

Planning Services Standing Panel (Chairman – Cllr H Ulkun)
(SUGGESTED DRAFT OUTLINE WORK PROGRAMME)

Item	Reports	Report Deadline Dates	Progress/Comments	Programme of Future Meetings
1. To consider and Review Measures taken to Improve Performance within the Directorate (BP Section 3 (a))	a) Summary review presented b) CIPFA Benchmarking report c) Other updates	7 th Feb 2012 24 th April 2012 TBA		7 th February 2012 24 th April 2012 June 2012 Sept 2012 Dec 2012
2. To consider and Review Business Processes, Value for Money and Staffing arrangements for the Directorate (BP Section 3 (b))	a) To consider the Financial Review (Bus Plan Section 3 (b)). b) To consider the Business and Environmental Review (Appendix Business Plan) c) To consider the Directorate Value for Money statement (Business Plan Section 4 (f)). d) To consider the Business Plan	7 th February 2012 7 th February 2012 7 th February 2012 7 th February 2012 7 th February 2012 24 th April 2012		
3. To monitor and receive reports/updates on the delivery of the Local Plan (BP Section 3 (c))	a) To report on the progress of the Local Plan b) To provide further updates on the Local Plan	TBA TBA		
4. To monitor and receive reports/updates on the Planning Electronic Document Management System (BP Section 3 (d))	a) To submit Electronic Records Management Progress Plan (Appendix Business Plan) b) To receive further updates	7 th February 2012 TBA		

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5. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year;	a) To provide reports/updates as and when required	TBA		
6. To report to the Overview and Scrutiny Committee at appropriate intervals on the above.	a) Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel.	TBA		