

APPENDIX 2

Progress Report on implementation of Development Management Performance Action, as at June 2016

| Action | Timescale in Agreed August 2015 Action Plan | Officer's responsible | Resource requirements | Progress to date and how action will be progressed in the future. |
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| 1. Recruitment of Senior Planning Officer (Enforcement) | Interviews by mid September 2015. In post by date dependent upon notice period | Development Management Team Leader and Head of Planning | Cabinet has agreed to post | The post has not been advertised as yet, however it is anticipated that issues that have delayed progress will be addressed soon and the post will be advertised at least internally by early July. |
| 2. Securing of consultancy assistance | Interviews by end of August 2015 Resource on stream determined by availability | Head of Planning | Cabinet has agreed that up to £20K may be used for this purpose | Two consultants were employed on a part time basis between September 2015 and end of March 2016 to address initially immediate staff absence issues, and subsequently to provide some additional assistance, incurring additional expenditure beyond that originally agreed. The workload of the Section and the performance against targets are being closely monitored to quickly identify when further assistance is required. |
| 3. Recruitment of Practice Manager for the Service as a whole | Interviews by mid October.2015 In post by date dependent upon notice period | Head of Planning | Cabinet has agreed funding of post | This 0.5 FTE post has not yet been advertised. |
| 4. Reacting to continued sickness absence of planning officer/ support officer by seeking approval for additional consultancy assistance/ and other options if necessary | August/September 2015 | Head of Planning | Would require EMT approval | As 2. |
| 5. Review of delegated report structure to see if efficiencies can be achieved | September 2015 | Senior Planning Officers | Time | Task started but not completed due to competing work priorities. Task to be prioritised with an anticipated completion date of end July 2016 |
| 6. More proactive management of planning officers including holding of regular "1 st " and "2 nd " meetings with them to identify decision blocks earlier on | Ongoing | Development Management Team Leader and Senior | Time | Such meetings taking place more regularly. Consideration is being given to the introduction of a 'triage' process at such meetings where those applications that require negotiation and officer |

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| | | Planning Officers | | time, and those that can be determined without much officer input, are quickly identified |
| 7. Additional use of support officers within team if capacity becomes available as a result of publicity and notification changes brought about by agreed Statement of Community Involvement, and quicker review of other time consuming procedures within Development Management including provision of hard copy consultations to Parish Councils | Ongoing | Development Management Team Leader and Head of Planning | Nil | No new tasks have been identified for support officers and it is anticipated that during the process of preparing for the move to the Civic Hub, it is unlikely that they will have significant capacity for additional tasks. Hard copy consultations to Parish Councils continue to be provided and this issue needs to be addressed as a priority. Reduction in capacity from 5.8 FTE to 5.2 FTE as from April 2016 due to flexible retirement of one of the post holders has been a further factor |
| 8. Reduction in number of conditions where appropriate and reduced use of conditions requiring approval prior to commencement of development – longer term benefit | Ongoing | Senior Planning Officers and Planning Officers | Nil, | Being done and will continue to be done, although little benefit evident to date, due to the long timescale over which developments receive their initial consent and approvals are then sought of their details |
| 9. Reduced use of informatives in Decision Notices to save time | Ongoing | Senior Planning Officers and Planning Officers | Time saving | Being done and will continue to be done. |