

Strategic Planning Service Plan 2014 – 2015

Overview of Strategic Planning

The Strategic Planning team consists of 3 full-time members of staff – 1 Principal Forward Planning Officer and 2 Forward Planning Officers.

The service is responsible for setting a strategy for the future growth of East Cambridgeshire, and planning for the delivery of this growth – including bringing forward key development sites and infrastructure projects. The work includes delivering a number of the Council's Corporate Objectives, including Ely Station Gateway and Soham Eastern Gateway.

The key responsibilities of the team are set out below:

1. Production of a Local Plan for East Cambridgeshire – setting out a strategy for the future growth of the district, policies to guide growth, and identifying key sites for housing, employment and other development and infrastructure. The Local Plan is a statutory requirement.
2. Facilitating the delivery of key growth delivery projects identified in the Council's draft Local Plan, including Ely Station Gateway, Soham Eastern Gateway, Brook Street Soham, Station Gateway Soham, Bell Road Bottisham, Newmarket Road Burwell, Woodfen Road Littleport, the Littleport Education Campus, and other housing sites in villages. This involves working in partnership with landowners, developers, infrastructure providers and the local community in the first stages of scheme development (prior to commencement of formal pre-application discussions and submission of planning applications).
3. Producing Masterplans, Development Frameworks and Supplementary Planning Documents for key development sites and on specific topics – working in conjunction with landowners, developers and the local community. This is also a statutory function.
4. Working in partnership with infrastructure providers to identify future requirements and ensure the growth planned for the district is deliverable.
5. Monitoring the delivery of growth and key development sites, through the collection and analysis of demographic, housing, economic and environmental data. Monitoring work also involves regular assessment of key development trends, future requirements, and potential changes to the Council's growth strategy. This is a statutory requirement.
6. To provide policy advice and direction to the Development Management team on planning applications and appeals, and to provide general policy advice and guidance to landowners/developers and the public.

7. To assist Parish Councils in the production and adoption of Neighbourhood Plans. This is a statutory requirement under the Localism Act.

The cost to run the service is £378,000. This includes the exceptional expenditure of an estimated £80,000-£90,000 in 2014/15 for the Examination of the Local Plan by the Planning Inspectorate.

Forward Planning for Councillors (October 2014 to October 2015)

Proposed date of decision	Item/Event/ Project Stage	Service Area	Member Champion	Committee
October 2014	Adoption of Supplementary Planning Document (SPD) on Renewable Energy	Strategic Planning	Cllr Tom Hunt	Full Council
October 2014	Adoption of Bell Road Bottisham Masterplan (Interim Planning Guidance)	Strategic Planning	Cllr Tom Hunt	Full Council
January 2015	Approval of Sutton Neighbourhood Plan Designated Area	Strategic Planning	Cllr Tom Hunt	Full Council
January 2015 (estimated*)	Adoption of the East Cambridgeshire Local Plan	Strategic Planning	Cllr Tom Hunt	Full Council
January 2015	Adoption of SPD on Ely Station Gateway	Strategic Planning	Cllr Tom Hunt	Full Council
February 2015	Local Plan Annual Monitoring Report	Strategic Planning	Cllr Tom Hunt	Full Council
February 2015	Draft SPD on Flood Risk Management – approval for consultation	Strategic Planning	Cllr Tom Hunt	Full Council
February 2015	Adoption of SPD on Community Land Trusts (upgrade from Interim Policy Guidance 2014)	Strategic Planning	Cllr Tom Hunt	Full Council
Spring 2015	Draft SPD Design Guide – approval for consultation	Strategic Planning	Cllr Tom Hunt	Full Council
Spring 2015	Draft SPD on Planning Obligations – approval for consultation	Strategic Planning	Cllr Tom Hunt	Full Council

Spring 2015	Community Facilities Assessment Strategy	Strategic Planning /	Cllr Tom Hunt / Cllr Joshua Schumann	Corporate Governance and Finance Committee / Commercial Services Committee
Summer 2015	Local Development Scheme	Strategic Planning	Cllr Tom Hunt	Full Council
Summer 2015	Adoption of SPD on Flood Risk Management	Strategic Planning	Cllr Tom Hunt	Full Council
Summer 2015	Draft SPD on Land Contamination – approval for consultation	Strategic Planning	Cllr Tom Hunt	Full Council
Summer 2015	Draft SPD Buildings of Local Interest	Strategic Planning	Cllr Tom Hunt	Full Council
Autumn 2015	Adoption of SPD on Planning Obligations	Strategic Planning	Cllr Tom Hunt	Full Council
Autumn 2015	Adoption of SPD Design Guide	Strategic Planning	Cllr Tom Hunt	Full Council
Autumn 2015	Draft SPD Ely Environmental Capacity Study – approval for consultation	Strategic Planning	Cllr Tom Hunt	Full Council

* Please note that it is anticipated that the East Cambridgeshire Local Plan will be adopted in January 2015 but this is dependent on receipt of the Inspector's Report in December 2014 and his recommendation to adopt without further modifications. The remainder of the timetable for 2014/15 is dependent on adoption of the Local Plan in January 2015, for two reasons. Firstly, staff resources will need to be focused on further work to amend the draft Local Plan and progress towards adoption. Secondly, Supplementary Planning Documents (SPDs) can only be adopted once the Local Plan is adopted.

Strategy map



Measuring Performance

To provide additional housing measure	Target	Actual
To achieve adoption of the draft East Cambridgeshire Local Plan	By early 2015	
To maintain provision of a minimum five year supply of housing land and land for traveller pitches	≥ 5 years	
To deliver a minimum of 272 dwellings in 2014/15 including at least 68 affordable dwellings, as set out in the Council's housing trajectory (September 2014)	≥ 272 total ≥ 68 AH	
To facilitate delivery of housing allocation sites identified in the draft Local Plan	As set out in Policy GROWTH 4	
To deliver the broad housing size mix in Table 4.1 of the emerging Local Plan, on all schemes of 10 or more dwellings	As set out in Policy HOU 1	

To provide sustainable new developments measure	Target	Actual
To adopt the Masterplan for Ely Station Gateway as a Supplementary Planning Document and establish a project board to oversee delivery	By early 2015	
To work with the County Council and other landowners to produce an updated Masterplan for the Soham Eastern Gateway, and agree a project plan for delivery of the scheme	By early 2015	
To secure the delivery of site-specific Masterplans/Development Frameworks on all other key development sites in the draft Local Plan (housing, employment and other sites), where this is a specific requirement	100%	

To deliver infrastructure measure	Target	Actual
To work in partnership with infrastructure providers to deliver other specific infrastructure schemes identified in the Council's CIL Reg 123 list, the Infrastructure Investment Plan, and Village Visions	As specified	

To protect the environment measure	Target	Actual
To avoid a reduction in the area and condition of designated sites of biodiversity importance in the district (e.g. SSSIs, County Wildlife Sites etc)	Zero	
To minimise housing development in the countryside that is not identified as an exception as set out in Policies GROWTH 6, HOU 4, HOU 5 and HOU 8 in the draft Local Plan	↓	

To deliver economic and jobs growth measure	Target	Actual
To facilitate delivery of at least 184 hectares of employment growth in the district between 2011 and 2031	≥ 184ha	
To facilitate delivery of the employment allocations identified in the draft Local Plan (c.140 hectares)	Policy GROWTH 4	

To increase vitality and viability of town and village centres measure	Target	Actual
To increase the proportion of A1 retail floorspace in Ely Primary Shopping Frontage, above the 2013 baseline level	≥ 61%	
To minimise the amount of retail floorspace (A1-A5) lost to other uses within the identified town centres of Ely, Soham and Littleport	↓	
To deliver an updated Masterplan/Concept Framework for The Grange and the Paradise area in Ely, and participate in the establishment of project boards/delivery task groups to facilitate redevelopment	In 2015	
To facilitate delivery of the other 'town centre opportunity sites' identified in the draft Local Plan	As set out in Policy GROWTH 4	

Staff performance measure	Target	Actual
Ensure all staff achieve minimum professional Royal Town Planning Institute (RTPI) CPD standards	≥ 50 hours every 2 years	
100% appraisals completed on time	100%	
Monthly service awareness briefings for Member Champion	100%	

Delivering the service

Name	Adoption of the East Cambridgeshire Local Plan
Owner	Katie Child
Co owners	Stewart Patience
Purpose	To set a strategy for the growth of the district up to 2031, and to identify sites for housing, employment and other development
Links	ECDC Jobs Growth Strategy 2012 / Cambs Strategic Housing Market Assessment 2013 / ECDC Retail Assessment 2013
Formula	Defend the Council's position at the Inspector's hearing session on 11 th November 2014, and achieve a positive Inspector's report to enable the Council to move to adoption of the Plan in early 2015.
Source of Data	Numerous – see the Council's Local Plan Examination library for further details at www.eastcambs.gov.uk/local-development-framework/local-plan-examination
Frequency	NA
Target	By early 2015
Rewards/Penalties	Adoption of the Plan will help to secure delivery of additional housing growth, new employment development and other infrastructure projects. Failure to adopt will leave the Council vulnerable to planning applications and appeals, related to the lack of demonstrable five year housing land supply. Failure to adopt will also delay the delivery of key allocation sites.
Who measures?	PFPO
Who acts on the data?	PFPO and team
What will be done	<ol style="list-style-type: none"> 1. Gather evidence from landowners/developers in preparation for the hearing session on 11th November 2. Liaise with the Council's retained Legal Advisor on the Council's approach the hearing session. 3. Summarise and collate responses received during the 6 week statutory consultation stage on further proposed modifications (due to end on 22nd October 2014) 4. Defend the Council's position at the hearing session on 11th November 2014
Feedback	ECDC Annual Monitoring Report (January each year)
Notes	

Name	Delivering housing to meet identified targets and needs
Owner	PFPO
Co owners	FPOs
Purpose	To achieve a supply of housing to meet identified targets and local housing needs (as identified in the draft Local Plan and in accordance with the NPPF).
Links	Cambs Strategic Housing Market Assessment (SHMA)
Formula	To demonstrate a minimum five year supply of housing land and traveller pitches at any point in time, and to achieve delivery rates which meets identified local needs (and accords with targets in the draft Local Plan). To achieve an appropriate mix of housing to meet local needs, including the provision of smaller units to boost opportunities for first time buyers, and the provision of affordable housing and community-led development schemes.
Source of Data	ECDC Annual Monitoring Report (AMR) / Cambs County Council Housing Completions and Commitments Reports
Frequency	Annual
Target	<p><u>Targets in the Service Plan</u></p> <p>Minimum of 5 year supply</p> <p>Delivery of at least 272 dwellings / 68 affordable dwellings in 2014/15</p> <p>Delivery of housing allocation sites in the draft Local Plan</p> <p>Delivery of broad housing size mix in Table 4.1 in the Local Plan, on all schemes of 10+ dwellings</p> <p><u>Additional key targets in the AMR</u></p> <p>Delivery of at least 11,500 dwellings 2011-31</p> <p>Number/proportion of dwellings and affordable dwellings completed in Market Towns/villages/elsewhere</p> <p>Delivery of at least 5% of self build units on sites of 100+ homes</p> <p>Minimise the loss of mobile home pitches</p> <p>Number of affordable dwellings provided on rural exception sites and community-led development sites</p> <p>Delivery of element of housing suitable for the elderly or people with disabilities on all schemes of 50+ dwellings</p> <p>Number of residential care/nursing home bedspaces completed</p> <p>Delivery of at least 38 gypsy and traveller pitches 2011-31</p>
Rewards/Penalties	Failure to demonstrate five year supply would leave the Council vulnerable to applications/appeals. Failure to deliver sufficient suitable housing will adversely impact on lives of local people.
Who measures?	PFPO
Who acts on the data?	PFPO and team
What will be done	<ol style="list-style-type: none"> 1. Work proactively with landowners, developers and infrastructure providers to help bring forward housing sites focusing on the stage prior to pre-application discussions. 2. Work closely with landowners, developers and the Planning team to ensure that all schemes of 10+ units deliver an appropriate mix of dwelling sizes (as set out in Table 4.1 in Policy HOU 1). Monitor delivery as set out in the AMR. 3. Work closely with the Housing team to help facilitate the delivery

	<p>of additional affordable housing and new community-led development schemes, including Community Land Trusts (as set out in the Strategic Housing Service Plan).</p> <ol style="list-style-type: none"> 4. Explore formal measures to help facilitate development of key allocation sites, for example the production of Masterplans/Supplementary Planning Documents, or the establishment of liaison groups and project boards. 5. Work with the County Council and neighbouring authorities to update Cambs SHMA and the Cambs Gypsy Needs Assessment 6. Continue to maintain and develop contact with key agents and developers to ensure a broad understanding of the local housing market and potential constraints/opportunities
Feedback	ECDC Annual Monitoring Report (January each year)

Name	Delivery of Ely Station Gateway
Owner	PFPO
Co owners	FPOs / Economic Development team
Purpose	To achieve a high quality scheme of redevelopment in the Station Gateway area which provides a mix of employment, housing and community uses
Links	Draft Local Plan / Draft SPD on Ely Station Gateway
Formula	To finalise the Masterplan for the site and secure its adoption as SPD. To establish a project board of landowners, developers, key infrastructure providers, community representatives to drive forward and oversee delivery of the scheme.
Source of Data	NA
Frequency	On-going
Target	By early 2015
Rewards/Penalties	Failure to establish a clear Framework for developers could result in a poor quality and piecemeal scheme which detracts from the local area, and fails to deliver adequate jobs or community benefits.
Who measures?	PFPO
Who acts on the data?	PFPO / FPOs / Economic Development team
What will be done	<ol style="list-style-type: none"> 1. Review the consultation responses and the draft SPD. 2. Report the revised SPD to Full Council to secure adoption as SPD to the Local Plan 3. Secure agreement to establish a project board consisting of key stakeholders, and initiate meetings
Feedback	Corporate Priorities reporting
Notes	

Name	Delivery of Soham Eastern Gateway
Owner	PFPO
Co owners	FPOs
Purpose	To work with the County Council and other landowners to facilitate development of the area, and secure a high quality scheme which benefits Soham.
Links	Draft Local Plan / Soham Eastern Gateway Concept Masterplan 2012
Formula	To work with the landowners to ensure that delivery is facilitated, infrastructure issues are resolved, and that a high quality designed scheme can be delivered which provides suitable community benefits, raises the quality of the local environment, and provides an attractive living environment.
Source of Data	NA
Frequency	On-going
Target	2015
Rewards/Penalties	Delivery of the scheme should help to increase the vitality and viability of the town centre by providing additional footfall in the local area. Delivery will also help to deliver an extension to the school, an extension to the Doctors Surgery, some employment units, improved allocations, and a new Commons area. Failure to secure a high quality designed scheme will adversely impact on the lives of local people and the setting and appearance of the town.
Who measures?	PFPO
Who acts on the data?	PFPO / FPOs
What will be done	<ol style="list-style-type: none"> 1. Continue to attend Liaison Group meetings with the landowners and monitor progress 2. Work with the landowners/developers to refresh the Concept Masterplan document 3. Work with the landowners/developers to agree a timetable for delivery
Feedback	Corporate Priorities reporting
Notes	

Name	Secure delivery of Masterplans/SPDs for other allocation sites in the draft Local Plan
Owner	PFPO
Co owners	FPOs
Purpose	To secure Masterplans/SPDs for other allocation sites in the draft Local Plan, where this is specifically required.
Links	Draft Local Plan
Formula	To work with landowners and developers to produce comprehensive Masterplans for sites and secure their adoption as SPD where this is appropriate.
Source of Data	NA
Frequency	On-going
Target	100% delivery of Masterplans for schemes where this is a policy requirement
Rewards/Penalties	Comprehensive Masterplans should help to deliver better quality and designed schemes, and avoid piecemeal development.
Who measures?	PFPO
Who acts on the data?	PFPO / FPOs
What will be done	<ol style="list-style-type: none"> 1. Work proactively with landowners/developers of the relevant allocation sites to require and assist in the production of Masterplans 2. Report the Masterplans to Full Council for adoption as SPD where appropriate
Feedback	ECDC Annual Monitoring Report (January each year)
Notes	

Name	To deliver infrastructure to support growth and development
Owner	PFPO / Infrastructure Manager
Co owners	FPOs and Project Officers
Purpose	To help facilitate the delivery of infrastructure required to support the growth of East Cambs, meet local needs, and/or enable key development sites to come forward.
Links	ECDC Infrastructure Investment Plan / CIL Reg 123 List / Infrastructure tables in the Village Vision section of the draft Local Plan.
Formula	To work with key infrastructure providers to identify key requirements, plan for delivery and unlock problems. To secure appropriate community benefits and CIL receipts to help fund local and strategic infrastructure.
Source of Data	Infrastructure providers / ECDC Infrastructure Investment Plan
Frequency	On-going
Target	<u>Targets in the Service Plan</u> As set out in the ECDC Infrastructure Investment Plan and infrastructure sections of Town/Village Visions in the draft Local Plan <u>Other key targets in the ECDC Annual Monitoring Report (AMR)</u> To minimise the loss of community facilities To maximise delivery of new or improved community facilities
Rewards/Penalties	Delivery of certain types of infrastructure is essential to ensure continued growth of the district, and in some cases to deliver specific sites. Delivery of infrastructure and services helps to increase local opportunities and the quality of people's lives, reduce travel, and increase community cohesion.
Who measures?	PFPO / Infrastructure Manager
Who acts on the data?	As above
What will be done	<ol style="list-style-type: none"> 1. Continue to liaise with infrastructure providers on a regular basis to ensure infrastructure needs are relevant and delivery programmes are in place 2. Work in partnership with the Community Services team to facilitate the Council's delivery of the Ely Leisure Village (see the Community Services Service Plan for further details). 3. Regularly review the ECDC Infrastructure Investment Plan to ensure identified needs remain up to date 4. Regularly review the CIL Charging Schedule and the Reg 123 List to ensure they remain up to date 5. Work with Parish Councils to maximise effective use of CIL receipts and increase match funding
Feedback	Local Plan Annual Monitoring Report (January each year) CIL Annual Report
Notes	

Name	Protecting and enhancing biodiversity
Owner	PFPO
Co owners	FPOs / Planning team
Purpose	To protect and enhance biodiversity in the district – including avoiding loss of or degradation of designated sites, avoiding damage to protected species, and minimising the loss of other key habitats.
Links	Draft Local Plan / SPD on County Wildlife Sites / Cambs Biodiversity Action Plan / Cambs Strategic Green Infrastructure Plan
Formula	To work with landowners and developers and case officers through the pre-application and planning application processes to ensure that adverse impact on biodiversity and the natural environment is minimised, and that key sites/species are protected and enhanced.
Source of Data	Cambs Wildlife Trust / Cambs Biodiversity Action Plan
Frequency	Annual
Target	<p><u>Target in the Service Plan</u> To avoid a reduction in the area and quality of designated sites.</p> <p><u>Other key targets in the ECDC AMR</u> Delivery of strategic green infrastructure projects as listed in draft Local Plan</p>
Rewards/Penalties	The maintenance of key sites and habitats helps to provide an attractive local environment, a tourist/recreational resource and benefits the quality of people's lives.
Who measures?	PFPO
Who acts on the data?	PFPO / FPOs / Planning team
What will be done	<ol style="list-style-type: none"> 1. Work with the Planning team to ensure key sites, species and habitats are protected and retained – through the pre-application and application process 2. Update the Council's SPD on County Wildlife Sites and secure adoption by Full Council
Feedback	ECDC Annual Monitoring Report (January each year)
Notes	

Name	Housing in the open countryside
Owner	PFPO
Co owners	FPOs / Planning team
Purpose	To minimise the development of sporadic housing in the open countryside, in order to protect the quality, character and open nature of the countryside – and to reduce travel.
Links	Policy GROWTH 2 in the Draft Local Plan / Paragraph 55 in the NPPF
Formula	To work with landowners and developers and case officers through the pre-application and planning application processes to ensure that the development of housing in the countryside is minimised and limited to the exceptions set out in policies in the draft Local Plan.
Source of Data	Cambs County Council Annual Housing Completions and Commitments Report / ECDC Annual Monitoring Report
Frequency	On-going
Target	<p><u>Target in the Service Plan</u> To minimise development of housing in the countryside that is not identified as an exception as set out in Policies GROWTH 6, HOU 4, HOU 5 and HOU 8 in the draft Local Plan</p> <p><u>Other key targets in the ECDC Annual Monitoring Report</u> Minimise planning appeals allocated following refusal due to 'harm to landscape character' Avoid inappropriate development in the Green Belt</p>
Rewards/Penalties	Avoiding sporadic housing in the countryside can help to protect its quality, character and openness – and reduce the need to travel.
Who measures?	PFPO
Who acts on the data?	Strategic Planning team / Planning team
What will be done	<ol style="list-style-type: none"> 1. Work with the Planning team to minimise the development of housing in the countryside unless permitted in line with exception policies in the draft Local Plan – through the pre-application and application process 2. Update the Council's SPD Ely Environmental Capacity Study and report to Full Council for adoption 3. Adopt the Cambs Landscape Guidelines as SPD to the Local Plan
Feedback	ECDC Annual Monitoring Report (January each year)
Notes	

Name	Delivery of employment growth and employment allocations
Owner	PFPO / Economic Development Manager
Co owners	Forward Planning Officers and Economic Development Officer
Purpose	To deliver employment growth in the district in line with projected forecasts and requirements.
Links	Draft Local Plan / ECDC Jobs Growth Strategy
Formula	Enable growth by facilitating the delivery of employment land – focusing on land allocated in the Local Plan, but also supporting suitable proposals for expansion, conversion, and new buildings in the countryside where there is sufficient justification.
Source of Data	Cambs County Council Annual Employment Completions and Commitments Data / ECDC Annual Monitoring Report
Frequency	
Target	<u>Target in the Service Plan</u> To deliver employment land growth (at least 184 ha) To deliver employment allocations in the draft Local Plan (c.140 ha) <u>Other key targets in the ECDC Annual Monitoring Report</u> Net change in employment land and floorspace Amount of floorspace given prior approval for conversion from office to residential Number of new jobs created Number of tourism related planning permissions
Rewards/Penalties	Employment development benefits the local and national economy, provides a better choice and range of jobs for local people, helps to reduce out-commuting, and raises the quality of people's lives.
Who measures?	PFPO / Economic Development Manager
Who acts on the data?	PFPO / Economic Development Manager
What will be done	1. Work with the Planning team to minimise the loss of employment land and promote the creation of new employment floorspace – through the pre-application and application process 2. In conjunction with the Economic Development team, work proactively with landowners, developers and infrastructure providers to help bring forward employment allocations in the Local Plan, focusing on the stage prior to pre-application discussions
Feedback	ECDC Annual Monitoring Report (January each year)
Notes	

Name	To increase vitality and viability of town and village centres
Owner	PFPO
Co owners	FPOs / Planning team / Community Services
Purpose	To increase the vitality and viability of town and village centres as places to shop, visit leisure and community facilities, socialise and work.
Links	Draft Local Plan / ECDC Retail Assessment
Formula	To work with landowners, developers and case officers to avoid the loss of retail and community facilities in town centres, promote new development which supports town centre function, and facilitate the delivery of 'town centre opportunity sites' identified in the draft Local Plan.
Source of Data	ECDC Retail Assessment / Cambs County Council Annual Retail Completions and Commitments Data / ECDC Annual Monitoring Report
Frequency	Annual / on-going
Target	<p><u>Targets in the Service Plan</u></p> <ul style="list-style-type: none"> • To increase the proportion of A1 retail floorspace in Ely Primary Shopping Frontage, above the 2013 baseline level • To minimise the amount of retail floorspace (A1-A5) lost to other uses within the identified town centres of Ely, Soham and Littleport • To • To deliver an updated Masterplan/Concept Framework for The Grange and the Paradise area in Ely, and establish project boards/delivery task groups to facilitate redevelopment • To facilitate delivery of the other 'town centre opportunity sites' identified in the draft Local Plan <p><u>Other key targets in the ECDC Annual Monitoring Report</u></p> <ul style="list-style-type: none"> • Minimise retail vacancy rates in the town centres • Maximise the amount of retail and leisure development in town centre whilst minimising the amount in out of centre sites • Minimise the loss of community facilities
Rewards/Penalties	Enhanced town centres can benefit the local economy and tourism, and increase community cohesion and the quality of people's lives.
Who measures?	PFPO
Who acts on the data?	PFPO / Planning team / Community Services
What will be done	<ol style="list-style-type: none"> 1. Work with the Planning team to minimise the loss of retail and other key facilities in town and village centres – through the pre-application and application process 2. Update the Concept Masterplan for The Grange and Paradise area of Ely 3. Participate in the creation and membership of project boards to drive forward the redevelopment of these areas 4. Continue to work proactively with landowners, developers and other key stakeholders to facilitate the delivery of other town centre opportunity sites
Feedback	
Notes	

Name	Staff training
Owner	PFPO
Co owners	Forward Planning Officers
Purpose	To ensure that all staff are able to achieve minimum CPD requirements set by the Royal Town Planning Institute and satisfy professional standards.
Links	RTPI Professional Standards / HR Policy and Procedure
Formula	To work with staff to enable them to satisfy minimum RTPI CPD standards of 50 hours every 2 years - by identifying suitable courses, factoring in sufficient timescales to attend training, and exploring structured learning opportunities.
Source of Data	Professional CPD record
Frequency	Every 2 years
Target	Minimum of 50 hours every 2 years
Rewards/Penalties	RTPI Members are subject to random checks on CPD records. Failure to demonstrate adequate CPD record could result in termination of professional membership.
Who measures?	PFPO / Forward Planning Officers / RTPI
Who acts on the data?	PFPO/ Forward Planning Officers
What will be done	<ol style="list-style-type: none"> 1. Work with staff to identify courses, seminars and training opportunities that fit within identified budgets 2. Allow sufficient time in the work programme for training and structured learning
Feedback	On-going
Notes	

Name	Staff appraisals
Owner	PFPO
Co owners	Forward Planning Officers
Purpose	To ensure that all staff appraisals are completed annually and within the timeframe set by HR.
Links	HR Policy and Procedure
Formula	To undertake staff appraisals within the timeframe set by HR, ensuring all staff complete documentation to enable feedback and sign-off. Training needs to be identified and accountabilities to be reviewed/revised.
Source of Data	HR, PFPO, Forward Planning Officers
Frequency	Annually
Target	100%
Rewards/Penalties	To provide staff with feedback and knowledge regarding performance and progress, and to enable discussion on the direction/key tasks for the year ahead. The absence of an appraisal would be poor morale, and lack of direction and vision for the team.
Who measures?	PFPO / Forward Planning Officers
Who acts on the data?	PFPO/ Forward Planning Officers
What will be done	<ol style="list-style-type: none"> 1. PFPO to book appraisal, issue staff with paperwork, and agree internal deadlines with staff for the return forms – allowing for completion of the process within the HR timeframes 2. FPOs to complete appraisal paperwork and return to PFPO within the mutually agreed timeframe 3. PFPO to insert commentary on the appraisal forms and return within the mutually agreed timeframe 4. PFPO and FPOs to participate in the appraisal meeting, agree training and accountabilities for next year, and sign-off the documentation. 5. PFPO to send completed appraisal documentation to HR.
Feedback	1:1s, mid-term appraisal
Notes	Issues that arise regarding performance will be dealt with in a timely manner, e.g. through regular 1:1s, and not be left until the annual appraisal.

Name	Service awareness briefings for Member Champion
Owner	PFPO / Member Champion (Councillor Tom Hunt)
Co owners	Forward Planning Officers
Purpose	To provide regular updates to the Member Champion on the work of the Strategic Planning team, and to provide an opportunity to work in partnership on key issues/areas of work.
Links	
Formula	To include the Service Delivery Champion in all aspects of running the Strategic Planning service, to promote transparency and good partnership working. To provide the Member with an understanding of all aspects of strategic planning work, and seek their views and feedback.
Source of Data	Regular feedback from Members and Chief Executive
Frequency	Monthly
Target	100%
Rewards/Penalties	Regular briefings and partnership working will enable the Member to act as a critical friend, challenge and promote the work, set direction and help the service improve. The member will be able to report to the Council on their activities and respond to questions and enquiries.
Who measures?	PFPO / Corporate Unit Manager
Who acts on the data?	PFPO / Forward Planning Officers
What will be done	<ol style="list-style-type: none"> 1. Member Champion to undertake induction in Service Area, meet with staff and agree expectations 2. PFPO to invite Member Champion to regular meetings 3. PFPO to send draft Committee reports and other key documents to Member Champions to allow feedback and input
Feedback	On-going
Notes	