

Annexe No.1

<p>Objectives: see objectives in community plan, departmental plan etc</p> <ul style="list-style-type: none"> To improve the social, economic and recreational quality of peoples' lives by supporting the development of a healthier, safer and socially inclusive community To increase participation in sport, recreation and physical activity by x 1 % p.a To improve the quality of open space & play provision throughout the District To improve maintenance and infrastructure standards in urban parks, recreation areas and cemeteries Improve land drainage infrastructure to minimise flooding risks throughout District See other corporate objectives..... 		<p>Performance Indicators:</p> <ul style="list-style-type: none"> 			
<p>Next Review Date: Review annually, next review July 2006</p>					
No	ACTION	LEAD	TARGET	TIMESCALE	Status
<p>1. Leadership</p>					
1.1	Identify champions for key work areas and clarify roles	HLCD	3 champions identified with a clear remit Member Portfolio holders - Leisure, Vol & CS , CMT Portfolio holder - Vol &CS	November 2005	

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1.2	<p>Raise the profile of the service area through improved media relations and involving leaders in events.</p> <p>Utilise Member Briefings.</p> <p>Clarify which Members should be involved in events</p>	Unit Managers	<p>26 number of press releases per year, leaders present at 12 events per year</p> <p>1 item per month</p> <p>Confirm with chairs which members should attend</p>	<p>July 2006</p> <p>July 2006</p> <p>November</p>	
1.3	<p>Identify opportunities to celebrate successes. Each Service Area to deliver an event each year</p>	SDO LSO ASBO	<p>3 events to celebrate success each year</p> <p>- Sports Conference - Facility Launch</p> <p>- Liberation Day</p>	July 2006	
1.4	<p>Improve methods of cascading information from the leadership to all staff and vice versa.</p>	HLCD	<p>Chair/Vice Chair to attend meeting every 6 weeks</p>	July 2006	
1.5	<p>Invite Leaders to Team Meetings</p>	HLCD	<p>Chair/Vice Chair to attend Team Meeting on an annual basis</p>	February 2005	
1.6	<p>Review responsibilities for work areas</p>	HLCD	<p>Restructuring of Departmental staffing- Policy Officer to attend Team Meeting</p>	April 2006	
2. Policy and Strategy					

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2.1	Conduct a briefing on the Equalities Standard and deliver actions within the service plan	Unit managers	Achievement of Level 1 Equality Standard	April 2006	
2.2	Set specific, measurable achievable and realistic targets for the service area. Measure and report against them on a monthly basis.	HLCD	Service plans and PDRs to include targets. Management Meetings and Strategic Groups to be based on targets and reports against targets.	October 2005	
2.3	Work with other Local Authorities in Derbyshire and surrounding counties to develop methods for benchmarking. Consider joining the APSI benchmarking group.	HLCD	Member of benchmarking groups for 3 key areas of work	March 2006	
2.4	Use data to inform policy and strategy	HLCD	Clear links between data collected and policies / strategy objectives -Citizen's Panel - Crime Stats - SE Survey	October 2005	
2.5	Use the county physical activity survey and citizens panels as sources of data	Unit Managers	Ongoing -	July 2006	
2.6	Undertake strategy			April 2006	

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	<p>reviews to identify gaps</p> <ul style="list-style-type: none"> - Sports Strategy - Facilities Strategy - PPG17 - Crime and Disorder - Get Active Plan - PCT Physical Activity - Youth Facilities Plan <p>Input actions into individual Improvement Plans</p>	<p>SDO LSO LSO ASBO Aurora Country Dev' SDO SDO</p>	<p>To review Strategy in line with CPA guidance on Cultural Block</p>	
3. Community Engagement				
3.1	<p>Gain agreement from partners on methods of consultation (what, where, who, how, when). Create a plan for consultation</p>	<p>HLCD</p>	<p>Plan for consultation in place with commitment from key stakeholders.</p>	<p>April 2006</p>
3.2	<p>Review Community Groups</p>	<p>ASBO LSO</p>	<p>Review of Local Crime Reduction Groups Review of Friends of Groups</p>	<p>April 2006</p>
3.3	<p>Review Crime and Disorder Communication Strategy</p>	<p>ASBO</p>		<p>April 2006</p>
3.4	<p>Develop systems for recording, analysing,</p>	<p>HLCD</p>	<p>Systems in place</p>	<p>April 2006</p>

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	storing and communicating results				
4. Partnership Working					
4.1	Review and evaluation of partnership arrangements including partnership status, roles and responsibilities, representation, relevance to aims and objectives, policy impact and budget impact.	PDO		All partnerships to be reviewed	By July 2006
4.2	Formalise Service Level Agreements	PDO		SLAs in place	April 2006
4.3	Constitute the Strategic Sports Group	SDO		Constitution in place	December 2006
4.4	Review South Derbyshire Sport	SDO		Review complete	April 2006
4.5	Voluntary Community Services Review (Level of Compact)	PDO		Review complete Recommendations delivered	December 2005 July 2006
5. Use of Resources					
5.1	Review Asset Management Plans	LSO		Reviewed Asset management plans in place	July 2006
5.2	Commitment from Leaders to identifying	HLCD		Chair/Vice Chair involved in Planning	December 2005

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	funds for this service area.				
5.3	Implement systems for budget delegation	HLCD	Officers to set annual budget and monitor	November 2005	
5.4	Provide better access to systems for staff working with budgets	HLCD	Key staff to have access to Aggresso	November 2005	
5.5	Develop a funding action plan including an exit strategy for all projects and associated jobs.	CPO	Budgets to be profiled to identify funding needs. Report to Director	November 2005	
6. People Management					
6.1	Create opportunities for cross working to improve the skill set. Identify projects where individuals from different work areas are able to collaborate and learn from each other (e.g. Festival of Leisure). Monitor and review progress through PDRs	Unit Managers	3 projects involving 15 staff in total. Report on outcomes. - Festival of Leisure - Liberation Day - Get Active Launch	July 2006	
6.2	Create opportunities for Team planning through service planning meetings	Unit Managers	Unit Managers to involve team in Service Planning	October 2006	

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6.3	Link personal development reviews to corporate objectives	HLCD	Each PDR to contain reference to corporate objectives	April 2006	
6.4	Create opportunities for constructive feedback to staff from top down	DCS	Regular feedback from members and CMT	July 2006	
6.5	Celebrate successes through Team Meetings and consider innovative ways of rewarding effective staff	HLCD	Team Event organised on annual basis to acknowledge work	May 2006	
6.6	Ensure PDRs are carried out every 6 months	HLCD	Evidence of PDRs every 6 months	April 2006	
6.7	Create and adhere to a programme of team meetings	HLCD	Set of Team Meeting dates agreed in advance	July 2006	
6.8	Carry out presentations of different services at Team Meetings	HLCD	One presentation at each Team Meeting	July 2006	
7. Standards of Service					
7.1	Develop a comprehensive set of service standards involving input from employees and the public. Introduce corporate service standards at next Team Meeting	HLCD	Service Standards in place. Corporate Service Standards introduced at Team Meeting in October Service standards to be developed	April 2006	

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7.2	Publish the service standards and complaints process	HLCD	Service Standards published	April 2006	
7.3	Collate, analyse and use the information obtained from customer satisfaction surveys	HLCD	Surveys developed, used and collated	July 2006	
7.4	SLM to improve Quest Score	LSO	Check target		
7.5	Achieve the Green Flag Award for Parks	Aurora Country Development	Test Assessment completed in preparation for 2007 application	April 2006	
8. Performance Measurement and Learning					
8.1	Identify a lead officer for Performance Management (Managerial lead and data gathering)	HLCD	Lead Officer identified	April 2006	
8.2	Develop a set of key performance indicators	HLCD	3 KPIs per service area	December 2005	
8.3	Establish systems for gathering appropriate data	HLCD	Central database established for holding data	December 2005	
8.4	Develop systems for measuring against set targets	HLCD	System established	December 2005	
8.5	Develop systems for collecting and analysing information.	HLCD	Shared database established	December 2005	

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8.6	Communicate the results via team meetings, the web site, newsletters, strategic groups and reports to committee.	HLCD	Quarterly Report to Committee	January 2006	
8.7	Provide training to staff and Leaders on performance management and use of Performance Management	HLCD	Training delivered	November 2005	

