PRSG Action Plan Template

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| **Case Reference:** | YYYY-00 “Pseudonym” |
| **Organisation:** | SSCP |
| **Review Chair:**  |  |
| **Version:** |  |
| **Date Last Updated:** |  |
| **AP Progress meeting date:** |  |
| **PRSG meeting date:** |  |

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| **Case summary** |

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| **No** | **Recommendation/ identified learning**  | **Key Actions to be taken** | **Lead Officer**  | **Anticipated completion date**  | **Progress update and Evidence** | **Outcome/ Impact** |
| **1** | As they are written in section 10 | *Indicate the action to be taken to achieve the expected outcomes. If there are several actions to achieve the same recommendation, these should be separated.* *These must be* ***Specific******Measurable******Achievable******Realistic******Time limited****Examples might be to deliver training, develop new policy,**Introduce new standard,**Review working practices, etc* | *Designation and name of lead officer charged with implementing the actions*  | *Date by which actions will be completed*  | *Describe the evidence you will provide to the Partnership to show the actions are being undertaken or achieved* *These might include minutes of meetings, new policy, training material, etc* | *What improvements in service and child and family safety and welfare should result from actions* *Examples might be increased awareness of multiagency referrals, quicker access to services, etc* |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
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| **Date action plan signed off by PRSG:** |
| **PRSG Chair:** |
| **Comments:** |