	Action	Lead Team, Organisation	Resources	Timescales (complete by)	2019/20 updates			2020/21 updates											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	Set up data group:	Research Group, Cambridgeshire County Council	Researcher time – funded by partners	30-Sep-19	Data group was set up on 26 Sept 2019 and met 3 times between then and 25 Nov 2019.														
	Brief organisations		Staff time – organisational budgets																
	Agree date/time of first meeting																		
2	Facilitate data group:	Research Group, Cambridgeshire County Council	Researcher time – funded by partners		Membership of the data group: Police, CFRS, SCDC H&ES / Sust Comms / Neighbourhood Support / Revenues and Benefits / Housing / Affordable Homes, Cambs County Research Group														
	Agree terms of reference		Staff time – organisational budgets	31-Dec-19															
	Relevant officers to attend meetings																		
3	Report on findings from data group, to include current processes, proposed new processes and analysis of data collected:	Research Group, Cambridgeshire County Council	Researcher time – funded by partners	05-Feb-20	Draft data report presented to TCG Jan 2020. The final results of this work are to be presented to the CSP Board on 27 Feb 2020.														
	Present written report to CSP Tasking & Coordination Group																		
4	Agree focus for action:	Cambridgeshire Fire & Rescue Service	Partners time – organisational budgets	27-Feb-20	Recommendations for area-based themes made by TCG to CSP via the data report (Preventing, Emerging, Sustaining). Topic-based focus to be agreed at CSP 27 Feb 2020.														
	CSP Tasking & Coordination Group to make recommendations																		
	CSP Board to agree focus																		
5	Collect, assess and pilot case studies of community-led success stories:	Sustainable Communities and Wellbeing Service, South Cambridgeshire District Council	Additional staff time - £4,750	30-Jun-20	Interviews held with Gamlingay Community Safety Group (6/12/19) and Bassingbourn YP group (2/12/19)	Preparation for 7 March and gathering case studies at Community safety event.													
	Set up 'toolkit group'		Pilot projects – kick start funding £8,000			Set up and met for the first time 12/2/2019													
	Contact and collect information from local communities and further afield		Project evaluation - £3,000																
	CSP Tasking & Coordination Group agree first set of case studies for the toolkit																		
	Criteria, governance and delivery of funding																		
6	Produce toolkit:	Sustainable Communities and Wellbeing Service, South Cambridgeshire District Council	Additional staff time - £1,900	31-Aug-20															
	Request quotes for case studies		£10,000 video development																
	Develop 'How to' videos		Host toolkit – SCDC operational costs																
	Design and create online toolkit																		
7	Develop support package:	Cambridgeshire Constabulary	Additional staff time - £3,800	30-Sep-20															
	Identify training needs																		
	Work with communities to develop support materials where professional training is required																		
8	Launch toolkit and support package:	Sustainable Communities and Wellbeing Service, South Cambridgeshire District Council	•Additional staff time - £1,900 •£2,000 event costs •£800 publicity materials •£500 training costs	31-Mar-21															
	Host launch event, inviting local communities and countywide partners																		
	Publicise launch of toolkit and support																		
	Host local information events, if required																		
	Promote other Cambridgeshire CSP projects, e.g. Community Eyes and Ears, where appropriate																		