

Guidance on CAP Development, Support and Sustainment

1. Pre-launch

CAP Advisers will provide face to face, telephone and email support to enable CAPs to achieve the following:

- Establish a group of key partners
- Agree CAP objectives and terms of reference
- Conduct baseline surveys
- Develop an action plan
- Organise a launch event
- Generate media coverage.

2. Active CAP

When a CAP is launched, CAP Advisers will provide a range of support to CAPs to enable them to carry out their work and to embed the CAP principles in the partnership. The support that CAP Advisers will provide is detailed below:

- CAP Advisers will attend CAP meetings as appropriate to the work of the CAP and provide unlimited telephone and email support
- Support the development, implementation and review of the CAP action plan
- Support an evaluation process and production of an evaluation report

In addition, all active CAPs have access to the following:

- Provision of CAP branded materials
- Online toolkit
- Access to free best practice events
- Access to grant funding
- Access to funding for Young Health Champions Course
- CAP newsletter
- Event shelter hire
- Free or discounted PASS cards

2.2 Requirements for CAPs

To be a recognised active CAP in year one each CAP must develop and implement an action plan and collect baseline and post intervention data on the following areas:

- Compliance with Challenge 25 (measured via the CAP licensee survey)
- Proxy purchase (measured via the CAP licensee survey)
- Alcohol related anti-social behaviour among under 18s and young adults (measured via the CAP residents' survey)
- Pupils' drinking behaviour (weekly drinking among Year 9-11s as measured by the CAP school survey)
- Parents' attitudes to supplying alcohol to children (as measured by the CAP 'How much is enough' survey)

- To maintain active CAP status in years 2 and 3 CAPs must produce and implement an action plan and during this time produce an evaluation report on their work.

3. CAP+

Following implementation of a CAP for 2- 3 years CAPs should evaluate and decide if they wish to continue, if they decide to continue they will become a CAP+ scheme.

To obtain CAP+ status each year CAP partners will need to develop and agree an action plan with their CAP Adviser. Each CAP will need to decide how often they meet, how they will maintain a partnership approach and how they will measure their impact.

The action plan should cover at least one of the following areas:

- Compliance with Challenge 25
- Proxy purchase
- Alcohol related anti-social behaviour among under 18s
- Alcohol education

We would expect the plan to include specific, timed actions that the CAP will be undertaking, detail what partners will be involved and how impact will be measured.

Once the plan is agreed the CAP will receive a CAP+ certificate and there will be an opportunity to publicise that the CAP has achieved CAP+ status.

As a CAP+ scheme partnerships will have access to the following resources:

- CAP branded materials
- 7 hours of face to face support from a CAP Adviser
- Online toolkit
- Unlimited telephone and email support from CAP Adviser
- Access to free best practice events
- Access to grant funding
- Access to funding for Young Health Champions Course
- CAP newsletter
- Event shelter hire