

<b>PLANNING AND ENVIRONMENTAL PROTECTION COMMITTEE</b>	<b>AGENDA ITEM 5</b>
<b>9 FEBRUARY 2016</b>	<b>PUBLIC REPORT</b>

Cabinet Members responsible:	Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	
Contact Officer:	Nick Harding, Head of Development and Construction	Tel. 454441

**PLANNING AND ENVIRONMENTAL PROTECTION COMMITTEE MEETING CYCLE REVIEW**

RECOMMENDATIONS	
<b>FROM:</b> Corporate Director of Growth and Regeneration	<b>Deadline date:</b> May 2016
That Committee provides comment on the proposal to change the Planning and Environmental Protection Committee meeting to a three weekly cycle prior to its consideration at Full Council.	

**1. PURPOSE AND REASON FOR REPORT**

1.1 The existing meeting cycle is two weekly with the second meeting in the month being held on an 'as needed basis'. The cycle causes work flow complications when meetings are held two weekly and so the merits of a three weekly meeting cycle have been looked at. If a change is supported by Committee then this would be presented to Full Council for consideration at its meeting on 9 March 2016 with a final decision at it 23 May 2016 meeting.

**2. TIMESCALE.**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If Yes, date for relevant Cabinet Meeting	<b>N/A</b>
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**3. BACKGROUND**

3.1 There is currently a 2 weekly cycle of meetings of the Planning and Environmental Protection Committee with the second meeting in the month being used on an 'as and when needed' basis. The actual number of meetings that have taken place in recent years is set out below (it excludes 'special meetings'):

- 2013 – 17 meetings
- 2014 – 15 meetings
- 2015 – 16 meetings

3.2 A move to 3 weekly meetings would result in there being 16 meetings per year.

3.3 The move would therefore not result in a significant increase or decrease in the number of meetings compared to the actual number of meetings that have taken place over the last three years.

3.4 However, when there are two meetings held in the month and because of the lead in times for the production of reports to Committee, pressures arise within the planning service as a

result of the preparation of draft reports for the forthcoming committee at the same time as finalising the reports for publication. A shift to a three weekly cycle of meetings would help reduce these pressures.

3.5 The alternative to a three weekly cycle would be to retain the existing two weekly cycle.

#### **4. IMPLICATIONS**

4.1 **Legal Implications** – There are no legal implications other than a change to the cycle having to be formally approved.

4.2 **Financial Implications** – This report itself does not have any financial implications and as the proposal will not result in any more meetings the proposal will not be more costly.

4.3 **Human Rights Act** – This report itself has no human rights implications.

4.4 **Human Resources** – This report itself has no human resources implications.

4.5 **ICT** – This report itself has no ICT implications.

4.6 **Property** – This report itself has no Property implications.

4.7 **Contract Services** – This report itself has no Contract Services implications.

4.8 **Equality & Diversity** – This report itself has no Equality and Diversity Implication.