

## Operational Plan - Set Up Phase Update 15 January 2009

The following is a brief summary of progress to date in setting up the Kent LINK. Items are in accordance with the project plan and presented in this easier-to-read format.

<b>Activity in plan</b>	<b>Detail</b>	<b>Status</b>
Handover from KCC		<b>COMPLETE</b>
KMN Infrastructure	Staffing - recruitment	<b>COMPLETE</b>
	Staffing – Induction and introductions to groups / organisations	In progress
	Staffing – first performance reviews	Administrators – <b>COMPLETE</b> LINK Development Workers scheduled later in January 2009
	Mapping area	Ongoing
	Systems and processes	<b>COMPLETE</b>
	Review of systems and processes	Scheduled for end of January 2009
	Database – re-design	<b>COMPLETE</b>
	Database – load new data	<b>COMPLETE</b>
LINK PR / publicity / awareness	Communications / PR strategy	<b>COMPLETE</b> - Agreed at launch on 3 December 2008 — but will be reviewed
	Publicity / PR pack - develop	In progress
	Local media	Ongoing
	Publications of other organisations	Ongoing

<b>Activity in plan</b>	<b>Detail</b>	<b>Status</b>
LINK PR / publicity / awareness – continued	Raise awareness / attend other organisations	Ongoing
	Public launch of LINK	<b>COMPLETE – 3 December 2008</b>
LINK participants	Recruitment	105
	Set up group of authorised representatives	TO DO
	Set up Panel of authorised visitors	TO DO
	Set up Governors Group	<b>COMPLETE</b>
	Set up Moderating Panel	TO DO – to discuss on 22 January 2009 with Governors
	Develop outline training programme	In progress Induction dates published
	Induction training	Induction dates published
	Review participation re diversity / representation	Scheduled for January 2009
LINK Governance	Governance framework	<b>COMPLETE</b> – agreed at launch on 3 December – will be reviewed
LINK communications / information	Communications / PR strategy	<b>COMPLETE</b> - Agreed at launch on 3 December 2008 — but will be reviewed
	LINK first newsletter	<b>COMPLETE</b>
	LINK participants bulletin	Ongoing – issue published 16/01/09
	LINK annual report	Scheduled for publication in June 2009; to be agreed at LINK annual meeting in May 2009
	LINK access points	In progress – KCC assisting in this activity

<b>Activity in plan</b>	<b>Detail</b>	<b>Status</b>
LINK website	Launch	<b>COMPLETE – 3 December 2008</b> <b>Hits to date - 178</b>
	Update contents	Ongoing
	Review content / use etc	Scheduled for March 2009
LINK Host / working agreement	Draft and agree	TO DO
LINK work programme and budget	Budget	<b>COMPLETE</b> and will be reported regularly to Governors Group each
	Work programme	In progress – using information from launch and legacy of PPI Forums <b>AND SEEKING VIEWS OF ALL LINK PARTICIPANTS</b>
LINK / external bodies – formal relationships / partnerships	Identify networks and meet relevant bodies	In progress – LINK Development Workers have a programme of activity in this area
	Partnership agreement	TO DO
Community engagement	First event – public launch of the Kent LINK	<b>COMPLETE – 3 December 2008</b>
	Report of launch	In progress
	Further events around the county	Planning in progress – dates and localities agreed
	Events to target “hard to reach” groups around the county	Planning in progress
Performance, contract and budget management	Agree performance framework with KCC	In progress – meeting scheduled for 16 January 2009
	First formal performance review	To be scheduled – probably March 2009