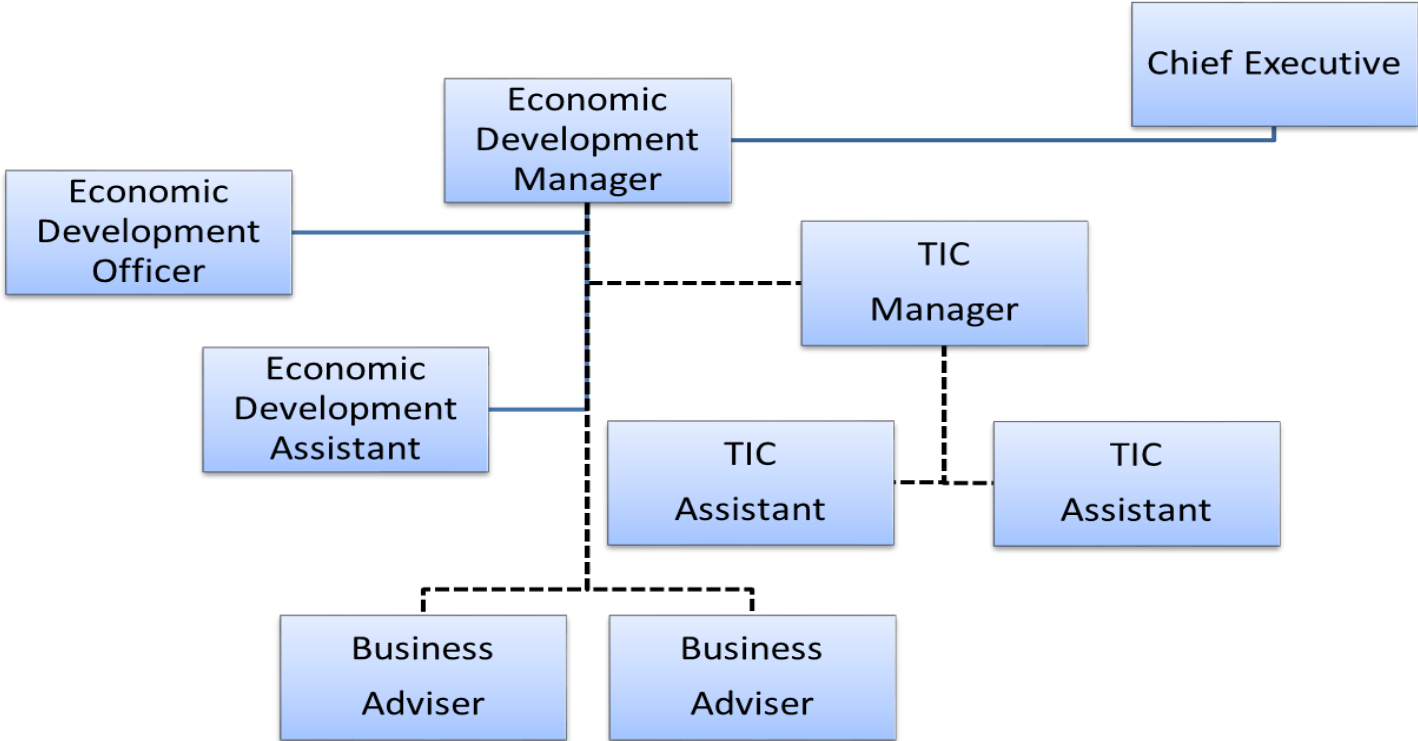


Organisation Charts

Appendix A



## Key Performance

## Appendix B

Details for completing this section can be accessed at <http://harvey/misc/PerformMgtFrame/ServicePlan/servplantemplates/> Enter the details here

### Section 1: Performance measures

**Theme: Sustainable Growth & Opportunity**

Measure	Lead Officer	Actual 2013/14	Quarter 1 Target 2014/15	Quarter 2 Target 2014/15	Quarter 3 Target 2014/15	Quarter 4 Target 2014/15	Target 2014/15
GM 04 -Unemployment Rate ( <b>Proxy measure</b> )	Economic Development Manager	1.6% (Feb 2014)	n/a	n/a	n/a	n/a	n/a

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**Section 2: Projects and their tasks**

**Theme: Sustainable Growth & Opportunity**

<b>Project</b>	<b>Lead Officer</b>	<b>Quarter 1 Task / Milestone</b>	<b>Quarter 2 Task / Milestone</b>	<b>Quarter 3 Task / Milestone</b>	<b>Quarter 4 Task / Milestone</b>
GP 01 - Enhance the vitality of the district's town centres	Economic Development Manager	GP 01.1 - 3 Events Supported	GP 01.2 - 3 Events Supported	GP 01.3 - 3 Events Supported	GP 01.4 - 3 Events Supported
GP 02 - Deliver The National Forest Tourism Partnership Action Plan	Economic Development Manager	GP 02.1 - 1 Edition of What's On	GP 02.2 - 1 Event Representation	GP 02.3 - 1 Edition of What's On; 1 Visitor Guide Published	GP 02.4 - 1 Edition of What's On
GP 03 - Promote inward investment and business development	Economic Development Manager	GP 03.1 - 1 Event Supported; 1 Publication Prepared	GP 03.2 - 1 Publication Prepared	GP03.3 - 1 Event Supported; 1 Publication Prepared	GP 03.4 - 1 Publication Prepared

**Consultation & Communication****Appendix C****Proposed Consultation for 2014/15**

<b>Lead Officer</b>	<b>Detail</b>	<b>Purpose of consultation</b>	<b>Undertaken by</b>	<b>Survey Y/N</b>	<b>Date(s) when consultation will take place</b>	<b>Any input from Northgate? (if so provide details)</b>
<b>Economic Development</b>	Business Events and Activities	Consultation will take place with participants to find out whether they felt the event or activity was appropriate and valuable and to capture ideas for improvement and future events and services	In house	Y	Programmed events	Set up and promote survey monkey surveys Printing of evaluation forms
<b>Economic Development</b>	Programme of Tourism Impact Research	A partnership-based evaluation programme, including research with businesses and visitors, to look at how much income is brought into the area due to tourism and how many jobs are supported as a result. This will help to identify tourist trends, the effectiveness of current activities and to highlight gaps that we should then look to fill.	National Forest and Beyond	N	Periodic	N/a

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**Proposed Publicity / Communication Campaigns 2014/15**

Please provide details of any promotional literature and marketing plans to be produced

<b>Team</b>	<b>Task</b>	<b>Detail</b>	<b>Review / Update</b>	<b>Any input required from Northgate (if so please provide details)</b>
<b>Economic Development</b>	What’s on Guide	Advertising visitor events and activities available throughout the District during three periods: Spring; Summer; and Autumn/Winter.	Leaflet 3 times a year Poster 12 times a year	Design and print each time, based on template. Support required to add information to website.
<b>Economic Development</b>	South Derbyshire Investment Gazette	Sent to potential inward investors, developers, etc as promotional material about South Derbyshire.	2 times a year	Printing approx 50 copies of a single sheet each time (most are distributed electronically). Support required to add information to website.
<b>Economic Development</b>	Property Bulletin	Sent to potential inward investors, developers, etc to promote vacant properties in South Derbyshire	2 times a year	Printing approx 40 copies each time of approx 60 sheets (most are distributed electronically). Support required to add information to website.
<b>Economic Development</b>	Event Materials	Promotional materials for business and public events, including posters, flyers and tickets (eg. business breakfast, farmers’ market)	5-10 times a year	Design and print each time, normally based on template. Support required to add information to website.

## Managing Risks

## Appendix D

### CHIEF EXECUTIVE’S RISK REGISTER

Risk Reference	Description	Inherent Risk Score	Residual Risk Score	Action Planned	By Whom	When
ED1	Failure of tourism partnership	6	4	The partnership and its forward development should be reviewed annually, in discussion with partners.	Mike Roylance	01/03/2015
ED2	Failure of Tourist Information Centre partnership	7	6	Annual review of risk	Mike Roylance	01/03/2015
ED3	Failure of economic development partnership	5	4	Annual review of risk	Mike Roylance	01/03/2015