COMMUNITY PLANNING PROJECT PLAN

			Oct 2015 - March 2016						April 2016 - March 2017											
Area of Work	**Action**	**Delivery By**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apri**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**March**
Evidence Gathering and Learning	**1.1** Collate and audit existing Council plans/strategies	HPCP CPO's																		
	1.2 Collate and audit plans/strategies of proposed statutory partners	HPCP CPO's																		
	1.3 Collate and audit other strategies/ plans impacting on the area	HPCP CPO's																		
	1.4 Identify and analyse a range of relevant statistical data sets for the area	HPCP CPO's Other Partners																		
	1.5 Identify existing data sharing across partner organisations/develop new data sharing arrangements	CPO's																		
	1.6 Audit of existing partnership arrangements in Council area	HPCP CPO's																		
	1.7 Liaison with Planning Department on evidence gathered for LADP	HPCP CPO's																		
	1.8 Analyse information and evidence gathered	HPCP CPO's																		
	1.9 Produce evidence based baseline report	HPCP CPO's																		
Consultation, Engagement and Communication	**2.1** Develop a Community Planning Communication and Engagement Strategy	CPO's																		
	2.2 Undertake awareness raising events for Councillors and staff	CPO's																		
	2.3 Active programme of engagement with the community	CPO's																		
	2.4 Specific engagement with the voluntary, community, business and other sectors	HPCP CPO's																		

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	2.5 Analyze of and report on results of community engagement activities	HPCP CPO's																		
	2.6 Liaise with neighbouring Councils regarding emerging themes	CPO's																		
	2.7 Develop arrangements for on-going engagement with the community	CPO's																		
	2.8 Liaison with Planning Department re emerging consultation results on LADP	HPCP CPO's																		
Governance Arrangements	**3.1** Develop terms of reference for the CP Strategic Partnership	Strategic Partners																		
	3.2 Craft and agree draft Partnership Agreement with strategic partners.	Strategic Partners																		
	3.3 Agree structures, membership, reporting arrangements, etc	Strategic Partners																		
	3.4 Agree and formally sign up to Partnership Agreement	Strategic Partners																		
	3.5 Establish the Community Planning Strategic Partnership	Strategic Partners																		
Developing the Community Plan	**4.1** Agree the Vision for the area	Strategic Partnership																		
	4.2 Develop and agree overarching strategic priorities for the Plan	Strategic Partnership																		
	4.3 Develop and agree structures and processes for implementation of the Plan	Strategic Partnership																		
	4.4 Establishment of a Steering Group to support the Strategic Partnership	Strategic Partnership																		
	4.5 Establish Thematic Working Groups or Task and Finish Groups	Strategic Partnership																		

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	4.6 Reports from Working Groups to Partnership	Working Groups																		
	4.7 Establishment of local area partnerships if considered appropriate	Strategic Partnership																		
	4.8 Development of an outcomes focused action plan	Strategic Partnership																		
Accountability and Performance	**5.1** Agree and establish performance measurement/monitoring mechanisms	Strategic Partnership																		
	5.2 Agree and establish future review and reporting structures for the Community Plan	Strategic Partnership																		
Publication of the Plan	**6.1** Publication of the Community Plan	HPCP CPO's																		