

### Scrutiny Review Scoping Template

<b>Review Topic</b> (Name of review)	Planning Peer Review – Draft Action Plan
<b>Parent Scrutiny Committee</b>	Internal Affairs
<b>Lead Member Review Group</b> (Cllrs Involved)	TBC
<b>Officer Support</b> (Scrutiny Review Officer lead)	TBC
<b>Rationale</b> (Key issues and/or reason for doing the review)	<p>As part of the programme of continuous improvement, a team of planning peers, facilitated through the Planning Advisory Service (PAS), was invited to review the work of the council's planning service, and make recommendations that would improve that service. The scope of the review was established by the Planning Committee on 8 June 2022.</p> <p>The implementation of the recommendations contained in the PAS Peer Review Report is key to ensuring the Planning Service remains effective and responsive to the needs and demands of its many customers.</p>
<b>Objectives of the Review</b> (Specify exactly what the review should achieve)	<p>To ensure that the planning Action Plan adequately addresses the recommendations of the Peer Review Team.</p> <p>To ensure that the Planning Action Plan is implemented in a transparent, efficient, and effective manner having regard to the views expressed by key stakeholders.</p>
<b>Indicators of Success</b> (What is the outcome of a good review)	The council can demonstrate that the recommendations of the Peer Review Team have been acted upon.

<b>Methodology/Approach</b> (What types of enquiries will be used to gather evidence and why)	It is considered that a scrutiny spotlight review would be an appropriate mechanism through which to review the action plan in order to avoid any delay in its implementation.
<b>Specify Witnesses/Experts</b> (Who to see and when) - subject to review as evidence becomes available.	The Scrutiny Committee are asked to review the feedback received to date, alongside the views of other key stakeholders.
<b>Specify Evidence Sources for documents</b> (specify which to look at)	<p>Planning Committee Peer Review Scope</p> <ul style="list-style-type: none"> <li>- <a href="#">report</a></li> <li>- <a href="#">minutes</a></li> </ul> <p><a href="#">PAS Peer Review Team Feedback Report</a>  <a href="#">Draft Planning Action Plan</a></p>
<b>Specify Site Visits</b> (Where and when)	Not required
<b>Specify Evidence Sources for views of Stakeholders</b> (consultation/workshops/focus groups/public meetings)	The Scrutiny Committee are asked to review the feedback received from Town and Parish Councils and other key stakeholder groups, including:

	Planning agents Statutory consultees
<b>Publicity Requirements</b>	TBC
<b>Resource Requirements</b> <ul style="list-style-type: none"> <li>• Person-days</li> <li>• Expenditure</li> </ul>	10 Within existing budgets

<b>Barriers/dangers/risks</b> <b>(Identify any potential pitfalls)</b>		The planning service needs to respond to the needs of many different customers, some with competing objectives.	
<b>Start Date</b>	20 June 2023	<b>Draft Report d/line</b>	July 2023
<b>Mtg Frequency</b>	Single spotlight review	<b>Projected completion date</b>	Review - Sept 2023 Monitoring - Jun 2024
<b>Impact/ response: evaluation date</b>		September 2024	