

ADVICE STRATEGY

BEDFORD BOROUGH

TIMETABLE AND COSTS 2011 – 2012



June 2011

Background

This timetable sets out the action required (in chronological order) which was outlined in the Advice Strategy Action Plan.

Funding

Bedford Borough Partnership Board has given an initial allocation of £3,000 to help set up an Advice Management Group to help implement the Advice Strategy. BAF has matched this by allocating £4,500 from its own funds to help take forward its specific responsibilities in the Action Plan.

A further request for funding (for £3,000) to BBPB will now be made to help implement Action 9 in the Action Plan to provide a series of training courses to local advisers to help them deal with the major changes planned for the benefit system – as benefit enquiries form a large part of local advice work.

Additional requests for funding may also be made in the future once the AMG has started to meet and has decided on the advice priorities in the Borough.

Advice Management Group

BAF has decided to elect its representatives to the AMG at the BAF AGM on 9/6/11.

The Bedford Borough Council and BBPB representatives for the AMG will be discussed at the SICCCTP meeting on 13/6/11 and at the BBPB meeting on 16/6/11.

The first AMG meeting will then be arranged for July.

BAF has decided to put out to tender (to BAF members) the work involved in facilitating the AMG.

NB All the costs in this document are based on £35 an hour, which is the voluntary sector consultancy rate agreed in Bedfordshire and Luton by VoluntaryWorks

Timetable / Costs

Month	Date	Activity	Action Plan reference	Cost to BAF	Resources available
March 2011	17/3/11	BBPB meeting BBPB: <ul style="list-style-type: none"> • Adopted Advice Strategy and draft Action Plan • Awarded £3,000 to BAF to set up Advice Management Group 	Actions 1 and 8	£0	£3,000 awarded by BBPB to set up AMG
April 2011	13/4/11	Advice Strategy Planning Group meeting Draft Action Plan and costs reviewed	All	£335	(Paid for from £3,000 BBPB award)
May 2011	10/5/11	BAF - Steering Group meeting BAF Steering Group: <ul style="list-style-type: none"> • Endorsed Action Plan • Agreed timetable and costs • Agreed BAF's specific responsibilities within the Action Plan and allocated funds for this work • Decided to hold election of BAF representatives to AMG at BAF's AGM • Decided to put AMG facilitation work out to tender to BAF members 	All	£450	£4,500 allocated from BAF funds to pay for specific BAF activities in the Action Plan

Month	Date	Activity	Action Plan reference	Cost to BAF	Resources available
June 2011	7/6/11	Amended Action Plan and timetable and costs to be presented to BBPB Co-Chairs	All	£0	---
	8/6/11	Q-cas programme Series of training courses starts to help community groups get quality standard	Actions 15-18	£0	(Paid for by BREC with £2,450 from Big Lottery funding)
	9/6/11	BAF AGM Elections of BAF representatives to AMG	Actions 1 and 14	£650	(Paid for from BAF funds)
	13/6/11	SICCCTP meeting <ul style="list-style-type: none"> Update report to be presented Representatives to AMG t be discussed 	All	£70	(Paid for from £3,000 BBPB award)
	16/6/11	BBPB meeting <ul style="list-style-type: none"> Update report to be presented – including revised Action Plan and timetable and costs Nomination of BBC and BBPB representatives for AMG Bid for further funding to provide training programme for local advisers (Action 9) 	All	£0	Bid for £3,000 from BBPB
	TBA	Arrangements to be made for first AMG meeting – including drafting terms of reference and initial briefing paper	Action 8	£245	(Paid for from £3,000 BBPB award)

Month	Date	Activity	Action Plan reference	Cost to BAF	Resources available
July 2011	TBA	AMG meeting AMG to: <ul style="list-style-type: none"> • Agree terms of reference • Elect chair (Advice Champion) • Consider initial briefing paper and decide on future work plan and costs 	Actions 1, 2, 5, 7, 10, 19 and 20	£550	(Paid for from £3,000 BBPB award)
	TBA	BAF to liaise with Bedford Borough Council on links between Advice Strategy and Universal Information Strategy for adult care	Action 6	TBA	TBA
	TBA	BAF to make arrangements for meeting with local solicitors	Action 12	TBA	TBA
	TBA	BAF membership renewals	Action 17	£250	(£1,000 to be collected in BAF membership fees)
September 2011	20/9/11	BAF Steering Group meeting	Action 14	£450	(Paid for from BAF funds)
	TBA	SICCCTP meeting Update report to be presented	Action 14	£70	(Paid for from £3,000 BBPB award)
	13/9/11	BBPB meeting <ul style="list-style-type: none"> • Update report to be presented • Possible bid for further funding – depending on AMG decisions 	All	£0	Possible bid for further money depending on AMG decisions

Month	Date	Activity	Action Plan reference	Cost to BAF	Resources available
October 2011	3/10/11	Benefits Network meeting for advisers	Action 9	£245	(Paid for from BAF funds)
	20/10/11	BAF – Forum meeting	Action 14	£550	(Paid for from BAF funds)
	TBA	Preparations for second AMG meeting – including arranging briefing paper	Action 8	£245	(Paid for from £3,000 BBPB award)
	TBA	Organisation of benefits training programme for local advisers	Action 9	£3,000	(Possible funding from BBPB)
	TBA	Organisation of event for BAF members to discuss collaborative working	Action 11	TBA	TBA
November 2011	TBA	AMG meeting AMG to consider briefing paper and make decisions on future work	Actions 1, 5, 7, 10, 19 and 20	£550	(Paid for from £3,000 BBPB award)
December 2011	TBA	SICCCTP meeting Update report to be presented	Action 14	£70	(Paid for from £3,000 BBPB award)
	13/12/11	BBPB meeting <ul style="list-style-type: none"> Update report to be presented Possible bid for further funding – depending on AMG decisions 	All	£0	---

Month	Date	Activity	Action Plan reference	Cost	Resources available
January 2012	TBA	BAF - Steering Group meeting	Action 14	£450	(Paid for from BAF funds)
	TBA	Preparations for third AMG meeting – including arranging briefing paper	Action 8	£245	(Paid for from £3,000 BBPB award)
	TBA	Q-cas programme Series of training courses starts to help community groups get quality standard	Actions 15-18	£0	(Paid for by BREC with £2,450 from Big Lottery funding)
February 2012	TBA	BAF - Forum meeting	Action 14	£550	(Paid for from BAF funds)
	TBA	AMG meeting AMG to <ul style="list-style-type: none"> Consider briefing and decide on future work Ensure that an equality analysis of the Advice Strategy is completed. 	Actions 1, 5, 7, 10, 19, 20 and 23	£550 plus cost of equality analysis	(Paid for from £3,000 BBPB award) BBPB to arrange equality analysis
March 2012	TBA	SICCCTP meeting Update report to be presented	Action 14	£70	(Paid for from £3,000 BBPB award)
	14/3/12	BBPB meeting <ul style="list-style-type: none"> Update report to be presented Possible bid for further funding – depending on AMG decisions 	All	£0	Possible bid for further money depending on AMG decisions
Ongoing throughout 2011/12	TBA	Updating BAF membership database Updating Bedfordshire Advice Directory Updating BAF website	Actions 13, 14 and 17	£1,000	(Paid for from BAF funds)