

Task and Finish Group Scoping document

Planning and Housing Overview & Scrutiny Panel

March 2018

The process for establishing a task and finish group as follows:

1. The relevant Overview & Scrutiny Panel identifies a potential topic or topics for the relevant Task and Finish group
2. The relevant Scrutiny Panel Chairman and Lead Officers to complete the scoping document.
3. The relevant Overview & Scrutiny Panel will review the scoping document
4. The relevant Overview & Scrutiny Panel agrees overall terms of Reference Task and Finish group

Purpose of proposed Task and Finish group (topics and tasks):

- a) To ensure that we have speedy and transparent planning process.
- b) To examine – at a high level - all the processes from pre-application to application, decision making, delegated authority and follow up*.
- c) To review planning panels- frequency, number, call-ins, speakers, debate rules, sound systems and visual aids.*
- d) To consider how to explain the processes to the public.
- e) To consider any mechanism required in case of complaints.
- f) To review the interface between strategic issues and the regulatory function.

*- items that are also included within the Review of the Constitution

Relevant background:

- This Task and Finish group has been created to support the planning service through the next phase of transformation with the aim being to deliver an excellent service to residents and other stakeholders
- Relevant documents to be analysed include the Constitution, internal process notes and the application process from pre application to decision.
- The intention is to draw upon applicant experiences – large and small and to hear views of local parish and town councils.
- Learning will be gathered from other planning authorities.

What questions are the Task and Finish group aiming to answer?

- Are the current planning panel arrangement effective?
- What improvements might be necessary to the decision making process to meet the objective of an excellent service?
- What system is in place to update Ward Councillors on planning applications and enforcement issues in their area?
- How effective is the training given to Members?

Outcomes/ Benefits for RBWM

- Greater understanding of the planning process for Members and other stakeholders, including parish and town councils
- Engagement in the planning system
- Effective decision making ensuring value for money in line with the Council Plan

TASK & FINISH GROUP MEMBERSHIP

- Task & Finish Group Core Membership recommended to comprise of 3-4 Members of the existing PHOSP (3 majority Members and 1 opposition)
- Co-opted Members: To be invited by the Task & Finish Group
- Responsible Officers; Russell O'Keefe, Jenifer Jackson

Equalities Impact Assessment- To be carried out once scope has been defined and if any recommended processes, policy changes or recommendations are made.

Recording of meetings- Action notes would be produced as opposed to minutes for each Task and Finish Group meeting.

Proposed Work Plan & Schedule of Meetings

	Meeting Dates	Task	Who is to be invited & interviewed (if applicable)
1			
2			
3			
4			
5			
6			
7			

Proposed Date to Report to Panel and Cabinet / Council (if required)