

ADSO Business Plan 2016– 2019



Association of
Democratic Services
Officers

Subject	Actions	Timescale	Director responsible	Comments/Progress
Developing and promoting a skill set for the governance professional of the future	Set out what we see as the core skills and attributes of a good governance professional	October 2017	Chair	Discussion at Board meeting and consultation paper agreed. Consultation launched 11 September 2017.
	Test out our own qualifications and training packages in the light of the above –including a gap and training needs analysis.	December 2017	Director of Development	Certificate review completed and Diploma review to be completed by 18 th Oct 2017 Courses in 2018 programme to be linked to outcomes of consultation above
	Refresh and revitalise the National Occupational Standards	December 2016	Director of Development	To commence July 2016 Certificate completed. Diploma review to be completed by 18/10/17

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	Explore opportunities for partnership working for training and qualifications	July 2016	Director of Development	Contact made with possible partner organisations, including AEA, SOLAR, SLCC and LLG. To be included in 2018 training programme. .
	Promote the 'governance professional' of the future plus the role of ADSO as their professional body.	December 2017	Chair/Director of Communications	See above

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<p>Lead on developing ADSO's remit and membership into other sectors. Arrange meetings with key contacts in those sectors to discuss ways in which ADSO could benefit them. Produce a strategy paper for the Board.</p>	<p>Identify a list of target sectors / industries and prioritise who we are going to approach and action.</p>	<p>January 2017</p>	<p>Vice-Chair</p>	<p>Development discussion held at Board. Feedback provided from contacts regarding opportunities for collaboration. Discussion shifted from membership to possibilities of joint working, including training. Capacity issues identified. Further work and consideration is linked to the discussion paper on Local Authority Professional of the future.</p>
<p>Keep the Board up to date on relevant national consultation papers and draft appropriate responses.</p>	<p>Increase knowledge of Board collectively and promote ADSO nationally.</p>	<p>On-going</p>	<p>Vice-Chair</p>	<p>Supported /responded to De Montfort Universities Cllr Commission, Kirklees' Dem Commission, the Govt consultation to allow video conference attendance & the CLG Cttee looking at Scrutiny.</p>

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Ensure the Association is fit for purpose to respond to the emerging devolution agenda	Increase knowledge of Board collectively	December 2016	Vice-Chair	Development session held at Board in December 2015. Devolution workshop held at Conference in 2015.
	Develop an ADSO comment/position statement	October 2016	Vice-Chair	Devolution seminar arranged in Eastern Region – 15 July 2016 LGA looking to push the debate forward. September 2017. Will monitor.
	Dialogue with DCLG	December 2016	Vice-Chair	Establishing a connection with DCLG has been difficult. Despite best efforts. Currently discussions with Deputy Director (Cities & Local Growth Unit) DCLG

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Strengthening the Association and its Board and ensuring on-going sustainability	Develop and implement a performance management system for Directors (followed by other Board members)	October 2016	Chair	Approved by Board 8 July 2016 and AGM at 2017 Conference. Objectives set for 2016/17. Performance currently being monitored.
	Develop and implement an induction process for Board members	September 2016	Director of Development	Report to Board July 2016. Now in place
	Develop and Implement a strategy for succession planning for Board members	April 2017	Board Secretary	Initial report taken to March 17 Board meeting
	Identifying and commissioning external professional expertise where required.	Ongoing	Director of Finance	Book keeping service commissioned January 2016. Discussions underway to renew training administration contract

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Strengthening the Association and its Board and ensuring ongoing sustainability	Improving engagement with members – linked to communications strategy and new website	July 2017	Director of Communications	Website now live, revamped newsletter and e-alerts. Improved democracy direct bulletin. Structured approach in comms flowing from a communications strategy agreed by the Board in April.
Working more effectively using technology and digital means	Develop knowledge of the Board and exploit ways to make admin processes more efficient	<p>Board training – September 2017</p> <p><u>Review key parts of operation:</u> Jobs service – completed (reported to Board in April) Conference administration – currently underway</p> <p>Membership administration – TBA</p>	Led by Director of Communications with guidance from relevant Director depending on area.	<p>Development session at Board meeting in September.</p> <p>Jobs service was reviewed and a number of minor changes made to the back office to make the administering easier.</p>