



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

NASHiCS Business Plan/Objectives 2011-2013

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									
1G	To plan and deliver the NASHiCS Conference 2011		June2011	SM	✓	✓	✓	✓	Completed
2G	To plan and deliver the NASHiCS Seminar 2011	Cardiff Venue All Nations Booked	Nov 2011	NL/AH	✓	✓	✓	✓	Completed
3G	To plan and deliver the NASHiCS Networkers 2011		March 2011	CJ/AH	✓	✓	✓	✓	Completed
4G	To provide final out turn and evaluation for Conference 2011			SM	✓	✓	✓	✓	Completed
5G	To plan and deliver the NASHiCS National Forum 2012		June2012	SM	✓	✓	✓	✓	Completed
6G	To plan and deliver the NASHiCS Seminars 2012	Scotland London	Apr 2012 Nov 2012	AH CJ/AH	✓ ✓	✓ ✓	✓ ✓	✓ ✓	Scotland Completed London Completed
7G	To plan and deliver the NASHiCS Networkers 2012	Leeds, Medway, Kilworth, Gateshead, Builth Wells	Sept 2012	AH/CJ AH NL	✓	✓	✓	✓	Leeds completed No further events 2012
8G	To provide final out turn and evaluation for National Forum 2012		Aug 2012	SM	✓	✓	✓	✓	Wash up meeting held
9G	To plan and deliver the NASHiCS National Forum 2013	Contact McM for option Seek alternatives	June2013	SM	✓	✓	✓	✓	Sponsors Date/venue sorted, Speakers
10G	To plan and deliver the NASHiCS Seminar 2013	Scotland Belfast Midlands Cancelled	Mar 2013 Oct 2013 Nov 2013	CJ/AH CJ/AH	✓ ✓	✓ ✓	✓ ✓	✓ ✓	Scotland completed

	Objective	Results measures	Timing	Lead	Progress %				Comments & Updates
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11G	To plan and deliver the NASHiCS Networkers 2013	Medway Cancelled Wrexham	March Sept 2013 March May 2013	AH NL	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Abandoned until 2014 Completed
12G	To provide final out turn and evaluation for National Forum 2013			SM	✓	✓	✓	✓	Slight surplus
13G	To plan and execute the Safety Awards 2011			CJ	✓	✓	✓	✓	Completed
14G	To plan and execute the Safety Awards 2012			CJ	✓	✓	✓	✓	Completed
15G	To plan and execute the Safety Awards 2013			CJ	✓	✓	✓	✓	New format and sponsorship agreed Nomination form out
16G	To increase Membership in Voluntary/Private Sector/LA's	Year one Year two Year three		CJ/NL	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Ongoing. Welsh Scotland. N Ireland actioned
17R	To review/update database of Champions/Figure Heads			RSW/CJ					
18G	To improve communication with Members by Letters/Emails/Flyers	Year one Year two Year three		CJ	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Ongoing
19G	To review/Revise Constitution in preparation for AGM's	Voting May 2013		RSW	✓	✓	✓	✓	No changes for 2011,2012 Revised for 2013 Completed
20G	To purchase Publicity Items for stand/welcome packs	Samples obtained	June 2011	RSW	✓	✓	✓	✓	Completed
21G	To produce e-News for Members 4 times per year 2010-2011	Dec 2010 Feb 11 May 11 July 11 Aug 11 Oct 11		RSW	✓	✓	✓	✓	Extra editions produced
22G	To produce e-News for Members 4 times per year 2011- 2012	Nov 11 Dec 11, Jan 12 Feb 12, March 12 June 12		RSW	✓	✓	✓	✓	Extra editions produced
23G	To produce e-News for Members 4 times per year 2012 – 2013	July 12 Aug 12 Sept 12 Oct 12 Dec 2012 March 2013		RSW	✓	✓	✓	✓	Extra editions produced

24G	Seek openings to attend Care Provider Events	AH & CJ speaking and stand 2012		CJ	✓	✓	✓	✓	GBC Shows, Stands booked.
	Objective	Results measures	Timing	Lead	Progress % 25 50 75 100				Comments & Updates
25M	To investigate suitable options that will assist continuity planning for administration and finance role and functions	Accounts outsourced Admin assistance as necessary Computer purchased		CJ	✓	✓	✓		Phone purchased PC Software Invoicing Member renewals. Review to be made.
26G	To renew Publicity Leaflet	Printed	April 2011	CJ	✓	✓	✓	✓	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.									
1G	To complete and Publish Additional Guidance on Fire Regulations.			DH/DV	✓	✓	✓	✓	Completed
2M	To set up Project Group as necessary to review guidance on Fire regulations in Sheltered Accommodation.	Group members to be appointed		DH	✓	✓			Group members sought. Meetings arranged
3G	To Launch Fire Additional Guidance	Launched March 2011		DH/DV	✓	✓	✓	✓	Completed
4R	To make contact with Children's Sector			CJ					
5G	To set up Project Group as necessary to review Medical Document	DA agreed to lead Linked into NCF group		DA/AH	✓	✓	✓	✓	Joined work with NCF NFA on own
6O	To seek endorsements on revision of Supervision of Medicines			DA/AH	✓	✓	✓	✓	No Longer applicable
7M	To produce guidance for Members under the SIP on areas of concern. Topics to be specified.	8 issued 7 issued 3 pending	Year one Year two Year three	DV/CJ/AH/ NL/SM	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Ongoing
8G	To liaise with East Park Communications in order to publish the F on C Journal	Issues 3 times PA Bulk order service introduced	Year one Year two Year three	CJ CJ CJ	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Completed Journal ceased production NFA

	Objective	Results measures	Timing	Lead	Progress % 255075100				Comments & Updates
Aim/Objective: To encourage and commission research, study, dissemination of information and to publish results and findings.									
1O	To liaise with HSE (MH) re accident statistics improvement.			PW	✓				Part completed
2M	To develop a Safety in Care Partners Forum			CJ	✓	✓	✓	✓	Underway Inaugural Meeting held
Aim/Objective: To promote NASHiCS in all appropriate ways.									
1M	To contact Members who have not renewed Membership			CJ	✓	✓			Ongoing
2M	To contact new Members and Welcome	Ongoing		CJ	✓	✓			Ongoing
3G	To consider viability of attending /speaking at Care Shows 2011	Stand only at Bournemouth Stand also NEC		CJ	✓	✓	✓	✓	Completed for this year.
4G	To consider viability of attending /speaking at Care Shows 2012	AH Bournemouth		CJ/AH	✓	✓	✓	✓	Completed
5G	To consider viability of attending /speaking at Care Shows 2013	Great British Care Shows		CJ/AH	✓	✓	✓	✓	Dates for 2013 obtained No involvement 2013
6G	To consider viability of attending /speaking at Firex shows 2011	Invitation received	May 2011	DV/DH	✓	✓	✓	✓	Not invited this year
7G	To consider viability of attending /speaking at Firex shows 2012			DV/DH	✓	✓	✓	✓	Not invited this year
8G	To consider viability of attending /speaking at Firex shows 2013			DV/DH					Not invited this year
9O	To issue Press Releases every 3 months	Sips, Conference Seminar, Networkers		NL	✓	✓			NL to take lead New person being used

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Aim/Objective: To establish and maintain communication and promote exchange of information with other organisations, government departments and agencies									
1G	To attend 4x IOSH Public Services meetings per year	Year One Year Two Year Three		CJ NL(1) DV(1)	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Completed Completed Completed
2O	To maintain Website	Year One Year Two Year three		RSW/NL	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Completed Completed New site launched
3G	To review layout/content/operation of Website	Links and Documents reviewed		RSW/NL	✓	✓	✓	✓	Upgrade of site New CMS format
4O	To develop reciprocal hyperlinks with other organisations	Year One Year Two Year Three		RSW	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Completed Supplier links established
5G	To complete and issue survey to Members and evaluate/report findings.	Survey completed	April 2011	NL	✓	✓	✓	✓	Results of Survey Action Plan Discussion October 2011
6G	To draw up action plan to implement actions from the Survey	August Additional NE meeting 2011		NL	✓	✓	✓	✓	August completed actions to undertake.
7M	Meet with and attend NCF events as required	Year one Year two Year three		CJ	✓ ✓ ✓	✓ ✓	✓ ✓	✓ ✓	Ongoing
8G	To meet with Secretary General of VODG	1 st meeting cancelled. Another arranged		CJ	✓	✓	✓	✓	Meeting held Completed Ongoing contact
Aim/Objective: To carry out the business of NASHiCS in accordance with the principles of equality of opportunity									
1G	To renew/review Insurance cover for Association	Year one paid Year Two paid Year Three		RSW/ SM	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Completed Completed Additional cover accepted

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2G	To produce and introduce Premier sponsorship package for Suppliers	Promoted for 2011 conference	Jan 2011	CJ	✓	✓	✓	✓	Completed But need to review success
3G	To prepare Budget for 2011-2012		Oct2011	RSW	✓	✓	✓	✓	Completed
4G	To prepare Budget for 2012-2013		Oct2012	RSW	✓	✓	✓	✓	Completed
5G	To prepare Budget for 2013-2014		Oct2013	RSW	✓	✓	✓	✓	Completed
6M	To seek legal advice regarding operation of Association	As Required		CJ	✓	✓	✓		Ongoing Solicitor meeting
7M	To revise Roles within the NE as required	As Required		CJ	✓	✓			Ongoing
8G	To hold Annual General Meeting of the Association 2011	Documentation prepared	June 2011	CJ/RSW	✓	✓	✓	✓	Completed
9G	To hold Annual General Meeting of the Association 2012		June 2012	CJ/RSW	✓	✓	✓	✓	Completed
10G	To hold Annual General Meeting of the Association 2013		June 2013	CJ/RSW	✓	✓	✓	✓	Completed
11G	To hold elections for National Executive in 2011	Election not required Nominations carried Nem Con.	May 2011	RSW	✓	✓	✓	✓	Completed
12G	To hold elections for National Executive in 2013		May 2013	RSW	✓	✓	✓	✓	Completed
13G	To hold Elections for National Officers 2012	Nominations forms ready	May 2012	RSW	✓	✓	✓	✓	Completed
14G	To appoint Treasurer 2012	Appointment made	Jan 2012	CJ	✓	✓	✓	✓	Completed