

# Connecting Advice In Dorset



## LOCAL ADVICE NETWORKS STANDARD FRAMEWORK

*This framework is provided in order to help LANs develop. It is not intended to be prescriptive and it is expected that each LAN will develop according to local priorities and activity.*

**PURPOSE OF LOCAL ADVICE NETWORKS: To bring local advice organisations together, to build relationships between them and to identify and implement activity together which will make the most efficient use of scarce resources for mutual benefit.**

Meeting Agendas – I would suggest each meeting includes:

1. Tea/coffee and time for networking
2. Notes and actions from previous meeting
3. Local/national updates – what is happening which has an impact on organisations or clients? – is there scope/need for a joint response?
4. News from local organisations
5. LAN Actions

### LAN Actions

The actions taken forward by the LANs will be specific activity agreed by the member organisations. You may wish to take a strategic approach (formally considering local needs and identifying actions to address them) or initially be more adhoc (taking forward actions which members of the LAN are interested in). The second approach may result in quick wins which can help to build the group and bring partners together.

Here are some ideas for action (but you may have some of your own):

Purpose	Ideas
Getting to know each other – who does what, where	Spend some time in meetings finding out about each other on a 1-2-1 basis Organise a speed-dating exercise Share some case studies Work on a referral pathway for use by non-advice providers (see attached)
Improve access to advice ( <i>be aware of the impact on organisations of increased workload</i> )	Promote organisations locally Promote the information available on the Connecting Advice in Dorset website (when available) Consider the findings of the DREC focus groups about access (when available) and respond
Develop a shared understanding of the local area – clients and services	Gather research and information about the local area Share client needs – where are the gaps in provision, where is the duplication?
Identify opportunities for joint working	Audit of resources/skills – what capacity is there to share venues/staff/skills and expertise?

	Joint funding bids
Preventative action	Activity to promote credit unions, raise awareness of illegal money lending, raise awareness of payday lending Joint action to improve financial capability
Improving quality of advice (this could be a countywide piece of work)	Identify training needs and feedback to Project Manager (training is available from the project) Initiate a system of peer review (formal/informal) Identify interest in achieving a Quality Mark and feedback to PM
Referrals (this could be a countywide piece of work)	Mapping - Identify who refers to who for what Improving quality – feedback to PM
Social Policy	Identify areas of concern, and take action to resolve – this may be inviting a speaker to a meeting or gathering evidence of cases and jointly campaigning (linking into CAB Social Policy group)
Accessing Consultancy	Identify areas of business planning/change which would enable organisations to become more future-proof and feedback to Project Manager (some consultancy is available from the project)

#### Responsibilities of the Chair

- Attend six-monthly area-wide meetings and facilitate local workshops within these meetings
- Convene six monthly local meetings – accessing admin support from ASTF team if required
- Invite speakers where required to local meetings (or delegate)
- Chair local meetings
- Ensure accurate notes are taken with actions against identified members
- Feedback to Project Manager (notes and any actions to be taken forward at BDP level)
- Co-ordinate local action (or delegate)

#### Responsibilities of the Project Manager

- Co-ordinate admin support to assist with organisation of local meetings
- Organise six-monthly area-wide meetings
- Support LAN chairs, particularly initial meetings (attend where possible)
- Collate feedback from chairs, respond to requests for action, co-ordinate action to be taken forward at BDP level
- Identify training needs across the BDP area, plan and implement a training programme in response, promote (with Shelter)
- Identify business planning and funding support/consultancy available and promote to LANs through chairs
- Work with strategic organisations at a BDP level to raise awareness of the project and encourage strategic collaboration.
- Keep LAN chairs informed of progress in implementing the project and feedback outcomes from strategic discussions.