

REVIEW COMMITTEE– SCOPING FORM FOR PLANNING ENFORCEMENT PROJECT

Project leader: Cllr K J Gordon with support from Cllr MRS S A Harper and Cllr P F A Webster	Date: 19th June 2006
Review Title: The operation of Planning Enforcement.	
Terms of Reference:	
To review the operation of the Planning Enforcement service and in particular to consider:- <ol style="list-style-type: none"> 1. How it operates on a day-to-day basis. 2. Whether the perceived backlog of cases is correct. 3. RDC performance against other councils in the neighbouring areas. 	
Out of Scope:	
No other areas of Planning will be looked at during the review.	
Brief outline of how review will be conducted:	
It is proposed that Members will spend the first two months of the review gathering information from the Enforcement section in manageable amounts to build up background knowledge of the area being covered. After this time they will put together a list of questions they wish to ask at an informal meeting with the Team Leader responsible. After the meeting the final report will be prepared pulling the information together from the initial fact finding, the informal meeting and the information gathered from neighbouring councils.	
Documents/information:	
Document 1: Any documents relating to the monitoring of the enforcement cases currently open and being investigated. Document 2: Any job guides or process manuals. These documents and any subsequent questions are to gain knowledge of the various stages of the Enforcement Process and the monitoring of existing open cases.	
Witnesses:	
Witness 1: Team Leader for Planning Enforcement Meeting to be arranged following initial fact finding exercise with proposed initial questions being supplied in advance of the meeting.	

Site visits:
None envisaged at present.
Consultation/research:
Survey of neighbouring councils to gather information on the ratio of outstanding enforcement cases against initial referrals for their area. The data gathered will enable Members to compare the level of outstanding enforcement cases at RDC with its neighbouring councils.
Venues to be used for meetings/evidence gathering:
To be agreed at time of informal meeting.
Officer support and other resources:
Team leader for Planning Enforcement
Timescale/milestones:
June 2006 – November 2006 WB 19 th Jun 06 - Commence initial evidence gathering 31 st Aug 06 - Completion of initial evidence gathering 22 nd Sep 06 - Completion of Investigation phase 21 st Nov 06 - Acceptance of report by Review Committee
Reporting line for the Review:
Project Leader into Review Committee with recommendations into policy committee / Full Council if appropriate.