



**VILLAGE APPRAISAL**  
**AND**  
**PARISH PLAN PROTOCOL**



# LEICESTERSHIRE RURAL PARTNERSHIP

## VILLAGE APPRAISAL / PARISH PLAN PROTOCOL

### INTRODUCTION

This Protocol has been drafted by a small working group consisting of representatives from the RCC (Leics&Rutland), village appraisal groups (Castle Donington), the County Council, District Councils (represented by Hinckley and Bosworth), and service providers (represented by the Health Authority), and ratified by the Leicestershire Rural Partnership.

It is intended to provide clear guidance to both steering groups and service providers. It will help to guide the preparation of village reports, ensure proper consideration is given to issues raised, and improve the lines of communication between steering groups and service providers.

However, steering groups should be aware that their “wish list” may not result in projects being funded by service providers. Appraisals and Parish Plans can, however, highlight how service providers can help the community to meet its own needs, or persuade the service provider to explain why their need cannot be met.

Indeed, the report may result in service providers changing their priorities in a way, which may both improve conditions for the community and ease the burden on service providers. Service providers should therefore view the process as a positive aid to planning their services.

The Protocol is divided into three parts, to assist the RCC Community Development Officer, the steering group, and the service provider.

## RCC(L&R) COMMUNITY DEVELOPMENT OFFICER

### Guidance Notes

The RCC (L&R) Community Development Officer encourages the setting up of a Village Appraisal or Parish Plan steering group, provides support and advice to the group throughout the process and is an important link between the service provider and the steering group. CDO will attend steering group meetings and receive minutes as appropriate, bearing in mind the fact that each officer is providing support for a number of groups. CDO encourages the group to forward a draft questionnaire to the service providers for comments. CDO will assist the group if necessary with identifying the appropriate service providers to whom the questionnaire and report should be sent. The CDO will liaise with the co-ordinating officer for each service provider as necessary, however the aim will be to enhance communication between V.A. or P.P groups and service providers to ensure an effective two way process.

The RCC(L&R) Community Development Officer will:

1. Assist the steering group in identifying relevant service providers.
2. Notify relevant service providers of the setting up of the village appraisal or Parish Plan group
3. Liaise between service providers and steering group regarding specific issues relating to the village, or issues suggested by service providers for consideration.

## VILLAGE APPRAISAL AND PARISH PLAN GROUP

### **Guidance Notes**

**Village appraisal and Parish Plan groups rely on voluntary effort and limited resources, so this protocol is intended to make the best use of these resources. Early contact with appropriate service providers is advisable because questions can then be drafted that will result in information that is genuinely useful to the service provider. This in turn will help the service provider to improve its service for the community.**

**It is also important that the appropriate service provider is made properly aware of issues arising from the appraisal or parish plan. A short note accompanying the report will help to draw attention to the appropriate issues, and removes doubt about which issues the service provider is expected to address.**

**If a public meeting is held, again it is important to ensure the appropriate service providers are invited.**

**The use of co-ordinating officers will help to reduce the number of letters and reports sent out, and improve communication with service providers. However, this is not intended to replace direct contact with relevant individuals where appropriate.**

#### **The Village Appraisal or Parish Plan Group will:**

1. Send a draft of survey questionnaire to appropriate service providers to allow for their comments or suggestions.
2. During the village appraisal or parish plan process contact service providers to seek guidance or clarification as appropriate on issues as they arise.
3. Provide Service Providers with a copy of the questionnaire draft and consider their responses to it.
4. Provide service provider with copy of completed village appraisal or parish plan report.
5. Provide service provider in a separate letter details of issues that need addressing.
6. Invite relevant service providers to the village appraisal or parish plan launch (if held) to enable them to answer questions.

## SERVICE PROVIDER

### **Guidance Notes**

**Because village appraisal and parish plan groups rely on voluntary effort and limited resources, this protocol is intended to make the best use of these resources. In particular, groups will not want to send multiple letters and reports to one organisation. By working through a co-ordinating officer, the appraisal or parish plan group will be able to be more effective. It will also help to ensure the appropriate officers within the organisation are involved in the process.**

**The protocol sets out a clear timetable for responding to appraisals or parish plans. People in a village will have expectations raised through the appraisal/parish plan process, and will want to know in a reasonable time what improvements are going to be made, or why they will not be possible.**

#### The Service Provider will:

1. Identify a Co-ordinating Officer to deal with all issues raised on behalf of the service provider and pass details on to the RCC(L&R) Community Development Officer.
2. Notify village appraisal or parish plan group of relevant issues.
3. Within 10 working days, respond to village appraisal or parish plan draft questionnaire.
4. Provide a representative to attend village appraisal or parish plan launch (if held) to answer questions.
5. Feed the aggregated results of village appraisals or parish plans within its area into the Community Planning process.

#### The Service Provider Co-ordinating Officer will:

6. Within 10 working days, acknowledge receipt of village appraisal or parish plan report and letter.
7. Identify officers within the organisation who can investigate the issues.
8. Copy letter to relevant officers, specifying a time limit for response.
9. Within one month following, reply to village appraisal or parish plan group detailing responses received, and where issues are still being investigated, either by officers or through the committee process.
10. Within 2 months following, complete investigation and provide village appraisal or parish plan group with full response on all issues, including:
  - issues which cannot be addressed and full reasons why (simple lack of funds would not be considered an adequate response);
  - possible alternative sources of funding;
  - contacts for investigating officers to allow detailed follow-up if required.