

Report

Subject : Setting up of a Local Development Management Board
Report to : The Cabinet
Date : Wednesday 15 November 2006
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Cabinet Member for Planning & Economic Development: Councillor Mrs Brown

1. Purpose of the Report

- 1.1 Production of the Local Development Framework is a statutory process for the council and the policy direction mapped out within it will have a critical impact on the future welfare and prosperity of our District. The risks associated with the process are accordingly high.
- 1.2 The LDF represents one of the key ways in which Salisbury District Council can deliver some of its core objectives. There is an opportunity to produce a high quality product which makes a difference to people's lives. There is also some slight risk that the production process may get a little divorced from both the political and corporate agenda, meaning those opportunities may be lost. That is, a perception grows that the process is seen as exclusive even within the organisation. It is imperative to make it inclusive.
- 1.3 The creation of a Management Board to steer the progress of the LDF process as a very positive way to ensure a corporate overview is kept over the project and for capitalising on the on the opportunity the process presents for delivering council priorities.

2. Main Roles of the LDF Management Board

- 2.1 It is envisaged that the terms of reference and main functions would be agreed by the Management Board itself at the inception meeting, however it is expected that the following it will include the following roles:
 - **Monitoring** progress against adopted Local Development Scheme
 - **Prioritising** work streams in accordance with the imperatives of the LDS
 - **Reviewing** outcomes and carrying out quality control
 - Ensuring **lessons are learnt**
 - Agreeing **risk management** measures
 - Reviewing **resources**
 - Identifying opportunities for **aligning** work with corporate projects
 - Identifying **additional topics** and issues.
 - Providing **strategic advice and guidance** to the project team
 - Overseeing a clear **chain of conformity** with other local, regional and national policies.
 - Discussing and agreeing the key areas of need emerging from analysis of the **evidence base**
 - Overseeing and ensuring best use of **external resources**



Awarded in:
Housing Services
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- Overseeing the **consultation strategy** and ensuring the Statement of Community Involvement is followed.
- Monitoring the formation of a spatial strategy that is unique in that it reflects the **local distinctiveness** of the district.
- Devising an **implementation strategy** to ensure emerging policies are effective, especially with the development control process

3. **Desired Outcomes of the LDF Management Board**

3.1 It is envisaged that the project will deliver the following:

- To ensure **key corporate stakeholders** are embedded within the management structure and have direct influence over the content of the LDF
- To build in **accountability**, with officers reporting progress to a Management Board.
- To ensure **corporate priorities** are realised through the planning process.
- To have a corporate input into identify and make best use of **opportunities**.
- To agree levels of acceptable **risk** or radicalism at a senior level (e.g. planning obligations SPD)
- To oversee professional **project management** framework and standards
- Ensure **reporting and progress** of this key corporate project
- To agree the spatial vision that reflects the **unique characteristics** of the District.
- Ultimately to oversee the production of a set of planning policies which have been subject to a healthy debate and are "owned", understood and supported by the majority of our stakeholders.

4. **Composition of the Management Board**

4.1 It is suggested that the Management Board would comprise the following:

- Deputy Leader (Chair)
- Portfolio Holder
- Chair or Vice Chair from each area committee (planning only for city area)
- Chair of Scrutiny (TBC)
- Policy Director
- Head of Forward Planning and Transportation
- Team Leader, Forward Planning and Conservation
- Principal Forward Planning Officer
- Council Solicitor
- Then we will bring in individual officers from all units of the Council to discuss specific issues on a when needed basis

4. **Summing Up and Conclusions**

4.1 For a statutory project with such wide scale impacts and associated risks as the Local Development Framework, putting in sound governance and project management disciplines are considered essential. It is considered that the formation of a Management Board will be a critical element in overseeing delivery of the project and ensuring that opportunities for delivering positive outcomes are fully realised

5. **Recommendation:** - that Members endorse the formation of a Local Development Framework Management Board

6. **Background Papers:**

Project Initiation Document

7. **Implications:**

- **Financial** : From within existing budgets
- **Legal** : Ensuring legality of the LDF process
- **Human Rights** : None
- **Personnel** : None at this stage
- **IT** : None
- **Community Safety:** None at this stage
- **Council's Core Values:** Excellent service, thriving economy, fairness & equality, open council & willing partner, communicating with the public, supporting the disadvantaged, protecting the environment.
- **Parish Affected:** All