

## THT Engagement Lead Group Action Plan - 3 November update – Report to the THT Engagement Leads Group

This report updates on implementation of the THT Engagement Lead Group Action Plan agreed at the THT Partnership Board 3 November 2022. The Action Plan has been colour coded to help focus discussion on current actions/updates and to highlight upcoming actions. This is the colour coding

- **Actions complete**
- **Actions update for ELG December 22**
- **Next step Actions**

This Action Plan will become a regular monthly report to the THT Engagement Leads Group to enable it to monitor the implementation of the Plan.

#	Recommendation	Lead	Next steps	Time frame	Is the action on track/update
1	Consider options for THT board critical friends / accountability mechanisms  The NHS NEL Engagement and Community Communication Manager (Engagement Manager) work with local networks and the public to explore how THT can be more accountable & transparent. Ownership of this action sits with the relevant board member to take forward in 2022-23.	THT Chair & Engagement Manager	<p>Draft public comms on the purpose and aim of THT</p> <p>Review of other models and options (e.g. Foundation Trust governing bodies)</p> <p>Engagement Manager to identify forums to discuss THT accountability and transparency</p> <p>Develop options paper for THT Board</p>	<p>End of Nov 22</p> <p>End of Dec 22</p> <p>End of Dec 22</p> <p>Feb Board 23</p>	<p>Completed</p> <p>On track</p> <p>On track</p>

2	Recruitment of the successor to the lay member	THT Chair & Joint Director of Integrated Commissioning  + all	Draft and circulate Job Description  Review and design recruitment process  Open recruitment and share through local networks and contacts  Interviews	End Oct 2022  Mid Nov  Complete by mid Dec  5/1/23	Done  Done (End of Nov)
3	THT Programme Team to work closely with the relevant board member, and with the engagement leads group to align engagement section with core board business	THT Programme Manager /THT Engagement Manager	THT Programme Manager to agree with relevant board member and Engagement Leads Group process to identify patient/user stories relevant to the items consider at the THT board.  <b>NEW ACTION:</b> Discuss with THCVS on programme of presentations from the Equalities Hub  <b>NEW ACTION:</b> Discuss with Healthwatch offer to support in 2023	End of Nov	<b>Update:</b> Currently running existing process. Propose this is reviewed once new Community Voice lead in post. THT Board Jan: Spotlight TBC
4	Include a formal 'you said / we did' report which is included in the board minutes and published externally and in the Chair's monthly newsletter.	Incoming community / resident board member	Establish once above action completed		
5	Setting consistent expectations of engagement across THT's projects. Each THT priorities for the next year expected to draft an engagement plan, signed off by the Board and includes	Lifecourse workstream leads (& THT Programme Manager &	Review THT project planning criteria to include engagement plan and agree with Lifecourse workstream leads  Revised THT project planning criteria agreed by THT	End of Jan 23  March 23 Board	<b>Update:</b> Deadlines adjusted to reflect more realistic delivery of actions

	information on how people will be engaged, how this engagement will inform the work, and how they will be kept up to date on the impact of their involvement.	Engagement Manager)	Engagement Manager to advise Lifecourse workstream leads on engagement if required	On-going following board decision	
6	The Board identifies an opportunity to pilot some anti-racist commissioning, which could be an opportunity to do engagement in a different way on a particular area of focus.	Engagement Manager	Request THCVS BAME Leadership - Disparities Project to review BAME Commission recommendations and develop options for THT Board; request they monitor the impact of intervention	THT Board March 23	<b>Update:</b> THCVS BAME Leadership - Disparities Project meeting delayed to Jan 23
7	The relevant board member / Chair of the board writes an annual impact report summarising the engagement work done by THT, and the impact it has had on services and priorities within the borough.	Incoming community / resident board member	Draft report structure to share with Lifecourse Workstreams  Feedback from Lifecourse Workstream for report  Publish report with THT Annual Report	Mid February  End of April  TBC	
8	The Board uses the QI health inequalities projects as an exemplar of engagement work, and formally asks the THT engagement leads to support this project.	THT Programme Manager - via engagement leads	Engagement Leads provided information on successful QI health inequalities projects  Engagement Leads confirm support for QI health inequalities projects	New time frame to be developed	<b>Update:</b> Pick up with Improvement Advisor and new Programme Manager
9	The Board works with the Engagement Leads Group to	THT Programme Manager and life	<b>Revised Action:</b> Engagement Leads Group, THT Programme Manager discuss	January ELG meeting	

	involve Tower Hamlets residents in determining the 2023-24 THT priorities, and that some of these priorities are generated by / led by communities.	course workstream leads	<p>a public engagement plan for 23-24 THT priorities for review at Board</p> <p><b>Revised Action:</b> Public Engagement on setting THT priorities starts February runs to mid of March</p> <p>Incoming community / resident board member reports on outcome public engagement to each Lifecourse workstream</p> <p>Engagement Lead Group report on THT priority setting public engagement to Board</p>	<p>Mid-March</p> <p>Through mid-March to end of March</p> <p>End of March for April Board</p>	
10	<p>The new relevant board member takes responsibility for supporting the engagement leads to continue to meet, and provide a link between their work and the board. The new chair will:</p> <ul style="list-style-type: none"> <li>o Review and update group's terms of reference</li> <li>o Facilitate an away day to build relationships across the system</li> <li>o Detail a plan for working on a small number of THT workplan priorities for 2022-23</li> </ul>	Incoming community / resident board member	Actions and timescales to be decided once Incoming community / resident board member in post		

	<ul style="list-style-type: none"> <li>Review Reward and Recognition policy implementation for THT, and work with the Board and Engagement Leads to ensure the policy is applied more consistently and in line with Working with People and Communities Strategy.</li> </ul>				
11	The Engagement Leads work more closely with the Primary Care Networks as a way to engage local residents at a local / small enough scale to effect change, and build relationships within primary care.	Incoming community / resident board member and engagement leads	<p><b>Engagement Manager to update Network meetings on this approach</b></p> <p>Decide actions &amp; timescales once Incoming community / resident member appointed</p>	<b>End of Dec</b>	
12	Co-production Task and Finish Group report to the Board on completion of this review. This work aims to ensure existing co-production commitments and frameworks are embedded across THT's work. This includes reviewing Tower Hamlets Coproduction Framework, and other relevant engagement strategies / frameworks, to consider how this could be embedded within Lifecourse workstream engagement plans to work 'up'	Engagement Manager	<p><b>Mapping of current engagement work including engagement groups.</b></p> <p><b>Agree format of workshop</b></p> <p>Promote and hold Coproduction Review Workshops</p> <p>Report to THT Board</p>	<p><b>2 Dec</b></p> <p><b>By Mid Jan</b></p> <p>Late Feb to Late March - dependant on workshop format</p> <p>May meeting– dependant on workshop timing</p>	<b>Update:</b> Deadlines adjusted to reflect more realistic delivery of actions



	the ladder of participation. (see <a href="#">SHAHID Report (ActEarly)</a> )				
13	Develop and use validated measures of iStatements (for example, this has been done within Communities Driving Change and this learning could be shared across THT)	Engagement Manager	Discuss with Public Health and THT Performance Manager validated measures of iStatements and draft measures  Review with Engagement Leads Group; discuss & agree process gather evidence on the achievement of the iStatements	End of Dec  Feb Engagement Leads Group meeting	<b>Update:</b> Deadlines adjusted to reflect more realistic delivery of actions
14	Share Local Delivery Board and workstream reports with the THT engagement manager, and relevant board member for engagement to strengthen the link between THT engagement and delivery work.	THT Programme Manager	Relevant board member & EM receive reports  Relevant board member & Engagement Manager report to Engagement Leads Group on strengthening links for discussion	Mid-Dec  Jan Engagement Leads Group	<b>Update:</b> Deadlines adjusted to reflect more realistic delivery of actions
15	Share an overview of workplans for the year with the engagement leads group, and identify when key points for engagement will be.	THT Programme Manager	Action to be confirmed		

Jon Williams  
Engagement and Community Communications Manager for Tower Hamlets  
jon.williams7@nhs.net