

**COT SS Children, Young People and Families Business Plan 06/07**

<b>Objective 1.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Engage with the new Membership services provided by COT</b>	To provide information for COT in relation to membership services and improve access and communication for members	LN Fran Rae All of NEC	Provider appointed in Dec 2006. Access to services improved by Spring 2007	As detailed in the contract	Regular contact with COT. Improved access and information to members	Ongoing

<b>Objective 2.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Establish clear communication strategy for circulation of information between NEC, regional committees and regional network members</b>	1. Put the activity and financial reporting strategy in place 2. Centralise funds and formalise the ringfenced application process for applying for funding for regions and networks	Regional Co-ordinator, Treasurer, NEC Committee	1.Undertake activity and financial reporting strategy 2. Ring fence regional funds from centralised funds. 3.Develop use of the website for national and regional communication.	To be discussed but should be cost neutral	Activity data from administration company Review at Exec meetings Evaluation of members	Ongoing

<b>Objective 3.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Develop Clinical Advisors Role</b>	To ensure that the Clinical Advisor role is shared between members of NAPOT with identifiable expertise and willingness to turn around documents quickly, on express request of NEC	Louise Nicholl Practice and Education sub group NEC	1. Develop role description and establish reporting structure for clinical advisors 2. IdentifySS CYPF members willing to undertake small unpaid work	Expenses for setting up meetings.	Recruitment of members into roles Structure for support Prompt response to requests for expert opinion	Ongoing

<b>Objective 4.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Postal survey of UK based children's occupational therapists to identify competencies, research and practice needs.</b>	Proposal to survey the needs of occupational therapists, using existing web-based questionnaires, used with children's OT's in Australia/Canada.	Jackie Casey All NEC	Proposal written by July 2006, Joint proposal (Sylvia Rodger/Ted Brown) developed at WFOT conference Research Plan identified to complete project in 2007	Cost neutral for 2006 as completed in own time with University based resources Budget will need review for 2007	Proposal Written COT research governance guidelines undertaken LREC (UU) committee consulted Preliminary report for NEC July 2007	Literature review undertaken, Meeting with co-researcher undertaken Proposal currently underway

<b>Objective 5.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Ensure Journal publication and ongoing process review</b>	To ensure publication of the journal, reviewing submissions and processes.	Jackie Casey Penny Berry Rest of NEC	To continue with the publication of high quality journal	To be established	Regular communication between Journal editor and NEC. Publication of the journal.	Ongoing

<b>Objective 6.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Ensure the continuing development of the Website</b>	To continue website development and updating	Heidi Stanley Sarah Little All NEC	List of tasks to be undertaken	To be established	Enlist more NEC members to assist with Website. Develop pages for the regional groups. Establish the website as reliable and up to date source of information for members	Ongoing

<b>Objective 7.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Education and Practice Group</b>	To continue review of education and to re-establish strong education and practice links. For the members of this group to attend SSCF meetings and lead on development of practice guidelines	Jackie Casey Eve Hutton (Research) Frances Rae Catriona Ogilvy	Working party to establish goals Lead on practice guidelines	Cost neutral	Attendance SSCF at meetings Report published in journal summer 2007 Priorities identified from survey in objective 4 above.	Ongoing

<b>Objective 8.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>SSCYPF conference</b>	To run a two day event in Scotland in November 2007	Sheena Hardwick Shona l'anson Tessa Hyde Fran Rae Barbara Rickman	Conference to run in Scotland November 2007	To be identified	Venue booked by April 2007 Advertising in Summer Journal	Potential venues identified

<b>Objective 9.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>Children's policy guidelines</b>	To update children's policy guidelines in partnership with COT policy	Practice and Education subgroup All of NEC Julia Roberts Link with regional groups	To rewrite the current guidelines at a rate of 2 a year.	Cost neutral initially but to be reviewed and possible application to COT for grant.	2 guidelines reworked in 2007 in partnership with the regional group work that has already been completed	

<b>Objective 10.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>	<b>Progress</b>
<b>SEN Code of Practice –Study day combined with OTIP</b>	Joint 2 <sup>nd</sup> Study day with SS for Occupational Therapists in Private Practice	Jackie Casey Shona l'Anson	To hold a study day on the professional practice and develop an educational resource pack for members required to testify at SEN tribunals	Cost Neutral	Study planned Ongoing educational resource for members developed	Day planned for Feb