

NEW STRATEGIC PLAN PROCESS & TIMELINE

CLr Doug Pullen, Leader of Lichfield District Council, and CLr Andrew Smith, Cabinet Member for Customer Services and Innovation

Date:	24 June 2019
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Key Decision?	NO



Strategic Overview & Scrutiny

1. Executive Summary

- 1.1 The council's current strategic plan period ends in April 2020.
- 1.2 A new strategic plan for 2020 – 2024, that sets out what the council wants to achieve over the next four year period and why, needs to be created in advance of the end of the current plan period, and considered in line with the medium term financial strategy (MTFS) to ensure its viability and deliverability.
- 1.3 This report outlines the suggested timeframe and process for the compilation of the council's new strategic plan. Once approved, the strategic plan will then be translated into a series of key actions by council officers through a revised delivery plan from April 2020.
- 1.4 This report does not set out any recommendations for content that should be included in the new plan.

2. Recommendations

- 2.1 To endorse and facilitate the creation of a cross-party O&S Member Task Group to assist in the creation of the new plan (see 3.6), including nominating members.
- 2.2 To support the principle of a public consultation exercise on the new plan in October - December 2019 (see 3.8).
- 2.3 To support the proposed timeline and process for the creation of the new strategic plan 2020 – 2024 (see 3.9).

3. Background

- 3.1 The council's strategic plan will need to be outcome focused in addressing the priorities for the council which are informed by a number of key elements:
 - The aspirations of the council.
 - The views of local residents.
 - Existing commitments, such as the Local Plan and existing strategies that extend beyond the current plan period.
 - The current and future financial situation of the council – the Medium Term Financial Strategy.
 - Local statistics that highlight areas of concern/focus.
 - The views of partners.
 - The views of staff.

- 3.2 To kick start the process of gathering the above information, resident workshops took place in autumn 2018. Participants were asked to consider the current strategic plan, give their views on which priorities they feel should be carried forward into a new plan, and propose new projects and priorities for the new plan.
- 3.3 Staff workshops, that adopted the same format as the resident workshops, also took place in winter 2018.
- 3.4 The council's corporate indicators, (identified as the indicators/statistics that reflect the outcomes of the services/activities the council delivers), will be reported to Cabinet in July 2019, and will provide vital information to inform decisions in relation to the new plan.
- 3.5 District statistics published by the county council (in the form of a district profile) will also be used to provide a baseline to help shape decisions in relation to the plan.
- 3.6 It is proposed that a cross party O&S Member Task Group is created/overseen by the council's Strategic O&S Committee, to lead the creation of the plan, in partnership with Cabinet.
- 3.7 An officer working group will also be established to support the drafting of the new plan, in partnership with the council's Leadership Team. The group will be chaired by the communications & policy team and will include key officers from each service area, including finance.
- 3.8 It is proposed that a formal public consultation is carried out online between November and December 2019. The format of the consultation will be developed by the O&S Member Task Group in partnership with Cabinet.
- 3.9 It is proposed the following timeline be adopted:

Date	Meeting	Notes
9 July 2019	Cabinet review process for creating new strategic plan.	/
Early July (date TBC)	First meeting of O&S Member Task Group (with Cabinet members invited to attend) to scope out the process for creating the new plan in detail, consider various formats of plans, and set future meeting dates.	/
21 June 2019	Cabinet strategic plan workshop that follows the format of the resident/staff workshops.	First draft of Strategic Plan prepared.
15 July 2019, 5.30pm – 7.30pm 16 July 2019, 2pm – 4pm	Councillor strategic plan workshops, open to all councillors, which will follow the format of the resident/staff/Cabinet workshops.	
August 2019 (date TBC)	Meetings of the O&S Member Task Group (with Cabinet members invited to attend) to consider reports from the workshops/data sets/start to refine priorities and agree consultation plan/approach.	
22 October 2019 12 November 2019	First draft of new strategic plan taken to Strategic O&S (22 October 2019) and Cabinet (12 November 2019).	
13 November – 13 December 2019	Councillors, residents, staff, business community and partners consultation on the draft strategic plan 2020 – 2024.	
W/c 16 December 2019	Meetings of the O&S Member Task Group (with Cabinet members invited to attend) to review feedback from public consultation.	Second draft of the Strategic Plan prepared.
January/February 2020	Final draft of new strategic plan considered by Strategic O&S (28 January 2020) and Cabinet (11 February), with approval sought from Full Council (18 February 2020)	

	alongside the MTFs.	
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Alternative options	1. Adopt an alternative process and timeline.
Consultation	1. Residents and staff have been consulted on the new strategic plan. 2. Further consultation will take place with Cabinet, members, residents, partners and staff.
Financial implications	1. There are no financial implications arising from the timeline/process of the creation of the strategic plan. 2. Costs including consultation, design and print that will be associated with the production of the plan can be met from existing corporate services budgets. 3. The strategic plan will be reviewed against the Medium Term Financial Strategy, as part of the drafting process, to ensure any financial implications are captured and addressed.
Contribution to the delivery of the strategic plan	1. The process will support the delivery of the new Strategic Plan 2020 – 2024.
Equality, diversity and human rights implications	1. There are no equality, diversity or human rights implications arising from the production of the strategic plan. 2. An equality/community impact assessment of the new strategic plan will be carried out as part of the drafting process to ensure any issues are identified and addressed/mitigated.
Crime & safety issues	1. There are no crime and safety issues arising from the production of the strategic plan.
GDPR/privacy impact assessment	1. There are no GDPR/privacy issues arising from the production process of the strategic plan.

	Risk description	How we manage it	Severity of risk (Red, yellow or green)
A	The timescale is relatively tight and resources to deliver the plan are limited.	We are creating a dedicated officer working group with a project manager and project director.	Green
B	The process does not reflect the full spectrum of political views.	Cross party O&S working group and the councillor consultation will enable cross party views to be collected.	Green
C	The plan is not evidence led	We are feeding a local evidence base into the process through corporate indicators the district profiles – see 3.4	Green
D	The plan does not reflect local views	We are feeding local views from resident workshops into the process and conducting a public consultation.	Green
E	The plan is not financially deliverable	We are working closely with the team developing the MTFS (officer working group) and the cabinet member responsible for finance (O&S Member Task Group)	Green
F	The plan does not take account of existing plans/commitments	An overview of existing plans/commitments will be shared with the working groups (Members and officers) to enable them to consider existing commitments. Existing commitments are already reflected in the MTFS.	Green

Relevant web links

www.lichfielddc.gov.uk/strategicplan