



**Hinckley & Bosworth
Borough Council**

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Executive

6 June 2018

WARDS AFFECTED: 'ALL WARDS'

Planning Policy Monitoring & Information Officer

Report of Director (Environment and Planning)

1. PURPOSE OF REPORT

1.1 This report is to request the appointment of the post of Planning Policy Monitoring & Information Officer for a period of two years.

2. RECOMMENDATION

2.1 Executive agrees the post of Planning Policy Monitoring & Information Officer for a period of two years.

2.2 Executive agrees a supplementary budget of £36,000 in accordance with financial procedure rules.

3. BACKGROUND TO THE REPORT

3.1 The Policy Monitoring Officer post was created in February 2008 and was made a permanent post in 2014. A recent restructure of the Planning Policy team to create a Principal Policy Planning Officer by utilising this post was agreed by Strategic Leadership Team on 30.1.18. This was part of the reinvestment in planning services required as a condition of the 20% increase in planning fees. The replacement of this post was discussed and the Director (E&P) was requested to identify if the role could be covered by other services areas and staff including graduate programmes. Following a review of the technical requirements of the post and capability and capacity of other service areas, it was subsequently agreed by SLT on 3 April 2018 to request a post of Monitoring and Information Officer be re-created for a two year period to cover the requirements.

3.2 The current post holder has now left and therefore there is neither the capacity nor experience remaining within the policy team to service this post's requirements in

addition to current roles and demands. Therefore recruitment to this role is identified as a priority within the Policy team.

- 3.3 As members have recently been advised, the 5Yr Housing Land Supply Figure has been recalculated as 6.0 Yrs. In the absence of the post holder this necessitated a team effort including officers from Development Management and Major Projects to cease work on other areas to help deliver on the report. This was essential in support of an imminent appeal hearing. This exercise identified the need for good quality data and record keeping to defend the council's planning position for the future.
- 3.4 The Planning Policy Monitoring and Information Officer Post has a range of responsibilities that are important to supporting the delivery of the Planning Service as a whole. The monitoring of the Local Development Scheme (LDS) is a function that provides contextual information and statistical evidence that is used in every day decision making within the Planning Service, both in terms of development control and the development and delivery of the LDS.
- 3.5 Information gathering and monitoring is an on-going process and is regularly reported by the Monitoring and Information Officer through a number of publications, which assist the Planning Service in fulfilling its statutory functions and support it in decision making and plan development:
- Annual Monitoring Report (AMR) – This is a statutory annual document which is used to monitor the extent to which development plan policies are being implemented
 - Strategic Housing Land Availability Assessment (Annual Reviews) - an assessment of land availability for housing, including the five year supply of deliverable and developable sites. (as detailed above)
 - Residential and Employment Land Availability Monitoring Statement – This identifies the housing and employment land supply in the borough including allocations, commitments and take up. This will also help inform likely income projections for New Homes Bonus
 - Town Centre Monitor - draws together retail and other information to help assess the performance of the town centre and support the economic regeneration service.
 - Housing Trajectory - This illustrates the expected rate of housing delivery for the plan period. This data is important for plan making and development control. The data is also a useful tool that can be utilised to inform projections for potential income through sources such as the New Homes Bonus and the Community Infrastructure Levy.
 - New legislative requirements coming in which require technical planning knowledge to respond to in particular the housing delivery test. Also new monitoring obligations will become apparent in relation to strategic planning such as the monitoring of performance of the Memorandum of Understanding between all of the Leicestershire authorities which was recognised as a future area of work at the Planning Officers Forum meeting on 09/02/17. In addition, colleagues in Coventry and Warwickshire have similarly identified the importance of strategic monitoring.
 - Data interpretation is required in relation to specific planning legislative requirements (such as Reg 34 of the Town and Country Planning (Local Development) (England) Regulations 2012 which requires the authority's monitoring report (AMR) to assess the performance and effects of the Local Plan. The AMR also reviews progress in terms of the preparation of the Local Plan against the Local Development Scheme. Key task of the role will be to

audit the current processes carried out under the term monitoring to ensure we are fulfilling our obligations but also to refine the current monitoring procedures and system

- 3.6 The availability of good quality local data to prepare development plans will continue in light of the emerging Local Plan and Strategic Growth Plan. The regime of LDS and Neighbourhood Development Plans will remain the subject of independent scrutiny and will therefore need to be supported by a robust and defensible evidence base.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 Open session.

5. FINANCIAL IMPLICATIONS [DW]]

- 5.1 The proposed expenditure in this report was identified as one of the spending priorities presented to SLT on 30 January 2018. The post will cross two grade bands. The banding is therefore between £30,000 and £42,000. It is envisaged that the post will be recruited somewhere in between therefore a supplementary budget of £36,000 is requested.

- 5.2 As the proposal exceeds £25,000 Executive is required to approve the budget in line with financial procedure rules.

6. LEGAL IMPLICATIONS [AR]

- 6.1 The recent 20% uplift in planning fees requires this additional income shall be spent entirely on the Council's planning function.
- 6.2 As set out within the body of this report the post holder will enable the Council, in its capacity as the Local Planning Authority to discharge its statutory duties.

7. CORPORATE PLAN IMPLICATIONS

- 7.1 The post will assist in the delivery of corporate plan objectives including delivery of quality housing through the Local Plan and boosting economic growth and regeneration by encouraging investment that will provide new jobs and places to live and work all over the borough

8. CONSULTATION

- 8.1 Strategic Leadership Board have considered this post and recommend approval

9. RISK IMPLICATIONS

- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Council fails to produce statistically defensible data relating to need and planning delivery leading to challenge by developers.	Ensure robust data is evidenced by Monitoring and Information Officer	Head of Planning

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 The Council having defensible policy documents allows it to plan for the needs of all sectors of the community for both homes and employment allowing opportunities for all.

10.2 There is no change in the service requiring the completion of an Equalities Impact Assessment.

11. CORPORATE IMPLICATIONS

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers:

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