

DPC Planning Day - 5th November 2009, The Grange Hotel, York

Introduction

1. In November 2008 the DPC board and AGM of members adopted a new 3-year strategic plan for the period 2009-11. The plan included a rudimentary risk register which outlines some basic risks but which is incomplete and is likely to have changed since it was drawn up. The principal risk to the DPC pertains to loss of subscription revenues. The preponderance of publicly-funded bodies and the current dependence on annual subscriptions means that changes in the outlook of public finances would have a disproportionate impact on the DPC's operations at a fixed point each year. Conversely, the DPC has only rudimentary tools to evaluate and respond to opportunities that might increase the DPC's impact or portfolio.
2. The objective of the day is to make the DPC's a more flexible organisation in the medium and longer term, better able to respond to the needs of its members and the threats and opportunities associated with its work. We will:
 - Undertake scenario planning for DPC.
 - Review and update the DPC's risk register.
 - Create and review the DPC's opportunity register
 - Review possible changes to DPC subscription structures
3. Specific outcomes from the day include:
 - Extended risk register with agreed responses to be adopted and reviewed at board meetings.
 - DPC opportunity register to be adopted and reviewed at board meetings
 - A revised membership subscription structure to facilitate longer term planning and lower barriers to membership.
 - A new procedural document based on scenario planning.
4. The meeting is in the Grange Hotel in the centre of York close to the Minster and 15 minutes walk from the railway station (No 1 Clifton, York, YO30 6AA) details online at:
<http://www.grangehotel.co.uk/>
5. Who should come:
 - This event is open to all DPC members and associates.
 - Board directors are invited to attend or to send a delegate to sessions 1-2
 - All are invited to attend or send delegates to session 3-4

Agenda

4th November

1800 (Directors and their proxies) Assemble in Grange Hotel
 1830 (Directors and their proxies) Session 1: Scene setting and purpose (WK)
 1930 (Directors and their proxies) Dinner
 At leisure

5th November

0900 (Directors and proxies) Session 2: Scenario planning 2010-2015

1030 (All) Coffee

1100 (All) Session 3: Welcome and introduction to the day (Bruno Longmore)

1115 Risk and opportunity assessment (breakout groups)

- Group one – Risk
- Group three – Opportunity

1230 Feedback and discussion

1245 Lunch

1330 (All) Session 4: Actions and recommendations (breakout groups)

- Group one – Subscription Structure
- Group three – Priority additions

1445 Feedback

1500 Wrap up

By 1530 close

Version 1	Document initiated	30/09/2009	WK
Version 2	Updated	29/10/09	WK, CJ, BL
Version 3	<i>Distributed</i>	29/10/09	WK