

**EPSOM & EWELL BOROUGH COUNCIL AUDIT, CRIME & DISORDER AND SCRUTINY
COMMITTEE**

FORM A - SELECTING TOPICS FOR REVIEW - CRITERIA CHECKLIST

Review Title: Review of the Arrangements for Publicising and Determining Planning Applications

Date: May 2015

| POSITIVE SELECTION CRITERIA | PLEASE TICK |
|--|----------------|
| Council Key Priority / Core Value | √ |
| Public dissatisfaction with the service (identified through e.g. market surveys / FEEDBACK / complaints / media) | |
| Poor performing service e.g. evidence from performance indicators / performance management system | |
| High level of budgetary commitment to the service / policy area (as a percentage of the total expenditure) | |
| Other please specify, e.g. request from Policy Committee | |
| NEGATIVE SELECTION CRITERIA | PLEASE TICK |
| Issue already being examined e.g. by an officer group / other internal body / as part of a Best Value Review | |
| New legislation or guidance expected within the next year | |
| Changes imminent or expected in the very near future | |
| Other please specify | |

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FORM B - DEVELOPING AND EVALUATING THE BRIEF

Review Title: **Review of the Arrangements for Publicising and Determining Planning Applications**

Date: **May 2015**

Which of the Council's Key Priorities / Core Values does this review address?

Core Value of Continuous Improvement: We will monitor and evaluate our activities and strive for improvement in all that we do.

What items are within the scope of this review? Identify any specific items considered outside the scope.

In Scope: planning administrative processes at EEBC associated with the publication and determination of validated planning applications; particular reference to implementation at public holiday periods, e.g. Christmas and Easter. Includes planning applications with short time limits such as Mobile Telephone masts.

Out of scope: planning decisions made or impending

What is the overall aim of doing this work?

To review the Council's administrative processes associated with the publication and determination of validated planning applications in order to identify potential ways in which customer satisfaction with the process could be enhanced.

What are the objectives?

- 1. Identify the statutory requirements and deadlines of administrative processes associated with the publication and determination of validated planning applications.**
- 2. Establish the administrative steps which are undertaken by EEBC following receipt of a validated planning application and in the lead up to determination either by way of officer or committee.**
- 3. Investigate whether any particular issues/considerations in relation to the administrative arrangements for the publication and determination of planning applications arise, in particular around public holiday periods.**
- 4. Make such recommendations as considered appropriate for the enhancement of customer satisfaction with the arrangements for the publication and determination of validated planning applications. (Note: The Committee cannot question the merits of decisions made in relation to individual planning applications.)**

What is the delivery methodology?

Establishment of a small scrutiny task group of approximately 4 members on a short, fixed term basis June 2015.

Duration of Enquiry. Highlight any specific time limits or linked activities to consider.

Final report to the Audit, Crime & Disorder and Scrutiny Committee 26 November 2015

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FORM C - DEVELOPING AND EVALUATING THE BRIEF 2

Review Title: Review of the Arrangements for Publicising and Determining Planning Applications

Date May 2015

1. What information is needed? Include any evidence required, background information such as research results and statistics from consultation, existing reports, legislation, central government documents, guidance notes.

Relevant statutory provisions

Information on EEBC policies and practices relating to planning administrative procedures

Potential benchmarking information on planning administrative arrangements in place at other authorities

2. Would the Scrutiny review benefit from the co-option of an additional member (internal or external)? If so who?

No added benefit identified.

3. What other processes could be used to inform the review? E.g. interviews, site visits, observation, telephone or written questionnaire or survey, comparison with other authorities or private sector.

Potential interviews with:

- **Head of Planning & Building Control**
- **Head of Legal & Democratic Services**
- **Chairman of Planning Committee**

5. How should the public be involved and when? E.g. Forums, Service improvement Unit, FEEDBACK, local press, ward/member activity

Examination of any relevant issues raised by members of the public by means of Council feedback (Comments, Compliments and Complaints Form).

6. At the completion of the review hold a session to evaluate the success of the review and any lessons learnt.

Evaluation of review to be considered at the Audit, Crime & Disorder and Scrutiny Committee meeting scheduled for 26 November 2015.

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