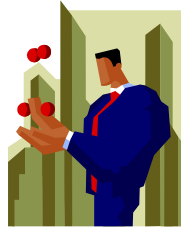









NWTD ACTION PLAN – 2005/2006

STRATEGIC BUSINESS MANAGEMENT
AREA



LEAD LYNN JAMES-JENKINSON
CONSULTANT

ISSUE	ACTION	WHO	WHEN
<p>Commissioning Group</p>  	<p>Draft quarterly report format for meetings which can also be used to update Regional Task Force, Self Advocates, Family Forum, Regional Health and Social Care Leads and support communication between stakeholders.</p> <p>Develop clear terms of reference for Commissioning Group linked to the development of Regional CSIP and implementation of the second phase of Valuing People.</p>	<p>Lynn</p>  <p>Lynn to draft</p>	<p>Pilot draft at next Commissioning Group meeting (June 05)</p> <p>Draft to Commissioning Group February 06</p>

	<p>Relook at constitution for NWTDT – identify source of appropriate legal advice to review options, also develop ‘standing orders’ to support decision-making.</p>	<p>Lynn</p>	<p>Update each meeting</p>
	<p>Develop ‘advisory group’ to work with Lynn. Confirm at next Commissioning Group meeting June 05</p>	<p>Lynn/ Com Group</p>	<p>Establish membership at next meeting June 05</p>
<p>Team</p>  	<p>The problem is that there are too many team members on fixed full time contracts, which affects the flexibility and responsiveness of the team and also adds a burden to the financial position of the team.</p> <p><u>Current team members</u> Lynn to review the workload of each team member against the financial position. Lynn to liase with the employing authorities of fixed contract team members to identify the options available to NWTDT/ team members and employing authorities</p>	<p>Lynn</p>	<p>Link to reporting @ budget. Plans in place June with implementation</p>



NWTD/ team members and employing authorities.
Lynn to liase with self employed team members with regard to current agreements

Associate trainers

Lynn to look at ways of increasing the number of associate trainers in order to increase diversity/ flexibility and responsiveness of the team.

Lynn to liase with Legal services with regard to safeguards and development of a recruiting process for associate trainers to ensure standards e.g. references/ professional indemnity insurance etc.

Professional Standards

The team need to agree and develop professional operating standards and clearer expectations/ outcomes for events and networks in order to measure success or otherwise. This also needs to introduce clear individual performance measures.

Lynn/
legal







implementation plan agreed by NWTD, team members and Employing authorities.

Draft recruitment process to commissioning group September 05

Lynn



Initial discussions team meeting 11/5 complete and implement July 05

	<p><u>Communication strategy</u> Lynn to rethink communications with the team. If we are to decrease the number of permanent team members and increase the number of associate trainers etc. how will we maintain a team approach to the development of NWTDT? Lynn to think @ team meetings/ supervision etc.</p> <p>The team will produce a joint report that identifies work they have done/ are doing or discussing with each area. This report will be circulated to all stakeholders during the summer.</p>	<p>Lynn </p> <p>ALL</p>	<p>September 05</p> <p>Draft end July</p>
<p>Budget</p> 	<p>Phil to redraft budget forecast for 05/06 and build in repayment of 50% to Salford.</p> <p><u>Fixed costs</u> Phil has identified the associated fixed costs of the team to be funded via subscriptions</p>	<p>Phil </p>	<p>10.5.5</p>



Consultant costs

Phil to look at costs of team members/ associates to identify shortfalls in funding and to assist in development of targets @ income generation.

Lynn to present at team meeting 11/5/5 to discuss issues with team members and ask team members to arrange to meet with Phil over following 2/3 weeks to identify risks to recorded targets and potential solutions.

Subscriptions

Phil to action invoicing for 05/06 now
Phil to advise Lynn of income/ vouchers etc. for 04/05 to enable decisions to be made @ risk etc.
Lynn to consider ways to develop Provider subscriptions. To raise another 20k we would need @ 12 Providers to become subscribers which could generate 30k minus 10k vouchers, costs associated with this would be 3x provider network meetings (Lynn could facilitate), inclusion on other



Phil



10.5.5

Lynn



initially 11.5.5 overall position ready for Commissioning Group 22.6.5

Phil

Phil







end June complete

Lynn



present to Commissioning Group 22.6.5

	<p>networks and vouchers.</p> <p>Phil/ Lynn to finalise this and present to Keith Darrough June for discussion.</p> <p>Lynn to agenda for Commissioning Group meeting June 05.</p>	<p>Phil/ Lynn</p> <p>Lynn</p> 	<p>June</p> <p>22.6.5</p>
<p>Communication/ Marketing</p> 	<p><u>Newsletter</u> Team to produce updates for Spring edition using report format</p> <p><u>Calendar</u> Posted on website, Phil to ensure updated regularly</p>	<p>Team</p> <p>Phil</p> 	<p>End May</p>

	<p>Team to look at other events which would respond to regional demand and assist @ income generation</p> <p><u>Web site</u> Team to consider how best to utilise this facility to market events and the work of the team</p> <p><u>Networks</u> Team members to ensure that network contacts are updated regularly and held by Sue Canavan. Lynn to remind lead of importance in their assisting us to maintain these records. Lynn to discuss with leads how networks report back to them so they know how is representing their areas.</p>	<p>Team</p> <p>Team</p> <p>Team</p> <p>Lynn</p> 	<p>Planning day 8.6.5</p> <p>Ongoing</p> <p>Through local and regional leads meetings</p>
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