

## What is this document for?

This document is a template to help your Compact Champion evaluate to what extent the Compact is embedded in your partnership working. It will help you to develop an action plan by identifying what is already working well and what could be improved.



## Action plan checklist.



### How to use the action plan template.

Begin by using the checklist below. Put a tick in the column that best describes your organisation **at the present time**. You can then use this as a guide to develop your action plan (see page 4).

	We already do this	We could do this better	We don't currently do this	This is not relevant for us
<b>Staff and Volunteer Awareness</b>				
Information about the Compact is included in staff handbooks and induction programmes				
Briefing notes on the Compact are provided to our trustees and management committee members				
Opportunities are taken to cover the Compact in our existing training courses.				
<b>Promotion and Communication</b>				
There is a named lead person (Compact Champion) in our organisation for the Compact				
Compact information is shared with staff and volunteers (e.g. intranet, e-bulletin)				
We advertise that we are a Compact partner on our official website and publications.				

# Wiltshire Compact Action plan template.

	We already do this	We could do this better	We don't currently do this	This is not relevant for us
<b>Promotion and Communication</b>				
There is a Compact section in our official newsletter or news publication				
Where relevant, the Compact is included on meeting agendas				
Compact web pages list signed partners				
We make references to and have Compact displays at our events and conferences				
<b>Compact development</b>				
We are signed up to the local compact				
We contribute to the development of Compact partnership guidance				
We have an annual action plan for our Compact work				
We conduct an annual review of our Compact work				
We promote examples of positive Compact engagement and record poor Compact engagement				
We challenge where there has not been Compact compliance				
We publish a report on our Compact work				
We target marginalised and small groups for Compact engagement				

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	We already do this	We could do this better	We don't currently do this	This is not relevant for us
<b>Funders</b>				
We give notice of new or revised funding or contracting opportunities through multiple media methods before the application process begins				
We ensure processes are clear and have realistic timetables. That take into account the time it takes to develop accountable working relationships				
We recognise that it is legitimate for VCS organisations to use Full Cost Recovery methods in their estimates for providing a service				
We provide equal support for any potential bidder				
<b>Consultations</b>				
We build consultations into our regular planning cycle and carry them out at an early stage				
We consult all relevant stakeholders in designing and developing services				
We leave enough time to respond when consulting with the VCS. We will aim for 12 weeks consultation				
We analyse carefully the results of each consultation, report back on the views received and any actions taken as a result				

## Creating your Compact action plan.

Follow these easy steps to build an action plan that will help your organisation to embed the Compact in your partnership working.

Remember to promote this commitment and any resulting success using the **free web banners and badges** available on the [Compact website](#).

1.

### Step one

If you put a tick in the 'we could do this better' or 'we don't currently do this column, copy the commitment into column A on the blank action plan template (page 6). Under the heading: 'Areas for improvement'.

2.

### Step two

For each issue which needs improvement, work through the adjoining columns on the action plan template. This will help you work out what you need to do to make improvements and demonstrate success.

3.

### Step three

Make contact with the Wiltshire Compact to discuss how you can work to better embed the Compact in your work. They will be happy to help with this. You can find details of how to contact Wiltshire Compact as well as a list of resources on page 6.

4.

### Step four

Make it happen. Use your usual work planning processes to build this work into your planning. Make sure you review it regularly, this will help you keep to your target timescales.

Don't forget to report back to your stakeholders when you successfully meet the targets you have set for your organisation. Wiltshire Compact would also like to hear about your success.

Area for improvement	Action to be taken	Person responsible	Resources needed	Timescale	What does success look like?	Priority
<p>Use this column to write in the commitment or aspect of good practice which you feel you are not currently doing or could do better</p>	<p>Use this column to explain exactly what you are going to do to improve. If you aren't sure, your first step should be to research the problem or consider a training course. You may choose to have more than one action for each area of improvement</p>	<p>Use this column to identify the person who is responsible for the action or actions in column B</p>	<p>Use this column to identify what resources you might need including time from both paid staff and volunteers or if you will need to spend money (e.g. printing costs)</p>	<p>Use this column to estimate how long it will take to complete each action point. Setting a deadline means you are more likely to achieve success</p>	<p>Use this column to show what success will look like for your organisation. Think about how you would know if your action had been successful? What would be the end result?</p>	<p>Use this column to show what actions you will tackle first and which ones can wait. Number them in order of priority with 1 being highest and 5 being lowest priority</p>

# Wiltshire Compact Action plan template.

Area for improvement	
Action to be taken	
Person responsible	
Resources needed	
Timescale	
What does success look like?	
Priority	



### Send us an email.

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[compact@wiltshirecompact.org.uk](mailto:compact@wiltshirecompact.org.uk)

We are always happy to help

### Information and resources.

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Compact Voice

[www.compactvoice.org.uk](http://www.compactvoice.org.uk)

Wiltshire Compact

[www.wiltshirecompact.org.uk](http://www.wiltshirecompact.org.uk)

DEVELOP

[www.developecs.org.uk](http://www.developecs.org.uk)