

LCN - A guide for Working Groups

[KISS – Keep It Simple Stupid]

Forming the Group

1. Agree on the topic of interest and ascertain who would be willing to be part of the Working Group. [Min 4 – Max 7]. They do not have to be one of the **LCN** core membership but could be parish councilors, parishioners or others with a strong focus on the issue being considered.
2. Agree a leader.

Plan

1. The **Group** to discuss the issue at stake in broad terms. Test everybody's ideas, including input from Parish Councils and others.
2. Decide what the **objective** is – what are the 'imperatives' or just 'nice to have' elements? They must be realistic. **Write them down.**
3. Agree the '**actions**' to achieve the **objective** – some may be dependent on others.
4. What **resources** – financial/material/info/data will be required?
5. What other people/organisations/LCNs are needed to advise, assist, and involve with delivering the '**actions**'?
6. Agree a time-line and set **milestones** to the '**actions**'.
7. Agree who in the **Working Group** will lead on delivering each '**action**'.

Implement

1. **Monitor** performance against **milestones**.
2. **Review** against the **plan** – be prepared to modify the **objective/plan**.
3. **Report** back to the **LCN** meetings.

Complete

1. **Assess** whether the **objective** has been achieved.
2. **Report** outcome to the **LCN** together with any lessons learnt.