

**COT-SS-PLD Business Plan  
2007-2008  
(Version 1, October 2007)**

Objective	Task	Person Heading	Target	Budget	Activity Indicator	Progress
1. Establish new COT-SS-PLD NEC following nomination of new members at AGM November 2007	a) <u>Establish new NEC members</u>	Esther Day	November 2007		New NEC members established	
	b) <u>Check allocation of work dependent on number of new NEC members elected</u>	Esther Day	November 2007		Monitor workload at each NEC meeting and via e-mail contact	
	c) <u>Monitor progress of new NEC role allocation</u>	Esther Day	Ongoing		Monitor at each NEC meeting and via 'phone contact as necessary	
	e) <u>Encourage attendance at COT induction &amp; other COT training for NEC members</u>	Esther Day	June 2008	Travel expenses paid by COT	Induction training attended	
	f) <u>Instigate a succession plan for 2008-2009</u>	Esther Day	June 2008		Vice chair appointed. Smooth transition of NEC members  Vice chair is clear about their future responsibilities and priorities for action.  Duties / roles written up & included in pre conference Newsletter  Nomination form in pre conference Newsletter	

2. Organise a study day during 2008	a) <u>Appoint conference co-ordinator</u>	Esther Day /NEC	November 2007		Conference Co-ordinator appointed	
	b) <u>Ensure effective planning management</u>	Conference co-ordinator	March 2008	£3000 – venue & food	Suitable, cost-effective venue	
	c) <u>Ensure effective budget management</u>	Anne Matthews	Ongoing	Monitor & review costings whenever necessary	Costings for attendance, refreshments, expenses etc. agreed.	
	d) <u>Ensure effective publicity / call for papers</u>	Conference 2008 co-ordinator	March 2008	£30 for marketing posted	Publicity in place, via website, newsletter, e-mails & OTNews	
	e) <u>Accept abstracts – plan programme</u>	Conference 2008 co-ordinator	June 2008		Programme planned	
	f) <u>Ensure organisational practicalities on the day in place</u>	Conference 2008 co-ordinator	November 2008	£1000 – stationary, delegate bags etc	Successful conference achieved	

3. Begin to organise conference 2009 in conjunction with COT	a) <u>Appoint conference officer to liaise with COT/ secretariat</u>	Esther Day / NEC	November 2007	Travel expenses paid by COT	Conference liaison officer appointed	
	b) <u>Complete work / information as requested by COT / secretariat</u>	Conference 2009 liaison officer	Ongoing		Work completed in accurate and timely manner	
	c) <u>Work with COT to mark paper submissions</u>	Conference 2009 liaison officer	November 2008	Electronic therefore no expenses	All papers graded and work completed re acceptance / rejection	
	d) <u>Ensure quality learning disability programme within COT conference</u>	Conference 2009 liaison officer / NEC	November 2008		Quality programme created.	

4. Continue to develop and maintain the COT-SS-PLD Newsletter	a) <u>Produce newsletter quarterly</u>	Newsletter editor	Ongoing		Newsletter available all or partially on the website	
	b) <u>Consider making newsletter all or partially available on the website</u>	Newsletter editor	March 2008		Regularly produced, good quality newsletter 4 times per year	
	c) <u>Ensure appropriate information is included in the newsletter such as:</u> -Book & Resource reviews -Locality Info -Strategic documents & info from COT -R,D & E info -Articles from members	Newsletter editor	Ongoing		Inclusion of information of value & interest to members	
	d) <u>Maintain e-mail distribution of newsletter</u>	Newsletter editor / Anne Matthews	Ongoing	£240 for the few paper copies sent out (and not e-mailed)	4 Newsletters per year produced on agreed deadlines	

5. To consider future of COT-SS-PLD Resource File	a) To agree future of resource file	Esther Day / NEC	November 2007		Agreement reached on future of resource file	
	b) To produce some information for members in some format	Resource file person	June 2008		Information produced	
	c) Research, gather & categorise updated, relevant information in appropriate layout	Resource file person	June 2008		Information gathered	
	d) Consider format of information	Resource file person	March 2008		Most efficient, cost-effective format agreed	
	e) To disseminate to members	Resource file person	Ongoing	£100 for few paper copies sent out (and not e-mailed)	New format of information with members	

6. Increase dialogue and face to face contact with locality groups	a) <u>Review all processes in managing locality groups</u>	Paddy Woodman	March 2008		New 'terms of reference' for locality groups completed	
	b) <u>Clinical &amp; Business Issues collected by Locality Rep. &amp;/or other NEC members &amp; forwarded to Chair for SSCF/SSBF reporting</u>	Paddy Woodman / Esther Day	Ongoing		Locality issues reported to COT via Specialist Section Business Forum & Specialist Section Clinical Forum	
	c) <u>Increased opportunity for feedback by locality groups</u>	Paddy Woodman	Ongoing		Opportunities for locality group feedback increased	

7. Complete all written reports requested from COT via the Specialist Sections Officer	a) <u>Provide quarterly written reports for COT</u>	Esther Day	Ongoing		Written reports provided	
	b) <u>Ensure COT-SS-PLD representation at the above meetings</u>	Esther Day	Ongoing	Travel expenses paid by COT	COT-SS-PLD attendance at meetings	
	c) <u>Complete annual report</u>	Esther Day	November 2008		Annual Report presented to AGM & SS Officer	
	d) <u>Complete Business Plan for 2008-9</u>	Esther Day	November 2008		Business Plan submitted to COT	
	e) <u>Completion of Budget Forecast for 2008-9 in line with Business Plan</u>	Anne Matthews	November 2008		Budget forecast submitted to COT	

8. Complete R.D. & E. Project work: Audit of Principles for Practice	a) <u>Liaise with COT during continuation / completion of audit</u>	Alison Lillywhite / David Haines	Ongoing	Travel expenses as necessary	Attendance at meetings and e-mail correspondence as necessary	
	b) <u>Apply for ethics approval from COT &amp; NHS</u>	Alison Lillywhite / David Haines	March 2008		Ethics approval submitted to COT & NHS	
	c) <u>identify individuals to complete outstanding work</u>	Alison Lillywhite / David Haines	March 2008		Individual(s) identified	
	d) <u>Earmark additional funding from COT-SS-PLD budget for use if necessary to bolster current funding</u>	Anne Matthews	November 2007	£2000 additional funds agreed as back-up if necessary	Funding ring fenced	

9. Continue to forge strong links with COT-SS-PLD members.	a) <u>Respond to membership enquiries as necessary</u>	Esther Day / NEC	Ongoing		All membership enquiries responded to & achieved within one month	
	b) <u>Maintain clear communication channels between membership and NEC</u>	Esther Day	Ongoing		Use of dedicated e-mail continued and regularly checked	
	c) <u>Maintain website to keep members informed.</u>	Paddy Woodman	Ongoing		Feedback of communications made.	
	d) <u>Continue use of 'Discussion Forum'</u>	Paddy Woodman	Ongoing		Discussion forum used by members and NEC	

10. To work with COT to implement I.T. changes	a) <u>To ensure website up to date prior to 'switch over'</u>	Paddy Woodman	November 2007		Website up to date	
	b) <u>To consider actions required of new IT system for SS</u>	Paddy Woodman / Anne Matthews	March 2008		Actions required given to COT	
2. Organise a study day during 2008	a) <u>Appoint conference co-ordinator</u>	Esther Day /NEC	November 2007		Conference Co-ordinator appointed	
	b) <u>Ensure effective planning management</u>	Conference co-ordinator	March 2008	£3000 – venue & food	Suitable, cost-effective venue	
	c) <u>Ensure effective budget management</u>	Anne Matthews	Ongoing	Monitor & review costings whenever necessary	Costings for attendance, refreshments, expenses etc. agreed.	