

Review of the Plans Panels Action Plan (draft)

Activity	Action	Officer	Timescale Short/Medium/ Long
Conduct of the meetings			
Public speaking protocols	Revise protocols to ensure fairness for objectors and supporters. Revise protocol on deadline for request for public speaking Review right to speak protocol/ criteria Repeat Speaking. Adherence to the three minute rule Clearer information for public speakers		S
Summing up	By Officer, steer at end of discussion		S
Rules of engagement for Officers and Members	To be drawn up describing expectations of Officers and Members		M
Role of Legal Officer/ Corporate Governance	Monitoring role – Plans Panel Members attendance at meetings, absence during items.		M
Timing of items	Investigation of possible solutions. Other authorities best practice. Set tea/break times Agree and publish finishing time of Panel meeting		S-M
Roles of Officers	More defined roles, advisory role, summing up		S
Chairing	Ensure debate is focussed on planning issues, discourage repeat discussions of same issues		M
Dealing with reports on an exception basis	Identify applications that do not require a full presentation at the Panel meeting		M
Recording of items finally not determined at Panel	Proforma created to go on file	HC	S
Governance of Panels	Investigate appropriateness of Members on Panels which do not cover their wards		M
Agenda	Adherence to the agreed running schedule		S-M

Content of the meetings			
Layout of agenda	Clearer and more user friendly agenda papers prepared		S
Referral process	Changes to the Constitution regarding referrals. Criteria for call-in revised and used to assess all requests for items to Panel and used to determine by Chief Planning Officer and Panel Chair		M
Ordering of agenda	Re-order the agenda- investigation of best order for items, statutory items first, followed by other items? Controversial and large items attracting large numbers of the public dealt with first.		S
Officer reports	Officer reports need to be more concise and ensure all material considerations are addressed, together with a summary. Reasons for approval or refusal included. Provide Policy background		S
Officer Presentations	Presentations more clear, concise, kept to key issues and any updates. Presentation skills course for officers Starting point that Members have read the report Officer reports & deal with key issues only Brief introduction to site and development Update of what's new and not a repeat of the report Summing up prior to Panel decision by Officer Ensure presenting all the up to date relevant facts		S
Late Comments	Written up and given to Panel		S
Design Issues	Increased presence of Design Officer at East and West panels		S-M
Pre-application capacity			
Protocols for earlier Member involvement	Protocol required, including the recording, communication of and reference to the Panel's initial views at later decision making stages		M

Pre-application information to Panels	Position statements and workshops. Standardised format required.		S
Consistent approach to developer pre-application presentations	Protocol for developer pre-application presentations		M
Improving the Customer experience			
Venue	Investigate alternate venues, use of ICT in existing meeting room. Layout Corporate solution?		S-M
Information for customers	Leaflets, on website	Margaret Horton	S
Members seating plan/ who Members are	Powerpoint	HC	S
Plans Panel Information for customers	On process, who's who etc	HC	S
A-V issues for presentations	Use of ICT for upgrade		M
Refreshments for the public	Investigate possibility of providing and cost		S-M
Introductions	By Members and Officers, including Landscape, Tree Officers etc		S
Chairs welcome	Standardised form of words or areas for all Chairs	HC	S-M
Officer/ Member Communication			
Panel Chairs and Chief Planning Officer meetings	Periodic meetings to share good practice, and for early alert of performance issues		S
Communication of progress on applications	Protocol for alerting Members to progress on live applications in their Wards Protocol for communicating progress to applicants and the community on applications as they pass through the planning process		M
Early alert of Major Applications to Members	List of Majors received to go to Plans Panel Members with indication of likelihood of going to Panel		S

Member Training			
Compulsory	Rolling programme of training to continue		
Non-compulsory	Programme developed	Sue Wraith	
Monitoring of training	Production of periodic monitoring reports	Peter Marrington/ Chief Executives	
Site Visits			
Site Visit protocol	Review of protocol		S
Site Visit records	Written record on file of what has occurred Members attendance recorded		S
Requests for site visits	Review process and purpose of site visits		M
Agreement prior to Plans Panel meeting	Agreement at Chairs briefing of which sites to be visited		S
Attendance at Site Visits	Adherence to the Code of Practice		S-M
Performance Management Information			S/M
½ yearly report	Including: enforcement data, analysis of appeals, BVPI, improvement activity, S106, Achievements		
Policy Making			
Member involvement	consider the scope for Plans Panel Members to get more involved in policy-making		M