

Board Action Plan

WHAT	HOW	WHY	WHEN	RESOURCES REQUIRED
Relationships and behaviours	Set of ground rules / code of conduct	Members know how to behave at meetings	30/4/08	Input from NM
	Social Events	Good relationships are needed for partnership working	Twice per year, plan into annual calendar of Board meetings	Secretariat / Chair
	Buddy system between meetings	Good relationships are needed for partnership working	April 08	Input from NM
	Mix up seating at the Board	Gives each member a chance to get to know members from different areas	Next Board meeting	All to do
	Special guest appearances by non Board members	Increases profile of Board and provides variety	Identify guest speakers to invite by April Board meeting and plan into schedule	Chair / NM / All
How we meet	Draw spider diagram for each person and present in folder for all to see at meetings	To better understand what each person is offering the Board	ASAP in a Board meeting – everyone to do	Admin to produce / copy for everyone
	Talking informally / catch up time, informal time at start of each meeting	As above and catch up on recent events	Each meeting	None

	Maximise attendance	Ask Board members for best times to meet	Now	None
	Celebrate achievement	To make everyone feel proud and that they are achieving	Monthly – for each Board meeting	Use E Zine newsletter, plus press cuttings
	Less frequent meetings – set up sub groups	Involve more people, but less often	As part of review (next 2 months) – will need action plan in place to make this happen	Part of mid term evaluation
Decision making				
*	Provide support at community level to formalise projects and ideas		ASAP	Use CDOs
*	Take into account community priorities, by feedback from community groups	Resident board members to act as go-between	6 months	Training for community reps and / or new posts
*	Put in place sustainable local management groups	develop project through Board	By 2010 to help sustainability of programme	Need additional posts / resources to make happen
*	Adopt project management model – brain storming	Delivers effective project management	2008/09	Nominated neighbourhood team member, and other members nominated by Board.
Communications				
	Use of email	Good for groups Good for one to ones Quick Accessible any time	Need as required Regular updates	Not everyone can use email or may not have access
	Telephone	Better for questions and		

		answers Quick 2 way Good option if not computer literate		
	Voicemail	Accessible anytime		Provide if not available
	Hardcopy	Accuracy Detail Saves residents printing costs Option if not computer literate	Audit to be completed as follows: Send 29/2/08 – contact sheet Returned by 14/3/08 Distributed 20/3/08	Admin
	Events Stands in supermarket Communications plan	Communicating with people who aren't on the Board, highlighting our successes and getting them involved.	Update communications plan – try out something new in at least one neighbourhood before the summer	Will need time input and enthusiasm from all Board members and Imp Neighbourhoods Team.
*	Training for resident members, supporting local forum, providing support to produce newsletters / flyers / local websites	Getting information to and from the community	By summer	Will need resources allocated via action plan

Actions with * require further discussion and elaboration before sign off by the Board.