

Dear Members

Economic Development and Planning Scrutiny Committee

A meeting of the Economic Development and Planning Scrutiny Committee will be held in the **Craddock Room, Civic Centre, Riverside Stafford** on **Tuesday 5 March 2024 at 6.30pm** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Governance

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

5 MARCH 2024

Chair - Councillor F Beatty

AGENDA

- 1 Minutes of 11 January 2024 as previously published on the Council's website.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Members' Items - Nil
- 6 Called In Items - Nil

	Page Nos
7 Briefing Note - Update from the Task and Finish Review - Town Centre Events	3 - 6
8 Officers' Reports	
ITEM NO 8(a) Business and Leisure Tourism - Presentation	-
ITEM NO 8(b) Biodiversity Net Gain	7 - 10
HEAD OF ECONOMIC DEVELOPMENT AND PLANNING	
ITEM NO 8(c) Development Management Performance Update	11 - 16
HEAD OF ECONOMIC DEVELOPMENT AND PLANNING	
ITEM NO 8(d) Performance Update Q3	17 - 31
HEAD OF TRANSFORMATION AND ASSURANCE	
ITEM NO 8(e) Work Programme 2024/2025	32 - 35
HEAD OF LAW AND GOVERNANCE	

Membership

Chair - Councillor F Beatty

J A Barron	D M McNaughton
F Beatty	M Phillips
B M Cross	J S Powell
P C Edgeller	J P Read
A R McNaughton	D P Rouxel

Briefing Note

Economic Development and Planning Scrutiny Committee Task and Finish Review Working Group

Interim Report to the chair of the Economic Development and Planning Scrutiny Committee

The Group first met in person on Wednesday 10 January 2024 and a follow up meeting was held on Monday 19 February via Teams. Dee McNaughton was proposed as chair by Councillor Jenny Barron and seconded by Councillor Douglas Rouxel, members of the group also include Councillor A McNaughton, Councillor P Edgeller and Councillor M Philips. Minutes attached.

Officers in attendance: M Smith, D Piper and J Allen

We agreed to scope the current events bookings for the Town, and particularly the Market Square area - see list attached.

It was agreed to invite Officer: Julie Wallace to the next Task and Finish Group meeting to discuss issues related to cost and holding events that have been or may be an issue in the future.

It was noted at the second Task and Finish group meeting that Stafford Town Centre Partnership (STCP) were relaunching the partnership on Tuesday 20 February. The Chair and several SBC attended the meeting and were very encouraged by the vision and proposed partnership working with SBC set out by the Chair of STCP and will be extending an invitation to Mary Walker to speak with the group.

The group have agreed to extend the framework of the group to include measurable outcomes of events.



Stafford
BOROUGH COUNCIL

**Notes of the Economic Development
and Planning Scrutiny Committee
Task and Finish Review Working Group
- Town Centre Events
held via Teams on Monday 19 February
2024**

Chairman - D M McNaughton

Present (for all or part of the meeting):-

Councillors:

J A Barron D M McNaughton
A R McNaughton D P Rouxel

Officers in attendance:-

M Smith - Economic Growth and Strategic Projects Manager
J Allen - Democratic Services Officer

EDTF5 Apologies

Apologies for absence were received from D Piper - Head of Economic Development and Planning

Councillors P C Edgeller and M Phillips were not in attendance.

Action - Councillor D M McNaughton to speak to Councillor F Beatty regarding replacing non-attending Councillors on the Task and Finish Working Group.

EDTF6 Notes of the Last Meeting

The notes of the meeting held on 10 January 2024 were approved as a correct record, subject to the following amendments:

- Councillors P C Edgeller and M Phillips were not in attendance but had not given their apologies.
- Councillor D M McNaughton chairing the meeting was proposed by Councillor J A Barron and seconded by D P Rouxel.

EDTF7 Review of Existing Events

A list of current events was circulated with the agenda. These are predominantly Walking Street and Farmers Markets.

It was noted that there is no dedicated resource at SBC for running events. Therefore, external companies would run their own events, including insurance, risk assessments etc.

A discussion took place regarding the SBC website which has a page for holding events. It was suggested that more information could be available on that page including booking forms, terms and conditions, to enable event organisers to be fully aware of their commitment, accountability and roles and responsibilities.

EDTF8 Ideas for New Events

Councillor D M McNaughton has spoken with W R Davies (car sales) who would be happy to support an event and pay to have a car in the Market Square. It was hoped that other business may want to do something similar.

Town Centre Partnership is being re-launched tomorrow and will be attended by Councillor R Kenney.

A discussion took place regarding more than one event taking place at the same time in the town centre, for example, classic cars in the Market Square and farmers market stalls on the surrounding roads. It was noted that the farmers markets have set pitches. Furthermore, it was not recommended to have fee paying stall holders alongside non-fee paying car exhibitors.

It was suggested that to encourage footfall into the town centre initially, some non-fee paying events may need to be arranged. Such events could happen regularly so that the public become more aware of events taking place in the town which are different to other locations.

A link to the fees and charges (page 45) is here:
www.staffordbc.gov.uk/fees-and-charges-2024

Action - J Allen to ask K McKinney for templates of booking forms, insurance etc.

Action - J Allen to invite J Wallace to the next meeting to discuss pricing strategy for use of the market square.

EDTF9 AOB

Councillor D P Rouxel referred to the amended framework (previously circulated) which can be used as a tool for the task and finish group.

Action - Members to look at report and feed back to Councillor D P Rouxel by Wednesday 21 February with comments and suggestions of timeline.

Councillor J A Barron advised Members that 1 April 2024 marks 50 years of the Borough Council. It was noted that nothing had been arranged to mark this date.

EDTF10 Dates of Next Meeting

Wednesday 3 April 2024 at 5:30pm via Teams.

CHAIR

Agenda Item 8(b)

Biodiversity Net Gain Progress Report

Committee:	Economic Development and Planning Scrutiny
Date of Meeting:	5 March 2024
Report of:	Head of Economic Development and Planning
Portfolio:	Economic Development and Planning

1 Purpose of Report

- 1.1 This report aims to inform the Committee on progress by the Council with regard to Biodiversity Net Gain (BNG), which became a statutory duty from 12 February 2024.

2 Recommendations

- 2.1 That the progress report is duly noted.

Reasons for Recommendations

- 2.2 Biodiversity Net Gain is now mandatory for major planning applications, and for minor applications from 2 April 2024.

3 Key Issues

- 3.1 The Environment Act (2021) introduced a mandatory requirement for new development to deliver a net gain for biodiversity as part of the planning system. Developers in England will be required to deliver a 10% BNG, so that there is a positive benefit for nature. It will apply from **February 2024** for major developments and to small sites from **April 2024**, unless exempt.
- 3.2 A presentation was provided to Full Council on 28th November 2023. The end of November also saw the Government release details of all secondary BNG guidance.
- 3.3 A BNG workshop was held on 9 January 2024 for Planning Officers. This was a joint meeting with colleagues from Cannock Chase District Council. Ecologists at both Councils have been collaborating on BNG to provide consistent planning guidance across both authorities.

4 Relationship to Corporate Priorities

- 4.1 The implementation of Biodiversity Net Gain will support the Corporate Business Plan objectives, 2 and 3.

5 Report Detail

- 5.1 Biodiversity net gain (BNG) is an approach to development, and / or land management, that aims to contribute to the recovery of nature and to leave the natural environment in a measurably better state than it was beforehand.
- 5.2 When designed and delivered well, biodiversity net gain can secure benefits for nature, people, places, and for the economy.
- 5.3 Although certain sites are protected, there have been limited mechanisms to value, maintain, enhance or create wider habitats. As a result, habitats have continued to be lost to development, reducing nature's ability to connect and thrive. Therefore, most developments are now required to deliver a minimum uplift in biodiversity of 10% compared to the pre-development baseline. This is measured by an assessment of the quality, condition and extent of habitats present before and after the development. A standard Biodiversity Metric supplied by the Government must be used to calculate the biodiversity change.
- 5.4 Developers must design developments to try to avoid loss or deterioration of habitat on land where development works are planned. If this cannot be achieved, habitat enhancements and habitat creation on-site must be considered in the first instance, before off-site habitat enhancement and creation is explored.
- 5.5 On-site means the land the development work is on (i.e. the redline planning application boundary), whilst off-site means either developer-owned land outside of the redline boundary, or units bought from a habitat provider. BNG can be achieved on-site, off-site or through a combination of on-site and off-site measures. If on-site or off-site land cannot be used, statutory credits must be bought from the Government, although this must be a last resort.
- 5.6 The approach to BNG, which is a habitat-based approach, does not override other biodiversity-related principles or related legislation, with protected / priority species and designated wildlife sites being covered by other legislation / policy requirements.
- 5.7 A biodiversity net gain plan will have to be approved by the Local Planning Authority (LPA) before development work can start. This should be supported and informed by a defined set of biodiversity gain information at the planning stage. This will guide and support the decision-making process.

- 5.8 Through the strategic significance and spatial risk factors inherent in the scheme, the Biodiversity Metric places greater reward for habitat creation where it is strategically important and locally relevant. There are incentives for off-site habitat to be provided close to where losses occur. It is the responsibility of the applicant / developer to find suitable and sufficient BNG solutions. Developers should seek their own ecological and legal advice with regard to the suitability of particular off-site mitigation schemes.
- 5.9 There will be a less onerous process for applying BNG to small sites, including use of the Small Sites Biodiversity Metric. The BNG requirement for small sites will not be implemented until April 2024.
- 5.10 Habitat creation and enhancement measures that are included in the metric calculation as compensation, whether on-site or off-site, will need to be secured for a period of at least 30 years. This is in line with the national mandatory requirement and is to ensure that the compensation is provided for a sufficiently long-term period to permit habitats to mature and contribute to the maintenance of biodiversity.
- 5.11 Where BNG has been secured by planning condition or S106 agreement, the LPA is responsible for checking compliance with the agreed management and monitoring the delivery of BNG, and enforcement in cases of non-compliance. Monitoring reports will need to be submitted to the LPA (if BNG is secured by S106 agreement) or the relevant Responsible Body (if off-site BNG is secured by Conservation Covenant). The number of monitoring assessments will depend on the habitat type and total area.
- 5.12 LPAs are able to charge a monitoring fee through S106 obligations, to cover the cost of monitoring and reporting on the delivering of that S106 agreement.
- 5.13 Failure to deliver, or attempt to deliver, BNG outcomes which are secured through conditions or other limitations can result in enforcement action.
- 5.14 A guidance note is currently being prepared, "Delivering Enhancement and Net Gain in Stafford Borough". The aim of the document is to support the implementation of the national requirement for BNG. Information provided within the guidance note will be designed to help applicants, ecologists and other interested parties understand the Council's BNG process, and to assist decision-making.

6 Implications

6.1 Financial

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

Implementation of BNG may help support the aims of the Council's Climate Change Strategy.

7 Appendices

None

8 Previous Consideration

None

9 Background Papers

None

Contact Officer: Bill Waller

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Ward Interest: None

Report Track: Economic Development and Planning Scrutiny Committee - 5 March 2024 (Only)

Key Decision: N/A

Agenda Item 8(c)

Development Management Update

Committee: Economic Development and Planning Scrutiny

Date of Meeting: 5 March 2024

Report of: Councillor A F Reid

Portfolio: Economic Development and Planning

1 Purpose of Report

- 1.1 This report aims to inform the Committee on performance in Development Management and progress in reducing the backlog of historic applications.

2 Recommendations

- 2.1 That the progress report is duly noted.

Reasons for Recommendations

- 2.2 Development Management is a key statutory service of the Council and the Economic Development and Planning Scrutiny Committee have requested an update on current performance.

3 Key Issues

- 3.1 In August 2023, the Committee received a report setting out the issues facing the Development Management (DM) service at SBC and agreed a set of measures to improve performance, tackle backlogs, reduce complaints and increase confidence in the service from key customers. The Committee agreed to receive regular updates on progress.

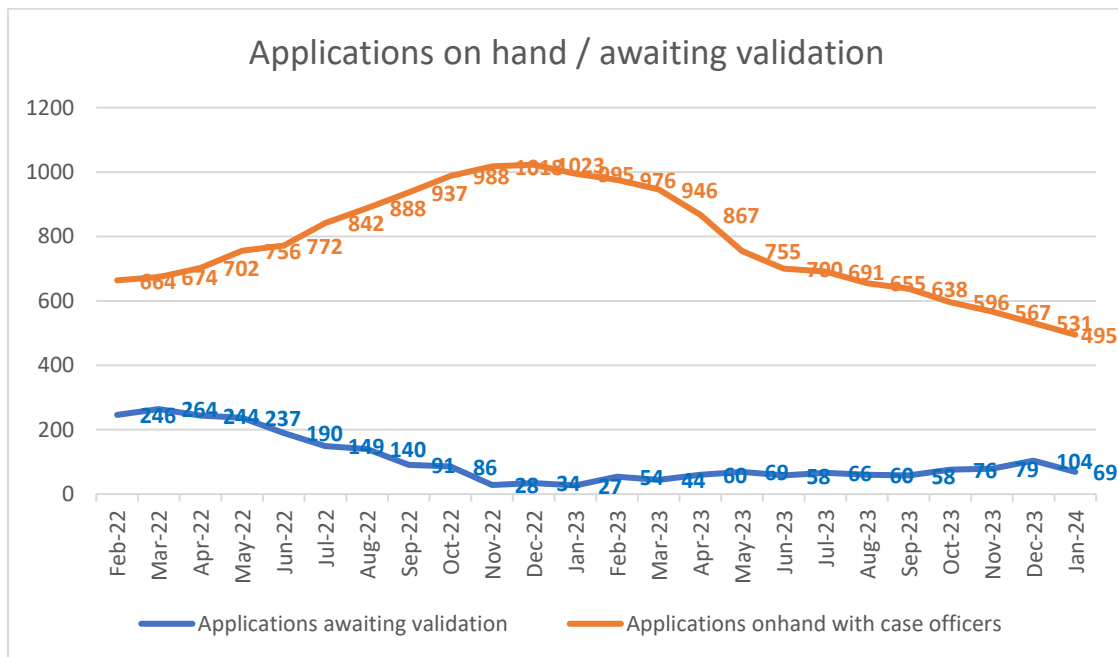
4 Relationship to Corporate Priorities

- 4.1 The Development Management service contributes to the delivery of all of the Council's corporate priorities.

5 Report Detail

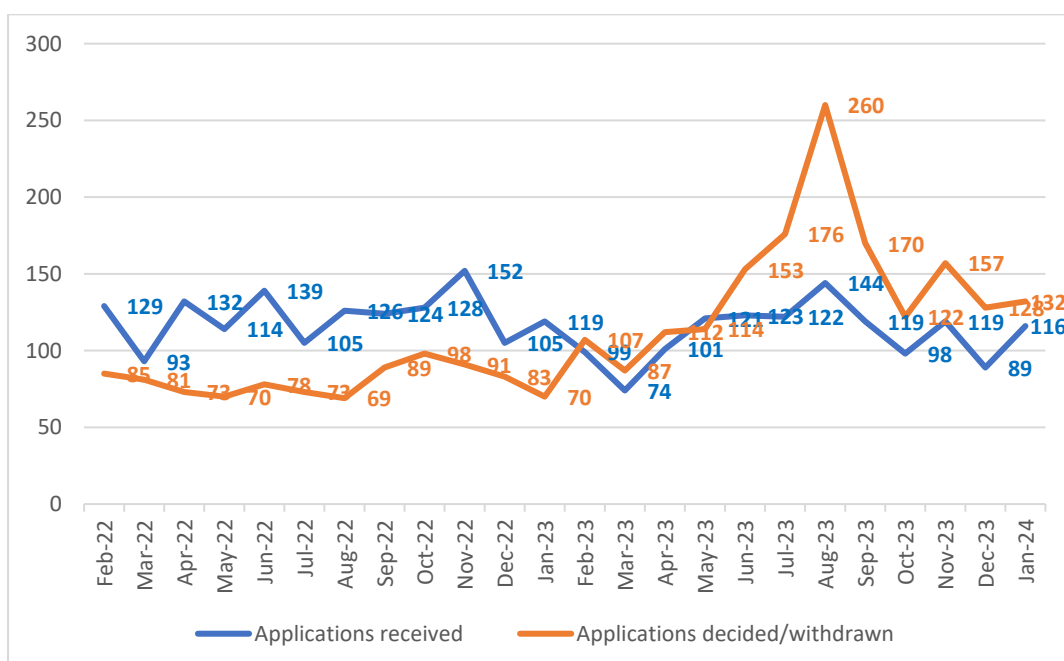
- 5.1 Several actions have been taken to address the issues in Development Management, with a specific focus on reducing the backlog of historic applications.
- (a) A Task and Finish Group has been established chaired by the Head of Economic Development and Planning, this group meets on a weekly basis to review and monitor performance, review allocation of resources, look at ways of streamlining processes.
 - (b) Performance of the DM service is being actively managed and monitored with reviews looking at team performance, % of decisions for major and non-major applications determined in time.
 - (c) Regular review of allocation of resources and capacity of the team.
 - (d) Provision of monthly reports on performance and progress in tackling the backlog to the Cabinet Member with responsibility for Economic Development and Planning. An update was also provided to the Economic Development and Planning Scrutiny Committee at its meeting in August 2023.
 - (e) An Agents Forum was held in September. The Forum was successful with a good level of attendance from local agents and some clear feedback on areas that the service can improve upon.
 - (f) The Council has secured £100,000 from the Government's Planning Skills Delivery Fund, this funding will be used to secure additional resources to further reduce the backlog of applications.
- 5.2 Excellent progress has been made in reducing the total number of applications 'on-hand' and officers have worked hard to reduce the number of historic applications that have been waiting for decisions. Figure 1 below shows that at as at the end of January 2024, there were a total of 495 applications 'on-hand' which have been allocated to case officers to process and determine. Overall, there has been a 50% reduction in the on-hand figure between January 2023 and January 2024. Figure 1 also shows that there were 69 applications waiting to be validated at the end of January 2024.

Figure 1



5.3 On average, the Development Management service has received 117 applications per month (January 2023 - January 2024), with an average of 157 applications determined or withdrawn per month during the same period. Since December 2022, the number of decisions issued by the service has outstripped the number of applications received. This progress continues to be attributable to the additional resources brought into to support the service, process improvements, improved case load management and streamlining of sign off procedures.

Figure 2



- 5.4 In terms of performance against the Government's Statutory planning targets, the Development management service continues to perform well. For quarter 3 (01/10/23)-31/12/23), performance for major applications stood at 84.6% of applications determined within a 13-week period or agreed extension (Government target is 60%) and non-major applications, 80.6% of applications determined within 8 weeks or agreed extension (Government target is 70%). The Council's rolling 2-year performance for major applications is 84.8% and non-major applications is 76.9%.
- 5.5 The following actions will be taken over the next 6 to 12 months to further improve the performance of the service:
- (a) Recruitment to vacant Senior Planning Officer and Planning Assistant / Officer posts within the establishment to reduce reliance on agency staff.
 - (b) Improvements to customer service from the Development Management team with the refresh of customer standards and improved response times to enquiries.
 - (c) Introduction of a chargeable pre-application service to support applicants and encourage better quality applications to come forward; a report will be presented to Cabinet later in 2024 to set out more detail and seek approval for the proposed charging regime.
 - (d) Pro-active use of planning performance agreements (PPAs), particular in relation to major developments / strategic sites, with the Development Manager identifying large cases that could be prioritised for PPAs.
 - (e) Improvements to timeframes for validating planning applications, with a desire to reduce the current waiting time of c7 weeks for non-householder applications to a maximum of 2 weeks.
 - (f) Implementation of ICT improvements within the current Uniform system to speed up processes and reporting.
 - (g) Continued active caseload management and prioritisation with the aim of reducing the number of applications that are determined within the statutory time periods by using Extension of Time Agreements.
 - (h) Peer review of service to benchmark against other local planning authorities and to support continuous improvement.
- 5.6 Members should note that in December 2023, the Government indicated its ambition that local planning authorities (LPAs) should become more accountable for performance. During 2024, the Government intends to consult on proposals to publish league tables that rank LPA performance in terms of

speed of decision making, the level of approvals and delivery against targets. Specifically, the Government wishes to reduce the reliance authorities have on Extensions of Time to achieve performance targets and will consult on proposals to ban their use for householder applications and prohibiting repeat agreements.

5.7 A further update report will be presented to Scrutiny in 6 months time.

6 Implications

6.1 Financial

The planning fee reserve as per the budget report of the 18 January 2024 is forecast to be £376,427.13 at 1/4/24, however this is provisional and subject to change dependent upon the use of agency staff during the year requiring funding and also the level of planning fee income receipts which are contributed to reserves.

£100,000 of funding has been secured from the Government's Planning Skills Delivery Fund - this funding will be used to pay for resource to help reduce the current backlog of planning applications and validations.

Planning fees increased from 6 December 2023, with a 35% increase for major applications and 25% increase for all other applications. It should be noted that the 25% increase in non major applications also comes with the requirement that applications are determined within 16 weeks rather than the previous 26 weeks otherwise the fee is refundable. No account has been taken of this increase in the budgeted income figures as it has been assumed at this time any additional receipts will be used for reinvestment in the service.

There has also been a reduction in budgeted income forecast for 23/24 to 26/27 largely due to lower major application receipts offsetting general planning fees. The budgeted reduction for 23/24 is approximately £110,000 with £67,000 reduction forecast ongoing from 24/25 onwards.

The anticipated income for pre application charging of £25,000 was included in the budget for 23/24 as agreed in the budget process for 23/24, however this has now been removed for 23/24 but is anticipated to be delivered in full for 24/25 in the current budget reports.

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

None

8 Previous Consideration

Economic Development and Planning Scrutiny - 24 August 2023

9 Background Papers

None

Contact Officer: Dean Piper / John Holmes

Telephone Number: 01543 464223

Ward Interest: All





Report Track: Economic Development and Planning Scrutiny
Committee - 5 March 2024

Key Decision: N/A

The Economy - Delivery Plan for 2023 - 2024

Business Objective 1: To deliver sustainable economic and housing growth to provide income and jobs

Summary of Progress as at end of Quarter 3





				N/A	Total Number of Projects
Action completed	Work on Target	Work < 3 months behind schedule	Work > 3 months behind schedule	Action not yet due	
4	6	2	1		13


Summary of Successes as at Quarter 3


- Development management performance has improved with the backlog reducing.
- Renovation works in Market Square have completed and successful launch event taking place.
- Cabinet have agreed to acquire the former Co-op department store and Guild Hall shopping centre.
- Nearly £20m of funding has been secured from the Levelling Up Fund to support development of Stafford Station gateway project.
- Westbridge Park project completed and new facilities open to the public.



Summary of Slippage as at Quarter 3



- Local Plan production has slipped and new timetable is being prepared.
- Meecebrook - delay to completion of Strategic Outline Business Case for railway station due to HS2 decision.


	Objective & Actions	Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
1.1	Assess the economic implications for the Borough over the medium and long term							
1.1.1	Review and assess all key programmes and major projects	Review of key projects and delivery plans	X				Key projects reviewed and delivery plans prepared for 2023/24. Details of key projects are referred to through the actions set out below	
1.2	To facilitate the delivery of 500 new homes in the Borough per year including 210 affordable homes							
1.2.1	Complete five year land supply statement	Data extract Site visits complete Publication of statement	X				Statement completed and published – July 2023	
1.2.2	Improve and maintain performance of development management	Develop Recovery Plan to tackle current backlogs of applications Produce quarterly updates setting out progress in reducing the backlog.	X			X	Recovery Plan is being implemented. Total number of applications 'on-hand' as at end of December 2023 is 531, a 50% reduction from December 2022.	
1.3	Deliver key projects and infrastructure proposals that will promote economic growth and investment for the Borough							
1.3.1	Delivery of the Stafford Town Centre Transformation Programme	Completion of Market Square renovation			X		Works in Market Square were completed in October 2023 with a very well attended launch event held on 28 October.	



	Objective & Actions	Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
		Appointment of onsite contractors for Station Approach project		X		X	Contractors appointed Q3, who subsequently withdrew from the contract. (Appointment of replacement contractor completed January 2024; currently finalising contract).	
		Completion of Station Approach project				X	Sequencing of ongoing highways works elsewhere within the town centre is now being considered alongside the Station Approach programme.	
		Conclusion of discussions with third party landowners to progress commercial projects		X			Acquisition of former Co-op department store and Guildhall shopping centre approved by Cabinet. Officers are progressing due diligence.	
1.3.2	Delivery of the Stafford Station Gateway	Completion of station access feasibility study		X			Nearly £20m Levelling Up Funding award announced November 2023. As such delivery programme scoping exercise now being carried out in the context of the funding award.	
		Completion of delivery programme scoping exercise			X			

	Objective & Actions	Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
1.3.3	Supporting the development of proposed Meecebrook Garden Community	<p>Completion of Strategic Outline Business Case (SOBC)for the railway station</p> <p>Completion of remaining technical studies (excluding transport modelling)</p> <p>Completion of detailed master planning and viability studies</p> <p>Completion of collaboration agreement</p>		X			<p>Draft SOBC reviewed, HS2 Birmingham to Manchester link cancellation resulted in SOBC being reconsidered and an amended draft received for officer review/ consideration. Scrutiny report setting out details 20th Jan 2024.</p> <p>X Brief to procure work remains ready to take to market.</p> <p>X Continued dialogue with commissioned consultants including input in to SOBC review.</p> <p>X Continued/active dialogue with commissioned consultants to understand next steps includes input in to SOBC review.</p>	

	Objective & Actions	Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
1.3.4	Stone Leisure	<p>Delivery phase for Westbridge Park initiated</p> <p>Planning consent granted.</p> <p>Work on site commences</p>			X		All works completed at Westbridge Park - Play facilities and Multi-Use Games Area (MUGA) opened to public in October 2023. Wheeled Sports opened 1 December 2023. Car parks works completed and building in place. Formal opening scheduled for April 2024	
1.4	Work in partnership to generate economic and sustainable growth for the long-term prosperity of our residents, visitors and businesses							
1.4.1	Develop Stafford as a hub of productivity to help businesses develop, grow and thrive	New and existing businesses supported to grow and build confidence in Stafford as a hub of productivity with a balanced economy.		X	X	X	<p>Stafford continues to attract entrepreneurs with a record number of 215 new businesses registered at companies house.</p> <p>The Business Growth Team continue to support our 5000 existing businesses via one-to-one advice, email campaigns, business bulletins, delivery of grants, key account management activities, attending business events.</p>	

	Objective & Actions	Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
							The team continues to deliver our £5 million UK Shared Prosperity Fund and Rural England Prosperity Fund to support local businesses.	
1.4.2	Promote our visitor economy to demonstrate the offer in the Borough	<p>Relaunch Our Beautiful Borough visitor economy campaign</p> <p>Development of a Local Visitor Economy Partnership in conjunction with Staffordshire County Council</p>	X			X	<p>The roll out of the campaign continues to gain traction with 1.98 million interactions over the past 8 months.</p> <p>November saw Visit England confirm the county's LVEP has been accredited nationally. The existing DMP (Destination Management Partnership) will evolve to fulfil the role of a high performing LVEP with a new board and governance.</p>	
1.4.3	Unlock economic opportunities in our rural areas	Launch of Rural England Prosperity Fund grant programme		X			6 Community projects have been earmarked for funding, a total of £50,000 has been paid so far with a balance of £70,000 due to be paid before March 31 st 2024.	

	Objective & Actions	Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
		Grant awards made under the UK Shared Prosperity Fund rural business to business grant programme		X	X	X	14 REPF Business Expressions of interest have been invited to submit full applications for funding. This totals £650,000 of funding requests against a 'pot' of £365,952. This fund is due to be received in May 2024.	
		Completion of UK Shared Prosperity Funded rural hub feasibility study			X		Study has been completed and will be presented to UKSPF Board for consideration at its next meeting in Q4.	
1.4.4	Support the facilitation of lifelong learning to create a local workforce with specialist skills that can respond to growth ambitions	Delivery of grants to support apprenticeships and training via UK Shared Prosperity Fund business to business rural grant scheme		X	X		FE providers and training providers have been contacted and are working with us to promote the use of this fund to cover the cost of taking on an apprentice as well as upskilling existing staff.	

	Objective & Actions	Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
1.5	Develop a new Local Plan that reflects our Corporate ambitions for growth							
1.5.1	Revise and refresh the Local Plan	<p>Appropriate sites for future development for housing, employment and open space identified</p> <p>Updated evidence base completed that includes infrastructure, viability and economic recovery issues</p>		X	X		<p>The approved Local Development Scheme sets out the key stages leading to the adoption of new Local Plan (2023/24), subject to review</p> <p>New Local Plan Preferred Option completed and implications of Government planning reforms on subsequent stages of the Local Plan 2020-2040 progressing.</p>	
1.5.2	Embed high quality design into Planning Policy to ensure that Stafford is an attractive place that people want to live in, promoting healthy lifestyles and supporting future investment.	Local design codes linked to New Local Plan progressed	X				Government's proposals through NPPF for local design codes confirmed and work progressing aligned to Local Plan during Spring 2024	

Key Performance Indicators (KPIs) for 2023/24 - as at end of Quarter 3

KPIs for Business Objective 1 - The Economy

Description	Symbol	Number of KPIs
Performance exceeds target	★	6
Performance on target	✓	
Performance below target	✗	1
Due to be reported at Year End	N/A	







	Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End	Symbol	Comments
	Economic Development & Planning								
	Major Planning Applications determined within time	60%	90.9%	100%	84.6%			★	
	Non-major Planning Applications determined within time	70%	75.9%	81%	80.6%			★	

	Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End	Symbol	Comments
	Regulatory Services								
L13	Applications registered and acknowledged within 3 days of valid receipt	90%	99%	100%	100%			★	
L14	Full plans applications with initial full assessment within 15 days of valid receipt	70%	85%	96%	86%			★	
LI15	Building Control-Site visits completed on day requested	99%	99%	99%	100%			★	
LI16	Building Control-Customers satisfied or very satisfied with the service	90%	88%	100%	100%			★	
	Turnaround time for land charges searches (excluding personal searches) – average no. of working days	100% within 10 working days	22%	37%	55%			✘	The issues with the County Council and their systems have not been fully resolved during this quarter and this has impacted on turnaround times.
	Deliver 210 affordable homes per year working with Registered Providers, Developers and Homes England t	210 homes						N/A	Figures due at year end

KPIs for Business Objective 2 - The Community

Description	Symbol	Number of KPIs
Performance exceeds target	★	6
Performance on target	✓	1
Performance below target	✗	4
Due to be reported at Year End	N/A	3

	Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End	Symbol	Comments
	Regulatory Services								
LI3	No of Enviro-crime complaints acknowledged and initial investigation completed within 72 hours of receipt.	94%	96%	99%	95.5%			★	This KPI relates to complaints about abandoned vehicles; dog fouling; fly posting; and fly tipping.
	Operations								
LI4	No of residents who think the town centres are clean and tidy	90%	97%	97%	96%			★	
LI5	Residual Household Waste Collected per household (Kgs) (target maximum given)	110	109.47 (act)	110.45 (act)	105.31 (est)			★	The aim here is to be below the target rather than over it.

	Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End	Symbol	Comments
LI6	% of household waste sent for reuse, recycling and composting	51%	52.13% (act)	51.36% (act)	46.29% (est)				Qtr 3 – reduced garden waste tonnage due to the season, the figure usually increases again during Q4 each year.
LI41	No of sites with green flag status	6	6	6	6				
Wellbeing									
LI7	% of homeless cases resolved through prevention	35%	39%	29%	21%				High levels of crisis intervention continue reflecting current economic climate.
LI8	% of homeless cases resolved through relief	65%	61%	71%	79%				
LI9	No of DFGs completed	35	12	23	23				A higher volume of works achieved practical completion in Q3 than those reported, many of which were finished on site before the Christmas break. These are not counted until inspected and signed off by officers in January
LI10	No of households referred for energy efficiency measures	8	13	7	11				

	Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End	Symbol	Comments
LI11	Empty Homes brought back into use following Officer interventions	10	12	17	14			★	
LI12	No of households given advice on energy efficiency	15	113	129	106			★	
LI52	Overall reported crime in the Borough	8410						N/A	Figures due at year end
LI53	Reported incidents of domestic abuse	2959						N/A	Figures due at year end
LI54	Reported incidents of ASB	2031						N/A	Figures due at year end

KPIs for Business Objective 4 - The Council

Description	Symbol	Number of KPIs
Performance exceeds target	★	3
Performance on target	✓	1
Performance below target	✗	2

	Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year	Symbol	Comments
	Local Taxation and Benefits								
L13	Days taken to process new HB/CT Claims	20 days	33.7	42.5	24.2			✗	The cause of the performance earlier in the year was largely due to a high turnover of staff and a number of new staff undergoing training). Performance has improved and was better than target during November and December. Q4 results should therefore be on target.
L14	Days taken to process new HB/CT change of circumstances	9 days	7.5	8.7	6.9			★	
	% of Council Tax collected annually	98% by year end	28.8%	56.0%	83.1%			✓	Compares to 82.3% in the same period of last year so improving toward the pre-pandemic position.

	Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year	Symbol	Comments
	% National non-domestic rates (NNDR) collected	98% by year end	28.9%	60.4%	83.9			★	Compares to 81% last year and better than pre-pandemic performance (83.4% in December 2019)
	Calls								
	% of calls answered	94%	94%	94%	88%			✘	December call volumes were very high due to residents signing up for their garden waste subscriptions. 3037 calls for garden waste were taken which accounted for 40% of our calls.
	Average call wait time	2 min	1.21	1.18	1.36			★	Despite the high call volumes the average call wait time was lower than the target

Agenda Item 8(e)

Work Programme - Economic Development and Planning Scrutiny Committee

Committee:	Economic Development and Planning Scrutiny
Date of Meeting:	5 March 2024
Report of:	Head of Law and Governance
Portfolio:	Economic Development and Planning Portfolio

1 Purpose of Report

- 1.1 The purpose of this report is to present the Economic Development and Planning Scrutiny Committee's Work Programme

2 Recommendations

- 2.1 That the report be noted.

3 Key Issues

- 3.1 The first stage in achieving a Member-led Overview and Scrutiny process is to develop a Work Programme for the Members of the Committee to own.
- 3.2 Accordingly, an up-to-date copy of the Economic Development and Planning Scrutiny Committee's Work Programme is provided for Members to consider or amend as appropriate.

4 Relationship to Corporate Priorities

- 4.1 This report is most closely associated with the following Corporate Business Objective 1:-

To deliver sustainable economic and housing growth to provide income and jobs.

5 Report Detail

5.1 Members will recall that one of the fundamental philosophies behind the creation of Overview and Scrutiny is that the process should be Member-led and the first stage in achieving this is to develop a Work Programme that is:-

- Owned by all Members of the Scrutiny Committee
- Flexible to allow the Committee to react to urgent items
- Contain aspects of both Overview and Scrutiny

5.2 Therefore, at each scheduled meeting of the Economic Development and Planning Scrutiny Committee, an up-to-date copy of the Work Programme will be provided for Members to consider or amend as appropriate.

5.3 The Work Programme includes provision for the Committee to scrutinise appropriate items delivered through the Council's Service Delivery Plan up to twelve months in advance, whilst maintaining the flexibility to respond to any issues that may arise.

5.4 Accordingly, attached at **APPENDIX** is the Economic Development and Planning Scrutiny Committee's current Work Programme to consider or amend as appropriate.

6 Implications

6.1 Financial

None.

6.2 Legal

None.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equalities and Diversity

The Borough Council considers the effect of its actions on all sections and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix:

8 Previous Consideration

None.

9 Background Papers

File available in Law and Governance.

Contact Officer: Ian Curran

Telephone Number: 01785 619220

Ward Interest: Nil

Report Track: Economic Development and Planning - 5 March 2024
(Only)

Key Decision: N/A

Economic Development and Planning Scrutiny Committee

Date to be confirmed

Report Deadline

To be confirmed

Officer Reports:

Business Planning Report

Head of Economic Development and Planning

Performance Update

Head of Transformation and Assurance

Work Programme

Head of Law and Governance

Future Items:

Task and Finish Review - Section 106