

Action Plan for Implementing Herefordshire Public Service Trust

Key Area	Action	Timescale
ADDRESSING FUNDAMENTALS		
1. Adopt signals of commitment	Joint consideration of all related posts over £35k for joint appointment; jointly look for available co-locations	Immediate
2. Project arrangements	Establish Project Steering Group, project structure and project plan	March – April
3. Staff engagement	Develop structured plan, including regular briefings and inclusion in working groups	March
4. Stakeholder engagement	As for staff, with other LSP partners, practice based commissioners, clinicians, etc	March
5. Audit	Audit current work, including contracts, providers, work in progress, teams	March – April
6. Needs assessment	Work jointly on information sharing and needs assessment	March & ongoing
7. Self-assess capability	Agree and apply diagnostic tools/benchmarks to take stock	April
8. Shared services	Develop plan to review all relevant services/plan sharing	April
SHAPING THE NEW ORGANISATION		
9. Governance	Confirm detail of governance structures, including fit with Section 31s, Children's Trust arrangements and clinical engagement	March - April
10. Strategy	Set out and validate strategy assumptions – confirm strategy and key objectives	April - September
11. Information	Audit information availability and systems – plan integrated approach	April – September
12. Finance	Establish finance and budgetary systems	April - September
13. Performance management	Establish performance management systems	April – September
14. Accommodation	Identify preferred accommodation solution and explore options	April – September
MANAGING TRANSITION		
15. Posts	Identify and fill most senior posts	June – July
16. Transition	Establish a team to handle practicalities of transition	June – July
17. Practicalities	Handle staffing, location, set-up issues	June – September
BUILDING ORGANISATIONAL CAPACITY		
18. Board	Establish new Board and address board development needs	September
19. Management Team	Determine roles; confirm team structures; address development needs	September
20. Culture	Develop a structured development programme to promote integrated working from all staff. Ensure the culture supports this	October onwards
21. Stakeholders	Develop and review links – including clinical engagement and links to LSP partners	October onwards
22. Functions	Review and address development needs of key functions – commissioning, public health, etc	October onwards