB Members	Sep 2023
<i>Build relationships with communities</i>	Prioritisation and Work Planning	Refresh the public question function and process	Public Health (Governance) /Democratic Services	Jul 2023
<i>Focus of wider determinants that can be controlled</i>	Prioritisation and Work Planning	Create a (high level) delivery plan for each of the strategy themes	Public Health (Governance)	Mar 2024
<i>Robust action plans e.g., names, deadlines</i>	Prioritisation and Work Planning			
<i>Link between HWB and day job</i>	Prioritisation and Work Planning			
<i>Focus on areas can influence and be creative</i>	Prioritisation and Work Planning			
<i>Accepting realistic time constraints</i>	HWB Culture and Style			

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<i>Highlight success and failures short and long-term</i>	HWB Culture and Style	Conduct an independent evaluation of the Joint Health and Wellbeing Strategy	Public Health (Governance)	May 2024
<i>Examine other models e.g., Better Care Fund</i>	Supporting HWB Members			
<i>Trust to use resources correctly</i>	Relationships and Accountabilities			
<i>Outside expertise on relationships</i>	Relationships and Accountabilities			
<i>Terms of References need to be agreed for each forum</i>	Relationships and Accountabilities	Share and review the Terms of Reference for each HWB forum annually	Public Health (Governance) HWB Forums	Sep 2023
<i>The membership of the forums may need to be reviewed more frequently</i>	Relationships and Accountabilities			
<i>Forums should have more themed discussions/ presentations to avoid unstructured discussion</i>	Prioritisation and Work Planning	Explore the options for forums to have thematic sessions and develop actions from these discussions	Public Health (Governance) HWB Forums	Sep 2023
<i>Forums need to move from a passive role to an active one</i>	Prioritisation and Work Planning			
<i>Forums could branch out beyond meetings to events/initiatives (e.g. Creative Dinners)</i>	HWB Culture and Style	Invite forum members to a HWB development/learning session where good practice can be shared	Public Health (Governance) HWB Forums	Sep 2023

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<i>Better communication methods for forums members (i.e. not LinkedIn)</i>	Comms and Engagement	Develop shared mailbox/email address (or alternative) for each forum with options for regular updates	Public Health (Governance) HWB Forums	Sep 2023
<i>Governance structures could better involve Healthwatch and academic sector</i>	Relationships and Accountabilities	Explore options for representation from Healthwatch and academic sector at relevant forums	Public Health (Governance) HWB Forums	Sep 2023
<i>There needs to be better defined accountability between the forums and the HWB</i>	Relationships and Accountabilities	Explore formal representation (e.g. Board Champions) for forums at Health and Wellbeing Board meetings. Include in refreshed HWB Terms of Reference	Public Health (Governance) HWB Forums	Sep 2023
<i>Better representation for the forums at HWB meetings</i>	Relationships and Accountabilities			