**Planning and Progress Review Record Template**

**Funded Organisation Name:** **DCYA UID Code:**

**Time** **period covered in report: From:**   **To:**

**Date of meeting**

**In attendance:** (Please list)

Planning and Progress Review meetings should cover the following topics.

|  |  |
| --- | --- |
| **Agenda:** | **Please outline documents submitted to support this agenda item where relevant** |
| 1. Review of RAG Action Plan |  |
| 1. Review the Logic Model |  |
| 1. Update on the work with young people and plan for the next reporting period    1. Work Report    2. Work Plan (timetables if available can be used to supplement this update |  |
| 1. Findings of the unannounced visits (and any areas that may have been flagged as requiring action) |  |
| 1. Review the financial template and drawdown form and discuss and/or agree movement between headings based on actual spend |  |
| 1. AOB |  |

1. **Review of RAG Action Plan**

In the table below insert update on the RAG action plan use one line per criteria. (Press tab on last box to add new line)

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria no.** | **Update on action /current status** | **Is the FO in compliance with this criteria?** | **If yes, list supporting evidence where appropriate** |
|  |  |  |  |
|  |  |  |  |

**Are there any issues arising that may prevent the funded organisation achieving the Action Plan within the timeframe? Yes  No**

**If yes give a short description and outline next steps below**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give a short description of issue arising** | | | |
| **Next step** | **By who** | **By when** |
|  |  |  |

1. **Review of the Logic Model**

**Outline any comments, additions, changes or issues arising from the review of the logic model**

|  |
| --- |
|  |

1. **Update on the work with young people and plan for the next reporting period**

**Work report - for each programme delivered or engagement(s) with a young person please complete one line of the template below**

**(Collate total numbers of one to one engagements, both planned and unplanned, and input using one line only)**

**Reporting period: To: From:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Group / Engagements with young people (including age range) | Target Group as per SR | | Method used (i.e. small group coaching, drop in, youth forums, one to one mentoring etc.) | Time and day delivered | Number of sessions delivered in this reporting period | Number of individual young people that attended | Staff allocated | Total number of contacts[[1]](#footnote-1) | Evidence of Progress |
|  |  | |  |  |  |  |  |  |  |
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| Challenges and opportunities (where relevant) |  |  | | | | | | | |
| Discussion and decisions arising from challenges and opportunities. |  |  | | | | | | | |
| Other relevant areas of work |  | | | | | | | | |

**Output Plan (for each programme that will be delivered please complete one line of the template below)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Group/Engagements with young people  (including age range) | Target Group as per SR | Method used (i.e. small group coaching, drop in, youth forums, one to one mentoring etc.) | Time and day delivered | Number of sessions to be delivered in next reporting period | Number of individual young people to be targeted | Staff allocated | Estimated number of contacts[[2]](#footnote-2) |
|  |  |  |  |  |  |  |  |
| Plan for other relevant areas of work |  | | | | | | |

1. **Findings from Unannounced Visits**

**If completed since the last meeting or if actions still need to be reported on from these visits please complete the template below** (one row per action)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Comments** |  | | | |
| **Issues to be addressed** | **Action** | **By whom** | **By when** |
|  |  |  |  |

1. **Review of Financial Report and drawdown request**

|  |  |
| --- | --- |
|  | Comments |
| Is spending in line with the proposed budget? If not, provide rationale? |  |
| Please note any requests from Funded Organisation to move funding between headings to reflect actual spending.  (no more than 25% of budget can be spent on indirect costs) |  |
| Drawdown request for next quarter in line with the UBU scheme rules |  |

**6. Any Other Business**

|  |
| --- |
| Any other business |

Attach all relevant documentation to the report e.g. quarterly financial report, timetable(s)

**This meeting record has been agreed.**

**Funded Organisation:**

**ETB Officer:**

**Date:**

1. To calculate this figure multiply the number of individual young people attending sessions by the number of sessions delivered i.e. if 3 young people attend 4 sessions then it results in 12 contacts

   Please add one to ones, outreach and events as contacts. Any unplanned contacts with young people may be added once you have noted them in some way. [↑](#footnote-ref-1)
2. Please To calculate this figure multiply the number of individual young people expected to attend sessions by the number of sessions planned i.e. if 3 young people attend 4 sessions then it results in 12 contacts

   add one to ones, outreach and events as contacts. Any unplanned contacts with young people may be added once you have noted them in some way. [↑](#footnote-ref-2)