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SUMMONS TO ATTEND A MEETING OF THE  
NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Time/Date 6.30 pm on TUESDAY, 25 JUNE 2019  
Location Council Chamber, Council Offices, Coalville  
Officer to contact Democratic Services (01530 454512)



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Chief Executive

**AGENDA**

Item	Pages
<b>PRAYERS</b>	
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. DECLARATION OF INTERESTS</b>	
Members are reminded that any declaration of interest should be made having regard to the code of conduct. In particular, members must make clear the nature of the interest and whether it is 'pecuniary' or 'non pecuniary'.	
<b>3. CHAIRMAN'S ANNOUNCEMENTS</b>	
<b>4. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS</b>	
Members are reminded that under paragraph 11.1 of part 4 of the Constitution, questions can be asked of the Leader and Cabinet Members without notice about any matter contained in any address. Questions shall be limited to five minutes in total for each announcement.	
<b>5. QUESTION AND ANSWER SESSION</b>	
To receive questions from members of the public under procedure rule no.10. The procedure rule provides that members of the public may ask members of the Cabinet any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	

## 6. QUESTIONS FROM COUNCILLORS

To receive members' questions under procedure rule no.11. The procedure rule provides that any member may ask the chairman of a board or group any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.

## 7. MOTIONS

To consider the following motion submitted by Councillor A Woodman:

- a. "That this Council notes:
  - i. the UK has, at international level, signed into the Paris Accord 2015 and to the commitments agreed in 2018 at the Conference of Parties to the UN Framework Convention on Climate Change (COP24) which amongst other things recognise the need to limit by 2030 temperature rises to between 1.5° C and 2° C above the internationally recognised preindustrial baseline;
  - ii. the UK has at a national level, set targets into law under the Climate Change Act 2008, but despite outperforming every G7 nation by cutting emissions by more than 40 per cent since 1990, and recently breaking the record for the longest continuous period without using coal in the energy mix since the Industrial Revolution, the UK is not currently on track to meet its statutory carbon targets set in the 4th and 5th carbon budgets for the period 2023-2027 and 2028-2032 respectively;
  - iii. This Council already demonstrates its public commitment to the environment through the Green Footprints agenda which includes a Free Tree scheme, efforts to increase recycling and making Council homes more efficient by installing air source heat pumps.
- b. That this Council further notes that in October 2018 the UN Intergovernmental Panel on Climate Change (IPCC) published scientific evidence and determined that any rise above 1.5° C would cause much more serious outcomes than Paris Accord envisaged, thereby having a more rapid adverse impact in the north and south polar regions and the Himalayan 'third pole' and in doing so recognises that the current efforts and targets towards reducing emissions and limiting temperature rises is clearly not enough.
- c. That this Council also notes that there are increasing calls for councils to declare a climate emergency and to commit to carbon neutrality by 2030 for their administrative areas.
- d. That this Council notes that:-
  - i. it can only operate within its own scope of control and influence;
  - ii. there is a need to balance the competing demands on its decreasing resources and finances;
  - iii. not all the technological solutions nor the required powers and resources are currently in place.

- e. That this Council declares a climate emergency and will aim to achieve carbon neutrality from its own operations by 2030 and accordingly requests officers to develop an environment strategy necessary to achieve this aspiration together with an assessment of the cost and technology implications of so doing to enable the Cabinet and Council to take an informed decision whilst recognising that this will potentially require the reallocation of resources by the Council.
  - f. That this Council commits to work with business and other public bodies across the district county and region to deliver this ambitious goal through all relevant technologies, strategies and the revision of the Local Plan where this aligns with national policy and guidance
  - g. That this Council recognises that there is an increasing urgency for action to avoid the worst impacts of climate change and in doing so calls for the support of all parties to urge the Government to:-
    - i. provide the powers and resources to local authorities and others to make the wider 2030 target more possible;
    - ii. work with other governments (both within the UK and internationally) to determine and implement best practice methods to limit global warming to less than 1.5°C above pre-industrial levels.”
- 8. PETITIONS**
- To receive petitions in accordance with the Council’s Petition Scheme.
- 9. MINUTES**
- To confirm the minutes of the meeting of the Council held on 21 May 2019. **5 - 12**
- 10. PLANNING PEER CHALLENGE UPDATE**
- Report of the Strategic Director of Place  
Presented by the Planning and Infrastructure Portfolio Holder **13 - 30**

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MINUTES of a meeting of the COUNCIL held in the Council Chamber, Council Offices, Coalville on TUESDAY, 21 MAY 2019

Present: Councillor J Clarke (Chairman)

Councillors E G C Allman, R Ashman, R D Bayliss, C C Benfield, D Bigby, A S Black, R Blunt, R Boam, A J Bridgen, J Bridges, R Canny, D Everitt, T Eynon, M French, J Geary, L A Gillard, S Gillard, T Gillard, B Harrison-Rushton, D Harrison, M D Hay, G Houlst, J Houlst, R Johnson, J Legrys, K Merrie MBE, V Richichi, N J Rushton, A C Saffell, C A Sewell, S Sheahan, N Smith, D J Stevenson, D E J Tebbutt, J Windram, A C Woodman and M B Wyatt

Officers: Mr J Arnold, Mrs T Bingham, Mr G Jones, Mrs M Long, Mrs M Meredith, Mrs B Smith and Miss E Warhurst

### **1. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **2. DECLARATION OF INTERESTS**

Councillor S Sheahan declared a non-pecuniary interest in item 16 – Appointment of Representatives on Community Bodies, having been appointed to the New Albion Revised Liaison Committee and Redbank Manufacturing Liaison Committee as a member of Leicestershire County Council.

Councillor T Eynon declared a non-pecuniary interest in item 16 – Appointment of Representatives on Community Bodies, having been appointed to the Bardon Hill Quarries Liaison Committee as a member of Leicestershire County Council.

Councillor M B Wyatt declare a non-pecuniary interest in item 14 – Council Delivery Plan 2019/20, as an owner of two businesses in Coalville town centre.

### **3. APPOINTMENT OF CHAIRMAN**

Councillor J Clarke said a few words regarding his year as Chairman of the Council and mentioned in particular the wonderful people he had met at events he had attended, in particular those involving the armed forces charities. He thanked the staff for their support during his year as Chairman.

Councillor J Clarke presented his Consort with a bouquet of flowers as a small token of his thanks for her support and assistance over the past year.

Nominations were then sought for the Chairman for the ensuing municipal year.

It was moved by Councillor R Blunt that Councillor J Bridges be appointed as Chairman of the Council for 2019/20.

The motion was seconded by Councillor R Ashman.

Upon being put to the vote it was

RESOLVED THAT:

Councillor J Bridges be appointed Chairman of the Council for 2019/20.

Councillor J Bridges then took the Chair and the retiring Chairman invested him with the Chain of Office. The Chairman signed the Declaration of Acceptance of Office.

The Chairman presented Councillor J Clarke with his past Chairman's badge and proposed a vote of thanks to the retiring Chairman.

**4. APPOINTMENT OF DEPUTY CHAIRMAN**

It was moved by Councillor R Blunt, seconded by Councillor R Ashman and

RESOLVED THAT:

Councillor V Richichi be appointed as Deputy Chairman of the Council for 2019/20.

**5. APPOINTMENT OF LEADER**

It was moved by Councillor T Gillard, seconded by Councillor K Merrie and

RESOLVED THAT:

Councillor R Blunt be appointed as the Leader of the Council for 2019/20.

Councillor R Blunt thanked members for electing him as Leader of the Council and added that he considered this to be an incredible honour. He commented that here was a huge amount of work to do and he looked forward to working with all members.

**6. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman expressed thanks to the people who had voted for him and to the members of the public in attendance at the meeting. He welcomed all newly elected members to the Council. The Chairman announced that his chosen charity was the Alzheimer's Society.

**7. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS**

The Leader of the Council, Councillor R Blunt welcomed all new and returning councillors. He announced the appointments and delegations of executive functions for the forthcoming municipal year as follows:

Deputy Leader and Planning and Infrastructure Portfolio Holder - Councillor Robert Ashman

Community Services Portfolio Holder – Councillor Andrew Woodman

Corporate Portfolio Holder - Councillor Nick Rushton

Housing, Property and Customer Services Portfolio Holder - Councillor Roger Bayliss

Business and Regeneration Portfolio Holder - Councillor Tony Gillard

As in previous years the Executive responsibilities were to be delegated to the Cabinet to take decisions collectively.

Councillor S Sheahan congratulated the Leader on his appointment and announced the Shadow Cabinet as follows:

Leader and Corporate – Councillor Sean Sheahan

Planning – Councillor John Legrys

Infrastructure – Councillor Michael Hay

Coalville Project Lead – Councillor John Geary

Housing, Property and Customer Services – Councillor David Everitt

Leisure Services – Councillor David Bigby

Business and Regeneration – Councillor Daniel Tebbutt

Community Services – Councillor Carol Sewell

## **8. QUESTION AND ANSWER SESSION**

There were no questions received.

## **9. QUESTIONS FROM COUNCILLORS**

There were no questions received.

## **10. MOTIONS**

Councillor S Sheahan moved the following motion:

“Modern slavery is an appalling crime in which people are exploited and treated as commodities. It includes forced and compulsory labour, servitude and human trafficking. Taken together, these are fast becoming the most profitable global crime activity.

The most robust estimate to date of the scale of modern slavery in the UK was produced by the Home Office in 2014. The estimate suggested that there were between 10,000 and 13,000 potential victims of modern slavery in the UK in 2013, although the National Crime Agency (NCA) has been reported as saying that these figures were just the 'tip of the iceberg.'

In its latest UK Annual Report on Modern Slavery (October 2018,) the Home Office states "The NCA assesses that the actual scale of modern slavery in the UK is gradually increasing and, if drivers remain at their current levels, will continue to do so over the next three years."

### **This Council believes -**

a) that action needs to be taken to raise awareness of the scale and extent of modern slavery in the UK

b) that councils have an important role to play in ensuring their contracts and supplies don't contribute to modern day slavery and exploitation.

### **This Council resolves to -**

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.

3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report instances of concerns raised and referred to national referral agencies to the Audit and Governance Committee as part of the quarterly Standards and Ethics report.
11. Publicise annually actions undertaken by the Council".

Councillor S Sheahan spoke to the motion and stated that modern slavery was a crime resulting in the abhorrent abuse of human rights. He added that the Council must take action to guard against modern slavery.

Councillor N J Rushton seconded the motion and thanked Councillor S Sheahan for agreeing to the minor amendment. He felt it was important to unite on this matter and stated that he was happy to support to motion. He advised that a list of actions had been prepared in support of the motion which would be circulated after the meeting.

Councillor D Everitt spoke in support of the motion and felt that modern slavery had become more apparent. He referred to particular cases in the media and urged all Councillors and staff to be vigilant.

Councillor S Sheahan exercised his right of reply and thanked members for their comments and co-operation.

The Chairman then put the motion to the vote and it was declared CARRIED. It was therefore

RESOLVED THAT:

a) Council believes that action needs to be taken to raise awareness of the scale and extent of modern slavery in the UK

b) Council believes that councils have an important role to play in ensuring their contracts and supplies don't contribute to modern day slavery and exploitation.

Council resolves to:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.

2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report instances of concerns raised and referred to national referral agencies to the Audit and Governance Committee as part of the quarterly Standards and Ethics report.

Publicise annually actions undertaken by the Council.

## **11. PETITIONS**

No petitions were received.

## **12. MINUTES**

Consideration was given to the minutes of the meeting held on 26 February 2019.

It was moved by Councillor J Bridges, seconded by Councillor V Richichi and

RESOLVED THAT:

The minutes of the meeting held on 26 February 2019 be approved and signed by the Chairman as a correct record.

## **13. COUNCIL DELIVERY PLAN 2019/20**

Councillor R Blunt presented the report to members, highlighting the Council's priorities in the coming years.

Councillor T Eynon referred to the list of key tasks on page 29 of the agenda, which stated that the Council would work with partners to make the most of our heritage to bolster the town's identity and sense of place. She highlighted that Historical England had acknowledged the historical uniqueness of the Century Theatre, however it could not be listed by the Theatre Trust as it was a mobile structure. The Century Theatre was also considered unsuitable for inclusion in the Council's recent list of local heritage assets as the theatre was neither in situ nor intact. She commented that it was pedantic and typical that the Century Theatre was being left to drop between the definitions, despite being on

the Theatre Trust's at risk register. She felt that this was a Manifesto promise which was unlikely to be delivered.

Councillor M B Wyatt commented that the administration had created a ghost town over the last 12 years. He felt that the Council Delivery Plan lacked vision and ambition and he stated that he would not support it.

Councillor J Legrys referred to some of the promises made in the early years of the administration. He felt that it was disingenuous to make promises in the Council Delivery Plan which may or may not be delivered. He made reference to the current environment of decreasing funding and an ever-changing national climate and stated that he could not support the Council Delivery Plan.

Councillor N Smith commented that the only way to regenerate a town was by bringing people in to the town, creating jobs and spending money. He reminded members of what had been achieved.

Councillor R Canny referred to page 36 of the agenda and the commitment to work with 3 schools on skills development in the next 3 years. Having read the document she commented that she would want to know which schools the Council was working with. She also highlighted the fact that Castle Donington was not mentioned in the Council Delivery Plan, which she found very sad for such an area of growth. She added that she would particularly like to see improved transport links as the people of Castle Donington would be unable to use the new leisure facility in Coalville due to the lack of a direct transport link.

Councillor D Bigby commented that the Council Delivery Plan appeared to reflect the pledges made in the last election. He requested a copy of the manifesto. He highlighted the pledges made on social media, and in particular the pledge to reopen the Royal Hotel, which was a matter of great local concern. He questioned why this pledge had not been included in the Council Delivery Plan neither as a key task, nor as an aspiration. He commented that it was highly irresponsible to commit the Council to reopen a commercial enterprise.

Councillor R Blunt exercised his right of reply and stated that he was passionate about the Century Theatre, and the Council would work closely with the owners to ensure it continued to thrive. He added that Historic England and the Council were aware of its importance. He expressed his personal commitment to reopening the Royal Hotel.

It was moved by Councillor R Blunt, seconded by Councillor R Ashman and

RESOLVED THAT:

The proposed Council Delivery Plan for 2019/20 be approved.

#### **14. REVIEW OF LOCAL PLAN COMMITTEE**

Councillor R Ashman presented the report to members, highlighting the operation of the Local Plan Committee since its establishment a year ago, and the review of the Committee that had been undertaken by officers. He highlighted the progress made as set out in the report and added that the Local Plan Committee was now responsible for all aspects of the Local Plan process with the exception of adoption, which was a matter reserved for full Council. He advised that officers had concluded that overall the Committee was working well and had carried out its business in a positive and constructive manner. He thanked the members of the Local Plan Committee for their work and commended the report.

Councillor J Legrys expressed support for the recommendations and highlighted the opportunities to discuss detailed planning matters at the Local Plan Committee and the excellent cross-party work that had been undertaken. He added that there were issues requiring further discussion which were not referred to in the report, such as the issue of gypsies and travellers.

Councillor R Ashman thanked Councillors J Legrys and J Geary in particular for their input into the peer review process and Councillor J Bridges for chairing the Local Plan Committee. He stated that the peer review had been a collaborative experience and members needed to continue to work in collaboration to find solutions to take the district forward in a sustainable way. He emphasised the importance of the review of the Local Plan, and added that the Local Plan Committee was crucial to that process.

It was moved by Councillor R Ashman, seconded by Councillor V Richichi and

RESOLVED THAT:

- a) The performance of the Local Plan Committee to date be noted.
- b) No changes are currently required to the Constitution in respect of those matters delegated to the Local Plan Committee.

#### **15. APPOINTMENT OF COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN**

The Chairman referred members to the nominations as set out in the additional papers.

Councillor S Sheahan made reference to the request for a member of the opposition to chair the scrutiny committees. He stated that he would bring this issue to the attention of the corporate peer review team.

It was moved by Councillor T Gillard, seconded by Councillor N Smith and

RESOLVED THAT:

- a) The appointments to the Committees and Groups as set out in the additional papers be agreed.
- b) The Chairmen and Deputy Chairmen of the Committees and Groups as set out in the additional papers be agreed.

#### **16. APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES**

The Chairman referred members to the nominations as set out in the additional papers.

It was moved by Councillor T Gillard, seconded by Councillor N Smith and

RESOLVED THAT:

Representatives be appointed to serve on the community bodies as set out in the additional papers.

**17. SCHEDULE OF MEETINGS 2019/20**

Councillor J Legrys asked that members be notified in good time of any meeting cancellations.

It was moved by Councillor T Gillard, seconded by Councillor R Ashman and

RESOLVED THAT:

The proposed schedule of meetings for 2019/20 be agreed.

**18. MEMBER CONDUCT ANNUAL REPORT 2018/19**

Councillor N J Rushton presented the report to members.

Councillor V Richichi, as Chairman of the Audit and Governance Committee for 2018/19, spoke about the varied and important work undertaken by the Committee. In particular he drew members' attention to the low number of complaints in respect of member conduct received by the Monitoring Officer in the previous year. He thanked the staff and the pool of independent persons who gave their time voluntarily.

It was moved by Councillor N J Rushton, seconded by Councillor V Richichi and

RESOLVED THAT:

The member conduct annual report 2018-19 be received and endorsed.

**19. APPOINTMENT OF INDEPENDENT PERSONS**

Councillor N J Rushton presented the report to members.

It was moved by Councillor N J Rushton, seconded by Councillor T Gillard and

RESOLVED THAT:

The term of office of the independent persons be extended to the end of the 2019/20 municipal year.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.38 pm

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**COUNCIL - TUESDAY, 25 JUNE 2019**

Report Title	<b>PLANNING PEER CHALLENGE UPDATE</b>
Contacts	<p>Councillor Robert Ashman 01530 273762 <a href="mailto:robert.ashman@nwleicestershire.gov.uk">robert.ashman@nwleicestershire.gov.uk</a></p> <p>Strategic Director of Place 01530 454555 <a href="mailto:james.arnold@nwleicestershire.gov.uk">james.arnold@nwleicestershire.gov.uk</a></p> <p>Head of Planning &amp; Infrastructure 01530 454782 <a href="mailto:chris.elston@nwleicestershire.gov.uk">chris.elston@nwleicestershire.gov.uk</a></p>
Purpose of report	To note and update on the progress made against the approved Action Plan following a year of meetings of the Cross Party Working Group
Council priorities	Homes and Communities Business and Jobs
Implications:	
Financial/Staff	The action plan will be delivered within existing resources.
Health and Safety	No impact identified
Risk Management	Failure to act on the recommendations of the Peer Challenge Team may adversely affect the reputation of the Council.
Equalities Impact Screening	No impact identified
Human Rights	None identified
Transformational Government	This relates to the new ways in which Councils are being asked to deliver their services.
Comments of Deputy Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	Planning Peer Challenge Cross Party Working Group Planning Advisory Service

Background papers	<a href="#">Report to Council on 20 March 2018 and appendices – “Outcomes of the Planning Peer Challenge”</a>
Recommendations	<p><b>COUNCIL IS RECOMMENDED TO:</b></p> <ol style="list-style-type: none"> <li><b>1. NOTE THE CONTUNUED PROGRESS MADE AGAINST THE ACTION PLAN</b></li> <li><b>2. NOTE THE INTENTION OF THE CROSS PARTY WORKING GROUP TO CONTINUE TO MEET TO COMPLETE THE OUTSTANDING ACTIONS IN THE ACTION PLAN AND TO MONITOR AND REVIEW PROCEDURES AS NECESSARY, WITH PLANNING ADVISORY SERVICE INVOLVEMENT AS AND WHEN REQUIRED</b></li> </ol>

**1.0 INTRODUCTION**

- 1.1 Following approval of the recommendations of the Planning Peer Challenge at Council on 20 March 2018 progress has continued throughout the year in taking forward the action plan through the Cross Party Working Group.
- 1.2 External expertise to support the Working Group has been sourced through the national Planning Advisory Service (PAS). Jack Hopkins who was part of the original Peer Challenge Team was appointed as the independent chair and technical planning expertise to support both Members and Officers has been provided by John Cummins who is an independent planning consultant working for PAS with significant experience of advising local authorities on best practice and delivering planning improvements.
- 1.3 The Working Group met for the first time on 13 April 2018 and subsequently on 11 May 2018, 7 September 2018, 9 November 2018 and 15 February 2019 to guide progress on the project and ensure the delivery of the recommendations of the Planning Peer Challenge. Members of the group have acted positively as “champions” to monitor progress against the approved action plan.
- 1.4 At Council on 15 May 2018, members considered a report on the progress being made against the approved Action Plan following the first meeting of the Cross Party Working Group and to agree constitutional changes enabling both Planning Committee and the new Local Plan Committee to operate in the new civic year. The following were agreed and noted accordingly
- The Local Plan Committee be established. At Council on 21 May 2019, members considered a report to review the performance of the Local Plan Committee and noted that it is working well.
  - The Cross Party Working Groups proposals in respect of call in to Planning Committee was agreed.
  - The Cross Party Working Groups proposals in respect of Planning Committee procedures was agreed and the Monitoring Officer was authorised to make the required changes to the Constitution.
  - Progress made against the Action Plan was also noted.
- 1.5 Other key actions that have been agreed by the Cross Party Working Group include:

- Further refinements to the Planning Committee call-in and Planning Committee processes at the meeting on 7 September 2018
- Amendments to the public speakers guidance on the web site and a briefing note on pre-determination for members at the meeting on 9 November 2018
- A protocol for speaking and questions at Planning Committee, a protocol for the role of members on pre-application advice and a review of the structure and layout of Planning Committee reports at the meeting on 15 February 2019.

1.6 The updated Action Plan, following the meetings identified above, is attached at Appendix 1 to this report.

## **2.0 ACTION PLAN CURRENT POSITION**

2.1 Members will see from the updated Action Plan that significant progress has been made and that the majority of the actions have now been completed.

2.2 Further work is required in order to complete the remaining actions which include:

- Utilising customer services to deal with standard enquiries to free up professional officer time (Action Plan 1.2);
- Consideration as to whether a charge for all pre-application advice would improve effectiveness (Action Plan 1.4);
- Understanding the need for resources if more Neighbourhood Development Plans are undertaken (Action Plan 3.2);
- Publishing comprehensive details of S106 agreements on the website for greater transparency (Action Plan 3.3); and
- Revisiting decisions on Community Infrastructure Levy to assess whether it is desirable and effective (Action Plan 3.5).

2.3 Overall, as with Planning Committee and the Local Plan Committee, it is considered that the Cross Party Working Group is working well. It has carried out its business in a positive and constructive manner giving the opportunity for officers and members to work collaboratively to resolve issues. Members have been prepared to offer views and ask appropriate questions of officers, whether to seek clarification or suggest how the Action Plan might address certain issues. At the last meeting on 15 February 2019, there was a desire that the Cross Party Working Group continue to meet and as such, it was agreed that the group meet quarterly, or as required, to complete and sign off any outstanding actions in the Action Plan and to monitor and review processes and procedures.

2.4 The external expertise of PAS has been instrumental in the progress that has been made to date, but it is considered that the outstanding actions can now be dealt with by the Cross Party Working Group in conjunction with officers whilst recognising that PAS can still be called upon to provide advice and guidance as and when necessary.

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## Recommendations and Action Plan arising from Peer Challenge 13-15 February 2018

Area	Ref	Recommendations	Actions	By Working Group supported by	Change to Constitution	Timescale (from 20 March 2018) A - 1-3 months B - 3-6 months C - 6-12+ months
1. Customer Experience  17	1.1	Agree a Service Level Agreement with the County Council to improve the consultation process.	To be developed in conjunction with Planning Advisory Service/LGA external support and consider national best practice. This is to be considered at a future meeting of the Development Management Forum and will seek to address issues which currently exist with regard to responses from Highways. <b>Update after WG 13.04.2018</b> – Officers to scope areas where SLA would be beneficial and technologically possible. Cross-county interest to be gauged as well. WG to be kept informed. <b>Update after WG 11.05.2018</b> – Noted – future agenda item <b>Update after WG 07.09.18</b> – Future agenda item <b>Update after WG – 15.02.19</b> – Agreed that, at this stage, as there were currently good working relationships with officers at the County Council and consultation response times were acceptable, SLAs were not required but that this would be kept under review should issues arise.	CE/JA	No	<b>COMPLETED</b>
	1.2	Utilise customer services to deal with standard enquiries to free up professional officer time.	To be developed in conjunction with Planning Advisory Service/LGA external support and consider national best practice. The key objective is ensuring the most efficient use of staff resources to best serve the customer either through a planning support team or corporate customer services. This will be linked to the work on the review of the Customer Contact Centre. Broader implications of this recommendation need to be considered in line with resourcing of customer services team when the Head of Customer Services post has been filled. <b>Update after WG 13.04.2018</b> – to be progressed with new Head of Customer Services once in post. WG to be kept informed. <b>Update after WG 11.05.2018</b> – Noted – future agenda item <b>Update after WG 07.09.18</b> – Future agenda item <b>Update after WG 15.02.19</b> – Changes still happening and Customer Services currently undergoing a service review. Any new process with Customer Services will be considered at future meetings of the Cross Party Working Group.	CE/JA/BS	No	<b>C</b>
	1.3	Evaluate the potential	To be developed in conjunction with Planning Advisory Service/LGA external	CE/JA	Yes	<b>COMPLETED</b>

## Recommendations and Action Plan arising from Peer Challenge 13-15 February 2018

Area	Ref	Recommendations	Actions	By Working Group supported by	Change to Constitution	Timescale (from 20 March 2018) A - 1-3 months B - 3-6 months C - 6-12+ months
18		for a more comprehensive approach to pre-application advice	<p>support and consider national best practice. Planning officers to review the current approach to pre-application advice and charging. A report to cabinet will be prepared setting out recommendation in 2018/19.</p> <p><b>Update after WG 13.04.2018</b> – PAS to circulate best practice document on pre-application advice to WG. In addition, WG to consider how and when to notify ward members of pre-application inquiries.</p> <p><b>Update after WG 11.05.2018</b> – John Cummins has been working on a pre-application scheme and will forward this upon completion - future agenda item</p> <p><b>Update after WG 07.09.2018</b> – Comments back to John Cummins re guidance note – John to report back at next meeting.</p> <p><b>Update after WG 15.02.2019</b> – A protocol for the role of members on pre-application advice was agreed and is to be implemented in Quarter 2 of the next financial year.</p>			
	1.4	Consider whether a charge for all pre-application advice would improve effectiveness.	<p>Refer to above. This will be reviewed and scoped in accordance with best practice.</p> <p><b>Update after WG 13.04.2018</b> – research to be carried out on what neighbouring authorities charge for and cost/benefit analysis to be carried out.</p> <p><b>Update after WG 11.05.2018</b> – John Cummins has been working on a pre-application charging scheme and will forward this upon completion - future agenda item.</p> <p><b>Update after WG 07.09.18</b> – As above at 1.3</p> <p><b>Update after WG 15.02.19</b> – Still under consideration and fees and charges will be brought back to a future meeting.</p>	CE/JA	No	C

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Area	Ref	Recommendations	Actions	By Working Group supported by	Change to Constitution	Timescale (from 20 March 2018) A - 1-3 months B - 3-6 months C - 6-12+ months
19	2.1	Make the Local Plan Advisory Committee a formal decision making body	<p>On 20 March 2018, Council agreed to an increased Committee with more delegated powers. An assessment has been made of the appropriate functions to be delegated to the reformed Committee and this will form the basis of the terms of reference to be considered at the first meeting of the Working Group with a recommendation to Council in May. The Monitoring Officer will make constitutional changes in relation to the Local Plan Advisory Committee with a view to implementation from the new civic year in May 2018. These will form part of the report to Council. An Independent Remuneration Panel meeting is being held on 6 April 2018 to determine whether or not an allowance should be paid to the Chairman of the Local Plan Committee. The findings of this meeting will form a recommendation to Council in May.</p> <p><b>Update after WG 13.04.2018</b> - Working Group's proposals and constitutional changes to be submitted to Council for implementation on 15 May 2018 (paragraph 3 of Council Report). Operation of LPC to be kept under review and reported back to Council after 12 months.</p> <p><b>Updated after Council 15.05.18 – Recommendations agreed.</b></p>	LS/MP/IN	Yes	<b>COMPLETED</b>
	2.2	Make clearer references to the Local Plan policies in all Planning Committee reports	<p>Planning officers to make clearer references to the Local Plan policies in all Planning Committee reports with immediate effect. Review of existing reports in conjunction with Planning Advisory Service/LGA external support and consider national best practice.</p> <p><b>Update after WG 13.04.2018</b> – work being progressed as part of improvements to planning reports (row 6.2 below)</p> <p><b>Update after WG 11.05.2018</b> – work being progressed and an update will be provided at the next meeting.</p> <p><b>Update after WG 07.09.18</b> – Will form part of the review of planning reports</p>	CE	No	<b>COMPLETED</b>
	2.3	Ensure the content and significance of the Local Plan is addressed in future	<p>Training programme to be developed in conjunction with Planning Advisory Service/LGA external support and consider national best practice.</p> <p><b>Update after WG 13.04.2018</b> – work being progressed as part of training matters (row 5.14)</p>	CE/IN	No	<b>COMPLETED</b>

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Area	Ref	Recommendations	Actions	By Working Group supported by	Change to Constitution	Timescale (from 20 March 2018) A - 1-3 months B - 3-6 months C - 6-12+ months
		training for Planning Committee members.	<b>Update after WG 11.05.2018</b> – training identified and session agreed.			
<b>3. Section 106 Agreements, Neighbourhood Plans ad CIL</b> 20	3.1	Consider how a proactive stance on NDPs may help with community engagement and delivering council priorities	<p>Planning officers to consider and evaluate approach to NDPs. To be developed in conjunction with Planning Advisory Service/LGA external support and consider national best practice.</p> <p><b>Update after WG 13.04.2018</b> – officers to progress with PAS. WG to be kept up to date</p> <p><b>Update after WG 11.05.2018</b> – Guidance is being provided by John Cummins.</p> <p><b>Update after WG 07.09.18</b> – Ian to discuss further with John</p> <p><b>Update after WG 15.02.19</b> – IN to bring back to future meeting as several NDPs coming through.</p> <p><b>Update 10.6.2019</b> - Community Focus team discussing potential interest in doing Neighbourhood Plans with all parish councils.</p> <p>Subject to level of interest from above, Planning Policy and Community Focus to host an event for parish councils in autumn 2019 (included in respective Team Plans for 2019/20).</p>	IN	No	<b>COMPLETED</b>
	3.2	Understand the need for resources if more NDPs are undertaken	<p>Tbc on completion of above</p> <p><b>Update after WG 13.04.2018</b> – officers to progress with PAS. WG to be kept up to date</p> <p><b>Update after WG 11.05.2018</b> – Noted</p> <p><b>Update after WG 07.09.18</b> – Ian to discuss further with John</p> <p><b>Update after WG 15.02.19</b> – IN to bring back to future meeting as several NDP's coming through</p> <p><b>Update 10.6.2019</b> - Upon completion of 3.1 Planning Policy Team Manager to review resource and update the Working Group at a future meeting.</p>	IN	No	<b>B/C</b>

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Area	Ref	Recommendations	Actions	By Working Group supported by	Change to Constitution	Timescale (from 20 March 2018) A - 1-3 months B - 3-6 months C - 6-12+ months
21	3.3	Publish comprehensive details of S106 Agreements on website for greater transparency	Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice. <b>Update after WG 13.04.2018</b> – officers to progress with PAS. WG to be kept up to date <b>Update after WG 11.05.2018</b> – Noted <b>Update after WG 07.09.2018</b> – Report re S106s going to Audit and Governance on 10 October – update to follow that meeting. <b>Update 10.6.2019</b> - Comprehensive database now in place for internal use. Intention is to develop a simplified version for website. Additional staff resource being sought to provide capacity required to enable this. Update to be provided at a future meeting of the Working Group	IN	No	B/C
	3.4	Explore options for further work on S106 processes.	Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice. <b>Update after WG 13.04.2018</b> – officers to progress with PAS. WG to be kept updated <b>Update after WG 11.05.2018</b> – Work is ongoing. <b>Update after WG 07.09.2018</b> – Report re S106s going to Audit and Governance on 10 October – update to follow that meeting. <b>Update 10.6.2019</b> Processes for monitoring S106 in place. Audit assessment currently being undertaken.	JA/IN	No	COMPLETED
	3.5	Revisit decisions on CIL to assess whether it is desirable and effective.	Planning Officers to revisit decisions on CIL to assess whether it is desirable and effective and incorporate and consider at part of the Local Plan Review. <b>Update after WG 13.04.2018</b> – officers to progress with PAS. WG to be kept up to date <b>Update after WG 11.05.2018</b> – Noted <b>Update 10.6.2019</b> - Report to be taken to meeting of Local Plan Committee later in	JA/IN	No	C

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Area	Ref	Recommendations	Actions	By Working Group supported by	Change to Constitution	Timescale (from 20 March 2018) A - 1-3 months B - 3-6 months C - 6-12+ months
			2019 assessing the advantages and disadvantages of CIL compared to S106 Agreements as a means to secure infrastructure.			
4. Roles, Responsibilities and Relationships 22	4.1	Ensure that all Members receive immediate training on member and officer/member protocols	<p>Training programme to be developed in conjunction with Planning Advisory Service/LGA external support and consider national best practice. This will be considered at a future meeting of the Cross Party Working Group.</p> <p><b>Update after WG 13.04.2018</b> – PAS to liaise with Group leaders on a Member development programme</p> <p><b>Update after WG 11.05.2018</b> – training identified and sessions held. We need to address how to deal with the non-attendees. Jack Hopkins is sending a list of further topics for training. Agenda item for next meeting.</p> <p><b>Update after WG 07.09.2018</b> – All members have now received their immediate training (bar one substitute member).</p>	LS	No	<b>COMPLETED</b>
	4.2	Enable more structured engagement with group spokespersons	<p>Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice. This will be considered at a future meeting of the Cross Party Working Group.</p> <p><b>Update after WG 13.04.2018</b> – James A and PAS to meet with group spokespeople.</p> <p><b>Update after WG 11.05.2018</b> – Noted</p> <p><b>Update after WG 07.09.2018</b> – Noted.</p> <p><b>Update after WG 15.02.2019</b> – More meetings are taking place with the group spokespersons.</p>	JA	No	<b>COMPLETED</b>
	4.3	Senior Members to create a culture of calling out poor behaviour	<p>Group leaders to address member behaviour within their groups with immediate effect. Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice.</p> <p><b>Update after WG 07.09.2018</b> – It was considered that all that can be done at this stage has been done but it will take time for trust to be built back into the planning</p>	GL	No	<b>COMPLETED</b>

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Area	Ref	Recommendations	Actions	By Working Group supported by	Change to Constitution	Timescale (from 20 March 2018) A - 1-3 months B - 3-6 months C - 6-12+ months
23			system.			
	4.4	Improve the Committee procedures and operation to support the Chairman in running the Committee well.	Democratic Services, Legal Services and Planning Services to meet and agree a consistent approach in the operation and procedures relating to Planning Committee. Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice. A suggestion has been made of introducing a Chairman's briefing note.  <b>Update after WG 13.04.2018</b> - Working Group's proposals and constitutional changes to be submitted to Council for implementation on 15 May 2018 (paragraph 5 of Council Report) <b>Updated after Council 15.05.18 – Recommendations agreed.</b>	ML/CE	Yes	<b>COMPLETED</b>
5. Planning Committee	5.1	Change the timing and nature of the Planning Committee briefing (not necessarily on the same day)	Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice.  <b>Update after WG 13.04.2018</b> – Informal briefing to take place one week before the Planning Committee meeting. The format and processes of the Planning Committee day will continue to be refined by the WG. (paragraph 2 of Council Report) <b>Update after WG 11.05.2018</b> – Technical briefing arrangements agreed – Wednesday at 5.30pm in week preceding Planning Committee.	CE/JA	No	<b>COMPLETED</b>
	5.2	Consider whether site visits are necessary for every application	Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice.  Improved equipment at committee to enable better presentation on sites and proposals to be put in place Eg. Google map photographs. Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice.  <b>Update after WG 13.04.2018</b> – WG to develop a criteria based protocol for determining when site visits are necessary	CE/JA	No	<b>COMPLETED</b>

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Area	Ref	Recommendations	Actions	By Working Group supported by	Change to Constitution	Timescale (from 20 March 2018) A - 1-3 months B - 3-6 months C - 6-12+ months
24			<b>Update after WG 11.05.2018</b> – Agreed to determine this at technical briefings – no bus.			
	5.3	Encourage group leaders to ensure seating is not on group lines	Group leaders to speak with their members on Planning Committee and Democratic Services to relocate name plates with implementation from the new civic year in May 2018 – Alphabetical seating arrangement will be introduced. <b>Update after WG 13.04.2018</b> – WG agreed that seating should be done in alphabetical order.	GL/ML	No	<b>COMPLETED</b>
	5.4	Change seating layout of meeting	Democratic Services to review the layout of the Planning Committee meeting and liaise with IT about the purchase and positioning of additional screens.	ML	No	<b>COMPLETED</b>
			<b>Update after WG 13.04.2018</b> – options and costs are being explored by Democratic Services/Asset Management. <b>Update after WG 11.05.2018</b> – Temporary arrangements will be put in place until the Chamber can be refurbished properly. Screens have been ordered and the seating plan agreed.			
	5.5	Review officer roles at committee	Advice to be sought from Planning Advisory Service/LGA and consider national best practice. Changes have already been adopted with case officers taking on a wider role. <b>Update after WG 13.04.2018</b> – management to work with officers to generate proposals for WG to review <b>Update after WG 11.05.2018</b> - Agreed to limit presentations to specifics and an informal 5 minute duration	JA	No	<b>COMPLETED</b>
	5.6	Officers to be given more opportunity to respond to public and members' comments	Planning Officers to agree to introduce an opportunity in the meeting for responding to public and members' comments for implementation from the new civic year in May 2018. Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice. <b>Update after WG 13.04.2018</b> - Working Group's proposals and constitutional changes to be submitted to Council for implementation on 15 May 2018 (paragraph 5 of Council Report).	CE/JA	No	<b>COMPLETED</b>

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25			<b>Updated after Council 15.05.18 – Recommendations agreed.</b>			
	5.7	Increase size and quality of presentations	Planning Officers increase size and quality of presentations with use of technology such as google maps with immediate effect. <b>Update after WG 13.04.2018 – as per row (5.4)</b>	CE	No	<b>COMPLETED</b>
	5.8	Ensure consistent application of the public speaking rules	Democratic Services, Legal Services and Planning Services to ensure that the public speaking rules are treated with consistency. Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice. Consider the removal of the Chairman's discretion. <b>Update after WG 13.04.2018 – WG noted the role of the Chair in this aspect. PAS to provide examples of best practice for WG to consider.</b> <b>Update after WG 11.05.2018 - New Chair appointed and the importance of consistency understood.</b>	LS/ML/CE	No	<b>COMPLETED</b>
	5.9	Review the requirement for motions at the start of the debate	It is suggested that the Monitoring Officer will make constitutional changes in relation to motions at Planning Committee with a view to implementation from the new civic year in May 2018. <b>Update after WG 13.04.2018 - Working Group's proposals and constitutional changes to be submitted to Council for implementation on 15 May 2018 (paragraph 5 of Council Report)</b> <b>Updated after Council 15.05.18 – Recommendations agreed.</b>	LS	Yes	<b>COMPLETED</b>
	5.10	Refresh the membership of the Committee	Consideration of leaders and whips ahead of appointments to be made at Council in May. The relevant papers seeking nominations have been sent out to the whips and individuals, as appropriate.	GL	No	<b>COMPLETED</b>

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26			<p><b>Update after WG 13.04.2018</b> – appointments to be made at Council on 15 May 2018</p> <p><b>Updated after Council 15.05.18 – Recommendations agreed.</b></p>			
	5.11	Reduce size of the committee and allow a pool of substitutes	<p>On 20 March 2018, Council agreed to the reduction in the size of the Committee from 17 to 11. The Monitoring Officer will review the Substitution Scheme to allow for a pool of substitute members on the Planning Committee with a view to implementation from the start of the new civic year in May 2018.</p> <p><b>Update after WG 13.04.2018</b> - Working Group's proposals and constitutional changes to be submitted to Council for implementation on 15 May 2018 (paragraph 5 of Council Report)</p> <p><b>Updated after Council 15.05.18 – Recommendations agreed.</b></p>	LS	Yes	<b>COMPLETED</b>
	5.12	Consider not allowing a ward member to sit on Planning Committee when an application in their ward is being considered.	<p>Planning Services and Legal Services to liaise to enable the Monitoring Officer to make constitutional changes in relation to ward members not sitting on the Planning Committee during consideration of an item in their ward, with a view to implementation from the new civic year in May 2018.</p> <p><b>Update after WG 13.04.2018</b> - Working Group's proposals and constitutional changes to be submitted to Council for implementation on 15 May 2018 (paragraph 5 of Council Report)</p> <p><b>Updated after Council 15.05.18 – Recommendations agreed.</b></p>	JA/CE/LS	Yes	<b>COMPLETED</b>
	5.13	Think about how you could be more transparent e.g. webcasting	<p>The Democratic Services Team Manager visited a webcasting and audio event in Birmingham on 8th March after which she passed her contacts on to the Head of Housing and Asset Management for consideration on the future refurbishment of the Chamber. Currently looking at options and costs.</p> <p><b>Update after WG 13.04.2018</b> – work ongoing</p> <p><b>Update after WG 11.05.2018</b> – This will be picked up as part of the overall works to the refurbishment of the Council Chamber. Property Services will ensure it is addressed in the specification. Officers are visiting a council Chamber in Oxford to see what can be done.</p> <p><b>Update after WG 07.09.18</b> – Visit made and specifications agreed in principle.</p>	JA	No	<b>COMPLETED</b> A/B

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27			<p>Property Services now working on design and implementation.</p> <p><b>Update after WG 15.02.19</b> – The Council Chamber refurbishment is now being looked at by a Working Group consisting of the Strategic Director of Place, Head of Housing and Asset Management and Head of Customer Services and Members will be consulted on any proposed refurbishment in due course.</p>			
	5.14	Ensure all members of Planning Committee receive compulsory up to date training	<p>Planning Officers to ensure that all members of the Planning Committee have received up to date training with the first compulsory training session being held no later than the date of the first Planning Committee (5 June 2018) and following annual council in May 2018. Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice. Training programme to be prepared. To be formally recognized in Council's constitution with compulsory attendance required and members who fail to attend training not permitted to sit on the Committee and having to be replaced by a substitute.</p> <p>Update after WG 13.04.2018 - Working Group's proposals reported to Council on 15 May 2018 (paragraph 5 of Council Report). WG to develop detail of compulsory requirement and propose constitutional changes to Council</p> <p>Update after WG 11.05.2018 – Training session being held 22 May and 5 June</p> <p>Updated after Council 15.05.18 – Recommendations agreed.</p> <p><b>Update 10.6 19</b> – A further training session was run by PAS on 24 May 2019 and a further session has been arranged for 28 June 2019.</p>	JA/CE/IN	Yes	<b>COMPLETED</b>

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6. Reports, Minutes and Updates  28	6.1	Officers to be more confident in decisions and justifications	Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice. <b>Update after WG 13.04.2018</b> – need for officer training to be assessed. <b>Update after WG 11.05.2018</b> – To be reviewed after first couple of meetings of Planning Committee.	CE	No	<b>COMPLETED</b>
	6.2	Carry out best practice review of structure and layout of reports and include plans	Planning Officers to look at how other LAs set out planning reports and adopt best practice with implementation. Advice/external support to be sought from Planning Advisory Service/LGA and consider national best practice and Plain English guidance. <b>Update after WG 13.04.2018</b> – officers to carry out review of best practice with PAS support and make proposals to WG <b>Update after WG 11.05.2018</b> – Noted <b>Update after WG 07.09.2018</b> – Noted  <b>Update after WG 15.02.19</b> – Discussed during meeting and views were taken away and considered. Reports to be written using plainer English, representations section of the report to be made clearer and links to relevant policy documents to be included in the agenda pack.	CE	No	<b>COMPLETED</b>
	6.3	Consider reducing the level of detail in the minutes	Democratic Services to reduce the detail contained in the minutes to capture the decisions and reasons only and to audio record the meetings to capture the detail; with immediate effect.  <b>Update after WG 13.04.2018</b> – WG agreed and Democratic Services to put this into effect.	ML	No	<b>COMPLETED</b>

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29 7. Call-In	7.1	Introduce a single stage process – 28 days following the issue of consultation notices.	Legal Services and Planning Services look at a review of the call in processes for planning applications with a view to any changes, constitutional or otherwise, being implemented from the new civic year in May 2018.  <b>Update after WG 13.04.2018</b> - Working Group’s proposals and constitutional changes (for rows 7.1-7.4) to be submitted to Council for implementation on 15 May 2018 (paragraph 4 of Council Report). WG to keep operation of new call-in process under review and propose constitutional amendments to Council if needed.  <b>Update after Council 15.05.18 – Recommendations agreed.</b>	JA/CE	Yes	<b>COMPLETED</b>
	7.2	Members to give strong planning reasons for any call-in	As above. Guidance to be developed with support from Planning Advisory Service/LGA.  <b>Update after Council 15.05.18 – Recommendations agreed</b>	JA/CE	Yes	<b>COMPLETED</b>
	7.3	Relatives’ applications only go to Committee if officers are minded to approve	As above  <b>Update after Council 15.05.18 – Recommendations agreed.</b> <b>Update after WG 07.09.2018 – Further recommendations to Council agreed.</b>	JA/CE	Yes	<b>COMPLETED</b>
	7.4	Consider constitutional trigger for serving members and officers	As above  <b>Update after Council 15.05.18 – Recommendations agreed.</b> <b>Update after WG 07.09.2018 – Further recommendations to Council agreed</b>	JA/CE	Yes	<b>COMPLETED</b>

<b>Abbreviations</b>	
CE	Chris Elston, Interim Head of Planning and Infrastructure
IN	Ian Nelson, Planning Policy and Business Focus Manager
JA	James Arnold, Strategic Director of Place
ML	Melanie Long, Democratic Services Team Manager
GL	Group Leaders
LS	Louis Sebastian, Legal Services Team Manager