

**Our Work-plan principles are:**

- Our plans are outcome focussed and SMART (specific, measurable, achievable, realistic and timely)
- We plan, do and review using the **Priority Project Plan** template (below)
- We use Red Amber Green (RAG) ratings to help keep us on track
- Our plans set out to achieve our vision for North Somerset and fulfil the purpose, aims and priorities of NSPCWT outlined below.

**Our Vision is:**

- that every child and young person in North Somerset with a disability or additional need reaches their full potential.

**Our Purpose is:**

- to be the strategic partner for the Local Authority and Health as well as the collective voice of parent carers, in order to improve the service provision and the quality of life for children and young people with disabilities and additional needs.

**Our Aims and Objectives are:**

- to be a well-informed, connected and empowered community of families of children and young people (0-25 years) with pan-disabilities and/or additional needs.
- to give a collective voice to such families by being a solution-focused platform for their views.
- to be a leading group in raising awareness of, and sharing information on, the issues and rights of children and young people with disabilities and/or additional needs and their families.
- to provide opportunities for parent carers to influence the decisions that affect their families and to contribute to developing services that improving services of their families, by working in partnership with the Local Authority, Health and all other relevant groups and organisations.
- to be the contact point and strategic partner for Local Authority and Health requests for co-production and parent participation in any work streams relating to children and young people with disabilities and/or additional needs.

- to use grants available in an effective way, which encourages and strengthens the participation of parent carers across North Somerset, representing all families including the diverse and hard to reach groups.
- to work collectively for all families, respect each other's views and make best use of one another's skills and resources.

**Our 3 agreed Leadership priorities for 2018/19 are:**

1. Growing our membership
2. Promotion and marketing
3. Good governance

**Our 3 agreed Strategic priorities for 2018/19 are:**

4. SCAMP
5. Transport
6. EHCP
  - Conversions & Annual Reviews
  - Transitions

For each of the above priorities we use this **Priority Project Plan** so that we can monitor our work effectively at the end of the project and celebrate our achievements:

- The *specific outcome* or **impact** we want to achieve by the end of April 2019 (qualitative)
  - *“What difference will we have made for our target group by completing this project?”*
  - *“What will it look like?”*
  - *“How can we provide evidence?”*
- The *specific outputs* we can record and measure by the end of April 2019 (quantative)
  - *“How many / much...?”*
  - *“What are the milestones along the way?”*

**North Somerset Parent Carers Working Together (NSPCWT)  
Work Plan 2018 /2019**

| <b>April 2018</b>  | <b>RAG</b> | <b>May 2018</b>   | <b>RAG</b> | <b>June 2018</b>  | <b>RAG</b> |
|--|------------|---|------------|---|------------|
| Anna/Alun monthly briefing (date)  |            | Anna/Alun monthly briefing (date)   |            | Anna/Alun monthly briefing (date)                       |            |
| Support & training: to be discussed  |            | Contact Regional Event (A+H)  |            |   |            |
|  |            | SEND Board (A + Ke)   |            |   |            |
|  |            |   |            |   |            |
| <b>SCAMP (P:1)</b> (Ka + Ke)   |            | P:1 Project Plan complete<br>SCAMP SG Mtg (Ka+Ke)                                     |            | P:1 Milestones:   |            |
| <b>Transport (P:2)</b> (A + Ka)  |            | P:2 Project Plan complete   |            | P:2 Milestones: Transport Event                         |            |
| <b>EHCP (P:3)</b> (i: A + Ka) (ii: H + S)  |            | P:3 Project Plan/s complete   |            | P:3 Milestones:   |            |
| <b>Growing Membership (P:4)</b> (A)  |            | P:4 Project Plan complete<br>Coffee morning (date?)                                   |            | P:4 Milestones:<br>Coffee morning (date?)               |            |
| <b>Promotion &amp; Marketing (P:5)</b> (N)<br>Site visit (A + one other) (H do list) |            | P:5 Project Plan complete<br>Quarterly newsletter (P:5)<br>Site visit (A + one other) |            | P:5 Milestones:<br>Site visit (A + one other)           |            |
| <b>Good Governance (P:6)</b> (Ka)<br>MC meeting (12/4)<br>Grant monitoring           |            | P:6 Project Plan complete<br>MC meeting (date?)<br>Policy review: GDPR (N+Ke)         |            | P:5 Milestones:<br>MC meeting (date?)<br>Policy review: |            |

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| <b>July 2018</b>                          | <b>RAG</b> | <b>August 2018</b> | <b>RAG</b> | <b>September 2018</b>                                   | <b>RAG</b> |
|---|------------|--------------------|------------|---|------------|
| Anna/Alun monthly briefing (date)         |            |                    |            |   |            |
|   |            |                    |            |   |            |
| SEND Strategy Event                       |            |                    |            |   |            |
|   |            |                    |            |   |            |
|   |            |                    |            |   |            |
| SCAMP SG Mtg (Ka+Ke)                      |            |                    |            | SCAMP SG Mtg (Ka+Ke)                                    |            |
| Transport mtg                             |            |                    |            | Transport mtg   |            |
| EHCP mtg                                  |            |                    |            |   |            |
| Coffee morning (date?)<br>FUN DAY (date?) |            | FUN DAY (date?)    |            | Coffee morning (date?)<br>Quarterly newsletter          |            |
| Site visit (A + one other)                |            |                    |            |   |            |
| MC meeting (12/4)                         |            | MC meeting (12/4)  |            | AGM / Members Event<br>Consider Discretionary Grant app |            |

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| <b>October 2018</b>               | <b>RAG</b> | <b>November 2018</b>              | <b>RAG</b> | <b>December 2018</b>    | <b>RAG</b> |
|-----------------------------------|------------|-----------------------------------|------------|-------------------------|------------|
| Anna/Alun monthly briefing (date) |            | Anna/Alun monthly briefing (date) |            |                         |            |
| Mid-year Review (KR) (date?)      |            | Contact NNPCF Conference          |            |                         |            |
|                                   |            |                                   |            |                         |            |
|                                   |            | SCAMP SG Mtg (Ka+Ke)              |            |                         |            |
|                                   |            | Transport mtg                     |            |                         |            |
|                                   |            |                                   |            |                         |            |
| Coffee morning (date?)            |            | Coffee morning (date?)            |            | Membership Social Event |            |
|                                   |            |                                   |            | Quarterly newsletter    |            |
| MC meeting (date?)                |            | MC meeting date?)                 |            | MC meeting (?)          |            |

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| <b>January 2019</b>               | <b>RAG</b> | <b>February 2019</b>              | <b>RAG</b> | <b>March 2019</b>  | <b>RAG</b> |
|-----------------------------------|------------|-----------------------------------|------------|--|------------|
| Anna/Alun monthly briefing (date) |            | Anna/Alun monthly briefing (date) |            |  |            |
|                                   |            | Contact Regional Event S.W        |            |  |            |
|                                   |            |                                   |            |  |            |
| SCAMP SG Mtg (Ka+Ke)              |            |                                   |            |  |            |
| Transport mtg                     |            |                                   |            |  |            |
|                                   |            |                                   |            |  |            |
| Coffee morning (date?)            |            | Coffee morning (date?)            |            | Coffee morning (date?)   |            |
|                                   |            |                                   |            | Quarterly newsletter   |            |
| MC meeting (date?)                |            | MC meeting (date?)                |            | MC meeting (date?)<br>Review priority plans and gather<br>info for monitoring report |            |