

## IMPROVEMENT PLAN

Last Updated : 31 August 2004 By : PJ

Outcome	Action / Aim	To do		By who	By when	Progress R/A/G
<b>The partners understand their roles and responsibilities (including how the partnership makes decisions and takes action).</b>	Produce Partnership INDUCTION PACK for partner organisations and action groups.	1. Draft template / contents. 2. Draft Induction Pack.	1. Draft contents and agree 2. Partners to write their sections 3. Collate and get final version agreed (by e mail)	1. JA 2. ALL 3. PJ	1. 2 <sup>nd</sup> July 2. 13 <sup>th</sup> Aug 3. 30 <sup>th</sup> Sept	<b>GREEN</b> <b>AMBER</b> <b>RED</b>
	INDUCTION TRAINING for partners and action group chairs	1. Prepare training module. 2. Roll out training programme to partners. <b>Note:</b> the induction pack will have a check list for members to go through i.e meeting other partners and optional extras such as going to a court case etc. A training event will take place yearly as part of the improvement planning process.	1. Partnership improvement and planning day to be held annually from Sept 05. 2. Book event for 05 3. Set up induction pack tick list / options list	1. PJ 2. PJ 3. JA	1. Feb 05 2. April 05 3. 20 Sept 04	<b>N/A</b> <b>N/A</b> <b>AMBER</b>
	SECTION 17 Training for all partners.	Roll out training to all partner organisations.	1. Discuss ideas with TVP & GOSE. 2. Set-up in-house training with 1-1/2 day event all directors/ heads of service to attend (get chair to write to dir/heads)	1. RC 2. RC	1. 7 <sup>th</sup> July 2. Nov	<b>GREEN</b> <b>AMBER</b>

	PARTNERSHIP AGREEMENT in place.	<ol style="list-style-type: none"> <li>Draft Partnership Agreement.</li> <li>Include agreement about PSA monies between partners.</li> <li>Adopt Agreement.</li> </ol>	<ul style="list-style-type: none"> <li>Develop</li> <li>Agree</li> </ul>	<ol style="list-style-type: none"> <li>PJ</li> <li>PJ</li> </ol>	<ol style="list-style-type: none"> <li>By Aug</li> <li>Sept SCP</li> </ol>	<p><b>GREEN</b> <b>GREEN</b></p>
The Partnership understands the needs of people in West Berkshire with regard to safer communities.	INFORMATION SHARING PROTOCOL	<ol style="list-style-type: none"> <li>Info Sharing Protocol adopted.</li> <li>Partners provide the information.</li> </ol>	<ol style="list-style-type: none"> <li>Completed</li> <li>Review 6 monthly (agenda item)</li> </ol>	<ol style="list-style-type: none"> <li>VV</li> <li>VV</li> </ol>	<ol style="list-style-type: none"> <li>June 04</li> <li>quarterly</li> </ol>	<p><b>GREEN</b> <b>RED</b></p>
	DATA ANALYSIS	<ol style="list-style-type: none"> <li>Partners provided with relevant data by Crime Data Analyst to inform Crime Audit &amp; Strategy.</li> <li>Have we got a system in place to assess the cost of crime and analyze expenditure ?</li> </ol>	<ol style="list-style-type: none"> <li>Ongoing – review quarterly at SCP (agenda item)</li> <li>Ask GOSE for advice on good practice report back to improvement group</li> </ol>	<ol style="list-style-type: none"> <li>VV</li> <li>RC</li> </ol>	<ol style="list-style-type: none"> <li>quarterly</li> <li>27th July</li> </ol>	<p><b>AMBER</b> <b>AMBER</b></p>
The Partnership's plans are an effective tool for managing performance to meet targets.	SMART Action Plans	Develop strategy	<ol style="list-style-type: none"> <li>Ensure audit aids in prioritising actions</li> <li>Develop SMART checklist</li> <li>Plan strategy planning day including all heads of service (get Jim to write to them).</li> <li>Book day / venue now</li> </ol>	<ol style="list-style-type: none"> <li>JA/R C</li> <li>JA</li> <li>RC/J A</li> <li>J/A</li> </ol>	<ol style="list-style-type: none"> <li>1<sup>st</sup> Dec</li> <li>Sept 03</li> <li>Oct</li> <li>June</li> </ol>	<p><b>AMBER</b> <b>AMBER</b> <b>GREEN</b> <b>GREEN</b></p>
The Strategy Group monitors performance to meet targets.	Performance Management SUMMARY REPORT.	SC Business Management Group (BMG) meets quarterly to manage business for SCP meetings inc produce summary.	<ol style="list-style-type: none"> <li>BMG quarterly meetings to develop agendas and reporting</li> <li>Book future BMG to fall midway in between meetings</li> </ol>	PJ	<ol style="list-style-type: none"> <li>Ongoing</li> <li>Next early Aug</li> </ol>	<p><b>GREEN</b> <b>GREEN</b></p>

	Strategy Group DECISION MAKING.	Strategy Group records decisions and takes remedial action.	<ol style="list-style-type: none"> <li>1. BMG chair to brief SCP chair on agenda issues</li> <li>2. Other partners to ensure SCP chair is aware of decisions needs</li> </ol>	<ol style="list-style-type: none"> <li>1. PJ</li> <li>2. All</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> </ol>	<p><b>GREEN</b></p> <p><b>AMBER</b></p>
<b>The Partnership makes timely decisions and meets targets.</b>	Rationalise ACTION GROUPS.	Reduce the number of action groups in favour of special task group meetings where relevant partners meet at short notice to tackle specific issues as they arise and agree prompt action. This may be agencies brought together to tackle a range of issues in a specific location, or to tackle a specific issues across the District.	<ul style="list-style-type: none"> <li>• Review groups' structures in line with strategy development</li> <li>• Groups to be reviewed initially and feedback to BMG</li> </ul>	<ol style="list-style-type: none"> <li>1. LMI</li> <li>2. LMI</li> </ol>	<ol style="list-style-type: none"> <li>1. Dec</li> <li>2. 6<sup>th</sup> July</li> </ol>	<p><b>AMBER</b></p> <p><b>AMBER</b></p>
<b>Resources are used effectively to meet targets.</b>	Pooled budgets	YOT/DAAT/CS budgets are pooled where possible and relevant for 2005/06	<ol style="list-style-type: none"> <li>1. Ensure finance is spent in line with strategic priorities</li> <li>2. Enhance understanding of budgets with finance being an on-going agenda item</li> </ol>	<ol style="list-style-type: none"> <li>1. PJ</li> <li>2. PJ</li> </ol>	<ol style="list-style-type: none"> <li>1. Dec</li> <li>2. ongoing</li> </ol>	<p><b>AMBER</b></p> <p><b>AMBER</b></p>
	staff resources	Audit staff resources to ensure they are sufficient to meet targets.	All SCP members to be tasked with addressing any staffing issues	PJ	Sept SCP	<b>AMBER</b>
<b>The partners communicate clearly with each other and the public.</b>	Communication	Draft simple Communication Strategy	Develop communication and consultation plan for SCP	New Post (PJ manages)	Nov	<b>N/A</b>
	West Berks news (LSP newspaper)	Ensure SC issues are well represented in each issue.	Ensure group knows timetable and is reminded of article deadlines	JA	ongoing	<b>GREEN</b>

	info, advice & guidance	Ensure accurate and up to date info about SC is available on all partner web sites and is linked to national web resources.	Review of partners information and advice available, feedback to BMG in first instance	AC	27 <sup>th</sup> July	<b>RED</b>
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**Progress:**

**RED** = target not met or not likely to be met. **AMBER** = target progressing but likely to be met. **GREEN** = target met or on target to be met.