

OVERVIEW & SCRUTINY – SCOPING FORM FOR POLICY DEVELOPMENT/REVIEWS

Committee: Environment Overview & Scrutiny	Date: 20th April 2005
Review Title: Operation of the Planning Service Committee	
Terms of Reference:	
<p>To review the operation of the Planning Services Committee and, in particular, to consider:</p> <ol style="list-style-type: none"> 1. the size of the Committee and its effectiveness in delivering decisions; 2. the options for public speaking as part of the determination of applications; 3. the arrangements for undertaking site visits; 4. the arrangements for presenting reports to the Committee, particularly the electronic presentation of material; 5. the frequency of meetings; and 6. the form of reports. 	
Witnesses: Who? Why?	
<p>Witness 1: Chairman of Planning Services Committee, Leader of the Council, Members representative from each Group.</p> <p>Witness 2: Chief Executive, Corporate Director (LP&A), Head of Planning Services, Head of Legal Services</p> <p>Witness 3: Parish/Town Councils, Other Local Authorities.</p> <p>Witness 4: Planning Agents</p> <p>Witness 5: Audit Commission</p> <p>Witness 6: Applicants (recently determined applications).</p> <p>Information to be gathered: Perspectives on the operation of the Planning Services Committee.</p>	
Documents: What? Why?	
<p>Document 1: Primary legislation</p> <p>Document 2: Council Constitution</p> <p>Document 3: Rochford CPA Report 2004</p> <p>Document 4: ODPM : Diversity and Equality in Planning</p> <p>Document 5: ODPM : Making the Planning System Accessible to Everyone</p> <p>Document 6: ODPM : Community Involvement in Planning.</p>	

<p>Information to be gathered: Key information from documents on the delivery of a Planning Service. Note: This list is not intended to be comprehensive and will be added to as the review progresses.</p>
<p>Site visits: <i>Where? Why? When?</i></p>
<p>Site visits to a small selection of Authorities to review the operation of Planning Committees elsewhere.</p> <p>Information gathered will inform the Rochford review.</p> <p>Timetable to be arranged. Members of the Environment Overview & Scrutiny Committee to undertake the visits.</p>
<p>Consultation/research: <i>Who? Why? What?</i></p>
<p>Questionnaire Survey of other Local Authorities in the Rochford family group (Audit Commission grouping) to gather information about size, frequency, membership, etc., of Planning Committees.</p> <p>Information to be gathered: The data gathered will provide a broad perspective on the operational arrangements for Planning Committees elsewhere in Authorities with similar characteristics to Rochford.</p>
<p>Venues to be used for evidence gathering: <i>Where? When?</i></p>
<p>Civic Suite - Committee Room 4 - Informal meetings and interviews - to be arranged. Council Chamber for formal meetings as required. Visits to other Authorities - to be arranged.</p>
<p>Officer support and other resources:</p>
<p>Head of Planning Services Head of Legal Services</p>
<p>Timescale:</p>
<p>March 2005 - June 2006</p>
<p>Reporting line for the Review:</p> <p>Environment Overview & Scrutiny Committee Environmental Services Committee Full Council</p>

