Planning Peer Review Action Plan Scrutiny Monitoring Report (Actions due 1 April to 31 May 2024)

6.4	Feedback on EoTs	Feedback from agents received.	Dec 2023	Mar 2024 May 2024 July 2024	Comments on Fylde's use of EoT have been requested from agents who regularly submit planning applications to Fylde Council. As a wide and varied range of responses were received, it is proposed that this feedback will be considered at a meeting of the Agent's Forum due to take place on 13 June 2024 and so a new target date of **July 2024** is now proposed.	⚠️ **In Progress** 20/02/2024 17/04/2024 18/06/2024
6.5	EoT Performance indicator	Performance measure for EoT's introduced and reporting (see Action 6.2) in place.	April 2024	N/A	A local target for the use of extensions of time has been included in the department's service plan. This has been set at 40% for 2024/25, i.e. below the current level for Fylde (44%), the Lancashire Average (41%) and the England Average (43%). The target will be reviewed annually as part of the service planning exercise. N.B. A national review of the use of extensions of time is currently being undertaken by the Government.	✅ **Complete** 18/06/2024
9.1	IT investment	IT review completed.	Apr 2024		A review of the IT hardware and software requirements for the service has been completed.	✅ **Complete** 18/06/2024
9.2	Develop DEF software	DEF identified improvements and a programme of improvements in place.	Apr 2024		Upgrades to the DEF IT system have been identified and a programme of improvements is in place to make fuller use of the software's functionality. The use of the software will	✅ **Complete**

					continue to be developed to maximise its benefits to service delivery.	18/06/2024
9.3	GIS Software improvements	Programme of GIS improvements in place including integration with DEF.	Apr 2024		Work has been carried out to improve integration of the DEF (planning) and GGP (Geographical Information System) software packages. A series of further refinements to improve integration have been identified and are in the process of implementation.	✅ **Complete** 18/06/2024
9.4	Staff IT development	Staff training and development completed.	Apr 2024	Oct 2024	Staff training has been carried out but not yet completed due to recent staffing changes within the team. The training programme is expected to be completed by **October 2024**.	⚠️ **In Progress** 18/06/2024
9.6	Resource IT development	Review of IT resource requirement complete and resources secured.	Apr 2024		The resources required to upgrade access to IT and maximise the functionality of back-office systems have been secured through a combination of corporate and service specific budgets.	✅ Complete 18/06/2024
12.1	Review web page content	Content of planning web pages reviewed and updated	Apr 2024	Dec 2024	Several changes have been made to the planning pages of the website, including the functionality of planning application pages identified by the PAS Team, but the comprehensive review of the content is on-going. It must reflect proposed changes to the English planning system which are not expected be final until **December 2024**.	⚠️ In Progress 18/06/2024
12.3	Promote interactive website pages	Interactive pages promoted through website/social media and regular	Apr 2024	Nov 2024	A review of the information provided to agent's, applicants and interested parties is underway, including details of how to track progress of applications online. This functionality will be	⚠️ In Progress 18/06/2024

		communication with stakeholders.			discussed at the Agents' and Parish Forums. The revised target is **November 2024**	
13.1	Review Committee Procedures	Full review of committee procedures completed, and recommendations implemented at next annual review of constitution	May 2024	Dec 2024	Although a number of refinements have been made to Planning Committee procedures to address issues raised by the PAS Team, e.g. junior officers presenting more items, availability of meeting proceedings via YouTube, providing estimated start times for individual items, positioning location plans in report headings, etc. a full formal review of procedures has still to be completed. This work will continue throughout the year with a new target of **December 2024** proposed.	⚠️ **In Progress** 18/06/2024
13.2	Annual review of committee	Annual review of practice and procedure takes place	Apr 2024	May 2025	Although ad-hoc changes will be introduced during the year, the proposed annual review of procedure will take place ahead of the next Municipal year in **May 2025.**	⚠️ **In Progress** 18/06/2024
13.4	Member training	Annual member training programme in place	Apr 2024		A programme of member training has been established with a series of training and briefing events (new member induction, Car Parking, Affordable Housing, Flood Risk and Drainage) having been delivered already.	✅ **Complete** 18/06/2024
14.2	Ad-hoc feedback	All feedback collated and considered in annual service update	Apr 2024	N/A	Ad-hoc feedback, for example suggestions to improve service or opportunities identified to improve service delivery in resolving complaints is now recorded and acted upon immediately or as part of the service planning process.	✅ **Complete** 18/06/2024

17.1	Implement Sn 106 Internal Audit findings	The 8 recommendations of the 106 Audit have been actioned.	Apr 2024		See attached schedule for individual actions.	**Complete** 18/06/2024
18.2	Affordable Housing SPD	Affordable Housing Supplementary Planning Document has been updated and adopted by the council.	Apr 2024 (subj to scrutiny review)		A Task and Finish Group of the IASC considered the proposed amendments to the Affordable Housing SPD on 8 April 2024. The SPD was subsequently adopted following consideration by Executive Committee on 25 April 2024	**Complete** 18/06/2024

PERFORMANCE STATUS ICONS

✔	**Over Performance** – the indicator is overperforming against the target.
ⓘ	**On Track** – the indicator is performing within tolerance of target.
⚠	**Cautionary Under Performance** – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
✖	**Under Performance** – the indicator is under performing against target.
❓	**Missing Data** – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.

Monitoring colour codes	
Completed to or ahead of original target.	
Completed to revised target.	
Behind Schedule but progressing.	
Significantly behind target or abandoned.	
Not Due	
First report 18 June 2024	

Action 17.1 - Internal Audit Sn 106 Actions - Summary

No.	Recommendation Summary	Risk	Action	Completed
1	Produce internal procedure guidance	M	Internal procedure guidance to be produced	24/04/2024
2	Complete SLA with LCC	L	Process changed to require developers to covenant directly with LCC	18/01/2023
3	Widen 106 monitoring provisions to ensure business continuity	H	Sn 106 monitoring software package procured to allow wider staff access to monitoring information	05/01/2024
4	Formalise reporting of 106 funds to elected members	M	Infrastructure Delivery Plan reported to members annually and 6 monthly 106 update reports considered by IASC	05/09/2023
5	Maintain signed copy of agreements for audit trail purposes	M	Recommendation not accepted – agreements completed in 'counterpart' are acceptable	Recommendation rejected
6	Update IT system to indicate agreements in course of preparation	L	IT system updated to include an additional 'status code'	01/09/2022
7	Maintain up to date details of 106 agreements on website.	M	Website updated to remove expired pages and 106 details included on application web page.	01/09/2022
8	Ensure 106 funds are spent in advance of deadline	M	'RAG' monitoring system set up to monitor deadlines alongside regular reports to IASC.	05/09/2023