Planning Peer Review Action Plan Scrutiny Monitoring Report – Full Action Plan @ 31 May 2024

Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
1.1	Establish officer and member boards	Officer and member local plan boards established.	Mar 2024	N/A	The Local Plan [Elected Member] Steering Group was established by the Executive Committee at its meeting on **5 March 2024**. A Senior Officer Working Group has also been established.	**Complete** 17/04/2024
1.2	Include matters relating to planning as a regular Heads of Service Standing Item to ensure senior officer awareness.	Standing Item introduced.	Jul 2023	N/A	COMPLETE – **On Schedule** - Standing Item added to Heads of Service Agenda Template from **25 July 2023**	**Complete** 21/11/2023
1.3	Review of local plan	Local plan reviewed/revised ahead of 5-year statutory requirement	Dec 2025	N/A	The Levelling Up and Regeneration Act 2023 includes provisions to reform the development plan system to simplify the content of local plans and to allow them to be produced more quickly. Secondary legislation and associated guidance setting out the new arrangements have still to be published. In the meantime, evidence gathering to inform the next iteration of the local plan is currently underway.	Not Due

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2.1	Corporate project delivery	Requirement to consider planning implications embedded in delivery framework for corporate projects.	Mar 2024	N/A	A review of the Corporate Project Delivery Process has been carried out and a requirement to notify the Heads of Service Team of all new projects and to consult the Planning Team before commencing any project that involves physical development have been embedded as standard practice.	**Complete** 17/04/2024
3.1	BPR Review	Independent review of development management processes completed and recommendations successfully implemented.	Jun 2024		A review of processes has been completed by an external consultant and work is ongoing to implement the recommendations.	Not Due
4.1	DM Manual	Development Management Manual created	Jun 2024		To be completed alongside action 3.1.	Not Due
4.2	Through appraisals, all employees aware of roles and responsibilities within the team and approved processes.	Awareness of roles and responsibilities addressed in staff appraisals	Nov 2023	N/A	COMPLETE – **Ahead of Schedule** - Awareness of roles and responsibilities highlighted during Staff Development Appraisals carried out during **Summer 2023**.	**Complete** 21/11/2023

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5.1	Embed process review in team meetings including documentation of improvement actions that are implemented via updates to Development Management Manual.	Staff feedback on processes regularly features in Team Briefing and feedback on suggestions provided.	Jun 2023	N/A	COMPLETE – **Ahead of Schedule** - Standing Item added to Development Management Team Meetings from **11 May 2023**	**Complete** 21/11/2023
6.1	Review reasons for extensions of time.	Extensions of time review completed.	Sept 2023	N/A	COMPLETE – **On Schedule** -. A review of the reasons for extensions of time was completed on **26 September 2023** and will inform action 6.2 which seeks to remove extensions of time that do not add value.	**Complete** 21/11/2023
6.2	Extension of Time (EoT) added value review	EoT process reviewed, reason for EoT documented, annual review of reasons for requesting EoTs in place.	Mar 2024	N/A	A review of recent reasons for the request of an Extension of Time has been carried out. This revealed the following reasons for requesting an extension of time: **Reason** / **%** Awaiting amended plans / 40 Staffing Capacity / 22 Awaiting Key Consultee / 9 Design Improvements / 9 Additional Publicity / 7 Parish Council Cttee Request / 6 Committee Timetable / 4 Legal Agreement / 1.5 Requested by applicant / 0.5 Deferral by Committee / 0.5	**Complete** 17/04/2024

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6.3	Benchmark EoTs	Use of EoT by other Lancashire Authorities completed.	Mar 2024	N/A	The use of Extensions of time has been benchmarked against other local authorities in Lancashire and across England using the DLUHC Planning Performance Dashboard Live Table		**Complete** 17/04/2024
					Area	**Percentage of apps with EoT (@ March 2024)**	
					Fylde	44%	
					Lancashire	41%	
					Lancashire High	59%	
					Lancashire Low	30%	
					England	43%	
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 gauged 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

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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
7.1	PAS DM Toolkit	PAS DM Toolkit evaluation completed	July 2024		An initial review of the service against the toolkit has been carried out. A further assessment based on the revised processes established under Action 3.1 are implemented.	Not Due
8.1	Produce a service plan for the planning service in line with revised corporate procedures and template, linked to the corporate plan objectives and appraisals to establish 'golden thread' from individual to corporate outcome.	Planning service plan produced.	Aug 2023	N/A	COMPLETE – **Ahead of Schedule** - A Planning Service Plan was completed and submitted to the Corporate Services Team on **18 July 2023**. The Service Plan was further amended in October 2023 to incorporate additional performance measures identified in the Planning Peer Review Action Plan.	✅ **Complete** 21/11/2023

Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
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 improvements identified 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 continue to be developed to maximise its benefits to service delivery.	✅ **Complete** 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	Sep 2024	Staff training has been carried out, but is not yet completed partly due to recent staffing changes within the team. The training programme is now expected to be completed by **September 2024**.	⚠️ **In Progress** 18/06/2024
9.5	Development Plans IT module	Need for development plans module reviewed and	Dec 2024			Not Due

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		actioned as appropriate.				
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
9.7	Cloud telephony	All staff have access to cloud telephony.	Mar 2024	Dec 2024	The corporate roll out of cloud telephony services is behind schedule due to a number of technical challenges. This roll out is now expected to be completed by the End of 2024, so a new target date of **December 2024** is proposed.	⚠️ **In Progress** 17/04/2024
9.8	Roll out of laptop/tablet/managed device to team.	All staff have access to managed devices.	Jun 2023	Dec 2023	As reported in November 2023, the roll out of managed devices was behind schedule and a revised target date of December 2023 was agreed. The roll out of managed devices was completed in **November 2023** and so the **revised target has been met**.	ℹ️ **Complete** 21/11/2023 20/02/2024
9.9	Mobile working solutions	Mobile working solutions reviewed and adopted where appropriate	Mar 2024	Dec 2024	Mobile working solutions have been provided to the Enforcement Team to allow them to trial the use of mobile solutions ahead of potential roll out to the rest of the Development Management Team. It has been established that the trial	⚠️ **In Progress** 17/04/2024

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					needs to be conducted over a longer period and so a new target date of **December 2024** is now proposed.	
10.1	Seek views on agents' forum	Views of regular agents on establishment of a forum received.	Dec 2023	N/A	The views of those planning agents who regularly submit planning applications to Fylde Council (53 practices) were sought during November 2023. Responses were received from 10 practices, 2 indicating they had or were about to retire and the other 8 supporting the establishment of a forum. Although responses were limited, it is considered that there is sufficient interest to justify the re-establish the agents' forum. Work on delivering Action 10.2 to establish an agents' forum will now proceed.	**Complete** 20/02/2024
10.2	Establish agents' forum	Agents' forum established with independent chair (subject to desire of agents)	Jul 2024		Local planning agents have been invited to an inaugural meeting of the Planning Agents' Forum on **13 June 2024**.	Not Due
11.1	Refresh enforcement policy	Enforcement policy reviewed and considered by Executive Committee	Mar 2024	Apr 2024 Jun 2024	A review of the enforcement protocol has been delayed and so it is now proposed to prepare a report for consideration at the **June 2024** Executive Committee.	**In Progress** 17/04/2024

Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
12.1	Review web page content	Content of planning web pages reviewed and updated	Apr 2024	Dec 2024	Although several changes have been made to the planning pages of the council's website, including the functionality of planning application pages specifically identified by the PAS Team, the planned comprehensive review of the wider planning content is on-going. As the new pages will need to reflect proposed changes to the English planning system, it is expected that the roll out of a comprehensive update of contact will not now be completed until **December 2024**.	In Progress 18/06/2024
12.2	Benchmark web pages	Review of other local planning authority web pages completed.	Mar 2024		A review of planning web pages has been conducted with best practice examples that will provide a suitable model for the update of Fylde Council's web pages having been identified.	**Complete** 17/04/2024
12.3	Promote interactive website pages	Interactive pages promoted through website/social media and regular communication with stakeholders.	Apr 2024	Oct 2024	A review of the information provided to agent's, applicants and interested parties is underway, including highlighting details of how to track the progress of planning applications online. This functionality will also be highlighted via the Agents' and Parish Forums. The work is expected to be completed by **October 2024**	In Progress 18/06/2024

Action	Description	Measure of Success	Target Completion	Revised Target	Update	Status/IASC Reporting Date(s)
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, 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
13.3	Review scheme of delegation	Scheme of delegation reviewed and any revisions implemented.	Feb 2024	Sep 2024	A review of schemes of delegation operated by other councils has been carried out. These are under consideration and there will also be a requirement for any revisions to be considered by Planning Committee. It is now proposed to place a report before Planning Committee in Summer 2024 and so a new completion date of **September 2024** is proposed.	⚠️ **In Progress** 17/04/2024

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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
14.1	Customer Feedback	Annual customer feedback survey has been conducted.	Dec 2023		E-mails are now sent to users of the planning service on a monthly basis inviting feedback as part of the wider corporate "How did we do?" initiative. All comments are fed into a Service Improvement Log to ensue they are considered as part of the service planning process.	**Complete** 20/02/2024
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
15.1	Review existing parish liaison group meetings with parish and town councils.	Meeting arrangements for parish liaison groups has been reviewed.	Nov 2023		COMPLETE – **Ahead of schedule** – The first meeting of the District Parish Planning Forum took place on **10 October 2023**. Agendas and notes of meetings are and will be available on the council's website.	**Complete** 21/11/2023

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15.2	Town & Parish councillor training	Town and parish council training plan in place.	Nov 2023	Mar 2023	At the last meeting of the IASC, it was reported: *"An initial induction training session for town and parish councillors took place on 10 June 2023. All town and parish council clerks were contacted in November 2023 with a request to identify additional training needs. Based on responses a training programme has been drafted for consideration at the next meeting of the Parish Planning Forum which was scheduled to take place on 23 January 2024. Unfortunately, it was necessary to postpone this meeting at the request of the chairman. Once the draft training plan is agreed by the forum, this action will be completed. A new target date of March 2023 is proposed."* Unfortunately, it has not been possible to arrange a meeting of the Planning Parish Forum during March, with this now being arranged for 16 April 2024. A new target date of **April 2024** is now proposed.	 **Complete** 20/02/2024 17/04/2024
15.3	Promote NDPs	Neighbourhood planning session with town &	Dec 2023		An item seeking views on Town and Parish Councils' interest in adopting a Neighbourhood Development Plan was	

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		parish council's has taken place.			tabled at the Parish Planning Liaison Forum held on 10 October 2023, when it was requested that further information be provided to councils for consideration. All town and parish clerks were contacted and provided with additional background information. Two parish councils have subsequently expressed an interest in exploring the potential to adopt a neighbourhood plan, 1 has advised that they have considered the matter and will not be proceeding. Ribby with Wrea Parish Council are proceeding with their plan which has reached draft stage. For the purposed of monitoring this action plan, the item is considered complete. Work will continue with individual parishes who have expressed an interest in progressing a neighbourhood plan.	**Complete** 20/02/2024
15.4	Town & parish council comment process review	Process for considering comments of town and parish councils has been completed.	Nov 2023	Jun 2024	The PAS Review advised "Reviewing the application call-in terms. Resolve Parish /Town Council issues through discussion or the provision of information (rather than at committee)" as part of Recommendation 13. As part of the review of communication between parishes and the planning service, clarity is now proactively	**In Progress** 20/02/2024

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					sought from parish clerks in the event that potentially resolvable objections are received. The success of this approach will be monitored. A further proposal to implement the facility that would allow online comments to be made directly by parish councils was tabled at the Planning Parish Liaison Forum held on 10 October 2023 where the chairman of the forum requested a detailed project brief be prepared to fully explore the implications of rolling out this facility. The request to prepare and agree a project brief has delayed the introduction of this facility.

A new target date of **June 2024** is proposed. | |
| 16.1 | Infrastructure Levy Review | Infrastructure Levy has been successfully introduced in line with national legislation and Guidance | Subj to national legislation | | Provisions to introduce an Infrastructure Levy are included in the Levelling-up and regeneration Act 2023. Government carried out a technical consultation to inform the design of the Levy and of regulations that will set out its operation in detail. The response to the consultation has not yet been published and so no further work to progress this action can be undertaken at this time. | Not Due |

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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
18.1	Review the need for affordable housing in the borough through the completion of an Affordable Housing Needs Survey.	Affordable Housing Needs Survey has been completed.	Mar 2023		COMPLETE **– On Schedule** - A revised Housing Needs survey has been completed and was considered by the Environment, Health and Housing Committee on **24 January 2023** and by Planning Committee on **8 March 2023**.	**Complete** 21/11/2023
18.2	Affordable Housing SPD	Affordable Housing Supplementary Planning Document has been updated and	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

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		adopted by the council.				

PERFORMANCE STATUS ICONS

✓	**Over Performance** – the indicator is overperforming against the target.
i	**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