

<b>TITLE</b>	<b>Planning Enforcement Task and Finish Group – Terms of Reference</b>
<b>FOR CONSIDERATION BY</b>	Corporate Services Overview and Scrutiny Committee on 29 August 2013
<b>WARD</b>	None Specific
<b>STRATEGIC DIRECTOR</b>	Heather Thwaites, Strategic Director of Development and REgeneration

## OVERVIEW AND SCRUTINY REVIEW

### TERMS OF REFERENCE

#### Purpose of Review:

1. The Planning Enforcement Service

#### Key Objectives:

1. Improve customer satisfaction in the implementation of the Service
- 2.

#### Scope of the work:

1. The resources available to provide the service
2. Seek views of the Members, Town and Parish Councils, and members of the public to ascertain their experience of how the enforcement service works
- 3.

#### BACKGROUND:

The Overview and Scrutiny Management Committee received a request from Councillor Bob Pitts and Mr Tom Berman, a Wargrave resident, that the functioning of the Planning Enforcement Service be reviewed. At its meeting on 28 May 2013, the Management Committee agreed that a full review should be carried out and referred it to Corporate Services Overview and Scrutiny Committee for action.

At its meeting on 19 June 2013, the Corporate Services Overview and Scrutiny Committee agreed that:

- a review of the Planning Enforcement Service be undertaken and that all of the Members of the Corporate Services Overview and Scrutiny Committee be invited to sit on a Task and Finish Group to carry out the work;
- draft terms of reference for the Planning Enforcement Task and Finish Group be brought to the August meeting of the Corporate Services Overview and Scrutiny Committee, if possible, with a view to the review commencing in October.
- Mr Meadowcroft and Mr Berman be invited to attend meetings of the Planning Enforcement Task and Finish Group as witnesses to provide evidence and information to Members;

At the beginning of July 2013, Members were informed that John Silvester Associates had been commissioned by the Council to undertake a review of the Council's Planning Enforcement Service, which will include a review of existing policies, processes and practices to make recommendations about how these could be amended to improve the Service in line with best practice.

As part of that review all Members were invited to attend a workshop with the consultant John Silvester on 31 July 2013, where they were given the opportunity to discuss their views of the Enforcement Service.

A similar workshop has been planned for 22 August 2013 to give Town and Parish Council representatives the opportunity to present their views of the Service. John Silvester will also be talking to members of the public.

**INFORMATION GATHERING:**

**Witnesses to be invited**

<b>Name</b>	<b>Organisation/Position</b>	<b>Reason for Inviting</b>
Mr Tom Berman	Resident of Wargrave	Made the initial request for the review
Mr Meadowcroft	Resident of Wargrave	Interested party
Cllr Bob Pitts		Made the initial request for the review
Clare Lawrence	Head of Development Management	Council Officer overseeing the Planning Enforcement Service
	Town/Parish Council representatives	Interested parties

**Information to be obtained from**

<b>Organisation</b>	<b>Information to be Requested</b>

**TIMESCALE**

**Starting:** October 2013

**Ending:** tba

**Referred by the Management Committee to: Corporate Services Overview and Scrutiny Committee**

**Terms of Reference agreed by:**

**Committee Members involved in the review: all Members of Corporate Services Overview and Scrutiny Committee**

**Committee Lead Members:** tba

**Executive Member: John Kaiser, Executive Members for General Planning and Affordable Housing**