



SMART Action Plan Youth Club – Outreach Project

S- Be **Specific** about what you want to achieve, do not be ambiguous, communicate clearly.

M- Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measurable (KPIs).

A- Make sure it is **Appropriate**. Is it an **Achievable** outcome?

R- Check that its **Realistic**, it must be possible taking account of time, ability and finances.

T- Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

| Action | Specific | Measurable | Appropriate | Realistic | Time | Staff Responsible | Status |
|----------------|---|-----------------|--|-----------|---------------|-------------------|---|
| 1. Staffing | Working Party has met with Youth Worker for CSNPC. Possible to sub-contract YW from them. | Meeting held | The structure will underpin the project | Yes | 24 April 2019 | Working Party | <u>14.06.19</u> WP in agreement that outreach project will be best initially. Clerk to meet with Clerk @ CSNPC to discuss sub-contracting staff. |
| 2. Staffing | JS to meet with Youth Worker and Clerk @ CSNPC to discuss sub-contracting staff. | Meeting held | The right staff are paramount to the success of the project. | Yes | 13 May 2019 | Jodie | <u>14.06.19</u> JS met with YW and C @ CSNPC on 13 May. YW agreed forward contact for suggested staff to be sub-contracted. C agreed forward costings for sub-contracting. |
| 3. Staffing | JS to draft job spec and ad from examples supplied by CSNPC. | Staff Recruited | The right staff are paramount to the success of the project. | Yes | June 2019 | Jodie & YW | <u>14.06.19</u> JS chase C for costings for sub-contracting. WP meeting required to |



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|---|--|------------------------------------|--|-----|--------------|----------------------------|--|
| | | | | | | | approve recommendations for job spec and costings. |
| 4. Staffing | YCWP Meeting | Meeting held | WP need to agree recommendations to F&GP for recruitment. WP to recommend budget allocation with delegated authority to Youth Worker with JS approval. | Yes | July 2019 | Jodie & Emma | <u>14.06.19</u> Meeting will be scheduled as soon as response from C (above). |
| 5. Staffing | F&GP Meeting | Meeting held | Staff cost, job spec approval and budget allocation with delegated authority to Youth Worker with JS approval required | Yes | July 2019 | Jodie & Emma | |
| 6. Staffing | Recruitment/Sub-contracting of Youth Workers | Sub-contracts issued | Staff recruitment is paramount to project success | Yes | July 2019 | Jodie & Emma | |
| 7. Calendar/programme of Outreach Sessions Devised | Youth Workers to devise calendar/programme of outreach | Programme approved. | Programme will need to be approved by Full Council | Yes | August 2019 | Jodie, Emma & Youth Worker | |
| 8. | Youth Worker to ensure WPC have all necessary policies | Policies and Procedures confirmed. | Policies and procedures will need to be in | Yes | August 2019. | Jodie, Emma & Youth Worker | |



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| Policies and Procedures reviewed by Youth Worker | and procedures in place for outreach project to commence. | | place before outreach can take place. | | | | |
| 9. Publicity | Publicity make village aware of outreach project. | Residents aware of project. | Residents should be aware and youth aware so when the project starts Youth Workers will be expected to be patrolling streets. | Yes | August 2019 | Katy to draft promotional material. | |
| 10. Uniform/badges | Youth Workers provided with uniform and ID Badges | Youth Workers provided with uniform and ID Badges | Youth Workers should be easily identifiable by residents and Youths. | | | | |
| 11. Links with Police | Police aware and present at Outreach sessions. | Police have committed to helping with Youth project. | Police should meet their commitment to assist with project. | Yes | Ongoing | Jodie, Emma & Youth Worker | <u>14.06.19</u> JS contacted Jim Neighbour and Emma Turner to update on project. |
| 12. First session | Youth Workers providing outreach sessions | Youth Workers providing outreach sessions | This is the aim of this project. | Yes | August 2019 | Jodie, Emma & Youth Worker | |
| 13. Review | Constant review in interim | Review takes place | Constant reviews and then intermittent reviews when settled. | Yes | | Jodie, Emma & Youth Worker to report to YCWP and CA Committee. | |