

Action log June 2015.xls

Line item	RAG rating	Priority /urgency	Area	Action/comment	Comment/progress	Next action	Resp	Sub-group sponsor
1	Red	1. High	Publish guidelines & materials/ Digital capability	Prepare <b>MCSG content for transition to digital</b> . Work with agency to agree approach to presenting MCSG in a digital format. Engage partners and stakeholders to ensure the approach is a) the right one and b) clearly communicated.	Early-stage user testing has been completed and has been used to inform the development of an interactive test site for further testing. The offence content of the MCSG has been reformatted and sent to the digital agency for them to upload	Approve the final stages of the content being uploaded and preparation of a test site for the next stage of testing.	HS	Jill/ Julian
2	Orange	1. High	Digital capability	Deliver a <b>members' area</b> of the website for Council members to use to access Council papers, induction materials and other information regarding meetings of the Council and sub-groups. There will also be a tool to facilitate online collaboration on documents.	Structure and content have been prepared and sub-group will test and feedback on the area so far.	Following feedback from sub-group, the members' area will be finalised and presented to Council in May ready for full implementation in time for the June meeting.	GS	Julian
3	Orange	1. High	Digital capability	Run a <b>web survey</b> once migration is complete.	Seek feedback from users about whether they are able to use the site as desired. Feedback will be used to further refine content and navigation.	Once members' area has been delivered	GS	Julian
4	Red	2. Medium	Public and victims of crime	<b>Police</b> engagement and education.	Limited progress with the College of Policing	Explore opportunities to develop articles and blogs for police highlighting one year since the sexual offences came into force Follow up invite to Homicide Working Group (Leeds)	AW	Lynne
5	Orange	2. Medium	Working with partner orgs	Continued promotion of the <b>victims</b> materials - film, leaflets and tent cards.	NM has supplied large amounts of the materials to Witness Service all over England and Walesing with CAB re supplying the victims materials to them and establishing the best approach for distribution. Continuing use by Victim Support will also be discussed with them. The victim's film has now been prominently displayed on our home page.	Further materials will be supplied to the WS as required.	NM	Michael
6	Green	2. Medium	Public and victims of crime	Review <b>victim</b> -focused info on website	Website has been reviewed and updated	Prominence of victim-focused information to be reviewed now that the new site is live	NM	Lynne
7	Green	2. Medium	Publish guidelines & materials	Maintain focus on <b>implementation of guidelines</b> . Issue summary briefing on new definitive guidelines for each agency.	All agencies receive and distribute articles regarding every consultation and definitive guideline launch. <b>Probation</b> : JC has built relationships with key contacts and done presentations - these must be continued after he leaves <b>Magistrates</b> : We continue to provide speakers and presentations to magistrates' events <b>Police</b> : Simon Brough receives articles as above and distributes as appropriate	<b>Magistrates</b> : explore feasibility of producing a simple online walkthrough as part of the new digital MCSG Urgency has come down to medium as we are not planning another guideline or consultation launch until September	HS	Jill
8	Orange	2. Medium	Working with partner orgs	After the May 2015 General Election work will continue to engage <b>parliamentarians</b> via new MPs and members of the Justice Committee will be contacted with information about the Council and its work	The email has been drafted and sent to Colman for his approval, the email addresses of all new English and Welsh MPs have been collated.	The email has been signed off and will be sent w/b 01.06.15 and a fuller letter will be drafted and sent to new Justice Committee members when they have been elected.	AW	Michael
9	Orange	2. Medium	Public and victims of crime	Engage with <b>women</b> as a specific group on sentencing via a feature on a Council member in a women's magazine	Good Housekeeping magazine has expressed an interest in doing a piece on Heather Hallett as part of a larger piece on successful women	Red magazine, John Lewis and other magazines will be approached with the same pitch to try to secure a more comprehensive feature on Heather Hallett to ensure there is enough focus on the Sentencing Council to justify the work involved.	AW	Lynne
10	Green	2. Medium	Public and victims of crime	<b>Educational materials</b> for A level students	Framework, glossary, simplified guideline and scenarios developed in conjunction with MoJ and submitted to the Association of Citizenship Teachers.	ACT are in the process of accrediting our materials and following the successful completion of that stage, they will be promoting them on their website and via email to their members.	NM	Lynne
11	Orange	2. Medium	Digital capability	Maintain or increase number of <b>visits to website</b> .	We are having difficulty in capturing the same visitor numbers since we migrated the site - we believe this is to do with the Google Analytics and does not reflect a loss of visitors.	We are continuing to investigate the cause of the dip in visitor numbers	HS/GS	Julian