

## ADVICE FORUM – Action Plan for work with (STATE ORGANISATION(S) NAME)

ACTION	WHO	WHEN
<b>Organising Conference</b>		
<p>Conference to be organised by (state organisation name) with support from (state organisation(s)). (State organisation(s) name(s), to provide conference organisation consultancy. Support from (state organisation(s) name(s) is likely to include liasing with speakers and organising workshops.</p>	<p>(state organisation name) with support from (state organisation(s) name(s).</p>	<p>Summer 2004</p>
<b>Training for BASA members</b>		
<p>(State organisation(s) name(s) to provide training and briefings for Advice Forum members. Topics to be agreed but may include any of the following: the independence of advice centres, case recording, file management, supervision, confidentiality, referrals, user feedback and outcomes monitoring, and planning. IT training may also be available. Training needs of members to be identified and prioritised at the next meeting.</p>	<p>(state organisation(s) name(s).</p>	<p>Four training sessions to be provided</p>
<b>Fundraising Support</b>		
<p>Advice Forum funding application to be submitted in the name of (state organisation name). (state organisation(s) name(s) to assist (state organisation name) by identifying possible sources of funding, discussing contents of application and reviewing the final draft.</p>	<p>(state organisation name with support from (state organisation(s) name(s).<sup>K</sup></p>	<p>Spring 2004</p>

<b>Facilitated Discussion about CLSP at BASA</b>		
<p>Discussion about Community Legal Service Partnership to enhance capacity of Advice Forum members to engage with CLSP. Facilitated discussion to include objectives of CLSPs, and practical implications of participation.</p> <p><b>ACTION</b></p>	<i>(state organisation name).</i>	Spring 2004
<b>Planning Day</b>		
<p><i>(State organisation(s) name(s) to facilitate planning day for Advice Forum. Activities likely to include setting objectives for the forum, monitoring its achievements and planning for future funding of the Advice Forum.</i></p>	<i>(state organisation(s) name(s).</i>	Summer 2004
<b>Encouraging Participation and Increasing Attendance</b>		
<p>Investigating why attendance at meetings has decreased and identifying strategies to increase participation of organisations in forum. Accessing other networks used by groups in (state borough) and bringing the Advice Forum to the attention of second tier networks, with the aim of raising the profile of the Advice Forum.</p>	<i>(state organisation(s) name(s).</i>	Ongoing

## Evaluation of Forum

Evaluation of forum to take place in two stages. *(state organisation(s) name(s))* to devise questionnaire to evaluate success of forum. Questionnaire to be distributed to members of the Advice Forum by *(state organisation name)*. *(State organisation(s) name(s))* to analyse response and discuss conclusions with the *(state organisation name)*. First stage to be completed by April 2004 and second stage to be completed by Autumn 2004.

*(state  
organisation(s)  
name(s)).*

April and  
October  
2004