



STRATEGIC INNOVATION & PEER LEARNING
In housing, health, care and support

APPENDIX C

PRO-FORMA FOR

SUPPORT



1. Organisation		
2. Contact Person (a) Designation (b) Tel. (c) Email		
3. Title of project or piece of work		
4. Brief Outline		
5. What NEED will this work address?		
6. How does this work FIT - and ADD VALUE to - existing work, strategies, partnerships, initiatives etc?		
7. HOW will the work be carried out? (i.e. methodology)		
8. WHO will undertake the work?	Internal staff member (backfill)	<input type="checkbox"/>
	Consultant – potential candidates already identified	<input type="checkbox"/>
	Consultant – to be identified (HSU can recommend suitably skilled individuals)	<input type="checkbox"/>
9. If using a consultant, does the local authority undertake to carry out procurement in line with standing financial orders (i.e. inviting expressions of interest or tendering, as appropriate) and deal with contracts, invoicing etc?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10. BUDGET	(a) Pay	
	(b) non-pay	

<p>11. What resources will the local authority invest to support the work?</p>	
<p>12. How can the HSU add support / add value to the work?</p>	
<p>13. When will the work START (planned)?</p>	
<p>14. When will the work be COMPLETED? (NOTE: Funding currently only available till March 2011 only)</p>	
<p>15. What will be the OUTPUTS of the work? (e.g. report, workshop, guidance, analysis, recommendations etc)</p>	
<p>16. What will be the likely OUTCOMES of this work? (e.g. understanding of local needs and future trends to enable planning of future provision).</p>	
<p>17. How will this project be managed to ensure that the outputs and outcomes above are delivered within the timescales?</p>	
<p>18. What are the implications of not receiving some, or all, of the requested funding? What is the contingency plan?</p>	
<p>19. Anything else we should know?</p>	

Please attach any supporting information - e.g. detailed consultant specification.