

Future Years Forum Workplan

April 2012 – March 2013

| Outcome | Activity | Work Group/Lead | Timescale | Funding required | Qrtly update April 2012 – Feb 2013 |
|--|---|-------------------|-----------|---|--|
| <p>Outcome 1a). Forum business and internal communications are organised efficiently and effectively</p> | <ul style="list-style-type: none"> • Agree and implement revised Forum structure • Organise AGM and elect officers (September) • Organise annual Away Day to plan the year forward | Operational Group | Ongoing | £2,800 (incl. £1,500 for AGM; £1,300 for Away Day;) | <ul style="list-style-type: none"> • Revised structure agreed 11.06.2012 • Operational group meetings held • AGM held • Annual away held 16.04.2012, workplan produced and agreed. |
| <p>Outcome 1b) Administrative support and financial management to Future Years Forum provided effectively</p> | <ul style="list-style-type: none"> • Ensure appropriate communication between meetings e.g. weekly email and papers sent out one week before meetings (Set up Friday emails) • Provide secretariat to the Forum meetings – sending out papers; taking minutes; booking | Admin | Ongoing | £3,276 (incl £1,000 expenses plus £2276 admin -2 hours a week, inc. office costs) | <ul style="list-style-type: none"> • Friday emails being issued to all Forum members. |

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| | venue etc. <ul style="list-style-type: none"> • Make quarterly expenditure reports to the Forum and DWP. • Ensure value for money • Ensure that members claim expenses • Identify future funding sources | Operational Group | | | Quarterly finance reports taken to Forum meetings: 11.06.2012 03.09.2012 05.12.12 |
| Outcome 2) 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"> • Develop and maintain web site to be informative and representative of FY work * • Provide links to key documents on web site • Establish and maintain a database of local groups and contacts. • Issue regular updates and information from UKAFA and Future Years to local groups • Make timely contributions to relevant | Admin Task and Finish | Urgent (May / June) | *£500 build plus running costs | <ul style="list-style-type: none"> • Old Future Years database cleansed • Friday news circulated to 174 contacts • Friday news circulated to Y&H Forums via Age UK, only 3 responses • Website updated weekly, including UKAFA updates • Article in AGEnda (Jan 2013) • Task and Finish Group met to discuss communication (Jan 2013) |

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| | <p>newsletters e.g. AGENDA, LL Newsletter (utilise media)</p> <ul style="list-style-type: none"> • Develop publicity material / information leaflet explaining the work of Future Years • Distribute the leaflet to local forums | Task and Finish Group / Admin | July / August | £1200 | |
| <p>Outcome 3 Hold Annual Conference to promote the work of the Forum</p> | <ul style="list-style-type: none"> • Book the venue, speakers, workshop facilitators etc. • Promote the event to older people and professionals working with older people • Manage the responses; liaise with the venue on numbers, catering etc. • Prepare the papers, presentations | Task and Finish Group | Autumn | £3,500 | <ul style="list-style-type: none"> • Conference held on 15.11.2012 in Sheffield 'Combatting Isolation and Loneliness in Partnership'. • Speakers from Campaign to End Loneliness, DoH, Fire Service, WRVS, Rotherham Less Lonely Campaign. • 63 delegates attended. |

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| <p>Outcome 4</p> <p>Future Years to sponsor NEA to run sub-area workshops to train accredited energy champions</p> | <ul style="list-style-type: none"> • Offer local forums the opportunity to apply for money to hold a training event • Future Years Forum selects the groups to fund • Funding issued; training events held; energy champions accredited • Groups funded report back to Future Years forum on outcomes | <p>Task and Finish Group</p> | | <p>£2,000 (£500 per sub – region)</p> | <ul style="list-style-type: none"> • Dates agreed with NEA to hold events in Leeds, York, Hull and Sheffield (Jan – Feb 2013) • Events held at Barnsley, York, Leeds and Sheffield. Hull rearranged due to snow. |
| <p>Outcome 5</p> <p>Y&H provides relevant & timely responses to national consultations</p> | | <p>Operational Group and Task Group</p> | <p>Ongoing</p> | <p>£400</p> | <ul style="list-style-type: none"> • <p>Spend:</p> |

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| <p>Outcome 6</p> <p>The voice of older people in Yorkshire & Humber is heard at regional, national and ministerial levels and influences policy development</p> | <ul style="list-style-type: none"> Map the 'pyramid of engagement' of Future Years members to show strength of the collective voice Identify gaps Increase engagement to ensure full representation from the region Ensure representation on the Age Action Alliance's Loneliness and Isolation Task Group | <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"> Task and Finish group met (Jan 2013) Report back to Future Years Forum March 2013 |
| <p>Outcome 7</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"> Support local forums to understand the structures and issues that older people can influence Feedback to Future Years Forum meetings Share information with LA Older People's Champions & their lead officers | <p>Forum members</p> | <p>Ongoing</p> | | <ul style="list-style-type: none"> <p>Spend:</p> |

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| <p>Outcome 8 Future Years is influencing spreading good practice to reduce the effects of loneliness and isolation</p> | <ul style="list-style-type: none"> • Develop and promote Good Practice Directory on Loneliness and Isolation • Develop the Knowledge Hub and promote take up and use | Admin | Ongoing | £2276 (2 hours a week, inc. office costs) | <ul style="list-style-type: none"> • . |