



APPENDIX 1.0

A Purple Flag for Leeds WORK PLAN/TIMELINE

Deadline	Task	Lead	Notes	Done
Feb/March 2017	Award of Purple Flag	ATCM	6 monthly awards eve	
6 Jan 2017	ATCM Accreditation from Panel	ATCM	Outcomes communicated back to us following ATCM panel meeting	
5 Jan 2017	ATCM Panel meeting	ATCM	ATCM discussion surrounding all submissions.	
Dec / Jan 2017	Assessors report to ATCM	ATCM		
Mid Nov – Mid Dec (Fri or Sat night)	ATCM Assessors visit	ATCM	Usually over a weekend. Will need 1/2 nights hotel accommodation. Partner involvement to be clarified	
18 Nov 2016	Task Force meeting	Task group		
Tba	Initial Partnership Assessment meeting	ATCM	After application submission but before assessment. Will require all partner involvement. <i>check is this an overnight assessment? Does it include ATCM? JC</i>	
28 Oct 2016	Task Force meeting / mock assessment	Task group		
18 Oct 2016	Safer Leeds Quarterly Meeting	CMcC	Does this need to be before the application submission? Or use as a call to action following submission?	
14 Oct 2016	Application Submission	KB CMcC	ATCM DEADLINE confirmed by Sarah Walker	



07 Oct 2016	Task Force meeting	Task group	Assess final application before submission	
30 Sept 2016	FINAL Draft of Application	ALL		
16 Sept 2016	Task force meeting	Task group		
Tba	Mock assessment		Optional – prior to application submission	
26 Aug 2016	Task force meeting	Task group		
Tba	6. Prepare the PF Self-Assessment Conclusions Chart	KB CMcC	Conclusions on the standards of the area, as agreed by PF working group members	
5 Aug 2016	Task Force meeting	Task group	Review progress to date	✓
19 July 2016	Safer Leeds Quarterly Meeting	CMcC	Feedback to SL	
15 July 2016	Task force meeting	Task group	Review findings from overnight visit	✓
2 nd July 2016	5. Overnight performance assessment	Task group	To evaluate the reality on the ground	✓
24 June 2016	Task Force meeting	Task Group	Review Snapshots	✓
End June Task Force	4. Prepare the Purple Flag Snapshot	KB CMcC	to present conclusions and statistics on the performance of the area, against the first 5 PF Core Agenda Themes	✓
End June Task Force	3.2. Complete purple flag mapping detail		Include detailed key of mapped area for accreditation – services, activities & venues	✓
1 June 2016	Task force meeting	Task group	Discuss required information for snapshot & overnight self-assessment.	✓
June Task Force	3.1. Prepare the Purple Flag Map	KB CMcC	To define the area to be assessed and submitted for PF accreditation	✓
19 May 2016	Visit to Liverpool	CMcC	To experience night time	✓



			economy & impact of Purple Flag. KB AB to visit Liverpool BID	
19 April 2016	Safer Leeds Quarterly Meeting	CMcC	Feedback to SL	
Tba	2.Organise for Purple Flag	KB CMcC	Secure senior stakeholder endorsement, from a representative working group and appoint a PF Co-ordinator	✓
W/C 18 April 2016	1.Register for Purple Flag	KB CMcC	Registration & fee to ATCM	✓
Tba	Kick Start Programme		Optional. Delivery by ATCM £1500. Can be tailored to suit location requirements. Consensus that not required.	✓
11 March 2016	Task Force Meeting	AC JE	Meet with Shanaaz Carroll CEO, ATCM	✓
February 2016	Explore and share best practice from Birmingham, Sheffield, Shrewsbury, Halifax	CMcC AB		✓
9 Feb 2016	Task Force Meeting	CMcC		✓