

**Proposed Checklist – for VCSE involvement in all levels of STP activity**

The following checklist questions have been designed to build on our shared desire to build on and develop effective relationships and partnership work between STP structures/processes and VCSE organisations. In proposing this checklist, we have considered feedback from VCSE and STP stakeholders, the NHS England ICS Maturity Matrix and the NHS England Principles for VCSE Engagement.

<b>Action plan for improving VCSE-STP partnership working in Bristol, North Somerset and South Gloucestershire</b>			
	<b>Action</b>	<b>Timings</b>	<b>Activities (in more detail)</b>
<b>1. Effective and inclusive partnership working</b>			
1.1	Develop guidance for inclusive and diverse VCSE representation at all levels (system-local authority area-locality-PCN-PPG) so that VCSE input is provided in strategy, planning and delivery - Propose funding for consistent and comprehensive VCSE engagement and co-production	Oct19- Mar20	- approve draft toolkit - publish the toolkit - propose, approve and implement VCSE Remuneration Policy - develop and deliver a training/briefing programme to support and embed the use of the toolkit
1.2	Develop principles of engagement at all levels (system-local authority area-locality-PCN-PPG)	Oct19- Mar20	- approve and publish Statement of Intent
1.3	Build on existing VCSE structures, networks and forums and their engagement with STP structures.	Oct19- Mar20	- engage Chairs and VCSE that currently participate in joint planning groups - complete mapping/structures diagram - use toolkit to evaluate existing practice (e.g. inclusion, communication, accountability and impact)
1.4	Establish a Partnership Steering Group to coordinate STP-VCSE partnership work, including communication and engagement	Oct19- Mar20	- quarterly Steering Group meetings

1.5	Define and communicate VCSE infrastructure organisations' engagement and roles (Voscur, The Care Forum, VANS, West of England Civil Society Partnership) with STP	Apr-Sept20	- publish description of current engagement
1.6	Develop an inclusive approach to shared data, intelligence, outcomes and impact assessment. This could include: - real-time feed for service user feedback to inform insight-gathering and capture user engagement	Apr-Sept20	- review existing data-sharing systems - link this project with PHM system - identify the link between VCSE impact measures and inputs into PHM datasets
1.7	Develop standards for VCSE organisations to provide assurance of effective use of public funds (standards to be co-produced)	Oct20-Mar21	- Steering Group to form a working group (of recent participants) to explore the potential for standards
1.8	Develop a toolkit to assess the effectiveness of VCSE-STP engagement - to ensure the inclusion of diverse VCSE organisations at all levels (system-local authority area-locality-PCN-PPG)	Oct20-Mar21	- review the outputs of the use of the toolkit to provide understanding of the impact of VCSE involvement at all levels
<b>2. Improved knowledge of and access to services</b>			
2.1	Ensure shared understanding of the principles of patient representation among VCSE organisations	Apr-Sept20	- work with PPI Managers to ensure VCSE organisations use PPI principles
2.2	Examine barriers to knowledge of existing online directories (for example, Wellaware and links to 111) and support expanding their scope to include VCSE service information, particularly social factors that affect people's health	Apr-Sept20	- Steering Group to form a working group (of recent participants)

2.3	Support the development, as part of the new Training Hub, of a coordinated programme of shared training across the VCSE and STP	Apr-Sept20	
2.4	Produce and disseminate examples of good practice	Oct20-Mar21	- publish case studies from the use of the toolkit
<b>3. Effective communication</b>			
3.1	Develop communication strategy for STP-VCSE partnership work, to achieve mutual understanding and improved knowledge. This could include: - email/web subscriber lists - teamnet, collaborative online platform - clarity of which organisations are involved and lines of communication - clarity of VCSE offer to STP - network speed dating - open surgeries - differentiation by size of organisation, geography, client group etc	Oct19-Mar20	- Steering Group to produce and oversee the implementation of a communication strategy
3.2	Develop joint understanding of language/terminology, particularly social factors that affect people's health	Oct19-Mar20	- refresh list and definitions of commonly or newly used terms
3.3	Develop feedback and evaluation process for STP-VCSE partnership activities	Apr-Sept20	- publish review of the impact of STP-VCSE partnership
3.4	Hold an annual STP-VCSE event and series of locality events to update on progress and jointly plan for the future		- one conference (Nov20) - one event in each of the 6 localities (from Apr20)
<b>4. Effective locality-based working</b>			
4.1	Collate and define ideas of VCSE organisations' participation in localities (and PCNs and PPGs).	Oct19-Mar20	Work with: - Building Healthier Communities Together (Community Mobilisation) workstream - PCNs

4.2	Consider the need for community transport to support locality-based working (and at PCN and PPG levels)	Oct19-Mar20	- liaise with West of England Community Transport Network and the West of England Combined Authority
4.3	Consider the inclusion of organisations that serve communities of interest/practice in locality-based working (and at PCN and PPG levels)	Apr-Sept20	- implement the toolkit at PCN and PPG levels
4.4	Consider locality-based co-location of services (including, for example, hot desks for small/local VCSE organisations)	Oct20-Mar21	- explore links between MDTs and local VCSE organisations
4.5	Develop a shared approach to asset-based working / building on strengths	Oct20-Mar21	- incorporate into events programme
<b>5. Participate in NHSE&amp;I sharing the learning with other systems</b>			
	Learning activities	Ongoing	<ul style="list-style-type: none"> <li>- attending and participating in 2 learning events</li> <li>- providing peer support and mentoring to a new accelerator site</li> <li>- contribute to a webinar or conference</li> <li>- contribute 2 blogs and 2 case studies</li> <li>- share good practice</li> </ul>

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