Key activities timeline (HDRC Programme Plan)

Stop/go criteria are in red
Milestones are marked * on timeline grid

Key activities	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4	Y4 Q1	Y4 Q2	Y4 Q3	Y4 Q4	Y5 Q1	Y5 Q2	Y5 Q3	Y5 Q4	Y6+
Phase descriptor			ESTABLISHMENT/ PROGAMME PLAN: Set baselines, ground work, define roles, start training & upskilling, trial processes, first Levelling Up programmes start			Full programme commencement: Programmes being rolled out, learning continuing, interim programme measurement				Disemination, Review and growth: First publications, share best practice learning, review effectiveness of work and programme plan.				Review and Consolidate: Review engine of evidence and best practice, review lessons learnt, how to maintain sustainability				Sustainability and updated programme plan: Exit strategy; design programme for foreseeable future and enact.				Sustainable pan-council R&D infrastructure & culture established; Key academics in UoB and senior officers in SMBC (Directors, DPH, CsPH) to feed into final evaluation report (Year 6 Q2 completion) and ongoing academic papers
HDRC setup, recruitment & governance																					
Programme Manager and Programme Support Officer appointed and in post			*																		
4 x Project Managers and 4 x Project Support Officers appointed and in post				*																	
Embedded researchers and PhD student appointed and in post							*													→	
HDRC Board established and has met		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
HDRC Steering Group established and has met		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
HDRC Independent Advisory Committee established and has met				*				*				*				*				*	
Contracts/MOUs with key partners in place (R = Review)		*				R				R				R				R			
Processes & protocols for joint working with partner organisations in place (R = Review/Refresh)				*				*				*				*				*	
Develop catalogue of LUP, Council & Community programmes & evaluation plan				*																	
Information sharing agreements in place				*				R				R				R				R	
WS1 – CAPACITY & INFRASTRUCTURE																					
Workforce development																					
Training needs analyses across SMBC and training plan developed (S= survey, R= review)		S*					R				R				R				R		
Deliver training to upskill staff in evidence use, research & evaluation methods																					
Data science infrastructure																					
Develop linked datasets for evaluation and research																					
M = Map resources for evaluation and decision making, DS = develop structures for information sharing, R= Review information sharing			M	M	DS	DS	DS	R			R				R				R		
Research governance and ethics																					
Develop governance infrastructure and ethical review processes (D=Develop, M=Maintain)	D	D	D	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
Develop system to support all Council departments in evidence-informed delivery of services & initiatives (D=Develop, M=Maintain)			D	D	D	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
WS2 – CULTURE AND EVIDENCE-INFORMED PRACTICE																					
Mapping the current culture																					
Early systematic review on LA use of evidence																					
Mixed methods evaluation of SMBC climate and practice (R = Review)															R						
Translating evidence to practice																					
Expand infrastructure to increase access to research evidence (R= Review)							R				R				R				R		
Develop system to support all Council departments in evidence-informed delivery of services & initiatives (R= Review)							R				R				R				R		
Needs assessment and evaluation																					
Develop centralised pool of best practice programmes/interventions (D=Develop, M=Maintain)			D	D	D	D	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
Support staff across directorates to understand population need and impacts of interventions to improve the wider determinants of health D=Develop, M=Maintain			D	D	D	D	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
Work with teams to embed evaluation into plans and proposals at early stage (D=Develop, M=Maintain, R- Review/Refresh)			D	D	D	D	M	M	M	M	M	R	R	R	R	R	R	R			
Decision-making processes																					
Improve use of evidence to support spending proposals and decisions (D=Develop, M=Maintain, R= Review/Refresh)			D	D	D	D	M	M	M	M	M	R	M	M	M	M	M	M	R	R	
Roll out use of Health Equity Audit Tool (HEAT) (S = Survey, T= Train, R= Review)			S	T	T	T	R	T	T	T	R	T	T	T	R	T	T	T	R		
WS3 – SYSTEMS AND PARTNERSHIPS																					
Academic partnerships																					
Formalise programme of collaborative research projects																					
Work with other universities in the region to share learning and draw upon expertise																					
Wider system partnerships																					
Develop structures, processes and working approaches with key partner organisations (R = Review/Refresh)											R	R			R	R			R	R	
Embed governance for system partnerships (R = Review)								R				R				R				R	
Integrate key principles for improving wider determinants of health through asset based community development (R = Review/Refresh)											R	R			R	R			R	R	
Research Strategy development (R = Review/Refresh)											R	R			R	R			R	R	
Information sharing and governance																					
Explore barriers to effective information sharing																					
Develop processes and protocols for sharing data and intelligence to inform research and evaluation (R= Review/Refresh)											R	R			R	R			R	R	
WS4 – COMMUNITY PARTICIPATION																					
Public engagement																					
PPIE plan developed (R = Review/Refresh)		*				R				R				R				R			
Expand existing PPI structures to enable community-driven wider determinants research agenda																					
Race equality self-assessment completed and action plan developed (R= Review)			*				R				R				R					R	
Involve public representatives at all levels of HDRC oversight & governance																					
Research priorities and partnerships																					
Use annual Residents' Survey for identifying wider determinants research priorities																					
Widen participation and representation																					
Establish and train cohort of Community Research Champions																					
Communication and dissemination																					
Use Sandwell Trends website to host HDRC information and outputs																					
Communication & dissemination plan developed (R = Review/Refresh)			*				R				R				R				R		
Networking events, conferences and webinars																					
O1 Research skills audit																					
O1 Audit of governance structures and processes (inc. PPI)																					
O2 Evaluation of research culture perceptions																					
O2 Audit of evidence-informed decisions within SMBC																					
O3 Evaluation of partnership working																					
O4 Evaluation of community involvement in decisions and processes																					