

PROJECT INITIATION DOCUMENT

Project Name	<i>WB&C Community Area Partnership Development</i>
Date	April-September 2010
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Purpose

This document defines as concisely as possible all major aspects of the project and forms the basis for its management and the assessment of overall success.

Along with the Business Case it enables the governance structure responsible for approving projects to make the decision to give approval to the project and commit resources to it. If the project does not appear viable or worthwhile it should be stopped or referred back for further information.

It is an extension of the project brief and where appropriate the content used under the headings in the Project Brief can be transferred and developed as necessary, both here and in the accompanying Business Case.

Contents This publication contains the following topics:

1	Project Background
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1. Project Background

Context

The latest consultation to inform a profile of the community areas asked the question

“Generally speaking would you like to be more involved in the decisions that affect your local area? “

The positive result for WB&C was 23.4% the LOWEST in Wiltshire

In WB&C there is a need to revise the arrangements for community planning. There has been agreement from key stakeholders that the current arrangements have not worked successfully and do not meet the needs for the governance arrangements now in place.

Some parish councils have expressed the view that they feel their issues and concerns have not been given appropriate recognition by the area board.

The work of the existing Community Area Partnership (NCAP) is recognised but it has not succeeded in achieving full engagement from the whole community. The Board is looking for any new partnership arrangements to be able to achieve this and build upon the plan that NCAP has produced.

There is a desire expressed amongst key stakeholders for a revised approach to be developed which better achieves the desired outcomes for the area board and the community area.

The area board resolved, in March, to hold a workshop to design a new structure for community planning; with options circulated in advance to town and parish councils.

In order to facilitate the development of such arrangements Wiltshire Council has agreed to fund exclusive support to WB&C for a period of 6 months from April 1st 2010.

2. Project Objectives

- To bring together representatives from towns and parishes and community groups across the community area to explore the options for new community planning arrangements.
- To identify and develop a community planning model with 'buy-in' from as many of the aforementioned as possible, which will work for the Community Area.
- To identify resources and processes required for implementation of the developed model.
- To communicate with, and seek engagement and support from, the aforementioned groups during the project
- To ensure that there is an agreed and sustainable delivery plan for the new arrangements in place and that an exit strategy is agreed at the end of the project.

3. Project Scope

To facilitate the development of new community planning arrangements.

To ensure that the Area Board endorse and support events and decisions made during the process, and that they agree and instigate the new arrangements including any new or reformed CAP.

To ensure that there is as full a participation in the process as possible, from both town and parish councils, and existing stakeholders..

To ensure that support for NCAP is provided by Wiltshire Federation of Community Area Partnerships (WFCAP) during the life of this project.

4. Project Approach

Project to be completed by October 1st and work to be undertaken by community partnership officer (CPO).

To organise inclusive events and meetings with appropriate officers, councillors and members of the community.

CPO to work alongside Area Board to achieve desired outcomes. CPO to seek support from key stakeholders for duration of project.

5. Project Deliverables

- Large workshop event in June 2010
- Project updates to area board May and September meetings
- A delivery plan for the new arrangements to be agreed at September Area Board meeting, which will then put into action.

6. Interfaces and Dependencies

Area Board to support the process and attend events and meetings as appropriate.

WFCAP to support process and attend events and meetings as appropriate.

WFCAP to continue to provide support to NCAP.

Town & parish councils and NCAP to engage with and support the process.

7. Project Resources

The following resources are available to support the community engagement/planning process:

- Core Funding from Area Board to support the CAP carried over from 2009/2010
- Up to 20% of the Area Board's funding for 2010/2011
- A half-time Community Partnership Support Officer up until 1st October 2010. The officer will be paid by Wiltshire Council and she will be able to act as project manager
- WFCAP support.

8. Communication Strategy

All key stakeholders to be 'kept in the loop'.

These should include WB&C Area Board, WFCAP, NCAP, town & parish councils.

Scheduling of meetings and events, email, written correspondence and telephone as appropriate.

Written updates provided for Area Board meetings.

9. Quality Assurance

- Engagement of parishes & community groups in the project
- Development of 'fit for purpose' model
- The new model to meet the requirements of WFCAP and Wiltshire Council as outlined in
Wiltshire Council and Wiltshire's Community Area Partnerships: Community Area Partnership Agreement, and their Minimum Operating Standards

- Acceptance & recognition of model by area board, parishes & towns across C.A.

10. Project Controls

Line management of CPO by Wiltshire Council Northern Locality Team Leader.

11. Attachments

	Mark (x) if attached
Initial Business Case	
Initial Project Plan	
Initial Risk Log	
Initial Communications Plan	
Benefits Realisation Profile	
Sizing Tool Assessment	