

WANDSWORTH LINK WORK PLAN SUMMARY

PERIOD: 1 SEPT TO 31 DEC 2008

WORK PLAN AREA 1: RECRUITMENT, ENGAGEMENT AND NETWORK DEVELOPMENT

KEY TASK	IE/subgroup	ACTIVITY	AUTHORISATION (tender ref and/or IE decision)	TIMESCALES	RESOURCES	EXTERNAL SUPPORT	COMMENTS
1 Map existing networks	Comms & Participation	Paper to IE for agreement Contact key informants Develop table and tools Data collection First draft report submitted to JE/SK/SR Receipt of comments Final paper Circulate to IE IE sign-off of mapping project	1.1	29/12/2008	29/12/2008 Week comm 6/10/08 By 17/10/08 21/10 /08 to 31/10/08 10/11/2008 24/11/2008 01/12/2008 08/12/2008 15/12/2008	£1,000 MAC partnership £5,000 MAC partnership	Interim recommendations circu Need to have ready for Decemt
2 Newsletter	Comms & Participation	first issue produced & sent out w/c 27/10					
				next issue November	budget for approval £3150	MAC partnership	See IT dev phase 2 proposal
3 Short surveys	Comms & Participation	next newsletter – topics needed			?	MAC partnership	
4 H&SC Users Panel	Comms & Participation	approved by sub-group and IE	Meetings 10/08	not defined	none	MAC partnership	
5 Consultation database	Comms & Participation	no action					
6 Summit Conference	Comms & Participation	approved by sub-group and IE	Meetings 10/08	not defined	none	MAC to review and cost	
7 Agenda setting event	Comms & Participation	approved by sub-group and IE	Meetings 10/08	not defined	none	MAC to review and cost	
8 Recruit around cause	Comms & Participation	Mapping paper addresses in part; need promotional strategy and budget for print ads etc	2.3.6				Interim recommendations circulated
9 Build on local patient bodies	Comms & Participation	Mapping paper addresses					
10 Dev MOU with WOPN	Comms & Participation	no action					
11 Liaison with Healthcare Comm	Comms & Participation	email received					
12 Website development	Comms & Participation	meeting arranged 4/11 re revisions – end Phase 2			£5,650.00 Mac /Surveylab		

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WORKPLAN AREA 2: RESEARCH AND POLICY DEVELOPMENT

KEY TASK	IE/subgroup	ACTIVITY	AUTHORISATION (tender ref and/or IE decision)	TIMESCALES	RESOURCES	EXTERNAL SUPPORT	COMMENTS
1							IE or Exec to agree activities

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 WORK PLAN AREA 3: GOVERNANCE

KEY TASK	IE/subgroup	ACTIVITY	AUTHORISATION (tender ref and/or IE decision)	TIMESCALES	RESOURCES	EXTERNAL SUPPORT	COMMENTS
1 Terms of Reference	All	Agree terms of ref for IE and subgroups		end 10/08			
2 Policies and procedures	Res & Gov/IE to ratify	Reimbursement of expenses, rewards – policy agreed Code of Conduct agreed: SR to pull together papers for publication e.g. Website		R&G meeting 15/10/08 for December meetings	SR time	SR	no further action
		Authorised members and enter and view policy: IE paper and follow-up for 11/08 meeting		for November IE meeting	no budget agreed	MAC partnership	
		Meetings in public – response process and division of responsibility to be agreed		no timescale		Host	
		AC preparing draft letters – Pre-consultations; Poor Gps; membership Clinical Effectiveness; public involvement in Borough meetings;		06/11/08 allocated to Project Management		MAC partnership	
		Dispute resolution procedures – CA MAC to review with reference to tender		Meeting 29/10	no budget		
		Agree financial operating framework	7.1				
3 Nomination and Election procedures	Res & Gov/IE to ratify	Nomination and Election procedures Exec Asstnt appointed	2.3.7	R&G meeting 15/10/08			To be ratified by IE 15/12/08
4 Plan and run election of Exec							
5 planning for public meetings 15/12 & 19/01/09	Host	style and content to be agreed; promotional support; training for potential IE members offer from MAC		Sub-group to agree	no budget for sub-group	Host with MAC	emphasis on young people and BME

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 WORK PLAN AREA 4: RESOURCE DEVELOPMENT OFFICE/STAFF

KEY TASK	IE/subgroup	ACTIVITY	AUTHORISATION (tender ref and/or IE decision)	TIMESCALES	RESOURCES	EXTERNAL SUPPORT	COMMENTS
1 Improve Accessibility for Learning Disabled	IE	Develop plan for WCA staff to take lead	Not authorised	none	Resource not available since engaged on other work	to be identified	Portable hearing loop available to Host – need instruction
2 IE Members Development Day	IE	to organise a meeting between LINK and Borough-based organisations' senior management	IE	November 10 th	MAC/VM and SR		Write up – central feature of November newsletter: need short account of day max 500 words
3 Training for Host staff on website input and management	Host	Training organised 4/11	JE	04/11/08	Surveylab/ agreed as part of IT budget		

WANDSWORTH LINK WORK PLAN SUMMARY**PERIOD: 1 SEPT TO 31 DEC 2008****WORK PLAN AREA 5: LINK ACTIVITIES**

KEY TASK	IE/subgroup	ACTIVITY	AUTHORISATION (tender ref and/or IE decision)	TIMESCALES	RESOURCES	EXTERNAL SUPPORT	COMMENTS
1 Ensure LINK engagement in commissioning			4.7				
2 Agree protocols for working with providers			5				
3 Raise public awareness of LINK		Consideration at C&P sub- group	6.1				relaunch for Dec and Jan meetings
4 Identify "quick wins"			6.9				

