



COMPACT PROOFING TOOLKIT

Your organisation details

Please provide details of your organisation and the project, policy or strategy you are Compact proofing:

	Details
Organisation name	LB Haringey
Directorate/Department (if applicable)	Policy Intelligence and Partnerships/Public Health
Project or policy title	Draft Health and Wellbeing Strategy and Shadow Health and Wellbeing Partnership Board
Purpose of project or policy	To agree and adopt a Health and Wellbeing strategy. To consult and develop a Health and Wellbeing strategy which will be managed by the Shadow Health and Wellbeing Partnership Board.
Main contact person	Alex Grear/Helena Pugh
Position in organisation	Principal Policy Officer
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Date	June 2011

Is this (please tick):

A new project, policy or strategy?

An amendment to an existing project, policy or strategy?

Your Compact Proofing Checklist Summary

Please indicate which Checklists will apply to your project, policy or strategy. If any Checklists do not apply, please state briefly why.

	Compact Proofing Checklist	Completed? Y/N	If No, why?
1.	Partnership & Joint Working	Y	
2.	Volunteering	N	Not appropriate. The partnership and strategy provides an overarching approach to the Health and Wellbeing agenda. Volunteering will be considered in more detail through the action plans.
3.	BME Representation	Y	
4.	Recognising the Role of Young People	Y	This document provides an over-arching vision of the approach on Health and Wellbeing. It is not about a particular piece of work involving young people. However we will consider the role of young people in the consultation process and how the strategy will seek to consider empowerment.
5.	Using Resources Effectively	N	Not appropriate – details of resources will be included in the H&WB strategy delivery plan.
6.	Improving Liaison	Y	

Compact Proofing Checklist

Principle 1: Partnership & Joint Working

KEY:		Met – Compact Compliant		Not Met – Not Compact Compliant		N/A – Does not apply
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Alongside each indicator please mark in the relevant colour coded box whether you have met or not met the indicator or whether it is not applicable:

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
1. Where partners represent others, you must ensure that partnership representation is appropriate and inclusive, respectful and of mutual benefit				<p>Focused development of the strategy will be drawn from both the corporate policy team and Public Health. Broader representation will be sought through the consultation period and through the Shadow health and wellbeing partnership board.</p> <ul style="list-style-type: none"> - Haringey Council - Haringey teaching primary care trust - HAVCO - College of Haringey and North East London - GPs - Community Link Forum 	
2. Partners have the necessary authority to be able to influence and contribute to decision making				<p>Careful consideration has been made to ensure members of the board have been selected due to the level of authority they hold for their respective organisation. Further comment and contribution on the H&WB strategy will be sought through the consultation period and from information received prior to the development of the strategy.</p> <p>The partnership board will develop and monitor the strategy action plans and therefore all partners will have the opportunity to influence the decision making process.</p>	

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
3. Where possible partners have access to appropriate support to enable them to meaningfully engage				<p>Key partners have an organisational structure that enables them to call on support.</p> <p>HAVCO and Community Link Forum are well established organisations/bodies already contributing to Council policies. The development of the strategy along with the sH&WB board are informed by relevant intelligence to aide and support the decision making process</p>	
4. Partners report back to their organisation and stakeholders				<p>All partners have been and are encouraged to continue to report back to their respective stakeholders at respective meetings.</p> <p>Through the consultation of the H&WB strategy, partners will be encouraged to communicate this process to their organisation and stakeholders and how they can contribute</p>	
5. All agreed actions must include joint goals, objectives, outcomes and performance targets				<p>The strategy will be adopted in partnership and will be managed by the Shadow Health and Wellbeing partnership board. The strategy will be supported by three delivery plans to reflect each outcome. It will include a range of SMART actions to be monitored. The board will have responsibility (as outlined in the terms of reference) to monitor and manage performance and shape our strategic approach accordingly</p>	

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
6. Any potential barriers to involvement must be identified and addressed at the planning stage				<p>None identified at planning stage. All partners on the sH&WB board were selected because they play a critical role in the delivery of the strategy and have links to other relevant stakeholders.</p> <p>Consultation on the strategy is open to everyone. All publicity material will include a contact name, number and email for any questions or assistance in understanding and undertaking the consultation.</p>	
7. Partnerships must have a clear remit, agreement, and/or constitution with review and evaluation built in				<p>The shadow health and wellbeing board have robust terms of reference. These are evaluated annually.</p> <p>As this is the partnership board aimed at strategically delivering the H&WB strategy and monitoring the delivery plan, the remit will be clear.</p>	
8. Partnership agreements are supported by a code of conduct based on respect, responsibility and transparency				<p>As previously mentioned, the sH&WB board adheres to pre-agreed terms of reference and a code of conduct put in place as part of the HSP governance framework.</p>	
9. Best practice is promoted and shared amongst Haringey partnerships to enable more effective joint working practices to develop				<p>The board will seek to share best practice wherever possible and join up with other themes when there is the potential to exploit opportunities</p>	
10. Advance notice is given of any policy development to allow for all partners to engage/comment				<p>As above. The consultation process will not only include comments received from various other projects but will seek to invite contributions from all relevant stakeholders.</p>	

Compact Proofing Checklist

Principle 3: Valuing the role of BME Voluntary and Community Groups

KEY:		Met – Compact Compliant		Not Met – Not Compact Compliant		N/A – Does not apply
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Alongside each indicator please mark in the relevant colour coded box whether you have Met or Not Met the indicator or whether it is Not Applicable:

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
1. Principles that effectively achieve race equality, promote good race relations and eliminate racial discrimination are developed and promoted in all policy/projects				An equality impact assessment will be created in parallel with the development of the H&WB Strategy. All impacts on race will be considered.	
2. Specific barriers to BME groups becoming involved are identified and addressed in order to overcome them				As above, these will be considered and addressed in the equality impact assessment.	
3. BME groups with expertise in a particular issue are included in the development and delivery of a project or a policy from the beginning				This will form a targeted consultation approach, along with the drawing on comments and views from previous engagement processes. We envisage these to be integral to the strategic development and implementation.	
4. BME groups ensure that they represent the interests of their community fairly and honestly when asked to speak on its behalf				Code of conduct agreed with HAVCO will address this.	

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
5. BME community members are positively encouraged to carry out leadership roles within partnerships				We will look to embed this through the H&WB strategy in relation to the council's position on empowerment.	
6. Partners recognise and respect the independence of BME groups and their right to challenge policy and practice as part of achieving race equality				All partners on the sH&WB partnership board adhere to this attitude	

Compact Proofing Checklist

Principle 4: Recognising the Role of Young People

KEY:	Met – Compact Compliant	Not Met – Not Compact Compliant	N/A – Does not apply
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Alongside each indicator please mark in the relevant colour coded box whether you have Met or Not Met the indicator or whether it is Not Applicable:

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
1. Partners draw on statutory, voluntary and community sector expertise in youth work when developing projects or policies that involve and affect young people				The H&WB strategy will be drawing on all levels of expertise in the development of the strategy. Outcome one is focussed on providing children with the best start in life and therefore it is accepted that consultation with experts in the field will be integral.	
2. Where appropriate, involve children and young people in the development and evaluation of projects/policies				The Youth Council will contribute through the consultation process. Through the development of the strategy there will be consideration around the role young people can have in shaping their own health and wellbeing	
3. Include or consider the role of young people when including any volunteering aspect to your project				n/a	
4. Ensure that literature for young people is available in accessible formats and a variety of languages				Literature in relation to the consultation process and the format with which the strategy is developed will seek to be accessible and appropriate to all residents.	

Compact Proofing Checklist Principle 6: Improving Liaison

KEY:	Met – Compact Compliant	Not Met – Not Compact Compliant	N/A – Does not apply
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Alongside each indicator please mark in the relevant colour coded box whether you have Met or Not Met the indicator or whether it is Not Applicable:

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
Communication					
1. Information is shared and co-ordinated using established networks and umbrella organisations				Referred to in the consultation plan.	
2. Relevant contact details are included with any communication				As above	
3. Information is made available on request in a variety of formats, inc. Braille, Large print, Audiotape, and community languages. To include paper and electronic versions				As above	
4. Consideration has been given to the target audience and their preferred format preference					

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
Communication					
5. Communication via e- mail includes summaries and not large attachments					
6. Information on key events, initiatives or developments are given in advance					
7. Key individuals are clearly identified who are responsible for updating information regularly					
8. Documents and information are written in plain English and a glossary of terms is included (where necessary)					
9. Where appropriate opportunity is given for feedback					
10. Where appropriate feedback is given promptly, giving clear explanations where suggestions can or cannot be accommodated					

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
Community Consultation & Engagement					
1. It is clearly explained what people are being engaged and consulted about				We will work towards set and agreed guidelines from our corporate consultation team.	
2. It is clearly described who is being engaged and consulted				As above	
3. The way engagement and consultation is taking place is clearly described				As above	
4. Enough information is provided to enable people to take part				Consultation will signpost people to relevant information to be posted online	
5. Plain English is used when communicating plans; and interpretation and translation is provided as necessary				As above	
6. All engagement and consultation actively engages communities who will be affected by, or have an interest in, the issue				Consultation will be open to all, but we will actively seek the views and recommendations from relevant representative groups	
7. Existing communication networks are used to promote and increase levels of participation				We will build upon consultation that has already taken place.	
8. Existing good practice and other guidance relating to engagement and consultation (such as the Community Engagement Framework) are followed				We will work towards set and agreed guidelines from our corporate consultation team.	

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
Community Consultation & Engagement					
9. Groups or individuals affected by, or interested in the issue, are involved in the planning of engagement and consultation at the beginning				Same as communication process	
10. Any potential barriers to involvement are identified and addressed at the planning stage				Same as communication process	
11. Where possible, partnership work with second-tier Voluntary and Community Sector organisations will be undertaken to increase participation of under-represented groups				This will be addressed through the EqlA	
12. Appropriate resources are allocated to support robust and proportionate engagement and consultation				This is still to be confirmed, but we intend to fulfil the 12 week requirement and will actively engage with all our partners around the strategies development	
13. The scope and timescale of engagement and consultation must be reasonable and clearly documented. {Note; for formal written consultations this will be a minimum of 12 weeks				We will work towards set and agreed guidelines from our corporate consultation team.	
14. Where possible, co-ordination and delivery of engagement and consultation activity will take place in partnership with other organisations in the borough				We will actively engage through all our strategic partners and where appropriate will encourage a partnership approach on the process	

Indicator				Fully explain the evidence of meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why	Comments by Haringey Compact Implementation Group
Community Consultation & Engagement					
15. Feedback from engagement and consultation will be accurately communicated back to participants using existing networks in good time and in a variety of formats				A consultation report will be formulated capturing the responses received. This will be attributed to the relevant organisation or individual that has made the comments.	
16. Feedback from community engagement and consultation must be published together with any decisions that have to be taken as a result				As above	
17. It must be made clear whether a response to the engagement and consultation is based on the views of an individual or on behalf of a group.				As above	
18. Continually improving the quality of community engagement and consultation (by learning from experience and building on good practice for the future) must be demonstrated				We will look to record lessons learnt through the process to inform future processes.	