

**Health & Social Care Partnership
Dumfries & Galloway**

Particular Needs Housing Strategy – Schedule of Tasks - August 2018 to April 2019

Task	Action Required	Lead Person/s Responsible	Timescale for Completion	Priority Schedule
				G - 9/12
				A – 6/12
				R – 3/12
Data Intelligence	Assign Data Specialist to support with accurate data input for all Sectors	Locality Manager A&E	30 September 2018	
Financial Data	Meet with Finance Team to collate data on current commissioning and spends for all Sectors	Housing Lead	30 September 2018	Get costs for out of region placements
Key Personnel	Meet with key personnel i.e. Mental Health/ Learning Disability/Older People/Homelessness for essential data input into PNH Strategy	Housing Lead	30 September 2018	
Co-Production	Email Locality Managers for information on key groups/individuals to co-produce essential feedback	Housing Lead	By 20 August 2018	
Surveys/Questionnaires	Produce surveys/questionnaires to submit to all relevant groups/individuals for feedback	Housing Lead	31 August 2018	Contact Elaine Lamont
Distribute Surveys/Questionnaires	Distribute agreed surveys/questionnaires to all relevant groups/individuals	Housing Lead	By 14 September 2018	
Returned Surveys/Questionnaires	Collate and gather all responses	Housing Lead	31 October 2018	
Evaluation of Responses	Evaluate surveys/questionnaires for inclusion into PNH Strategy	Housing Lead	By 30 November 2018	
Communicate all Responses to Locality Managers	Email Locality Managers outcomes of returned surveys/questionnaires	Housing Lead	By 14 December 2018	
Prepare Draft PNH Strategy	Prepare Draft Strategy to include outcomes of all tasks identified	Housing Lead	By 31 December 2018	
Final PNH Strategy	Work towards strengthening and completing final version of PNH Strategy	Housing Lead	30 April 2019	Actions to follow submission of Draft
Create Web-Site/Newsletter /Library	Catalogue of Models of Housing	Housing Lead	30 April 2019	