

Define and Document

Planning policy and procedures

1. The framework for decision making in relation to planning matters in England and Wales is plan-led and is legislated by Acts of Parliament and Statutory Instruments. This requires the Local Planning Authority to prepare plans, that set out what can be built and where, as well as addressing a range of local issues through Planning Policies. All decisions on applications for planning permission should be made in accordance with the Development Plan unless material planning considerations indicate otherwise. The Leeds adopted Local Plan sets out the council's vision and strategy for planning the area until 2033. Planning Policy is compliant with all relevant legislation. Development Management activity is guided by legislation, the main legislation being The Town and Country Planning Act 1990 and the Town and Country Planning (Development Management Procedure) (England) Order 2015 which sets the legal framework for determining planning applications. Additionally, documented systems and processes exist which ensures that the decision making is lawful and compliant, open and transparent.
2. The Table below describes the planning policy hierarchy and the underpinning planning procedures and guidance used to determine planning applications in Leeds.

The Leeds Local Plan and other planning guidance

- Core Strategy 2014 (amended by Selective Review in 2019)
- Site Allocations Plan (SAP)
- Aire Valley Leeds Area Action Plan
- Natural Resources and Waste Local Plan
- Saved Unitary Development Plan Review policies
 - Neighbourhood Plans
 - Supplementary Planning Documents (SPD)
 - Conservation Area Appraisals
 - Area Design Statements

Planning Procedure and Guidance:

- Chief Planning Officer's Delegation Scheme
- Chief Planning Officers' Sub- Delegation Scheme
- Plans Panel Terms of Reference
- Planning Code of Good Practice
- Protocol for Public Speaking at Plans Panels

3. A High Court legal challenge was mounted in 2020 to the Site Allocations Plan (SAP) and subsequent High Court Order (August 2020), that 37 Green Belt sites (including one mixed use allocation) be treated as not adopted and be referred back to the Secretary of State for further examination by the Planning Inspectorate, against up-to-date evidence and national and local policy. Following this review of up-to-date evidence, in March 2021 the Council submitted for Examination proposed modifications to the 2019 SAP by proposing the removal 36 housing allocations and proposing that the single mixed-use (MX2-38) site be allocated for general employment (under the new reference EG2-37). This was the subject of Examination in September 2021, and then to further consultation on the proposed Main Modifications from December 2021 to January 2022. A further hearing session was held in May 2022 and the Council awaits correspondence from the Inspector with regard to the soundness of the Plan.
4. In terms of planning enforcement, enforcement is discretionary and action only taken if considered expedient to do so in the public interest. The National Planning Policy Framework (NPPF) sets out the Government’s planning policies for England and how these should be applied; it is also the framework for decision making in relation to enforcement matters. NPPF states:

“They should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate.”

Roles and responsibilities

Delegated decision making

5. Full Council approved arrangements in May 2022 and reported to the Annual Council Meeting on 26th May for the appointment of Committees and the delegation of council functions to officers for the 2021-22 municipal year, including approval of the Chief Planning Officer’s Delegation scheme.

6. The Chief Planning Officer's sub-delegation scheme sets out which functions have been sub-delegated by the Chief Planning Officer to other officers and any terms and conditions attached to the authority sub-delegated by the Chief Planning Officer. The Sub Delegation Scheme was last published in May 2022.
7. The Chief Planning Officer's sub-delegation scheme ensures that decision making is undertaken at the appropriate level of seniority and experience. For example, only officers at planning team leader level and above have the authority to determine major applications. Other applications can only be signed off by officers at PO4 level and above. No officer can 'sign off' applications where they have been the case officer and therefore an appropriate level of peer scrutiny is brought to bear on each proposal before it is finally determined. A total of 5,524 decisions were made in 2021-22, this compares with 4,541 decisions in 2020-21 by the Local Planning Authority, an increase of 18%. Due to the scale of the numbers of applications received by the planning authority and in line with best practice, most decisions are made by officers under the delegation scheme and in 2020-21, officers made 99.0% of the decisions.
8. The Chief Planning Officer is authorised to determine all planning enforcement matters in accordance with the Officer Delegation scheme and has sub-delegated this authority to appropriate officers. The Local Planning Authority should have regard to the NPPF, in particular paragraph 58 which states, *"Effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control."*
9. The service has in place a process for declaring conflicts of interest, whereby if an officer is allocated an application or enforcement case but has an interest, or is known to the applicant, or their representative or reporter or property owner being reported about, then officers are required to declare an interest and the application is reallocated to another officer in the interests of transparency. The process has recently been reviewed by Internal Audit and the guidance for officers is being refreshed and reshared in line with the recommendations of the review, this is due in Autumn 2022.

Plans Panel decision making

10. The determination of all planning applications are delegated to the Chief Planning Officer under the officer delegation scheme, unless they fall into defined categories of exceptions set out within the delegations (and which were detailed in a previous report in November 2019 to this Committee).
11. On such exception facilitate Members' right to request that an application comes to the Plans Panel for determination, and part 1a of the Officer Delegation Scheme (Council (non-executive) Functions) - Chief Planning Officer, 'Exceptions' section, sets out the circumstances when this is applicable.
12. To aid the decision-making process, all Plans Panels are supported by a legal advisor.

Enforcement matters

13. The Council has statutory powers to investigate breaches of planning control and the conditions attached to planning consents and to take formal action where a satisfactory outcome cannot be achieved by negotiation. However, enforcement is a discretionary power and where breaches occur, the Council has to consider if it is in the public interest to take enforcement action and action has to be proportionate to the breach of planning control to which it relates and taken when it is expedient to do so. The Council is not required to take any particular action on a specific breach of planning control and can decide that no action is necessary.
14. Leeds Enforcement Plan describes the categories of potential breaches and prioritises activity accordingly. Enforcement matters are allocated to case officers within the service who conduct site visits, investigative and carry out meetings as appropriate. Officers then make recommendations as to the course of action to pursue; this recommendation will have due regard to the NPPF and NPPG and the Council's Leeds Enforcement Plan (as encouraged by the guidance, enforcement activity will almost always seek to resolve issues first by negotiation and by working with developers/ owners to address any problems). On a small number of cases, a breach may be identified, and a decision taken that it is not expedient to pursue further. These decisions would only generally be made when the breach is very minor and causes no identified planning harm, in accordance with relevant guidance. Where no further action is recommended due to a lack of expediency, the case will fully be appraised and documented for approval by a senior officer. The Chief Planning Officer's sub-delegation scheme ensures that decision making is undertaken at the appropriate level of seniority and experience. No officer can make a decision on cases where they have been the case officer and therefore, an appropriate level of peer scrutiny is brought to bear on each case before it is finally decided.
15. The Compliance Service has in the last year changed its service name to Enforcement Service. This was done in the interests of clarity for the public, reflects the common usage of the term and this is what the function is described as in legislation. Compliance Officers have also been redesignated as Enforcement Officers.

Democratic Oversight

16. There exist numerous opportunities for democratic oversight of the development management and enforcement processes:

Executive Member for Infrastructure and Climate	Regular briefing meetings on Planning matters, pertaining to the portfolio holder's responsibilities.
Executive Member for	Informal briefings on matters relating to specific applications, process issues and strategic planning and compliance matters and provides an effective two-way communication mechanism between members and the service. Held

Infrastructure and Climate and Plans Panel Chairs meetings	monthly, and have continued throughout the lockdown period, thus providing the continuous democratic oversight during a challenging and ever evolving situation.
Plans Panel Chairs Briefings	Regular briefings with the respective Plans Panel and Development Plan Panel Chairs prior to Panel meeting.
Plans Panels	Formally appointed committees to determine planning applications in accordance with terms of reference. Arrangements enable individual members to refer planning applications to panel.
Joint Meeting of Plans Panel	An informal meeting of members of the three formally appointed Plans Panels and Development Plan Panel. Half yearly performance reports describing the work and performance of the development management and compliance service; other reports are also brought to this meeting detailing arising issues or latest developments and legislative changes. This ensures that members are kept as up to date as possible with events and activities which may have an impact on decision making. Two meetings were held in August and February 2021-22.
Full Council	Report of the Plans Panel and the Development Plan Panel is prepared for full Council each year detailing the work and activities of the Panels. The last report went to full Council on 13 January 2021.
Development Plan Panel	Advisory Committee, which makes recommendations to both the Executive Board and Council regarding the Local Plan.
Corporate Governance and Audit Committee	Oversight of system of internal control in relation to development control and enforcement. Robust reporting arrangements have been put in place to monitor and measure the number of type of member referrals to Panel, details of which will be regularly shared with the Plans Panel Chairs for monitoring purposes. Arrangements have been put in place to more robustly record enforcement activity on Council owned land.
Scrutiny Board (Infrastructure, Investment &	Focusing on development and infrastructure functions and services to monitor progress in relation to transport, planning, regeneration and housing growth. When formulating new development plan documents (policies) Executive

Inclusive Growth)	Board refers its proposals to Scrutiny Board for consultations and comment in accordance with the Budget and Policy Framework.
Planning applications and appeals in a Ward	Members are encouraged to register on Public Access to receive details of planning applications and appeals within their ward.
Enforcement Ward Member meetings	Key cases list with updates on priority cases within each area
Enforcement Town and Parish Council engagement	Key cases list with updates on priority cases within each area

Clearly Communicate

17. In addition to the Council’s constitution and documented processes and systems, the decision-making framework is communicated to Members and officers through a combination of training, guidance and leadership. Together these ensure the communication of both the rules and processes required in decision making to ensure that decisions are lawful and compliant.
18. The service places emphasis on ensuring that planning officers and Plans Panel members are up to date with current legislation, best practice and Government’s planning reform agenda. This ensures the decision-making process is based on the most current and accurate information possible and is embedded thus:

	Officers	Members
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<p>Training</p>	<p>Officers attendance at member training sessions</p> <p>Internal training and update sessions from internal specialist consultees e.g. on biodiversity, landscape.</p> <p>Internal training sessions on work skills such as resilience, and conflict management</p> <p>Attendance (mostly online) at occasional external training on specific topic areas and /or changing areas of policy or legislation.</p>	<p>Article 8.2.2 of the Council’s Constitution, says that Members of the Plans Panels must complete all compulsory training. In order to improve the clarity of what this compulsory training comprises formal documentation of the member training offer for Planning and Sustainable Development issues was produced.</p> <p>All Plans Panel members and substitute Plans Panel members in 2021-22 have undertaken the prescribed compulsory training.</p> <p>A programme of discretionary member training produced for 2021-22. Sessions were made available to all members of the Council and four sessions were offered:</p> <ul style="list-style-type: none"> • Viability appraisals • Introduction to climate emergency • Enforcement • Green Infrastructure Biodiversity and Trees <p>Training materials have been made available on the Member Development SharePoint site</p> <p>A session was also held with the Labour Group (by request) in February 2022 describing the Member engagement in the planning process</p>
<p>Guidance</p>	<p>Learning materials from the sessions on the service SharePoint site which is accessible to all staff in the service areas.</p> <p>Learning objectives are set and monitored as part of the Personal Development Review process</p>	<p>A new Member Development-Planning site has been created on SharePoint which is more attractive and user friendly than the previous version created on earlier software.</p> <p>The learning materials arising from training sessions are available to members on the site and which also contains planning guidance, FAQs and supporting information for members in the area of Planning.</p>
<p>Leadership</p>	<p>Planning Services Team Leaders Meeting: Head of Development Management chairs a monthly meeting of managers and team leaders discuss</p>	<p>The Executive Member for Infrastructure and Climate and Plans Panel Chairs were consulted in preparing the programme of member training</p>

<p>current or new issues and agree actions. Ensures common understanding agreement of consistent approach across teams.</p> <p>Case officer meetings: Head of Development Management provides an update of government reforms and changes that will impact on the way officers work. Guest speakers provide information on planning and planning related information including those from the Policy team to ensure officers are kept up to date with regard to new, emerging or amended planning policy, including the latest position on the Site Allocations Plan and Core Strategy Review.</p> <p>Team Meetings: Team Leaders hold regular meetings with their staff to disseminate information and identify team related issues or queries to feed back to senior managers</p> <p>DM Management Catch Up: Head of Development Management holds weekly meeting with DM Group Managers to discuss staffing, performance, and other management issues</p> <p>Group Manager Meetings: Group managers from across Planning and Sustainable Development meet to discuss salient matters such as consultee processes and potential improvements</p>	<p>to ensure that topics covered were relevant and meaningful for members.</p> <p>The Executive Member for Infrastructure and Climate and Plans Panel Chairs are consulted on the review of key documents including the Local Enforcement Plan and communication protocol.</p>
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19. In the 2020-21 assurance report to this Committee, the planning response to the COVID 19 pandemic was well documented; the service reviewed and refining local policies and procedures enabling the efficient determination of planning applications to continue safely, whilst still operating within an environment of procedural controls, ensuring statutory requirements were met and high quality, robust and consistent decision making was maintained. However, the legacy of the pandemic continues to be felt in 2021-22; historic backlogs, high numbers of submitted applications, periods of absence due to COVID in 2021-22 have led to the service to making further process and systems changes to respond positively to the challenge, whilst ensuring that the robust governance framework remains in place. The case studies below demonstrate how the planning decision making processes is effectively embedded:

Case study	Challenges	Clear systems and process in place	Stakeholder engagement	Outcomes
Decisions and changes register	Remote working has made effective communication particularly of service changes more challenging.	A decisions and changes register has been created on the services' SharePoint site to facilitate greater awareness of operational changes	Officers are routinely emailed when service changes occur so they are in possession of the most up to date information and observe best practice	Greater understanding and awareness of service decisions and changes
Review of the Householder application protocol	Backlogs from the lockdown, resourcing and continued sickness arising from COVID-19 meant that performance levels continued to be impacted	The Householder Protocol introduced in 2020 to articulate service standards for householder type applications was reviewed in early 2022, to ensure the intended outcomes were being met. Small changes were made to the protocol.	A digital leaflet campaign took place with frequent users of the service for householder applications and was further communicated and embedded through communications to applicants	Officers report that the quality of initial planning applications has improved and that such applications are easier to manage, which will contribute to applications being determined in time, whilst maintaining a high-quality planning decision. This facilitates greater confidence and

			acknowledging their application.	assurance in the planning process for applicants.
Validation checklist review	A review of this as a key document was necessary in order to have a lawful validation checklist in place.	This is a legal requirement to have an up-to-date validation checklist in place, which is published on a Council's website	The checklist was reviewed internally and was subject to public consultation In November to December 2021.	Checklist was "live" and published on the Council's website In January 2022. The web-based version now also meets <u>The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018</u> and simplifies the layout, making it more user friendly for applicants.
Review of engagement and communications with elected members in the development management and enforcement process	A document covering this area was created in 2016 and required updating due to a number of key drivers. It has been revised to reflect changes in digital delivery, current best practice but has also had regard to the experience of other local authorities	There has been a review of the protocol which guides member involvement in the Planning process in Leeds; the "Development Management and Enforcement and Member Communication Protocol" was operational from November 2021.	The document was reviewed in consultation with the Executive Member for Infrastructure and Climate	Changes including using monitored inboxes for member communications, a more formalised process for member referrals to Plans Panel and assurances around public representations forwarded from ward members so information is not overlooked.

20. Additionally, assurance that the processes are effectively embedded is demonstrated through the services' performance information as demonstrated by two indicators to measure the quality of decision making- number of upheld complaints and numbers of appeals upheld.

21. Complaints about service quality or not following correct processes are investigated by the service's Business and Systems Support Team rather than planning or enforcement officers, therefore there is a degree of independence in considering the issues. Numbers of complaints received in 2021-22 (134) are lower than those received in 2020-21 (168). In terms of upheld complaints, 36 or 26% of complaints received under the Council's complaints procedure were upheld or partially upheld. This is an increase from the previous year where 16% of total

complaints were upheld. However, many of the upheld complaints related to the historical delays and frustrations felt by customers from applications submitted during the lockdown period. The Area Planning Teams are taking measures to address historical backlogs and the service received additional funding for five Planners, two Principal Planners, two Enforcement Officers and part funding for a Validation Officer through the COVID relief fund. However, recruiting to the Planner posts has not been straightforward with two posts remaining unfilled despite active recruitment. This is due to the current job market nationally for Planners and other technical and specialist roles. This is currently an issue across the City Council, not just Planning & Sustainable Development. In terms of the Local Government and Social Care Ombudsman complaints (LGO), the service received three formal cases for investigation; during the reporting period, the service was found at fault in two cases after an LGO investigation. The service considers itself to be a learning service and has undertaken process changes to mitigate the chance of reoccurrence including: a more robust approach to recording on-site s106 obligations and a process for recording where the Chair of Plans Panel has not used their discretionary powers to refer an item to the Plans Panel when requested to do so.

22. For appeals, the latest dataset available from the Planning Inspectorate for financial year 2021-22¹, shows that Leeds appeal performance remains high with 75% of appeals dismissed, this is only slightly lower than the performance reported last year, where 77.9% of appeals were dismissed.
23. Members of this Committee will be aware of the Government's 'special measures' regime, where local planning authorities can be designated as "Poorly-Performing", if they fail to meet criteria for quality of decision-making, allowing developers to submit applications directly to the Planning Inspectorate. Any authority that has more than 10% of either major or non-major applications overturned at appeal over a specified two-year period is at risk of this designation. Based on the latest data available², a rolling two years from April 2019 to March 2022, show that Leeds performance stands at 0.3% for major applications and 0.7% of non-major applications overturned at appeals, well below the 10% threshold above which special measures would apply. In the reporting period there has been one Judicial Review of a decision, which was upheld and related to the omission from the planning officer's report a council policy that protects playing fields.

Meaningfully Monitor

¹ <https://www.gov.uk/government/statistics/planning-inspectorate-statistics-history>

² [Live tables on planning application statistics - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/live-tables-on-planning-application-statistics)

24. There are a number of ways the service can demonstrate that meaningful and robust monitoring takes place and this exists on several levels; it is a statutory requirement to collect and publish performance information as well as monitoring and evaluation which takes place at a local service level. Benchmarking takes place to ensure there is a perspective about how well the service performs compared to other peer authorities which helps to identify performance gaps and areas for improvement. The monitoring framework is described below:

Activity	Process	Oversight	Escalation	Risks & Resolution
Statutory reporting	<p>Planning decisions are subject to Government scrutiny</p> <p>Quarterly returns of PS1 and PS2 statistics dealing with volume of workload and decision timescales.</p> <p>Government’s approach to measuring the performance of authorities introduced by the <i>Growth and Infrastructure Act 2013</i></p> <p>Assesses local planning authorities’ performance on the speed and quality of their decisions on applications.</p> <p>Performance thresholds are set on a rolling timescale.</p> <p>The Government publishes this data as well as quarterly performance data on the gov.uk website³</p> <p>Authority Monitoring Report</p>	<p>Review of reporting shows that significant assurances can be provided to the quality and speed of decision making in Leeds as performance far exceeds the national thresholds for this reporting period 2021-22 with 79.6% of Majors, 69.4% of Minors and 73.4% of Others determined in time</p> <p>Significant assurance can be provided that Leeds performance is below the threshold for designation as a poorly performing planning authority</p>	<p>Senior Management review</p> <p>Senior Management review</p>	<p>Where an authority is designated as underperforming, applicants have the option of submitting their applications directly to the Planning Inspectorate for determination. This risks application not being dealt with locally, potentially bypassing local democratic processes, reducing application income and causing significant reputational damage</p> <p>Risk that returns are incorrect and this data is used for designation of authorities to ascertain if they are poorly performing or not. Resolved by better oversight processes to be developed.</p>
Government Monitoring	Government assessment of appeals performance	Significant assurance can be provided that Leeds performance below the threshold for designation	Senior Management review	Where an authority is designated as underperforming, applicants have the option of submitting their

³ <https://www.gov.uk/government/statistical-data-sets/live-tables-on-planning-application-statistics>

Activity	Process	Oversight	Escalation	Risks & Resolution
		as a poorly performing planning authority		<p>applications directly to the Planning Inspectorate for determination. This risks application not being dealt with locally, potentially bypassing local democratic processes, reducing application income and causing significant reputational damage.</p> <p>Planning appeals and quality of decision making, where performance drops below the expected level, the service will examine appeal decisions and take corrective action, or attach different weight, as appropriate where a change of stance is perhaps required in light of recurring upheld appeals.</p>
Service reporting	<p>The service collects a range of information and data to monitor its own performance and to take corrective action wherever necessary.</p> <p>This enables identification of high-risk areas where corrective action can be taken as appropriate, for example examining speed of decision making where there has been a downturn in performance.</p> <p>No statutory targets for enforcement decision making, however the quality of decision making can be seen in the same way as the quality of planning decision making by the consideration of</p>	<p>Continuous monitoring in service of individual officer caseloads as well as overall service performance allows for swift resolution of issues early on and use of escalation processes as appropriate.</p> <p>Customer complaints information is recorded and a quarterly report is presented to the Leadership Team.</p> <p>Performance data is reported on a quarterly basis to the Senior Management Team for review and to identify trends or issues. Based on</p>	<p>Senior manager review</p> <p>In service escalation to identify appropriate corrective action</p>	<p>Areas for improvement identified through trends of complaints are shared with the planning team to reduce the risk of reoccurrence n similar subjects</p> <p>As above.</p>

Activity	Process	Oversight	Escalation	Risks & Resolution
	enforcement appeals which are subsequently upheld at appeal	the latest data available ⁴ it is noted that LCC compares very favourably with the appeal rate of the Core Cities. Political oversight is provided through twice yearly performance reports to the Joint Plans Panels.		
Benchmarking	Core Cities benchmarking to ensure that performance is comparable with similar authorities which helps to highlight any service anomalies or emerging trends; this assists the service to highlight risks and act as appropriate.	The Government ⁵ publishes determination of planning applications and quality of decision-making data	Head of Development Management to take corrective action as appropriate	It is important for Leeds' performance to be comparable to peer authorities, e.g. Core Cities. When performance is significantly different an investigation into the issues can be initiated

Refine and Review

25. Many systems and process changes have been put in place as a result of the impacts of the COVID lockdown, the Council's ongoing budget challenge and the loss of a significant number of planning staff at short notice between December 2020- March 2021 as part of the Early Leaver Initiative. These drivers have led for the need to rethink, review and refine service delivery and processes to ensure that there is a proportionate approach, deploying resources at the correct level in the interest of efficiency and value for money as well as being responsive to service, legislative, budget and other challenges. This is particularly important given that application workload increased by 37% in the first six months of 2021. The process changes made at the end of 2020-21 and also during the reporting year are starting to show some positive

⁵ <https://app.powerbi.com/view?r=eyJrIjoizjkwMGUyZDctMmZlZS00ZmE2LWFKMTEtN2E4ZDc2Zjc3YjkhkliwidCI6ImZmMzQ2ODEwLTIjN2Q0tNDNkZS1hODcyLTI0YTJlZiM5OTVhOCJ9>

results; conditions discharge applications dealt with in time have improved by 58%, the number of revised plans submitted to the LPA has reduced by 38% (compared with May 2019-May 2022) suggesting more right first time submissions, and with applications timescales starting to improve, appeals rate continuing to remain strong, overall numbers of complaints decreasing and improved enforcement activity (in terms of number of cases being resolved on the increase), the situation remains challenging but with significant assurance therefore being able to be provided in the processes and systems in place for the efficient and effective operation of the LPA with consistent high quality decision making.

- 26. A key piece of work going forward for 2022-23 is the commissioning with Corporate IDS the creation of in real time performance dashboards; these dashboards will be key for the service in being able to respond in an agile way to any workload peaks or drops in performance.
- 27. *The Levelling Up and Regeneration Bill* published in May 2022 proposes some very significant changes for the planning sector which will have implications for the running of the service going forward. Whilst the Bill has already received criticism nationally for a lack of detail of the changes and an accusation of centralising the planning system, the service is trying to anticipate some of the changes and is already developing a digital planning strategy which will use automation and the latest technology to drive efficiencies and provide a better and quicker customer experience; this includes for both development management and plan making. The service is working with Government Office and a number of other Local Planning Authorities, sharing best practice in light of the forthcoming changes.
- 28. A suite of documentation exists to embed and communicate systems, processes and control in place within the planning service to ensure that statutory requirements are met and to ensure there is high quality consistent decision making in Leeds. As part of the service responsiveness to change, these documents are subject a programme for systematic review to ensure that they remain an accurate reflection of arrangements and are up to date and fit for purpose:

Document	Purpose	Monitored	Review date	Review	Accountability and oversight
Officer Delegation Scheme (Council Functions)	Sets out authority for Chief Planning Officer to discharge council functions	Corporately	May 2022	Reviewed by service in consultation with the Executive Member for Infrastructure and Climate and Plans Panel Chairs	Full Council

Document	Purpose	Monitored	Review date	Review	Accountability and oversight
Officer Delegation Scheme (Executive Functions)	Sets out authority for Chief Planning Officer to discharge executive functions	Corporately	May 2022	Reviewed annually with executive arrangements.	Leader of Council
Chief Planning Officer sub-delegation scheme	Sets out authority for officers of suitable experience and seniority to discharge council and executive functions. The CPO has sub-delegated some or all of those functions to officers of suitable experience and seniority.	Corporately	May 2022	Refreshed annually following renewal of delegations at annual council meeting.	Chief Planning Officer
Plans Panel terms of reference	Sets out authority and remit for Area Plans Panels, the City Plans Panel and Development Plans Panels	Corporately Plans Panel decisions are made in accordance with the terms of reference of each Panel.	Annual	As part of the Annual Meeting of Council	Full Council
Local Plan	Sets out a vision and a framework for the future development of an area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure.	The Local Plan is kept up to date by reviewing the policies within it to see if they need to be updated.	A review of existing policies is undertaken every 5 years		Development Plan Panel, Executive Board and Full Council

Document	Purpose	Monitored	Review date	Review	Accountability and oversight
	<p>Guides decisions about individual development proposals.</p> <p>The Authority Monitoring Report monitors the implementation of planning policies in terms of planning decisions</p> <p>Site Allocations Plan identifies sites for housing, employment, retail and greenspace to ensure that enough land is available in appropriate locations to meet the growth targets set out in the Core Strategy.</p>	<p>Annually and reported to Council and Government</p> <p>Following a successful Legal Challenge, part of the Site Allocations Plan has been remitted back to the Secretary of State and is currently undergoing Examination.</p>	<p>for each document.</p> <p>The Inspector is currently considering the soundness of the Plan, following Examination hearing sessions. The service will respond to the outcome.</p>		
<p>Planning Code of Good Practice, part 5(g) of the Constitution</p>	<p>Aimed at Plans Panel Members and the emphasis of it is to provide practical supportive advice to Members when dealing with planning matters, keeping</p>	<p>There have been no reported complaints or issues in relation to the operation of the Code</p>	<p>Last reviewed and amended May 2018</p>	<p>To be reviewed 2022-23</p>	<p>The Chief Planning Officer is authorised to approve the Code in consultation with the</p>

Document	Purpose	Monitored	Review date	Review	Accountability and oversight
	decisions safe and mitigating the risk of possible challenge.	in this reporting period.			<p>Joint meeting of Plans Panels.</p> <p>The Executive Member for Infrastructure and Climate and Plans Panel Chairs will also be consulted.</p>
Public speaking protocol, part 5(h) of the Council's Constitution	Protocol provides the framework for allowing opportunities for public speaking on applications at the Panel meetings and at the pre application and position statement stages	Continuous monitoring to ensure compliance with the protocol and where Chair's discretion is used, this information is recorded	November 2021	Reviewed as part of the Officer Member Communications protocol and deemed fit for purpose	<p>The Chief Planning Officer is authorised to amend the Protocol in consultation with the Joint meeting of the Plans Panels</p> <p>The Executive Member for Infrastructure and Climate and Plans Panel Chairs will also be consulted.</p>
Pre application presentation guide	This document guides the principles for pre applications presentations to the Plans Panel meetings	Continuous monitoring to ensure compliance with the protocol and where Chair's discretion is used, this information is recorded	July 2019	Reviewed for currency and readability and a number of changes were made in the interests of Plain English.	Executive Member for Infrastructure and Climate and Plans Panel Chairs

Document	Purpose	Monitored	Review date	Review	Accountability and oversight
					Oversight by Joint meeting of the Plans Panels
Member Officer Communication Protocol	Document describing the consistent approaches to officer- member communication about planning applications	Review conducted arising from a number of drivers: technological developments, learning from the outcomes of complaints, reduced resource base and need for clearly documented process	Reviewed in November 2021	Reissued to all members in November and renamed <i>Development Management, Enforcement and Member Communication Protocol</i>	Executive Member for Infrastructure and Climate and Plans Panel Chairs
Leeds Enforcement Plan	The plan outlines the key considerations for the planning enforcement service in Leeds and sets out the main procedures and principles the service will adopt to regulate development and its priorities for investigation.	Continuous monitoring to ensure compliance, performance information reported twice yearly	Reviewed in Spring 2022	Terms of reference relate to Government guidance, corporate priorities, and the statutory development plan Update published July 2022	Executive Member for Infrastructure and Climate and Plans Panel Chairs
Householder Protocol	Setting out the level of service that applicants can expect and clearly describes the planning process the application will go through	Inservice	Reviewed in April 2022	Reviewed and deemed fit for purpose. Subject to annual light touch review	Executive Member for Infrastructure and Climate, Chief Planning Officer

Document	Purpose	Monitored	Review date	Review	Accountability and oversight
Protocol for enforcement on Council owner land or property	Describing the proportionate escalation process for dealing with potential breaches on Council owned property and land	Inservice Introduced in April 2021	Reviewed in April 2022	Reviewed and deemed fit for purpose. Subject to annual light touch review	Executive Member for Infrastructure and Climate, Chief Planning Officer
Officer declaration of interests	In addition to the Council's process for higher graded posts to declare an interest the service also has a process for officers where they are able to declare a conflict of interest on applications where they may have a personal interest	To be updated autumn 2022 and recirculated	Reviewed in September 2022	Subject to annual light touch review	Chief Planning Officer
Safe working Practices Note for Development Management and Enforcement	Provide a safe but consistent decision-making framework for all officers particularly when working alone or on site	To be reviewed Summer 2022 and presented at caseworkers meeting Autumn 2022	September 2022	Subject to periodic review as processes and working practices change	Head of Development Management
COVID -19 Safe working practices for Planning & Sustainable Development	In response to the pandemic, provide a safe but consistent decision- making framework for all officers to have regard to throughout the lockdown period and beyond	Monitored in line with Government's prevailing advice relating to Covid -19	January 2022	As appropriate if and when Government advice and Council's approach change	Chief Planning Officer, Executive Member for Infrastructure and Climate

Statement of Assurance

29. Having undertaken the review of the system of internal control for development management and enforcement activity outlined in this statement, the Chief Planning Officer is satisfied that the arrangements are up to date and fit for purpose, that they are communicated and embedded and that they are routinely complied with.

30. The Chief Planning Officer however has identified the following opportunities for enhancement of the system of internal control for Development Management and Enforcement activity and will implement these over the course of the 2022- 23 municipal year:

Define and Document	Continue the process of reviewing the suite of documents within which development management and enforcement operates
Clearly Communicate	Reissue Declaration of Interests process and ensure it is understood by all and routinely complied with
Effectively Embed	There are no proposed amendments in respect of effectively embedding the system of internal control
Meaningfully Monitor	Further progress the acquisition of a dashboard with Corporate IDS for Development Management and Enforcement performance information
Review and Refine	Declaration of Interests process to be reviewed