

Lead Officer Guidance Sheet 11th November

Following the meeting of the action planning group 10th November it was agreed that it would be helpful to provide guidelines on the content of the plan.

Clarity and consistency are required. This is a high level document and it is anticipated that there will be approximately 6 outcome measures and 6 milestones. It is expected that there will be more detailed plans underpinning each recommendation but if it is a simple point and sufficient detail can be contained at this level, then that becomes unnecessary. We need a clear framework for action and then to focus on that action.

- The **lead officer and the accountable person** will be the ones responsible for the delivery of the plan. This is a change from the initial expectation.
- If the **recommendation** is ambiguous in any way, simply explain how it has been interpreted
- **Outcomes for Children and young people** relate specifically to children and young people and are written in universally understandable terms
- **Outcome measures** are performance indicators and must be measurable in some form. Current figures could be provided and from where the indicator originates e.g. PAF, Ofsted. About six should be provided, less if appropriate.
- **Milestones** are what happens and when. About six should be provided. These will be used to provide the overall timeframe for the plan.
- **Capacity** – please consider any additional resources, what people and what skills may be required. Simply summarise this. We will be having an overall summary of this.
- **Risks** – please feed back to Dave Slocombe any risks you have identified. The next meeting of the post JAR action planning group will be considering these at a high level.