



Chester-le-Street
District Council

People and Place

Appendix 1: Headline Delivery Plan Proposals



People & Place

April 2008



Chester-le-Street
District Council

'People and Place' Action Learning Set Summary

ALS Ref	ALS1
Theme	Partnership for Futures
Aim	To enable employers to identify the skills needs and vacancies they have within their organisations and match people into jobs who have the right skills. It is about better inter-agency working and strengthening partnerships between employers and educational establishments.
Lead	Jenny Johns
Executive Member	Councillor Steve Barr
Sponsor	Roy Templeman
Team	Janice Lunn – Chester-le-Street District Council Sue Parkinson – Chester-le-Street and City of Durham Enterprise Agency Jo Forster – Chester-le-Street Learning Partnership
Allocated Resource	£80,000 revenue £10,000 capital
Key Deliverables	<ul style="list-style-type: none"> • Organise board meetings – agree objectives of Partnerships for Futures, operational arrangements and key priorities. • Update business plan/devise action plan • Recruit Executive Director • Implement pilot projects Summer 08 including Academy Project and delivery of Customer Care Training • Research workforce planning – identify gaps and fee structure for Partnerships for Futures



Chester-le-Street
District Council

'People and Place' Action Learning Set Summary

ALS Ref	ALS2
Theme	Investment in Town Centre
Aim	This reflects the need to invest further in the Town Centre to build on the investment already undertaken and achieve the sustainable benefits expected.
Lead	Rob McMullen
Executive Member	Cllr Chris Jukes
Sponsor	Leila Dawson
Team	Allyson Rose, Kath George, Chris Lonsdale, Michelle Smithson, William Martin.
Allocated Resource	£50,000 revenue £50,000 capital
Key Deliverables	<ul style="list-style-type: none">• Organise a series of events• Develop a Business Improvement District• Commission research to determine the future of the market• Dress the town with banners for the summer festival• Install locator boards• Extend canopies and provide better sheeting for market stalls• Install footfall counters on the front street• Provide better Xmas tree lights• Use coloured paving slabs or adhesive signs leading from Riverside to the town centre.



Chester-le-Street
District Council

'People and Place' Action Learning Set Summary

ALS Ref	ALS3
Theme	Strengthening Partnerships
Aim	This is about filling the gaps on key partnerships to ensure sustainable change into the new organisation. This includes working on the potential for a new Town Council for Chester-le-Street.
Lead	Graeme Clark/Jeremy Brock
Executive Member	Councillor Linda Ebbatson
Sponsor	Ian Forster
Team	Jorge Lulic – Chester-le-Street District Council Colin Turnbull – Chester-le-Street District Council Chris Potter – Chester-le-Street District Council Bill Lightburn – Chester-le-Street District Council Julie Underwood – Chester-le-Street District Council Andy Stephenson – Chester-le-Street District Council Nick Tzamarias – Chester-le-Street District Council Jorge Lulic – Chester-le-Street District Council Sue Parkinson – Chester-le-Street and City of Durham Enterprise Agency Belinda Lewis - Chester-le-Street CVS Jo Forster – Chester-le-Street Learning Partnership Ron Batty and Sue Parkinson - Durham and Chester-le-Street Enterprise
Allocated Resource	£50,000 revenue £100,000 capital
Key Deliverables	<u>Project Above the Line at Present.</u> <ul style="list-style-type: none"> • Strengthen the 3rd sector in throughout the district via mutual support and better relationships. • The Potential for a Town Council in Chester-le-Street. • Support for the CLS Support and Activity Network – a

partnership which intends to bring together primary agencies involved in providing sport and physical activity across the district to create a shared vision and strategic approach.

- **Enhancing Community Cohesion in Pelton Fell, Sacriston and Grange Villa** -A project that will be centred around community centres in three villages, and will include a range of activities whose focus will be to involve and encourage people from all communities to work together with a common purpose, leading to improved relationships between them.
- **Celebrating the lives and achievements of the women of Chester-le-Street** -A project that will involve women living and working in the district in building a living history and archive. It will include the collation of, for example, art, photographs, written word and newspaper articles. In addition, it is intended to record the life experiences and achievements of women in our district and capture them on DVD.
- **A Federation of Residents and Community Groups** - A viable / well representative group of residents and community groups across the district, working collectively to achieve a common goal.
- **A 'It's a Knockout Type of Event in 2008/2009.**

Projects Below the Line

- **Action Packed Futures**. – event in riverside park based on sustainability and community participation.
- **County Durham Community Development Regional Network** - Development of a regional network that previously was not in existence, where community development workers can meet regularly to discuss issues of importance to them.
- **Crime and Disorder Reduction Partnerships** - Substantial crime reduction across the county, improving the quality of life for communities by building on achievements.



Chester-le-Street
District Council

'People and Place' Action Learning Set Summary

ALS Ref	ALS4
Theme	Neighbourhoods
Aim	This is about making decisions on the scope for other village action plans based on appetite and ability to deliver within the remaining lifetime of the Council. It also includes sustaining existing community engagement.
Lead	Mike Keenlyside
Executive Member	Simon Westrip
Sponsor	Tony Galloway
Team	(Initial) Steven Craig; Nigel Cummings; Martin Briscoe; Colin Turnbull; Barbara Cruickshank; Andy Stephenson
Allocated Resource	£70,000 revenue £30,000 capital
Key Deliverables	A range of tangible and sustained activities based around the following themes:- Chester in Bloom Sustainable living Democracy and access to Services Respect and Anti Social Behaviour Neighbourhood Charters



Chester-le-Street
District Council

People and Place

Appendix 2: Work in Progress Detailed Delivery Plan Proposals



People & Place

April 2008

'People and Place' Delivery Plan: ALS 1 Partnerships for Futures

Headline Project/Proposal	Key actions including timescale	Lead	Resources Who, costs, source	Key risks
Organise first board meeting	Board meeting: April 21 st To commission consultant to plan, facilitate and write up findings.	Jenny Johns	Who: all board members Cost implication: catering costs/room hire	Inability of all board members to attend.
Establish arrangements for project team	To be in place: April <ul style="list-style-type: none"> Project team: Jenny Johns/Janice Lunn/Sue Parkinson/Jo Forster/Enterprise Agency admin Identify team responsibilities and time to be spent working on project 	Board decision required	Who: Project team to organise and agree responsibilities and office arrangements Cost implication: to be identified.	Capacity of officers.
Devise budget plan	Budget Plan: Early May	Board decision required. Sue Parkinson/Jenny Johns to devise.	Who: Sue Parkinson/Jenny Johns/Board Cost implication: officer and partner time	No identified risks.
Update business plan and devise action plan	Updated business plan and action plan: Early May	Board decision required	Who: Project team to progress	No identified risks.

			<p>Cost implication: Consideration to be given towards consultant to prepare.</p>	
<p>Establish terms of reference for board</p>	<p>Terms of reference in place: Early May</p>	<p>Board decision required</p>	<p>Who: Project team to progress Cost implication: officer and partner time</p>	<p>No identified risks.</p>
<p>Recruit Executive Director</p>	<p>Advert: last week April/early May Selection, interview, appoint: May/June Start in post: Likelihood September</p> <ul style="list-style-type: none"> • Job description/person specification • Agree interview panel • Agree initial length of contract • Agree interview date 	<p>Board decision required</p>	<p>Who: Project team to progress Cost implication: Advertising costs/officer and partner time Source: National advert in Guardian/Times/Regeneration and Renewal</p>	<p>Failure to appoint.</p>
<p>To establish database</p>	<p>Database in place: July/August</p> <ul style="list-style-type: none"> • Identify key objectives of a database • Investigate feasibility of using Hanlon and the timescales/resources • Identify other software solutions and costs if Hanlon cannot meet Partnership for Futures requirements 	<p>Jenny Johns/Jo Forster to research Board decision required</p>	<p>Who: Jenny Johns/Jo Forster to liaise with Tyne and Wear City Region Employment Consortium regarding Hanlon/Board Cost implication: Hanlon installation costs to be identified/officer and partner time</p>	<p>Lack of suitable database to meet Partnerships for Futures requirements if Hanlon is unsuitable.</p>
<p>To implement next steps of project delivery</p>	<p>Delivery: May/June/July/August/September Proposals include:</p> <ul style="list-style-type: none"> • Academy project – 	<p>Board decision required</p>	<p>Who: Project team to facilitate and take forward proposals working with employers/schools</p>	<p>Lack of interest /poor take up.</p>

	<p>Ambic/Schools</p> <ul style="list-style-type: none"> • Delivery of Beamish customer care training • Marketing activity • Research workforce planning – gaps and fee structure 			Cost implication: to be identified	
Identify funding streams for 08/09 activity	Research public sector funding including Single Programme and ESF.	Jo Forster/Janice Lunn	Who: Jo Forster/Janice Lunn Cost implication: officer and partner time	Lack of funds/inability to access funds could limit Partnerships for Futures activity.	
Schedule forthcoming board meetings	To be organised by: end of April Board to decide frequency of meetings	Enterprise Agency Admin	Who: Board/Admin Cost implication: catering costs/room hire/officer and partner time	Inability of all board members to attend.	
Agree role of project team with Executive Director when they come into post.	Agree roles and responsibilities.	Executive Director/Project Team	Who: Executive Director/Project Team Cost implication: officer and partner time	Capacity of officers.	

'People and Place' Delivery Plan: ALS 2 Investing in the Town Centre

Headline Project/Proposal	Key actions including timescale	Lead	Resources Who, costs, source	Key risks
Organise a series of events in the town centre	The aim of organizing events is to increase footfall, dwelltime and the confidence of the business community; particularly retailers and market traders. The first will be held on Saturday 26 th April, which will bring groups of dance specialists and performers into the civic heart. A diary of events is being produced.	Rob McMullen	Approximately £35,000 of the revenue fund will be used. However sponsorship from businesses will be sought recouping at least 50% of the costs of running events.	Weather and rival events in the sub-region.
Develop a Business Improvement District for the Town Centre	This will take 1 year to complete – ending in a ballot of all businesses in the town centre on a BID business plan. If they agree to support the plan by numbers of votes cast and by ratable value then the BID will form a partnership responsible for £60k+. A new private sector led town centre development partnership will need to be formed to take this forward.	Rob McMullen and Town Centre Development Partnership.	Action learning set Cost: between £5k and £10k from Revenue Fund	Insufficient staffing resources to enable adequate communication to take place.

<p>Research to determine the future of Chester-le-Street market</p>	<p>This town is synonymous with the label 'Market Town'. However its market is failing. Targets for 2007 were to raise £203k revenue whereas it made only half that figure. Although evidence would suggest that the market is in decline one has to question whether this is a local phenomenon or are 'traditional' markets elsewhere suffering from prevailing economic forces such as the credit squeeze, which seems to be damaging the confidence of shoppers – what should this and the new Council do in the light of such circumstances? The research should ask these questions but should also test whether the public sector should continue to manage what is a private sector activity. It should finally address questions relating to the sustainability of the market in five or ten years time and suggest a way to maximize the investments that have been made and to increase profitability.</p>	<p>William Martin & Rob McMullen</p>	<p>Between £3k and £5k from revenue fund</p>	<p>Insufficient staffing resources to enable adequate communication to take place</p>
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Dress the Town with banners during the summer	Working with a company to dress the town with banners during the summer. This will enliven the town and enable local businesses to advertise that they are supporters of the town and its festival.	Rob McMullen	Initial seed funding for ten banners. (£2k from capital pot) that will raise awareness of advertising possibilities. Each banner will have the Festival Logo as it's main art work but it will also be used to raise awareness of the Business Improvement District Concept	The business community will not be interested in purchasing advertising space on banners
Install 4 Locator Boards in the Town Centre, which will enable shoppers to find the services or shops they want in the town.	This issue has been an ambition of the Business Association for years and it's members have already raised around £800 to produce four 'Welcome to Chester-le-Street' castings that will be placed on top of the boards, which have been designed and are ready to install.	Rob McMullen & Chester-le-Street Business Association.	Approximately £6000 Capital funding.	None foreseen
Extend the canopies of market stalls and provide better sheeting/covers for them	The existing stalls do not protect customers or traders during inclement weather. Estimates will be obtained during April/May to improve them.	William Martin	Not known	None foreseen
Install footfall counters for the front street	Footfall data form the basis of any success measure for town centres. Developers and new retailers need this information in order to make economic choices about whether to invest in that town. No town in	Rob McMullen	Around £9k for first year's license and setup.	Unable TO sustain funding in the new authority – yearly figure after first year = £6,675

	<p>Durham has an electronic means to do this essential work. Footfall cameras collect data that are transmitted to a central computer by via the Web. These can then be compared to data from similar towns – this may then be used to determine the effectiveness of the economy and town centre developments for example.</p>			
<p>Provide better Xmas tree lights with a bit more bling</p>	<p>We received many complaints last year that the Christmas Tree was insufficiently bright or 'magic' enough for the festive period</p>	<p>Rob McMullen</p>	<p>Around £3k</p>	<p>None foreseen</p>
<p>Use coloured slabs or adhesive footprints to lead shoppers from Riverside to Town.</p>	<p>To draw people from the riverside to the town centre and direct them to locator boards and businesses.</p>	<p>Rob McMullen</p>	<p>Not known yet – estimates to be found.</p>	<p>A supplier may not be found. The cost may be prohibitive.</p>

'People and Place' Delivery Plan: ALS 3 Strengthening Partnerships

Headline Project/Proposal	Key actions including timescale	Lead	Resources Who, costs, source	Key risks
Potential for a Town Council	<p>May 08 – Report to Council to consider options for town/parish councils.</p> <p>June 08 – Consideration of approaches to Town/Parish Councils and a preferred way forward.</p> <p>August 08– Action Plan and Resource Plans to take forward Town/Parish Councils.</p>	Colin Turnbull / Chris Potter	£5,000 to investigate full resources needed to implement town/parish councils.	
Strengthening the 3 rd Sector	<p>May 08 – Consider plans to engagement with 3rd sector to provide an elevated organization, stronger in light of New Unitary and improving capacity with other partners.</p>	Roy Templeman/Linda Ebbatson	To be agreed.	<p>Resistance to Change.</p> <p>Engagement with partners.</p> <p>Lack of Funding. Timescales.</p>

<p>It's a Knockout Event</p>	<p>Sept 08 - Identify Partners. Oct 08 – Scope and agree type of event. Nov 08 – Agree Team Members. Dec 08 – Formulate the sustainability model and approach. Feb 08 – Practice Event. March 09 – Carry out the Event.</p>	<p>Ian Forster</p>	<p>£5,000 funding to enhance the next event.</p>	<p>Agreeing sustainability model.</p>
<p>Celebrating the lives and achievements of the women of Chester-le-Street.</p>	<p>30 April - Establish project group 7 May - Determine key activities / roles / responsibilities 11 May - Produce article in District News inviting women in the community to take part 31 Oct - Collect and collate archival material, including living history recordings 31 Dec - Produce CDs and DVDs, make widely available 31 Jan - Launch and publicise</p>	<p>Julie Underwood Linda Ebbatson</p>	<p>Financial: Room / venue hire (meetings, celebratory event/launch) Hospitality Travelling expenses Production of CDs and DVDs, packaging People: Time of project team Communication and PR Officer time – arranging publicity</p>	<p>Lack of interest within the community Lack of capacity of project leads Limited budget</p>

<p>Enhancing Community Cohesion in Pelton Fell, Sacriston and Grange Villa</p>	<p>31 May - Establish project group 7 June - Determine key activities / roles / responsibilities 15 July - Engage with people in the communities, develop community project teams 30 Sept - Community project teams to develop 3 project plans 31 Jan - Implement project plans 28 Feb - Complete, launch and publicise outcomes</p>	<p>Julie Underwood Linda Ebbatson</p>	<p>Financial: Room / venue hire (meetings, celebratory event/launch) Hospitality Travelling expenses Other expenditure, as will be detailed within project plans £25,000 currently identified to support this project. People: Time of ALS team (Chester-le-Street District Council) Communication and PR Officer time – arranging publicity etc</p>	<p>Lack of interest within the community Lack of capacity of project leads / ALS Insufficient time to complete activities</p>
<p>Federation of Residents Associations and Community Groups</p>	<p>May – 08 Setting up a Federation Sub Group July 2008 - Developing a Draft Action Plan Sept 2008 - Consult on Draft Action Plan</p>	<p>Steering Group - Jorge Lulic</p>	<p>People on Sub Group, officer time, room hire, promotion materials, administration, refreshments, subsistence, continued support of structures through the LGR process</p>	<p>LGR process, lack of engagement by Associations and residents, people leaving, capacity issues, officers time and availability</p>

<p>County Durham Community Development Regional Network –</p> <p>To establish a Community Development Workers network both regionally and county wide. A body that will represent the professionals working in the community development arena</p>	<p>Sept 2007 - County Durham CD initial consultation Jan 2008 - CD Regional Network Conference Feb 2008 - County Durham CD Steering Group May 2008 - County Durham CD Full Conference</p>	<p>Steering Group – Jorge Lulic</p>	<p>Administration, officer time and financial support</p>	<p>LGR, lack of resources, officer time, lack of involvement</p>
<p>Crime and Disorder Reduction Partnership</p>	<p>Refer to Partnership Plan 2008 – 2011 (please see attached) Jorge working on action plans at present.</p>	<p>Community Safety Partnership – Jorge Lulic & Jacquie Dent</p>		<p>LGR & LAA</p>
<p>Chester-le-Street Sports and Activity Network</p>	<p>Strengthen a recently established partnership in Chester-le-Street to develop and promote a shared vision and strategic overview that ensures effective planning and deliver of sporting and physical activities.</p>	<p>Bill Lightburn</p>	<p>Dependant on Development Worker – funding application currently with Sports England to fund this post for 3 years.</p>	

'People and Place' Delivery Plan: ALS 4 Neighbourhoods

Headline Project/Proposal	Key actions including timescale	Lead	Resources Who, costs, source	Key risks
Chester in Bloom Improving a key aspect of your local area	Parish Council consultation and promoting the concept Aug – Sept	MK	£0	High expectations from participating Parish Councils
	Designing the model open space feature Oct	GM	£2500	Cost becomes prohibitive
	Tree and shrub planting with local residents Oct - Nov	MB	£5000 pr area in project	Low risk
	Large scale bulb planting Oct- Nov	MB SC	£4000 (purchase of mechanical bulb planter)	
	Dedication and 'opening' ceremonies Jan 09	Council	£500	Low risk
Millennium Greens	Consultation with Trustees Aug – Sept	MK SC	£0	High expectations from participating trustees
	Improvement works Oct - March	SC MB	£5000 (2 areas)	
	Handover to Trustees March 2009	Council	£500	

'People and Place' Delivery Plan: Neighbourhoods

Headline Project/Proposal	Key actions including timescale	Lead	Resources Who, costs, source	Key risks
Respect and Anti Social Behaviour Consultation with young people. Completion of questionnaire	15.4.08 – 24 Young people involved in consultation process regarding questionnaire; their suggestions now incorporated + pro-forma currently being prepared for delivery to school – end 25.4.08 Park View to be pilot school.	BC Police CSO's	Venue located. Transport arranged £110.00 LA to be invoiced.	Permission from parents – obtained in advance. Venue risk assessed.
Information leaflet	Young people to devise their own ASB awareness leaflet. Meeting arranged 22.4.08	JDent BC	SSC Funding already secured to produce:- 4000 leaflets £470.00 2 banners £420.00	Funds required to produce posters for schools
Visits + Surgeries	Visits arranged to other schools to roll out questionnaire + to identify/ agree suitable area within schools for future surgeries:- Hermitage – 29.4.08 Pelton Roseberry – 2.5.08	BC Police CSO's Schools	Information Stands Schools/LA £200.00 per school/approx. SSC Funding	No area available within schools No incentive for completion of questionnaires.

	Fyndoune – TBA Roll out ASB DVD to stimulate discussions.		secured to cover cost of DVD £200.00	
Completion of questionnaires	Questionnaires to be analysed. Prevention, intelligence, enforcement and education action plan updated.	BC Police Multi-agencies involved.	To be identified thru analysis.	
Develop Information Wallet	Every young person within school supplied with an wallet and card to store relevant information.	BC JDent	SSC Funding already secured to produce:- 1000 Wallets £1127.93 1000 Info Cards £1000.00	Not enough wallets or cards to give out. Further funding required to produce numbers required.
Crime and Safety Awareness Event	Multi-agency safety event for 150 young people from CLS schools. The day to include drama, fun, music and role-play. 23.10.08	BC JDent	SSC Funding already secured to pay for event: 150 pupils £2500.00	No funding secured for venue. Requesting quotes from DCCC approx cost £700/day for hire of rooms. £5.00 p yp packed lunch £10.00 pp buffet for facilitators
ASB Website + Hotline contact numbers	Consult and involve young people in the production of a general information website for young people within CLS.	BC/LA/IT Police Multi-agency	Enquires already made re: website:- £0.00 IT Section	None foreseen Regular info review to reflect change in details etc.
ASB/Respect DVD	All schools involved in the writing, production and marketing of a CLS Schools DVD	LA Schools Police	Multi-agency Approx. £12k. Source - unknown	Lack of funding.



Chester-le-Street
District Council

People and Place

Appendix 3: Current Action Learning Set Guidance



People & Place

April 2008



Chester-le-Street
District Council

‘People and Place’

Developing the Delivery of the new Corporate Priority



Action Learning Set Guidance Notes

April 2008 (Version 2)



Chester-le-Street District Council

Background

During the transition to a new Unitary Authority we, as a Council, have committed to protect our communities and to ensure that there is as little disturbance as possible to our customers, partners and other stakeholders.

The work of the Council previously was detailed in a Corporate Plan which identified seven priorities for the Council to work to. As a result of Local Government Reorganisation, we have had to review our ambition and in order to do this we have decided to focus on one single priority which we are calling '**People and Place**'. This single priority focuses on ensuring that the work we do now ensures a demonstrable benefit to our communities which can be sustained by and supported by the new Unitary Council, whilst leaving a legacy behind as a District Council.

The single priority '**People and Place**' consists of four key elements of delivery:

- **Partnerships for Futures**
- **Investment in the Town Centre**
- **Strengthening Partnerships**
- **Neighbourhoods**

Following the previous successes of Action Learning Sets within the Council, it has been agreed that the delivery of the four elements above will be via an Action Learning Set approach. These Action learning sets will focus on the development and delivery of schemes which will make a lasting and sustainable difference for both people and place which can be transfereed into the new unitary council

Action Learning Sets

The Corporate Management Team and Executive have agreed the Action Learning Set approach is the way forward to ensure delivery within the required timescales of the People and Place priority and the four identified elements.

Delivering the aims of Action Learning Sets

The aims of the Action Learning Sets will be delivered by a team of employees comprising of a mix of leaders, managers, supervisors and front line delivery staff, as well as member representation. Each Action Learning Set will be supported by a:

- Sponsor :** A direct link for the team to Corporate Management Team.
- Lead:** A person appointed to lead and ensure that the priority is achieved.
- Member:** Executive representative
- Coordinators:** This to be led by Ian Forster supported by Kathryn Glasper and Sue Pearson

The Process

The identified lead for each Action Learning Set will be tasked to identify key team members, co-opted members and any external/stakeholder involvement. An Executive Member will also be allocated to each Action Learning Set. The mechanism for identifying Action Learning Set members will be based on who actually delivers the services, who can contribute to improving the service delivery and who outside the council has a role to play in the delivery of the priority. The Action Learning set ought therefore to comprise of those individuals who can actually deliver the agreed activities or can ensure that other teams deliver on the council's behalf.

Each Action Learning Set team will put into practice the skills and competencies they have gained from their day to day work and training undertaken. In particular the teams will, as a first stage, develop a delivery plan. A mechanism to plan this could be in the style of a 'well formed outcome' approach for their projects. Principles will include:

- **Outcomes** - setting out clearly what the team wish to achieve and how it will make a sustainable difference
- **Evidence** - predetermined outcomes and benchmarks to understand when the task has been achieved
- **Ownership** - establishing the shared ownership of the team to the task
- **Resources** - What resources the team has, what is needed and how it might be achieved

- **Front Line Councillor engagement** – How local members can be involved in the implementation of agreed delivery plan
- **Community and Stakeholder Engagement** – How local people and partners may be engaged
- **Communication** – how can we market proposals and publish their success and achievements under the banner of ‘People and Place
- **First Step** – what will be done first and by when

Delivery Plans

Each Action Learning Set will be required to produce a ‘do-able’ delivery plan. To be ‘do-able’ the plans, proposed schemes, projects and activity must be:

- **Sustainable** – resulting to some lasting benefit to people and places
- **Measurable** – where success can be evidenced and there are clear community outcomes
- **Achievable**- ensuring that the resources are available
- **Realistic** – ensuring that they can be achieved alongside our commitments to Local Government Reorganisation
- **Timely** – being put in place so outcomes can be realised within the lifetime of the council.

A significant amount of work has already been put in to things which can be potentially considered as part of the delivery plans. Information on these is available to the Action Learning Sets. In some cases such as Partnership for Futures significant progress has already been made. Key to success will be:

- a very quick planning process with early agreement on each delivery plans;
- a focus on delivery of schemes on the ground with people in the council ‘getting out more’ to deliver;
- keeping things simple , ensuring that Action learning sets keep focused and don’t try to do too much;
- liaising with other action learning sets to deliver cross cutting actions e.g. linking arts and culture with the town centre investments, thus maximising use of resources;
- sound risk and project management; and
- motivating people and making it fun

Delivery Plans will engage Executive Members who will help ensure that they receive the early support of the Executive to allow the plans to be delivered.

Support to Action Learning Sets

Each Action Learning Set will have a CMT sponsor to help develop and implement their delivery plans. The 2008/2009 budget process included a financial allocation attached to each of the four priority sub-areas. There should also be existing resources within the

delivery teams and additional resources may be made available through redirected resources during the course of the financial year. The co-ordination team of Ian Forster, Kathryn Glasper and Sue Pearson will also be able to look to answer queries or try to help resolve issues that the Action Learning Sets cannot resolve themselves

Launch Day

Once the teams have been identified a Launch Day will be held mid-April. The lead and team members will be responsible for presenting high level proposals within their identified Delivery Plans for their '**People and Place**' priority. The day will also be used for the teams to work up detailed proposals and to identify any immediate issue. A key element of the day will be celebratory to help motivate those involved in the Action learning sets and those people who could be engaged in delivery.

Delivery and Monitoring

It is for the team to decide on how it will deliver their priority. This includes:

- requirements/outputs of priority;
- allocation of work;
- timescales for achievement ;
- how the team meets;
- the content of meetings;
- how tasks are project managed; and
- report back to coordinators.

Regular meetings (possibly two weekly) will be held with Action Learning Set Leads in order to report on progress. In addition to this a monthly report to Executive on progress will be produced and submitted by the Lead Coordinator, Ian Forster.

Cutting Out Bureaucracy

The onus is on getting on and doing rather. Sometimes we can be swamped in bureaucracy and every effort will be made to keep paperwork to a minimum. That being said there needs to be strong evidence and monitoring base to what is done and this will need to have corporate and consistent approach. There will therefore have to be some paper work to complete in the planning stage and throughout the monitoring process. This will involve:

- an action learning set summary, completed once at the outset of the action Learning Set
- a standard delivery plan template completed once to develop and agree outcomes of the action learning set
- A key project description for individual schemes, projects or proposals completed once at the commencement of each agreed project

- A Progress Monitoring Sheet, completed monthly to assist Monitoring by the Executive

These templates form part of the information pack.

Next Steps

It's now over to you. Thank you and good Luck!



Chester-le-Street
District Council

Summary of ‘People and Place’ Action Learning Sets

ALS Ref	ALS1
Theme	Partnership for Futures
Aim	This is about getting young people into the jobs that exist and ensure that they have the skills. It is about better inter-agency working and partnership.

ALS Ref	ALS2
Theme	Investment in Town Centre
Aim	This reflects the need to invest further in the Town Centre to build on the investment already undertaken and achieve the sustainable benefits expected.

ALS Ref	ALS3
Theme	Strengthening Partnerships
Aim	This is about filling the gaps on key partnerships to ensure sustainable change into the new organisation. This includes working on the potential for a new Town Council for Chester-le-Street. It also includes developing arts and culture partnerships.

ALS Ref	ALS4
Theme	Neighbourhoods
Aim	This is about making decisions on the scope for other village action plans based on appetite and ability to deliver within the remaining lifetime of the Council. It also includes sustaining existing community engagement.



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Theme	Partnership for Futures
Aim	This is about getting young people into the jobs that exist and ensure that they have the skills. It is about better inter-agency working and partnership.
Lead	Jenny Johns
Executive Member	To be determined
Sponsor	Roy Templeman
Team	To be identified
Allocated Resource	£80,000 revenue £10,000 capital
Key Deliverables	To be picked from detailed delivery plan when complete and agreed



Chester-le-Street
District Council

'People and Place' Action Learning Set Summary

ALS Ref	ALS2
Theme	Investment in Town Centre
Aim	This reflects the need to invest further in the Town Centre to build on the investment already undertaken and achieve the sustainable benefits expected.
Lead	Rob McMullen
Executive Member	To be determined
Sponsor	Leila Dawson
Team	To be identified
Allocated Resource	£50,000 revenue £50,000 capital
Key Deliverables	To be picked from detailed delivery plan when complete and agreed



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District Council

'People and Place' Action Learning Set Summary

ALS Ref	ALS3
Theme	Strengthening Partnerships
Aim	This is about filling the gaps on key partnerships to ensure sustainable change into the new organisation. This includes working on the potential for a new Town Council for Chester-le-Street. It also includes developing arts and culture partnerships.
Lead	Graeme Clarke/Craig Etherington/Jeremy Brock
Executive Member	Cllrs Steve Barr/Maureen Potts
Sponsor	Ian Forster
Team	To be identified
Allocated Resource	£50,000 revenue £100,000 capital
Key Deliverables	To be picked from detailed delivery plan when complete and agreed



'People and Place' Action Learning Set Summary

ALS Ref	ALS4
Theme	Neighbourhoods
Aim	This is about making decisions on the scope for other village action plans based on appetite and ability to deliver within the remaining lifetime of the Council. It also includes sustaining existing community engagement.
Lead	Mike Keenlyside
Executive Member	To be determined.
Sponsor	Tony Galloway
Team	To be identified
Allocated Resource	£70,000 revenue £30,000 capital
Key Deliverables	To be picked from detailed delivery plan when complete and agreed

'People and Place' Delivery Plan: Neighbourhoods

Headline Project/Proposal	Key actions including timescale	Lead	Resources Who, costs, source	Key risks



'People and Place' Action Learning Set Key Headline Project Summary

ALS Ref	
'People and Place' Theme	
Key headline proposal scheme	
Key milestones including timeline	
Key desired outcomes including timeline and KPI's where appropriate	
Lead	
Executive Member	
Front line councilor engagement	
Community/stakeholder engagement	
Key deliverables	
Key Risks and risk management actions	
Resources	
Comments	



***'People and Place'* Action Learning Set Monthly Monitoring Report**

ALS Ref	
<i>'People and Place'</i> Theme	
Milestone and outcome achievement	
Actions behind target and remedial measures proposed	
Issues to be resolved and who by	
Successes to communicate and celebrate	
Comments	



'People and Place' Action Learning Set Proposed Timetable

Date	Key Milestone	Responsible	Comments
March			
By 14/3/08	Allocate Lead officers for Action Learning Sets	Ian Forster	
18/3/08	Meet with Lead officers to discuss requirements of Action Learning Sets	Ian Forster/ coordinators/Leads	Date established meeting time and location to confirm
By 28/3/08	Allocated Lead officers to identify team members and report back to coordinators	Leads	
28/3/08	Transition Plan being submitted to Council for approval	Ian Forster	
April			
By 11/4/08	Leads to agree High level Delivery Plans	Leads	
By 18/4/08	Agreement on High Level Delivery Plans	All	
May			
By 02/5/08	Leads to agree Detailed Delivery Plans	Leads	
13/5/08	Executive to agree Detailed Delivery Plans	Ian Forster	Aim for 6 May with deadline for report to be confirmed
By 13/5/08	Launch Event – presentation of Delivery Plans	Coordinators/Leads/Team Members	Date confirmed Beamish Hall



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