

SELECT COMMITTEE

Wednesday, 17 July 2019 at 6.30pm
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

Committee Members: The Chairman (Councillor Staveley) and Councillors Brown, Harbron, Hull, Jaquin, Mercer, Metcalfe, Moorby, Pighills, Shuttleworth, Solloway and Sutcliffe.

AGENDA

1. **Apologies for Absence** – To receive any apologies for absence.
2. **Minutes** – To confirm the minutes of the meeting held on 5 June 2019.
3. **Public Participation** – In the event that questions are received, the Chairman will conduct the public participation session for a period of up to fifteen minutes. Where questions are asked, one related supplementary question may be permitted at the Chairman's discretion.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have on items appearing on this agenda, including the nature of those interests and whether they wish to apply the exception below.

Note: Declarations should be in the form of either:

- a “**disclosable pecuniary interest**” under Appendix A to the Code of Conduct, in which case the Member must leave the meeting room; or
- an “**other interest**” under Appendix B of the Code. For these interests, the Member may stay in the meeting room, although they must leave if membership of the organisation results in a conflict of interest.

Exception: Where a member of the public has a right to speak at a meeting, a Member who has a disclosable pecuniary interest or an other interest and must leave the room, has the same rights and may make representations, answer questions or give evidence, but at the conclusion of that, must then leave the room and not take part in the discussion or vote.

5. **Absence Management 2018-19** – The Human Resources Manager to present an update on sickness absence statistics for 2018-19.
6. **Review of Development Control Performance** – The Democratic Services Manager to present the Select Committee's Review of Development Control Performance.

7. **Review of Planning Enforcement and Building Control** – The Strategic Manager for Planning and Regeneration to submit a report providing an initial assessment of the main issues in relation to planning enforcement and building control.
8. **Work Programme** – The Select Committee to consider its work programme for the 2019/20 municipal year.
9. **Date and Time of Next Meeting** –
 - Select Committee – Wednesday, 11 September 2019 at 6.30pm
8. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

Agenda Contact Officer:

Guy Close, Democratic Services Manager
Tel: (01756) 706226
E-mail: gclose@cravendc.gov.uk

Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to

- (a) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (b) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

Emergency Evacuation Procedure

In case of an emergency, or if the alarm sounds, leave the meeting room and exit the building using the main doors onto the Square. If those doors are not available, please use the nearest available door.

The assembly point is in Belle Vue Square at the front of the building, nearest the main road. An officer will take a roll call once everyone is out of the building.

Please do not leave a meeting without telling the Chairman or a representative of Legal and Democratic Services.

SELECT COMMITTEE

5 June 2019

Present – The Chairman (Councillor Staveley) and Councillors Brown, Jaquin, Mercer, Metcalfe, Moorby, Pighills, Shuttleworth, Solloway and Sutcliffe.

Officers – Democratic Services Manager.

Apologies for absence were received from Councillors Harbron and Hull.

Start: 6.30pm

Finish: 7.25pm

Confirmation of Minutes –

The minutes of the Select Committee meeting held on 17 April 2019 were confirmed as a correct record and signed by the Chairman.

Public Participation –

There were no members of the public in attendance.

Declarations of Interest –

There were no declarations of interest.

Minutes for Report

OS.426

STATUTORY GUIDANCE ON OVERVIEW AND SCRUTINY IN LOCAL AND COMBINED AUTHORITIES

The Democratic Services Manager submitted a report which presented an update on guidance issued by the Ministry of Housing, Communities and Local Government (MHCLG) in May 2019.

The Democratic Services Manager advised that the guidance had been produced following a commitment that Government had made in early 2018, following on from the Communities and Local Government Select Committee's inquiry into Overview and Scrutiny.

The key areas of discussion were:

- Members welcomed the report, particularly in terms of outlining the key role of overview and scrutiny in holding the authority's decision-makers to account.
- Concern that there was no reference in the report to the "committee system" operated by some local authorities, including Craven District Council (CDC). Members were of the view that the Council's Select Committee exercised its duties extremely well, particularly in terms of recommending a number of positive improvements to delivering services.

Resolved – That the update on statutory guidance on overview and scrutiny in local and combined authorities, published by the Ministry of Housing, Communities and Local Government (MHCLG), is noted.

OS.427

WORK PROGRAMME

The Democratic Services Manager submitted a report which presented a draft work programme for the 2019/ 20 municipal year.

The following information was appended to the report:

- Draft work programme together with potential areas for review by Select Committee in 2019/20
- A copy of the latest Forward Plan (January 2019)
- Climate Change Policy Research.

The key areas of discussion were:

- **Hellifield Station** – One Member suggested that the Select Committee reviewed some of the issues associated with access to Hellifield Station. Members were reminded that it was important for Select Committee to only undertake reviews where a clear outcome could be demonstrated. It was advised that further background information was needed before the Select Committee was in a position to agree terms of reference. It was acknowledged that the views of the relevant County Councillor and Parish Council would need to be sought as part of any future work undertaken.
- **Waste Management Working Group** – Members expressed support for setting up a Waste Management Working Group, particularly focussing on lane-end collections. It was advised that initial consideration of the main issues could be provided at the October meeting when the Committee was already scheduled to receive an evaluation report on the Commercial Waste Service. Councillor Andy Solloway indicated that he would be available to Chair meetings of the Waste Management Working Group. It was anticipated that one or two working group meetings would be required.
- **Planning Enforcement and Building Control Working Group** – Members highlighted the need to establish a Planning Enforcement and Building Control Working Group following submission of Select Committee's review on Development Control Performance. The Democratic Services Manager advised that it was his intention to submit the review on Development Control Performance to the July meeting of Select Committee for approval by Members. Councillor Brian Shuttleworth indicated that he would be available to Chair meetings of the Planning Enforcement and Building Control Working Group. The Chairman suggested that the Strategic Manager for Planning and Regeneration and the Planning Services Manager be invited to attend the July meeting of Select Committee to provide an initial assessment of the key issues.
- **Green Theme** – Members discussed a potential review of the Green Theme, particularly highlighting those areas that the Council was performing well and areas for improvement. It was advised that there was a need to benchmark against other local authorities to help formulate best practice. The Democratic Services Manager advised that an analysis of the Council's CPFA Nearest Neighbours was one option for the Select Committee to consider. The Chairman suggested that the Director of Services, Environment and Housing Manager and the Lead Member for Greener Craven be invited to attend the October meeting of Select Committee to provide an initial assessment of the main issues.

Resolved – That subject to the comments above, the work programme for 2019/20, as amended, is approved.

OS.428

DATE OF FUTURE MEETINGS

The Chairman requested that the North Yorkshire Police, Crime and Fire Commissioner be contacted to ask whether there was still an opportunity for Select Committee to provide a formal response to the recent consultation exercise that had taken place. It was noted that the deadline for responses had now passed. The Democratic Services Manager agreed to find out and report back to Members.

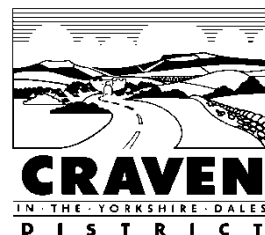
The dates of future meetings were noted as follows:

- Select (Crime and Disorder) Committee – Wednesday, 26 June 2019 at 6.30pm
- Select Committee – Wednesday, 17 July 2019 at 6.30pm.

(All Select Committee meetings for 2019/20 to commence at 6.30pm)

Chairman

SELECT COMMITTEE – 17 July 2019

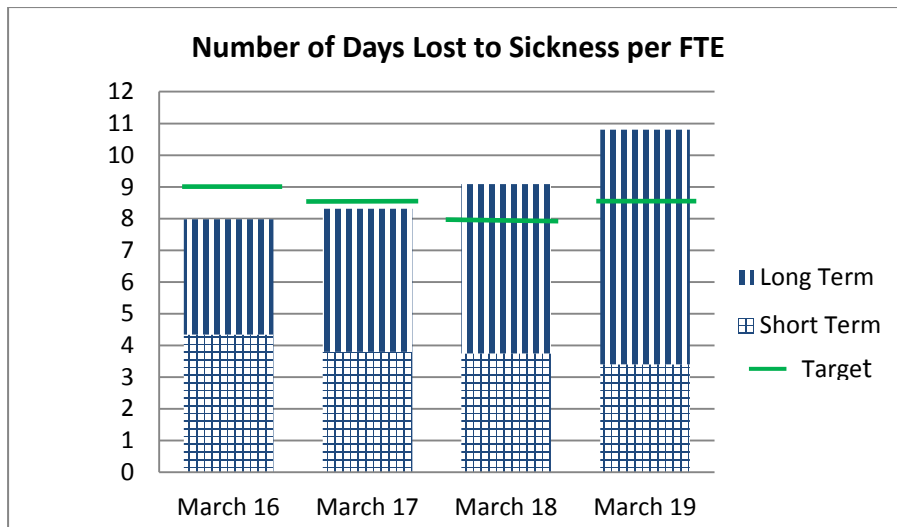


ABSENCE MANAGEMENT REPORT FROM APRIL 2018 TO MARCH 2019

Report of the Human Resources Manager

Lead Member: Councillor Brockbank

1. **Purpose of Report** – To outline Craven District Council’s sickness absence statistics from 1st April 2018 to 31st March 2019
2. **Recommendations** – Members are recommended to note the sickness absence statistics up to 31st March 2019
3. **Sickness Absence Statistics**
 - Information is given using the number of days lost to sickness absence per Full Time Equivalent as this gives a meaningful basis for comparison between different areas and time periods. Data on the number of working days lost is given in Appendix 1;
 - The annual target for 2018/19 for the number of days lost per FTE was 8.5 days;
 - The actual number of days lost per FTE was 10.8 days which is 27.1% above the target;
 - This is an 18.7% increase in days lost per FTE compared to the same period last year.
 - The graph below shows the levels of long term and short term absence in each 12 month period since March 2016:



This shows that:

- Total levels of absence have increased annually since March 2016 and have increased by 19% in the last 12 months;
- Short term absence has fallen each year from 4.3 days per FTE in March 2016 to 3.4 days in March 2019;
- Long term absence has increased each year from 3.6 days per FTE in 2015/16 to 7.4 days in 2018/19.

4. Long Term Absence

- Absence is classed as long term if it lasts for more than 4 continuous weeks;
- The number of days per FTE lost to long term absence has increased by 39% in the last 12 months;
- 25 members of staff had a period of long term absence between April 2018 and March 2019;
- 36% of long term absence was due to stress / depression / anxiety related illnesses, and 19% of this was work related;
- There were 12 members of staff with stress related illness of which 2 were work related;
- 7 members of staff who were off long term have since left CDC;
- Of the 25 taking long term absence 3 are still absent;
- 27% of the long term absence in this period was due to 2 members

of staff being absent for the full year, one of which has since left;

- The average length of long term absence was 60 working days;
- More information on the reasons for long term absence is given in Appendix 2.

5. Oasis Counselling

- The Council encourages all staff to contact the Oasis Counselling service when they are experiencing difficulties;
- The table below shows how many members of staff have used this service;

Month	No of referrals	Status	Credits Required	Extra Sessions	Credit used	Credits Left
April 18	1	Closed	4	8	12	20
May 18	1	Closed	4	8	12	8
June 18	1	Closed	4	6	10	-2
July 18	0	0	0	0	0	-2
Aug 18	0	0	0	0	0	-2
Sept 18	0	0	0	0	0	13
Oct 18	1	Closed	4	0	4	9
Nov 18	0					
Dec 18	0					
Jan 19	1	Closed	4		1	8
Feb 19	0					
March 19	2	Closed	4		2	6
		Open	4		0	
TOTAL	7	1 Open	28	22	41	6

- 4 of the referrals related to home related issues ranging from depression, financial worries, relationship breakdown, bereavement, and extreme mental health issues. The other 3

referrals related to the workplace manifesting in anxiety, depression and communication breakdown.

- Feedback from staff who take this option comment that the service provided by OASIS was easy to access and found the support provided to be very useful.
- Comments received were :-

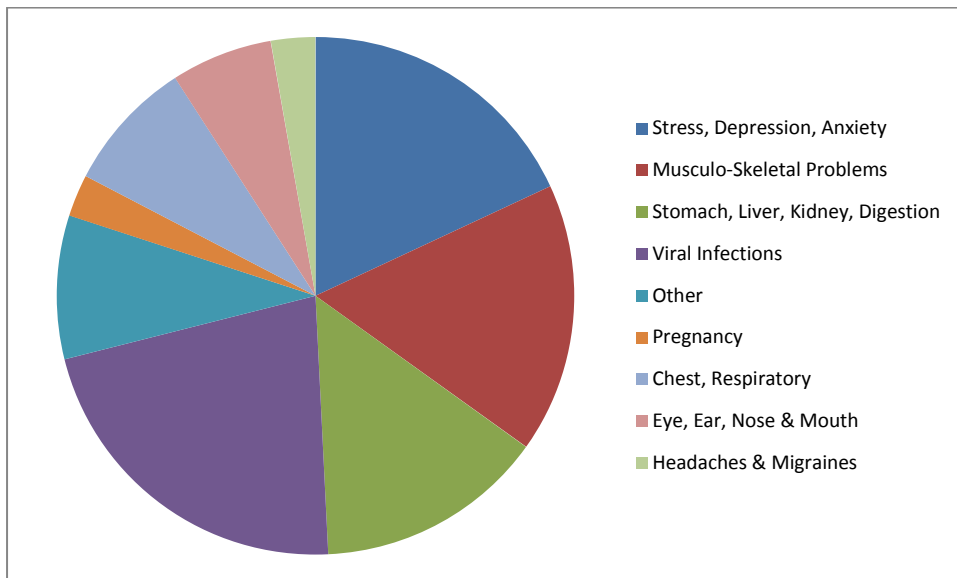
“It helped me to see things from a different perspective and realise I was bordering on paranoia”

“The sessions helped me to see things differently at a difficult time in my life that was becoming too hard to manage alone”

6. Short Term Absence

- The number of days per FTE lost to short term absence has continued to fall, from 4.34 days in March 2016 to 3.4 days in the 12 months to March 2019.

The chart below shows the reasons for short term absence:

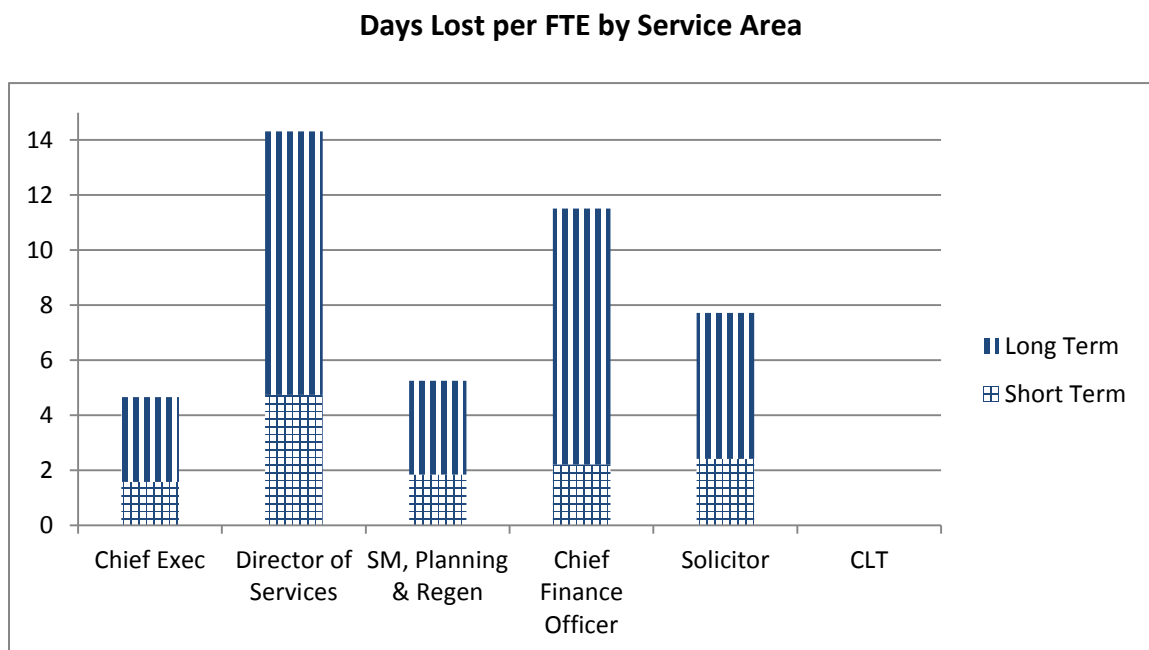


- The main causes of short term absence are viral infections (22%), stress/depression/anxiety (18%) and musculo-skeletal problems (17%);
- Back to work interviews with all staff are carried out by Line Managers and this is recorded and placed on their personnel files for future reference;
- If there is more than 7 days absence in a rolling 12 month period this would trigger action in line with the Sickness Absence Management Policy;

- Where necessary Occupational Health Advice is sought if symptoms reoccur regularly;
- More information on the reasons for short term absence is given in Appendix 3.

7. Absence by Service Area

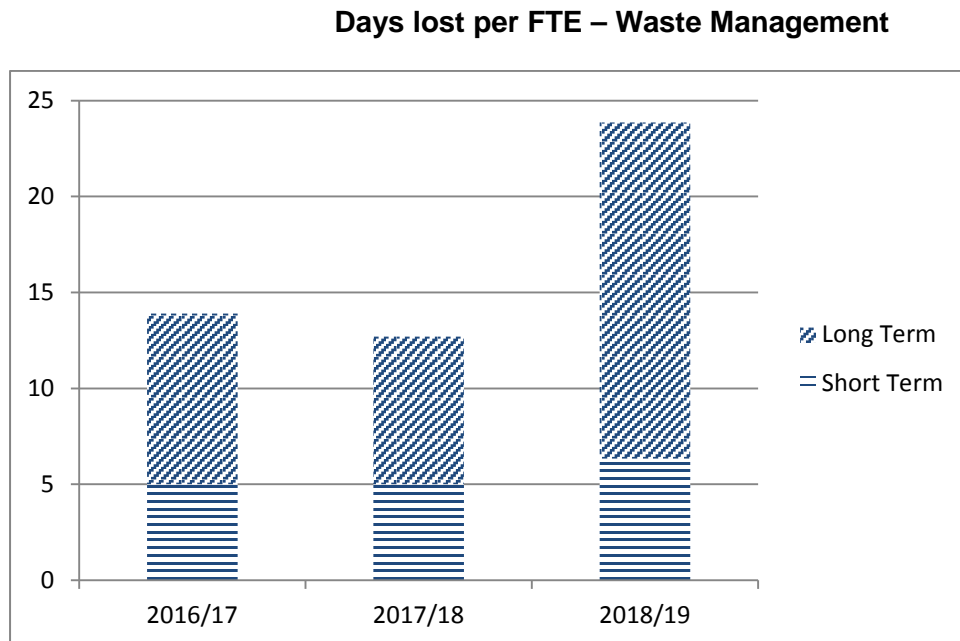
The chart below shows the number of days lost per FTE for each service area. More detail on the breakdown within each service area is shown in Appendix 4.



- Absence levels are highest in the Director of Services area. The long term proportion of absence includes the member of staff who was absent for the longest time during 2018/19 who has since left;
- The Director of Services area also includes Waste Management, more details of which are given below;
- HR continue to monitor and inform Line Managers on a monthly basis of the sickness levels in their services and ensure that sickness monitoring meetings are carried out and targets set for the individual;
- Where necessary staff are moved on to the next stage of the Absence Management Policy and Procedure which may lead to a hearing if none of the targets set are met.

8. Absence in Waste Management

The following chart shows levels of absence in Waste Management for the last 3 years:



- This shows that overall levels of absence in Waste Management have increased by 97% over the last 12 months from 12.7 to 23.4 days per FTE;
- Short term absence has increased from 5 to 6.3 days per FTE;
- The most common reasons for short term absence in WM were musculo-skeletal problems (37%), chest and respiratory (15%), and stress, depression and anxiety and stomach issues (14% each);
- Long term absence has increased by 128% from 7.7 to 17.5 days per FTE;
- 47% of long term absence was caused by musculo-skeletal problems, of which 53% was due to one member of staff who has now left.
- There have been a number of changes in management during 2018/19, but there is now a new permanent Waste Operation Manager in post who is trying to reduce absence as a priority by closely managing all absences.

9. Sickness Absence in other Authorities for 2018/19

Authority	Days Lost per FTE
Hull	12.2
York	11.3
Kirklees	10.9
Doncaster	9.09
Harrogate	8.13
Barnsley	7.84
North Yorkshire	7.1

10. **Implications**
 - 10.1 **Financial Implications** – None
 - 10.2 **Legal Implications** – None.
11. **Contribution to Corporate Priorities** – Have a more cost effective and efficient Council.
12. **Risk Management** – N/A
13. **Equality Impact Assessment** - The Council's Equality Impact Assessment procedure is not required for this update.
14. **Consultations with Others** – N/A.
15. **Access to Information : Background Documents** – None.
16. **Author of the Report** – Jacquie Hodgson – HR Manager
jhodgson@cravendc.gov.uk. – 01756 706209
17. **Appendix 1** – Sickness Absence Comparison of Last 3 Years
Appendix 2 – Reasons for Long Term Absence 2018/19
Appendix 3 – Reasons for Short Term Absence 2018/19
Appendix 4 – Absence by Service Area 2018/19
Appendix 5 – Reasons for Absence in Waste Management 2018/19

Appendix 1 – Sickness Absence Comparison of Last 3 Years

Days Lost Per FTE

	March 16	March 17	March 18	March 19	% Change since March 18
Short Term	4.34	3.8	3.75	3.4	-9%
Long Term	3.64	4.51	5.34	7.4	39%
TOTAL	7.98	8.31	9.1	10.8	19%
Target	9	8.5	8	8.5	
ST as % of Total	54%	46%	41%	31%	
LT as % of Total	46%	54%	59%	69%	

Working Days Lost

	March 16	March 17	March 18	March 19	% Change since March 18
Short Term	833.2	720.5	733.9	699.6	-5%
Long Term	699.4	854.6	1044.6	1504.4	44%
TOTAL	1532.6	1575.1	1778.5	2204	24%

Appendix 2 – Reasons for Long Term Absence 2018/19

	Days Lost	%
Musculo-Skeletal Problems	489.8	33%
Stress, Depression, Anxiety	538.6	36%
Stomach, Liver, Kidney, Digestion	48	3%
Eye, Ear, Nose & Mouth	330	22%
Heart, Blood Pressure, Circulation	35	2%
Hospital Treatment	63	4%
TOTAL	1504.4	100%

Appendix 3 - Reasons for Short Term Absence 2018/19

	Days Lost	%
Stress, Depression, Anxiety	125.7	18%
Musculo-Skeletal Problems	117.4	17%
Stomach, Liver, Kidney, Digestion	99.7	14%
Viral Infections	152.2	22%
Other	62.4	9%
Pregnancy	18.3	3%
Chest, Respiratory	57.4	8%
Eye, Ear, Nose & Mouth	44.2	6%
Headaches & Migraines	19.3	3%
TOTAL	696.6	100%

Appendix 4 - Absence by Service Area 2018/19

	Days Lost Per FTE	Working Days Lost
Human Resources	0	0
Business Support	1.73	11
Customer Services	9.94	101.4
Partnerships and Comms	0.76	2.6
Electoral Services	0	0
Community Safety	0	0
Chief Exec Total	4.67	115

Environmental Health	9.16	90.7
Housing	2.16	15
Waste Management	23.86	1155
Assets and Commercial Services	9.74	102.3
Craven Leisure	5.25	116.8
Bereavement Services	23.81	125
Information Services	1.7	17
Director of Services Total	14.32	1621.8

Planning Services	5.31	107.8
Economic Development	0.51	3.5
Museum and Arts	9.87	67.1
SM, Planning & Regen Total	5.26	178.4

Financial Services	3.96	37
Revenues and Benefits	17.77	200.8
Chief Finance Officer Total	11.52	237.8

Legal Services	0.71	2
Democratic Services	16.96	39
Licensing	6.67	10
Solicitor to the Council Total	7.73	51

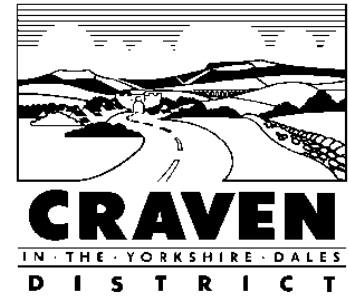
CLT	0	0
-----	---	---

CDC TOTAL	10.81	2204
------------------	--------------	-------------

Appendix 5 – Reasons for Absence in Waste Management 2018/19

Reasons for Absence in WM

	Total	
	Days Lost	%
Musculo-Skeletal Problems	481	42%
Stomach, Liver, Kidney, Digestion	90	8%
Stress, Depression, Anxiety, Mental Health & Fatigue	279	24%
Chest, Respiratory	47	4%
Other	51	4%
Viral Infections	29	3%
Eye, Ear, Nose & Mouth	115	10%
Hospital Treatment	63	5%
TOTAL	1155	100%

Select Committee – 17 July 2019**Review of Development Control Performance****Report of the Democratic Services Manager**

Ward(s) affected: All

1. Purpose of Report

To present Select Committee's Review of Development Control Performance.

2. Recommendations

The Select Committee is recommended to consider and agree its Review of Development Control Performance.

3. Report

- 3.1 At the meeting of 20 March 2019, the Select Committee received an update on the latest position in relation to Development Control Performance. Having considered the update, the Select Committee agreed to appoint a working group to undertake an in-depth review. The aim of the review was to make an assessment of performance and, where appropriate, make recommendations on a number of key areas.
- 3.2 The review was conducted over three sessions, which took place between March and April 2019 when Select Committee received a range of evidence both written and verbal. The review included a number of recommendations, which outlined the Select Committee's expectations regarding a number of improvement measures.
- 3.3 Attached at Appendix A is a copy of the Review of Development Control Performance to be agreed by Select Committee. Once agreed then a final version will be presented to Policy Committee on 17 September 2019 for final approval.
- 3.4 Progress against the recommendations will be monitored by Select Committee during the course of the municipal year. In those cases where progress has been unsatisfactory then a formal response will be sought.
- 4. Legal Implications**
- There are no legal implications arising from this report.
- 5. Contribution to Council Priorities**
- The work of Select Committee contributes to Council priorities by aiming to improve services and add value.

6. Risk Management

There are no risk management issues associated with this report.

7. Equality Analysis

There are no direct implications arising from this report.

8. Consultations with Others

Solicitor to the Council and Monitoring Officer

9. Access to Information: Background Documents

There are no background documents.

10. Appendices

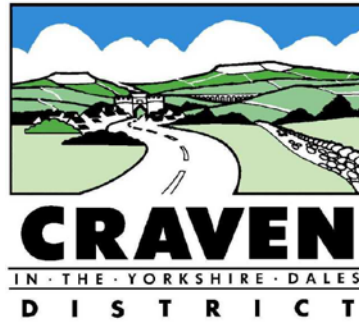
- Appendix 1 – Review of Development Control Performance

11. Author of the Report

Guy Close, Democratic Services Manager

Telephone: (01756) 706226 E-mail: gclose@cravendc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



Review of Development Control Performance

Report of the Development Control Performance Working Group

Report to Policy Committee on 17 September 2019

Introduction and Background

1. On 4 February 2019, the Council's Chief Executive received a letter from the Director of Planning at the Ministry of Housing, Communities and Local Government (MHCLG), which advised that due to its performance in determining non-major planning applications over the previous two years that the Council may be liable for designation under Section 62A of the Town and Country Planning Act 1990. If the Council was designated then applicants had the option of submitting direct to the Planning Inspectorate for determination. The Chief Executive responded to the Ministry on 19 February 2019, with details of exceptional circumstances, which had affected performance and made designation unreasonable.
2. In response to this a report was requested to update Members on the latest position in relation to Development Control performance. This report was considered at the Select Committee meeting on 20 March 2019.
3. After considering the update, the Select Committee agreed to appoint a working group to undertake an in-depth review. The aim of the review was to make an assessment of performance and, where appropriate, make recommendations on a number of key areas.
4. The review was conducted over three sessions, which took place between March and April 2019 when we received a range of evidence both written and verbal. Evidence was provided by the Strategic Manager for Planning and Regeneration and the Planning Manager. The information provided was interesting and valuable and we would like to thank officers who contributed their time and expertise to support this review.
5. This report includes a number of recommendations, which outline our expectations regarding a number of improvement measures. We hope that our findings provide a clear summary of areas that require focus and action. Ongoing monitoring of the progress of the recommendations will be undertaken by the Select Committee during the course of the municipal year.



Councillor David Staveley,
Chair of Development Control Performance Working Group

The Review

6. As an introduction to our review we were presented with an overview of the issues that faced the service. The key areas were identified as follows:
 - The loss of senior staff, staff sickness and difficulties in relation to staff recruitment; and
 - The installation of a new computer system in mid-2017, which prevented the production of monitoring data until March 2018.
7. In response, it was explained to us that the following improvement measures had been put in place:
 - A review of the Planning Scheme of Delegation resulting in a revised Scheme, which was adopted in December 2018;
 - Improvements in staffing resulting in significant improvements in performance;
 - A revised team structure comprising two teams covering North and South Craven with Skipton applications being split; and
 - The use of Government grant funding to utilise the Planning Advisory Service (PAS) to provide advice and support on improving performance.
8. The next stage involved undertaking a more in depth review of the performance of the Development Control Service, particularly in terms of the responses provided and the information that had been submitted.
9. In reviewing the performance of the Development Control Service, we focused our review on the following key areas:

Response from the Ministry of Housing, Communities and Local Government

10. We were advised that the Director of Planning at the Ministry of Housing, Communities and Local Government (MHCLG) had written to the Chief Executive on 25 March 2019, stating that having considered the exceptional circumstances, particularly in terms of the action taken and the upturn in performance, that the Minister had opted against designating the Council under Section 62A of the Town and Country Planning Act 1990, subject to clear and immediate improvements.
11. We were informed that the Council was likely to be under scrutiny by the Ministry of Housing, Communities and Local Government (MHCLG) for the next two years. There was a clear expectation from Planning Services that performance would improve, particularly due to improvements with staffing, development of IT systems and the introduction of a revised Planning Scheme of Delegation.
12. We particularly highlighted the positive role of the Planning Advisory Service (PAS) in helping to deliver improvements and the potential for utilising support again in the future.

Staffing

13. We were advised that there was a national shortage of planners and this was an issue for many local authorities. Salary grades at Craven District Council (CDC) were generally lower than those at larger authorities. The higher than average price of property in the area was also a consideration when attempting to fill vacancies.

Planning Advisory Service (PAS) – Resourcing in Planning Services

14. We were informed that the Planning Advisory Service (PAS) had suggested that Planning Services reviewed some of the services that it provided. In particular, whether it was necessary to provide discretionary householder advice for a small fee (£25). We were advised that Planning Services proposed to replace this service by referring householders to the 'interactive house' website instead. We also discussed the possibility of Planning Services reviewing the fees and charges set by other local authorities (and the Yorkshire Dales National Park Authority (YDNPA)) to help deliver a model approach.
15. We were advised that there had been a suggestion by the Planning Advisory Service (PAS) to stop sending paper copies of planning applications to parish councils. We also discussed the importance of providing advice and guidance about accessing planning applications online and how to submit a response.

Performance Management and the role of the Committee Chairman and Vice-Chairman

16. We were advised about the need for ongoing dialogue on performance with the Chairman and Vice Chairman of Planning Committee. In particular, we considered whether the role of the Chairman and Vice-Chairman should be extended to take forward concerns and seek appropriate action where appropriate.
17. We were informed about the need to consider performance monitoring data, particularly in relation to the level of planning applications determined for and against the officer's recommendation. It was suggested that the Planning Committee considered performance monitoring data at various points throughout the course of the municipal year to maintain an overview of key areas.

Issues with development of the IT system in Planning Services

18. We were pleased to hear that there were currently no issues with the IT system that had been developed for Planning Services. Nevertheless, it was important that Planning Services continued to work with the Planning Advisory Service (PAS) to share best practice about how other local authorities use the IT system, particularly in terms of making best use of management tools and identifying performance trends.

Conclusion and Recommendations

19. In concluding our review of Development Control Performance, it was recognised that Planning Services continued to make good progress in relation to major, minor and other applications. The cumulative figure remained a concern, which was largely due to past performance. Measures had since been introduced to address these concerns and deliver improvements.
20. We were also advised that Planning Services had met with the Planning Advisory Service (PAS) to discuss possible improvements, which included a revised validation criteria and changes to the duty officer role. In particular, planned changes to the duty officer role to an appointment based system would help inform the service about the type of issues to be discussed.

Recommendation 1

21. That the Planning Committee reintroduces six monthly performance monitoring reports. The performance monitoring reports should include information and data about decisions taken against the officer's recommendation and the outcome of planning appeals.

Recommendation 2

22. That Planning Services reviews the fees and charges set by other local authorities in North Yorkshire (and the Yorkshire Dales National Park Authority (YDNPA)) with a view to delivering a model approach to its fees and charges structure.

Recommendation 3

23. That Parish Councils only receive electronic copies of planning applications. Advice and guidance to be provided in respect of accessing plans / applications details online.

Recommendation 4

24. That the Council's IT service introduces measures aimed at minimising the risks caused by the installation of new IT systems. These measures are to be agreed in consultation with the Council's Lead Member for Internal Services.

Monitoring arrangements

25. Standard arrangements for monitoring the outcome of the Select Committee's recommendations will apply.
26. The decision-makers to whom the recommendations are addressed will be asked to submit a response to the recommendations.
27. Following this the Select Committee will determine any further monitoring that is required. This will be in addition to the standard bi-annual monitoring of all Select Committee recommendations.

Reports and Publications Submitted / Considered

28. The following information was submitted / considered by the Development Control Performance Working Group:

20 March 2019

- Letter dated 4 February 2019 from the Director of Planning at the Ministry of Housing, Communities and Local Government (MHCLG)
- Performance Monitoring 2017-18 Quarter 4 – Extract from report to Policy Committee
- Performance Monitoring 2018-19 Quarters 1, 2 and 3 – Extract from report to Policy Committee
- Report and minute to Policy Committee on 11 September 2017: Development Control Staff Resources
- Planning Advisory Service (PAS) Benchmarking Study 2015: Resourcing Planning Services
- Local Government Association (LGA) Briefing December 2017: Development Control Fees and Income
- Articles on the 2018 Planning Fee Increase by the British Property Federation and Ashfords
- Development Control Fee Income January 2018 to 11 March 2019
- Example of Planning Committee Development Control Performance and Appeals Monitoring Report received periodically up to May 2016.

3 April 2019

- The Council's response dated 19 February 2019 to the Director of Planning at the Ministry of Housing, Communities and Local Government (MHCLG) in relation to possible designation
- Summary of the current service improvement action plan
- Copy of written advice received from the Planning Advisory Service (PAS)
- Structure of the Development Control Service
- Details of case load per officer
- Impact of the revised Planning Scheme of Delegation on the Planning Committee agenda had it been in place for June to December 2018
- Figures showing the length of each agency worker's actual period with the authority over the previous 18 months.

Dates of Meetings and Witnesses Heard

29. The following meetings of Select Committee and the Development Control Performance Working Group took place:
- 20 March 2019 (Select Committee)
 - 3 April 2019 (Development Control Performance Working Group)
 - 17 April 2019 (Development Control Performance Working Group).
30. The following officers attended meetings of the Select Committee and Development Control Performance Working Group;
- David Smurthwaite, Strategic Manager for Planning and Regeneration; and
 - Neville Watson, Planning Manager, Development Management.

Planning, Enforcement and Building Control Working Group: Key Issues

1. Development Management Performance

The latest Planning Services Management Key Performance Indicator Statistics, up to the end of June 2019 will be presented to the Group by the Planning Manager. The report will be forwarded to Members before for meeting. It will cover applications determined, speed of decision making, quality of decisions, enforcement and team performance.

2. Staff Resources

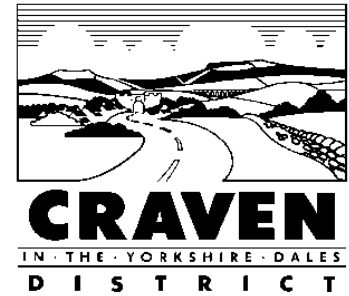
Resources needed to maintain level of service and performance in planning and enforcement.

3. Town and Country Planning (Permission in Principle) Order 2017

Work has now been completed on the Brownfield Land Register. The planning register kept by the Council must now include a part relating to permission in principle. It is an alternative to an outline planning permission. There are resource implications in carrying out this work.

Select Committee – 17 July 2019**Work Programme****Report of the Democratic Services Manager**

Ward(s) affected: All

**1. Purpose of Report**

- 1.1 To consider the Select Committee's work programme for the remainder of the 2019/20 municipal year.

2. Recommendations

- 2.1 Members are asked to consider the matters outlined in this report and agree (or amend) the work programme (as presented at Appendix 1) for the remainder of 2019/20.

3. Report

- 3.1 At its initial meeting in June 2019, the Select Committee discussed a range of matters for possible inclusion within its work programme for 2019/20. The areas discussed included a range of matters which were then used to help formulate an outline work programme.
- 3.2 The latest version of the work programme is attached as Appendix 1 for consideration and agreement by Select Committee, subject to any identified and agreed amendments.
- 3.3 It's important to recognise that the work programme should not be considered a fixed and rigid schedule, it should be something that can be adapted to reflect any new and emerging issues throughout the year; and also reflect any timetable issues that might occur from time to time.
- 3.4 However, when considering any developments and / or modifications to the work programme, effort should be made to:
- Avoid unnecessary duplication by taking into account any existing groups or forums already monitoring a particular issue.
 - Ensure that any review work to be undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
 - Seek advice about available resources and relevant timings, taking into account Select Committee's workload and the type of activity taking place.
 - Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.
- 3.5 In addition, in order to deliver the work programme, the Select Committee may need to take a flexible approach and undertake activities outside the formal schedule of meetings, such as working groups. This flexible approach may also require additional formal meetings of the Select Committee.

4. Legal Implications

There are no legal implications arising from this report.

5. Contribution to Council Priorities

The work of Select Committee contributes to Council priorities by aiming to improve services and add value.

6. Risk Management

There are no risk management issues associated with this report.

7. Equality Analysis

There are no direct implications arising from this report.

8. Consultations with Others

Solicitor to the Council and Monitoring Officer

9. Access to Information: Background Documents

There are no background documents.

10. Appendices

- Appendix 1 – Current work programme for 2019/20

11. Author of the Report

Guy Close, Democratic Services Manager

Telephone: (01756) 706226 E-mail: gclose@cravendc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

SELECT COMMITTEE

WORK PROGRAMME 2019/20



Date	Committee	Agenda
5 June	Select Committee	<ul style="list-style-type: none"> • Update on Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities (Guy Close, Democratic Services Manager) • Work Programme and Appointment of Working Groups (Guy Close, Democratic Services Manager).
26 June	Select Committee (Crime and Disorder)	<p>Select (Crime and Disorder) Committee:</p> <ul style="list-style-type: none"> • North Yorkshire Police, Fire and Crime Panel: Annual Update (County Councillor Les) • Local Policing – Local crime overview and priorities (Inspector Lorraine Crossman-Smith) • Community Safety Update (Stacey Reffin, Community Safety Officer) • Consultation on the Draft Priorities for the North Yorkshire Fire and Rescue Plan 2019/21 (Guy Close, Democratic Services Manager) • Feedback on Yorkshire Ambulance Service – (Guy Close, Democratic Services Manager)
17 July	Select Committee	<ul style="list-style-type: none"> • Absence Management 2018-19 (Jacquie Hodgson, Human Resources Manager) • Review of Development Control Performance – Final Report (Guy Close, Democratic Services Manager) • Report on Planning Enforcement and Building Control (David Smurthwaite, Strategic Manager for Planning and Regeneration) and (Neville Watson, Planning Manager, Development Control)

11 Sept	Select Committee	<ul style="list-style-type: none"> Disabled Facilities Grants: Annual Performance Review (Nina Pinder, Housing Adaptations Manager) <p>-To include a review of progress made against the recommendation tracking template.</p>
16 Oct	Select Committee	<ul style="list-style-type: none"> Commercial Waste Service: Evaluation report on the implementation and operation of the new business model (Councillor Lis, Lead Member for Greener Craven) and (Wyn Ashton, Environment Services and Housing Manager) Report on Waste Management / Lane-end collections (Councillor Lis, Lead Member for Greener Craven), (Wyn Ashton, Environment and Housing Manager) and (Chris Fairhurst, Waste Operations Manager) Report on Green Theme (Councillor Lis, Lead Member for Greener Craven), (Paul Ellis, Director Services) and (Wyn Ashton, Environment and Housing Manager)
20 Nov	Select Committee	<ul style="list-style-type: none"> Absence Management: Half Year Position 2019-20 (Jacquie Hodgson, Human Resources Manager) Recommendation Tracking (Guy Close, Democratic Services Manager): <p>-To include Bereavement Services update (Darren Maycock, CIO and Assets and Commercial Services) and (Clair Cooper, Development Manager, Bereavement Services)</p>
12 Dec	Select Committee (Crime and Disorder)	<p>Select (Crime and Disorder) Committee:</p> <ul style="list-style-type: none"> Local Policing – Local crime overview and priorities (Inspector Lorraine Crossman-Smith) Road Safety Update (Fiona Ancell, Road Safety Team Leader, North Yorkshire County Council) Community Safety Update (Stacey Reffin, Community Safety Officer)

		<ul style="list-style-type: none"> Review of the effectiveness of any public spaces protection orders (Stacey Reffin, Community Safety Officer)
15 Jan	Select Committee	<ul style="list-style-type: none"> Customer Services Call Handling Performance (Sharon Hudson, Communications, Customer Services and Partnerships Manager)
19 Feb	Select Committee	<ul style="list-style-type: none"> Final Review Reports from Working Groups (Guy Close, Democratic Services Manager)
18 Mar	Select Committee	<ul style="list-style-type: none"> Final Review Reports from Working Groups (Guy Close, Democratic Services Manager)
15 Apr	Select Committee	<ul style="list-style-type: none"> Draft Work Programme for 2020/21 (Guy Close, Democratic Services Manager) Recommendation Tracking (Guy Close, Democratic Services Manager)