

**College of Occupational Therapists Specialist Section - Mental Health 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>To continue to work on the Specialist Section implementation process of the PKF report</b>	<ul style="list-style-type: none"> <li>Attend the SS Business and Clinical meetings</li> <li>implement the re-branding decisions</li> <li>Implement the Agreed SS Terms of Reference. Inform membership at AGM</li> </ul>	Chair Vice Chair Secretary	As identified in the SS Business and Administration Review Action Plan	Time resource needed. Agree funding and amounts of complimentary stationary with COT Monitor involvement and requests for involvement	Regular attendance and proactive involvement

<b>Objective 2.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>
Work with COT on consolidating membership services in house	To identify current and future requirements	Chair Vice Chair PRO Secretary	To have full and comprehensive membership services for SS members provided by COT	Estimate at £10.00 per membership	Monitor in house activity Membership feedback

Objective 3.	Task	Person Heading	Target	Budget	Activity Indicator
<p><b>Continue to provide comprehensive and reliable Membership services</b></p>	<p>Monitor the activity levels</p>	<p>Secretary</p>	<ul style="list-style-type: none"> <li>- Ensure the provision of administrative support services</li> <li>- Respond to professional enquiries</li> <li>- Support the administration of a minimum of 2 study days</li> <li>- Publish 3 magazines</li> <li>- Ensure up to date publicity material, membership pack, letter heads etc,</li> <li>- Web site maintenance and development</li> <li>- develop networking</li> </ul>	<p>See appendix 6</p>	<ul style="list-style-type: none"> <li>- Feedback from membership</li> <li>- Activity data from administration company</li> <li>- Review at Exec meetings</li> </ul>

<b>Objective 4.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>
<b>To continue to support the Mental Health Special Section Research &amp; Development Strategy</b>	<ul style="list-style-type: none"> <li>- Promote at the through the membership</li> <li>- Implement the recommendations of the strategy</li> </ul>	Vice Chair	<ul style="list-style-type: none"> <li>- Engage with COT R&amp;D activity</li> </ul>	See appendix 6	Representation of research activity in Mental Health magazine

<b>Objective 5.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>
<b>To launch and support the implementation of the COT Mental Health Strategy</b>	<p>To continue involvement in the steering group</p> <p>To publicise through the membership</p> <p>To support development activities wit COT as and when appropriate</p>	Chair PRO	<p>To seek feedback from membership re the strategy</p> <p>To support membership implementation of the strategy</p>	As identified through the COT steering group.	see recommendations from the strategy
<b>Objective 6.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>

<b>To continue to develop joint working relationships /membership activity with other Specialist Sections</b>	- Devise a way forward with OTOP and NAPOT, OTWPP re joint membership, joint activity	Chairs of SSs	With in-house membership support seek to take forward a viable and sustainable joint membership plan	£3k	Examples: joint membership, joint study days
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<b>Objective 7.</b>	<b>Task</b>	<b>Person Heading</b>	<b>Target</b>	<b>Budget</b>	<b>Activity Indicator</b>
<p><b>To have explored alternative means of delivering conference activity through a year of study days.</b></p> <p><b>To support the Forensic conference</b></p>	<p>To inform the membership that there will be no annual conference in 06/07</p> <p>To decide on the study day programme</p> <p>To liase with COT re mental health presence at COT annual conference</p> <p>To support the Forensic mangers in holding the Forensic conference</p>	<p>Chair Vice chair Education Officer Forensic rep</p>	<p>To run a minimum of two study days</p> <p>To run the Forensic conference</p>	<p>See appendix 6</p>	<p>Study days and forensic conference</p>

Objective 8.	Task	Person Heading	Target	Budget	Activity Indicator
<p><b>To continue to engage in good practice initiatives and consultations for and on behalf of COT</b></p>	<ul style="list-style-type: none"> <li>- Work with COT to represent them at appropriate mental health study days, conference, feed back and report on</li> <li>- Where possible provide appropriate personnel to work on consultation activity for and on behalf of COT and AOTMH</li> </ul>	<p>Chair Vice Chair All committee members</p>	<p>To provide representation where possible</p>	<p>Time resourcing of people to field requests, potential replacements costs. Need to monitor.</p>	<p>Updates through the SS Business and Clinical forums re AOTMH involvement</p>

Objective 9.	Task	Person Heading	Target	Budget	Activity Indicator
<p><b>To continue to best represent service user involvement in Mental Health SS</b></p>	<p>-To continue to use the Service User consultation (04) as a baseline for activity            - develop active relationship with user organisations e.g. MIND, Mental Health Alliance, inviting comments and contributions</p>	<p>Secretary PRO</p>	<p>Examples of:</p> <ul style="list-style-type: none"> <li>- Review leaflets and documents</li> <li>- Invite commentaries from Service users</li> <li>- Continue to see and invite contributions of articles from service users</li> <li>- Continue to encourage content to be service user focussed</li> </ul>	<p>See appendix 6</p>	<ul style="list-style-type: none"> <li>- Monitor through the editorial Board of the magazine</li> <li>- Review at the Exec</li> <li>-</li> </ul>

Objective 10.	Task	Person Heading	Target	Budget	Activity Indicator
<p>To continue to support and engage where appropriate with COT on with working with other external agencies promoting mental health OT</p>	<p>To field representation on for example:</p> <p>New Ways of Working NICE consultations and active involvement in developments, where possible Maintain involvement with the changes in the Mental Health Act and Mental Capacity Bill</p>	<p>Chair Exec members</p>	<p>Increase involvement and knowledge base of membership</p>	<p>See appendix 6</p>	<p>Increased membership Production of appropriate literature and guidance Member satisfaction survey</p>