

## GUIDANCE FOR THE LAA DELIVERY PLAN

### General Points

In order to ensure that actions have been identified to achieve LAA targets Theme Leads are being asked to ensure that delivery plans are discussed at theme meetings with a view to consideration of draft plans at the delivery group meeting in February. The attached delivery plan matrix needs to be completed for each indicator in the LAA. In some cases, where indicators are similar they have been grouped together.

Delivery plans need to include:

- the 2 or 3 principal actions or interventions that will impact on the target
- actions that have a measurable impact on the target – not processes or milestones eg setting up a group, recruiting to a post,
- actions that clearly support achievement of the target and not simply refer to the implementation of a package of actions in an existing plan or strategy eg
  - *Develop Workwise programme to assist people with disabilities gain employment*
  - *Implement an effective “proof of age” scheme across Calderdale to reduce underage drinking*
  - *Develop a Tic-tac Centre for young people to access sexual health and contraception*
- an alignment to existing resources and not any actions/interventions where resources to implement them have not been identified
- actions that are plausible
- careful consideration of whether the actions set out in the matrix will achieve the intended target – if the analysis identifies a potential gap between the expected impact of existing and planned interventions and the target, then additional actions will need to be identified and resourced

### Detailed points

- **Ref:** Each Indicator has a unique reference number. Each action should have a unique reference linked to the indicator eg SSCF13(1), SSCF13(2) etc
- **Description:** List and describe briefly the 2 or 3 principal actions/interventions will impact on the target – these can either be current or planned activity.
- **Lead Agency:** Only list one organisation as this will be the agency that will have the responsibility of ensuring the target is reached and for reporting progress.
- **Partners:** List all the partners that will be contributing to the action/intervention.
- **Key Milestones:** List any key milestone(s) for each action eg
  - *Workwise programme accredited*
  - *Proof of age scheme adopted by all Calderdale off-licences and licensed premises*
  - *Tic-Tac centre opened*
- **Start/Finish Dates:** Identify the start and finish dates for each action.
- **Resources Available:** Set out the resources identified/committed for each action and their source eg budget an figure and/or staff and person hours
- **Lead Officer :** Identify a named individual (ideally from the Lead Agency) who has responsibility for ensuring the targets are achieved.

### Contacts for further information

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### Delivery Plan dates

Calderdale Forward Delivery Group will meet in February 2007 to consider the draft delivery plan. The date of the meeting will be confirmed in January.