

Agreements: Timeline and key dates for going live Organising the Fair

City of London
Health and Wellbeing Board
Development half day October 8th



Fiona Reed Associates - coaching – training - facilitation
team support and training

TIMELINE

OCTOBER

Set Board meeting dates from January 2013- Talk to Caroline

NOVEMBER

Engage Public Relations (Nov Development day?)

- Web
- Twitter
- HR
- Brand

Look at PH contracts

Communication Plan (Nov Development day?)

Board Meeting. Nov 7th

Development day. Nov 29th

Transition Team in Place (Nov)

DECEMBER

Identify what we are already doing/Align objectives. – Easy wins

Governance Decision (6th Dec)

Produce “” Handy Guide to Health and Wellbeing in the

City” (audience?)

CH&WBB Handbook

Induction Plan – (for elected members and any new members)

JANUARY

Consultation: CCG and finalise H&WB Strategies

Board Meeting January 23rd 1.30pm

Decide how often the Board will meet/Decision on meeting structures (ie open/closed etc)

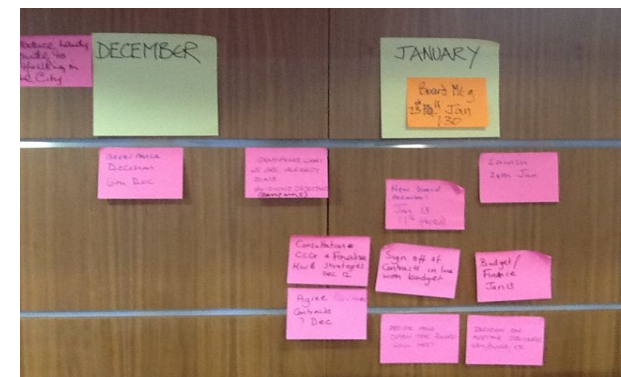
Agree Public Health Contracts (December?)

Budget/Finance . January 13th

Sign off of contracts in line with budget

New Board members January 13th (17th elected)

Launch event 24th January??)



FEBRUARY

Development Day. February 6th

- Set up "Air Quality" Scenario
- Sign off SLA's with Hackney (Feb 2013 – preferably before)
- Membership of sub groups (Feb Development Day)
- Commissioning Team in Place
- Support team in Place



MARCH

- Develop a plan to engage employers
- Understand what a meeting will look like
- Run "Air Quality" scenario

Development Day. March 4th

- Formal Decision meeting slot (March 4th)
- Risk Register completed



APRIL

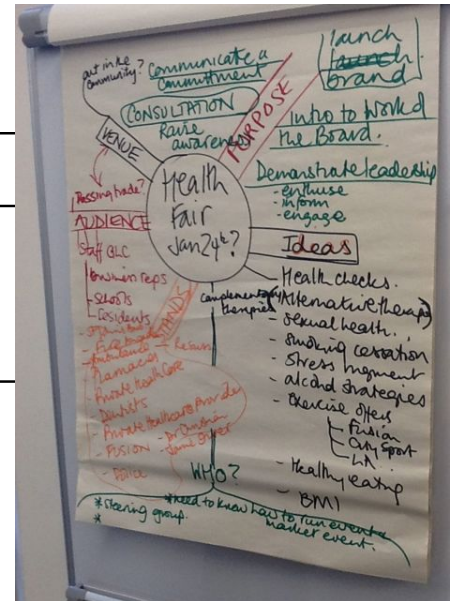
- Election of Board Chairman (April 2013)

Board Meeting. May 7th

Development Day. 17th May



HEALTH FAIR MIND MAP



VENUE	<ul style="list-style-type: none"> • Out in the Community? • 		
AUDIENCE	<ul style="list-style-type: none"> • Passing Trade • Staff GLC • Business reps • Schools • Residents 		
PURPOSE	<ul style="list-style-type: none"> • Communicate a commitment • CONSULTATION • Raise awareness • Introduce the work of the Board • Demonstrate Leadership • (enthusiasm;inform;engage) • Launch the Brand 		
IDEAS	<ul style="list-style-type: none"> • Health Checks • Complementary therapies • Sexual Health • Smoking cessation • Stress management • Alcohol strategies <ul style="list-style-type: none"> ○ Exercise offers - Fusion/City Sport/LA Fitness • Healthy Eating • BMI 	STANDS	<ul style="list-style-type: none"> • Fire Brigade • Ambulance • Resuscitation • Pharmacies • Private Healthcare • Dentists • Police • Jamie Oliver • Dr Christian • St John's Ambulance
WHO INVOLVED	<ul style="list-style-type: none"> • Steering Group • Need to know how to Market and Run an event. 		
TO DO	Commit to the date		

Health Fair

To do	Who	By When
Commit to the date	All	
Have a conversation with Tony and Clare	Martin and Joy	
Lead on the Health Fair	Martin and Joy	
Establish a date (14t Feb?)		
Update and Request appropriate input from other Board members	Martin and Joy	Nov 29th

Health Fair

To do	Who	When
Commit to the date	All Board members.	
Martin & Joy have a conversation with Tony - Clare.	Martin & Joy	
Lead on the Health Fair	(Martin) Joy.	
Establish a date ^{14th Feb?} ♥		
Update & Request appropriate input from other Board members	Joy + Martin	Nov 29th