

**COT-SS-PLD Business Plan  
2006-2007 - Revised September 2007**

Objective	Task	Person Heading	Target	Budget	Activity Indicator	Progress
1. Establish new COT-SS-PLD NEC following nomination of new members at AGM Nov.06	a) Establish new <u>NEC roles within new groupings.</u>	Esther Day	End January 2007.		a) New NEC roles established	Completed
	b) <u>New NEC groupings to be agreed:</u> Areas of work to be covered:	Esther Day	End January 2007.		b) New NEC groupings established	Completed
	- Admin / membership	Anne Matthews				
	- Treasurer	Anne Matthews				
	- Conference	Rachel Gibbs				
	- Website	Paddy Woodman				
	- Newsletter	David Haines				
	- Resource File	Lanier				
	- Locality Co-ordination	Paddy Woodman				
	- Book review co-ordination	Claire Drew				
- Information co-ordination / PRO	Bev Taylor-Wade					

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	R.D. & E: - R & D strategy	Lanier Pole	.			
	- R.D. & E. developments	Lanier Pole				
	- links with service- users	Lanier Pole				
	- Education / CPD initiatives	Gwyn James				
	- Response to papers / questionnaires	Bev Taylor-Wade				
	- Evidence for practice	Bev Taylor-Wade				
	- Support for COT- SS-PLD project	Alison Lilywhite				
	<u>b) Consider development of R D &amp; E sub-group</u>	R,D & E Lead Member	End January 2007	Consider additional costs	Agreement re: development or not of sub-group	Lanier, Davis & Bev to form sub-group as need arises
	<u>c) Revise NEC signatory list</u>	Treasurer	April 2007		New signatories in place. ↑ confidence & knowledge of members. Also, effectiveness of present structure	New signatory in place (April 2007), Two further new signatories in place as of August 2007. Bank account name changed in line with rebranding

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	d) <u>Monitor progress of new NEC roles</u>	Esther Day	Ongoing		Training information forwarded from COT to NEC	Ongoing
	e) <u>Introduce COT induction &amp; other COT training for NEC members</u>	Esther Day	End January 07		Smooth transition of NEC members	Induction training attended by 2 NEC members, offered to rest of committee
	f) <u>Instigate a succession plan for 2007-2008</u>	Esther Day	Jun 07 NEC meeting		Vice Chair appointed	Vice chair appointed at September meeting – to be reviewed at November meeting
					Vice chair is clear about their future responsibilities and priorities for action.	
					Duties / roles written up & included in Summer Newsletter	Completed
					Nomination form in Summer / Autumn Newsletter	Completed

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2. Organise Annual Conference (1 <sup>st</sup> & 2 <sup>nd</sup> November 2007)	a) <u>Appoint conference co-ordinator</u>	Rachel Gibbs	End January 07		Conference Co-ordinator appointed	Completed
	b) <u>Ensure effective planning management</u>	Rachel Gibbs	Ongoing			Ongoing
	c) <u>Ensure effective budget management</u>	Rachel in liaison with Anne Matthews	Ongoing	Liaison between Treasurer & Planners re: costings	Suitable, cost-effective venue. Costings for attendance, refreshments, expenses etc. agreed.	Completed
	d) <u>Ensure effective publicity / call for papers</u>	Bev Taylor-Wade	February 2007		Publicity in place	
	e) <u>Accept abstracts – plan programme</u>	Bev Taylor-Wade + nominated NEC member	May 2007			Completed
	f) <u>Ensure organisational practicalities on the day in place</u>	All / Rachel Gibbs	November 1 <sup>st</sup> & 2 <sup>nd</sup> 2007		Successful conference achieved	



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4. Revise and produce an updated COT-SS-PLD Resource File	<p>a) Review previous Resource File &amp; take out any outdated info.</p> <p>b) Research, gather &amp; categorise updated, relevant information in appropriate layout</p> <p>c) Consider format – hard copy or non-copiable CD</p> <p>d) Produce &amp; disseminate to members</p>	<p>To be agreed</p> <p>Lead Member</p> <p>Lead member / All NEC</p> <p>Lead Member</p>	<p>June 07 NEC meeting</p> <p>June 07 NEC meeting</p> <p>June 07 NEC meeting</p> <p>New Membership Year</p>	<p>Costs agreed with treasurer</p> <p>Costs agreed with treasurer</p>	<p>Contents of resource file updated</p> <p>Most efficient, cost-effective format agreed</p> <p>New Resource Files with members</p>	<p>Not achieved – amount of work found to be too great. Revised plan for resource file to be considered for 2007/8 business plan, and new role developed for 2007/8 committee to undertake / oversee work.</p>

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5. Increase dialogue and face to face contact with locality groups	<p>a) <u>Review / re-plan all processes in managing locality groups</u></p> <p>b) <u>Clinical &amp; Business Issues collected by Locality Rep. &amp;/or other NEC members &amp; forwarded to Chair for SSCF/SSBF reporting</u></p>	<p>TBA</p> <p>Paddy Woodman / Esther Day</p>	<p>End January 2007</p> <p>Ongoing</p>		<p>New plan to increase dialogue with locality groups</p> <p>Locality issues reported to COT via SSBF SSCF</p>	<p>Member of committee identified for each locality group, to visit of requested.</p>
6. Complete the recommendations of the PKF review and work with COT to complete work.	<p>a) <u>Liaise with COT through SSBF to establish remaining tasks</u></p> <p>b) <u>Attend relevant meetings with other SS reps to agree corporate actions in order to complete work.</u></p>	<p>Esther Day</p> <p>Esther Day</p>	<p>End January 07</p> <p>Ongoing</p>	<p>Liaise with Treasurer if necessary</p>	<p>Remaining tasks established and included in Business Plan</p> <p>PKF recommendations completed</p>	<p>Completed</p> <p>Completed</p>

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	<p>c) <u>To seek the views of NEC members and / or COT-SS-PLD members re above decisions.</u></p> <p>d) <u>To inform membership of progress through Newsletters &amp; Annual Report</u></p> <p>e) <u>To implement actions</u></p>	<p>Esther Day</p> <p>Esther Day / David Haines</p>	<p>Whenever necessary</p> <p>Whenever necessary</p> <p>Whenever necessary</p>		<p>Views sought &amp; fed back to COT</p> <p>Membersiop informed of progress in Newsletters &amp; Annual Report</p> <p>Relevant actions implemented</p>	Completed
7. Complete all written reports requested from COT via the Specialist Sections Officer	<p>a) <u>Provide written reports for SSCF and SSBF meetings</u></p> <p>b) <u>Ensure COT-SS-PLD representation at the above meetings</u></p> <p>c) <u>Completion of an annual report</u></p> <p>d) <u>Completion of Business Plan for 2007-8</u></p>	<p>Esther Day</p> <p>Esther Day</p> <p>Esther Day</p> <p>Esther Day</p>	<p>SSCF &amp; SSBF meeting dates As advised by SS Officer</p> <p>Ongoing</p> <p>October 2007.</p> <p>October 2007</p>	<p>Travel expenses paid by COT</p>	<p>Written reports provided</p> <p>COT-SS-PLD attendance at meetings</p> <p>Annual Report presented to AGM &amp; SS Officer</p> <p>Business Plan submitted to SS Officer</p>	<p>Reports provided as necessary and meetings attended (aside form period of chair's illness)</p>

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	e) <u>Completion of Budget Forecast for 2007-8 in line with Business Plan</u>	Treasurer	October 2007.		Budget forecast submitted to SS Officer Oct. 07	Completed
8. Complete R.D. & E. Project work: Audit of Principles for Practice	a) <u>Liaise with &amp; monitor project worker in development &amp; implementation of audit.</u>	Alison Lilywhite	TBA	Funded by COT	Meetings? Dates TBA	Part one completed and written up. Researcher unable to continue therefore further work to be undertaken in 2007/8 year.
	b) <u>Liaise with project worker &amp; COT during finalisation &amp; final report of audit</u>	Alison Lilywhite	October 2007?		Final report submitted to COT	Part one to be presented at conference 2007
	c) <u>Earmark additional funding from COT-SS-PLD budget for use if necessary to bolster current funding</u>	Treasurer		£1000 additional funds agreed as back-up if necessary	For use if original funding starts to run out	Monitor the need through progress reports Funding ring fenced for use if necessary

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9. Forge strong links with COT-SS-PLD members.	<p>a) <u>Respond to membership enquiries and members should know which NEC member to contact for a particular issue</u></p> <p>b) <u>Establish clear communication channels between membership and NEC</u></p> <p>c) <u>Maintain website to keep members informed.</u></p> <p>d) <u>Consider use of 'Discussion Forum'</u></p>	<p>All NEC members</p> <p>Contact details in Newsletter</p> <p>Paddy Woodman</p> <p>Paddy Woodman</p>	<p>Ongoing</p> <p>Ongoing – develop a clear plan of action</p>		<p>All membership enquiries responded to &amp; achieved within one month</p> <p>Improved &amp; increased dialogue / communication between members &amp; NEC – consider how to measure.</p> <p>Feedback of communications made.</p>	<p>Queries responded to in a timely manner as appropriate</p> <p>Dedicated e-mail set up.</p> <p>Website reviewed and updated by Paddy</p>