



Member Engagement in Planning – Recommendations from the GIH Select Committee review group

Chairman – Cllr Chris Poll

Response from Cabinet

Recommendation	Cabinet's Response – Y/N & comments	Lead Member/Officer & Timelines
<p>1. A Member Planning Handbook should be produced to provide members with practical information that will assist them in dealing with local planning casework.</p>	<p>This recommendation is agreed. This project will need scoping to understand the nature of content required and format to best support members with casework. It is recommended that this is developed with member input.</p> <p>The completion date will be dependent on the scope of the project and the associated time that it will take to deliver by the Planning Service.</p>	<p>Steve Bambrick/Gareth Williams</p> <p>Scoping: to be completed within 3 months Completion: to be completed within 6 months</p>
<p>2. All members should be able to access and receive training on how to use a GIS map to enable them to look up planning application details and other useful information such as flood plains, conservation areas etc to help them respond to planning queries from residents.</p>	<p>This recommendation is agreed. Whilst the Planning Service are the data owners, the GIS Mapping Systems are the responsibility of IT Services. IT and Digital services are currently reviewing options to make the requested content available.</p>	<p>Tony Ellis/ Gareth Williams</p> <p>Scoping: to be completed in 4 months</p>

		Completion: to be completed within 12 months
3. A short guidance note should be provided for officers and members explaining the benefits of working in partnership, to enable public participation in planning and promote a wider understanding of the process. This should set out reasonable expectations in terms of how queries will be managed, including timescales.	This recommendation is agreed. A short guide will be produced by the Planning Service, in consultation with the Cabinet member and deputies. This will also refer to the Constitution and established Planning Protocol.	Steve Bambrick/Gareth Williams Timescales: 3 months
4. A series of ‘informal’ Meet the Planners events should be held to enable members and officers to meet and chat in a relaxed atmosphere, to help to cultivate trust and collaboration.	This recommendation is agreed. The Planning Service will work with Democratic Services to arrange a series of events over the next 12 months. This will be delivered by committee area.	Steve Bambrick/Gareth Williams Timescales: 12 months
5. Political Awareness training should be offered to planning staff to support them in working effectively with Members. This could be facilitated by the Democratic Services team, who would work with the Head of Planning and Development to agree content and delivery timescales.	This recommendation is agreed. The Planning Service will work with Democratic Services to deliver training to support staff.	Steve Bambrick/Gareth Williams Scope Content: 2 months Deliver training: 3-6 months
6. There should be a review of the new Member Surgeries in June 2022 to consider the level of participation and feedback from both members and officers regarding their effectiveness.	This recommendation is agreed. A review will be undertaken in June, including surveys and feedback from both members and officers. A subsequent update will be provided for the Select Committee.	Steve Bambrick/Gareth Williams Review: June 2022