

## Appendix 1: Implementation Plan and Overview for Bridging Divides Strategy

	Detail of work to be undertaken	Lead Officer	Expected Completion date	Status (RAG)
<b>Implementation plan</b>	CBT Committee to receive an update on the delivery plan and progress to date.	Jenny Field	September 2017	Green
<b>Resourcing</b>	To recruit a project manager to support the implementation of Bridging Divides.	Jenny Field	August 2017	Completed
	To develop a resourcing plan for the implementation of Bridging Divides strategy ensuring adequate backfill.	Jenny Field	October 2017	Green
<b>Budget planning</b>	To prepare the first draft of the 2018/2019 budget	Karen Atkinson	October 2017	Green
	To request CBT Committee approval of the 2018/2019 budget.	Karen Atkinson	November 2017	Green
<b>Learning and Evaluation</b>	To develop a comprehensive brief for the commissioning of a Bridging Divides Learning partner.	Tim Wilson	September 2017	Green
	Procurement to evaluate and approve the brief for circulation to interested parties.	Tim Wilson	September 2017	Green

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	To undertake a review of all Monitoring and Evaluation polices and procedures.	Tim Wilson/Gemma Grieve-Combes	January/February 2018	Green
<b>Process and systems review</b>	To undertake a systematic review of all application processes and information requested at application stage through the Task and Finish group.	Ciaran Rafferty	September – January 2018	Green
	To implement all actions arising from the processes review.	Ciaran Rafferty	February 2018	Green
<b>Communications</b>	Communications plan to be developed for launch of Bridging Divides strategy at CBT Chairman's dinner.	Martin Hall/Kristina Drake	September	Green
	CBT website to be updated with the new funding programme information.		February–March 2018.	
<b>CRM systems</b>	Feasibility study underway with the IT department to identify the most appropriate software package to replace the existing	Tim Wilson	September 2017	Green

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	grants management software (GIFTS).			
<b>Funder plus offer</b>	To commence discussions with other London Funders to discuss collaborative approach to Funder plus provision.	Jenny Field/Tim Wilson	October	Green
<b>CoLC Implementation group</b>	To hold the inaugural meeting of the CoLC implementation group	David Farnsworth	TBD	Amber
<b>CBT Committee Member engagement</b>	To provide updates on implementation at every CBT Committee meeting	Jenny Field	Next update November 2017	Green
	To provide an implementation update at the Members away day in October.	Jenny Field	October 2017	Green
<b>BHE Governance</b>	To monitor implementation progress through dedicated fortnightly Strategic Review Implementation Coordination group meetings.	Jenny Field	Fortnightly meetings – on-going.	Green