

# Notice of Place Overview and Scrutiny Committee



Date: Tuesday, 24 May 2022 at 6.00 pm

Venue: Committee Suite, Civic Centre, Poole BH15 2RU

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## Membership:

**Chairman:** TBC

**Vice Chairman:** TBC

Cllr S Bartlett  
Cllr L Dedman  
Cllr B Dion  
Cllr L Fear

Cllr S Gabriel  
Cllr A Hadley  
Cllr A Jones  
Cllr J Kelly

Cllr R Lawton  
Cllr C Rigby  
Cllr V Slade

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All Members of the Place Overview and Scrutiny Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?MIId=5333>

If you would like any further information on the items to be considered at the meeting please contact: Claire Johnston email [claire.johnston@bcpCouncil.gov.uk](mailto:claire.johnston@bcpCouncil.gov.uk)

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [press.office@bcpCouncil.gov.uk](mailto:press.office@bcpCouncil.gov.uk)

This notice and all the papers mentioned within it are available at [democracy.bcpCouncil.gov.uk](https://democracy.bcpCouncil.gov.uk)

GRAHAM FARRANT  
**CHIEF EXECUTIVE**

16 May 2022



Available online and  
on the Mod.gov app

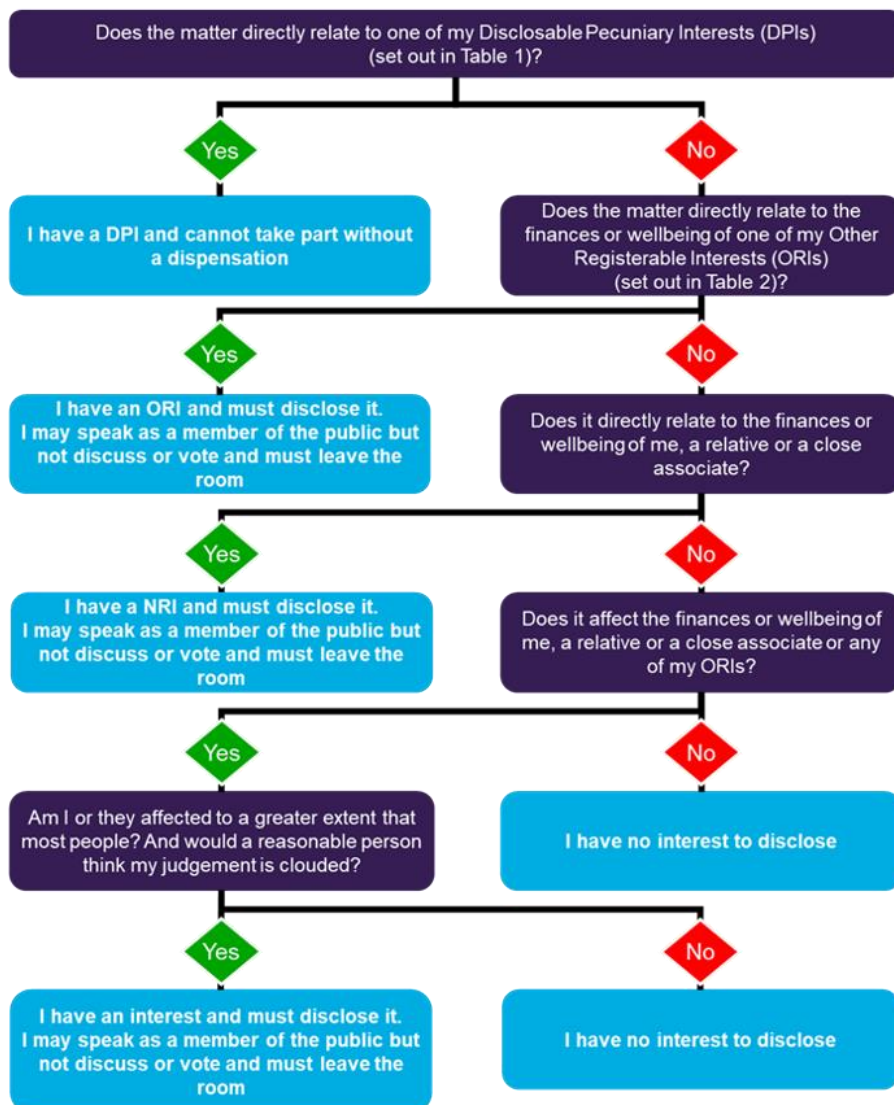


## Maintaining and promoting high standards of conduct

### Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

#### Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

#### Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer  
([susan.zeiss@bcpcouncil.gov.uk](mailto:susan.zeiss@bcpcouncil.gov.uk))

### Selflessness

Councillors should act solely in terms of the public interest

### Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

### Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

### Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

### Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

### Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

### Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

# AGENDA

Items to be considered while the meeting is open to the public

## 1. **Apologies**

To receive any apologies for absence from Councillors.

## 2. **Substitute Members**

To receive information on any changes in the membership of the Committee.

Note – When a member of a Committee is unable to attend a meeting of a Committee or Sub-Committee, the relevant Political Group Leader (or their nominated representative) may, by notice to the Monitoring Officer (or their nominated representative) prior to the meeting, appoint a substitute member from within the same Political Group. The contact details on the front of this agenda should be used for notifications.

## 3. **Election of Chairman**

To elect a Chairman for the Place Overview and Scrutiny Committee for the 2022/23 municipal year.

## 4. **Election of Vice-Chair**

To elect a Vice-Chair for the Place Overview and Scrutiny Committee for the 2022/23 municipal year.

## 5. **Public Issues**

To receive any public questions, statements or petitions submitted in accordance with the Constitution. Further information on the requirements for submitting these is available to view at the following link:-

<https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

The deadline for the submission of public questions is 4 clear working days before the meeting.

The deadline for the submission of a statement is midday the working day before the meeting.

The deadline for the submission of a petition is 10 working days before the meeting.

## 6. **Planning Service Improvement Update**

This report provides an update on measures being implemented to deliver a step change in the reputation and performance of the BCP Planning Service and in order to support the delivery of the Big Plan and other corporate priorities.

It follows a previous report to the Overview and Scrutiny Board in November 21 and provides a 6-month update on progress since and actions for the next 6 months.

**7. Play in Bournemouth, Christchurch and Poole**

The Committee will receive a presentation from the Environment Directorate on Play in the BCP area. Following this there will be an opportunity for questions from members of the Committee.

**8. Place O&S Work Plan**

The Place Overview and Scrutiny Committee is asked to consider and identify work priorities for its next meeting pending a wider review of its work plan at a future meeting.

**9. Future Meeting Dates**

The Council at its meeting on 10 May 2022 agreed to delegate authority to the Overview and Scrutiny bodies to agree their own meeting dates for the 2022/23 and 2023/24 municipal years.

The Council agreed that there would be 5 meetings scheduled in each municipal year. These will need to be set with reference to the current Council Calendar

13 - 34

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

## PLACE OVERVIEW AND SCRUTINY COMMITTEE



Report subject	<b>Planning Service Improvement Update</b>
Meeting date	24 May 2022
Status	Public Report
Executive summary	<p>This report provides an update on measures being implemented to deliver a step change in the reputation and performance of the BCP Planning Service and in order to support the delivery of the Big Plan and other corporate priorities.</p> <p>It follows a previous report to the Overview and Scrutiny Board in November 21 and provides a 6-month update on progress since and actions for the next 6 months.</p>
Recommendations	<p><b>It is RECOMMENDED that the Board:</b></p> <p><b>Note and endorse the measures underway to improve and transform the planning service.</b></p>
Reason for recommendations	<p>Significant progress has been made towards the completion of the Planning Improvement Journey. The overall performance continues to improve with specific focus now being applied to further reduce backlog and establish the service as one that operates predominantly in time.</p> <p>The ongoing work demands and interest in the Planning Improvement journey has presented a challenging environment within which to operate. The staff, however, have dealt with the pressures positively and admirably and have been the driving force behind the increase in performance.</p>
Portfolio Holder(s):	<p>Councillor Drew Mellor, Leader and Portfolio Holder for Finance &amp; Transformation</p> <p>Councillor Philip Broadhead, Deputy Leader and Portfolio Holder for Development, Growth &amp; Regeneration</p>

	Councillor Bobbie Dove, Portfolio Holder for Community Safety & Regulatory Services
Corporate Director	Jess Gibbons, Chief Operations Officer
Report Authors	Kelly Ansell, Director of Communities Nick Perrins, Head of Planning
Wards	Council-wide
Classification	For Information

## Background

1. This paper follows earlier reports on the BCP Council planning service received by this Board in April and November 2021. The April 2021 report set out the background for the need to deliver a significant improvement in the BCP Planning Service to create an exemplar planning department fit to deliver the Council's ambitions and representative of BCP's status as the 10th largest urban authority in the country. It provided context for the various challenges the service has been dealing with that have impacted on performance and reputation; in summary these comprise of high and increasing volumes of work to process, complexities with working within a pandemic environment, holding vacancies and operating largely legacy systems and processes. These issues are well understood and form the context for the various actions that have formed the Planning Improvement Plan to re-position the planning service to where all stakeholders want it to be.
2. The focus of this paper is to update on progress of the Planning Improvement Plan since the last update in November 2021. The paper also notes the key next steps.
3. It is recognised that the planning service and supporting staff are highly professional, resilient and dedicated and continue to work incredibly hard to maintain the planning service whilst the challenges are being resolved. It is also recognised that expectations from Members and external customers remain high. The Planning Improvement Plan in and of itself creates demand on the service and on the staff which require a balanced approach to managing resources. Planning staff have worked tirelessly and intensively since the Planning Improvement Journey began in April 2021 and remain focused on meeting its objectives.



## **Planning Improvement Journey**

4. Reflecting the scale of the challenges within the service and the scope of the improvements required, a Planning Improvement Board was established in April 2021, chaired by the Chief Executive and attended by relevant Portfolio Holder Members and key officers. This Board meets on a monthly basis to oversee the Planning Improvement programme.
5. The programme holds the overarching aim 'to address the identified issues and transform the service to create one of the best planning departments in the country in terms of its speed and quality of outputs.'
6. The objectives of the programme are;
  - a. Achieve high and consistent standards of performance delivering to the expectations of customers
  - b. Deliver the local plan to set out the framework for growth meeting the areas sustainable development need
  - c. Deliver strong and responsive development management
  - d. Utilise modern ways of working and new technology to optimise the efficiency of working practices
  - e. Create an environment for staff to have job satisfaction and develop their careers within the service that is known for delivering positive outcomes and has a strong reputation.
7. The programme consists of six workstreams working to meet these objectives;
  - a. Structure, People and Culture
  - b. Performance and Development Management
  - c. System and Process Harmonisation
  - d. Customer Service and Support Services
  - e. Local Plan
8. The following section provides an update on the progress against the key objectives within each workstream and sets out the next steps for the following 6 month period.

### **Structure, People and Culture**

9. The key objectives for this workstream are;
  - Recruitment to vacant posts and reduction of agency staff.
  - Implement a new fit for purpose structure.
  - Address workforce issues including low morale, high workloads, staff wellbeing and resilience pressures.
  - Develop a new culture which supports to optimum performance.

- Address challenges of home working.
  - Provide leadership development to Planning Managers.
10. Progress within this workstream has been significant over the last 6 months. The Director of Communities was appointed as interim Director of Planning in April 2021 to provide leadership and support to the service and to drive the delivery of the Planning Improvement Plan. Strong, focussed leadership and improved engagement has provided for a shift in the morale of the staff and the management team. Staff have an improved understanding of the objectives of the Planning Improvement Plan, bringing the workforce together in its collective challenge. Communication has been improved and staff have a voice to raise their concerns and issues, and to share ideas. Celebrating success and ensuring appropriate recognition has been balanced with pushing for the best possible performance and tackling areas of poor performance.
  11. Staff wellbeing and resilience is a challenge for the Planning Service. They are our greatest asset and despite huge challenges of high workloads, complex caseloads and negative views directed at the service, there remains a strong sense of ownership and commitment, refreshed by the recent engagement activity. A resilience programme has been launched, supporting all staff by raising awareness and developing skills in personal resilience. Through this programme, staff will receive training to enhance their skills in supporting their own resilience and for managers, for that of their teams. In addition, a Leadership Development Programme has been launched which will support growth and the key role of the leadership roles within the service as we move towards a positive, high performing culture which can be sustained.
  12. Workloads remain high and performance improvement is being strongly driven. There remains a reliance on the use of agency staff to support the delivery of the service and whilst this presents its challenges, this is key to delivery and improvement in equal measure. 13 vacant posts have been filled since November 2021. Despite this success, recruitment to planning roles is a national challenge. A rolling advert for vacancies has now been implemented and a communication campaign to promote careers in planning within BCP is being developed to support this. The continued recruitment drive will ultimately reduce agency staffing throughout the 2023/23 financial year.
  13. A new structure for planning is in the final stages of development. It is anticipated that this will be launched to the staff shortly. This will provide a fit for purpose structure for the service, to sustain strong performance following the completion of the Planning Improvement Plan, will create a new management and leadership structure, provide for a focus on Major applications and capacity to match the ambition and opportunity for growth within the conurbation.
  14. The transition to the new Civic Centre is now complete. Staff work flexibly in order to support optimum performance but the return to office based



working is complete and teams are now working together within the Civic Centre, improving opportunity for collaboration and support.

## **Performance and Development Management**

15. The key objectives for this workstream are;
  - Address backlog of applications
  - Address issues with Major applications
  - Improve consultee performance
  - Improve section 106 process and performance
  - Reduce incomplete/substandard applications
  - Review and reduce planning conditions
  - Improve the viability assessment process and performance
16. There has been a continued focus and commitment to reducing the backlog of applications. Since November 2021, the backlog of 734 applications has been reduced by 40% to 434 applications in April 2022. Further detail on performance is included from paragraph 23 of this report.
17. A Clearance Plan has been approved by the Planning Improvement Board and this is being implemented with vigour. This includes increasing performance levels through a performance management framework and appropriate capacity and critically, a Clearance Fortnight to be completed from 20 June 2022 to 1 July 2022. The use of Clearance Weeks has been key to the overall reduction we have achieved and whilst there is an impact on the accessibility of the service during these times and staff find the period very intense and challenging, the Planning Improvement Board has taken the decision to move to an extended two week clearance in order to meet our goal. Consultation with Portfolio Holders, staff and stakeholders has supported this decision. The Clearance Fortnight will be publicised and Members will be briefed to ensure there is broad awareness.
18. In June a Major Applications Forum will be launched to support determination and this will form a key part of the operating model for the service going forwards. Officers from many departments of the Council, including statutory consultees will have an opportunity to discuss applications and work collaboratively on them. This will drive consultee performance improvements and provide a programme management approach to these applications.
19. A review of the Section 106 process has been completed and a new one launched in June 2022. This will support the completion of the legal aspects of planning applications by introducing a lean and harmonised process which will be far more efficient and effective. External legal support is currently in place to support the significant capacity requirements relating to Planning and this is functioning well.
20. A review of the process of application registration and validation is underway with the aim of reducing timescales at the front end of the process as well we

improving the quality of applications and increased valid applications on first go. A new approach will be implemented in June 2022 working in partnership with the Business Support and Customer team.

21. A review of some 350 legacy planning conditions is underway to consolidate and reduce duplication. The aim is to reduce this to circa 100 conditions which will significantly streamline the process and reduce the complexity of the current system for officers, stakeholders and Planning Committee.
22. A review of the performance of the Council's provider for Viability Assessments has been completed and a new Service Level Agreement implemented. This front loads viability consideration and moves it towards the application validation stage which will greatly improve determination timescales.
23. The BCP performance data on planning application decisions in time shown as a snapshot from April 21 – April 22 is as follows;

Type	Minimum Statutory Performance Level %	BCP Performance % April 21	BCP Performance % April 22	Overall Annual Average April 21–30 March 22 %
Majors	60	77%	100%	83%
Minors	70	74%	85%	79%
Others	70	71%	96%	85%

24. This table shows that overall performance on planning applications remains above the Government intervention levels meaning there is no risk of intervention. The table also shows that the performance has significantly improved in the last year and is now being maintained and further improved into 2022/23. The reason for the increase in performance is due to the planning improvement interventions introduced over the past year alongside the relentless commitment of the staff.
25. However, it is important to recognise that these headline statistics continue to include a proportion of extensions of time that is a by-product of the various challenges within the service. It is worth noting that it is not unusual for Local Planning Authorities to use extensions of time when dealing with planning applications and the Government accept their use when Councils submit their returns. This is, however, not an acceptable corporate position, primarily because timely planning decisions (i.e. within statutory time periods) are key to facilitating economic growth and investment, as well as the delivery of

regeneration and housing numbers at pace. The measures discussed in this report are aimed at addressing this and moving the service to not using extensions of time wherever possible and to determining the majority of planning applications within the 8 or 13 week statutory timeframes.

26. In order to shift the service away from using extensions of time, it is essential that we reduce the backlog of current applications. This is key to realising a sustained improvement in performance, reducing reliance on extensions of time and moving away from the reliance on agency staff.
27. As is illustrated by the table below, the clearance of the backlog has moved on significantly since the last update in November 2021 and the current percentage of applications in backlog at April 22 stands at 48% of on hand applications, vastly improved from the high point position of 65% as at November 21 at the time of the last update.

<b>Applications Nov 21</b>	<b>Number in backlog</b>	<b>% backlog</b>	<b>Applications April 22</b>	<b>Number in backlog</b>	<b>% backlog</b>
1124	<b>727</b>	65%	901	<b>434</b>	48%

28. It is useful to report on the backlog reduction in terms of historic applications that remain on the system and need to be cleared. The tables that follow show that the service has had to deal with clearing a large number of legacy applications that came with the formation of BCP Council in 2019. There have been complexity involved in many of the legacy applications that have taken time to work through, find solutions and enable applications to be determined.
29. Focused efforts have therefore been made to reduce the oldest applications on hand including those that came with the formation of the new Council. The progress in this regard is shown in the following tables that provide the position on historic applications and overall backlog using a snapshot from July 2021, December 2021 and April 2022.

<b>Live Applications - July 21</b>					
	<b>Bournemouth</b>	<b>Christchurch</b>	<b>Poole</b>	<b>Total</b>	
<b>2105</b>	1	0	0	1	
<b>2016</b>	2	3	0	5	
<b>2017</b>	5	0	4	9	
<b>2018</b>	4	2	5	11	
<b>2019</b>	9	10	6	25	
<b>2020</b>	62	20	39	121	
<b>2021 beyond time</b>	216	86	207	509	
<b>2021 in time</b>	198	75	211	484	
<b>Total apps</b>	505	196	472	1173	
<b>Total beyond time</b>	307	121	255	683	
<b>% beyond time</b>	61%	62%	54%	58%	

Live Applications - December 21				
	Bournemouth	Christchurch	Poole	Total
2105	1	0	0	1
2016	0	0	0	0
2017	1	0	3	4
2018	0	0	4	4
2019	7	6	3	16
2020	100	6	16	122
2021 beyond time	218	83	145	446
2021 in time	137	72	188	397
Total apps	464	167	369	1000
Total beyond time	257	95	171	523
% beyond time	55%	57%	46%	52%

Live Applications - April 22				
	Bournemouth	Christchurch	Poole	Total
2017	0	0	2	2
2018	2	0	3	5
2019	3	6	2	11
2020	19	5	11	35
2021 beyond time	157	64	81	302
2021 still in time	4	0	0	4
2022 beyond time	29	23	27	79
2022 still in time	178	84	201	463
Total apps	392	182	327	901
Total beyond time	210	98	126	434
% beyond time	54%	54%	39%	48%

30. The progress in the reduction in historic applications is further shown by application type in the following tables.

Live Major Applications Tracker	2017	2018	2019	2020	2021 beyond 13 weeks	2021 within 13 weeks	2022 beyond 13 weeks	2022 within 13 weeks
Nov-21	3	3	2	12	20	18		
Dec-21	3	3	7	13	42	31		
Jan-22	3	3	7	13	39	34	0	3
Feb-22	3	3	7	13	54	20	0	8
Mar-22	2	2	7	10	52	1	0	20
Apr-22	2	2	7	10	53	1	0	22

Live Minor Applications Tracker	2015	2016	2017	2018	2019	2020	2021 beyond 8weeks	2021 within 8weeks	2022 beyond 8weeks	2022 within 8weeks
Nov-21	0	0	0	2	3	46	202	188		
Dec-21	0	0	0	0	4	27	228	116		
Jan-22				2	2	25	256	101	0	14
Feb-22				2	2	19	248	51	0	69
Mar-22				1	2	17	191	0	38	167
Apr-22				1	2	17	182	0	42	160

Live Other Applications tracker	2016	2017	2018	2019	2020	2021 beyond 8weeks	2021 within 8weeks	2022 beyond 8weeks	2022 within 8weeks
Nov-21	0	1	4	4	13	385	258		
Dec-21		0	2	2	7	184	250		
Jan-22			2	2	6	170	214	0	23
Feb-22			2	1	6	161	95	0	122
Mar-22			2	1	8	76	0	37	277
Apr-22			2	2	8	67	3	37	281

31. The progress that has been made in reducing the historic applications has been positive and further focus is underway to ensure they are all cleared as soon as possible as part of the improvement journey.

## Benchmarking

32. To support the work of the Planning Improvement Board and to set some context to performance within the Planning Service, performance over the period from Jan 2020 to December 2021 was benchmarked against other Local Planning Authorities (LPA's). This analysis shows that nationally over this period BCP Council is the LPA with the 6th highest demand for Major applications (225 apps), and 10th highest for Non-Major applications (5,249 apps). There are 333 LPA's in England.
33. The benchmarking work shows that the national average performance for major applications is 22% being determined within 13 weeks. The national average performance for non majors is 53% determined within 8 weeks. These also demonstrates that all LPAs operate with a backlog at any given time and BCP's position is therefore not unique.

34. When considering optimum performance, the best performing LPA in the country for Major applications is Tunbridge Wells with a 70% determination rate within 13 weeks. However, their level of applications is significantly lower than that of BCP at 125 applications. Further work then sought to compare BCP performance against LPA's with a comparable level of demand. This identified that when looking at LPAs that dealt with 200+ applications, East Riding had the best performance with 34% of applications determined within 13 weeks. BCP Council determined 22% of Major applications within 13 weeks during the 21/22 period, which whilst below East Riding was consistent with the overall national average.
35. Benchmarking for Non Major applications (that includes Minors and Others) revealed Castle Point as the best performing LPA with a 92% determination rate within 8 weeks (1,224 applications). BCP, however, receive in excess of 5,000 of these applications each year. Comparing BCP then to other LPA's with 5000+ Non Majors, the best performing LPA is Bradford with a 78% determination rate within 8 weeks. BCP in 2021/22 determined 32% of non major applications within 8 weeks compared with the national average of 53%.
36. The 2021/22 period saw the service deal with an unexpected increase in planning applications as pandemic restrictions were eased at the same time as resource pressures. The period also saw the implementation of the Planning Improvement Programme that has resulted in performance increasing upwards throughout the year that is now being continued in the current monitoring year.
37. The current position of applications being determined within statutory timeframes is shown in the table below. This demonstrates that the improvement measures are proving particularly successful for non major applications where performance has now increased to 57% and above the national average. There remains work to be done to improve major applications performance, which is expected to occur as backlog reduces to free up time and resource to deploy to majors.

Type	National Average	BCP Performance 21/22	BCP Performance 22/23
Majors	22%	22%	16%
Non Majors	53%	32%	57%

38. This benchmarking has supported consideration of the future performance standards that BCP will work to from the point of clearance of the backlog and our current assessment of how the service will function and perform from the end of this financial year provides for a very positive outlook.

## **System and Process Harmonisation**

39. The key objective for this workstream is to implement a new harmonised planning system and one customer front door. This complex programme is delivering well, with system commissioning and platform testing complete and aspects such as data coding and migration well underway. The next stages are web development, completion of training for staff, finalising migration to the new system and go live in Summer 2022.
40. This is an incredibly complex project which has been supported by the programmes team, IT, customer, planning, finance and others. Detailed work has been required to produce lean systems, harmonise working practice and devise system protocols for maximum efficiency. Bringing legacy systems together will not only provide for significant benefits in terms of how we work but how our customers access the service and will provide for one front door for a vastly improved customer experience.

## **Customer Service and Support Services**

41. The key objectives for this workstream are;
- Improvement of registration and validation process
  - Address current levels of complaints including historical complaints
42. A review of the registration and validation process has been completed and implementation of a new model is underway. This will drive towards a target of 2-5 days depending on the scale of the application, for registration and improved performance in validation by July 2022. An external provider has been commissioned to support the clearance of backlog of applications at the front end of the process in the interim.
43. We are seeing a reduction in complaints across the planning service and the support of the Corporate Policy team in co-ordinating and investigating complaints has delivered a significant reduction in historical complaints. As the service moves forward and the Planning Improvement Plan is completed, the service will seek to consistently review complaints and understand the learning points arising from them.

## **Local Plan**

44. The key objectives for this workstream is to deliver and adopt the BCP Local Plan.
45. Since the last report in November 2021 extensive public consultation has been completed on issues and options and responses are being analysed. Further consultation and engagement is being planned on key issues and policy options is being developed.

## **Summary**

46. Significant progress has been made towards the completion of the Planning Improvement Journey and the service is improving. The overall performance



continues to improve with specific focus now being applied to further reduce backlog and establish the service as one that operates predominantly in time.

47. The ongoing work demands and interest in the Planning Improvement journey has presented a challenging environment within which to operate. The staff, however, have dealt with the pressures positively and admirably and have been the driving force behind the increase in performance.

#### **Summary of financial implications**

48. An additional allocation of £250,000 was allocated to the Planning Service for the 22/23 fiscal year within the Medium Term Financial Plan to support the Planning Improvement Plan.
49. The mastergov project is being funded within existing planning budgets and use of residual CIL administration funds.
50. The Local Plan work identified within the report will be covered by drawing down £140,000 from the Local Development Plan reserve which is set aside for this statutory purpose.
51. It is relevant to note that alongside the Levelling Up and Regeneration Bill, the Government have announced they intend to consult upon a proposed increase of 35% (for major applications) and 25% (for non major applications) to planning application fees. This will be linked to a new performance framework but will provide a significant increase in funding for the service to sustain the improvement in performance.

#### **Summary of legal implications**

52. None identified.

#### **Summary of human resources implications**

53. The new structure under development will be managed using the council's Change Management Policy and Procedure.

#### **Summary of sustainability impact**

54. None identified.

#### **Summary of public health implications**

55. None identified.

#### **Summary of equality implications**

56. None identified.

#### **Summary of risk assessment**

57. Failure to complete the Planning Improvement Journey will continue to present reputational risk to the council. Risks to the delivery of the Big Plan and Corporate Strategy objectives are key.

## PLACE OVERVIEW AND SCRUTINY COMMITTEE



Report subject	<b>Work Plan</b>
Meeting date	24 May 2022
Status	Public Report
Executive summary	The Place Overview and Scrutiny Committee is asked to consider and identify work priorities for its next meeting pending a wider review of its work plan at a future meeting.
Recommendations	<b>It is RECOMMENDED that:</b>  <b>the Overview and Scrutiny Committee discuss and agree work priorities for its next meeting, for subsequent publication in a Work Plan.</b>
Reason for recommendations	The Council's Constitution requires all Overview and Scrutiny Committees to set out proposed work in a Plan which will be published with each agenda.

Portfolio Holder(s):	N/A
Corporate Director	Graham Farrant, Chief Executive
Report Authors	Lindsay Marshall, Overview and Scrutiny Specialist
Wards	N/A
Classification	For Decision

## Background

1. All Overview and Scrutiny (O&S) Committees are required by the Constitution to consider work priorities and set these out in a Work Plan. When approved, this should be published with each agenda. The Place O&S Committee is asked to discuss and agree work priorities for its next meeting (date tbc at time of writing this report).
2. The Council made changes to the O&S function on 10 May, assigning areas of responsibility from the previous O&S Board to the newly formed Corporate and Community O&S Committee and Place O&S Committee. For councillors' information, a breakdown of the areas of responsibility across all O&S committees is attached at Appendix 1 to this report.
3. Given the recent changes to the O&S function, the Committee is provided with an outline of priorities that had been previously identified for scrutiny by the O&S Board in its work plan. The items that align to the areas of responsibility for the Place O&S Committee are identified in Appendix 2. Councillors are asked to take account of this list, along with the recently published Cabinet Forward Plan and any other suggestions for scrutiny when considering its priority work areas for the next meeting. The Cabinet Forward Plan is attached at Appendix 3.
4. The Committee will be asked to consider longer term priorities for its work plan at a future meeting in order to identify, and appropriately plan for, work priorities for the remainder of the municipal year.

## BCP Constitution and process for agreeing Work Plan items

5. The Constitution requires that the Work Plan of O&S Committees shall consist of work aligned to the principles of the function. The BCP Council O&S function is based upon six principles:
  1. Contributes to sound decision making in a timely way by holding decision makers to account as a 'critical friend';
  2. A member led and owned function – seeks to continuously improve through self-reflection and development.
  3. Enables the voice and concerns of the public to be heard and reflected in the Council's decision-making process.
  4. Engages in decision making and policy development at an appropriate time to be able to have influence.

5. Contributes to and reflects the vision and priorities of the council.
6. Agility – able to respond to changing and emerging priorities at the right time with flexible working methods.

#### **Summary of financial implications**

6. The O&S Committee may take suggestions from a variety of sources to form its Work Plan. This may include suggestions from members of the public, officers of the Council, Portfolio Holders, the Cabinet and Council, members of the O&S Committee, and other councillors who are not on the Committee.
7. The Constitution allows for additional items of scrutiny inquiry work to be commissioned by each O&S Committee, in addition to work undertaken in a committee meeting setting. The Constitution requires that the O&S Committees take into account the resources, including Councillor availability, Officer and financial resources, available to support their proposals for items of O&S work. This will ensure that there is appropriate resource availability across the whole O&S function, and that any work established can be completed in a timely way with effective outcomes.
8. An O&S commission may take the form of a working group or task and finish group, for example. Full detail on the types of work that may be commissioned by an O&S Committee are outlined within the Constitution. Bodies commissioned by an O&S Committee may have conferred upon them the power to act on behalf of the parent body in considering issues within the remit of the parent body and making recommendations directly to Portfolio Holders, Cabinet, Council or other bodies or people within the Council or externally as appropriate.
9. The Constitution requires that all suggestions for O&S work will be accompanied by detail outlining the background to the issue suggested, the proposed method of undertaking the work and likely timescale associated, and the anticipated outcome and value to be added by the work proposed. No item of work shall join the Work Plan of the O&S Committee without an assessment of this information.

#### **Summary of financial implications**

10. When establishing a Work Plan, the Constitution requires the Overview and Scrutiny Committee to take into account the resources, including Councillor availability, Officer and financial resources, available to support their proposals.

#### **Summary of legal implications**

11. The Council's Constitution requires all Overview and Scrutiny Committees to set out proposed work in a Plan which will be published with each agenda.

#### **Summary of human resources implications**

12. There are no human resources implications arising from this report.

#### **Summary of sustainability impact**

13. There are no sustainability implications arising from this report.

#### **Summary of public health implications**

14. There are no public health implications arising from this report.

**Summary of equality implications**

15. Any member of the public may make suggestions for Overview and Scrutiny work. Further detail on this process is included with Part 4 of the Council's Constitution.

**Summary of risk assessment**

16. There is a risk of challenge to the Council if the Constitutional requirement to establish and publish a Work Plan is not met.

**Background papers**

None.

**Appendices**

Appendix 1 – BCP Overview and Scrutiny Committees – areas of responsibility

Appendix 2 – Overview and Scrutiny Board Work Plan items – priorities identified for 2022/23

Appendix 3 – Cabinet Forward Plan published 26 April 2022



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## Appendix 2

### Overview and Scrutiny Board Work Plan items – priorities identified for 2022/23

#### Background

The below items were included within the Overview and Scrutiny Board Forward Plan, as updated following its meeting following its meeting on 4 April 2022. Following the Council decision to alter the structure of the Overview and Scrutiny function the items have been aligned to the agreed remits of the newly formed Overview and Scrutiny Committees relating to 'Place' matters and 'Corporate & Community' matters.

\* identifies items earmarked for the initial meetings of the new Overview and Scrutiny committees

<b>Corporate and Community Overview and Scrutiny Committee</b>
<p>Cabinet items, identified for scrutiny from a current or previous publication of the Cabinet Forward Plan:</p> <ul style="list-style-type: none"><li>• Fly- tipping and fly- posting enforcement pilot review *</li><li>• Potential Transfer of Play sites and other BCP assets to Christchurch Town Council</li><li>• Commercialisation of Beach Hut Assets through Special Purpose Vehicle (SPV) Wholly or Majority Owned by the Council</li><li>• Adoption of Ducking Stool Walk</li><li>• Crime and Disorder reduction strategy</li><li>• Thistle Hotel, Poole Quay - Lease restructure</li><li>• Pay and reward - New Terms and Conditions of Employment</li><li>• BCP Economic Development Strategy</li><li>• Cultural development in BCP</li><li>• Russell Coates Arts Gallery Museum Governance Report</li><li>• Library strategy</li></ul> <p>Items proposed by non-Executive members:</p> <ul style="list-style-type: none"><li>• Transformation * Enforcement Working Group – suggested date for work to commence September (potential joint working group spanning 'Corporate &amp; Community' and 'Place' O&amp;S Committees depending on breadth of scope)</li><li>• Review of the Domestic Abuse Strategy and Delivery Plan (due around now)</li><li>• The Big Plan</li><li>• Council Complaints Procedure</li><li>• BCP Council Area BIDs</li><li>• Council's Use of Digital</li></ul>
<b>Place Overview and Scrutiny Committee</b>
<p>Cabinet items, identified for scrutiny from a current or previous publication of the Cabinet Forward Plan:</p> <ul style="list-style-type: none"><li>• BCP Future places Ltd – Regeneration update</li><li>• South Part of Beach Road Car Park</li></ul>

- BDC business plan
- Poole Regeneration update
- Western Gateway Subnational Transport Body (STB) - Strategic Transport Plan
- Bereavement Services Business Plan Update
- Beach Hut Policy

Items proposed by non-Executive members:

- Winter Gardens report
- Planning System improvements\*
- Play in BCP \*
- Severe Weather Protocol (Homeless)
- Selective Licensing
- Anti-Social Behaviour – Housing
- Development of the BCP Local Plan – working group (in hiatus)
- Tree strategy Working Group – Commencement needs to fit in with the proposed development (was advised summer to Autumn 2022)
- Enforcement Working Group – suggested date for work to commence September (potential joint working group spanning 'Corporate & Community' and 'Place' O&S Committees depending on breadth of scope)

# CABINET FORWARD PLAN – 1 MAY 2022 TO 31 AUGUST 2022

(PUBLICATION DATE – 26 April 2022)



What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Joint Archive Service - Revised Inter-Authority Agreement	To update the existing IAA to reflect Local Government Reorganisation and to streamline and modernise its governance arrangements	No	Cabinet 25 May 2022	All Wards	The Joint Archives Advisory Board (JAAB)	Scheduled advisory board meeting	Matti Raudsepp	Open
Fly-tipping and Fly-Posting Enforcement Pilot Review	To update members and provide recommendations for the future regarding the fly-tipping and fly-posting enforcement service currently provided by WISE	No	Cabinet 25 May 2022				Matthew King	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Baiter Sluice Channel Renewal	The engineered channel at Baiter Harbourside Park which allows water to flow between the Poole Park Lagoon and Parkstone Bay has come to the end of its serviceable life. The sluice channel is presently a safety concern, and has been cordoned off except for non-motorised access. The purpose of this report is to request that Cabinet allocates funding in line with the specialist report and Officer recommendations, to progress the design through to pre-construction, and subsequently construction to: replace the sluice channel; upgrade the sluice channel; and, improve the localised drainage system at Keyhole Bridge (subject to appropriate consents).	Yes	Cabinet 25 May 2022	Parkstone; Poole Town	The Environment Agency, Natural England, Marine Management Organisation, Poole Harbour Commissioners, Wessex Water, Network Rail, BCP FCERM Inland Flood Risk Manager, BCP Parks Operations Team, BCP TCF cycle and footway improvements delivery team		Peter Christie	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Our Museum: Poole Museum Redevelopment Programme	Update on Poole Museum development programme, agreement for additional CIL and prudential borrowing proposal and confirmation of timetable for accessing both.	Yes	Cabinet 25 May 2022  Council 12 Jul 2022	Poole Town			Alison Smith, Michael Spender	Open
Home to School Transport	This comes back to CS O and S and Cabinet post consultation (pre consultation reports to CS O and S and Cabinet in Sept)	No	Children's Services Overview and Scrutiny Committee 7 Jun 2022  Cabinet 22 Jun 2022	All Wards			Rachel Gravett, Sarah Rempel	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
BCP Futureplaces Ltd - Regeneration update	To seek approval to a revised funding structure and updated Company Business Plan.	No	Cabinet 22 Jun 2022  Council 12 Jul 2022	All Wards			Sarah Longthorpe	Open
BCP Council Cemeteries Rules & Regulations adoption	To present to and be adopted by Cabinet a harmonised set of Cemeteries Rules & Regulations for BCP Council, in accordance with the local Government Act 1972 and the Local Authorities Cemeteries Order 1977	Yes	Cabinet 22 Jun 2022	All Wards			Andy McDonald	Open
Transforming Cities Fund End of Year Report	This report is for information purposes only and not for decision. The report sets out the spend to date following the End of Year Report to the DfT as part of the DfT funding requirements.	No	Cabinet 22 Jun 2022	All Wards			Claire Clark	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
<div>Page 25</div> Merdium Term Financial Plan (MTFP) Update	This report: Presents the latest medium-term financial plan (MTFP) of the council to reflect government announcements since the February 2021 budget report and updated assumptions. Proposes a financial strategy to support the delivery of a balanced budget for 2022/23. Proposes a budget planning process and timeline for key financial reports.	No	Cabinet 22 Jun 2022	All Wards			Adam Richens	Open
LGR Three Year Stocktake	To update Cabinet on progress with LGR	No	Cabinet 22 Jun 2022				Bridget Webber	Open



What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Potential Transfer of Play sites and other BCP assets to Christchurch Town Council	To consider potential Transfer of Play sites and other BCP assets to Christchurch Town Council, the terms of the council's offer and any implications or liabilities for the council in doing so	No	Cabinet 22 Jun 2022	Christchurch Town; Commons; Mudford, Stanpit & West Highcliffe	Christchurch Town Council	There is a statutory process to be followed for the Disposal of Public Open Space, which will be undertaken prior to reporting.	Alan Ottaway	Open
Commercialisation of Beach Hut Assets through Special Purpose Vehicle (SPV) Wholly or Majority Owned by the Council	To present options for approval for transferring in-scope beach hut assets across to an SPV subsidiary created by the Council as parent company.	Yes	Cabinet 22 Jun 2022  Council 12 Jul 2022		Beach Hut Associations	Engagement through communications with Beach Huts Associations and attendance at Beach Hut Association AGM's.	Chris Saunders	Open

<b>What is the subject?</b>	<b>What is the purpose of the issue?</b>	<b>Is this a Key Decision?</b>	<b>Decision Maker and Due Date</b>	<b>Wards</b>	<b>Who are the key stakeholders to be consulted before the decision is made?</b>	<b>What is the consultation process and period</b>	<b>Officer writing the report</b>	<b>Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?</b>
Support Service Contract 2013	Determine future options for the Support Services Contract 2013 - Watson CCS Limited which ends on 31 March 2023. Service currently supports in-house cleansing teams.	No	Cabinet 27 Jul 2022	All Wards			Simon Legg	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
South Part of Beach Road Car Park Poole	Appropriation and disposal for housing (in accordance with its local plan allocation) subject to an approved and adopted Development Brief by the Local Planning Authority, being in place.	Yes	Cabinet 27 Jul 2022  Council 13 Sep 2022	Canford Cliffs	Portfolio holders for 1.Regeneration, Economy & Strategic Planning, 2. Tourism,Leisure Culture, 3.Community Safety and 4. Transport & Sustainability.	The disposal approval is sought, subject to an adopted Development brief being in place, and if Cabinet give the Local Planning Authority (LPA) approval to consult the public on the Development brief, then all portfolio holders local residents association and other interested parties from the public will have an opportunity to make representations through the LPA's 6 week public consultation process.	Irene Ferns	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Children's Services Early Help Offer	Summary of findings and recommendations from an ongoing review of our current Early Help services	No	Cabinet 27 Jul 2022	All Wards			Zafer Yilkan	Open
Bournemouth Development Company LLP Business Plan	To seek approval for the Bournemouth Development Company Business Plan, extend some contractual "Option Execution Dates" in relation to specific sites and provide an update in relation to the independent Local Partnerships Review.	No	Cabinet 28 Sep 2022	Bournemouth Central			Sarah Longthorpe	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Christchurch Bay and Harbour FCERM Strategy	Bournemouth, Christchurch and Poole Council (BCP) and New Forest District Council (NFDC) are working together with the Environment Agency to produce a new strategy to protect coastal communities from tidal flooding and erosion risk. It will guide how the frontage from Hengistbury Head to Hurst Spit, encompassing Christchurch Harbour, will be sustainably managed for the next 100 years.	No	Cabinet 12 Apr 2023	Christchurch Town; East Southbourn e & Tuckton; Highcliffe & Walkford; Mudeford, Stanpit & West Highcliffe	Landowners, BCP residents, businesses, organisations, BCP services	Several levels of public enegagement and consultation throughout the development of the Strategy between 2021 and 2023.	Catherine Corbin, Alan Frampton, Matt Hosey	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Pay & Reward - New Terms and Conditions of Employment	To seek approval for the Council's new terms and conditions of employment, including new pay and grading arrangements.	No	Cabinet Date to be confirmed		Proposals have been developed through a process of collective bargaining with recognised Trade Unions. CMB, directorate leadership teams and employees have also been consulted at various stages during the project and informed the development of proposals		Lucy Eldred, Jon Burrows	Fully exempt
Library Strategy	To produce a library strategy across all BCP libraries and the development of libraries as neighbourhood hubs.	No	Cabinet Date to be confirmed					Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Adoption of Ducking Stool Walk, Christchurch	To consider a request from Priory Mews Management Company for BCP Council to adopt the land and structures forming the Public Right of Way known as Ducking Stool Walk	No	Cabinet Date to be confirmed	Christchurch Town	Leader of the Council (Cllr Drew Mellor); Portfolio Holder (Cllr Mark Anderston); Ward Councillors (Cllr Peter Hall and Cllr Mike Cox);	Informal consultation to inform the report	Alan Ottaway	Open
Western Gateway Sub-national Transport Body (STB)- Strategic Transport Plan	To advise Cabinet of the STB's intention to adopt its Strategic Transport Plan at its Board meeting in December 2020 subject to agreement of all its constituent members. This is also subject to the outcome of an active consultation period which will close on 31st July 2020.	No	Cabinet Date to be confirmed	All Wards	Portfolio Holders for Transport and Infrastructure and Environment and Climate Change.	A public consultation is active until 31 July 2020 <a href="https://westerngatewaystb.org.uk/">https://westerngatewaystb.org.uk/</a>	Julian McLaughlin, Ewan Wilson	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Children's Safeguarding Arrangements	To present reviewed arrangements	No	Cabinet  Children's Services Overview and Scrutiny Committee  Dates to be confirmed	All Wards			Rachel Gravett	Open
Bournemouth Learning Centre conversion to a Special School Campus - Capital budget approval		No	Cabinet Date to be confirmed	All Wards				Open
Poole Regeneration Update	To update Cabinet and the public on projects and activities in Poole Town Centre	No	Cabinet Date to be confirmed	Poole Town	relevant stakeholders to the Poole Regeneration Programme		Chris Shephard	Open



What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Thistle Hotel, Poole Quay - Lease restructure	To seek authorisation to restructure a lease to enable a third party Hotel/Residential development to proceed	No	Cabinet Date to be confirmed	Poole Town			Rebecca Bray	Open
BCP Crime & Disorder Reduction Strategy	To agree & adopt a BCP Crime & Disorder Reduction Strategy	No	Cabinet Date to be confirmed	All Wards	Community Safety Partnership		Andrew Williams	Open