

## Future Years Forum Workplan

April 2012 – 2013

### Overall theme: Loneliness and Isolation

Outcome	Activity	Work Group/Lead	Timescale	Funding required	Qrtly update April – June 2012
<b>Outcome 1a).</b> Forum business and internal communications are organised efficiently and effectively	<ul style="list-style-type: none"> <li>• Agree and implement revised Forum structure</li> <li>• Organise AGM and elect officers (September)</li> <li>• Organise annual Away Day to plan the year forward</li> </ul>	Operational Group	Ongoing	£2,800 (incl. £1,500 for AGM; £1,300 for Away Day; )	<ul style="list-style-type: none"> <li>• Revised structure agreed 11.06.2012</li> <li>• First operational group meeting 3.7.12.</li> <li>• AGM venue and speaker booked</li> <li>• Annual away held 16.04.2012, workplan produced and agreed.</li> </ul>
					Spend: £1007
<b>Outcome 1b)</b> Administrative support and financial management to Future Years Forum provided effectively	<ul style="list-style-type: none"> <li>• Ensure appropriate communication between meetings e.g. weekly email and papers sent out one week before meetings ( Set up Friday emails)</li> <li>• Provide secretariat to the Forum meetings – sending out papers; taking minutes; booking</li> </ul>	Admin	Ongoing	£3,276 (incl £1,000 expenses plus £2276 admin -2 hours a week, inc. office costs)	<ul style="list-style-type: none"> <li>• Friday emails being issued to all Forum members.</li> </ul>

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	venue etc. <ul style="list-style-type: none"> <li>• Make quarterly expenditure reports to the Forum and DWP.</li> <li>• Ensure value for money</li> <li>• Ensure that members claim expenses</li> <li>• Identify future funding sources</li> </ul>	Operational Group			Quarterly finance reports taken to Forum meetings: 11.06.2012  Spend: £1033.50
<b>Outcome 2)</b> Information is effectively communicated to wider audiences to raise awareness of good practice and the activities of Future Years	<ul style="list-style-type: none"> <li>• Develop and maintain web site to be informative and representative of FY work *</li> <li>• Provide links to key documents on web site</li> <li>• Establish and maintain a database of local groups and contacts.</li> <li>• Issue regular updates and information from UKAFA and Future Years to local groups</li> <li>• Make timely contributions to relevant newsletters e.g. AGENDA, LL Newsletter (utilise media)</li> </ul>	Admin          Task and Finish	Urgent (May / June)	*£500 build plus running costs	<ul style="list-style-type: none"> <li>•</li> </ul> Spend: £38

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	<ul style="list-style-type: none"> <li>• Develop publicity material / information leaflet explaining the work of Future Years</li> <li>• Distribute the leaflet to local forums</li> </ul>	Task and Finish Group / Admin	July / August	£1200	£300
<p><b>Outcome 3</b> Hold Annual Conference to promote the work of the Forum</p>	<ul style="list-style-type: none"> <li>• Book the venue, speakers, workshop facilitators etc.</li> <li>• Promote the event to older people and professionals working with older people</li> <li>• Manage the responses; liaise with the venue on numbers, catering etc.</li> <li>• Prepare the papers, presentations</li> </ul>	Task and Finish Group	Autumn	£3,500	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Outcome 4</b> Future Years to sponsor NEA to run sub-area workshops to train accredited energy champions</p>	<ul style="list-style-type: none"> <li>• Offer local forums the opportunity to apply for money to hold a training event</li> <li>• Future Years Forum selects the groups to fund</li> </ul>	Task and Finish Group		£2,000 (£500 per sub – region)	<ul style="list-style-type: none"> <li>•</li> </ul>

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	<ul style="list-style-type: none"> <li>• Funding issued; training events held; energy champions accredited</li> <li>• Groups funded report back to Future Years forum on outcomes</li> </ul>				
<p><b>Outcome 5</b> Y&amp;H provides relevant &amp; timely responses to national consultations</p>		Operational Group and Task Group	Ongoing	£400	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Outcome 6</b> The voice of older people in Yorkshire &amp; Humber is heard at regional, national and ministerial levels and influences policy development</p>	<ul style="list-style-type: none"> <li>• Map the ‘pyramid of engagement’ of Future Years members to show strength of the collective voice</li> <li>• Identify gaps</li> <li>• Increase engagement to ensure full representation from the region</li> <li>• Ensure representation on the Age Action Alliance’s Loneliness and Isolation Task Group</li> </ul>	<p>Task and finish Group</p> <p>Chair / appointed representative</p>	<p>Maximum 6 months</p>	<p>£500</p> <p>£500</p>	<ul style="list-style-type: none"> <li>•</li> </ul> <p>Spend: £461</p>

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<p><b>Outcome 7</b></p> <p>Future Years is spreading good practice and influencing the work of local authorities and other organisations and specifically around the work of health and wellbeing boards, scrutiny panels, dementia forums and transport initiatives</p>	<ul style="list-style-type: none"> <li>• Support local forums to understand the structures and issues that older people can influence</li> <li>• Feedback to Future Years Forum meetings</li> <li>• Share information with LA Older People's Champions &amp; their lead officers</li> </ul>	Forum members	Ongoing		<ul style="list-style-type: none"> <li>•</li> </ul> <p>Spend:</p>
<p><b>Outcome 8</b></p> <p>Future Years is influencing spreading good practice to reduce the effects of loneliness and isolation</p>	<ul style="list-style-type: none"> <li>• Develop and promote Good Practice Directory on Loneliness and Isolation</li> <li>• Develop the Knowledge Hub and promote take up and use</li> </ul>	Admin	Ongoing	£2276 (2 hours a week, inc. office costs)	<ul style="list-style-type: none"> <li>• .</li> </ul> <p>Spend: £614.50</p>

**Total Expenditure: £16,952**

**Total Spend April – June 2012 = £3454**