

## COMMISSIONING OF PLANNING SERVICES PROJECT

### PHASE 2 ACTIVITY PLAN (to April 2017)

WORKSTREAM	INITIAL ACTIVITIES	TIMESCALE	LEAD
Smart Sharing	Design and implement 3 Smart Sharing “proof of concept” or test projects to explore the following:  1: Sharing staff resource (Sutton) 2: Validation quality improvement (Kingston) 3: Web content and written materials (Merton)  Project lead in brackets.	10/16 – 3/17	Heads of Planning (HoP) take lead on individual project
	Evaluate impact of test projects and develop BAU implementation plans appropriate to outcome.	3/17 forwards	HoP
	Research “best practice” in shared planning and other services and identify key elements for application to Smart Sharing workstream.	11/16 – End 2/17	PM
	Continue joint analysis of service workflow and productivity data.	End 2/17	PM/Business Managers
	Consult with staff, stakeholder and service user on priorities for service improvement through Smart Sharing.	End 2/17	
	Develop joint Smart Sharing programme plan to implement learning from “proof of concept” projects; best practice research; analysis of service data; stakeholder and service user consultation.	End 4/17	Heads of Service and HoP
	Building Control Options Appraisal	Undertake service data analysis, research previous BC improvement initiatives; assess strengths and weaknesses of existing services; research best BC practice elsewhere.	10/16-mid 12/16
Establish consensus on expected benefits, design evaluation criteria and conduct high level options appraisal.		11/16-mid 12/16	
Identify short list of options for detailed development and evaluation.		mid 12/16 – mid 2/17	
Design implementation plan for preferred options.		by end 3/17	

Communications and Stakeholder Engagement	Continue with existing arrangements for briefing staff. Project team and service leads to develop plans for engaging staff in workstreams.	Ongoing	Project team/service leads
Governance	Continue with existing arrangements with addition of Building Control leads to fortnightly Heads of Planning work stream group.	Ongoing	PM