

ADVANCING THE WHOLE SYSTEM APPROACH IMPLEMENTATION GROUP Processes and Timescales 2022

In order to support the function of the Advancing Whole System Approach Group the following processes and timescales are expected to be adhered to by the CYCJ lead responsible for the Project Management of the groups work and action plan:

- Papers will be sent out a week in advance of meetings
- Minutes will be sent to chairs within two weeks and three weeks to the group
- YJIB update papers will be submitted to Chairs three weeks prior to YJIB taking place for agreement or notification of any amendments to CYCJ lead and returned one week after.
- CYCJ lead will submit update papers to SG eight days in advance of the scheduled YJIB
- WSA Chairs and CYCJ lead pre-meeting/agenda setting have been scheduled four weeks prior to each WSA group meeting.
- Chair and project leads to meet with SG between Implementation Group meetings to share progress, highlight identified or potential risks to achieving outcomes, any emerging themes that may need attention and incorporated, as well as actions that may no longer be relevant due to wider change.
- WSA Group have agreed note of meeting once approved by the group will be published on CYCJ website and this is included in TOR.
- WSA Implementation Group will provide 12 monthly reports that review work of the group in the preceding year against the Vision and Priorities Action Plan, risks and exceptions, identify impact, gaps, and next steps for implementation.