

### Service User Involvement Framework Action Plan

Action	Responsibility	Target Date	Date Completed
1. Amend Service User's Questionnaire's to reflect recommendations in the SU Framework	DK	31/07/10	
2. Amend the Annual Returns to include the requirement to provide the SU Participation Reports, including impact on service and feedback procedure to service users	PT	31/07/10	
3. Design and Print Posters and Leaflets for Service Users with information on how to provide feedback on services to the SP Team	GB (with information from JP)	31/08/10	
4. Put a questionnaire on the Vale of Glamorgan Supporting People Website to gather Service Users feedback	JP BBS to monitor responses	31/08/10 ongoing	
5. Provide an annual newsletter to Service Users and Support Providers	JP (first year but rotated between CMO's afterwards)	31/01/11	
6. Obtain travellers for the SP Team to take to outside events to engage with Service Users	KP (with advice from BBS)	30/09/10	