

ADVICE STRATEGY - Bedford Borough

Action Plan for development of the strategy (updated 20/5/10)

Activity	Work	Details	Lead	Start date	End date
Mapping of existing provision of civil legal / welfare advice	Desktop research	Sources of information include: <ul style="list-style-type: none"> • BAF Advice Directory; • BREC Change Up research report; • CVS State of Sector report; • Directory of local solicitors; • TPT research into benefits advice provision 	BAF / Infotrain	March	End of April
	Local research	Design research questionnaire Questions will ask about: number of staff and volunteers; and number of enquiries dealt with (by area of law if possible).	BAF / Infotrain	April	End of April
		Send questionnaire to local advice providers - including BAF members, and local authority in-house advice service providers. Analyse responses	BAF / Infotrain BAF / Infotrain	May June	End of June

Activity	Work	Details	Lead	Start date	End date
Needs analysis	Desktop research	<p>Sources of information include:</p> <ul style="list-style-type: none"> Local authority Strategic Needs Analysis Census information Adult Social Care Universal Information and Advice Strategy Child poverty in Bedfordshire research report 	BAF / Infotrain	March	End of April
	Local research	<p>Design research questionnaire (and combine with mapping questionnaire - see above)</p> <p>Questions will ask about: views and comments on local advice needs and gaps in services</p>	BAF / Infotrain	April	End of April
		<p>Send questionnaire to local advice providers - including BAF members, and local authority in-house advice service providers.</p> <p>Analyse responses</p>	<p>BAF / Infotrain</p> <p>BAF / Infotrain</p>	<p>May</p> <p>June</p>	End of June
	Meeting with Adult Social Care UIA Team	Meeting with Jo Hawthorne and Gillian Abbott to discuss collaboration on collecting information and data	BAF / Infotrain	27 April	

Activity	Work	Details	Lead	Start date	End date
Write Strategy	Begin writing draft Strategy	Draft Strategy to include: <ul style="list-style-type: none"> • background • vision • strategic aims • key definitions • key drivers and reasons for strategy • initial findings from mapping of existing provision (desktop research) • initial findings from needs analysis (desktop research) 	BAF / Infotrain	April	End of April
		Circulate draft Strategy to Planning Group prior to next meeting	BAF / Infotrain	May	
Advice Strategy Planning Group	Arrange Planning Group meeting	Planning Group to: <ul style="list-style-type: none"> • review first draft of Strategy • agree questions in questionnaire to be sent as part of local research • discuss resources needed to complete the Strategy 	BAF / Infotrain Advice Strategy Planning Group	13 May	

Activity	Work	Details	Lead	Start date	End date
Identify gaps in provision	Analyse information from research	Analyse mapping of current provision and needs analysis - and identify gaps	BAF / Infotrain	June	End of June
Identify priorities and opportunities	Determine proposed priorities for strategy	Collate data from above actions and write conclusions and recommendations	BAF / Infotrain	June	End of June
		Draft suggested priorities	BAF / Infotrain	June	
Advice Strategy Planning Group	Arrange Planning Group meeting	Planning Group to: <ul style="list-style-type: none"> • agree strategic priorities • agree consultation process on draft Strategy 	BAF / Infotrain Advice Strategy Planning Group	8 July	
Write Strategy	Finalise draft Strategy	Add the following to the Draft Strategy: <ul style="list-style-type: none"> • gaps • conclusions • recommendations • priorities • action plan 	BAF / Infotrain	July	End of July

Activity	Work	Details	Lead	Start date	End date
Consultation	Consultation on draft Strategy	Draft consultation questionnaire	?	July	End of July
		Send Strategy to all stakeholders and interested parties for comments with consultation questionnaire	?	August	
		Analyse responses	?	September	
Write Strategy	Finalise Strategy	Make final amendments to Strategy to reflect results of consultation	?	September	End of September
Launch Strategy	Public launch of Strategy	Launch and publicise the Advice Strategy	?	October	

This development work has been:

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