

PROJECT PLAN

FOR

LOCAL DEMOCRACY WEEK 2013

VERSION: 1.3

Lead Officer : **Dawn Steel**
Project Sponsor : **Andy Docherty**

Author: Andrew Flecknor

Introduction

This Action Plan is in the ownership of the Head of Civic & Democratic Services and cannot be disseminated to any source or media without permission of the Head of Civic & Democratic Services or her deputies.

Purpose

To undertake a thorough and transparent mapping process to the organisation in regard to activities to promote the annual Local Democracy week for City of York Council.

The plan will highlight all key dates in regard to publicity, preparation for events and the actual events.

Time Frame of Project Plan

The action plan for the Local Democracy Week began in May 2013, following discussions between the Electoral Services Manager and the Head of Civic and Democratic Services after reviewing the success of the events held in 2012. The initial review and information gathering stage included reviewing comments received from all involved in the previous year, including elected members, partners involved in the events and members of the public. Initial feedback was positive and a number of suggestions were very useful.

Consideration was given to the strategic planning needed for the preparation of Local Democracy Week; the known key dates for each event will be used to produce a detailed plan of the requirements.

Project Team

The Head of Civic and Democratic Services heads the Project Team; this team will review the project plan on regular basis. From May to August monthly review will be undertaken and from September to October the review will be undertaken weekly.

The Project Team is made up of the core team of:

Name	Position	Role	Contact Number
Andy Docherty	Assistant Director of IT & Governance	Project Sponsor	01904 551004
Dawn Steel	Head of Civic & Democratic Services	Project Manager	01904 551030
Andrew Flecknor	Electoral Services Manager		01904 552032
Jill Pickering	Senior Democracy Officer		01904 552061
Laura Bootland	Democracy Officer		01904 552062
Louise Cook	Democracy Officer		01904 551031
Catherine Clarke	Democracy Officer		01904 551031
Jayne Carr	Democracy Officer		01904 552030
Richard Pollitt	Mansion House, Guildhall & Civic Services Manager		01904 552036

Background

Local Democracy Week is a national campaign to promote participation by local people in decision-making. It will run from Monday 14th October 2013 to Friday 18th October 2013. City of York Council supports the campaign by running a series of events throughout the week.

In the previous three years, Democratic Services have run a number of successful sessions with the help of Electoral Services. Previous events have been aimed at involving all sections of our community and have included:

- Sessions with schools in the Council Chamber and Mansion House with the Lord Mayor;
- 'Who, me, a Councillor?'
- Tours of the Mansion House and Guildhall;
- York Councillor Stories;
- 'Question Time' held at the University of York

Feedback has always been positive and the events have provided a firm platform from which to springboard more events this year.

Resources

There is no budget for this project and costs will be met from within existing budgets.

Publicity

With the support of the Communications Team from August there will be a series of publicity events that will include:

- Press releases for both the week of Local Democracy and individual events
- Poster campaign on all public noticeboards
- Regular Twitter notification
- Website notification with a webpage active from September

Invites will be sent directly to all head teachers of primary and secondary schools.

PROJECT PLAN FOR: Local Democracy Week

DATE: Monday 14th to Friday 18th October 2013

Officers

AD – Andrew Docherty
DS – Dawn Steel
AF – Andrew Flecknor
LC – Louise Cook
JC – Jayne Carr

JP – Jill Pickering
LB – Laura Bootland
CG – Claire Gowlett
CC - Catherine Clarke

Identified Action or event	Lead Officer	Time scale	Venue or Location	Date completed	Notes
Review 2012 Local Democracy Week (LDW)	ALL	April 2013	N/A		Consider events held in 2012 and feedback to gauge success.

Prepare briefing document for AD	AF/DS	May 2013	N/A	7 May 2013	Revise 2012 events and include suggestions for further events that are light touch or low cost.
Prepare Project Plan for LDW based on confirmation from AD on level of activity	AF	May 2013	N/A	Ongoing	Provision dates for selected events.
Discuss with Leona Marshall what publicity Communications can assist with for LDW.	AF	Ongoing	N/A	August onwards	Cascade of publicity starting with Twitter and building up with press releases and poster campaign
Prepare DMT briefing document	AF/DS	May	N/A	30 May	Expand initial briefing document
Attend DMT to give briefing	AF/DS	June	N/A	June	Detail events and request support from CBBS teams
Prepare Members Steering Group/CMT Briefing document	AF/DS	June	N/A	By 21 June	Forward to Denise Simms
Meet with LM to discuss possible events	AF/DS	20 June	MH	20 June	Discuss previous events and additional option of shadowing the LM for a day.
Member Steering Group	AF/DS	1 July	WO		Amended briefing paper from DMT meeting, include

					recommendations.
Prepare Letter to write to primary and secondary school Head Teachers	AF/DS	W/C 24 June	N/A	July to 30 September	Last day of summer term is 23 July, schools return on 2 September. Write to head teachers in July to allow at least two months of term time.
CMT Briefing	AD/DS	3 July	N/A		Amended briefing paper from DMT & Members Steering Group meetings.
Review Meeting	AD/DS/AF	10 July			Consider recommendations and comments from DMT/CMT/Members Steering Group.
Lord Mayor question time at Mosque	AF/DS	July	Mosque	End of July	Visit to Mosque and question time.
Citizenship Ceremony and Lord Mayor shadowed by a support worker	Civic Team	September	Mansion House	September	Invited young person to shadow the Lord Mayor for a day and take part in the Citizenship ceremony.
Lord Mayor for the Day	TBC	October	MH		
Question Time	TBC		West Offices		
School Council & Mansion House	TBC		MH & GH		

Visit					
Leader Listens	TBC		West Offices		