



**Causeway
Coast & Glens
Borough Council**

**CORPORATE SERVICES
DIRECTORATE**

***POLICY AND COMMUNITY
PLANNING***

***BUSINESS PLAN
2018/19***

PURPOSE OF THIS PLAN:

- *Give a clear sense of what the service is for and the challenges it faces.*
- *Show how it is supporting Council's priorities.*
- *Show how it is contributing to the efficiency drive and transformation of service delivery.*
- *Show how it is aligning its resources to meet the challenges ahead.*
- *Help us to hold ourselves to account and ensure we deliver for Council and its residents.*
- *Bring key information together in one place about the service, which Members, staff and stakeholders can understand.*

STRATEGIC THEMES / FUNCTIONS

1. Corporate Policy

- Development and review of the Council's Council Strategy
- Development and review of the Council Constitution
- Development of Policy Initiatives

2. Community Planning

- Evidence gathering and analysis of data for an evidence informed community plan
- Capacity building and culture change re community planning
- Consultation, engagement and communication with stakeholders
- Developing and establishing performance monitoring and reporting mechanisms for the community plan
- Developing appropriate delivery mechanisms to achieve the outcomes identified within the Community Plan.

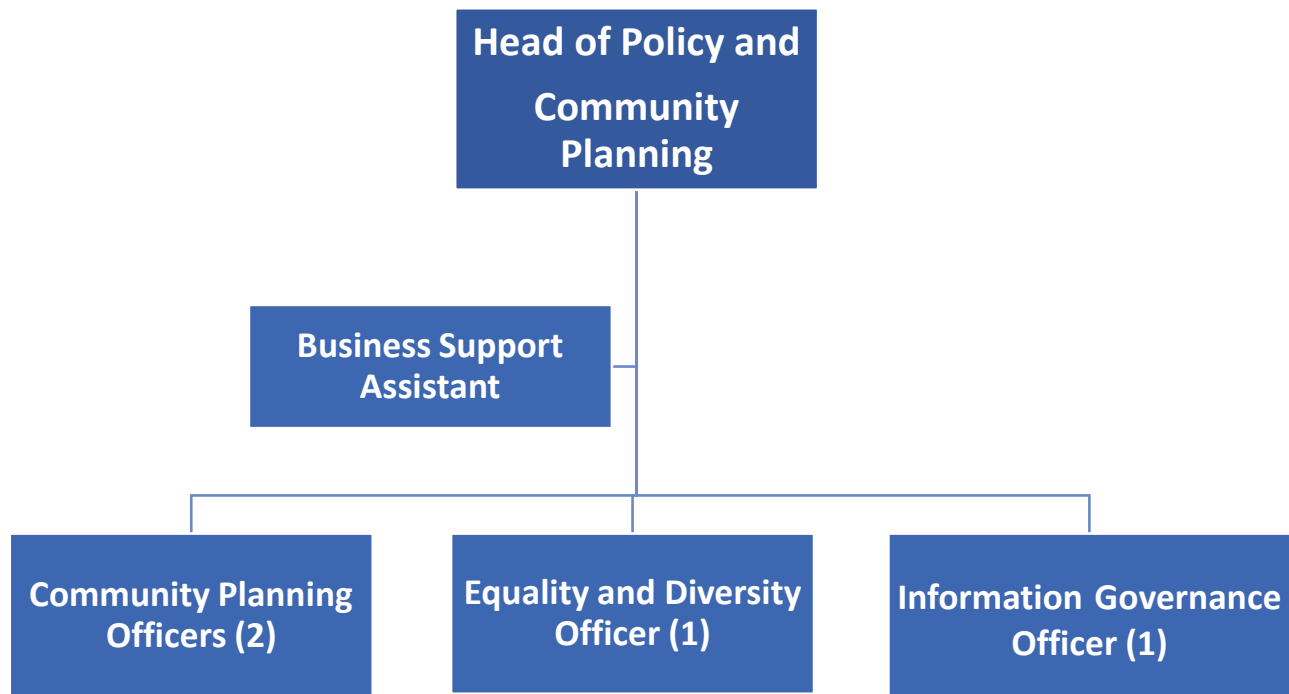
3. Information Governance

- Ensure Council complies with access to information legislation such as Freedom of Information, Data Protection and Environmental Information.
- Development of a corporate records management strategy and framework with associated policies, procedures and systems.
- Development and implementation of a Disposal and Retention Schedule for Council

4. Equality and Diversity

- Develop and implement strategies, policies and initiatives to promote equality of opportunity and appreciation of diversity within Council
- Ensure Council meets its legal obligations in relation to equality and diversity
- Ensure the Council meets its obligations in relation to the disability duties.

POLICY AND COMMUNITY PLANNING ORGANISATIONAL STRUCTURE



STRATEGIC AIMS AND OBJECTIVES

Aligned with the following Council Strategic Aims and Objectives:

- Leader and Champion.
- Innovation and Transformation.
- Resilient, Healthy and Engaged Communities.
- Protecting and Enhancing our Environments and Assets.

STRATEGIC OBJECTIVES OF THE SERVICE

1. Ensure that the Council delivers its services in accordance with its legal obligations and best practice relating to equality and diversity and develops/implements strategies, policies and initiatives which promote equality and diversity within the Council.
2. Ensure the Council meets its obligations in relation to the promotion of positive attitudes towards disabled people and encourages participation by disabled people in public life.

3. Support the development and implementation of the Causeway Coast and Glens Community Plan which includes evidence gathering, community engagement activities, performance management and putting in place governance and reporting mechanisms.
4. Develop and implement an information management strategy and framework for the Council which ensures Council compliance with a range of access to information legislation.
5. Develop and implement a records management strategy and framework for the Council with associated policies, procedures and systems, ensuring that it supports the priorities and statutory obligations of the Council.

Strategic Objective					
1. Ensure that the Council delivers its services in accordance with its legal obligations and best practice relating to equality and diversity and develops/implements strategies, policies and initiatives which promote equality and diversity within the Council.					
Link to Corporate Aims and Objectives					
<ul style="list-style-type: none"> • Innovation and Transformation • Resilient, Healthy and Engaged Communities 					
Work Streams / Operational Actions / Outcomes	Budget £	Timescale	Performance Indicators	Progress to Date	Traffic Light
Review the Council's Equality Action Plan and develop a new Action Plan	0	June 2018	<ul style="list-style-type: none"> • New Action Plan completed • Implementation evaluated 		
Continue active membership of Health and Well Being Group to help highlight and address equality and diversity issues within Council.	0	On-going	<ul style="list-style-type: none"> • Number of meetings of Group attended. • Equality and diversity contributions towards initiatives 		
Develop contacts and involvement with relevant external organisations in the CC&G area which includes on-going development of Council's Equality Forum.	£2,500	Ongoing	<ul style="list-style-type: none"> • Number of meetings of the Equality Forum. • Number of meetings of external organisations attended. 		
Conduct review of Section 75 consultee database.	0	September 2018	<ul style="list-style-type: none"> • Review and contact all current S75 Consultees 		

			<ul style="list-style-type: none"> • No of new consultees added to database 		
Develop and deliver training for relevant Council staff on “screening” of policies.	Budget held by HR/OD	On-going	<ul style="list-style-type: none"> • Review of training materials • Number of training sessions facilitated • Outcome of evaluation of training sessions. 		

Strategic Objective

2. Ensure the Council meets its obligations in relation to the promotion of positive attitudes towards disabled people and encourages participation by disabled people in public life.

Link to Corporate Aims and Objectives:

- Innovation and Transformation
- Resilient, Healthy and Engaged Communities

Work Streams / Operational Actions / Outcomes	Budget £	Timescale	Performance Indicators	Progress to Date	Traffic Light
Support the implementation of the “Every Customer Counts” initiative within Council	0	Ongoing	<ul style="list-style-type: none"> • Establishment of working group • Develop action plan in agreement with working group • Number of training sessions facilitated • Evaluate progress against action plan. 		
Review of Council’s Disability Action Plan (tied into outcomes of audits from “Every Customer Counts” initiative)	0	September 2018	<ul style="list-style-type: none"> • Annual review to evaluate progress against action plan. 		
Develop and Implement a Programme of S75 Training (Disability Awareness Training)	Budget for training held by HR/OD	On-going	<ul style="list-style-type: none"> • No of training sessions held • Outcome of evaluation of training sessions. 		

Review approach of Council to staff with disability, eg policy required, reasonable adjustments offered, etc.	0	Ongoing	<ul style="list-style-type: none"> • Council signs up to “Employers of Disability” Scheme. 		
Development of Accessible Information Policy	0	May 2018	<ul style="list-style-type: none"> • Develop, screen and finalise policy as part of overall Communications Strategy. • Number of complaints received regarding accessibility of information. 		

Strategic Objective

3. Support the development and implementation of the Causeway Coast and Glens Community Plan which includes evidence gathering, community engagement activities, performance management and putting in place governance and reporting mechanisms.

Link to Corporate Aims and Objectives:

- Leader and Champion
- Innovation and Transformation
- Resilient, Healthy and Engaged Communities
- Protecting and Enhancing Our Environment and Assets

Work Streams / Operational Actions / Outcomes	Budget £	Timescale	Performance Indicators	Progress to Date	Traffic Lights
Management and facilitation of the Causeway Coast and Glens Community Planning Strategic Partnership	3,000.00	April 2018 to March 2019	<ul style="list-style-type: none"> • No of Partnership Meetings 		
Finalise draft Delivery Plan and establish community engagement process to inform local community of the Plan. Publication and Launch of Delivery Plan.	5,000.00	April to June 2018	<ul style="list-style-type: none"> • No of responses from community engagement process. • Launch event for Delivery Plan 		
Develop and establish governance arrangements for future Community Planning processes.	4,000.00	April 2018	<ul style="list-style-type: none"> • Governance arrangements agreed by Strategic Partnership 		

Development and implementation of a monitoring, review and internal reporting mechanism on implementation of the Delivery Plan	4,000.00	June 2018	<ul style="list-style-type: none"> • Monitoring Mechanisms Established • Reporting Mechanisms Established. 		
Review of Community Planning Data Analysis Report	5,000.00	October/ December 2018	<ul style="list-style-type: none"> • Baselines in original report reviewed, verified and shared with Community Planning Partners 		
Public reporting process developed and implemented.	3,000.00	April 2019	<ul style="list-style-type: none"> • Completed report made available to the public. 		
Develop Communications and Engagement Strategy (to include internal communications between partners and external community engagement activities).	6,000.00	June 2018	<ul style="list-style-type: none"> • Communications and Engagement Strategy in place • Number of communication activities undertaken • Evaluation of effectiveness of communication activities. 		
Total	£30,000.00				

Strategic Objective					
<p>4. Develop and implement an information management strategy and framework for the Council which ensures Council compliance with a range of access to information legislation.</p>					
Link to Corporate Aims:					
<ul style="list-style-type: none"> Innovation and Transformation 					
Work Streams / Operational Actions / Outcomes	Budget £	Timescale	Performance Indicators	Progress to Date	Traffic Lights
Develop awareness of the implications for Council of the new Data Protection Bill and prepare critical information papers as appropriate.	0	On-going	<ul style="list-style-type: none"> Guidance papers to be developed as appropriate and made available to staff. 		
Continue to develop guidance papers on the new General Data Protection Regulations utilising ICO guidance and case law.	0	On-going	<ul style="list-style-type: none"> Guidance Papers prepared and made available for staff. 		
Update Council policies to ensure compliance with GDPR	0	By 28 May 2018	<ul style="list-style-type: none"> Number of policies and procedures amended 		
Continue active scanning of emerging legislation on information governance (to include the Law Enforcement Directive and E-Privacy Regulations).	0	On-going	<ul style="list-style-type: none"> Guidance papers prepared and available for staff 		

Develop guidance on implications of emerging legislation for Council and identify possible training requirements.					
Ensure effective operation of the Information Security and Management Group.	0	On-going	<ul style="list-style-type: none"> • Number of meetings of ISMG held • Action Plan developed and implemented. 		
Identify training requirements on Information Governance and Records Management.	Budget held by HR/OD	On-going	<ul style="list-style-type: none"> • No of staff participating in training. • Outcome of evaluation of training. 		
Appointment of Data Protection Officer (a statutory post with statutory obligations) with appropriate resources allocated to support this position.	?	By 28 May 2018	<ul style="list-style-type: none"> • Data Protection Officer in place 		

Strategic Objective					
<p>5. Develop and implement a records management strategy and framework for the Council with associated policies, procedures and systems, ensuring that it supports the priorities and statutory obligations of the Council.</p>					
Link to Corporate Aims:					
<ul style="list-style-type: none"> Innovation and Transformation 					
Work Streams / Operational Actions / Outcomes	Budget £	Timescale	Performance Indicators	Progress to Date	Traffic Lights
Increase staff knowledge and awareness of records management policies and procedures	0	On-going	<ul style="list-style-type: none"> Use of classification scheme Number of data breaches reduced 		
Identify associated training requirements to assist with policy implementation across Council.	Budget held by HR/OD	On-going	<ul style="list-style-type: none"> No of staff participating in training. Outcome of evaluation of training. 		