



■ (G) Completed ■ (R) New/No progress
■ (O) Underway ■ (M) On Going

NASHiCS Business Plan/Objectives 2008 – 2010

FINAL CLOSURE PLAN

	Objective	Results measures	Timing	Lead	Progress %				Comments & Update
					25	50	75	100	
Aim/Objective: To promote & improve health and safety within care services. To provide forums for individuals and organisations involved in any aspect of health and safety. To facilitate the exchange and sharing of information, experience and expertise									
1 G	To provide final out-turn budget for conference 2008	Chasing bad debt SC	Jan 2008	McCullough Moore	✓	✓	✓	✓	Completed
2 G	To plan and deliver the Annual NASHiCS Conference 2008		July 2008	LN/CJ/MM	✓	✓	✓	✓	Completed
3 G	To plan and deliver the Annual NASHiCS Seminar 2008		October 2008	AH	✓	✓	✓	✓	Completed
4 G	To plan and deliver the NASHiCS Networker 2008	Held at Ringwood	April 2008	AH/CJ/DV	✓	✓	✓	✓	Completed
5 G	To plan and deliver the Annual NASHiCS Conference 2009		July 2009	MM/Team	✓	✓	✓	✓	Completed
5A G	To provide final out-turn budget for conference 2009		October 2009	MM/Team	✓	✓	✓	✓	Completed
6 G	To plan and deliver a NASHiCS Networker 2008 Wales	Now in 2009	April 2009	NL	✓	✓	✓	✓	Overtaken by time See 8 below
7 G	To plan and deliver the Annual NASHiCS Seminar 2009	Suffolk or Rotherham Ken Newbury	October 2009	AH/Team	✓	✓	✓	✓	Completed
8 G	To plan and deliver the NASHiCS Networker 2009 Wales	Held Wrexham	April 2009	NL	✓	✓	✓	✓	Completed
9 G	To plan and deliver the Annual NASHiCS Conference 2010		July 2010	MM/Team	✓	✓	✓	✓	Completed

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10 G	To plan and deliver the Annual NASHiCS Seminar 2010	Suffolk or Rotherham Cardiff - Leeds	October Nov 2010	AH/NL/Team	✓	✓	✓	✓	Completed
11 G	To plan and deliver the NASHiCS Networker 2010	Bournemouth North East, North, Scotland and Midlands	April March 2010	AH/Team	✓	✓	✓	✓	Completed
12 R	To liaise with IOSH re. production of Managing Safely in the Care Sector	Develop with private firm		NL					Agenda item 21/4/2010
13 O	To investigate NASHiCS holding Annual Safety in Care Awards	Care Forum Wales		NL	✓	✓			Agenda item 21/4/2010
14 G	To undertake a 'horizon scanning' exercise in February and prepare briefing report for NE/web site		February 2008	MJ	✓	✓	✓	✓	Completed
15 G	To undertake a 'horizon scanning' exercise in August and provide briefing report for NE/website	Delayed to Feb 2009	August 2008	RSW	✓	✓	✓	✓	Completed January 2009
16 G	To monitor re-structuring proposals for LA and prepare a briefing report for NE/website		April June 2008	MJ	✓	✓	✓	✓	Part of briefing to NE from portfolio holder
17 G	To increase membership	Written to top 50 in the Care Service		CJ/RSW	✓	✓	✓	✓	Completed
18 G	To increase membership			CJ/RSW	✓	✓	✓	✓	Completed this programme but On going
19 M	To increase membership in Wales by developing links with WLGA & care Forum Wales	Presentation to WLGA		NL	✓	✓			On going
20 G	To develop a database of champions/figureheads for the sector	Top 50 in the sector Database now set up to be added to.		CJ/RSW	✓	✓	✓	✓	On going
21 G	To improve communication with members by flyers etc.	Letter to all Members Jan 2010		CJ	✓	✓	✓	✓	Completed

	Objective	Results measures	Timing	Lead	Progress %				Comments & Updates
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22 G	To review/revise constitution in preparation for AGM	Proposals for wording to be presented to April NE meeting	July 2008	RSW	✓	✓	✓	✓	Completed
23 G	To produce/consider purchase of data of who's who in Public Affairs			CJ	✓	✓	✓	✓	Not progressing Abandoned
24 G	To develop a database of events where NASHiCS may want a stand or to visit			CJ/RSW	✓	✓	✓	✓	Captured on Web site On going
25 G	To purchase publicity items for NASHiCS stand /welcome packs	Pull up posters purchased Jan 08 Stand purchased Feb 2009		CJ/RSW	✓	✓	✓	✓	Completed
26 G	To develop a contact database	Using info from CSCI & others	April 2008	RSW	✓	✓	✓	✓	Completed
27 G	To produce e-news for members 4 x per year 2007/2008	November 07, January 08 April 08 , July 08		RSW	✓	✓	✓	✓	Completed
28 G	To produce e-news for members 4 x per year 2008/9	November 08, January 09 April 09, July 09		RSW	✓	✓	✓	✓	Completed
29 G	To produce e-news for members 4 x per year 2009/10	November 09 February 2010 May 2010 August 2010		RSW	✓	✓	✓	✓	Completed
Aim/Objective: To promote and encourage the development and adoption of the highest professional standards and codes of practice by formulating and publishing guidelines, policy papers and authoritative statements.									
1 G	To set up project group(s) as necessary to review new or revised legislation and guidance and issue information to members	Corporate Manslaughter		MJ	✓	✓	✓	✓	No longer required
2 G	To clarify the interpretation of Domestic and non domestic premises	Refer to Fire Service College and Building Regulations		LC	✓	✓	✓	✓	Completed
3 O	To make contact with the Children's Sector	Email sent. No response. To chase up		CJ	✓	✓			CJ to do

	Objective	Results measures	Timing	Lead	Progress %				Comments & Updates
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4 G	To produce guidance for members on specific areas of concern – Medication	Supervision of Medication draft Jan 08	July 2008 October 2008	LC	✓	✓	✓	✓	Completed
5 G	To seek endorsements on final version - Medication	Several + replies received	July 2008 October 2008	LC	✓	✓	✓	✓	Completed
5A O	To review Medical document	Updates issued	July 2010 Nov 2010 launch	AH/group	✓	✓	✓		Delayed
6 G	To produce guidance for members on specific areas of concern – topics to be specified	Renamed to Position Statements & Hot Topics SIP		DV/DH	✓	✓	✓	✓	On going First 4 issued
7 G	To contact HSE to discuss Sensible Approaches to Risk Management	CJ contacted Geoff Brown, HSE	April 08	CJ	✓	✓	✓	✓	Completed
8 G	To set up project group(s) as necessary to review new or revised legislation and guidance and issue information to members	Fire Safety working Group	Dec 10	DV/DH	✓	✓	✓	✓	Approach changed . NFA
Aim/Objective: To encourage and commission research, study, dissemination of information and to publish results and findings.									
1 O	To liaise with HSE (Vicky Fletcher) re. Accident statistics	Update on available statistics		CJ	✓	✓			To contact MH HSE
Aim/Objective: To promote NASHiCS in all appropriate ways.									
1 G	To provide NASHiCS presence at IOSH PSG Symposium 08 09 10	Brochures sent 2 events			✓	✓	✓	✓	Completed but short due to cancelled meetings
2 M	To contact members who have not renewed membership			CJ/RSW	✓	✓	✓	✓	On going
2A M	To contact new members	Chair/Vice Chair to receive details to allocate calls		All NE	✓	✓			On going
3 G	To consider the viability of taking a stand at the Care Show Birmingham	Attended show in Bournemouth Apr 2008 Attended Birmingham Exhibition	Nov 2008	CJ	✓	✓	✓	✓	Completed

	Objective	Results measures	Timing	Lead	Progress %				Comments & Updates
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4 G	To consider the viability of taking a stand at the Care Show Bournemouth 2009	No stand Attended and presented at Bournemouth	March 2009	CJ	✓	✓	✓	✓	Completed
5 G	To consider presenting at the Care Show Olympia 2009	Presence in bedroom set only	Oct 2009	CJ	✓	✓	✓	✓	Completed
6 G	To consider presenting at the Care Show NEC Birmingham 2009	Seminar session agreed	November 2009	CJ/AH	✓	✓	✓	✓	Joint presence Completed
7 G	To consider presenting at the Care Show Bournemouth 2010	Contact with organisers made	March 2010	CJ/NL/RSW	✓	✓	✓	✓	Completed
Aim/Objective: To establish and maintain communication and promote exchange of information with other organisations, government departments and agencies									
1 G	To attend 4 IOSH Public Services SG Committee Meetings per year	Membership of restructured SG Committee applied for.		CJ	✓	✓	✓	✓	Completed
2 G	To establish and maintain web site	Web site full No further pages possible.		RSW	✓	✓	✓	✓	Completed
3 G	To develop hyperlinks with other organisations			RSW	✓	✓	✓	✓	On going Procedure now set up
4 G	To review current web site with a view to the redesign	Initial phase Feb 08 2 nd phase April 08 3 rd phase July 08 Appointment of Designer	Jan 2009	LN/ALL	✓	✓	✓	✓	Completed
5 G	Development of the new web design	Launch at conference	July 2009	RSW/CJ	✓	✓	✓	✓	Completed
6 G	To provide 1 day training course for NCIL on NASHiCS perspective of the H & S aspects of direct payments	Awaiting request from NCIL			✓	✓	✓	✓	Abandoned Not followed through by NCIL

Aim/Objective: To carry out the business of NASHiCS in accordance with the principles of equality of opportunity									
	Objective	Results measures	Timing	Lead	Progress %				Comments & Updates
					25	50	75	100	
1 G	To identify and agree appropriate insurance cover for the Association	Decision that at present cover needed is £2 million public liability	Year 1 complete Yr 2	AH	✓	✓	✓	✓	Completed
2 O	To explore the possibility of having sponsored links on the NASHiCS website as a form of fundraising	Website pages compiled	Oct 2009	SM	✓	✓	✓		Premier Sponsorship option
3 G	To prepare budget for 2007/8	Agreed at Jan 2008 NE Meeting		RSW	✓	✓	✓	✓	Completed
4 g	To prepare budget for 2008/9	Agreed at Jan 2009 NE Meeting		RSW	✓	✓	✓	✓	Completed
5 G	To prepare budget for 2009/10	Agreed at Jan 2010 NE Meeting		RSW	✓	✓	✓	✓	Completed
5A G	To prepare budget for 2010/11			RSW	✓	✓	✓	✓	July NE Fees set. Completed
6 M	To seek legal advice regarding the operation of the association	To be raised as necessary		All					On-going
7 G	To revise roles within the Executive as required			All	✓	✓	✓	✓	Completed for 2009

Approved by National Executive- Meeting January 2011

Signed Chair.....

Date 12th January 2011