

Public Document Pack

Date of meeting Wednesday, 4th July, 2018
Time 7.00 pm
Venue Committee Room 1, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Jayne Briscoe 2250



**NEWCASTLE
UNDER LYME**
BOROUGH COUNCIL

Civic Offices
Merrial Street
Newcastle-under-Lyme
Staffordshire
ST5 2AG

Economy, Environment & Place Scrutiny Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest from members on items contained within the agenda.
- 3 TERMS OF REFERENCE** (Pages 3 - 8)
- 4 WORK PROGRAMME 2018/19** (Pages 9 - 12)
- 5 GRASS CUTTING OPERATIONS** (Pages 13 - 14)
- 6 TREE MANAGEMENT OPERATIONS** (Pages 15 - 18)
- 7 PLANNING/DEVELOPMENT CONTROL SERVICE - REVIEW OF WORKLOAD AND RESOURCING** (Pages 19 - 36)
- 8 PUBLIC QUESTION TIME**
Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council
- 9 URGENT BUSINESS**
To consider any business which is urgent within the meaning of Section 100B (4) of the Local Government Act 1972.
- 10 DATE OF NEXT MEETING**
Wednesday 26 September 2018 at 7.00pm

Working to be a co-operative council

Members: Councillors Burgess, John Cooper, Driver, Gardner, Harrison, Olszewski, Panter, Reddish (Vice-Chair), J Tagg, G White (Chair) and J Williams

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

FIELD_TITLE

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

NOTE: THERE ARE NO FIRE DRILLS PLANNED FOR THIS EVENING SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY FOLLOWING THE FIRE EXIT SIGNS. PLEASE **DO NOT** USE THE LIFTS.

COUNCIL CHAMBER: FIRE EXITS ARE AT THE REAR OF THE CHAMBER AT BOTH SIDES AND THIS IS THE SAME FOR OCCUPANTS OF THE PUBLIC GALLERY.

COMMITTEE ROOMS: EXIT VIA THE WAY YOU ARRIVED AT THE MEETING OR AT THE FAR END OF THE COUNCIL CHAMBER.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE REAR OF THE ASPIRE HOUSING OFFICE OPPOSITE THE CIVIC OFFICES. DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO.

Report of the Acting Chief Executive

to the

Economy, Environment and Place Scrutiny Committee

Wednesday 4 July 2018

ECONOMY, ENVIRONMENT AND PLACE SCRUTINY COMMITTEE -
TERMS OF REFERENCE

1. Purpose of report

To obtain members' approval to draft Terms of Reference for this Committee

2. Background

At the Annual Council meeting on 16 May 2018 approval was given to the revisions to the Scrutiny Committee structure to provide for 3 Scrutiny Committees each with a remit mirroring that of two Cabinet Portfolio Holders. – in the case of this Committee, the Cabinet members for Environment and Recycling, and Planning and Growth.

The draft Terms of Reference of this Committee are attached for comment. These follow a standard format and content proposed for all 3 Committees.

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Economy, Environment & Place Scrutiny Committee

Established – May 2018

Terms of Reference

Appointment of Chair and Vice-Chair

The Chair and Vice-Chair shall be appointed by Full Council

Membership

Members of the Executive are not eligible for membership of the Scrutiny Committee

The Committee shall have a total of 11 members and will reflect the political make up of the Council (as required under section 15 of the Local Government Act 1989)

Named Substitute members are permitted to attend when the full member is unavailable

Remit

The following service areas fall within the remit of the Scrutiny Committee:

Planning Policy and Development Control	Facilities Management
Building Control	Recycling and Waste Management
Land Charges	Sreetscene and Litter Control
Housing Strategy (incl) Housing Advice and Homelessness) and Development Development	Crematorium and Cemeteries
Private Sector Housing	Climate Change, Sustainability and Energy Efficiency
Operational and Commercial Property Management	Environmental Enforcement
Strategic Transport	Environmental Health
Economic Development	Grounds Maintenance
Tourism	Crematorium and Cemeteries
Taxi ranks	Community Open space
Bus Station	Parks and Gardens Maintenance
Markets	

Frequency of meetings

The Committee shall meet on a quarterly basis in accordance with the approved Calendar of meetings. Any additional meetings shall be convened at the request of the Chair.

Scrutiny Review Working Parties/Task and Finish Groups

The Committee may set up Scrutiny Review Working Parties and/or Task and Finish Groups in order to carry out elements of its approved Work Programme. At no time shall there be more than a total of three Working Groups/Task and Finish Groups in operation. Working Parties and Task and Finish Groups shall be formed and operate in accordance with the Protocol detailed at Appendix 10 of the Constitution.

In addition individual members may be authorised by the Committee to undertake scrutiny research on its behalf, in support of the approved Work Programme. The Scrutiny Officer to be notified of any research being undertaken in order to ensure its compatibility with the Work Programme.

Work Programme

The Committee shall agree a core Annual Work Programme at its first meeting in the municipal year. Additional items may be added by the Committee throughout the municipal year.

At any time, members may propose items for inclusion in the Work Programme, by submission to the Scrutiny Officer for discussion with the Chair. Submissions should detail the reason for the request and the aims and anticipated outcome of any scrutiny exercise agreed. The Chair's decision on whether to include the item in the Work Programme shall be final and shall be based on relevance to the Committees existing workload, level of community interest and availability of support resources. Repeat requests cannot be made until after 6 months from the refusal to include an item on the Work Programme.

In conducting its Work Programme the Committee shall promote involvement by service users and the wider community wherever possible.

General role

On issues within its remit, the Committee will:

- At the request of the Executive, carry out pre-decision scrutiny and/or make reports or recommendations on their findings
- Review and scrutinise decisions of, or matters referred by, the Executive, the Council, Committees and Officers,
- Review and scrutinise Current policies and assist and advise on future policy development
- Make reports and/or recommendations to Cabinet or Council in connection with the discharge of any functions or policy matters
- Consider any matter affecting the Borough or its community
- Review and scrutinise the performance of external bodies in the interests of promoting collaborative working and make reports or recommendations to public service providers in relation to those of their services which relate to the Authority's responsibilities

Specific role

On issues within its remit, the Committee:

- Shall comply with the requirements of the Budget setting and Policy Framework Procedure Rules
- Will exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet and/or any policy or area committees -in accordance with the Call-in procedure set out at Appendix 10 of the constitution
- May question/call for evidence/seek views from any person (with consent) deemed reasonably necessary to assist in the discharge its role and functions or inform debate
- May question members of the Cabinet and Chief Officers about their performance in relation to significant and/or major projects

Relationship Management

The Cabinet Members with Portfolios of direct relevance to the remit of the Committee are:

Leader – Corporate and Service Improvement, People and Partnerships (for Economic Development Strategy)

Cabinet Member – Environment and Recycling

Cabinet Member – Planning and Growth

The Chair and Vice-Chair shall hold relationship management meetings with the relevant Portfolio Holders to promote close working relationships between the Executive and the Committee

As and when requested, the relevant Portfolio Holder shall attend the Scrutiny Committee

Procedural rules

The Committee shall conduct it's business in accordance with the Procedure Rules of the Council as set out in Appendices 7 and 9 of the Constitution.

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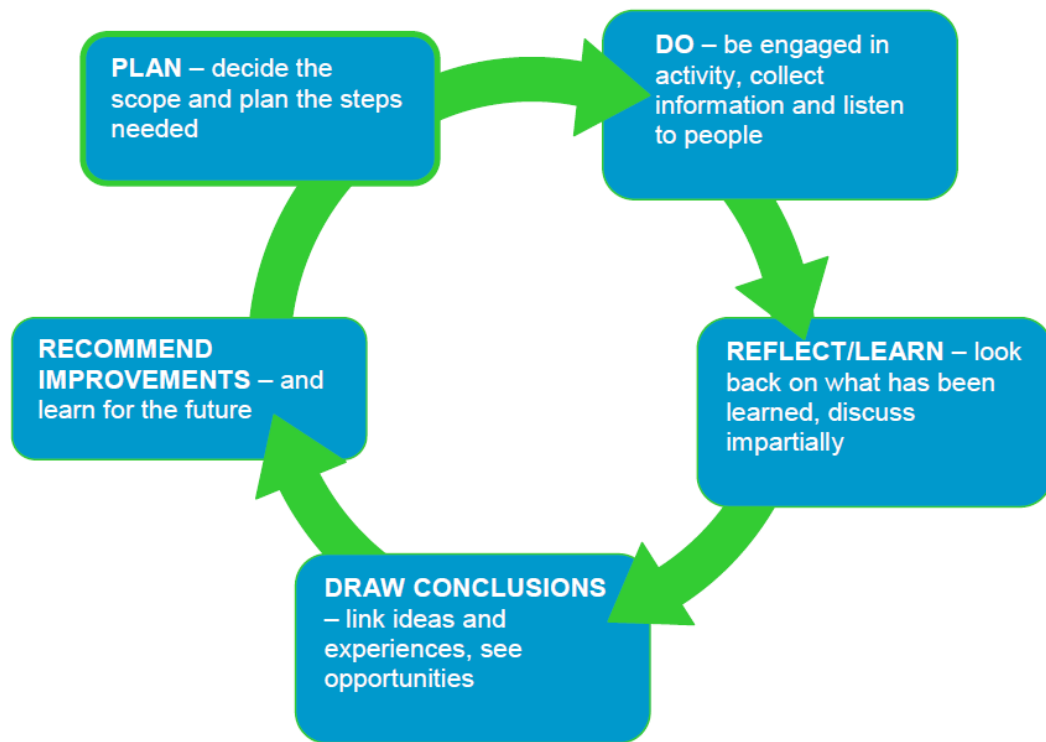
Report of the Acting Chief Executive

To the Economy, Environment and Place Scrutiny Committee

Wednesday 4 July 2018

WORK PROGRAMME PLANNING 2018/19

1. Members are asked to consider the contents of their Work Programme for 2018/19. To assist, a Work Programme template is attached to this report. The template details those service areas which fall within the purview of this Committee (essentially mirroring the remits of the Cabinet Members for Environment and Recycling, and Planning and Growth). The template also lists a number of issues identified as potential carry forward agenda items from the former Scrutiny Committee structure.
2. Topics for consideration can be generated in a number of ways including requests from Cabinet for support in policy formulation, pre-decision scrutiny of Cabinet reports, items proposed by Committee members/Chair perhaps in response to representations from the public or in response to concerns at the performance of a service. In addition, the call-in of Cabinet decisions is dealt with by the Scrutiny Committee for the service area concerned.
3. When considering suitable areas for scrutiny, matters to consider include:
 - Is the topic an identified priority for the Council, a Partner or the local community?
 - Does the topic have a weak trend in performance or dissatisfaction?
 - Is the topic the subject of external concerns eg by Inspectors or Auditors?
 - What outcome is sought?
 - When would be the most appropriate time to conduct a scrutiny review?
 - What resources are available to conduct and support a scrutiny review?
4. Scrutiny can be carried out in a variety of ways – by the full Committee, a Scrutiny Review Working Group, a Task and Finish Group, an Inquiry Day or by an individual member on behalf of the Committee. In order to maintain a manageable workload for members and the support resources, the Terms of Reference detailed elsewhere on this agenda limit the number of scrutiny exercises at any one time to three.
5. Whilst more detailed advice and guidance on conducting a Scrutiny Review will be available to members at the training event to be held on Thursday 5 July 2018, I have included below a diagram of the process which is suited to all scrutiny reviews whichever format that review takes:



ECONOMY, ENVIRONMENT AND PLACE SCRUTINY COMMITTEE

Work Programme 2018/19

Chair: Councillor Gary White

Vice-Chair: Councillor Marion Reddish

Members: Burgess, John Cooper, Driver, Gardner, Harrison, Olszewski, Panter, J. Tagg and Williams.

Portfolio Holders covering the Committee's remit:



Councillor S Tagg, Leader – Corporate and Service Improvement, People and Partnerships (for Economic Development Strategy)

Councillor Trevor Johnson - Cabinet Member – Environment and Recycling

Councillor Paul Northcott - Cabinet Member – Planning and Growth

The following services fall within the remit of this Scrutiny Committee:

Planning Policy and Development Control	Facilities Management
Building Control	Recycling and Waste Management
Land Charges	Streetscene and Litter Control
Housing Strategy (incl) Housing Advice and Homelessness) and Development Development	Crematorium and Cemeteries
Private Sector Housing	Climate Change, Sustainability and Energy Efficiency
Operational and Commercial Property Management	Environmental Enforcement
Strategic Transport	Environmental Health
Economic Development	Grounds Maintenance
Tourism	Crematorium and Cemeteries
Taxi ranks	Community Open space
Bus Station	Parks and Gardens Maintenance
Markets	

The core Work Programme is determined at the beginning of the municipal year. Issues can be added throughout the year with the Chair's approval or where a new priority area comes to the Committee's attention.

For more information on the Committee or it's work Programme please contact Jayne Briscoe on 01782 742250 or at Jayne.briscoe@newcastle-staffs.gov.uk

DATE OF MEETING	ITEM	BACKGROUND/OBJECTIVES
Wednesday 4 July 2018	Work Programme	To discuss the work programme and potential topics that Committee members would like to scrutinise over the forthcoming year
	Recycling Service - Update	Items listed at Chair's request.
	Grass Cutting Team – Performance	
	Arboricultural Department- Workload and Resource	Relevant Officers and Cabinet members requested to attend
	Planning/Development Control – Performance and Staffing	
Wednesday 26 September 2018	Work Programme	To discuss the work programme and progress of scrutiny activity and to consider any amendment/additions to the Programme
Thursday 13 December 2018	Work Programme	To discuss the work programme and progress of scrutiny activity and to consider any amendment/additions to the Programme
Thursday 14 March 2019	Work Programme	To evaluate and review the work undertaken during 2018/19
Thursday 20 June 2019	Work Programme	To discuss the work programme and potential topics that Committee members would like to scrutinise over the forthcoming year
<p>Suggestions for potential future items:</p> <ol style="list-style-type: none"> 1. Items carried forward from Cleaner, Greener and Safer Communities Scrutiny Committee: <ul style="list-style-type: none"> • Review of Council's Waste and Recycling Service (Currently being considered by Cross Party Members' Panel) 2. Introduction of Fixed Penalty Notices for Fly Tipping and Litter from vehicles 3. Food Standards Agency Review of Food Safety Regulations (expected to take place in late 2018) 4. SMART Motorway (M6) (Use of hard shoulder as 4th lane) – lobbying for amendment of the Scheme to include Junction 15) 		

Classification: NULBC UNCLASSIFIED

Newcastle-under-Lyme Borough Council

Report to Economy Environment and Place Scrutiny Committee – 4th July 2018

Title: Grass Cutting Operations

Author: Head of Operations – Roger Tait

Reason for Report

The following request was made by Cllr Gary White, Chair of Economy, Environment and Place Scrutiny Committee;

. Grass cutting, review of why the department is now running over 2 weeks behind schedule, what actions have been put in place in order to pull this back, how long this will take and what financial support from Cabinet is required to achieve this.

Officer response:

In essence, the prolonged winter and late spring has resulted in grass cutting operations falling behind schedule in many areas of the Borough. This is not confined to Borough Council operations, many other landowners (Aspire Housing, Staffordshire County Council, private estates etc) are experiencing the same difficulties as can be seen if you look around the area.

We normally commence with the first cut in early to mid-March, but with the snow and wet ground conditions, we were unable to commence until April. We then experienced a spell of warm weather which caused a surge in grass growth after the first cut had been completed. This type of seasonal and weather-related issue is not unusual in the grounds maintenance field, and we normally recover as we move through the season.

The Streetscene mowing teams are deployed at present, and are working their way around the scheduled mowing routes as fast as possible. The northern team (Madeley is situated in the northern area and was last cut w/c 14th May) are currently in Chesterton and Crackley and will then follow the scheduled route to Kidsgrove, Audley and Madeley. The current warm, dry weather (forecast for the next week or so) is helping by slowing down further grass growth and the team feel that we should be able to catch up over the next couple of weeks.

The northern team have experienced some further difficulties relating to long term sickness absence (3 operatives) and minor machinery breakdowns, therefore we are deploying 2 of the weekend cleansing crew onto mowing operations on Saturday to help catch up, and will consider moving one of the southern team mowers onto the north next week if necessary. We are also moving the Probation team onto litter picking the mowing routes in advance so that this can help speed up the grass cutting.

I appreciate that you, along with other members in the other northern area wards, may be receiving complaints from residents regarding the grass cutting service, but I hope the above explanation allows you to allay their fears and reassure them that we are catching up and moving resources around wherever possible (taking into account other competing priorities

Classification: NULBC **UNCLASSIFIED**

such as daily street cleansing duties and support to recycling collections) to help complete the current schedule.

Information provided relates to the position as at 13 June 2018. A Verbal update on progress will be provided at the meeting on 4th July 2018.

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Newcastle-under-Lyme Borough Council

Report to Economy Environment and Place Scrutiny Committee – 4th July 2018

Title: Tree Management Operations

Author: Head of Operations – Roger Tait

Reason for Report

The following request was made by Cllr Gary White, Chair of Economy, Environment and Place Scrutiny Committee;

Arboricultural department. Review of the workload and resource. Executive summary review of the priority list and target dates to complete. Support required.'

Officer response:

Background

The Council has a digital Tree Management System (TMS) which records and maps all of its tree stock. It is estimated that the council owns around 70,000 trees at various sites across the Borough.

The trees are risk rated (either as individuals or groups/woodlands) depending on factors such as proximity to targets (eg property/roads/footpaths) and inspected on an appropriate frequency (annually for high risk to 3 yearly for low risk). This system is the Council's defence against any claims for damage or injury as a result of issues relating to its tree stock.

The TMS inspections generate a list of required work which is then prioritised according to risk and urgency, with high risk issues taking top priority and low level issues such as shading, leaf drop and casual annoyance being allocated low priority (whilst accepting that this may disappoint residents).

In addition, service requests from residents coming in via the contact centre must also be investigated/inspected and in some cases generate further required work.

At the present time there are 2573 outstanding tasks in total, with 136 (5%) generated via service requests as opposed to 2437 generated via the TMS. This includes all work generated from high to low priority and can range from pruning a limb to felling a large tree to thinning out an entire woodland. From this total, there are currently 215 tasks which have been identified as essential/desirable for completion and planned in between now and 2021. However, this total (and the overall total) will be added to each year as the TMS and service requests generate further tasks.

Resource

The Council employs one Arboricultural Officer who manages the TMS. This mainly involves carrying out inspections of the tree stock, updating the system, prioritising and programming tree surgery work and supervising work on site. This is a significant workload and support has been provided to

the AO by seconding a Streetscene Operative with appropriate skills to assist in the survey work. The AO has been off work due to illness for a significant proportion of this year but is now back in work.

The Council has a pool of trained tree surgeons (9 operatives) in the Streetscene team who are deployed on other tasks (mowing/cleansing/parks/sports pitches etc) for the majority of the time. During the winter months (November to March), when tree work is undertaken, a team of 3 at any one time is deployed on the prioritised tree work programme. However, progress against the programme can be impacted on by a number of factors including reactive non-programmed tree work related to winter storm damage or other emergencies, deployment onto other priority non-tree work tasks, and weather or ground condition delays. The team also has an aging profile, which impacts on their ability to carry out physically challenging tasks, and the pace at which they can safely work.

Progress over the last 3 years is as follows:

2015/16 – 129 tasks completed (54 generated by service requests from public)

2016/17 – 114 tasks completed (62 generated by service requests from public)

2017/18 – 152 tasks completed (including 6 weeks work on reactive storm damage clearance and 69 generated by service requests from public), 134 tasks programmed but not completed (carried over to 2018/19 programme)

Update

Ideally, when the TMS is fully updated and all surveys are completed, many service requests from the public will be able to be investigated digitally on the system, without the need for a resource-intensive site visit. Work is in progress to complete surveys and system updates but this will potentially take 2/3 years at current resource levels.

There is currently a large backlog of tasks. However, a significant proportion are non-urgent at present, although they may become more urgent as time passes and further tasks will be added to the backlog as the Borough's aging tree stock deteriorates over time. Some of the current backlog relates to large, over mature trees in difficult to access locations. These trees are more challenging and time-consuming for the Council's in-house tree team to deal with, as they often require specialist equipment and/or heavy machinery which has to be hired in, and present more complex operational issues which the team are not used to dealing with. This drains resource away from being able to tackle and catch up with the backlog of more routine tree work, and the service requests from members of the public.

In recognition of this, as part of the recent budget service review of the Operations Service, a proportion of the efficiency savings identified was recycled back into the revenue budget for the tree team. This £30,000 per annum will be used to engage specialist contractors to tackle some of the larger, more complex jobs, thus freeing up the in-house team to progress the other tasks. It will take some time to catch up, and there will always be the reactive issues to deal with when they arise, but it is considered that this strategy will help to make some progress, which otherwise would not have happened.

Where tree work has been requested by members of the public, but is not deemed urgent/essential, the Council is now offering the opportunity for residents to pay for it if they wish it to be done more quickly than the programme would allow. The Council will seek quotes for the work from approved contractors and then bill residents for the work if they are happy with the price offered. A number of residents have taken up this offer, and this approach helps to tackle some of the low level, casual annoyance issues which often generate requests and can cause frustration if they are not able to be completed within a reasonable timescale.

Future Issues

As mentioned earlier in this report, the current in-house tree team has an aging profile and although skilled and trained in routine tree surgery operations, are limited to an extent in their ability to deal with the more complex operational issues which the Borough's aging tree stock presents and will continue to present over the coming years.

Also, there is and will continue to be a competing demand for staff resource in the Streetscene team on the multitude of other priority tasks and activities which need to be carried out, which will make progress with the tree work programme difficult to sustain. Diverting greater staff resource into tree work would need to be balanced by a corresponding reduction in resource on other Streetscene tasks, if current staffing levels remain constant. This would then create demand issues in other activity areas.

Options which will be explored to address these issues include succession planning and training to introduce younger employees into the tree team, potentially outsourcing more of the complex work to specialist contractors, focusing the in-house team on more routine work and improving productivity, and seeking to expand on the approach to charging residents for non-essential work where they are willing to pay to bring it forward.

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Report to Economy, Environment, and Place Scrutiny Committee

4th July 2018

Purpose of Report

To provide as requested by the Chair information on the Planning Service

Background

The Chair has asked the Committee to be provided for *Planning with a review of case load, % compliance with required completion of workload. Review of number of staff vacancies within the department and the action plan to fill this gap. Also evidence of staff turnover and feedback on reasons for turnover from those that have left. Action plan to mitigate moving forward*.

Subsequently the Chair has confirmed that by “Planning” he is referring to both Development Management (of which the planning application function is part) and to Planning Policy as well.

1. Principal elements of the Planning Service caseload

Planning Policy

Preparation of the Joint Local Plan, in conjunction with the City Council, involving the commissioning of a range of evidence including the Joint Strategic Housing Market Assessment, the Employment Land Review, a Strategic Flood Risk Assessment and a range of other studies. Target to get the new Local Plan through an Examination in Public by 2020. A number of further stages are required to get to that point

Supporting currently 6 Qualifying Bodies prepare their Neighbourhood Plans – each at a different stage

Annual Monitoring of housing, employment, retail and leisure development across the Borough

Annual Calculation of the 5 year housing land supply position within the Borough

Annual preparation of Council’s Brownfield Sites Register

Fulfilling the ongoing duty to cooperate with other adjoining Local Planning Authorities

Development Management

Providing a pre-application enquiry service – 392 enquiries in 2017/18 (596 in 2016/17)

Determining “planning applications” including applications for planning permission, outline planning permission, applications for the approval of

reserved matters, applications for listed building and advertisement consent, applications for the approval of details where such approval is required by conditions – see Appendix.1 for information on numbers

Defending the Council's decisions on appeal (13 valid appeals received in 17/18; 23 in 16/17)

Dealing with the enforcement of planning controls, including the investigation of reports of breaches of planning control - 264 received in 2017/18 (255 in 2016/17)

Conservation and Heritage – including the preparation of Conservation Area Appraisals and Management Plans (10 year rolling programme involving 22 Conservation Areas), the running of the Council's Historic Buildings Grants Scheme (, the biannual review of the Council's Local Register, the Biannual Civic Awards Scheme, working with owners of Listed Buildings including in particular those designated by 5 yearly surveys to be at risk

2. Compliance with required completion of caseload

Planning Policy

Local Plan preparation – Government increasingly seeking to persuade / penalise authorities to bring forward their plans – most recent timetable set out in report to Cabinet January 2018

Neighbourhood Plans – legislation has introduced statutory periods which have to be complied with – statutory periods achieved in 17/18

Demands for annual monitoring

5 year housing land supply position – key component in development management decisions, position last calculated in August 2017 (of situation as at 1st April 2017)

Duty to Cooperate demands from adjoining authorities, Council part, with City Council, of Planning Advisory Service pilot project for new Statements of Common Ground

Development Management

% of pre-application enquiries responded to within agreed time periods – Local target for 2017/18 75% - actual 65.5% (2016/17 74.2%) – see Appendix 2 for further details

% applications for Major development determined “in time” - Local target 70% for 2017/18 – actual 78.4% (2016/17 81.5%) – see Appendix 2 for further details

% of applications for Minor development determined within 8 weeks – local target 70% for 2017/18 – actual 50.3% (2016/17 80.8%) – see Appendix 2

% of applications for “Other development” determined within 8 weeks – Local target for 2017/18 85%- actual 76.4% (2016/17 88%) – see Appendix 2 for further details

% of a applications for “Non-major” development determined “in time” – Local target for 2017/18 85% - actual 78.6% (2016/17 92.9%) – see Appendix 2 for further details

% of applications for approvals required by conditions determined within 2 months - Local target for 2017/18 75% - actual 51.4% (2016/17 66.8%) – see Appendix 2 for further details

% of complainants (about alleged breaches of planning control) informed within required timescale of any action to be taken – local target for 2017/18 75%- actual figures for first two quarters 81.7% - (2016/17 76.7%) – see Appendix 2 for further details

3. Planning Department – current staff vacancies and Action Plan to address these vacancies

Vacancy	Stage at	Intended next steps
Planning Policy		
Planning Policy Business Manager – (BB70) – Grade 12, Full time – vacant since May	Advertised internally (2 separate weeks) & then externally (6 weeks). Current closing date 4 th July	Dates already set for shortlisting and interviews In event of lack of appropriate candidates to contact Recruitment Agencies to source candidates. Market Supplement review
Fixed term (1 year) Neighbourhood Planning Officer – DD339 - Grade 9, Part time 22.2 hours – vacant since April	Advertised externally (4 weeks) current closing date 4 th July	Dates already set for shortlisting and interviews. Follow normal recruitment and selection process
Development Management		
Senior Planning Officer (Enforcement) - Grade 9 (+4 scp Market Supplement until 31 st August 2019, review Spring 2019) Full time – New post	Updated JD and Person Spec prepared to enable Executive Management Team consideration	Advertise if approved, etc
Support Officer – Grade 7, full time – vacant since January	Advertised internally and externally with closing date 7 th June – no appropriate applications received	Job Specification being reconsidered with view to going back to market again within next month
Planning Service		
Planning Practice Manager- Grade 8, Temporary post (until	Revised Job Specification and Job Description required, followed by seeking	Advertise if approved, etc

March 2018) Full time – vacant since June 2017	of EMT approval and then if approved usual recruitment and selection process	
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4. Staff turnover and feedback

Staff Currently in post

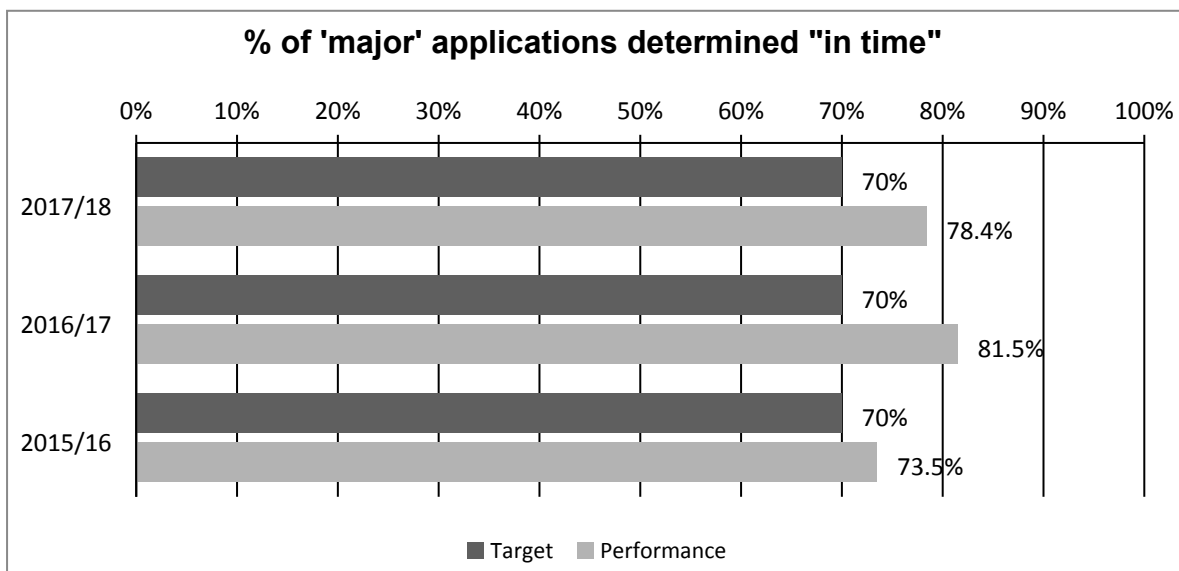
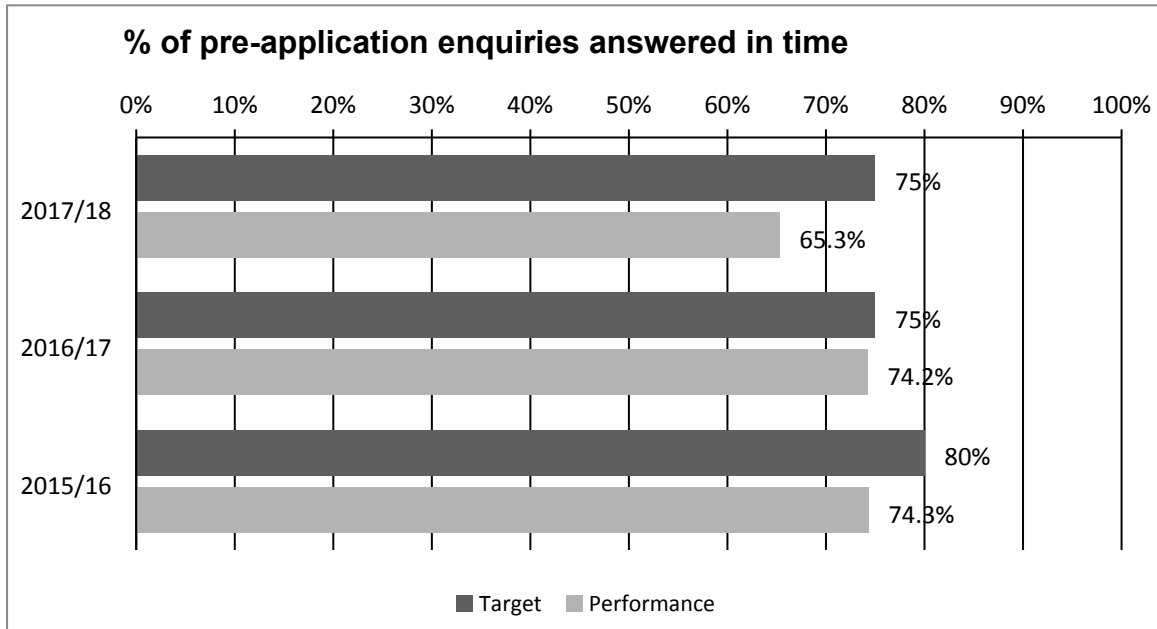
Job Role	Duration person in post in Planning	Nature of appointment
Head of Planning	16 years 4 months	Full time
Planning Policy		
Joint Local Plan Coordinator	18 months	Full time. Shared fixed 2 year appointment with SOTCC
Senior Planning Policy Officer	1 year 4 months	Full time
Senior Planning Policy Officer	1 year 4 months	Full time
Planning Policy Officer	1 year 7 months	Full time
Development Management		
Development Management Manager	17 years 10 months	Full time
Urban Design / Conservation Officer	11 years 7 months	Part time (0.8FTE)
Senior Planning Officer (DM)	13 years 5 months	Full time
Senior Planning Officer (DM)	10 years 9 months	Full time
Planning Officer (DM)	3 years 9 months	Full time
Planning Officer (DM)	13 years	Full time
Trainee Planning Officer	11 months	Full time
Planning Enforcement Officer	5 years	Full time
Support Officer	17 years 5 months	Full time
Support Officer	29 years 7 months	Part time (0.4 FTE)
Support Officer	38 years 8 months	Part time (0.4FTE)
Assistant Support Officer	13 years 4 months	Full time
Assistant Support Officer	13 years 4 months	Full time
Assistant Support Officer	6 months	Part time (0.8FTE)
Planning Consultant	4 weeks	Temporary employment

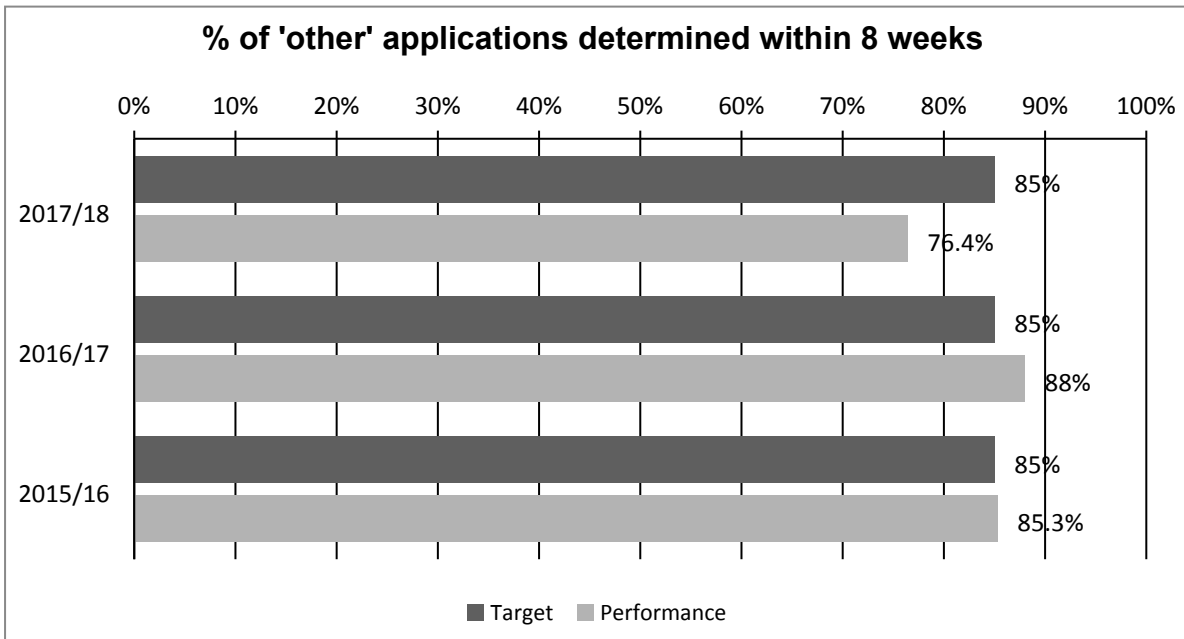
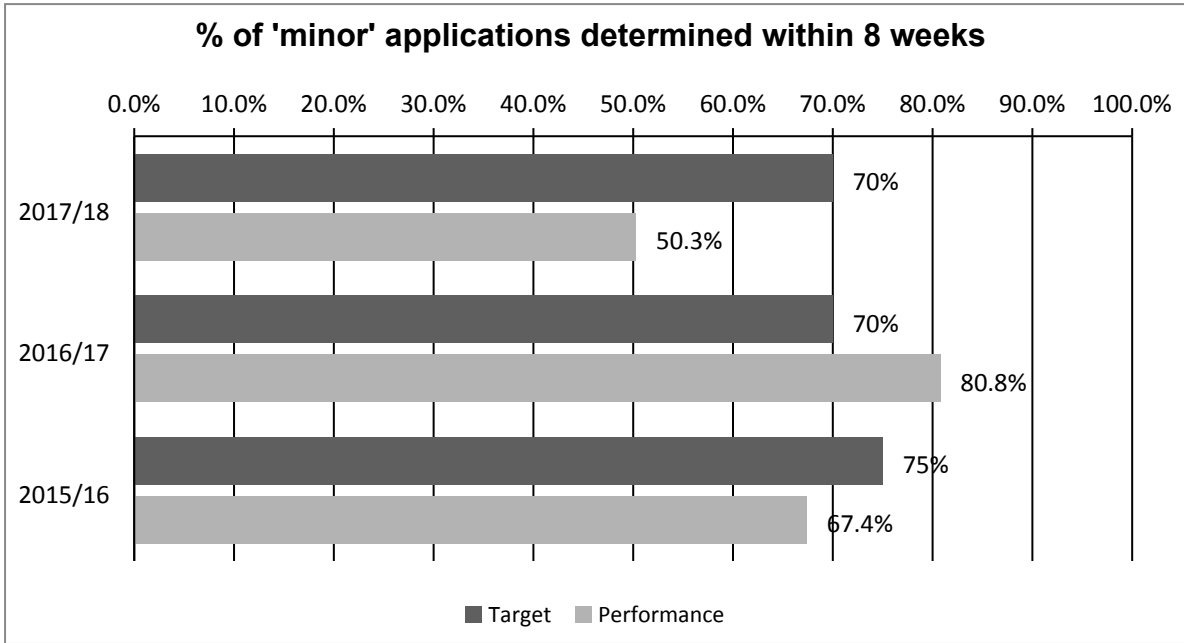
Leavers (in the last 5 years)

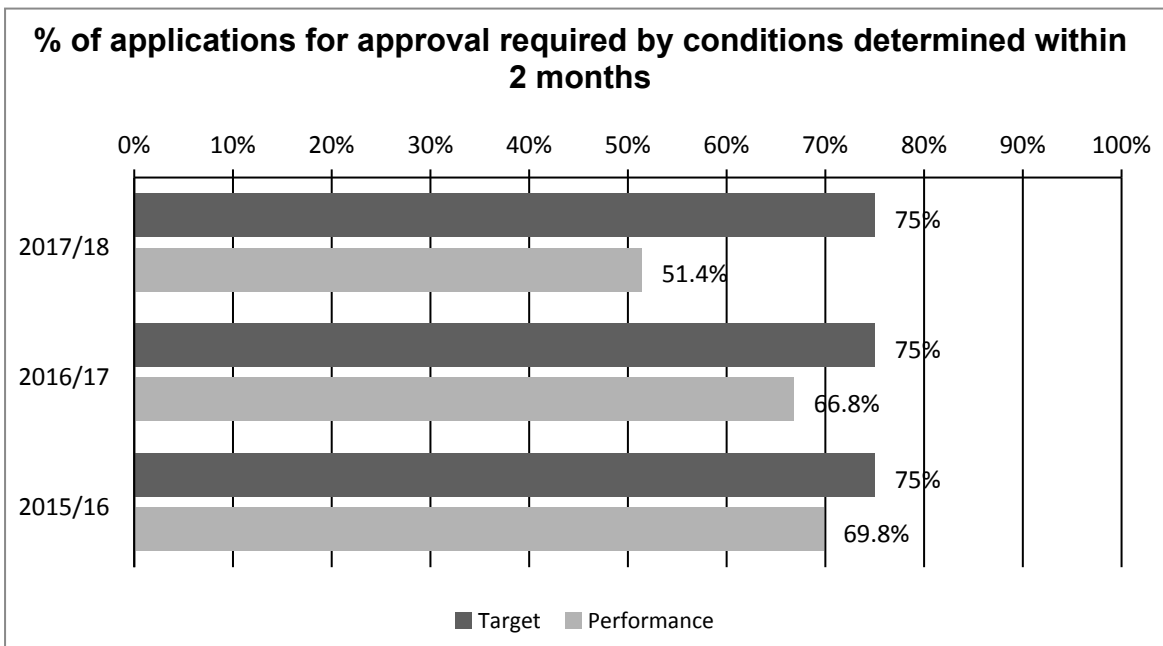
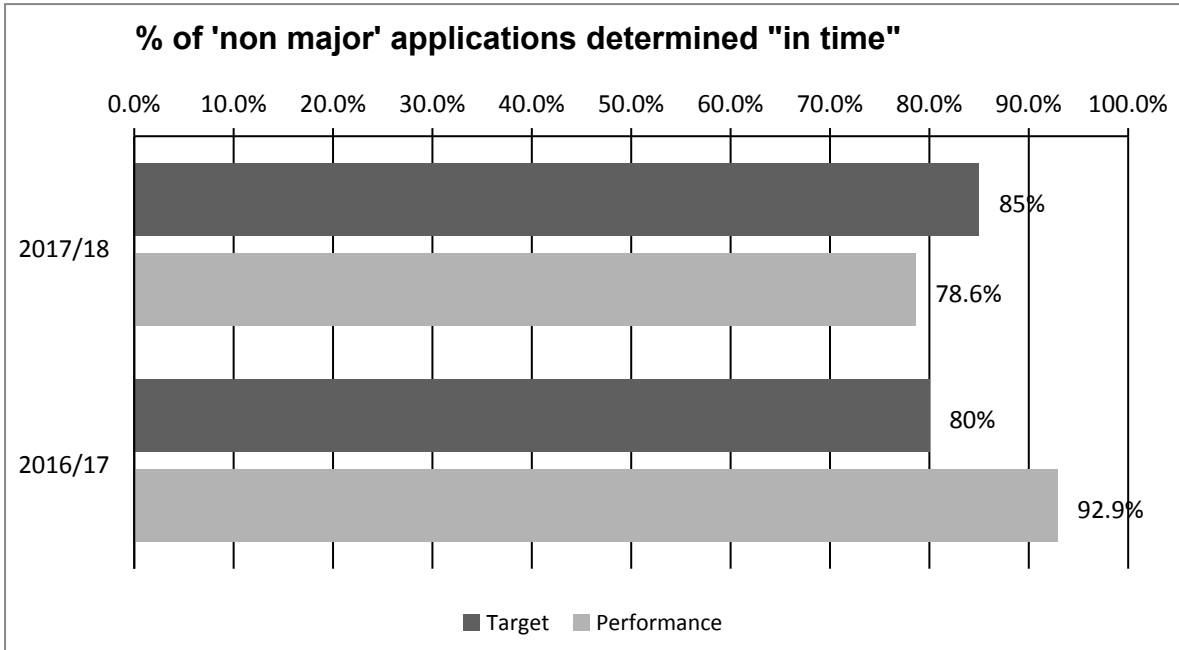
Planning Policy Job Role	Date of departure	Duration person in post in Planning
Planning Policy Officer/Senior Planning Policy Officer	January 2014	3 years 3 months
Senior Planning Policy Officer	March 2014	7 months
Planning Policy	January 2016	1 year 3 months

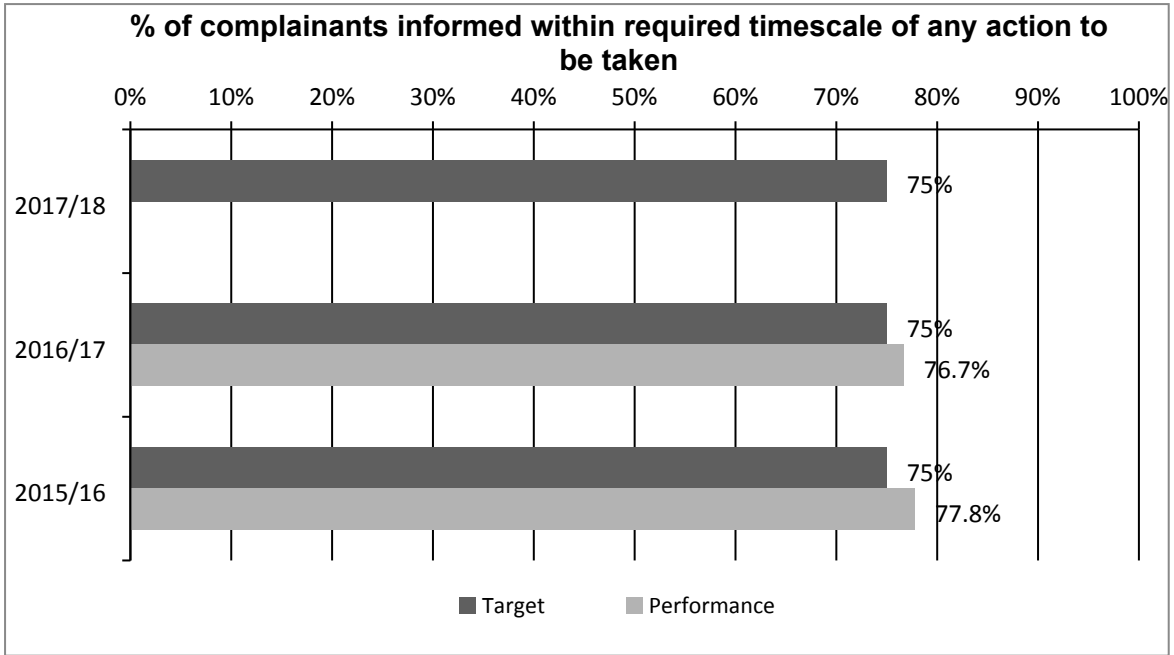
Officer		
Senior Planning Policy Officer	July 2016	2 years 2 months
Neighbourhood Planning Officer- Temporary post	March 2018	1 year 1 month
Planning Policy Manager	May 2018	13 years
<p>The Council invites leavers to complete exit interviews. Not all leavers complete such interviews. Reasons for leaving Planning Policy have varied but have included the obtaining of better remunerated posts at nearby authorities, of permanent posts by those in temporary posts, the obtaining of employment closer to staff members homes and concerns about the posts held, the constraints of the Job Evaluation scheme and resources available to Planning Policy</p>		
Development Management Job Role	Date of departure	Duration of person in post in Planning
Senior Planning Officer (Development Management)	May 2014	24 years 10 months
Senior Planning Officer (Development Management)	Oct 2013	5 years 1 month
Planning Officer	Jan 2016	10 years
Support Officer	Dec 2017	13 years 10 months
Planning Practice Manager	June 2017	2 months
<p>Reasons for leaving Development Management have varied but have included the taking of a post in the private sector, retirement, the setting up of a new business venue and returning to a post with a previous employer. In one case the staff member considered that they were not suited to the post that they held having had previously no local government or planning experience</p>		

Appendix 1 to Planning Service Update to July 4th Economy Environment and Place Committee

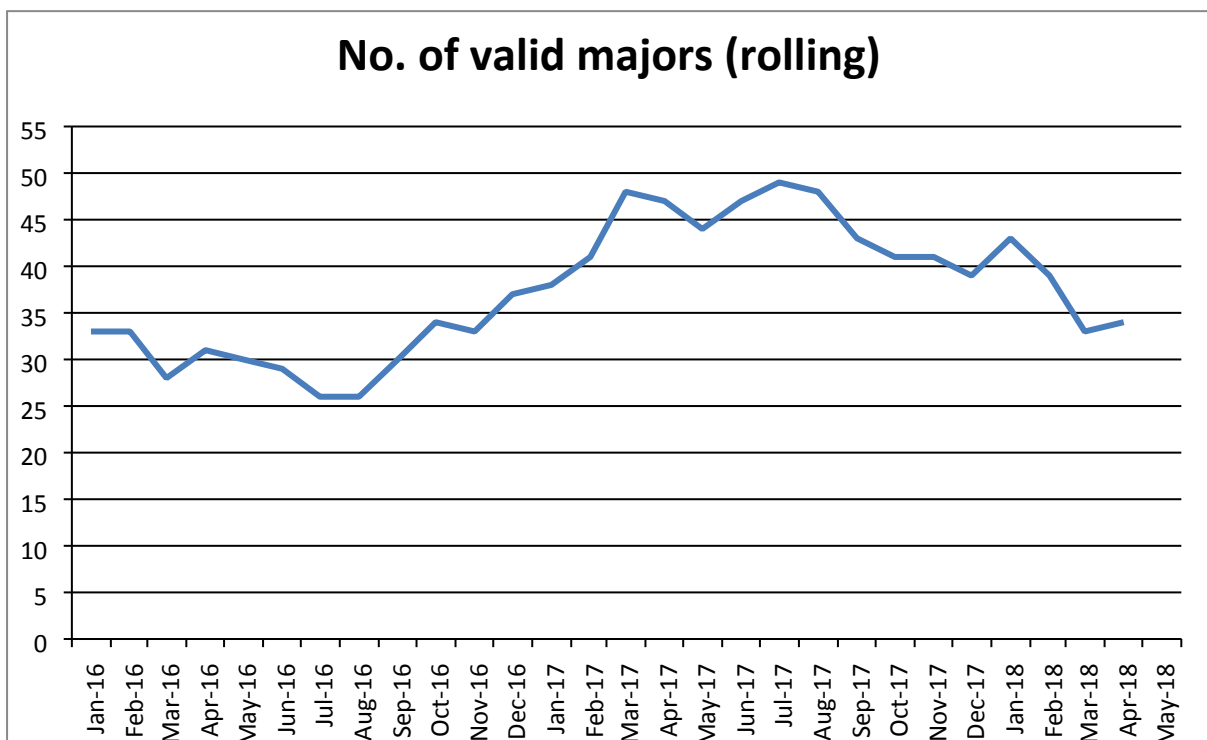
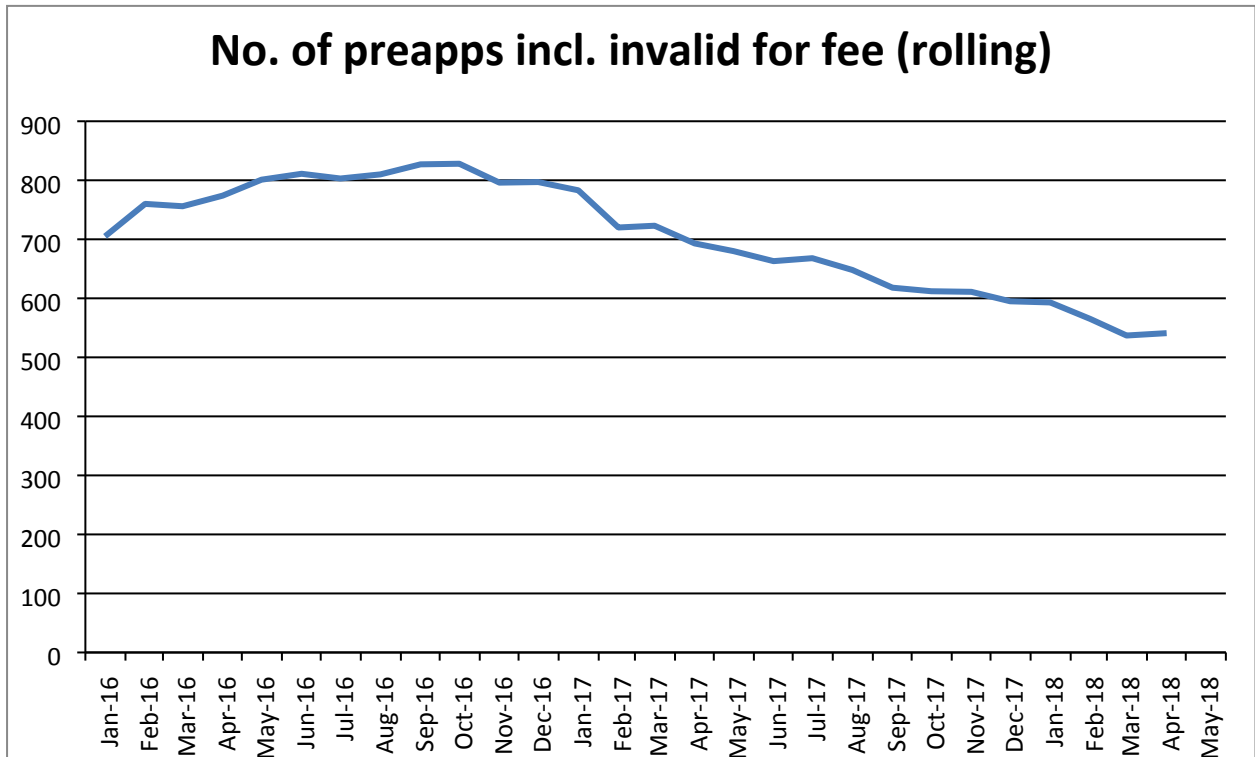


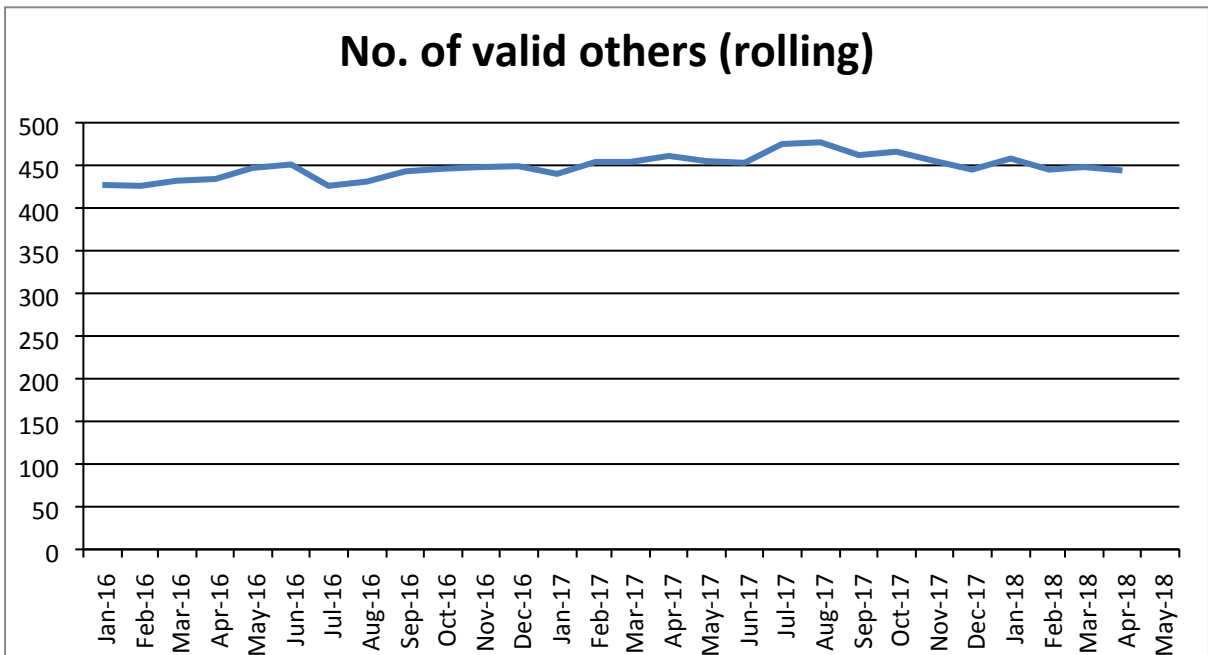
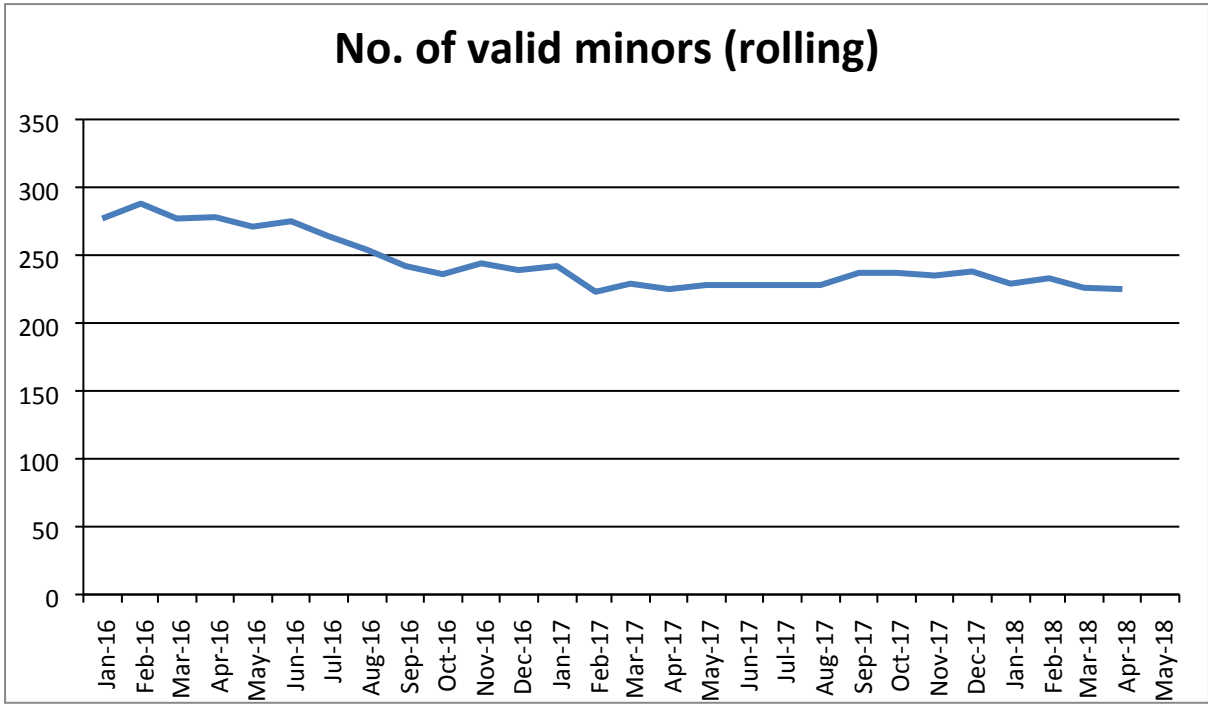


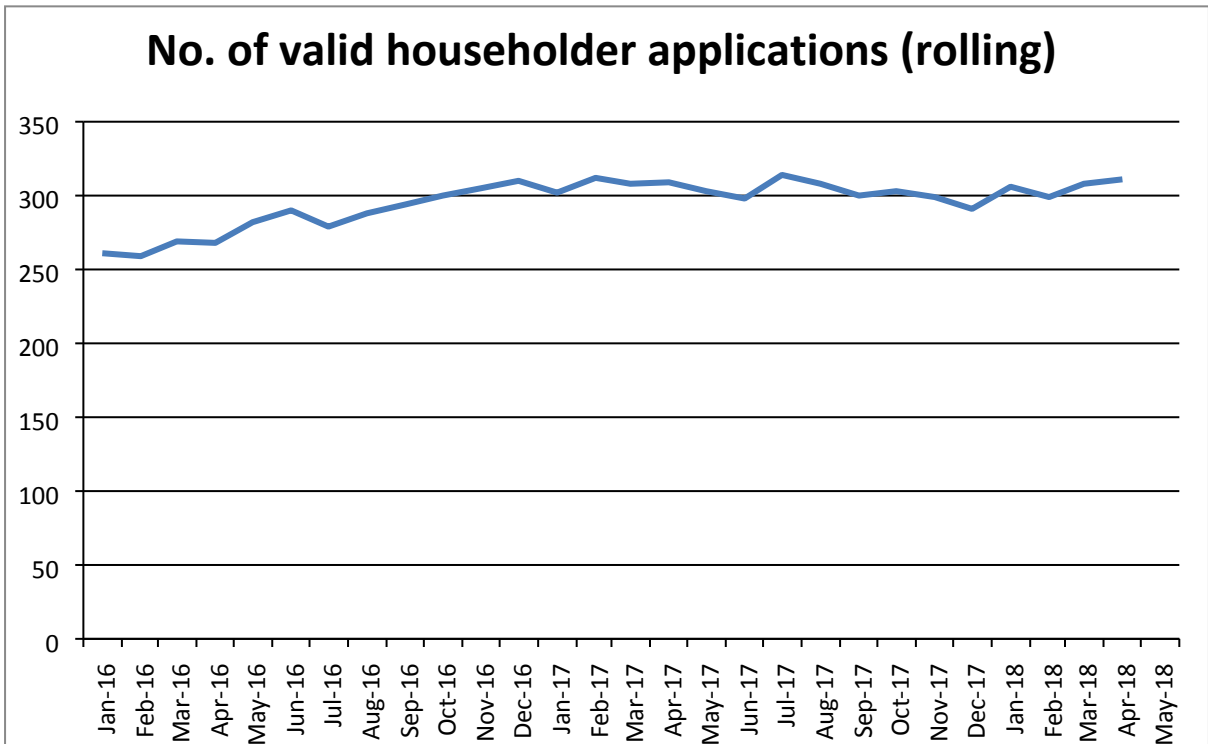
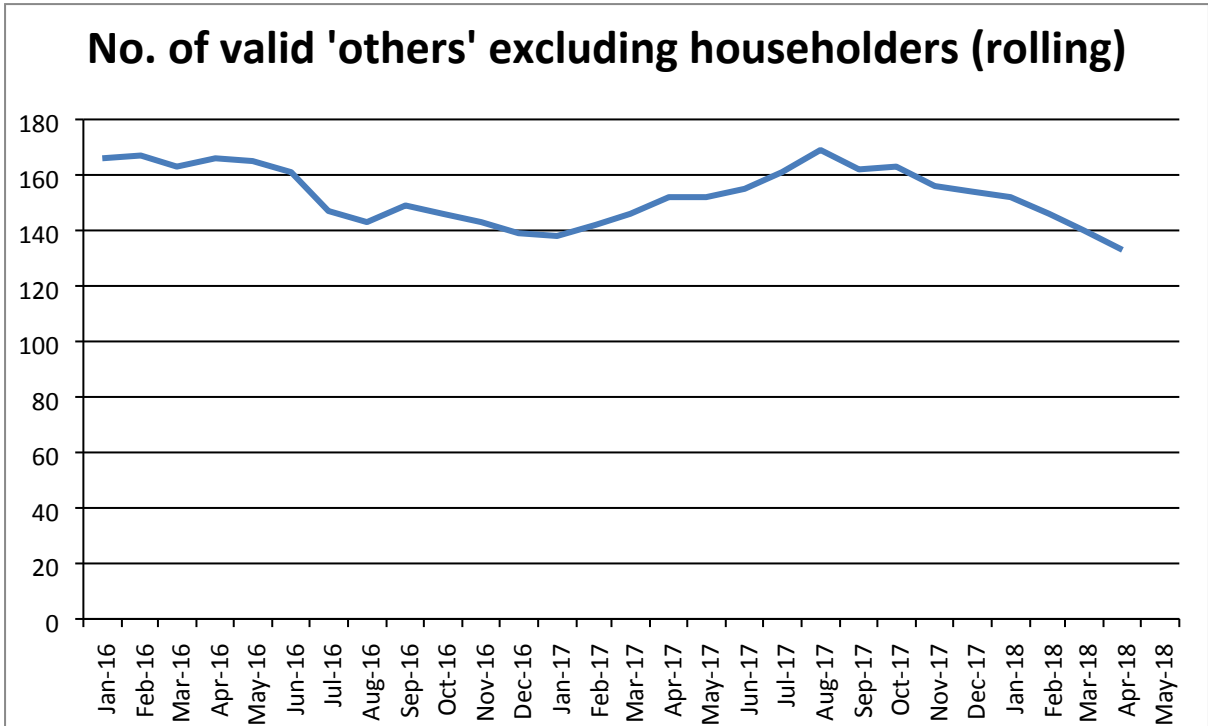


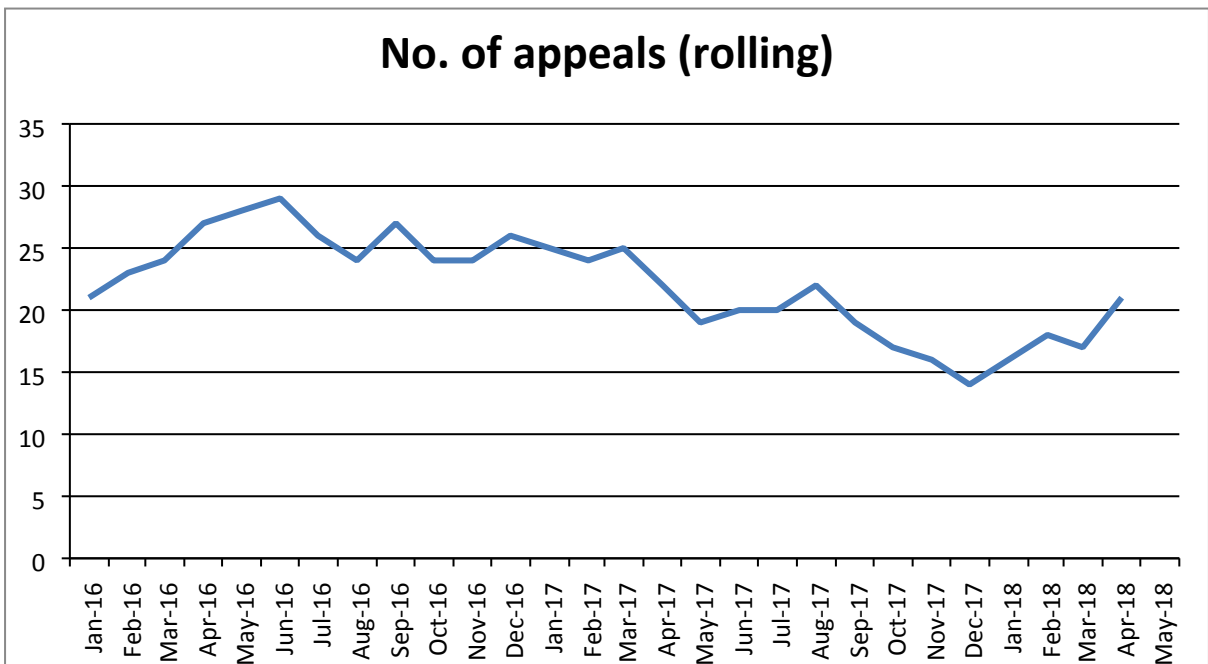
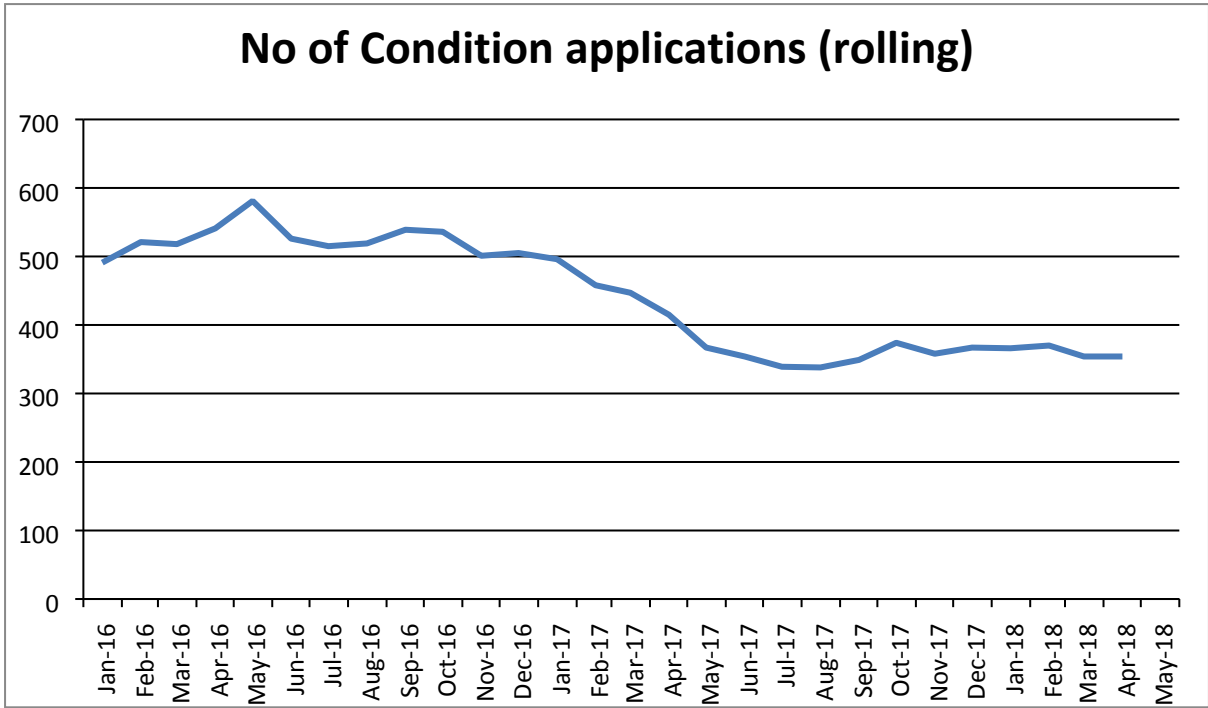


Rolling figures refer to the preceding 12 months -showing trends in workload

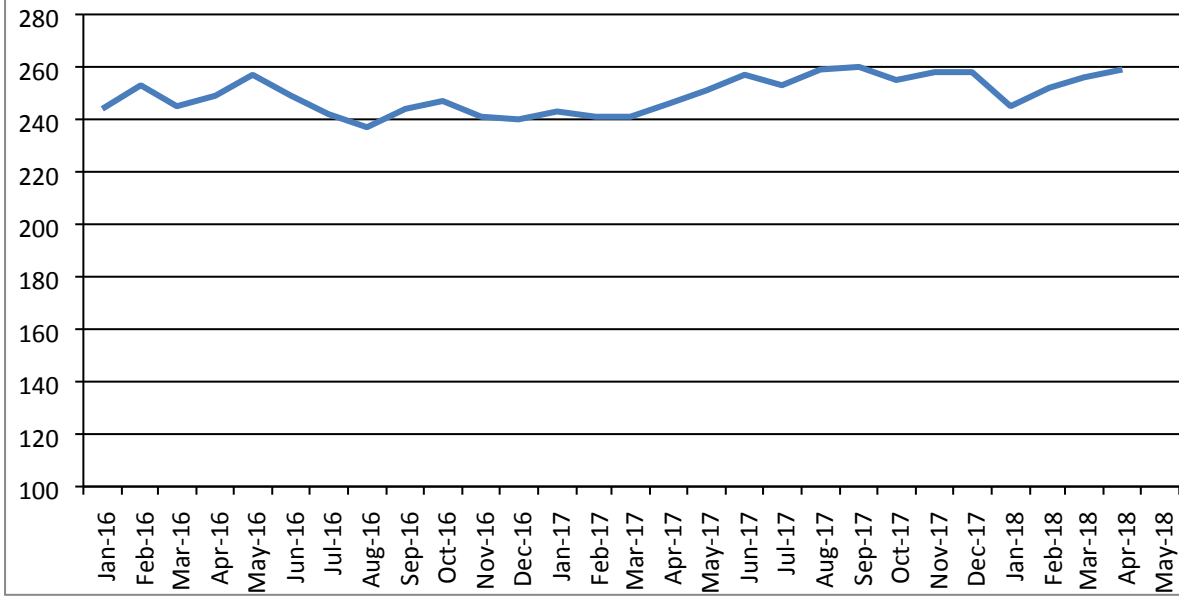








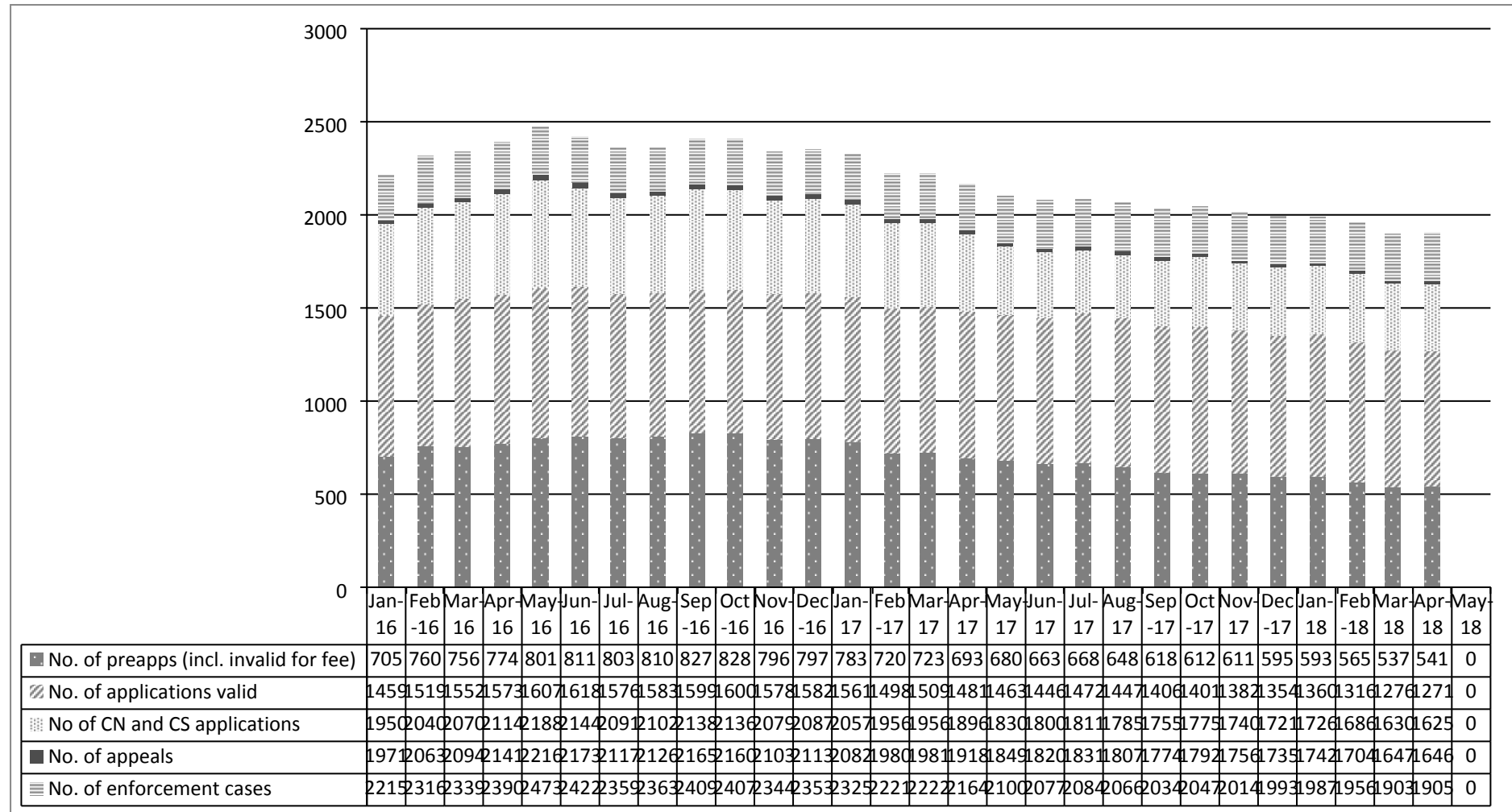
No. of new enforcement cases (rolling)



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Appendix 2 b to Planning Service Update to 4th July Economy, Environment and Place Scrutiny Committee

Rolling totals combined showing overall workload of Development Management Section – CAUTION this shows every application/enquiry/enforcement case equally but they are not.



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