

CABINET - THURSDAY, 12 OCTOBER 2023**Report of the Head of Planning and Growth and the Head of Governance and Human Resources****Lead Members: Executive Member for Planning and Executive Member for Finance, Customer & Support Services, Revenues and Benefits****Part A**CHANGES TO THE CONSTITUTIONPurpose of Report

To propose changes to the Constitution relating to procedures for dealing with planning applications and other planning matters, and to the composition of the Audit Committee.

Recommendations

1. That it be recommended to Council that the changes to the Constitution set out in Appendix A to this report be made with effect from 1st December 2023 and that the Monitoring Officer be given delegated authority to make any further consequential changes that arise elsewhere in the Constitution.
2. That it be recommended to Council that the composition of the Audit Committee, set out in section 12.3 of the Constitution, be changed from one independent person to two independent members of the Audit Committee.

Reasons

1. To implement improvements to procedures for dealing with planning applications and other planning matters following an independent service review.
2. To enable the authority to meet the best practice set down by CIPFA the constitution of the authority needs to be amended to enable the committee to appoint two co-opted independent members.

Policy Justification and Previous Decisions

The Council's Corporate Strategy sets out that the Council will continue to seek to improve services for customers and run the Council more efficiently. The ability to provide a more efficient planning service will also support the delivery of the Corporate Strategy's objective to support and foster strong economic growth in Charnwood.

CIPFA have updated their Position Statement to promote best practice and provide clear guidance for local authorities to maximise the effectiveness of their Audit Committees. The guidance is not legislative but CIPFA expects that all local

government bodies should make their best efforts to adopt the principles, aiming for effective audit committee arrangements.

The Council's Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Constitution is reviewed regularly to ensure that it continues to fulfil those purposes.

Implementation Timetable including Future Decisions

It is proposed that the changes to the Constitution affecting the procedures for dealing with planning applications and other planning matters should be implemented from 1st December 2023.

The process for the recruitment of an additional independent member to the Audit Committee will commence once Council have approved the change to the constitution at its meeting on 6th November 2023.

There is an annual process for reviewing the Constitution and the next scheduled review is scheduled for 22nd April 2023.

Report Implications

Financial Implications

There are no direct financial implications arising from this report. Co-opted independent members do not receive an allowance but are entitled to claim for reasonable travelling and subsistence expenses in undertaking their role. The rationale behind the changes to the procedures for dealing with planning applications and other planning matters is to improve efficiency.

Risk Management

There are no specific risks associated with this decision.

Equality and Diversity

None identified.

Climate Change and Carbon Impact

None identified.

Crime and Disorder

None identified.

Wards Affected

All Wards.

Publicity Arrangements

Not applicable.

Consultations

Not applicable.

Links to the Corporate Strategy

Caring for the Environment	No
Healthy Communities	No
A Thriving Economy	Yes
Your Council	Yes

Key Decision: No

Background Papers: Report by Planning Officers Society Enterprises:
Charnwood Borough Council – Review of
Democratic Interface (June 2023)
POSE Review Action Plan - September 2023

Officers to contact: Richard Bennett
Head of Planning and Growth
Tel: 01509 634763
Richard.Bennett@charnwood.gov.uk

Michael Hopkins
Principal Planning Officer
Tel: 01509 634810
Michael.Hopkins@charnwood.gov.uk

Karen Widdowson
Democratic Services Manager (and Deputy
Monitoring Officer)
Tel: 01509 634785
Karen.Widdowson@charnwood.gov.uk

Part B

Review of Development Management Processes

1. The Development Management team within the Planning and Growth Service is continually looking to make improvements that produce efficiencies and benefits for customers. This is particularly important given the high volume of work in the service and the recruitment and retention issues that have affected the service in recent times. Most recently this process of review was initiated by the Council's Customer Experience Team linked to the implementation of a new back office IT system. While that review was unable to identify any improvements that could be implemented at that time, it did conclude that there could be potential for business efficiencies in the interface between development management processes, councillors and the Plans Committee. Planning Officers Society Enterprises (POSe) were, therefore, commissioned in February 2023 to undertake an independent review of the way in which elected members are currently engaged in the decision-making process and to consider this in the light of national best practice and the Council's desire to find efficiencies.
2. A particular context for the review was the Government's proposals to change the performance management regime for handling planning applications. Current performance is better than average but very heavily reliant on Extensions of Time, the use of which would be restricted in the Government's proposals.
3. POSe used a comprehensive method that involved interviews with officers and councillors, review of decisions, analysis of performance at the Council and elsewhere and observation of a Plans Committee meeting and the briefings and site visits that took place prior to it. The review "found a Service working towards improvement, and many well-motivated and competent officers committed to providing a good service to the public. The staff and members generally enjoyed good working relationships but there were improvements which could be made which would improve the service to the customer without impinging on the democratic involvement." In particular, the review identified that the "procedures for member call-ins of both applications and enforcement cases involved overly protracted and bureaucratic procedures which the Review Team recommend could be revised to improve both efficiency and effectiveness without losing member involvement."

Recommendations, Action Plan and Consultation

4. The report presented 14 recommendations, the first of which was that officers prepare an action plan, in consultation with officers and councillors, to implement the improvements that had been identified.
5. A number of the recommendations relate to operational matters and these are in the process of being implemented by officers. These relate to:
 - Improving performance monitoring so that the most appropriate indicators are measured and reported to the relevant individuals and groups, including to the Plans Committee. And to ensure that a new

monitoring framework is created for 2024/25 that reflects the incoming statutory indicator set when this is announced

- Reviewing the workload and job descriptions of senior officers so that it involves an appropriate balance of managerial and operational responsibilities.
- Improving the efficiency of the processes for validating and registering planning applications.
- Introducing a process and targets for reducing the reliance on Extensions of Time to reduce the length of time to determine planning applications
- Using templates to improve the efficiency and consistency of reports for items determined under delegated powers to officers.
- Identifying the key issues affecting the recruitment and retention of permanent staff within the service.
- The consideration of alternative venues for the Plans Committee and/or provide for live webcasting of meetings
- Improve the protocol for site visits and consideration of drone footage to illustrate sites
- The issue of customer satisfaction surveys

6. The action plan identifies that some of the improvements require amendments to the Constitution to bring them into effect. These have been the subject of discussion with councillors through member briefings on 26th July and 7th September. These proposed changes are explained in the following section of the report.

7. Some of the recommendations in the POSE report are not proposed to be taken forward following their review by officers and discussion with councillors. One of the recommendations was that the current arrangements for objections to Tree Preservation Orders being considered by the Appeals and Reviews Committee were unusual and should be reviewed and the function being added to the responsibilities of the Plans Committee should be considered. Following consultation with officers and councillors it was concluded that the current arrangements are satisfactory and that no change is required. A further suggested change was to place a time limit on the length of Plans Committee meetings to bring them into line with other council meetings. This is dealt with under section 12.11 of the constitution which restricts all other committees to 2.5 hours unless members vote for an extension of up to 30 minutes to conclude an item of business. Officers and members considered that applying this approach to Plans Committee raised significant risks to decision making given statutory performance indicators required decisions to be made in 8 or 13 weeks. It was felt no change should be made and that agenda length could be managed by inter alia:

- Revisions to, and clearer guidance on, 'call in' arrangements
- Reduction in time for public speaking and officer presentations
- Greater emphasis on committee process in Plans Training sessions

Proposed Changes to the Constitution

8. The changes to the constitution that are proposed, following the review of the POSe recommendations, are discussed below. Members are referred to the full POSe report for a more detailed explanation of the issues that led to the recommendations. The consequential amendments to the wording of the constitution are shown tracked in Appendix A. The appendix is structured in the following way showing tracked changes to:
 - I Plans Committee Procedures
 - II Delegation of Council Functions to the Head of Planning and Growth
 - III Planning Code of Good Practice

Revisions to the member 'call in' process for planning applications and when they are required to attend Plans Committee to speak on the item

9. Discussions between the POSe team and ward councillors during the independent review identified dissatisfaction with the current arrangements for 'calling in' planning applications for consideration by the committee. The review team also heard of members' concerns about items being called in to the committee that they felt should remain delegated to officers and ward councillors not attending to speak on the applications they had called in. However, the main concern expressed was that there is insufficient time within the 21 day formal consultation period for ward councillors to establish and understand all stakeholder and residents' views about a proposal especially as it is often the case that comments arrive late in the period and sometimes, after the period has closed. The matter was considered further in discussions with ward councillors at the all member briefing on 7th September. There was a consensus that further time should be given to ward councillors to consider if they wished to call in items to committee. Therefore, it is proposed to extend the period for call in from 21 days to 28 calendar days. This was considered to be right balance to take given the need to ensure that applications should be determined within 8 or 13 weeks. It was felt this change would enable Councillors to reach more informed judgements about calling in applications and was likely to reduce the number of call ins made 'just in case'. There was a strong view amongst the councillors present that councillors calling in applications must attend the committee to explain why they called in the application and the material planning reasons and if they could not attend that they should write to the Chair to explain why they cannot attend and to ask that a written explanation be read to the committee in the ward councillors' speaking slot.

Amendments to clarify the circumstances when councillors in a single member ward may nominate another councillor to call in an application to Plans Committee

10. This issue was raised by councillors to the POSe review team during workshop sessions with members earlier this year. The problem was where a member of the plans committee was also representing a single member ward, if that member wishes to call in an application, they must step away from committee and explain the reasons for the call in in their ward councillor role. The proposal was that in these circumstances the member should be

able to nominate another ward councillor to call in the application to committee so they can maintain their membership of the Plans Committee. A further issue for single member wards was if the councillor had a disclosable interest in the application they are not currently able to nominate another ward councillor to call it in to the plans committee.

11. These issues were given very careful consideration in the 7th September all member briefing session and guidance was provided by the Monitoring Officer. Councillors present considered it was right that members of the committee should step away from the committee having exercised call in rights and that a conflict of interest could not be overcome by nominating another ward councillor to call it in on their behalf. Furthermore, there was a strong view that if a ward councillor in a single member ward is conflicted by a disclosable interest, that conflict is not extinguished if they nominate another ward councillor to call in the application on their behalf. For these reasons no changes are proposed to be made specifically to address these two issues.
12. Further consideration was given by officers to the general issue of single member wards and it is considered there may be circumstances when it is appropriate for ward councillors representing single member wards to have the right to nominate another ward councillor to call in applications on their behalf. These relate to the Mayor, Deputy Mayor or councillors who are ill and it is proposed that the constitution is amended to reflect these circumstances.

Delete the ward referral process for planning enforcement matters

13. The POSe review identified the current scheme of delegation creates an overly bureaucratic process for planning enforcement matters. In cases where it is not considered expedient to take further action lengthy reports are required to explain the case to ward councillors for matters that are often very minor. This takes officers time away from dealing with the more important planning breaches that are causing serious harm. The review team found there were 17 cases over the three years 2020, 2021 and 2022 where serving an enforcement notice was recommended. In only one circumstance, following a ward referral, was a case reported to Committee which then agreed the officer recommendation. In the other 16 cases the ward members accepted the officer recommendation and action proceeded through delegated powers. Over the same period there were 71 cases referred to ward councillors where the officers recommended that it would not be expedient to take action. Again, only 1 case was subsequently referred to Plans Committee for decision and the committee voted not to take action as recommended. The review team concluded there were significant problems with the referral process, inter alia:
 - It created additional workload for staff under existing workload pressures
 - The timescales involved in preparing reports, getting them signed off, seeking ward councillor views and where necessary reporting to committee are lengthy when considered against the timescale for enforcement action that is limited
 - It can result in non-expedient cases not being closed in a timely manner with open cases remaining on file for overly long periods.

- It involves members with no training or experience in planning matters and no planning responsibilities making decisions about technical and legal planning issues
 - No other English local authority has a similar process of ward referral.
14. With these issues in mind officers sought the views of councillors on the recommendation to remove the ward referral process and instead to give delegation to officers to determine enforcement matters at the two all member briefings in 26 July and 7 September. To support the discussion and to bring greater clarity and confidence to councillors about the proposed approach officers saw the opportunity to amend the Enforcement Plan to introduce a case prioritisation and harm assessment. These amendments are considered elsewhere on this agenda but are intended to support the changes to the constitution making clear to members how cases will be dealt with. The proposals were brought forward over the summer with consultation on the draft plan during August.

Revised the wording of the Presentation Scheme (chapter 25 of the constitution) to make it clear when the pre-application enquiry protocol takes precedence

15. The driver for revising the presentation scheme comes from the POSe recommendation to improve the engagement of members in pre-application enquires so that they have the greatest opportunity to influence the outcome of planning applications. The Presentation Scheme sets out the rules to be followed when third parties wish to engage with members to tell them about their proposals, goods or services. It applies to the whole organisation and not just to third parties who wish to speak to councillors about planning proposals.
16. The Pre-application Enquiry Protocol is a guidance document available on the website¹ that explains the commercial service provided by the Planning Service to promoters and developers of land before they submit a formal planning application. The guidance makes it clear there are advantages in engaging with elected representatives and community groups as part of pre-application discussions and that officers will facilitate discussions as appropriate so that development proposals can be better informed. Problems sometimes present themselves when developers and promoters seek to engage directly with councillors outside of the pre-application enquiry process (thus triggering a referral to the Monitoring Officer) or where developers/promoters are aware of the Presentation scheme and contact the Monitoring Officer directly requesting a meeting with members. In these circumstances it is considered the pre-application enquiry protocol should take precedence and that the Presentation Scheme should be amended to reflect that with consequential amendments to the wording of section 8 of the Planning Code of Good Practice.

¹ [Charnwood Borough Council Pre-Application Advice Service](#)

Amendments to the rules around public speaking at committee

17. The POSe review team attended Plans Committee on 12th April 2023 and observed the procedures around public speaking. They also reviewed our public speaking protocol and website advice. They were impressed by the arrangements in place to manage speakers on the night but were mindful that the Council provided 5 minutes for each speaker type to have their say and that the process to register speakers could be improved.
18. In terms of the timescale for public speaking, the current provisions are that 5 minutes is allocated to all five speaker types² on the night. The review team felt that this was excessive and out of step with national best practice which was 3 minutes. They noted the extreme case where, with officer presentations limited to 10 minutes and if there were speakers in each of the five categories, each item on the agenda could take upwards of 35 minutes to introduce before the debate actually commenced. With agendas often including 4-5 items that was around 2-2.5 hours of time before debate and this was adding to the workload and stretching the endurance of members. The review team recommended reducing the speaking time for eligible participants at the meeting to 3 minutes and guiding the planning officers to present the key facts in less than ten minutes per item.
19. The matter was discussed at the all member briefing on 26th July and it was largely felt by councillors present that the 5 minute slot should remain in the interests of democracy. However, in this instance, officers' advice is that the time slot should be reduced to align with national best practice of 3 minutes per speaker, as per POSe's recommendation. Together with shorter officer presentations, this will reduce the time taken to deal with each agenda item and make for more expeditious meetings. Councillors are reminded that all the information to determine planning applications is held on the public planning file, in the committee report (and extras report) and that the speaking slot is intended only to provide elaboration of the information already received.
20. The POSe review team felt that the registration process for speakers should be reviewed as they considered the 7 working day notice that is required in advance of the meeting, set out in the current process, was too long. Instead, they suggested this should be changed to 3 working days as this would give participants chance to digest the plans committee reports that are published 5 working days before the meeting and consider if they need to speak or not. That might avoid people registering to speak only to withdraw that request later (and therefore generating work for officers). Officers have given this careful consideration and are not proposing to make any changes to the current process at this time. This is for two reasons. Firstly, the back office system is currently unable to reliably automate this process and secondly, while it is bureaucratic, the process does work in that participants that have registered must confirm their request to speak not less than 2 working days before the meeting. The existing approach therefore provides more time for participants to consider whether to proceed with their speaking request than the POSe recommendation. It also provides officers with time to coordinate and administer what can sometimes be a significant volume of potential

² Speaker types are: 1) agent/applicant; 2) Ward Councillor; 3) Parish/Town Council; 4) objector; 5) Supporter

speakers. The service will, however, keep the process under review to take advantage of opportunities to improve it that are afforded by the new back office system when it is implemented.

21. The following further changes are proposed as a consequence of reviewing the constitution:

Amendments to give authority to the Head of Planning and Growth to enter into S106 legal agreements on applications not reported to the Plans Committee (section 21 of the constitution)

22. The use of legal agreements is currently delegated to the Head of Planning and Growth on a case by case basis by the Plans Committee. This proposed amendment would clarify the arrangements for applications being determined using delegated authority and enable the Head of Planning and Growth to exercise that authority to determine applications that would otherwise fall to him to determine if they did not require a unilateral undertaking or agreement under a S106 of the Planning Act. This proposed change will help to reduce the burden on the Plans Committee by ensuring the most significant applications fall to their consideration.

Addition to the Meeting Procedures to set out the arrangements for late items

23. The decision taker is legally obliged to consider all material planning issues right up to the point the vote by members of the committee is taken. The use of an 'Extras Report' to pick up late items submitted by participants after the agenda has been published has long been a feature of Plans committee and planning meetings nationally to deal with this issue. The arrangements for the Extras Report and its deadlines for publication have not however been documented and it is proposed they are added to the meeting procedures under section 12:12 of the constitution.

To give delegated authority to the Head of Planning and Growth to make decisions on planning applications where they have not been signed by a specified (or agreed) date

24. This is a proposal to add in a new provision to the constitution with the intent of speeding up the issuing of planning permission following a resolution by the plans committee (or the Head of planning and Growth under delegated powers – see 6 above) to conditionally grant planning permission. There have been circumstances where planning applications have remained on the books for months after the committee decision with no progress on the drafting of the s106 agreement because the developer has abandoned the process or for other reasons. With the government having laid secondary legislation to reduce the timescale for the 'planning guarantee' from 26 to 16 weeks, after which a refund of planning fees can be requested, it is important that the planning authority has tools available to it to help manage its position. In such circumstances the Head of Planning and Growth may resolve to refuse planning permission on the grounds necessary infrastructure cannot be secured by legal agreement.

Clarification that spouses or partners of serving members of the Council or officers will also trigger referral of applications to the Plans Committee

25. This final amendment seeks to bring greater transparency to decision making where spouses or partners of serving member or council officers make planning applications.

Changes to the Membership of the Audit Committee

26. The CIPFA updated Position Statement recommends that “audit committees of local authorities should include co-opted independent members in accordance with the appropriate legislation. Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise”. There is no legislative direction for Borough Councils.
27. To enable the authority to meet the best practice set down by CIPFA the constitution of the authority needs to be amended to enable the committee to appoint two co-opted independent members.
28. This proposal was supported by the Audit Committee at their meeting on 19th September 2023.
29. The additional independent member, who will only receive reimbursement for any travelling expenses, will be recruited following a process as agreed by the Audit Committee, and their appointment will be subject to confirmation by full Council.

Appendices

Appendix A: Proposed changes to the Constitution

Appendix A Proposed Changes to the Constitution

I. Plans committee procedures

1. Change of Length of Time for Speaking and Delegation of Enforcement Items

(a) Councillor speaking rights

A member who is not a member of the Plans Committee may address the committee called to consider planning applications or ~~enforcement actions~~ other matters on the agenda for a period of no longer than ~~five~~ three minutes, but will not be entitled to take part in the debate or vote, provided that:

- i) the member is one of the ward members who has been, or would have been, consulted under the procedure for notifying and consulting councillors on planning applications;
- ii) the member gives notice in writing or in person to the Head of Planning and Growth at least two working days before the appropriate meeting.

The following councillors who are unable to exercise this right may nominate another Councillor to speak on their behalf by giving notice in writing or in person to the Head of Planning and Growth at least two working days before the appropriate meeting:

- councillors who represent a single member ward
- the Mayor
- the Deputy Mayor
- councillors who are ill.

If more than one member wishes to speak on the same application or enforcement action, the period of ~~five~~ three minutes for speaking will be divided equally between the members concerned.

Members who are unable to attend the Plans Committee meeting can submit a written statement to be read out at the meeting by the Chair (the relevant time limits will apply).

The Chair of the Plans Committee may, in exceptional circumstances and with the consent of the Committee, allow a member who has not given the required notice to address the meeting.

(b) Public speaking rights

Where written notice is given not later than seven working days before the meeting of the Plans Committee, and this has been confirmed not less than two working days before the meeting itself, the following people may address the committee for a period of no more than ~~five~~ three minutes:

- i) An objector to an application where:
 - the objector has made a written comment on the application setting out the reasons for objection;
 - the grounds of objection raise material planning considerations; and
 - the objector has given written notice of a wish to speak;
- ii) A supporter to an application where:
 - the supporter has made a written comment on the application setting out the reasons for support;
 - the grounds of support raise material planning considerations; and
 - the supporter has given written notice of a wish to speak;
- ii) An applicant (or agent appointed to act on his/her behalf);
- iii) An authorised representative of the Town/Parish Councils or Meetings that have been consulted supporting the view of those Town/Parish Councils or Meetings on an application.
- iv) Where the relevant Town/Parish Council or meeting wishes to speak it must [confirm-register](#) that desire not less than two working days before the meeting.
- v) Where no Town/Parish Council or Meeting exists, an authorised representative of a properly constituted community group based in that area which has made formal representations in respect of the application, supporting the view of that group on an application.

~~For a decision on whether to issue an enforcement notice, whether or not there is also an associated application on the agenda, the following people may address the committee for a period of no more than five minutes providing they have confirmed that they will do so not less than two working days before the meeting:~~

- ~~i) —The developer (or agent appointed to act on his/her behalf),~~
- ~~ii) —Any person who has lodged a complaint in respect of the unauthorised development,~~
- ~~iii) —An authorised representative of a Town/Parish Council or Meeting which has lodged a complaint in respect of the unauthorised development, in support of that complaint.~~
- ~~iv) —Where no Town/Parish Council or Meeting exists, an authorised representative of a properly constituted community group based in that area which has lodged a complaint in respect of the unauthorised development, in support of that complaint.~~

In all cases the time limit of ~~five~~three minutes applies to the total time available under each of the headings (i) to (iv) above. Where there is, for example, more than one objector ~~or complainant~~ who has made a request to speak or more than one Town/Parish Council or Meeting that has been consulted, it is the responsibility of the objectors/~~complainants~~ or Councils/Meetings to appoint a representative to speak on their behalf. If no agreement can be reached by the objectors, the time limit of ~~three~~five minutes will be divided equally among the objectors/~~complainants~~ or Councils/Meetings.

~~Where there are both application and enforcement items relating to the same development, there will only be one opportunity to speak and that will be to the item which appears first on the agenda.~~

Where other items within the terms of reference of the Committee are to be considered, the principles/rules for public speaking set out above will be adapted to suit the nature of the item.

The Chair of the Plans Committee may, in exceptional circumstances and with the consent of the Committee, allow a person who has not given the required notice to address the meeting.

The Chair of the Plans Committee may ask speakers or officers to provide clarification on any points that are raised by speakers.

2. Changes to the Process for Calling-in Planning Applications

~~After a planning application has been registered and made valid following the formal 21 day consultation period, ward councillors may write to officers to give notice of their desire to call in applications to plans committee. Officers will write to ward councillors where the application is in their ward, part of the application site is in their ward or the application site is immediately adjacent to or within 15 metres of the boundary of their ward.~~

~~The right to call in the application applies only to those ward councillors where the application site is wholly or partly within the boundary of their ward. Those ward councillors can request that an application that is wholly or partly within the boundary of their ward which would otherwise have been determined by the Head of Planning and Growth under delegated authority is called-in to the Plans Committee ~~which would otherwise have been determined by the Head of Planning and Growth under delegated authority.~~~~

To be valid a call-in request must:

- be received in writing (which can include by email) giving a relevant planning reason or reasons no later

than 5pm, ~~28~~21 calendar days from the date of the consultation being sent to the ward councillors or 7 calendar days after the expiration of the initial local consultation on an application, including site notification and/or newspaper publicity, whichever is later.

- ~~• In exceptional circumstances, a ward councillor can call in an application after the 21 calendar days with the agreement of the Chair of the Plans committee and the Head of Planning & Growth.~~ include relevant material planning considerations; and
- clearly justify why the decision is controversial or of significant public interest and should be made in public session;

Applications that are the subject of a valid request will be added to the agenda of the next reasonably available meeting of the Plans Committee for determination, unless a written request to withdraw it is submitted by the ward councillor

~~After an application has been called in, unless a written request to withdraw it is submitted by the ward councillor, the application will be referred to the Plans Committee for determination.~~

A ward councillor can withdraw a call-in request at any time prior to the publication of the agenda for the meeting at which a called-in application is due to be considered. Withdrawals of call-in requests must be in writing (which can include by e-mail).

In addition, if, following a call-in which has not been withdrawn, officers believe that the issues raised by the ward councillor in his/her call-in have been addressed, officers will submit the recommendation report, which is prepared for each application, to the ward councillor. The report, which will contain a summary of the main issues regarding the application, will enable ward councillors to consider whether they wish to maintain or withdraw their call-in of an application. Ultimately, the Chair (or vice chair in their absence) will decide if the item will be added to the committee agenda.

A further call-in period will be given to ward councillors if significant revised or additional plans or information are received on a planning application which necessitates a further period of local consultation. The relevant councillors will be informed in writing of any significant revised or additional plans or information and any further call-in period. The length of the further call-in period will be the same period as the re-consultation period on the revised or additional details.

If the following councillors are unable to exercise this right they may nominate another Councillor to request a call in on their behalf by giving notice in writing to the Head of Planning and Growth:

- the Mayor
- the Deputy Mayor
- councillors who are ill.

Ward councillors must follow the requirements of the Members' Code of Conduct and the Planning Code of Good Practice in determining whether or not they are able to exercise their right to request the call-in of a planning application, or nominate another councillor to do so, under the provisions in the paragraph above.

Ward councillors who call-in a planning application are expected-required to attend the Plans Committee meeting at which it is considered. If a ward councillor who has called-in a planning application is unable to attend the meeting, they/he/she is able to, and should must, identify another councillor to speak on his/her/their behalf or in exceptional circumstances to provide a written statement for the Chair to read out within the allowed time for ward councillor speaking. The nominee can exercise the same ward councillor speaking rights as the councillor calling-in the planning application could have done if he/she/they were/was present at the meeting.

The following planning applications are not subject to the Call-In Procedure:

- (i) applications for Certificates of Lawfulness
- (ii) applications which fall to be determined by Leicestershire County Council or a neighbouring authority
- (iii) discharge of Planning Condition(s)
- (iv) applications for works to protected trees and/or trees in a Conservation Area
- (v) prior approvals - applications for prior approval of works to be carried out under permitted development rights (including notification of householder extensions etc.)
- (vi) applications for non-material amendments and minor material amendments to planning permissions that were determined under delegated authority and where no demonstrable harm would be caused to an interest of acknowledged importance
- (vii) screening and scoping applications for Environmental Impact Assessments.

3. Extras Report Procedure

(d) Late information relating to planning applications

-

Information relating to planning agenda items received after the preparation of the Plans Committee Agenda will be the subject of a verbal summary from planning officers at the meeting. This summary will be supported by the publication of an Extras Report. Wherever possible this report will be published by 5pm on the day before the Plans Committee meeting.

Late information received after 12 noon on the day prior to the relevant Plans Committee meeting will be summarised verbally by officers.

II. Delegation of Council Functions to the Head of Planning and Growth

1. To determine all planning applications and applications for advertisement consent, listed building consent, conservation area consent and consent to carry out works to protected trees, except where:
 - (i) the application is contrary to the provisions of the Development Plan and is recommended for permission;
 - (ii) in the opinion of the Head of Planning and Growth, the application is controversial or likely to be of significant public interest or would have a significant impact on the environment;
 - (iii) the application is submitted by or on behalf of the Council for its own development, except for the approval of development which in the opinion of the Head of Planning and Growth is not of major impact and to which no objections have been received;
 - (iv) the ward councillor(s) have made a valid request that the application should be referred to the Plans Committee for determination in accordance with the call-in procedure set out in section 12.12 of the Constitution;
 - (v) the application is submitted by a serving member of the Council, ~~or a serving officer,~~ or the spouse or civil partner of a serving member of the Council or a serving officer, or a person with whom a serving member of the Council or a serving officer is living as if they were a married couple or civil partners.
 - (vi) an application is received to remove or vary a planning condition or to vary a s106 legal agreement and the planning permission for the development was granted following a resolution by the Plans Committee except in cases where, following consultation with the Chair and Vice Chair of the Plans Committee and relevant ward councillors, the Head of Planning and Growth is of the opinion that the variation is minor in nature.

NEW: To determine planning applications with a resolution from the plans committee to grant planning permission subject to S106 legal agreement where that legal agreement has not been signed by a date specified in a committee resolution or date otherwise agreed with the applicant, in consultation with the Chair of Plans Committee.

21. To negotiate the heads of terms of section 106 agreements and to enter into an agreement under S106 of the Planning Act to secure planning obligations in instances where the decision is delegated to the Head of Planning and Growth

2. Delegation of Enforcement Activities to Officers

11. To take formal enforcement action in relation to cases of unauthorised development not covered by other specific delegated authority ~~except where the details of an intended delegated decision on any recommendation to take enforcement action have been circulated to the ward councillor(s) concerned (or in the case of single-member wards, to another councillor nominated by the~~

~~ward councillor) and by 5 pm on the second working day following the details being circulated, a councillor who has been consulted has advised the Head of Planning and Growth, via e-mail or in writing and giving relevant planning reason(s), that the matter should be referred to the Plans Committee for determination.~~

- ~~Subject to prior consultation with the appropriate ward councillor(s) (or in the case of single member wards, with another councillor nominated by the ward councillor),~~ To determine cases where it is not considered expedient to take formal enforcement action in relation to cases of unauthorised development where such development is in accordance with planning policies or standards, does not result in a significant loss of amenity to local residents and does not have a significant impact on the character and appearance of the area.

Delegation of executive functions

Delegation to the Head of Planning and Growth General

- To serve requisitions for information except under Section 330 of the Town and Country Planning Act 1990 (see also Council delegations).
- To respond to requests for the grant of a goods vehicle operator's licence.
- To enter into management agreements under Section 39 of the Wildlife and Countryside Act 1987, subject to:
 - the expenditure not exceeding £2,000 over the term of an agreement where annual payments are made; or
 - where a single payment is made.
- To respond to traffic regulation order proposals following consultation with the relevant Lead Member and appropriate local councillors.
- To make urgent changes to conservation area boundaries in consultation with the relevant Lead Member to protect a particular building.
- To review, update and make amendments to the criteria for validating planning applications in response to statutory changes or revised Government advice (the 'local list').
- ~~To make amendments to the Enforcement Plan in response to future legislative changes, or changes at local or regional level, in consultation with the relevant Lead Member~~
~~To make minor amendments to the Planning Enforcement Policy in consultation with the relevant Lead Member.~~
- To make minor changes to the Council's Environmental Policy in consultation with the Leader.
- To issue a Community Protection Notice (CPN).

10. To serve a notice or carry out work to remedy a breach of a CPN.

11. To issue fixed penalty notices for failure to comply with a CPN.

III. Planning Code of Good Practice

4.2 When considering planning applications, you should:

- only make decisions in accordance with the Development Plan unless material considerations indicate otherwise;
- come to your decision only after due consideration of all of the information before you. If you feel there is insufficient time to digest new information defer making a decision to a later meeting or if there is insufficient information before you, request the additional information;
- ensure that if you are moving, seconding or supporting a proposal contrary to officer recommendations or the Development Plan that you clearly justify the planning reasons for doing so before any vote is taken. Be aware that [if you move or second a refusal against officer recommendation](#) you may have to justify the resulting decision by giving evidence in the event of any challenge [to a planning decision](#);
- only vote or take part in the meeting's discussion on a proposal if you have been present to hear the entire debate, including the officers' introduction to the matter.

Changes to the Process for Calling-in Planning Applications

7.2 Councillors who are not members of the Plans Committee may exercise their separate speaking rights as a Ward Member set out in Other Committee Procedure 12.12(a). However, if you have a disclosable pecuniary interest or an interest leading to bias you will not be able to do this even under paragraphs 4.3 and 4.14 of the Members' Code of Conduct. If you do exercise speaking rights:

- advise the Head of Planning and Growth that you wish to speak in this capacity at least 24 hours before the meeting;
- you will not be able to vote on the matter;
- you should seat yourself in the place allocated to those addressing the Plans Committee;
- at or immediately ~~prior to~~ [before](#) the meeting you should not circulate written information to the Committee.

Where a ward councillor has called in an application to Plans Committee, **they [will be required to attend the meeting to explain why it has been called in](#)** and their concerns. If they are unable to attend, they must nominate a

substitute to stand in for them and express their views or submit a written statement which can be read out by the Chair within the three five-minutes allowed for speaking.s

8. Contact with Applicants, Developers and Objectors

(Application: All Councillors)

8.1 If you are contacted by applicants, developers or objectors:

- refer those who approach you for planning, procedural or technical advice to Planning Officers;

Councillors can involve themselves in discussions with developers, their constituents and others about planning matters. However, difficulties can be avoided if Councillors inform officers about any approaches made and seek advice.

(Application: Plans Committee)

8.2 If a member of the Plans Committee is contacted by an applicant, objector or developer:

- they should refer any requests for planning, procedural or technical advice to officers;
- they should report in writing to the Head of Planning and Growth any contact with an applicant, objector or developer which could (or could reasonably be perceived by the public) to effect the determination of a planning application, requesting that it is recorded on the planning file.
- they should not agree to any formal, private meeting with applicants, developers or objectors if you-they can avoid it;
- if you-they feel that a meeting or site visit would be useful in clarifying the issues, you-they should never seek to arrange that meeting yourself-themselves but should request the Head of Planning and Growth to organise it;
- ~~comply with the Council's protocol relating to presentations in Chapter 25 of the Council's Constitution. Officer(s) will then ensure that those present at the meeting are advised from the start that the discussions will not bind the authority to any particular course of action, that the meeting is properly recorded on the application file and the record of the meeting is disclosed when the application is considered by the Plans Committee.~~
- be aware of the rules relating to pre-determination and bias in section 5 of this Code; and

- if you subsequently take part in the Plans Committee meeting considering this matter, disclose those contacts to the meeting.

CHAPTER 25 PROTOCOL ON PRESENTATIONS TO COUNCILLORS

1. The Council recognises the need for Councillors to be well informed about issues affecting the Borough. It also recognises that third parties will have information about proposals that they wish to provide to councillors. However, there are circumstances where the provision of information, if handled inappropriately, can lead to problems. This is particularly the case where the Council is required to make decisions on an issue at some future date.
2. This protocol, therefore, regulates how information may be given to councillors in the form of a formal presentation in these circumstances. It is designed to complement the Members' Code of Conduct in Part 5 of the Constitution and the Members' Planning Code of Good Practice. In the event of any conflict between this protocol and those codes, the codes shall take precedence.
3. Any request by a third party (the definition of which shall include a councillor or an officer acting in another capacity) to make a formal presentation of information to councillors, other than in a meeting to which the Access to Information Rules in Point 4 of the Constitution apply, shall be made either:
 - (i) to the Council's Monitoring Officer; or
 - (ii) to the relevant Director or Head of Service.

In the case of (ii) above, the relevant Director or Head of Service will refer the proposal to the Monitoring Officer for advice.

4. This protocol may not apply in the circumstances where developers and promoters of development proposals can be managed within a pre-application environment where engagement with elected representatives may be facilitated by planning officers as part of the normal planning process. Where elected members are directly approached by promoters of land, they should notify the Head of Planning and Growth so the request can be considered and managed in accordance with the appropriate protocol.

5. A request by a third party to make a formal presentation of information under 22. above shall be in writing, setting out the reason(s) for the proposed presentation, the subject matter, the councillors for whom the presentation is intended and any other relevant information.
6. The Monitoring Officer will consider each request and advise the relevant Director or Head of Service of the suitability of the proposed presentation having regard to this protocol, the information submitted, the available alternative methods of providing the information, the codes referred to in 1. above and any other material considerations.

7. The Director or Head of Service, taking account of the Monitoring Officer's advice, may agree or refuse the request or may agree to elements of the proposed presentation. Alternatively, he or she may refer the request to the Cabinet or a Committee (as appropriate to the proposal) together with the Monitoring Officer's advice, to agree or to refuse the request or to agree to elements of it.
8. Where a request is agreed, and the presentation proceeds, it shall do so strictly in accordance with the following rules:
 - (i) A copy of this protocol will be supplied by the relevant Director or Head of Service to the third party concerned at least five days before the presentation.
 - (ii) At least two officers shall be present at the presentation.
 - (iii) A record of attendance at the presentation shall be made in accordance with the usual arrangements for Council, Cabinet and Committee meetings.
 - (iv) Before the presentation starts, an officer will outline these rules, and thereafter will maintain compliance with them and will ensure that notes of what is said at the presentation are taken.
 - (v) No Councillor shall be involved in making a presentation as a representative of the third party or otherwise.
 - (vi) Before the presentation starts, all Councillors will be asked to disclose any interests in the matter, in accordance with the Members' Code of Conduct, and all disclosures made will be recorded as part of the notes referred to in (iv) above.
 - (vii) The presentation is for information only and the third party must not seek to ascertain councillors' views on any issue nor lobby councillors for support.
 - (viii) Councillors may ask questions for clarification purposes but must not offer any opinions on the merits or otherwise of any proposals.
 - (ix) Councillors and all present must be aware that the presentation does not form part of the Council's decision-making process and that the process of debate and determination of any matter arising will be carried out in accordance with the Council's normal procedures.
9. Where a request is refused, the body or individual taking that decision must give reasons.

Chapter 12 OTHER COMMITTEE PROCEDURES

12.3 Composition

Committee	Size	Quorum	Substitutes
Audit Committee	<p><u>Two Independent Member (inc. Independent Chair)</u></p> <p>Plus seven Councillor members. No members of the Cabinet can be members of the Committee</p> <p>The Vice-chair will be appointed by the Committee from among its members.</p> <p>Appointment of the Independent Chair of the Audit Committee to be made by Full Council on recommendation from the S151 officer</p>	Four Councillor members	Permitted