Lead Officer   2007

M A M J J A S O

Leadership and corporate engagement

1   Ensure stronger political policies and the LDF

Ref	Action	Lead Officer	M	A	M	J	J	A	S	O
A1.1	Establish an internal programme of planning training for councillors, addressing issues identified by members, including law and spatial planning	PPM/DCM	■	■	■	■	■			
A1.2	Promote external training courses and conferences for councillors	DCM/PPM	■	■	■	■				
A1.3	Create a 'planning newsletter' for councillors to promote awareness of relevant planning issues	HOPE/HOSP						■	■	■

2   Review the LDF

Ref	Action	Lead Officer	M	A	M	J	J	A	S	O
A2.1	Submit revised LDS to government office to allow drafting of and full consultation upon amended Core Strategy Issues and Options paper	PPM	■							
A2.2	Undertake Planning Officers Society peer review of progress to date									
A2.3	Develop an action plan resulting from this	HOPE/PPM				■	■	■		
A2.4	Review emerging Core Strategy and DPD in the light of emerging PPS and Government guidance	PPM				■	■	■		

3   Communicate clearly the role that the planning service and LDF play towards achieving our corporate ambitions

Ref	Action	Lead Officer	M	A	M	J	J	A	S	O
A3.1	Clarify the vision of the Planning service, and develop this into a service plan, the format of which will provide a template for service plans throughout the council	HOPE/HOSP	■	■	■					
A3.2	Introduce regular LDF briefing sessions at LSP meetings following training for LSP members on the background to the planning system	HOS/PPM							■	■

4   Communication and links between Planning Policy and the rest of the planning service are not weakened in re-structure

Ref	Action	Lead Officer	M	A	M	J	J	A	S	O
A4.1	Regular programme of liaison meetings with section heads	HOPE/HOSP	■	■	■	■	■	■	■	■
A4.2	Series of Planning Update meetings where all professional officers discuss developments in legislation, procedures and guidance.	HOPE/HOSP	■	■	■	■	■	■	■	■
A4.3	Development of the Head of Planning and Environments 'Chief Planner' role to ensure professional planning issues are dealt with consistently	HOPE/HOSP	■	■	■	■	■	■	■	■
A4.4	Promote internal consultation on emerging policy documents	PPM	■	■	■	■	■	■	■	■
A4.5	Ensure the service plan reflects the Planning service as a whole	HOPE/HOSP	■	■	■	■	■	■		
A4.6	Review Policy representation at Planning Committee	HOPE							■	■

Customer Focus & Community Engagement

5   Continue to make clearer to all and increase the understanding of how the planning decision making process works

A5.1	Review the operation of the delegation scheme	HOPE/DCM
A5.2	Publish clearer guidance on the scheme	HOPE
A5.2	Promote awareness of the committee protocols amongst councillors and the public	HOPE/DCM
A5.3	A planner to represent the service at the Corporate Equalities Group	HOPE

6	**Planning delegation panel - Is it still viable,could alternatives be considered?**	
A6.1	Review the operation of the Panel following the last changes in 2006	HOPE/DCM
A6.2	Explore with councillors the alternatives	HOPE/DCM
A6.3	Consider ways of promoting the work of the panel	HOPE/DCM
A6.4	Publish the criteria for deciding which schemes go to the Panel	DCM

7	**Delivery of service standards to be regularly monitored and publicised**	
A7.1	Draft and publish service standards relating to the processing of applications, responding to letters, returning phone calls	HOPE/DCM
A7.2	Monitor performance against these on a quarterly basis and report the results to Planning committee	HOPE/DCM
A7.3	Publish the results on the website	DCM
A7.4	Review the performance standards on an annual basis to secure continuous improvement	HOPE/DCM

8	**Capture Feedback and use information to improve service**	
A8.1	Develop the user forum to promote feedback on the service	HOPE/DCM
A8.2	Promote regular engagement with Parish Councils and statutory consultees	DCM/PPM
A8.3	Use a wider variety of partner organisations, such as the LSP, to promote awareness of customer and community needs and input into the LDF process	PPM
A8.4	Review the form of committee reports and presentations	HOPE/DCM
A8.5	Introduce a process of feedback from the Corporate Complaints procedure	HOPE

Achieving outcomes effectively and sustainably

9	**Review the Affordable Housing Policy**	
A9.1	Publish findings of the Greater Nottingham Housing Market Area Assessment	PPM
A9.2	Assess the implications of PPS 3 on the existing Affordable Housing policies	HOPE/PPM
A9.3	Consider updating the Interim Planning Guidance on Affordable Housing	HOPE/PPM
A9.4	Review the Core Strategy Preferred Options assessment	PPM

10	**Formalise Section 106 contributions through a supplementary planning document**	
A10.1	Draft and adopt s106 contributions guidance	DCM
A10.2	Share best practice with other districts	DCM

11 Comprehensive, regular and inclusive approach needed for pre-application discussionsk in particular majors

A11.1	Publish protocol for porcessing major applications	HOPE/DCM
A11.2	Consider use of Development Agreements	HOPE/DCM
A11.3	Promote the operation of the Development Team	HOPE/DCM
A11.4	Consider engatement with ATLAS if adequately large scale applications are expected	HOPE/DCM

12 Planning Policy staff to engage with members and partners on a more regular and inclusive basis

A12.1	Regular updates on LDF progress at LSP and Pla\nning Committee meetings	DCM/PPM
A12.2	Monthly DC/Policy liaison meetings	All
A12.3	Ongoing regular dialogue with Parish Councils	DCM/PPM
A12.4	Promote the role of planning with the LAA	HOPE

People, Performance and Resource Management

13 Produce a Service Plan, linked to corporate objectives and the delivery of the service

A13.1	Contribute to the development of a new model corporate service plan	HOPE/HOSP
A13.2	Draft Planning Service Plan and consult on content	HOPE/HOSP
A13.3	Update and review on regular basis	HOPE/HOSP

14 Ensure that the priorities and objectives of the service are integrated into Personal Development Reviews, in order that staff understand their contribution

A14.1	Establish diary dates for all PDR's one year in advance	All
A14.2	Monitor section heads performance against completing PDR's within agreed timescales	HOPE/HOSP
A14.3	Set role requirements, personal skills and personal training and development requirements against objectives which stem from the priorities and objectives of the service plan	HOPE/HOSP
A14.4	Encourage the filling of vacan posts in a timely manner	All
A14.5	Ensure all staffs contributions are valued and achievements celebrated/	All

15 All planning staff to have the necessary ICT skuills needed to carry out their duties

A15.1	Audit IT skills within planning service	HOPE/HOSP
A15.2	Develop training programme to promite skills development	HOPE/HOSP
A15.3	Use PDR's to review progress against this	All
A15.4	Review training in Corporate Training Evaluation process to monitor the effectiveness of training programme	All

HOPE = Head of Planning and Environment
HOSP = Head of Strategy and Performance
DCM = Development Control Manager
PPM = Planning Policy Manager

2008   2009
N D J F M A M J J A S O N D J F M Ongoing

Members bulletin & newsletter

Annual review

See LDS

Annual
Annual

Annual

Annual

Annual

Quarterly
Quarterly

Annual

Six monthly

Six monthly

based around LDS?

Annual

Six monthly

Annual
Annual
PDR reviews

Annual