

Annex 7: Sample Action Plan

Below is an example of an approach to creating an outline for an action plan. Suggested headings to regularly review and updated within the action plan include:

- Recommendation (listed by themes)
- Progress
- Next Steps
- If funded by the related CIP grant
- Other Initiatives in the area that might be covering or linked to that recommendation
- Actions taking place
- Key Milestones

Recommendation	Progress	Next Steps	Funded by (Area) Grant?	Other Initiatives Covering
YOUNG PEOPLE				
<p>Additional insight work with young people (YPs)</p> <p>Explore opportunities to develop infrastructure for young people to use</p>	<p>Discussion around a gap for more work with young people, mental health and educational support for parents and pupils and applied before to do a self-esteem group for girls. Survey done of YPs (what does MH mean and safe spaces in area – lighting and tree ground). Youth Club started in October 2022.</p>	<p>Identifying and building links with other projects working with young people. Core work is existing, other youth provisions can share this within their area. Reaching out to (YPs Project).</p>	<p>(YPs Project)</p>	<p>(YPs Project Groups) Others – Local arts and culture initiatives, including public art projects and activities with emerging artists. Additional wellbeing support provided through local youth services for young people.</p>
THE LOCAL ENVIRONMENT				
<p>Local environment improvement discussion</p>	<p>Discussions made regarding the built environment and active travel. (Local grant schemes) available for climate-related projects, including small funding opportunities (up to £5k).</p>	<p>Ensuring refresh of organisations and representation from the community. (Local teams) to share mapping resources and continue discussions with (area) council to avoid duplication of work.</p>	<p>No</p>	<p>NB: can put together a proposal for the benches/other boards and indicate landowners for where they would be placed. COMPLETED through (Local Project)?</p>