

LOCAL COMMUNITY ACTION PLAN PRODUCTION MODEL

The following table provides the template of the stages a Community Liaison Officer will employ when engaging with an area: deviations from this could and should occur as a natural response to local circumstances. Many of the processes described provide only an indication of the 'people-based' interactions that take place.

Key points have been identified at which Ward and Divisional Members should 'sign off' project progress. These provide Ward and Divisional Members with a 'gate-keeping' role similar to that found in the project management methodology employed by the Borough Council.

	Time allocation (weeks)	Phase	Headline Activity	
Initiation and Outreach	3	Area Selection	Induction for Borough and County Area Members	
			Community Liaison Officers provided with nominal geographic area: continue to ensure validity of the area with community and service providers – to ensure 'meaningful communities'	
			GATE 1: Agreement on selected areas Service Managers informed of area that have been selected (comprehensive listing to be developed / attached) 'Stakeholder list' informed of the area selected	
	6 – 8	Issue identification and prioritisation	Formation of 'representative' network of contacts 'Patch workers' engaged Collection of data and intelligence to identify issues, through Area Members, Service Officers, community and desk research	
	2		GATE 2: Categorise and synthesise issues with Areas Members	Identification and implementation of Quick Wins
2	Inform Service Officers and stakeholder organisations of issues identified Drill down to root cause(s) with community and patch workers Confirmation of key issues and priorities with community			
2	Review and analyse with Service Officers and Partner organisations			
LCAP Development	12 – 16	Solutions development (Local Community Action Plan and bid development)	Appropriate solutions identified with community, Service Officers/Partners	
			Ongoing feedback to and dialogue with community and Members	Working up and testing feasibility of solutions with Service Officers/Partners, Area Members and community
	6	Local Community Action Plan and bid approvals	GATE 3: Area Members approval and sign-off Executive approval and sign-off of Draft LCAP	Information fed into Corporate Planning process
Delivery planning		Service planning/amendment to enable delivery	Service Officers/Partners hold primary responsibility to refine and confirm actions Hand-over support from Community Liaison Team available Final consultation on LCAP for publication	GATE 4: LCAP Publication Community Liaison Officer completes project review and moves on to new area
Implement-entation		Implementation	Responsibility of Depts / partners	
Monitoring and Evaluation		Monitoring & Evaluation	Integration of monitoring into Corporate Performance Management system Area Members undertake informal monitoring and evaluation Community Planning Officer holds reactive monitoring role Community Liaison Officer undertakes benefits monitoring	