

## **Appendix 3 – High Level Process for the formulation of the new Corporate Plan**

### **Timetable**

#### **August/September 2008**

A review of the existing information that we have relating to the district will be undertaken and focus on findings from:

- research;
- consultation;
- performance information; and
- Derbyshire County Council (DCC) priorities through the Local Area Agreement to see linkages to key local needs.

An evidence base for the district will be produced that will inform discussions on priorities. This will build on the work being done by the Planning Policy team in the document 'Shaping the future of South Derbyshire' to ensure that all key areas such as Demographics, Health, Crime, Community Safety and Education are considered.

This will be based on existing evidence and identify the key issues and themes to consider.

#### **Action: Policy Team /Planning Policy**

#### **September 2008**

A meeting of Strategic Management Team and Policy Chairs and Vice Chairs will look at the emerging issues for South Derbyshire District Council and look at how we as a Council can take these forward in the Corporate Plan.

Meetings will also take place with partners from across the district will take place to inform the production of the Sustainable Community Strategy and the Corporate Plan through a series of events to draw together these emerging themes together.

Production of:

- Draft vision and priorities
- First draft available to use in consultation

#### **Action: SMT/Policy Team/Leading Members**

#### **September to December 2008**

Consultation will take place with local residents on the emerging themes. This will be done in partnership with DCC and South Derbyshire CVS and will include the following methods:

- DCC County-Wide Forums such as Black and Minority Ethnic, Young People and Older People
- A questionnaire through our Citizens Panel in November to look at the State of the District and to understand the priorities from a residents perspective
- The National Place Survey – to ask residents about their views about the South Derbyshire area.
- Website – on-line consultation throughout this period on the emerging priorities

- Work with the media focussing on the priorities
- Joint consultation at the next round of Area Meetings in October with DCC on the priorities for the residents of South Derbyshire
- Parish Liaison Group – getting the views of local parishes over what are the issues for them.
- Hold focus groups with residents from the Citizens Panel if required. To consult with harder to reach groups or to look at emerging issues from the consultation. To be delivered with South Derbyshire CVS.
- Issues will be fed in through the Safer South Derbyshire Partnership from consultation as part of the September round of Safer Neighbourhoods Meetings.

**Action: South Derbyshire CVS, Policy Team and Derbyshire CC will lead on the consultation process.**

### **January 2009**

First draft of the Corporate Plan will be produced based on feedback from consultation period. This will contain the Vision, Priorities and draft action plans to sit under priorities, these will include the following areas:

- Action
- Target
- Lead Organisation and Partners
- Measure
- Outcome
- Resources to deliver

This will be circulated within the Council, Partners and Residents for comment before a final draft is produced.

### **February 2009**

Final draft of the Corporate Plan will be produced.

### **March 2009**

To go to Finance and Management Committee on the 19<sup>th</sup> March 2009 for sign off.

**Action: SMT/Policy**

### **April 2009**

- The final document will go to Council on the 9<sup>th</sup> April 2009 for adoption from April 2009.
- The final document will be printed and distributed to partners, agencies and residents throughout the district (e.g. libraries, housing offices and schools).
- A targeted publicity campaign that will include a launch and press campaign on the key priorities will support the new Corporate Plan.
- The review and monitoring timetable for the action plans will be developed.

**Action: Policy Team**