

Campus development

Roles and responsibilities

The programme will be underpinned with community engagement, involvement and communications

Stages of development	COB – reporting to Area Board		Wiltshire Council	Area Board	Community updates and engagement	Approx time scales
Initial stages	Appointment of COB					3 - 6 months
	Background and research <small>(gather and understand information about the community area)</small>	Background and research <small>(support COB to understand council priorities and vision)</small>	Update on consultation			
	Develop communications strategy	Develop communications strategy	Approve communications strategy			
	Report and present at area board	Provide council service overview <small>(brief COB on current council services and future requirements)</small>				
	Local groups and partner engagement <small>(communicate with local groups to develop an understanding of requirements)</small>	Local groups and partner engagement <small>(assist COB with engagement)</small>				
	Consultation phase 1 <small>(consult with residents regarding facilities & services that could be provided)</small>	Consultation phase 1 <small>(assist COB with completion of consultation)</small>	Consultation phase 1 sign off			
Concept Development	Develop campus vision and ethos <small>(document goals/ aspirations/ values that the campus should deliver)</small>					3 – 6 months
	Compile working proposal <small>(outline proposal on items such as services and location(s))</small>	Compile working proposal <small>(assist production of the working proposal)</small>	Working proposal sign off			
	Consultation phase 2 <small>(consult with residents based on the working proposal)</small>	Consultation phase 2 <small>(assist COB with the consultation)</small>	Consultation phase 2 sign off			
	Define local and partner requirement <small>(document the local and partner space requirement)</small>	Define council service requirement <small>(document the councils space requirements)</small>				
Feasibility	Develop option(s) for feasibility brief <small>(compile space needs and site(s) options and specific questions into the brief)</small>				6 – 9 months	
	Complete feasibility study <small>(provide technical detail e.g. likely cost implications/ site restrictions)</small>					
	Finalise campus proposal		Final proposal sign off			
	Business case <small>(develop financial modelling for capital investment)</small>					
	Cabinet approval <small>(Present campus vision and business case for consideration)</small>					
Detailed design/ Planning	Appoint design team <small>(lead on the appointment of architects/ design team)</small>				9 - 12 months	
	Design development input		Design development			
	Design input <small>(confirm that local groups/ COB have input, where appropriate, into design)</small>	Design sign off <small>(confirm that WC services are content with the design)</small>	Presentation to area board			
	Pre-planning consultation <small>(consult with local residents on the campus design)</small>	Pre-planning consultation <small>(assist COB with completion of consultation)</small>	Planning sign off			
	Planning submission/ approval					
Construction and delivery phase	Appoint contractor <small>(tender and appoint contractor to deliver design and build contract)</small>				12 – 18 months	
	Marketing and branding strategy <small>(assist the decision making of the naming, logo and branding)</small>	Marketing and branding strategy <small>(provide branding framework with ideas, options and colour schemes)</small>				
	Local groups and partner engagement <small>(keep local groups informed and promote opportunities the campus will offer)</small>	Local groups and partner engagement <small>(assist the COB with engagement)</small>				
	Communications during build <small>(update the community area on high level progress)</small>	Council service engagement <small>(ensure WC services are updated and ready for move)</small>				
	Internal design detail <small>(Work with contractors to deliver the build and report high level progress)</small>					
	Governance model <small>(work with WC and Area Board on operating model)</small>	Governance model <small>(work with COB and Area Board to implement operating model)</small>	Governance model <small>(work with COB and WC to create operating model)</small>			
	Campus promotion					
	Service and partner moves <small>(physical move of services into the campus)</small>					
	Opening event					
	Opening event					