

Notes on completion of JIT mid-year Change Fund Review

The form has been designed to be as easy to complete as possible. Please let us know if you have any difficulties. An example is given on the form for reference. Different partnerships have broken down their fund into very different levels of detail. 12 columns are offered here, which should be filled in as necessary. If you have more investment headings, please just copy along further columns.

Brief Description/Title of Investment area	Free text - very brief description. Group into themes as desired.
Progress to Date - select <small>which stage this aspect of the plan has reached</small>	Drop down options to select best fit - Planning; Implementation; Delivery; Review;
Original Change Plan submission proposed spending	From Change Plan. If the change plan spend was not broken down to the detail it now is, this section will be blank - please make this clear at Comments below
Actual Allocation 2011/12	Full year allocation 2011/12
Spend to 30 September 2011	6 month projected spend based on July/August position
Projected spend 2011/12	Projected end of year actual spend
Comments on forecast position/planned slippage? <small>Please also note here any funding itemised under projected spend 2011/12 which has been added by the partnership to the Scottish Government Change Fund allocation</small>	Any comments on problems with spend to date, reasons for any delay/planned phasing. Please also include here any elements of spend above which have been added by the partnership - i.e. not from Change Fund Allocation
What metrics are you using to identify impact in this area?	Please use one row for each metric/data item - add further rows if necessary
Metrics Continued (if required)	
Metrics Continued (if required)	
Metrics Continued (if required)	
Metrics Continued (if required)	
Comment/Issues	Free text - any comments regarding any elements of this investment or the overall plan