

2009 Action Plan

2009-2012 Development Plan
From Niche to Mainstream



KEY OUTCOME ACTION PLANS

REF: KA 1-1

Key Outcome	To have put in place a greater amount of human resource to the organisation		
Key Action	Put in place system of recording & monitoring work activities of Executive		
Delivery Sponsor	Vice Chair I		
Target Date for Completion	April 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Review current recording arrangements	Chair/Exec Off		Jan 2009
Design new recording system	Chair/Exec Off		Mar 2009
Implement new system	Chair/Exec Off	Apr 2009 – Agree at Exec Apr 2009 – Issue instructions to Exec Members	Apr 2009

REF: KA 1-2

Key Outcome	To have put in place a greater amount of human resource to the organisation		
Key Action	Develop meeting allocation system for Executive		
Delivery Sponsor	Vice Chair I		
Target Date for Completion	April 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Complete update of website	Chair/Exec Off	Jul 2008 – Draft design Sept 2008 – launch site	Sept 2008
Commence use of Exec Website Diary	Exec Off/All	Nov 2008 – Devise protocols Jan 2009 – Issue instructions Feb 2009 – Diary in full use	Feb 2009
Agree Hierarchy of meetings	Chair	Jan 2009 – Establish importance of meetings Mar 2009 – Assign levels to Exec roles	Mar 2009
Implement system	All	Apr 2009 – Sign off by Exec	Apr 2009

REF: KA 1-3

Key Outcome	To have put in place a greater amount of human resource to the organisation		
Key Action	Review role and structure of Executive		
Delivery Sponsor	Vice Chair I		
Target Date for Completion	Jul 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Review Existing arrangements	Chair	Apr 2009 – draft revised structure	April 2009
Prepare new structure	Chair	Jun 2009 – Revise draft Jul 2009 – final structure	Jul 2009

KEY OUTCOME ACTION PLANS

REF: KA I-4

Key Outcome	To have put in place a greater amount of human resource to the organisation		
Key Action	Review current use of additional day rate resources		
Delivery Sponsor	Vice Chair I		
Target Date for Completion	Oct 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Assess usage over previous two years	Exec Off	Apr 2009 – Collate data May 2009 – Present data	May 2009
Prepare proposals	Finance Off	Jul 2009 – Draft proposal Oct 2009 – Final proposal	Oct 2009

REF: KA I-5

Key Outcome	To have put in place a greater amount of human resource to the organisation		
Key Action	Review and agree role of 'secondment' position		
Delivery Sponsor	Vice Chair I		
Target Date for Completion	Oct 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Assess current secondment activities	Policy Off		Apr 2009
Draft future work areas/role	Policy Off		Jul 2009
Draft secondment work plan	Policy Off		Sept 2009
Agree role and work of secondment	Policy Off		Oct 2009

KEY OUTCOME ACTION PLANS

REF: KA 2-1

Key Outcome	To develop and put in place a medium term financial planning process		
Key Action	Explore Possibilities of shared subscriptions with other organisations		
Delivery Sponsor	Vice Chair 2		
Target Date for Completion	Oct 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Engage with LA orgs	Chair		Feb 2009
Draft outcomes and proposals	Chair/Finance Off		Jun 2009
Refine proposals	Finance Off		Jul 2009
Agree proposals	Finance Off		Oct 2009

REF: KA 2-2

Key Outcome	To develop and put in place a medium term financial planning process		
Key Action	Develop annual financial planning process		
Delivery Sponsor	Vice Chair 2		
Target Date for Completion	Dec 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Draft financial planning system	Finance Off/Exec Off		Jul 2009
Develop future budgets	Finance Off/Exec Off		Oct 2009
Produce final system	Finance Off/Exec Off		Dec 2009

KEY OUTCOME ACTION PLANS

REF: KA3-1

Key Outcome	Better and timelier information presented to members.		
Key Action	Develop programme of PR		
Delivery Sponsor	Chair		
Target Date for Completion	Apr 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Assess issues	Policy/Coms Off		Feb 2009
Produce system for the programme	Coms Off		Feb 2009
Produce programme	Coms Off		Apr 2009

REF: KA 3-2

Key Outcome	Better and timelier information presented to members.		
Key Action	Assess and evaluate the use of existing information networks		
Delivery Sponsor	Chair		
Target Date for Completion	Jul 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Identify existing information networks	Coms Off		Mar 2009
Produce agreements with partners	Coms Off	Apr 2009 - Draft agreements Jul 2009 – Implement agreements	Jul 2009

KEY OUTCOME ACTION PLANS

REF: KA 3-3

Key Outcome	Better and timelier information presented to members.		
Key Action	Develop newsflash system		
Delivery Sponsor	Chair		
Target Date for Completion	Sept 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Establish system for identifying items for newsflash	Coms/Exec off		Apr 2009
Develop newsflash system	Coms/Exec Off	Jul 2009 – draft system spec Aug 2009 – refine system Sept 2009 – Implement	Sept 2009

REF: KA 3-4

Key Outcome	Better and timelier information presented to members.		
Key Action	Develop web based policy interaction with members		
Delivery Sponsor	Chair		
Target Date for Completion	Dec 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Draft design of website	Coms/Exec Off		Jul 2009
Produce aims and outcomes from project	Policy Off		Jul 2009
Draft content and system	Coms/Policy Off		Oct 2009
Produce web content	Coms/Policy Off		Dec 2009

KEY OUTCOME ACTION PLANS

REF: KA 4-1

Key Outcome	Increase the lobbying ability of the organisation.		
Key Action	Establish key contact organisations/individuals		
Delivery Sponsor	Vice Chair I		
Target Date for Completion	Apr 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Review current contact list	Chair/All	Review current list Identify gaps	Feb 2009
Compile new list	Chair		Apr 2009

REF: KA 4-2

Key Outcome	Increase the lobbying ability of the organisation.		
Key Action	Assign Exec members to contacts		
Delivery Sponsor	Vice Chair I		
Target Date for Completion	Jul 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Establish level of importance of partner orgs	Policy Off		May 2009
Develop system of assignment	Chair		Jun 2009
Agree contact list assignments	Exec		Jul 2009

REF: KA 4-3

Key Outcome	Increase the lobbying ability of the organisation.		
Key Action	Develop approach to national contacts		
Delivery Sponsor	Vice Chair I		
Target Date for Completion	Nov 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Draft system of engagement	Policy Off		Apr 2009
Final system of engagement	Policy Off	May 2009 – document system Oct 2009 – Exec agreement	Oct 2009

KEY OUTCOME ACTION PLANS

REF: KA 5-1

Key Outcome	Move to being more a proactive policy making organisation.		
Key Action	Prioritise future policy team work areas		
Delivery Sponsor	Vice Chair 2		
Target Date for Completion	July 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Undertake future scanning exercise	Policy Team		Apr 2009
Develop future programme methodology	Policy Off	Develop system Decide programme	July 2009

REF: KA 5-2

Key Outcome	Move to being more a proactive policy making organisation.		
Key Action	Commission/undertake research on priority areas		
Delivery Sponsor	Vice Chair 2		
Target Date for Completion	Dec 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Develop system for identify areas of work	Policy Off		Apr 2009
Agree budget	Exec		Jul 2009
Produce work plan and specs	Policy Off		Sept 2009
Commission Work	Policy Officer		Dec 2009