

## End of Year performance report

### Strategic Planning Service- 2016/2017

#### Measuring Performance:-

<b>Maintain a clear planning policy framework which will help facilitate the creation of safe, vibrant, inclusive and sustainable communities</b>	<b>Baseline</b>	<b>Target</b>	<b>End of Year Report</b>
Review all existing service web pages to ensure that only up to date, accurate and relevant information is live on the Council's website.	Preliminary review and update took place in late 2015	30 Nov 2016, then ongoing	Some considerable rationalisation made, with further work ongoing linked to emerging new Local Plan
Publication of an Authority's Monitoring Report (AMR) covering period to 31 March 2016, which reports on the performance of the previous year in terms of planning matters (statutory item).	AMR last published by 31 Dec 2015	31 December 2016	Achieved – AMR published in Dec 2016

<b>To keep our planning policy framework up-to-date, clear and in line with corporate priorities</b>	<b>Baseline</b>	<b>Target</b>	<b>End of Year Report</b>
Continue a review of the Local Plan in line with statutory provisions. Ensure the Local Plan facilitates delivery of the Council's priorities such as the Ely Southern Bypass, CLT and other key development opportunities (statutory item).	1 <sup>st</sup> Draft Local Plan approved at Full Council Jan 2016	Oct 2016 – 2 <sup>nd</sup> draft approved at Full Council  Feb or April 2017 – 3 <sup>rd</sup> (and final) draft approved at Full Council	2 <sup>nd</sup> draft approved at Nov Full Council (due to Oct date postponed)  3 <sup>rd</sup> draft – now scheduled for July Full Council
Adopt a Flood and Water SPD, to ensure clear planning guidelines are in place for this important matter (Note: this SPD is being prepared with all Cambridgeshire Districts and County).	N/A	Adoption at Full Council October 2016	Adopted at Nov 2016 Full Council  (due to Oct date postponed)
Work with those communities wishing to undertake Neighbourhood Planning, ensure ECDC meets its statutory requirements.	Advice regularly given to communities, and especially parish councils.	Advice to be regularly given to communities, and especially parish councils, to reflect their aspirations and needs in line with statutory regulations	Advice and support (formal or informal as appropriate) given to parish councils, such as Sutton, Bottisham and Witchford

#### Notes:-

Slight delay in Local Plan timetable, partly due to Full Council date being moved from Oct to Nov 2016, and partly due to the greater level of all Member involvement than was originally programmed. Consultation on Local Plan also pushed back, to avoid clash with Christmas, with consequential affects on the timetable to the 3<sup>rd</sup> draft.

Slight delay in Flood and Water SPD adoption, due to Full Council date being moved from Oct to Nov 2016.

<b>To influence, for the benefit of East Cambs, the sub-regional strategic planning framework</b>	<b>Baseline</b>	<b>Target</b>	<b>End of Year Report</b>
Play an active role in sub-regional strategic planning work, including attendance at Cambridgeshire and Peterborough Planning Policy Forum (every 6 weeks) and contributing to LEP activities.	Ongoing	Ongoing	Ongoing. Full attendance at all PPF meetings achieved

<b>To deliver continuous staff development, together with clear roles and responsibilities</b>	<b>Baseline</b>	<b>Target</b>	<b>End of Year Report</b>
100% appraisals completed on time	100%	100%	No longer relevant, due to no directly ECDC employed staff within the Strategic Planning Service Area
To provide regular updates to the Service Delivery Champion on the work of the Strategic Planning Service and to provide an opportunity to work in partnership on key issues/areas of work.	Twice per year	Monthly	Monthly target achieved, and often exceeded
To ensure that all staff are able to achieve minimum CPD requirements set by the Royal Town Planning Institute and satisfy professional standards.	As set by RTPI guidelines	As set by RTPI guidelines	No longer relevant, due to no directly ECDC employed staff within the Strategic Planning Service Area

**Notes:-**

The remaining ECDC-directly employed member of staff within Strategic Planning left the organisation in summer 2016, meaning that the Service Area is now staffed by Peterborough City Council (PCC) employees (approx 3fte), by way of a Member agreed SLA. As such, staff appraisals and CPD (first and third rows, above) are managed via PCC, using their performance appraisal process. More generally, the performance of the Strategic Planning Service is managed by ECDC Director – Commercial, via a monthly progress report prepared and submitted by PCC.