



Planning & Economic Development Scrutiny Panel

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REPORT

REASON FOR REPORT TO MEMBERS

As members will be aware the Panel must set its annual work programme in the Spring of each year and therefore a long-list of potential items have been drawn-up to assist members when considering their forward work programme. It is important to note that these items are merely suggestions and members are welcome to submit any additional proposals at the meeting.

THE PROPOSAL

The officer has researched the following sources to create a list of suggested items for members' consideration:

The Panel's current work programme
The Cabinet Forward Plan
The Community Plans
People's Voice
Government websites and impending legislation.

This has created a list of approximately twenty items from which members will be asked to select their preferred five topics applying the criteria as set out in the attached worksheets. The most popular items will be discussed and refined until the Panel have agreed a small number of in-depth reviews with perhaps one or two additional topics held in reserve.

The long-list is as follows:

Current Work Programme Items:

1. Churchfields Review – ongoing review with co-opted members of E&T. Expected to continue until Autumn 2005.
2. Hotel Review – A consultant has been commissioned and the final report will be produced by the consultant by Friday 29th April at which point the review group will assess what further action needs to be taken.
3. Members highlighted issues to consider in tandem with the LDF. These issues were the Stonehenge World Heritage Site (also see Community Plan), agricultural policies and future development of land in the District for employment use. The Principal Planning Officer Forward Planning will be in attendance to discuss the progress of the LDS with members. The intention is that he will identify areas which will be taken forward within the next year to enable members to select which issues, if any, they would wish to review.

Issues Arising from People's Voice and the Community Plans:

4. Additional street lighting and CCTV to reduce crime and fear of crime.
5. Lack of outdoor/indoor play facilities for young people across the District .
6. The need for additional community facilities.
7. The need to preserve the character of local rural areas by promoting the use of thatching and traditional materials.
8. Issues surrounding the Salisbury Research Triangle.
9. The need to encourage the development of parish and community plans.

National Agenda:

The Government has highlighted the following issues from the above list as a major concern for the next year:

- Development of South West regional tourism strategy with marketing concentrated on major destinations.
- Sustainable Development

Reviews Which Will be Undertaken By the Cabinet in 2005/6 and Issues Arising from the Portfolio Plan:

10. Stonehenge Visitor Centre and associated issues.
11. Possible relocation of CCTV.
12. Production of a Visitor Guide to Salisbury & South Wiltshire.
13. Adoption of a tourism strategy for Wiltshire, Salisbury and Stonehenge.
14. Development of the market square for markets and other activities.
15. Preparation of the new Local Development Framework.
16. Magna Carta Project and DSTL.
17. Salisbury District Council is about to consult on a draft District Wide Design Guide which seeks to greatly improve the quality of new buildings built across the district.
18. In 2005/06, the District Council will investigate means to strengthen its planning policy to address the continuing decline of shops and services in rural areas and in local centres such as Durrington.

IMPLICATIONS (SUMMARY):

Financial: All costs associated with this initiative can be contained within existing budgets.

Legal: None.

Environmental implications: None.

Council's Core Values: Promoting a thriving economy.

Wards Affected: Not identified at present.

RECOMMENDATION

That the Scrutiny Panel draw up a work programme for 2005/6 in line with the guidance produced as a result of the scrutiny review and forward a recommendation to the Overview and Scrutiny Co-ordinating Committee.

OVERVIEW & SCRUTINY TOOLKIT WORKSHEET

1

Developing the *Annual Work Programme*

What is the annual work programme?

Each of the Council's four Overview and Scrutiny Panels prepares an annual programme setting out the reviews it intends to undertake during the year.

The draft work programme is produced in early spring for approval by the Council's Overview & Scrutiny Coordinating Committee.

What can be included?

The Council wants to develop a scrutiny programme with a good mix of reviews, including issues emerging from:

- public consultation.
- consultation with Groups and Members.
- Cabinet or included in the Forward Plan.
- community groups and partner organisations.
- area committees.
- Government legislation.
- Council officers.
- public concern raised during the year.
- the Council's performance monitoring system

The Panel's Scrutiny Support Officer in the Democratic Services Unit will prepare a list of possible issues following consultations with councillors and other officers in the Council.

An achievable plan

Each panel needs to be realistic about the work it can achieve. Two or three completed reviews are preferable to a wide ranging programme that is not achieved. Being over-ambitious will place an unreasonable strain on members and officers.

Members need to consider carefully those issues they wish to examine. This will involve prioritising from a longer list. **Appendix 1** sets out how this can be achieved. In selecting issues, one key question for the Panel to ask is: "what difference can the Council make about this issue." There is little merit in undertaking reviews for academic interest only. Choose reviews where the council can take or influence actions that will deliver positive outcomes.

Scoping and commissioning reviews

Once the Panel has agreed the reviews it intends to undertake, it needs to agree the terms of reference and scope of each review and commission members to undertake the work. This is a key part of the scrutiny process.

Terms of reference should be clear and precise setting out the question that is to be addressed or the outcome that is desired. This will provide the review group with a very clear focus for its work.

Next, members must be selected to undertake the review work. There is no limit to the number of members that can be involved in a review but any more than 6-8 can become unwieldy.

Members do not have to be drawn solely from the membership of the O&S panel. Places may be advertised to all councillors and this can help to ensure that members with a strong interest are recruited. However, the O&S panel will usually nominate the lead councillor for each review.

Once the terms of reference have been set the next step is to set the scope of the review.

Scoping helps to define:

- Roles of members and officers
- Methodology and tools to be used
- Level of public and stakeholder involvement
- Resources available
- Timetable

Resource planning

The resource plan will allocate a budget to each review group, negotiate the amount of officer time required to support each review and set milestones within a fixed timetable.

The scoping paper will break this down further showing how these resources will be used during the review. The checklist at **Appendix 2** will help councillors determine the resources required.

Managing the review programme

Each of the review panels tracks the progress of its reviews against the steps in this toolkit.

For example, once the terms of reference and scope of the review have been agreed, once members have been recruited and roles defined and once resources have been allocated, then the first phase of the review is complete. To make that as simple as possible, self completion forms are attached to take members through the tasks involved.

The O&S Panel will receive regular progress reports from each of its review panels. This will help to ensure that the panels do not stray too far from the original terms of reference, scope, budget and timetable without the Panel's agreement.

The Scrutiny Toolbox

Step 1 *Selecting issues & agreeing an achievable work programme* **Appendix 1a**

Step 2 *Scoping reviews, commissioning review teams and allocating resources* **Appendix 1b**

