



	Lead Officer	2007												2008												2009												Ongoing
		M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M												
A4.1	HOPE/HOSP	[Green bar]																																				
A4.2	HOPE/HOSP	[Green bar]																																				
A4.3	HOPE/HOSP	[Green bar]																																				
A4.4	PPM	[Green bar]																																				See LDS
A4.5	HOPE/HOSP	[Green bar]																																				Annual
A4.6	HOPE	[Green bar]																																				Annual

**Customer Focus & Community Engagement**

**Continue to make clearer to all and increase the understanding of how the planning decision making process works**

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A5.1	HOPE/DCM	[Green bar]																																				Annual
A5.2	HOPE	[Green bar]																																				
A5.2	HOPE/DCM	[Green bar]																																				
A5.3	HOPE	[Green bar]																																				

**Planning delegation panel - Is it still viable, could alternatives be considered?**

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A6.1	HOPE/DCM	[Green bar]																																				Annual
A6.2	HOPE/DCM	[Green bar]																																				
A6.3	HOPE/DCM	[Green bar]																																				





		Lead Officer	2007			2008						2009																	
			M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	Ongoing	
A13.1	Contribute to the development of a new model corporate service plan	HOPE/HOSP																											
A13.2	Draft Planning Service Plan and consult on content	HOPE/HOSP																											
A13.3	Update and review on regular basis	HOPE/HOSP																											Annual
14	<b>Ensure that the priorities and objectives of the service are integrated into Personal Development Reviews, in order that staff understand their contribution</b>																												
A14.1	Establish diary dates for all PDR's one year in advance	All																											
A14.2	Monitor section heads performance against completing PDR's within agreed timescales	HOPE/HOSP																											Six monthly
A14.3	Set role requirements, personal skills and personal training and development requirements against objectives which stem from the priorities and objectives of the service plan	HOPE/HOSP																											
A14.4	Encourage the filling of vacan posts in a timely manner	All																											
A14.5	Ensure all staffs contributions are valued and achievements celebrated/	All																											
15	<b>All planning staff to have the necessary ICT skuills needed to carry out their duties</b>																												
A15.1	Audit IT skills within planning service	HOPE/HOSP																											Annual
A15.2	Develop training programme to promite skills development	HOPE/HOSP																											Annual
A15.3	Use PDR's to review progress against this	All																											PDR reviews
A15.4	Review training in Corporate Training Evaluation process to monitor the effectiveness of training programme	All																											Annual

HOPE = Head of Planning and Environment  
HOSP = Head of Strategy and Performance  
DCM = Development Control Manager  
PPM = Planning Policy Manager