

Work Plan for the Plymouth LINK – January 2009 - December 2009

Section 1 : Improving Services				
Task	Timescale	Responsibility	Resources	Comments
<u>Reporting</u> ➤ Report to commissioners Oct 2009 to tie in with commissioning reports	Oct 2009	VS to plan		
<u>Representation on Forums</u> Target opportunities - HEALTH <ul style="list-style-type: none"> • LINK Ambassador representation on Executive Board • Primary care dental investment panel • GP governance group • Ambulance LINK planning event LOCAL AUTHORITY <ul style="list-style-type: none"> • Have new LINK member on health overview and scrutiny panel (Chris Boote temporary rep) • Learning Disability partnership board 	Sept 2009 Nov 2009 Nov 2009 Oct 2009 Mar 2010 Mar 2010	CB VS VS VS/CB Stewardship group VS		
<u>Priorities</u> ➤ GPs - follow up response to recommendations ➤ Dentists - Chase up information Requested - Recommendations and report	Sept 2009 Sept 2009	VS SC		

<ul style="list-style-type: none"> ➤ Derriford - Waiting for response to recommendations 	22 Sep 2009			
<ul style="list-style-type: none"> ➤ Mental health services - Filter through PIPS at LIT meeting 	Aug 2009	VS		

Section 2 : Building Relationships

Task	Timescale	Responsibility	Resources	Comments
<u>Overview and Scrutiny</u> <ul style="list-style-type: none"> ➤ Two monthly reports to meetings to update on LINK progress, priorities ➤ Explore shared priorities and opportunities for partnership working 	Ongoing	VS		
<ul style="list-style-type: none"> ➤ Explore shared priorities and opportunities for partnership working 	Oct 2009	VS		
<u>Commissioners</u> <ul style="list-style-type: none"> ➤ Monthly meetings & Host Manager 	Ongoing	VS		
<u>Care Quality Commission</u> <ul style="list-style-type: none"> ➤ Understand the new system and LINKs relationship and explore working together 	Oct 2009	VS		
<u>Health Trust Patient Involvement Leads</u> <ul style="list-style-type: none"> ➤ Monthly meetings & Host Manager 	Ongoing	VS		
<u>Other LINKs</u> Proactive cross working with neighbouring LINKs on shared issues (Derriford, Ambulance) <ul style="list-style-type: none"> - visual impairment group - upper GI meetings 	Ongoing	VS BL		

Section 3 : Reaching People and Promoting the LINK

Task	Timescale	Responsibility	Resources	Comments
<p><u>Publicity Material</u> > annual PR planner</p>	Aug 2009	CH/GG/EC		
<p><u>Volunteers</u> > Target 40 > Review handbook and up-date policies > Monitor incidences of racist abuse</p>	Mar 2010 Sept 2009 ongoing	CH CH/CBr CH/VS		
<p><u>Promotion</u> Refer to PR plan – Approach media re LINK comments on health and social care stories</p>	Ongoing Oct 2009	CH VS		
<p><u>Events</u> > planning with PIPS/PAPOP/ Carers > refer to PR plan</p>	Sept 2009 ongoing	CH CH		
<p><u>Mapping</u> > map LINK presence on big map in office > send introductory letter and info to red on mapping</p>	Nov 2009 Nov 2009	CBr CBr		

Section 4 : Running the LINK

Task	Timescale	Responsibility	Resources	Comments
<u>Resources</u>				
<u>Governance</u> Review Governance with LINK Review roles and responsibilities of Stewardship group information	Nov 2009 Sept 2009	SG/LINK SG		