

PROGRAMME GUIDANCE

Reviewing Your Driving Change Plan

We need you to review your Driving Change plan, so that you know if you have achieved what you set out to. It is up to you how and when you do that, but when you submit your Driving Change plan, we will ask you when you intend to review it and you will need to do this before you submit a new plan.

We need you to:

- Tell us when you plan to review your plan.
- Do at least one review during the time that the plan is active.
- Send your review to us before you submit a new or updated plan and ask to withdraw more of your funding.

Why do you need to review your plan?

The review allows you to assess your Driving Change plan - to find out what's going well, what isn't going as planned, how things can be improved - and what you have learned from the experience.

It provides your Invest Local Steering Group with:

- An opportunity to reflect on progress and celebrate achievements in your community
- Lessons to use in planning for future years
- The chance to feedback information to us and others involved in Invest Local.

Your review may result in changes to what you are doing. If that means updating your Driving Change plan, you need to be clear why you want to make those changes, and provide evidence that your decisions are supported by the wider community.

Undertaking a review

You will need to set aside some dedicated time and space for your review, to enable your steering group to think about and discuss your progress.

Your Invest Local officer can help with your plan review. This might include suggestions for planning discussions, who to involve, and what kind of information to prepare.

What's in a review?

We need you to answer these nine questions:

1. What have you done against what was in your plan?
2. How have you progressed on your wider vision and priorities?
3. What have you learnt?
4. Do you need to refresh your vision and priorities?
5. How are your activities providing long-term benefits?
6. How are you including people? How clear do you think the wider population of your community are about what Invest local is doing?
7. How is the programme helping people to work together?
8. Do you need a new or revised plan, or will you carry on with your existing plan?
9. How do you know this is what your community wants?

How is your review used?

The review will help you decide whether or not you need to revise your plan - to identify what difference your activities are making, and how they fit in with your vision and priorities.

When you have finished your plan review, please send us a copy. We will use the review for our assessments when you draw down further funding or update your plan.

Your review also informs us about what your Invest Local area is doing, what is working well and what the challenges are. This helps us know how to support you better in the future.