













**Planning Peer Review Action Plan Scrutiny Monitoring Report (31 October 2023)**

Action	Description	Measure of Success	Target Completion	Update	Status
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	COMPLETE – <b>On Schedule</b> - Standing Item added to Heads of Service Agenda Template from <b>25 July 2023</b>	
4.2	Through appraisals make all employees aware of roles and responsibilities within the team and approved processes.	Awareness of roles and responsibilities addressed in staff appraisals	Nov 2023	COMPLETE – <b>Ahead of Schedule</b> - Awareness of roles and responsibilities highlighted during Staff Development Appraisals carried out during <b>Summer 2023</b> .	
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	COMPLETE – <b>Ahead of Schedule</b> - Standing Item added to Development Management Team Meetings from <b>11 May 2023</b>	
6.1	Review reasons for extensions of time.	Extensions of time review completed.	Sept 2023	COMPLETE – <b>On Schedule</b> -. A review of the reasons for extensions of time was completed on <b>26 September 2023</b> and will inform action 6.2 which seeks to remove extensions of time that do not add value.	
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	COMPLETE – <b>Ahead of Schedule</b> - A Planning Service Plan was completed and submitted to the Corporate Services Team on <b>18 July 2023</b> . The Service Plan was further amended in October 2023 to incorporate additional performance measures identified in the Planning Peer Review Action Plan.	
9.8	Roll out of laptop/tablet/managed device to team.	All staff have access to managed devices.	Jun 2023	ONGOING – <b>Behind Schedule</b> – Unfortunately, the corporate roll out of managed devices has been delayed and so not all planning staff have access to a managed device. An order has been placed to provide managed	

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				devices for all planning team members still requiring an upgrade. The IT Service advises that these devices will be operational by <b>December 2023</b> , which is proposed as a revised target date.	
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 – <b>Ahead of schedule</b> – The first meeting of the District Parish Planning Forum took place on <b>10 October 2023</b> . Agendas and notes of meetings are and will be available on the <a href="#">council's website</a> .	
18.1	Review 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 – <b>On Schedule</b> - A revised Housing Needs survey has been completed and was considered by the Environment, Health and Housing Committee on <b>24 January 2023</b> and by Planning Committee on <b>8 March 2023</b> .	

PERFORMANCE STATUS ICONS	
	<b>Over Performance</b> – the indicator is overperforming against the target.
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – 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.
	<b>Under Performance</b> – the indicator is under performing against target.
	<b>Missing Data</b> – 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.