

July 2017 Dates:					
Action to take	Related Objective	Completed/Update	Start Date	End Date	Resources Cost, time, people
Line, insulate and plaster the walls at the far end of the workshop to make a games/social area.	£2,846.00 has been fundraised (figure correct as of October 2016), for project				
Implement a staff training plan as per current requirements that minimizes disruption to our services taking into account succession planning	<p>A series of meetings to review staff training has been implemented.</p> <p>Reviewing:</p> <ul style="list-style-type: none"> • How often topics need to be covered. • How to train new staff on induction tying in with training review requirements. • How many staff training days needed to minimize disruption caused by staff on external training? 		September 2016		
Review options for replacing the Littleport charity shop roof	<p>Review types of quotes i.e. re-roof over current low grade asbestos roof, or remove asbestos and re-roof.</p> <p>Obtain quotes based on the above and set aside finance</p>		October 2016		

Replace the double height doors in the workshop, subject to funding application	Funding application completed for Anglian Home Improvements. Should hear if successful by end of first week in November and if successful work to be completed by May 2017. <i>If not successful with funding application review objective and reset date.</i>				
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November 2017 Dates:					
Action to take	Related Objective	Completed/Update	Start Date	End Date	Resources Cost, time, people
Replace the Littleport charity shop roof	Once agreed quote has been accepted, agree finance and start date				
Resurface the side car park	Obtain quotes for: Scrape existing surface, replace and compress new surface				
Resurface the rear car parking area	Obtain quotes for: Scrape existing surface, replace and compress new surface				