**Action Plan: [INSERT CASE NAME]**

|  |
| --- |
| **Status Key** |
| **1** | No response / no progress reported/ timescales not met by more than 6 months/ no evidence provided |
| **2** | Actions partly or mostly achieved / timescales not met by 3- 6 months / some evidence outstanding |
| **3** | All actions complete but awaiting evidence / timescales within 3 months |
| **4** | All actions completed and good supporting evidence provided |

|  |  |
| --- | --- |
| **Organisation:** |  |
| **Lead Person:**  | Original author: Lead: |
| **Version:** |  |
| **Date Updated:** |  |

| **No** | **Recommendation** | **Key Actions** | **Evidence** | **Planned Outcome / Impact of recommendation** | **Lead Officer**  | **Date** | **Progress Update**Please provide narrative updates and evidence to show that the actions have been completed and progressed with evidence of actual impact on outcomes | **Current Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** |  |

 |
| **1.** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |