

## **Action Plan**

### **Domestic Violence Project**

#### **“Lighthouse”?**

##### **Aim of Project**

To establish a multi-agency team to work with adults and children in Milton Keynes who are experiencing domestic violence

##### **Objectives**

1. To set up a multi-agency team involving as a minimum Thames Valley Police, Milton Keynes Council (Children’s Services and Housing), Milton Keynes Women’s Aid, the Primary Care NHS Trust and Victim Support.
2. To deliver a high quality service for all users of the project, providing information, support and assistance through individual and group work.
3. To set targets centred for the reduction of domestic violence repeat incidents that accord with the Milton Keynes Crime Reduction Strategy
4. To set clear and realistic client care goals which accord with Best Practice
5. To empower users of the project to influence its development
6. To establish a multi-agency database to support the project team
7. To encourage the development of a perpetrator’s programme to work alongside the project
8. To encourage the development of other additional support programmes as required

The project will be subject to external evaluation

### Stage One – Project Development 2002-3

Action	Person Responsible	End Date
Set up multi-agency steering group (all major partners)	Sue Maddox	July 31, 2002
Prepare action plan	Richard Solly	July 31, 2002
Devise draft outline project specification	Alison Taylor	July 31, 2002
Devise draft terms of reference for steering group	Alison Taylor	July 31, 2002
Complete or evaluate special work job description/person specification	AT/SM	August 31, 2002
1st meeting of steering group	All	August 31, 2002
Complete outline project specification	Steering Group	September 30, 2002
<b>Agree project specification</b>	<b>Steering Group</b>	<b>October 16 2002</b>
Agree terms of reference for steering group	Steering group	October 16 2002
Draft job description/person spec for Project Manager	Alison Taylor	November 30, 2002
Devise budget (based on project spec)	Alison Taylor	November 30, 2002
Obtain agreement on project specification (all)	Steering Group	November 30, 2002
Draft 'accommodation plan' for team	?	November 30, 2002
Agree budget	Steering Group	November 30, 2002
Appoint project consultant (to evaluate project)	Steering Group	November 30, 2002
Agree job description/ person spec - project manager	Steering Group	November 30, 2002
Draft proposals for perpetrators project	Richard Solly	November 30, 2002
<b>Press release 1</b>	<b>Steering Group</b>	<b>December 31, 2002</b>
Advertise for and appoint Project Manager	Steering Group	April 30, 2003
Devise draft data sharing protocol for team	Alison Taylor	April 30, 2003
Obtain suitable accommodation	Project Manager	April 30, 2003
Devise equipment plan for the team	Project Manager	May 31, 2003
Select staff for team	Project Manager	May 31, 2003
Collect baseline data on domestic violence	Project Manager	May 31, 2003
<b>Press release 2</b>	<b>Steering Group</b>	<b>May 31, 2003</b>
Recruit team	Project Manager	August 31, 2003
Agree final data protocol	Steering Group	June 30, 2003
Obtain suitable equipment	Project Manager	June 30, 2003
Devise induction programme for team	Project Manager	August 31, 2003
Team to start induction	Project Manager	September 1, 2003

## Stage Two – Initiation 2003-4

Team to complete induction	Team	May 31, 2003
Publish information bulletin (baseline data)	Project Manager	May 31, 2003
<b>Team launch</b>	<b>Team</b>	<b>June 1, 2002</b>
Three monthly information bulletins	Project Manager	30-May-03
Three monthly independent evaluation from Consultant	Consultant	30-May-03
Three monthly information bulletins	Project Manager	30-Nov-03
Three monthly independent evaluation from Consultant	Consultant	30-Nov-03
Three monthly information bulletins	Project Manager	28-Feb-04
Three monthly independent evaluation from Consultant	Consultant	28-Feb-04
Three monthly information bulletins	Project Manager	31-May-04
Three monthly independent evaluation from Consultant	Consultant	31-May-04
Project review	Steering Group	31-May-04

## Stage Three – Project Completion

Team to be made permanent or to be disbanded, according to evaluation of success.