

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.

Contacts: Mark Hubbard, Head of Partnerships and Commissioning, Voscur.
mark@voscur.org 0117 909 9949 07535 105875
Ronnie Wright, Voluntary Sector Services Team Manager, The Care Forum.
ronniewright@thecareforum.org.uk 0117 958 9333

Healthier Together and the Voluntary Community and Social Enterprise Sector (VCSE) – A Toolkit for Building Better Participation

These questions have been developed through extensive consultation with VCSE groups and with health and social care partners to promote reflection and best practice in relation to VCSE groups participation in Healthier Together Boards, committees, working groups, sub-groups and so on, referred to broadly as ‘joint planning groups’. Ideally, these considerations would be made when a joint planning group is being developed. However, they can also be used at any stage to gauge any steps necessary in developing a joint planning group. Further advice on VCSE involvement could be provided by Voluntary Action North Somerset, The Care Forum and Voscur.

Aim - Effective and Inclusive Partnership Working		
Question	Reflections	Next steps
What inputs are needed for the joint planning group to be effective? Goal – a structured process for solving issues that draws on all relevant experience		
What specific contribution might VCSE groups make? (Consider knowledge, skills, relationships, diversity) Goal – recognition of and clarity about the expectations for VCSE participants		
How is the impact of the joint planning group measured? Goal – to ensure the contribution, influence and effectiveness of VCSE participants (and others) is recognised		
How are the benefits of joint working shared across the system? Goal – Developing a culture of learning and sharing		

Aim - Improved knowledge of and access to services		
Question	Reflections	Next steps
What mechanisms have been used by the joint planning		

<p>group to ensure local needs and services available draw on a wide range of sources including the VCSE? Goal – Clear understanding of all local services and gaps in provision avoids duplication and builds on best practice</p>		
<p>What understanding is necessary to replicate a service or plan in another area? Goal – Service developments are effectively implemented at scale</p>		

Aim – Effective communication		
Question	Reflections	Next steps
<p>Who needs to know about the work of the joint planning group and how are they communicated with? Goal – All relevant stakeholders know what they need to in order to be effective</p>		
<p>How does the joint planning group hear from all relevant stakeholders? Goal – The joint planning group has the information it needs in order to be effective</p>		
<p>How are these communication mechanisms measured and evaluated? Goal – demonstrable impact from communication activities</p>		

Aim - Effective system, place and neighbourhood working		
Question	Reflections	Next steps
<p>What is the sphere of operation for the joint planning group?</p>		

<p>Goal – all stakeholders have a clear understanding of the group’s remit</p>		
<p>What equalities/health inequalities issues need to be addressed by the joint planning group and where might VCSE organisations help to address them? Goal – to ensure the needs of diverse communities of interest are being met</p>		
<p>How has the joint planning group assessed and addressed any risks relating to changing service plans? Goal – to ensure any potential or unintended risks to existing service provision are known and mitigated</p>		

DRAFT