

# PLACES SCRUTINY PANEL

13<sup>th</sup> March 2014

## PLANNING ENFORCEMENT POLICY

Report of the Director for Places (Environment, Planning and Transport)

STRATEGIC AIM:	Creating a Sustained Environment
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### 1. PURPOSE OF THE REPORT

1.1 To review the Council's Planning Enforcement Policy

### 2. RECOMMENDATIONS

**2.1 That the Scrutiny Panel recommends to Cabinet that the revised policy is adopted.**

### 3 BACKGROUND

3.1 The existing policy was agreed by Council in 2009. The purpose of such a policy is to set out how the Council will deal with enforcement complaints. The policy (attached as Annex 1) has been reviewed for the following reasons:

- a) The recent adoption of a Planning Enforcement Prioritisation Scheme by the Development Control and Licensing Committee on 25 June 2013, which is not covered by the existing policy;
- b) To put in place a consistent target across all complaints for an initial response to be given to the complainant within 20 working days;
- c) The existing policy is not in the corporate format; and
- d) A need to update the policy after 5 years of operation.

3.2 A copy of the existing policy is attached as Annex 2 to assist Members in assessing the changes.

3.3 With the recent reduction in the Enforcement Officer's hours from 0.8 of a full time equivalent (FTE) to 0.6 FTE there is a need to maximise the efficiency of how the enforcement service operates. This has reduced the overall resources to 1 FTE, as another officer has 0.4 FTE devoted to planning enforcement. In addition to traditional methods of contacting us the policy now enables complainants to easily use a web based form. This maximises the use of the recently purchased software to process enforcement complaints more efficiently.

## 4 RISK MANAGEMENT

<b>RISK</b>	<b>IMPACT</b>	<b>COMMENTS</b>
<b>Time</b>	L	<b>The Policy is in place and this is only a review</b>
<b>Viability</b>	M	<b>The Policy needs updating and to reflect the resources available in 2014.</b>
<b>Finance</b>	L	<b>As this is only a review of the existing policy there are no significant financial implications.</b>
<b>Profile</b>	M	<b>This is a public facing part of the service and this policy sets out the service the public can expect.</b>
<b>Equality and Diversity</b>	M	<b>An Equality Questionnaire has been completed. No adverse impacts have been identified and an EIA is not required.</b>

**Background Papers**  
None

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