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:** |  | |
| |  | | --- | | **Case summary** | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **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** |  |  |  |  |  |  | | **4** |  |  |  |  |  |  | | **5** |  |  |  |  |  |  | |

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| **Date action plan signed off by PRSG:** |
| **PRSG Chair:** |
| **Comments:** |