



HWB Annual Report Project Brief



Aims and Objectives

Aim:

To provide the public and partners with an update on the work of the HWB for 2023-24, including next steps for 2024-25

Objectives:

- To report on progress against the five JHWS priorities, including case studies where relevant
- Provide an update on work being delivered against the statutory duties of the HWB
- To provide a summary of the work undertaken under the leadership of each subgroup, including case studies where relevant
- Outline a set of next steps for following year
- To ensure the report is available to the public and partners

Approach

The HWB Annual Report **will**:

- **reflect** the 2023-24 financial year
- **include** plans for 2024/25
- **be produced on a rolling annual cycle**
- Require contributions from HWB subgroups and partners

High Level Plan

Activity	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24
Project Initiation- project docs set up & stakeholder mapping							
Paper to HWB to introduce project		23					
Meeting sub-groups to discuss tasks			3-7				
Sub-groups draft content							
HWB Manager drafts content							458
Work with Comms on branded copy							
Draft report compiled by HWB Manager							
Approval of draft report from HWB Board Chair							
HOSC						11	
Presentation to HWB for approval						26	
Disseminate report via relevant communication channels and networks							