

Update on Implementation of Approved Recommendations
Arising From E-Planning Scrutiny Review

Introduction

The Scrutiny recommendations were presented to the Cabinet in December 2012 but the matter was deferred for the consideration by the Cabinet Member at a future Cabinet Member decision session. The training events have now been implemented and work on rolling out the first phase of e-consultation is under way.

Parish Councils (PCs) and Planning Panels (PPs) have been informed of the proposed phasing, but a document will be issued setting out the type of applications to be sent electronically.

It is proposed that implementation commences from the end of July once PCs and PPs have had the opportunity to consider their options as used already by some for dealing with consultation responses. These include:-

- Circulating the emails for comment before meeting and only printing an extract of plans if needed
- Commenting via email only and chair and clerk collating the comments
- Displaying the plans via laptop and projector at the meetings

Approved Scrutiny Recommendation	Update on Implementation Provided July 2013
i. That City of York Council officers provide a comprehensive training course for Parish Councils and Planning Panels on E-Planning facilities before March 2013; (initially offering 2 sessions at different times and thereafter a minimum of once a year)	Sessions held attended, with more than 60 attendees from PCs and PPs. Initial scepticism but following the sessions that included workshops, most were accepting and a number enthusiastic once the functionality had been demonstrated
ii. That City of York Council provides a named officer that Parish Councils and Planning Panels can contact if they have any questions about using E-Planning facilities. Similarly that Parish Councils and Planning Panels have a named person for officers to contact by e-mail.	Diane Wilkinson's name (Specialist Developments and Building Control Support Officer) given at the sessions.

<p>iii. That the Head of Development Management , in conjunction with this Task Group, one Planning Panel representative and one Parish Council representative, develop a good practice guide which once completed be:</p> <ul style="list-style-type: none"> • Reviewed annually • Circulated to all Parish Council and Planning Panel Clerks • Made available on City of York Council’s website 	<p>NB: No PP nominations as yet. Nominations sought at the training sessions 3 names put forward:-</p> <p>-Robert Knapton: Clerk to 9 parish councils, 1 in City of York (Kexby), 7 in Hambleton and 1 in Ryedale. I am also the North Yorkshire representative for the Society of Local Council Clerks.</p> <p>-Fiona Hill: Clerk to Heslington Parish</p> <p>- Megan Taylor: Copmanthorpe Parish</p> <p>Suggested the nominations would be brought to scrutiny Cttee to consider</p> <p>- Andrew Towlerton Local Councils Officer, Yorkshire Local Councils Associations</p>
<p>iv. That a room within West Offices and/or in local libraries be made available (within advertised opening hours) for use by Parish Councils and Planning Panels if they wish to use it and any room to offer audio visual equipment for their use (and where possible a PC or laptop).</p>	<p>Rooms have been used in West Offices particularly by Guildhall Planning Panel who have given positive feedback. Had to change meeting time to during the day but happy with the facilities available. No charging policy is in place as yet</p>
<p>v. That the option to request a paper copy of plans for larger applications remain (a set of criteria to be produced by Head of Development Management against which a request will be judged)</p>	<p>It was stated at the sessions that we would be still issuing larger applications on paper – documents over 20 pages long will still be sent.</p>
<p>vi. Officers continue to explore with IDOX the possibility of providing the function to download all documents associated with a single planning application as one PDF file. An update on how this is progressing to be provided to Economic and City Development Overview and Scrutiny Committee three months after these recommendations have been approved by Cabinet and thereafter on a six-monthly basis until this has been resolved.</p>	<p>Work with national supplier has not borne fruit HOWEVER a local solution has been achieved whereby we can create one pdf to issue in email form (or if it is received by the Planning Portal, a number of pdfs in the consultation email. Demonstrated at the training session and attendees were satisfied with this – at is saves having to go to Public Access to download each document ,and is therefore much quicker</p>

<p>vii. That the Communities and Equalities Team ask those Parish Councils which are currently successfully using E-Planning to offer demonstrations to other Parish Councils and Planning Panels as to how to 'get the best out of E-Planning' or to invite others to attend their meetings to view how E-Planning facilities can be used effectively.</p>	<p>To be carried out after the training session</p>
<p>viii. That the Communities and Equalities Team liaise with the Yorkshire Local Council's Association to resolve outstanding issues brought to their attention.</p>	<p>Raised at meetings , and PCs invited to raise any concerns</p>
<p>ix. That the Administration and Business Support Manager ensures that all plans uploaded on to the E-Planning system have a good enough line density to enable them to be clearly viewed.</p>	<p>This is now happening and was demonstrated at the training events</p>
<p>x. That the Administration and Business Support Manager reviews the processes and timescales for uploading additional documentation received in relation to planning applications to ensure that all information is uploaded onto the Public Access Website within a reasonable timeframe.</p>	<p>This is now happening - Scanning team uploads documents on receipt.</p>
<p>xi. That the Head of Commissioning, Design and Facilities and the Head of Libraries, Information and Archives explore ways of potentially offering rooms for use in both West Offices and local libraries at minimum cost to Parish Councils and Planning Panels.</p>	<p>Still under consideration ; currently no charging regime is in place and so PPs are not being charged</p>
<p>xii. The terms of reference for planning panels are amended to reflect the same level of declarations of interests as Council Committees.</p>	<p>New terms of reference have been circulated to PPs</p>

Scrutiny Comments on Update Received 23 July 2013