

The following is a guide to the **Community Futures Planning Process** in a participating community

**Community Futures Steering Committee**

- Set up a local Community Futures Steering Committee that represents a broad section of clubs & organisations active in the community
- The Steering Committee guides the programme locally

**Community Support Volunteer (CSV)**

- Acts as a support to the Steering Committee
- Collates material and produces summary reports

**Stakeholder Interviews**

- Approx 20 interviews conducted with key people/sections of community by CSV
- Stakeholder Summary Report produced

**Community Views Survey**

- Household Views Survey to all households
- 4 questions about community: what you like, what you do not like, what would make it better & what you would like to see happen first
- Steering group organises distribution and collection
- CSV collates and produces Summary Survey Report

**Community Profile**

- A snapshot of the community now
- Steering group organises the collection of facts and figures
- CSV puts it together into a Community Profile

**Community Day Workshop**

- Everyone in community invited, a celebration day, clubs/organisations “show their ware”
- Results of survey, stakeholder interviews & community profile displayed
- Themes & main actions displayed on tables & public prioritises actions by voting with dots
- CSV produces Workshop Report

**Agency Day**

- Communities present their strategies and actions to agency personnel
- Aim to inform Agencies, exchange contact details & make introductions

**5 Year Community Action Plan**

- Photographs agreed & plan approved for printing
- Discussion on how to make it happen - what community group best suited to take ownership, organise and support the delivery of the actions in the plan
- Plan launched by the community & distributed to all households

**Monitoring**

- Progress evaluated on an annual basis – submit progress report
- A process is in place to renew the action plans after the 5 years