

APC Log Book

Period of Review (Month / Year): September 2005

Date	Nature of professional work / task undertaken	What skills / competencies has this work developed?	What knowledge / understanding has been gained / developed as a result of this work?	What skills / knowledge do you feel you need to develop?	Employer verification
1st	(Name removed) District Community Planning meeting between myself, 3 transportation planning colleagues and the Community Planning Officer for (name removed) DC – to discuss a transportation planning input to the process	The development of skills required when involved in meetings including: listening actively, oral communication, information sharing, identifying stakeholders	Greater understanding of the community planning process and the role of transportation within it. The role of the consultation process and how comments will influence the community plan.	Both the skill of participating usefully in meetings and a wider understanding of how community planning fits into the whole planning process.	Employer
14th	Travel Planning Training Day at local conference centre hosted by (name removed)	Participation during workshop sessions which involved, listening actively, problem definition and solving, effective networking	Greater knowledge of travel planning and how this may be applied in a rural area. The problems and opportunities associated with travel planning.	Leadership in a small group	Employer
19 th & 21st	Priority Assessment of transportation schemes for (location) (under £300,000). This is a joint process between myself, the LTP Project Officer and the Area Project Engineer and between us we decide which schemes score well against the LTP2 shared and local priorities and therefore which will be implemented and which will not. 19 th - Schemes for (location) District 21 st - Schemes for (location) District	Process management and evaluation, decision making, negotiation, advocacy, internal communication and information sharing	A greater understanding of the delivery of schemes e.g. footways, cycleways on the ground and their costs.	Decision making	Employer

20th	Environmental Services Open Day – an event organised to explain the work of the directorate to other County, District, Parish Council colleagues and Councillors	Using appropriate communication methods tailored to the audience, oral communication, relationship building with other service providers	A wider knowledge of the work of other colleagues within my directorate, how we can work together and the issues concerning District, Parish Councils and Councillors.	Managing misinformation, how the work of transportation planning fits into the wider corporate aims	<i>Empire</i>
22nd	Accession Software Training – this new software is endorsed by DfT to help LTP authorities create accessibility maps to aid in the formulation of accessibility strategies	Producing creative and innovative strategies and solutions, making lateral connections	A wider knowledge and understanding of people's needs in terms of access to services and the technical, practical use of the software	Problem definition, practical use of the software	<i>Empire</i>
23rd	Planning (<i>location</i>)'s Future Conference – consultation event for stakeholders to involve them at the beginning of the development of the LDF	Making lateral connections, partnership working, effective networking, listening actively, information sharing	Community involvement, networking, oral communication within the workshops, weighing evidence and evaluation of alternative solutions – in this case differing development options for (<i>location</i>)	Negotiation, mediation and advocacy	<i>Empire</i>
29th	Planning Future Service Provision in (<i>Location</i>) Seminar – I organised this event as part of my duties is to co-ordinate responses from internal service providers to district / borough Local Plan and now LDF consultations. In the past it has been difficult to extract information from these providers and opportunities for DCC services to benefit from development have been missed. At the start of the new era of spatial planning we explained the new system and how and why service providers should get involved right from the start. DCC service providers and DC Planning Policy Officers were invited. Themed group meetings will be set up to deal with service provider's more detailed aspirations for the County and individual Districts, for input to LDFs.	Creating an environment where information is shared between County Council and District Councils (two way process), effective networking, partnership working, improving internal communication, identifying customers.	Greater understanding of the views and issues other service providers have, greater knowledge of the way they can input to this new system and how planning can bring service providers together to create better services for the public.	Negotiation, mediation and advocacy, ongoing communication with these groups	<i>Empire</i>

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10 th	Accessibility Planning – start of a project to calculate the accessibility of employment, tertiary education, shops, GP surgeries and hospitals via public transport by vulnerable groups such as the elderly, low income, mobility impaired and young people. Accessibility planning combines spatial planning with public transport planning to reduce social exclusion by ensuring improved access to services. Used for the LTP and LDFs	Inclusivity, partnership working between different departments within the County Council – public transport, planning, research and information, Local Transport Plan, use of information technology, making lateral connections, embracing and leading through change	Technical knowledge of the software, developing how it can be used to improve access to services e.g. creating an evidence base to inform the LTP and implementation of Demand Responsive Transport within rural areas which can't support conventional bus services	Greater knowledge regarding the application of the software, greater involvement in the evolving accessibility strategy for (<i>location</i>)	<i>Emp 10/05</i>
14 th	Transportation input to (<i>Location</i>) Community Plan – via the consultation process I made comments on the aspirations and suggested text contained within the plan relating to contentious transportation issues, these changes were accepted	Producing innovative strategies and solutions, process management and evaluation, weighing evidence and evaluation of alternative solutions, understanding the dynamics of conflict and how to achieve mutual agreement.	The relationship between spatial planning and the community planning process	Relationship building between my team and the Corporate Community Planning team	<i>Emp 10/05</i>
19 th	Organisation of 8 themed service provider meetings with Districts / Borough Planning Policy Officers to ensure early input into the LDF process	Internal communication and information sharing, leading by example, people and organisational management, decision making	Increased knowledge of the spatial planning system from the District / Borough's and internal service providers points of view	Negotiation and advocacy to explain to providers what the planning system can do for them	<i>Emp 10/05</i>

20th	<p>Worked with the chairman of <i>Local Authority's</i> Property Management Group (PMG) to ensure greater future involvement of this corporate group within the new spatial planning era, i.e. ensuring service providers (senior management level) who attend the group read the LDDs and comment on them if necessary so <i>(Local Authority)</i> service interests are included from the outset</p> <p>Creation of spreadsheets to combine all District / Borough LDS timetables into one document for information to service providers – so everyone who needs to be is made aware of when future consultation periods are and can comment accordingly</p>	<p>Promotion and publication of information necessary for service providers to be ready for consultations and organise resources accordingly, leading by example, quantitative and qualitative analysis appraisal, internal communication and information sharing, relationship building</p>	<p>Increased knowledge of the spatial planning system from the internal service providers points of view and the corporate system for property and service planning</p>	<p>Negotiation and advocacy to explain to providers what the planning system can do for them</p>	<p><i>Employees</i></p>
24th	<p>Creation of spreadsheets to combine all District / Borough LDS timetables into one document for information to service providers – so everyone who needs to be is made aware of when future consultation periods are and can comment accordingly</p>	<p>Promotion and publication of information necessary for service providers to be ready for consultations and organise resources accordingly, leading by example, quantitative and qualitative analysis appraisal, internal communication and information sharing, relationship building</p>	<p>Increased knowledge of the spatial planning system from the internal service providers points of view and the corporate system for property and service planning</p>	<p>-</p>	<p><i>Employees</i></p>
31st	<p>Freight Map Strategy for the LTP – work to ensure the <i>(location)</i> freight map conforms with RSS work and the aspirations of LDFs</p>	<p>Problem definition, data collection, investigation and research</p>	<p>Increased knowledge and understanding of strategic routes and the movement and distribution of freight from various locations around the south and south west</p>	<p>Producing creative and innovative solutions</p>	<p><i>Employees</i></p>

Assessor Comments

September

1st September- further details on the exact nature of the 'transportation planning input to the process' might be useful both for the Assessor and as a reminder to the Licentiate. What is meant by 'participating usefully' in meetings - could be more specific (leading meetings, speaking/presenting, preparing key documents etc.).

20th Sept - 'appropriate communication methods' - what were these? What worked? What didn't?

22nd Sept - what strategies and solutions were produced?

29th September - excellent detailed entry. Clearly outlines own role, and rationale behind work (including past problems).

October

10th October- the beginning of a project is indicated, and if this is to last a period of time we would expect to see progress with this project indicated in future log book entries. This will give continuity, and allow the Licentiate to explore their role in the project, and how it evolved, when they come to complete their final submission. A good level of detail on the nature of the project is included, which again will assist with completion of the final submission.

14th October- as well as indicating the work that was undertaken, an outcome is included, which is helpful. Under 'knowledge/understanding', it might be helpful to expand on exactly what is meant by 'the relationship between spatial planning and the community planning process' - what exactly has the Licentiate learned about this relationship?

19th October- 'organisation' of a series of meetings could be misleading - was this simply room bookings, or was there significant input into structuring the meetings, preparing papers etc.? Additional details on this might be helpful, as might a clearer indication of the Licentiate's actual role in this - are they working from their own initiative, or under direction? In 'promotion and publication of information', detail could be provided on exactly how this information was published & promoted - and the Licentiate's role in this.

19th/20th October- from the development of skills column, 'negotiation and advocacy' arise as key areas for development, and it would be useful to see this played out in future log entries - how these skills are developed/acquired. There would also be linkage from this column to the PDP.