Bury Loneliness and Isolation Strategy Action Plan

| Date | Activity | Audience | Format | Key Message(s) | Delivered by | Notes/progress |
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| **June 2018** | | | | | | |
| 30.06.18 | Create a draft high level Bury Loneliness and Isolation strategy | Project Group  SMT/ SLT | Strategy on a page document |  | Hayley Ashall | Complete |
| 30.06.18 | Create a draft Bury Loneliness and Isolation strategy action plan | Project Group  SMT/ SLT | Action plan document |  | Hayley Ashall | Complete |
| 30.06.18 | Identify funding to deliver the actions set out in the action plan and strategy | Project Group  SMT/ SLT | Make any appropriate bids |  | Hayley Ashall | Agreed PB, DB, VCFA innovation fund. Potential for Homelessness and poverty funding |
| 30.06.18 | Identify existing strategies that align to or support the Loneliness & Isolation Strategy | Project Group  SMT/ SLT | Excel spreadsheet or database |  | Hayley Ashall - linking in with PMs, managers, policy and other teams | Update the strategy and action plan where applicable |
| **July 2018** | | | | | | |
| 31.07.18 | Bury Loneliness and isolation strategy signed off | CWB SMT & Lead Member | Strategy on a page |  | Hayley Ashall | Complete |
| 31.07.18 | Bury Loneliness and isolation action plan signed off | CWB SMT & Lead Member | Word document |  | Hayley Ashall | Complete |
| 31.07.18 | Updating the Bury Loneliness and isolation strategy and accompanying documents to reflect the prevalence of youth loneliness | Lead Member  Interim ED CWB | Word documents and briefing note |  | Hayley Ashall | Complete |
| **August 2018** | | | | | | |
| 03.08.18 | Attend Lead Members Portfolio session to update and gain agreement from Lead Member re updates for prevalence of youth loneliness | Lead Member  Interim ED CWB | Word documents and briefing note |  | Hayley Ashall | Scheduled |
| 30.08.18 | Headline update in team brief on work planned and what’s been agreed | Council Officers | Briefing note |  | Hayley Ashall | Headline update in team brief on work planned and what’s been agreed |
| 30.08.18 | Detailed project plan to underpin the action plan and strategy developed | SMT |  |  | Hayley Ashall | Detailed project plan to underpin the action plan and strategy developed |
| 30.08.18 | Project group – assign and invite | PMO documentation |  | Lead/ PM | Links to enabling local people work and other groups | Project group |
| 30.08.18 | Start mapping exercise of existing services | SMT  Project group | Excel | Numbers of existing services – use as a benchmark for reporting progress | Lead/ PM  TBD team  Performance team  VCFA | Linking in with partners, officers, utilising the Bury Directory. Also VCFA. |
| 30.08.18 | Identifying funds to use to support the development of schemes, groups and projects to combat loneliness and isolation | Public and partners  Councillors | Map grants and funds available |  | Hayley Ashall  Neighbourhood Team | Can use DB, PB, social capital fund and community safety fund and VCFA Innovation Fund. Ambitions for ageing fund |
| 30.08.18 | Designing a way to collate numbers of Bury residents who are lonely and isolated | SMT  Project group | Excel  Database  report | Numbers of existing residents – use as a benchmark for reporting progress | Lead/ PM  Performance team  Partners  VCFA | Will need support from internal teams & partners already collate this |
| 30.08.18 | Booking of rooms and meeting space for workshops/ drop ins | SMT  Project group | Need a plan of sessions on word for distribution |  | Hayley Ashall | Cost of booking & need to be around bury – link into the NE framework workshops |
| **September 2018** | | | | | | |
| 30.09.18 | Development of a communication plan | SMT  Project group | Communication and engagement template from the commissioning suite |  | Hayley Ashall |  |
| 30.09.18 | Article in team brief | Team Brief recipients | Brief update |  | Hayley Ashall |  |
| 30.09.18 | Update to Councillors and dates of sessions they can attend | Councillors | email | Session available and purpose | Hayley Ashall |  |
| 30.09.18 | Briefing note to councillors and senior managers about the Loneliness Commission and the | Councillors  Senior Managers | Briefing note |  | Hayley Ashall | Drafted – needs to be sent out |
| 30.09.18 | Designing e-learning and workshops | Various workshops tailored to audience | Presentation  FAQ  Handout  E-learning for those who cant attend | The core of the project and work; along with the role they can play and expectations in them. | Hayley Ashall |  |
| 30.09.18 | Designing marketing materials | Residents  Councillors  Officers  Partners  VCF | PR  Email  Team brief  Leaflet  poster | The core of the project and work; along with the role they can play and expectations in them. | Hayley Ashall | Does this link with any PH or other campaigns |
| 30.09.18 | One Community Page development | Residents  Councillors  Officers  Partners  VCF | One Community Loneliness and Isolation engagement page | Engagement  Surveys  Feedback  Asset mapping | Lauren Craig |  |
| 30.09.18 | The Bury Directory includes services from mapping exercise, run some promotion on the directory | Public  Partners  Council officers | TBD paperwork and process | Need to promote the service in the directory once included | TBD Team | Need to write in to the BD plan of work |
| **October 2018** | | | | | | |
| 31.10.18 | Start training via e-learning and workshops for Councillors delivered | Various workshops tailored to Councillors | Presentation  FAQ  Handout  E-learning for those who can’t attend | The core of the project and work; along with the role they can play and expectations in them. | Hayley Ashall | This is around embedding the ‘start a conversation into their role and connecting people to services’ |
| 31.10.18 | Collating current numbers of services supporting the reduction of loneliness and isolation in Bury | SMT  Project group | Excel  Database  report | Numbers of existing services – use as a benchmark for reporting progress | Hayley Ashall  TBD team  Performance team  VCFA | Utilising entrees on TBD  List of commissioned services  VCFA list of VCF groups and services |
| **November 2018 2018** | | | | | | |
| 30.11.18 | Start training via e-learning and workshops for relevant council staff delivered | Various workshops tailored to council staff | Presentation  FAQ  Handout  E-learning for those who can’t attend | The core of the project and work; along with the role they can play and expectations in them. | Hayley Ashall  Neighbourhood Engagement Team | This is around embedding the ‘start a conversation into their day job and connecting people to services’ |
| 30.11.18 | Develop a social prescription model (part of transformation fund– Enabling local people work stream) | SMT/ SLT  Project Group  Transformation process colleagues | Suite of documents linked into the transformation fund | Ensuring the services delivery can identify, support those with and reduce levels of loneliness | Shenna Paynter  Hayley Ashall  Sajid Hashmi  VCFA | Link into existing work and plans |
| 30.11.18 | Scaling up the new neighbourhood working model (part of transformation fund– Enabling local people work stream) | SMT/ SLT  Project Group  Transformation process colleagues | Suite of documents linked into the transformation fund and existing neighbourhood modelling work and plans | Ensuring the services delivery can identify, support those with and reduce levels of loneliness | David Thomas  Hayley Ashall | Link into existing work and plans |
| **December 2018** | | | | | | |
| 30.12.18 | Start training via workshops for VCFA colleagues delivered | VCFA colleagues and representatives | Presentation  FAQ  Handout  E-learning for those who can’t attend | The core of the project and work; along with the role they can play and expectations in them. | Hayley Ashall  Neighbourhood Engagement Team | Highlighting the importance of their role in this agenda and connecting to other services |
| 30.12.18 | Start training via workshop to partners of public and private sector colleagues delivered | Various workshops tailored to partners of public and private sector colleagues | Presentation  FAQ  Handout  E-learning for those who can’t attend | The core of the project and work; along with the role they can play and expectations in them. | Hayley Ashall  Neighbourhood Engagement Team | Highlighting the importance of their role in this agenda and connecting to other services. Where possible staff starting a conversation. |
| **January 2019** | | | | | | |
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| **February 2019** | | | | | | |
| 28.02.18 | Review the work to date | Project Group  SMT/ SLT | Utilising strategy, action plan and PMO detail | Success and where not achieved what can we do | Hayley Ashall | Record work and progress throughout the first year via PMO updates and processes |
| 28.02.18 | Refresh the strategy in line with work to date and future direction | Project Group  SMT/ SLT | Strategy document |  | Hayley Ashall |  |
| 28.02.18 | Refresh and update the action plan | Project Group  SMT/ SLT | Action plan document |  | Hayley Ashall |  |
| **March 2019** | | | | | | |
| 31.03.18 | Produced and circulated an update position report to the relevant channels. | Project Group  SMT/ SLT  Partners and public | Report | Achievements and work to date, lessons learnt and next steps. | Hayley Ashall |  |