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NOTICE OF MEETING

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PLANNING & HOUSING OVERVIEW & SCRUTINY PANEL

will meet on

TUESDAY, 16TH APRIL, 2019

At 6.30 pm

in the

COUNCIL CHAMBER - TOWN HALL,

TO: MEMBERS OF THE PLANNING & HOUSING OVERVIEW & SCRUTINY PANEL

COUNCILLORS RICHARD KELLAWAY (CHAIRMAN), MAUREEN HUNT (VICE-CHAIRMAN), MALCOLM BEER, GERRY CLARK, DR LILLY EVANS, LEO WALTERS AND JULIAN SHARPE

SUBSTITUTE MEMBERS

COUNCILLORS CLIVE BULLOCK, SAYONARA LUXTON, ADAM SMITH, LYNDA YONG, CLAIRE STRETTON, JOHN STORY AND EILEEN QUICK

Karen Shepherd –Service Lead- Governance - Issued: Monday, 8 April 2019

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Nabihah Hassan-Farooq** 01628 796345

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	-
2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	5 - 6
3.	<u>MINUTES</u> To confirm the Part I minutes of the meeting of 29 th January 2019.	7 - 10
4.	<u>BOROUGH WIDE HERITAGE STRATEGY</u> To receive a report relating to the above titled item.	To Follow
5.	<u>Q3 2018/2019 PERFORMANCE REPORT</u> To receive a report on the above titled item.	11 - 20

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 3

PLANNING & HOUSING OVERVIEW & SCRUTINY PANEL

TUESDAY, 29 JANUARY 2019

PRESENT: Councillors Richard Kellaway (Chairman), Maureen Hunt (Vice-Chairman), Malcolm Beer, John Story and Julian Sharpe.

Also in attendance: Cllr D Wilson.

Officers: Russel O'Keefe, Jenifer Jackson and David Cook.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Clark and L Evans. Councillor Story attended as a substitute.

DECLARATIONS OF INTEREST

There were no declarations of interest received.

MINUTES

Resolved unanimously: that the minutes of the meeting held on 4 December 2018 were approved.

Councillor Hunt mentioned that at the previous meeting she had highlighted that there were no pitches currently at the land south of Halarion but they remained in the report. The Head of Planning reported that the Traveller Local Plan options paper was currently out for consultation so could not currently be amended, however she would check as it appeared that the table had been amended but not some text.

BUDGET 2019/20

The Chairman informed that each overview and scrutiny panel would review the sections of the budget pertinent to their remit.

The Executive Director informed that the highlights for Planning and Housing were that there was to be increased investments in environmental health and residential services with a focus on getting the right types of affordable homes, enforcing housing standards and delivering homes suitable for vulnerable residents. Providing homes for emergency and temporary use for households which the council has a duty to house and delivering private rented opportunities through local landlords.

Appendix E highlighted a summary of saving proposals that included increase planning and pre-application fee income target of £50k (this was below what was currently being achieved but an increase in the target), housing subsidy loss savings of £100k and savings from reduced use of high cost temporary accommodation of £200k. the savings were as a result of less people in temporary accommodation and high cost accommodation.

The Chairman asked if the reduced demand for temporary accommodation was expected to continue and was informed that the improvement plan for the service was working well and was expected to continue to improve. There had also been a new head of service appointed and a preventative approach to homelessness. There was no one currently housed in bed and breakfast accommodation when the previous year there had been 40 placements. There

would always be a level of demand and a change in the economy could impact demand, however the improvements were seeing results.

The Panel were also informed that the report showed capital expenditure with the main highlights supporting the Borough Local Plan.

Cllr Hunt asked what the assisted transfer scheme was and was informed that this was approved slippage from the supported housing project.

Resolved unanimously that the Planning and Housing O&S Panel endorsed the report and approved the recommendations under their remit and that Cabinet should recommend the report to Council.

ARTICLE 4 - REMOVAL OF PERMITTED DEVELOPMENT RIGHTS TO CHANGE FROM OFFICE TO RESIDENTIAL USE

The Head of Planning introduced the report that sought to prepare and undertake public consultation on an Article 4(1) Direction to remove the permitted development rights to change the use of office premises to residential.

The Panel were informed that since the introduction, in 2013 of permitted development rights to convert offices to residential through a prior approval process, 18,067 sqm of office floor space has been converted to residential in the Borough. A further 9,136 sqm of floor space was likely to be lost as the result of prior approvals that have been granted but not completed. These changes of use have had a significant effect on the Council's capacity to provide sufficient office floor space for future economic growth during the Borough Local Plan (BLPS) period.

If approved the recommendations would allow the council to manage the development rights and help maintain the balance between providing residential properties and commercial space that was essential to support the economic wellbeing of the Royal Borough.

During discussion on this item the following points were raised and questions answered:

- The consultation was for 6 weeks and borough wide, the results would come back to Panel.
- For change of use an application would need to be submitted.
- Concern had been raised about commercial properties being turned into residential properties having an impact on weekday footfall. This was a contributing factor in the proposed changes.
- It would not eliminate change of use as there was still time to change before the regulations were implemented and a change of use application could still be submitted.
- The BLP will identify potential commercial space.
- An example of a growing business leaving the borough was given due to no suitable space available, so this proposal was welcome.
- It would be beneficial for the Panel to review the results and give their opinion prior to the report going to Cabinet.

Resolved unanimously: that the Planning and Housing O&S Panel considered the Cabinet report and endorsed the recommendations. The Panel requested that the consultation results go to an appropriate Panel / working group to consider the consultation results to feed into the production of the Cabinet report.

UPDATE ON THE TASK AND FINISH GROUP

The Chairman informed the Panel that the last Task and Finish Group meeting had been cancelled at his request but they were close to the end of their deliberations. Speaking rights had been put to Council and approved and it was expected that there only needed to be one or two more meeting before their review was complete.

The Chairman asked that any further areas for consideration should be sent to himself so final meetings could be proposed. It was noted that inviting housing associations and developers to consider affordable housing would be better suited to a separate review by the new O&S Panel post May 2019 local elections.

TRAVELLER LOCAL PLAN - ISSUES AND OPTIONS: EXTENSION OF CONSULTATION PERIOD

The Head of Planning informed that the report to go to consultation had already been considered by this Panel and approved by Cabinet. During the consultation period officers had been visiting parish councils and they had received a request to extend the consultation period by two more weeks. The Lead Member was in favour of an extension so views could be sought but an approval by Cabinet was required.

Resolved unanimously: that the Planning and Housing O&S Panel considered the Cabinet report and endorsed the recommendations.

WORK PROGRAMME

The work programme was noted.

The meeting, which began at 5.30 pm, finished at 6.20 pm

CHAIRMAN.....

DATE.....

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Report Title:	Q3 2018/19 Performance Report
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor M Airey, Cabinet Member for Environmental Services (including parking, flooding, housing and performance management)
Meeting and Date:	Planning and Housing Overview and Scrutiny Panel, 16 April 2019
Responsible Officer(s):	Russell O'Keefe, Executive Director
Wards affected:	All

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REPORT SUMMARY

1. The summary of the Quarter 3 2018/19 performance of the council's performance management framework (PMF) shows five of the six measures reported to the Planning and Housing Overview and Scrutiny Panel have met or exceeded their target (including one measure reported biannually), and one measures just short of target but within tolerance. There are no measures reported as below target (out of tolerance); see table 1 and Appendix A.

1. DETAILS OF RECOMMENDATION(S)

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

- i) **Endorses the Q3 2018/19 performance summarised in table 1 and appendix A and;**
- ii) **Requests relevant Lead Members and Heads of Service focus effort to improve performance in areas of current underperformance.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 In November 2017 Cabinet approved the council's Performance Management Framework (PMF) of 25 key measures aligned to its refreshed Council Plan with six strategic priorities over the plan period 2017-21:
 - Healthy, skilled and independent residents
 - Safe and vibrant communities.
 - Growing economy, affordable housing.
 - Attractive and well-connected borough.
 - Well-managed resources delivering value for money.
 - An excellent customer experience.
- 2.2 Cabinet also recommended performance reporting of additional measures to the appropriate Overview and Scrutiny Panel. This report summarises the Quarter 3 Performance for 2018/19.

Quarter 3 performance 2018/19

- 2.3 In 2018/19, six measures are reported to the Planning and Housing Overview and Scrutiny Panel. Five of these have met or exceeded the target as at the end of quarter 3 (including one measure reported bi-annually) and one measure is just short of target (within tolerance), see table 1 and appendix A.

Table 1 Q3 Performance 2018/19

Measure	Red	Amber	Green
3.4.1 Number of affordable homes delivered			1 (reported bi-annually)
3.5.1 Number of homelessness preventions through council advice and activity		1	
3.5.2 Number of homeless households placed in temporary accommodation			1
4.1.3 Percentage of Major planning applications processed in time			1
4.1.4 Percentage of Minor planning applications processed in time			1
4.1.5 Percentage of "Other" planning applications processed in time			1
Total	0	1	5

- 2.4 Detailed performance for all measures is in appendix A including commentary for the housing measure which is currently just short of target, although showing an improved position from the last report to the panel.

Options

Table 2: Options arising from this report

Option	Comments
Endorse the evolution of the performance management framework focused on embedding a performance culture within the council and measuring delivery of the council's six strategic priorities. Recommended option	Evolving the performance management framework as part of the council's focus on continuous performance improvement provides residents and the council with more timely, accurate and relevant information.
Failure to use performance information to understand the council and evolve services and reporting. Not the recommended option.	Without using the information available to the council to better understand its activity, it is not possible to make informed decisions and is more difficult to seek continuous improvement and understand delivery against the council's strategic priorities.

3. KEY IMPLICATIONS

3.1 The key implications of the report are set out in table 3.

Table 3: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The council is on target to deliver all six strategic priorities.	<100% of priorities on target.	100% of priorities on target.			31 March 2019

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 No financial implications.

5. LEGAL IMPLICATIONS

5.1 No legal implications.

6. RISK MANAGEMENT

6.1 The risks and their control are set out in table 4.

Table 4: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
Poor performance management processes in place causing a lack of progress towards achieving the council's strategic aims and objectives.	HIGH	Robust performance management within services to embed a performance management culture and effective and timely reporting.	LOW

7. POTENTIAL IMPACTS

7.1 There are no Equality Impact Assessments or Privacy Impact Assessments required for this report.

8. CONSULTATION

8.1 Comments from the Planning and Housing Overview and Scrutiny Panel will be reported to Lead Members and Heads of Service.

9. TIMETABLE FOR IMPLEMENTATION

The full implementations stages are set out in table 5.

Table 5: Implementation timetable

Date	Details
Ongoing	Comments from the Panel will be reviewed by Lead Members and Heads of Service.
31 March 2019	Performance Management Framework for 2019/20 reviewed and agreed for the next municipal year.
30 June 2019	2018/19 Annual Performance Report available for Scrutiny and Cabinet

10. APPENDICES

10.1 This report is supported by two appendices:

- Appendix A: Planning and Housing Performance Report Q3 2018/19

11. BACKGROUND DOCUMENTS

11.1 This report is supported by one background document:

- Council Plan 2017-21:
https://www3.rbwm.gov.uk/downloads/file/3320/2017-2021_-_council_plan

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr M Airey	Cabinet Member for Environmental Services (including parking, flooding, housing and performance management)	21/03/19	
Cllr Coppinger	Cabinet Member for Planning and Health (including sustainability)	21/03/19	
Duncan Sharkey	Managing Director		
Rob Stubbs	Section 151 Officer		
Elaine Browne	Head of Law and Governance		
Nikki Craig	Head of HR and Corporate Projects		
Louisa Dean	Communications		
Russell O'Keefe	Executive Director	08/03/19	
Andy Jeffs	Executive Director		
Kevin McDaniel	Director of Children's Services		
Hilary Hall	Deputy Director of Commissioning and Strategy	21/03/19	
Jeni Jackson	Head of Planning	08/03/19	21/03/19

REPORT HISTORY







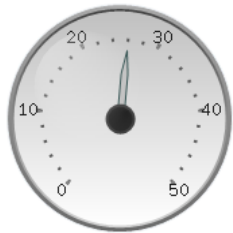


Decision type: Non-key decision	Urgency item? No	To Follow item? No
Report Author: Anna Robinson, Strategy & Performance Manager		

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Planning and Housing Overview and Scrutiny Panel 2018/19: Q3

Council Strategic Priority	Ref.	Measure	Q1 YTD	Q2 YTD	Q3 YTD	YTD Status	Lead Member
Growing economy, affordable housing	3.4.1	Number of affordable homes delivered	?		?	?	Cllr M Airey
<p>Q3 Commentary This measure is reported bi-annually. Information received from the Registered Providers indicates they remain on track to achieve the 96 homes target in the full year.</p>							
Growing economy, affordable housing 17	3.5.1	Number of homelessness preventions through council advice and activity				●	Cllr M Airey
<p>Q3 Commentary Improved processes in the Housing Team, as indicated in Q2, have facilitated a more robust approach to performance monitoring in this area for Q3. Using accurate data on the total number of approaches (as opposed to projections) the target reflects the ambition to prevent 40% of approaches to the service from becoming homeless. i.e. There were 187 total approaches to the service fulfilling the statutory definition; 40% of 187 is 75.</p>							
Growing economy, affordable housing	3.5.2	Number of homeless households placed in temporary accommodation				★	Cllr M Airey
Attractive and well-connected borough	4.1.3	Percentage of Major planning applications processed in time				★	Cllr Coppinger




Planning and Housing Overview and Scrutiny Panel 2018/19: Q3

Council Strategic Priority	Ref.	Measure	Q1 YTD	Q2 YTD	Q3 YTD	YTD Status	Lead Member
Attractive and well-connected borough	4.1.4	Percentage of Minor planning applications processed in time				★	Cllr Coppinger
Attractive and well-connected borough	4.1.5	Percentage of "Other" planning applications processed in time				★	Cllr Coppinger
18 Growing economy, affordable housing	5.4.1f	Number of council complaints received relating to planning and housing services				n/a	

Q3 Commentary

Measure note: The complaints data-set is dynamic and, as the year progresses, items logged on the system as complaints may subsequently be withdrawn or, upon seeking clarification as to the nature of the complaint to aid resolution, be determined as service requests rather than complaints. Quarterly performance reports therefore constitute a snapshot in time of the complaints system database. The complaints database categorises complaints principally by council service and then with detail of the responsible unit or service-area. The grouping of complaints by theme (e.g. "business development and town centre management", "leisure services, libraries and museums") is subsequently undertaken manually according to professional judgement when sorting data.

Planning and Housing Overview and Scrutiny Panel 2018/19: Q3

Council Strategic Priority	Ref.	Measure	Q1 YTD	Q2 YTD	Q3 YTD	YTD Status	Lead Member
Growing economy, affordable housing	5.4.2f	Number of compliments received relating to planning and housing services				n/a	

Q3 Commentary

Measure note: Quarterly performance reports constitute a snapshot in time of the compliments system database. The database categorises compliments principally by council service and then with detail of the related unit or service-area. The grouping of compliments by theme (e.g. "business development and town centre management", "leisure services, libraries and museums") is subsequently undertaken manually according to professional judgement when sorting data.

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