

NHS South Yorkshire Integrated Care Board (ICB) and Integrated Care Partnership (ICP)

Start with People Strategy Refresh

Detailed Timeline/ Action Plan

Date	Meeting/ correspondence group	Action	Outcome
February 2023	Public/ users of our website	Invited people to email their thoughts on the strategy to us	No responses to date 29.12.23
3 October 2023	QPPIE	Comment on/ approve the SWP Strategy Refresh Plan	Approved. FU meeting with QPPIE Chair LD to agree next steps
17 – 27 October 2023	JHOSC	Invited virtually to comment on the SWP Strategy Refresh Plan	One response received from Barnsley HOSC
29 November 2023	SWP Refresh Workshop	Participants invited to contribute in a number of ways and co-design approach	See workshop report
11 December 2023	ICP Operational Group	Comment on organisation vs system for the final strategy and commit to all partners supporting the refresh	Attendees agreed to link together and share what is in place as individual organisations re engagement with citizens/people and communities, what approaches, strategies, frameworks etc
14 December 2023	CYP Community of Practice	Asked to support us in ensuring the voices of CYP are heard in our plans	Over 30 individuals representing organisations who directly work involving CYP. FU inviting people to attend the VCSE workshop or contact me for further information/ involvement.
15 December 2023	ICB Operational Executive	Note and support planned approach	Felt strategy should be for ICB as statutory organisation but also describe system elements/ contributions Caution to ensure we have the capacity to deliver what we commit to OE asked that any areas of 'lightness' are flagged
5 January 2024	Membership invited to join Readers' Panel	SY ICB 1400 Membership invited to express an interest in joining a readers' panel to help co-design involvement materials and to read final draft	13 individuals immediately expressed an interest in joining the panel
8 January 2024	Readers' Panel sent Draft Citizen Involvement Plan and patient survey for comment	People who expressed an interest were thanked and invited to comment on the draft plan and survey with deadline for response of 12.1.24	Three individuals provided feedback

8 January 2024	Healthwatch leads meeting	Discuss involvement of Healthwatch	Discussed and agreed a potential way to work with Healthwatch to hear from seldom heard communities, subject to funding agreement. Discussed and agreed to schedule a longer f2f meeting regarding Healthwatch as partners
9 January 2024	System Leadership Executive	Comment on organisation vs system for the final strategy and commit to all partners supporting the refresh	Meeting agreed with the proposed approach and partners supported the ongoing involvement from their engagement teams
9 January 2024	Doncaster Transformation Team	Informed as part of involvement training	
9 th January 2024	Rotherham ICP (comms and engagement place enabler group)	Provided with information and requested to circulate when available	
11 January 2024	Draft Citizen Involvement Plan and patient survey shared	Task and finish group updated on next steps and invited to comment on draft documents	
12 January 2024	LD involvement partner	Met with LD involvement partner to discuss engaging the LD community in the refresh	Post meeting agreed appropriately adjusted paperwork and LD partner sharing with their networks/ groups
15 January 2024	Citizen involvement exercise launches		Emails promoting the opportunity to get involved sent to: All system comms leads with ask of them to circulate in their networks and share on social media JHOSC Officers with ask of them to send to JHOSC members and Council Membership colleagues for circulating to all Cllrs NHS SY ICB Membership All system involvement leads with ask of them to circulate Healthwatch leads Shared on social media from this date and every couple of days there-after Press release issued
16 January 2024	Operational Exec ref Healthwatch	Operational Exec agrees to funding the Healthwatch activity to engage vulnerable communities	Healthwatch informed of funding agreement and commences their planning
18 January	Rotherham contacts	Send to PPG and PCN contacts, VCS contacts; TRFT	
18 January 2024	Sheffield VCS contacts	Sent to Reach Up Youth; ACT; African Women's Health Group; Age UK; Ashiana; Ben's Centre;	

		Sheffield Carers; Archer Project; Chinese Community Centre; City of Sanctuary; Deaf Advice Centre; Disability Sheffield; Fir Vale Community Hub; ISRAAC; Longely 4G; Maan; Manor and Castle Development Trust; Sheffield Mencap; Parson Cross Development Forum; Roshni; SACMHA; SADACCA; SAYIT; Sheffield Royal Society for the Blind; Shipshape; SOAR; South Yorkshire Housing Association; SPRING; Sheffield Hospice; Unity Gym; Together Women	
19 January 2024	Maternity Alliance Programme Director	Met with the Programme Director of the maternity alliance to discuss ensuring reach to maternity networks	Programme Director subsequently discussed at MVP meeting and shared in their bulletin and on socials
19 January 2024	Cancer Alliance Communications and Involvement Leads	Met with the communications and engagement leads from the Cancer Alliance to discuss ensuring reach to cancer patients	Leads subsequently ensured their Patient Advisory Board and membership were provided with the opportunities to have their say
23 January 2024	Doncaster Place Involvement partners	Partners across City of Doncaster Council, DBTH, HealthWatch	
24 January 2024	NHS SY ICB All staff	Attended the all staff webinar to ask for staff to get involved and to share the opportunity with family and friends	Followed up by reminders in staff bulletins
25 January 2024	CYP Alliance Programme Director and involvement lead	Met with the CYP alliance programme director and the CEO of their involvement partner Chilypep to ensure CYP given the opportunity to share their voice	Both shared recent intelligence they had gathered from CYP on how they want to be involved Also the opportunity was again shared with the CYP CoP network Invited to attend the CYP event on 6 Feb to gather further info
25 January 2024	Barnsley Place Committee and Partnership Board	Public meeting. Sharing work being undertaken as part of Place Director report.	
25 January 2024	ICP Board	Note and support planned approach and commit to all partners supporting the refresh	Partners agreed to support. SCC asked to ensure work dovetailed with what was happening at place.
29 January 2024	ICP Comms Leads meeting	Attended by all the communications leads from all the NHS organisations, SYMCA and LAs	All agreed to share/ re-share the opportunities for people to get involved with their networks/ on social media
30 January 2024	VCSE Workshop	To co-design with the VCSE what their role in supporting citizen involvement looks like	44 attendees actively participated in good discussion about how we could work in partnership to involve citizens Follow up email to event with details on opportunities for the citizens they work with to get involved directly

1 February 2024	Healthwatch conversation pack	Content for the Healthwatch conversation pack is agreed	Healthwatch commences series of activity with vulnerable communities
1 February 2024	Doncaster VCS contacts	<p>Sent to Active Fusion; Adwick Family Hub; Age UK Doncaster; Alzheimer's Society; Arksey communities ladies group; Armthorpe Family Hub; Asian Women Group; Askern Community Hub; Askern Family Hub; Aspiring 2; Aurora Wellbeing Centres; B:Friend; Balby & Hexthorpe; Community Engagement CIC; Balby Family Hub; Be Well Doncaster; Bentley Baptist Church; Bentley Family Hub; BME Doncaster United; Breaking Beats; Caged Steel; Central Family & Young People's Action Group; Central Family Hub; Changing Lives – Doncaster; Chase; Citizen's Advice Doncaster; Making Space; Creative Directions; Denaby & Conisbrough Family Hub; Dial Doncaster; Dice Enterprise; Doncaster And District Association For The Visually Impaired; Doncaster Cancer Support Drop-in Centre; CAT (Carers All Together) Group; Doncaster Central Learning Centre CIC; Doncaster Conversation Club; Doncaster Deaf Trust; Doncaster Ethnic Minority Regeneration Partnership; Doncaster Food Bank (Trussell Trust); Doncaster Housing for Young People; Doncaster MENCAP; Doncaster Mind; Doncaster Minster; Doncaster Partnership for Carers; Doncaster Pride; Doncaster Youth Council; Donmentia; DRASACS (Doncaster Rape and Sexual Abuse Counselling Service); Edlington Community Organisation; EXPECT Youth; Firefly Cancer Awareness and Support; Glowing Mummas; Healthwatch Doncaster; Helping Hands Community Centre Herstory; Hexthorpe youth drop in; Highfields Community Partnership; Hope Spring Horticulture; Inspire Doncaster; Intake Community Enterprise; Mexborough Family Hub;</p>	

		Moorends Family Hub; Moorends Miners; Welfare & Community Development Centre; North Doncaster Development Trust; People Focused Group; Project 6 Doncaster; REME; Association Doncaster & District Branch; Rossington Family Hub; Rossington Miners' Welfare; Rotary Club of Doncaster; Sine FM; Sprotbrough Community Library; St Leger Homes; Stainforth Family Hub; The Avalon Group; The Elpis Project - Aurora Wellbeing; The Junction – Hexthorpe; The Me Project; Three Little Birds; VoiceAbility; Voluntary Action Doncaster; Wheatley Family Hub; YMCA Doncaster; YWCA Yorkshire - Green Gables	
2 February 2024	Doncaster and Sheffield Place	Briefing sent to Dept Place Dirs	To be shared at Sheffield's SPET and SMT
5 February 2024	Rotherham contacts	Re-sent materials to Rotherham PPG and PCN contacts; key umbrella organisations; VAR for Newsletter (500 plus groups reach)	
6 th February	Rotherham ICP (comms and engagement enabler group)	Given info and asked to share	
7 February 2024	ICB Board Development	To update the Board on the involvement work that has taken place since the original version of the strategy and seek their views on the refresh and bringing involvement to Board more frequently	Helpful feedback from Board and renewed commitment to involvement and the strategy refresh.
7 February 2024	SCH Care Engagement and Experience Group	Plan shared with group	
8 February 2024	Sheffield Transformation team	Informed as part of involvement training	
February 2024	QPPIE	Approve work to date and ongoing plans, suggest any further work	
21 February 2024	Barnsley Drop in		See drop in feedback notes
22 February 2024	Rotherham drop in		See drop in feedback notes
23 February 2024	One to one conversation	Requested by member of the public	X 1

23 rd February	Rotherham Population Health Management Operational Group	Shared information and plan, asked partners to share/contribute. Discussion on format, principles and potential for shared approach	Suggestion that final document includes references to relevant partner plans/strategies and documents, to demonstrate read across and partnership approach ie RMBC Digital Inclusion Strategy
27 February 2024	Doncaster Drop in		See drop in feedback notes
29 February 2024	Sheffield Drop in		See drop in feedback notes
1 March 2024	One to one conversation	Requested by members of the public	X 2
4 March 2024	Re-promotion of email and survey	Re-promotion of the opportunity to feedback via email/ survey	Emails promoting the opportunity to get involved re-sent to: All system Communications leads with ask of them to circulate in their networks and share on social media JHOSC Officers with ask of them to send to JHOSC members and Council Membership colleagues for circulating to all Cllrs NHS SY ICB Membership All system Public Involvement leads with ask of them to circulate Healthwatch leads
7 March 2024	Re-promotion of email and survey	Re-promotion of the opportunity to feedback via email/ survey	Sheffield, Barnsley and Doncaster contacts
13 March 2024	VCSE Webinar	Follow up to workshop to continue to co-design work with the VCSE on citizen involvement partnership	
15 March 2024	Citizen Involvement exercise closes		
15-29 March	Strategy refresh re-writes		
25 March 2024	JHOSC		
2 April – 16 April	Readers' Panel invited to review refreshed strategy		
16 April – 19 April	Final amends to strategy and papers prepared for Board meeting		
May 2024	ICB Board	For sign off of the refreshed strategy	