

Improving Community Engagement Implementation Plan Appendix 1

Priority: Closer Working Relations

| Initiative | Milestone | Date | Lead Officer | Risk | Cost | Outcome |
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| Cabinet to meet with LSP theme group chairs twice a year | Democratic services to diary one to one meetings in with appropriate Cabinet Holder and LSP Themed Lead | Oct 07 | L O'Donnell L Todd | | Within existing | LSP group chairs review progress in delivering the community strategy with Cabinet and are consulted on emerging council policy |
| | 1st Joint meeting to be held | Nov 07 | | | | |
| | 2nd Joint meeting to be held | Jan 08 | | | | |
| Annual Corporate Plan and MTFP consultation conference | Book venue and key speakers | Nov 08 | Paul Wildsimth Lorraine O'Donnell | Lack of attendance by the public | £2,000 | Public, stakeholders and partners consulted on draft Corporate Plan and MTFP |
| | Send invites out | Jan 08 | | | | |
| | Hold half a day conference | Feb 08 | | | | |
| More consistent use of bodies such as GOLD, Youth Parliament etc. | Establish a toolkit | Dec 08 | Sharon Brown | | Within Talking Together costs and budgets established for specific events | Consultation with different sections of the community on emerging Council policy |
| | Link to web community engagement diary | Jan 08 | | | | |
| Hold quarterly 'How your Council works event | Publicize meeting | 2 10 07 | L Todd | Lack of interest in attending by the public | £8,000 | Public visit the town hall to see the Chamber, learn the history of the Council, meet the Mayor and learn how the decision making process works |
| | Hold 1st meeting | 17 10 07 | | | | |
| | Publicize meeting | Jan 08 | | | | |
| | Hold 2nd meeting | Feb 08 | | | | |
| | Publicize meeting | May 08 | | | | |
| | Hold 3rd meeting | June/July08 | | | | |

Priority: Closer Working Relations continued

| Initiative | Milestone | Date | Lead Officer | Risk | Cost | Outcome |
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| Hold ' Mayor for the Day competition for schools | Send out details of the competition to schools | March 08 | L Todd | | Within Mayoral Budget | Young people more involved in the democratic process |
| | Judge competition | Late March/April 08 | | | | |
| | Inform winner | Mid April 08 | | | | |
| | Winner to be Mayor for the Day | Late April 08 | | | | |
| Host school council meetings in the Town Hall | Publicize initiative during youth democracy week | 15th –21st Oct 07 | L Todd | Limited take up by schools | Existing resources | Young people more involved in the democratic process |
| | Write to schools | Nov 07 | | | | |
| | Establish timetable | Dec 07 | | | | |
| Implement Council Question time | Undertake marketing campaign to raise awareness. This is linked into promotion on ' How your Council works | Oct 07- July 08 | L Todd | Lack of interest from the public No take up | Linked to How your Council works | More members of the public engaged in the democratic process |
| Hold Cabinet meetings in neighbourhood venues- | Link in with Talking Together to hold Cabinet meetings in Neighbourhood venues on a quarterly basis | | L Todd | Lack of interest from the public | Linked to Talking Together | More members of the public engaged in the democratic process, which is more accessible to them. The public become more aware of Cabinet and decision making |
| | 1st meeting | 18th Jan 08 | | | | |
| | 2nd meeting | 29th April 08 | | | | |
| | 3rd meeting | July 08 | | | | |
| | 4th meeting | Oct 08 | | | | |
| Build on and improve work to involve minority communities and take forward the youth engagement strategy | Joint review of Community Engagement and Youth Strategy to identify shared actions | Feb 08 | David Plews | Raising unrealistic expectations | Variable per project | Embed principles of Hear by Right into the work of the council |
| | Review race equality infrastructure and provision in Darlington in context of regional changes and re establishment of CRE | June 08 | | Future of CDDREC is uncertain | | Better work with leaders of key minority communities Stronger causal ink between |

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| | Stronger involvement work with minority communities arising from Equality Impact Assessments | July 08 | | Consultation fatigue | | needs of minority communities and DBC plans. |
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Priority: Modernise Communications

| Initiative | Milestone | Date | Responsible Officer | Risk | Cost | Outcome |
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| Update and revise the website | Implement phase 1 . Modernise the site to include consultation and community engagement tools and the implementation of a community engagement diary. | Jan 08 | K Walker L Bosanko | Take up via interactive channels is limited | £12,000 | The website is more user friendly and more engaging, with opportunities for resident consultation and engagement |
| | Implement phase 2, establish more channels for texting to engage with the public | April 08 | | | £3,000 | |
| Greater emphasis is given to the right of the public to ask questions of Cabinet members at Council (Revision of constitution) | This is linked to the promotion of ' How Your Council works | Ongoing | L Todd | Lack of engagement by the public | Linked to How You Council Works and Talking Together | More members of the public engaged in the democratic process, which is more accessible to them. The public become more aware of Cabinet and decision making |
| Develop opportunities for the public to attend and ask questions at Cabinet meetings | To link in with Talking Together, Democratic services to attend TT sessions | | L Todd | Lack of engagement by the public | Linked to Talking Together Costs | More members of the public engaged in the democratic process, which is more accessible to them. |
| | | | | | | The public become more aware of Cabinet and decision making |

Priority: Modernise Communications continued

| Initiative | Milestone | Date | Responsible Officer | Risk | Cost | Outcome |
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| Review and Revamp the Town Crier | Every month a full page is to be devoted to public involvement stories, linked to community engagement initiatives and outcomes from consultation | Nov 08 | S Jones | | £12,000 | More opportunities for public involvement, for news on local communities and community groups and for information on the outcomes and action taken following consultation |
| Establish more channels for texting to engage with the public | See revamp of website | April 08 | L Bosanko | | Within website development costs | As above |
| Improve information flows between officers and ward members | This is linked to Talking Together | | L O'Donnell CMT | | Within Talking Together | See Talking Together |
| Establish quarterly ' Talking Together Road shows | Book venues for Talking Together | Sept 07 | S Brown | Lack of staffing resources to implement Lack of public interest | £44,000 | More accessible informal engagement mechanisms within localities promoting two-way dialogue between the Council and residents. |
| | Notify Cabinet and members of programme which is diaried in calendar | Sept 07 | | | | |
| | Confirm which services and staff to attend | Sept 07 | | | | |
| | Publicize first event | Sept 07 | | | | |
| | Member briefing sessions | 23rd Oct 07 | | | | |
| | Hold 1st drop in sessions | Oct- Nov | | | | |
| | Publicize 2nd event | Nov 07 | | | | |
| | Member briefing sessions | Dec 07 | | | | |
| | Hold 2nd drop in sessions | Jan 08 | | | | |
| Publicize 3rd event | Feb08 | | | | | |
| | Member briefing sessions | March 08 | | | | |

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| | Hold 3rd Drop in sessions | April 08 | | | | |
| | Publicize 4th event | May 08 | | | | |
| | Member briefing session | June 08 | | | | |
| | Hold 4th drop in sessions | July 08 | | | | |
| Town Centre Talking Together Market Stall | To have a monthly pitch on the Town Centre Market to engage with residents | Jan 08 | S Brown | | £1000 | Residents have more accessible opportunities to raise issues about council services |

Priority; Review the way Council works

| Initiative | Milestone | Date | Responsible Officer | Risk | Cost | Outcome |
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| Monitoring and Coordination group to undertake a 'task and finish' review of governance arrangements for the council | Establish 'Task and finish group | 3rd Sept 07 | L Todd | | £1,500 | Governance arrangements are leading edge Procedures are implemented to ensure that Darlington Borough Council functions in a way that is open and inclusive, with processes accessible to residents and stake holders with opportunities for wide involvement in its policy and decision making |
| | Establish terms of reference | Oct 2007 | | | | |
| | Undertake Review | Dec 2007 | | | | |
| | Report findings to Cabinet | 15th Jan 08 | | | | |
| | Report to Council | 31st Jan 08 | | | | |

Priority: Identify Resource Implications

| Initiative | Milestone | Date | Responsible Officer | Risk | Cost | Outcome |
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| Examine ongoing resource implications of the implementation of the Community Engagement | Submit a report to CMT | 27th Sept 07 | S Brown | Insufficient resources to implement the Community Engagement | £62,000 | Proposals for community engagement are implemented |
| | Submit a report to Cabinet | 16th October 07 | | | | |
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| Strategy within the 2008/09 MTFP | | | | Implementati on Plan | | |
| Total Costs | | | | | £145,500 | |