

# Supplementary Information Sheet 4

## Support notes for writing an Action Plan

A dementia Action Plan is a working document, subject to change, in which you demonstrate your commitment to making your organisation more dementia friendly.

We will publish your plans on the DFK website  
[www.dementiafriendlykeighley.org.uk](http://www.dementiafriendlykeighley.org.uk).

To be useful to you it is important that your plans:

- Are achievable.
- Identify who is going to be responsible to carry them out.
- Are broken down into steps if needed. Identified the tasks you are going to take towards these actions identified. If you are planning a major action you might need to do initial scoping work such as planning or running a pilot. Smaller actions such as improving signs in a community organisation or independent shop, can be achieved just by doing it!
- Have a realistic time frame for achievement.
- If possible ask people who use your organisation who have experience of dementia what they think. People with dementia, carers and family members will have useful knowledge they can share.
- Have a time that you will review how you are getting on and mark it in your diary or calendar.
- You don't need to do everything at once so be realistic.
- If you are a branch of a bigger organisation you might have actions you would like to do that will need permission from your head office. Put seeking permission on the action plan.
- If actions you want to do need funding put applying for funding on your action plan.
- Some environmental changes might need to be done as part of a wider refurbishment. Make sure these are recorded, and that senior staff are aware of the reasons behind the suggestions. This can be dealt with at the appropriate time.
- Ask us for help and support with your plans if need be.

We would like to acknowledge and thank Bradford District Local Dementia Action Alliance for allowing DFK to use their original work to create part of this document. All rights reserved © 2018 Dementia Friendly Keighley.