
The Independent Living Service Pilot

Appendix E

Project Plan

Ref	Task	What do we need to do to achieve this?	Priority	Responsibility	Target Date	Progress	Completion Date
1	Evaluate, plan and undertake Staff Consultation	<ul style="list-style-type: none"> Discuss implications with HR 	High	All	July 09	All pilots have completed this task	July 09
		<ul style="list-style-type: none"> Presentation to staff giving overview of ILS and its Aims and Objectives (organisation specific). Presentation to all Pilot Providers at joint event. 	High	All	July 09	As above	July 09
		<ul style="list-style-type: none"> Examine how we will unify Job Descriptions, Person Specification, Terms and Conditions and Competency Models 		Jo/Julian/ Alice/ Nicky	January 10	Pilot providers have shared individual documents and agreed in principle to unify where possible.	October 09
		<ul style="list-style-type: none"> Devise Individual Pilot Providers Sub Project Plans to complement the main one 		All	August 09	Provider specific	Ongoing
2	Consider and plan Training	<ul style="list-style-type: none"> Evaluate Training Needs of all staff across Pilots. 	High	Alice / Nicky / Julian	April 10		
		<ul style="list-style-type: none"> Develop a training skills matrix and audit all staff 			April 10		

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		<ul style="list-style-type: none"> • Prepare Training Plan across Pilots. 			May 10		
		<ul style="list-style-type: none"> • Commence Programme of Training 			April 10		
3	Implement new staffing structure to encompass the Active Ageing Centres.	<ul style="list-style-type: none"> • Devise individual organisational hub structures with a view to testing a range of delivery options; 	High	Alice / Julian / Sylvia	January 09 Revised October 10		
		<ul style="list-style-type: none"> • Organise visits to each hub to evaluate resources and identify development needs. • Prepare presentation of findings to present to ILS Strategic meeting 			September 09 April 10	Visits made to Pilot proposed hubs.	
		<ul style="list-style-type: none"> • Produce Development Plan for each hub 			February 10 Rev. Nov. 10		
4	Consider client Consultation	<ul style="list-style-type: none"> • See Separate Project plan. 	High	Nicky / Julian/ Alice	March 10		

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5	Evaluate individual provider budget against Contract sums	<ul style="list-style-type: none"> Understand and evidence service costs 	High	All	February 10	Meetings were held and costs shared to inform negotiation with SP	March 10
6	Determine Banding Levels and charging levels	<ul style="list-style-type: none"> Consider proposed Banding structure 	High	All	June 09	Banding structure, contents and charges debated and considered and approved by SP	June 09
		<ul style="list-style-type: none"> Decide on charge rates for Banding 	High	All	August 09	Structure agreed	July 09
		<ul style="list-style-type: none"> Amend in-house databases to create appropriate charging mechanisms 	High	Alice / Nicky / Julian	April 10	Concern that existing IT systems/staff resources are insufficient to manage new processes.	
7	Develop Active Ageing activities	<ul style="list-style-type: none"> Prepare recruitment documentation (JD / PS and advert) for appointment of Events Organiser (shared by all Pilots) 	Low	Alice / Nicky / Julian	April 10		
		<ul style="list-style-type: none"> Develop activities within each hub according to service plans 			June 10		

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8	Consider Alarm service implications	<ul style="list-style-type: none"> Consider implications of alarm systems on existing stock clients and prepare report. 	Medium	Chloe / Sylvia	July 09	Report prepared and submitted to SP.	July 09
		<ul style="list-style-type: none"> Discuss with SP future of provision of response 		All	April 10	Discussions need to take place as to how providers move from their current position to where SP want us to be	
		<ul style="list-style-type: none"> Define Service Specification including service Standards 		Sylvia / Julian / Nicky	June 10		
9	Adopt new 'Outcome focused' Support Plan	<ul style="list-style-type: none"> Consider, test and decide on appropriate model. 	High	All	June 08 – May 09	Staff from Pilot organisations tested use of new model.	May 09
		<ul style="list-style-type: none"> Prepare procedure documentation 		Nicky / Alice / Julian	August 09	Procedural information prepared for training event and delivered in October 09	October 09
		<ul style="list-style-type: none"> Replace existing Support Plans with new model 		Nicky / Alice / Julian	April 10	Progress being made across pilots for this to happen	Complete
10	Consider Performance Indicator requirements	<ul style="list-style-type: none"> Set up appropriate recording mechanisms for Performance Indicators and Contract 	Medium	Providers SP	April 10		

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		monitoring management.					
		<ul style="list-style-type: none"> Record baseline data 					
		<ul style="list-style-type: none"> Report to relevant service user and in-house Board as appropriate 					
11	Prepare Pilot Provider joint Method Statements.	<ul style="list-style-type: none"> Prepare draft amalgamated method statement from 3 separate pilot provider statements; Discuss and agree for submission to SP. 		All	July 09	Complete	July 09
12	Consider Mapping implications.	<ul style="list-style-type: none"> Identify which pilots will cover which areas. Map schemes and decide on potential hubs 		All	July 09	Complete	July 09
13	Submit written request for Supporting People Pilot subsidy	<ul style="list-style-type: none"> Identify what funding will be spent on and to what benefit Prepare submission to SP 		All	May 09	Complete	May 09
14	Develop access and eligibility criteria	<ul style="list-style-type: none"> Attend County group to look at implications of County Gateway Model Consider implications of 		Julian	April 10		

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		Cornwall Home choice					
15	Supporting Independent Living Conference	<ul style="list-style-type: none"> Strategic heads of each Pilot to prepare and deliver key note speech on ILS Pilot providers to prepare for workshop 		Louise / Mike / Kathy Sylvia / Nicky / Julian	November 09 November 09	Complete	Nov. 09
16	Develop a minimum staff support program e.g. Monthly one to ones.	<ul style="list-style-type: none"> Discussion between pilot providers regarding existing practices. Develop Staff Support Program 	Medium	Alice / Nicky / Julian	April 10		
17	Develop relationship of ILS staff between organisations	<ul style="list-style-type: none"> Disseminate a staff contact list of Pilot Provider staff to all involved. Facilitate staff shadowing program Investigate the possibilities of developing a staff newsletter 	High	Alice / Nicky / Julian	June 10		
18	Create a Staff Champion group	<ul style="list-style-type: none"> Request volunteers from each organisation who would be willing to participate in a group. 	Medium	Alice / Nicky / Julian	June 10		

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		<ul style="list-style-type: none"> Develop / support staff to develop Terms of Reference. To do what else? 					
19	Arrange further Staff Consultation / Information event	<ul style="list-style-type: none"> Prepare for event in terms of venue, date and agenda. 	Medium	Alice / Nicky / Julian	April 10		
20	Market the Service	<ul style="list-style-type: none"> Discuss methods of marketing the service. Agree plan and arrangements with SP 	Medium	Alice / Nicky / Julian	April 10		
21	Evaluate the possibility of Pilots providing cover for each other.	<ul style="list-style-type: none"> Discuss existing cover arrangements with a few to assisting each other to provide cover. 	Medium	Alice / Nicky / Julian	May 10		