

Project Proposal Form

Reference ...No: ALL6006.

Project Title	East of England Social Care Forum
Proposed start and end date	March – December 2010
Revision	14 March 2010
Lead Person & Contact details	Ann Nutt and Brian Mister ann.nutt@ntlworld.com mister.brian@virgin.net
Localities Involved	Countywide

Other members of Project Team (if available)

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Details regarding the Project including background to proposal

Chairs and Colleagues of LINKs in East of England expressed concern about how effective their efforts have been in engaging with social care issues and social service providers and there was general agreement with this observation that establishing a social care forum which met quarterly would enhance the capacity of the LINKs in this area across the region.

Aims and Objectives

The overall objective is to promote learning of how best to deal with social care, form partnerships with local authorities and share best practice.

Resources Required [e.g. Staff, LINKs members, Partners; Information, Research.

One member of staff will be required to be a scribe and set the agenda for the meetings. The meetings will be quarterly and would take place In March, June, September and December a day and a half will be required for each meetings preparation and follow up so in total six days staff time.

Speaker will be invited to speak at the forum as and when required

Projected cost/expenditure [brief breakdown eg Room hire, expenses, publicity/printing, third party]

A full day room hire at Cambridge Professional Development Centre for a meeting of chairs costs £160 plus £8.10 per person for lunch, say £350 each = £1400

Assume 4 such meetings in year and that management group of four plus Coordinator meet 5 times separately in a smaller room say £150 each = £750

All expenses of chairs, colleagues and hosts paid from individual LINKs' budgets and not included here

Projected cost / expenditure = £2500 (over estimation)

Procurement issues or where guidance needed

NO YES [if yes provide brief narrative]

Possible Risks that could affect Project [brief narrative]

If parties who the forum are aimed at are not interested in attending forums there is a possibility the project will not have the intended impact

Submitted by Name.....Signed.....Date.....

Assessment Comments:

Project Content & Objectives

Resource Requirement

Costs/expenditure

Risks

Qualifications

Monitoring requirement

Approval / Sign-off

Date