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| Date | 28 th October 2014 |

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| Subject | Affordable Housing Panel and Planning Enforcement: Terms of Reference |
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RECOMMENDATIONS

The Committee is asked to consider the Terms of Reference for the Affordable Housing and the Planning Enforcement Scrutiny Panels, in the light of the comments made by Members.

SUMMARY

As part of its work programme, the Scrutiny Committee agreed to set up two Scrutiny Panels. One to look at Affordable Housing issues and the other to look at Planning Enforcement.

At the Scrutiny Committee meeting held on 30th September, it was agreed that the terms of reference for both Panel's would be circulated amongst Members for comments. If there were no significant comments it would be left in the hands of the Corporate Head of Service for Democratic Services, in conjunction with the Scrutiny Committee Chairman to agreed the final wording. If comments were received, it would be brought back to the Scrutiny Committee for formal approval.

As comments proposing significant variations to the terms of reference were received the Scrutiny Committee is asked to agree the final version.

SCRUTINY PANELS: TERMS OF REFERENCE

- 1.1. Copies of the proposed Terms of Reference for the Affordable Housing and Planning Enforcement Scrutiny Panel's that were circulated to Members are attached at Annex A

- 1.2. Councillor Clare Curran submitted comments questioning whether items 3 & 4 of the Affordable Housing Panel Terms of Reference were in contradiction of the Council's policy of Stock Transfer to Circle Housing: Mole Valley and whether there were existing procedures and reporting mechanisms in place to cover item 5.

Regarding the Planning Enforcement Panel Terms of Reference it was also questioned whether there were existing procedures and reporting mechanisms in place across the Council to cover the issues raised and it was suggested that the Panel could complete its work by receiving a report to confirm this.

- 1.3. Councillor David Preedy submitted comments, suggesting that the scope of the Affordable Housing Panel could be increased to consider the following:-
 - Whether the amounts raised are sufficient to fund new affordable housing

- Whether there are enough sites to enable construction of the funded affordable properties
- Whether the geographic location of affordable housing is appropriate

Councillor Preedy also suggested that the Planning Enforcement Panel should look to identify a mechanism for reporting to Members on longer term enforcement issues.

- 1.4. Further consideration is being given to these comments and the Scrutiny Committee is asked to consider whether it wishes to amend the Terms of Reference for either Panel or approve the original version.

CORPORATE IMPLICATIONS

Monitoring Officer commentary - The Monitoring Officer confirms that all relevant legal implications have been taken into account

S151 Officer commentary - The S151 Officer confirms that the relevant financial implications have been considered in this report

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.

Annex A

TERMS OF REFERENCE

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| Name of Panel | Affordable Housing Scrutiny Panel |
| Members | <ul style="list-style-type: none">• Peter Stanyard• Howard Jones• Sarah Seed• Paul Potter• Phillipa Shimmin |
| Corporate Head(s) of Service | Rachel O'Reilly |
| Scrutiny Support Officer | Simon Trevaskis |
| Panel scope | <p>The Panel is asked to:-</p> <ol style="list-style-type: none">1. Review the delivery of affordable housing since 2008/09, against the Council's annual average target of 50 homes per year. To include affordable housing contributions and where they have been applied2. Consider the Council's adopted Core Strategy 2009, Policy CS4 on affordable housing and the approved Affordable Housing Supplementary Planning Document 2010, and make recommendations to the Local Plan Working Group for the Local Plan making process3. Assess the viability of the Council building, managing and maintaining affordable housing.4. Learn from housing associations their experience of developing affordable homes in Mole Valley5. Consider the land availability and finance available in the district for affordable housing6. Recommend initiatives to enable the increased development of affordable homes and arrangements for monitoring future delivery |
| Timescales | <ul style="list-style-type: none">• October 2014 to March 2015 |

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| Name of Panel | Planning Enforcement Panel |
| Members | <ul style="list-style-type: none"> • Mary Cooper • Rosemary Dickson • Valerie Homewood • Bridget Lewis-Carr • Corinna Osborne-Patterson |
| Corporate Head(s) of Service | James Lalor |
| Scrutiny Support Officer | Steve Tucker |
| Panel scope | <p>The Planning Enforcement Scrutiny Panel is asked to:</p> <ol style="list-style-type: none"> 1. Receive a summary update of current enforcement activity 2. Ensure monitoring systems are satisfactory to enable Members to receive summary updates on enforcement. 3. Ensure appropriate feedback arrangements are in place so customers are kept informed of progress on enforcement cases 4. In respect of b) & c), ensure that all confidentiality issues are considered. 5. Review the partnership arrangements for Planning Enforcement with other local authorities. 6. To report on the outcomes of formal enforcement actions. 7. Report back to the Scrutiny Committee on the Panel's work as set out above. |
| Timescales | TBC |