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| Report Title: | Task and Finish Group – Planning service |
| Contains Confidential or Exempt Information? | NO |
| Member reporting: | Councillor Coppinger, Lead Member for Planning, Health and Sustainability |
| Meeting and Date: | Planning and Housing Overview and Scrutiny – 7 March 2018 |
| Responsible Officer(s): | Russell O’Keefe, Executive Director & Jenifer Jackson, Head of Planning |
| Wards affected: | All |

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REPORT SUMMARY

- 1 The report sets out the scope of the proposed task and finish group discussed at the last meeting of the Overview and Scrutiny Panel and the outcomes for the Council. The Panel will need to agree the scope of the group and the membership before the first meeting of the group.
- 2 It is proposed that the first meeting of the Task and Finish Group follows the meeting of the Panel.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Planning and Housing Overview and Scrutiny notes the report and:

- i) Agrees the scope of the task and finish group for the planning service
- ii) Agrees the membership of the task and finish group
- iii) Agrees the frequency of meetings of the task and finish group

2 REASON(S) FOR RECOMMENDATION(S)

- 2.1 The planning service embarked on a process of improvement and transformation in November 2015. This has led to the service performing well and meeting key performance indicators. In 2018/19, as set out in the service plan for the Planning Service, the service is aiming to be an excellent service and the task and finish group is seen to contribute to this work. The group will also engage Members and other stakeholders in the work which will lead to a greater understanding of the role of the planning service.
- 2.2 The Chairman of the Panel proposed that the Task and Finish Group be set up and put forward at the last meeting a list of purposes. The Chairman has since met with the Executive Director, Place and the Head of Planning to discuss that draft and the attached scope has been produced for consideration.
- 2.3 It is proposed that the first meeting of the group follows the meeting of the Panel, providing that membership has been agreed and a majority of members are present. It is proposed that the first meeting would consider the 6 objectives set out in the scope attached, identify the action and who should be involved and the method of engagement and identify a timescale for the work.

3 KEY IMPLICATIONS

- 3.1 Once the scope of the group, membership of the group and frequency of meetings has been agreed the Task and Finish Group will set out a work plan and schedule of meetings. The Task and Finish Group will then advise when any report with findings and recommendations will be brought back to Planning and Housing Overview and Scrutiny Panel.

Table 2: Key implications

| Outcome | Unmet | Met | Exceeded | Significantly Exceeded | Date of delivery |
|--|--------------|--------------|-----------------|-------------------------------|-------------------------|
| First meeting of the Task and Finish Group | | 7 March 2018 | | | |

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications arising from agreeing the scope of the group and membership. The recommendations of the Group will be reported to a future meeting of the Overview and Scrutiny Panel and may have financial implications, this would be considered at that point in time.

5 LEGAL IMPLICATIONS

- 5.1 The Chair of the Panel is entitled to bring forward a matter for overview and scrutiny through a task and finish group as set out in the Council Constitution.

6 RISK MANAGEMENT

- 6.1 Risks will depend on the scope of the work to be identified by the Panel for consideration by the Group. Once the project plan has been produced this will be subject to a risk assessment which will be produced and updated as the task and finish group proceeds through the project.

7 POTENTIAL IMPACTS

- 7.1 None arising from this report.

8 CONSULTATION

- 8.1 None: this is a matter for the consideration of this Panel.

9 APPENDICES

- 9.1 Scoping document for the Task and Finish Group.

10 BACKGROUND DOCUMENTS

- 10.1 None.

11 CONSULTATION (MANDATORY)

| Name of consultee | Post held | Date sent | Commented & returned |
|--------------------------|----------------------------|------------------|---------------------------------|
| Cllr Coppinger | Lead Member for Planning | 27/2 | |
| Alison Alexander | Managing Director | 27/2 | |
| Russell O'Keefe | Executive Director | 27/2 | |
| Andy Jeffs | Executive Director | 27/2 | |
| Rob Stubbs | Section 151 Officer | 27/2 | |
| Mary Kilner | Head of Law and Governance | 27/2 | |

REPORT HISTORY

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|--|----------------------------|
| Decision type: Non-key decision | Urgency item? No |
| Report Author: Jenifer Jackson, Head of Planning, 01628 796042 | |

