

## Agenda Item 8

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<b>Date</b>	5 <sup>th</sup> July 2016

<b>Subject</b>	Planning Enforcement Panel: Terms of Reference
<b>RECOMMENDATIONS</b>	
The Committee is asked to approve the revised terms of reference for the Planning Enforcement Panel.	

<b>SUMMARY</b>
<p>As part of its Work Programme, the Scrutiny Committee agreed in 2014 to set up a Planning Enforcement Scrutiny Panel. To date, the Panel has met on two occasions, on 11 March 2015 and 2 November 2015.</p> <p>The Chairman of the Scrutiny Committee has requested that the terms of reference for the Planning Enforcement Scrutiny Panel be revised, to take account of changes to the Council's partnership arrangements since its creation, and to strengthen the Panel's monitoring and reporting responsibilities.</p> <p>This report sets out the proposed revisions to the terms of reference for the Panel and asks the Committee to approve these, subject to any further revisions the Scrutiny Committee wishes to make.</p>

### **PLANNING ENFORCEMENT PANEL: TERMS OF REFERENCE**

- 1.1. The existing Planning Enforcement Scrutiny Panel terms of reference are attached at Annexe A.
- 1.2. The proposed revisions to the terms of reference for the Planning Enforcement Scrutiny Panel are attached at Annexe B.

### **MEMBERSHIP OF PLANNING ENFORCEMENT SCRUTINY PANEL**

- 1.3. The membership of the Planning Enforcement Scrutiny Panel was confirmed at the Annual Council Meeting on 24 May 2016.

### **CORPORATE IMPLICATIONS**

**Legal Implications** - None arising from this report.

**Financial and Risk Implications** - None arising from this report

**Equalities Implications** - None arising from this report

**Employment Issues** - None arising from this report

**Sustainability Issues** - None arising from this report

**BACKGROUND PAPERS** - None

## Annexe A

### EXISTING TERMS OF REFERENCE

<b>Name of Panel</b>	Planning Enforcement Scrutiny Panel
<b>Members</b>	<ul style="list-style-type: none"><li>• Cllr Mary Huggins (Chairman)</li><li>• Cllr Rosemary Dickson (Vice Chairman)</li><li>• Cllr David Harper</li><li>• Cllr Malcolm Ladell</li><li>• Cllr Tim Loretto</li></ul>
<b>Corporate Head(s) of Service</b>	Jack Straw
<b>Scrutiny Support Officer</b>	Steve Tucker
<b>Panel scope</b>	<p>The Planning Enforcement Scrutiny Panel is asked to:</p> <ol style="list-style-type: none"><li>1. Receive a summary update of current enforcement activity</li><li>2. Ensure monitoring systems are satisfactory to enable Members to receive summary updates on enforcement.</li><li>3. Ensure appropriate feedback arrangements are in place so customers are kept informed of progress on enforcement cases</li><li>4. In respect of 2) &amp; 3), ensure that all confidentiality issues are considered.</li><li>5. Review the partnership arrangements for Planning Enforcement with other local authorities.</li><li>6. To report on the outcomes of formal enforcement actions.</li></ol> <ul style="list-style-type: none"><li>• Report back to the Scrutiny Committee on the Panel's work as set out above.</li></ul>
<b>Timescales</b>	<ul style="list-style-type: none"><li>• TBC</li></ul>

## Annexe B

### REVISED TERMS OF REFERENCE

<b>Name of Panel</b>	Planning Enforcement Panel
<b>Members</b>	<ul style="list-style-type: none"><li>• Rosemary Dickson (VC)</li><li>• David Harper</li><li>• Mary Huggins (C),</li><li>• Malcolm Ladell</li><li>• Tim Loretto</li></ul>
<b>Corporate Head(s) of Service</b>	Jack Straw
<b>Scrutiny Support Officer</b>	Steve Tucker
<b>Panel scope</b>	<p>The Planning Enforcement Scrutiny Panel is asked to:</p> <ol style="list-style-type: none"><li>1. Receive a summary update of current enforcement activity,</li><li>2. Ensure that, moving forward, monitoring systems are satisfactory and in place to enable Members to receive regular updates on enforcement,</li><li>3. Ensure appropriate feedback arrangements are in place so that those raising breaches of planning control are kept informed of progress on enforcement cases,</li><li>4. Consider whether the levels of staff resource in the enforcement team are sufficient to deal with the current and future caseloads,</li><li>5. In respect of 2) &amp; 3), ensure that all confidentiality issues are considered,</li><li>6. To consider how the outcomes of formal enforcement actions are reported to Members, and</li><li>7. To report back to the Scrutiny Committee on the Panel's work as set out above.</li></ol>
<b>Timescales</b>	Panel to meet as soon as possible and to conclude with a report to the Scrutiny Committee in the autumn of 2016.