Civic Centre, Riverside, Stafford

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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 **Wednesday 2 July 2025 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

2 JULY 2025

Chair - Councillor F Beatty

AGENDA

1 Minutes of 10 June 2025 as previously published on the Council's website.

2 Apologies

3 Public Question Time - nil

4 Councillor Session

Councillor S N Spencer has submitted a question to the Cabinet Member, Economic Development and Planning in accordance with paragraph 2.7(c)i of the Scrutiny Committee Procedure Rules as follows:-

"There are significant back logs in the planning and enforcement departments. Enforcement appears to be being conducted on a cherry picked 'easy win' basis rather than on a case-by-case basis. As we know, the planning department is severely in back log. I have personally been waiting for close to two years for a call in to come to committee.

I am aware that the planning and enforcement departments have had a number of people leave their posts or on long term leave. Additionally, the ability to recruit to the Borough has, due to various factors, not been successful at this time.

Residents and Parish Councils within my ward are becoming increasingly frustrated and disillusioned with the Borough Council on matters of planning and enforcement. Planning and enforcement issues are going unanswered resulting in adverse impacts upon residents and the living/local environment. The Borough is spending significant amounts of money on acquiring various buildings within Stafford with associated planned schemes progressing. Whereas, residents are unable to complete or enforce building related issues that matter to them due to the severe back log in the system.

Can we funnel some of the money held in reserve towards bringing in additional contractors to enable both the planning and enforcement departments of the Borough to be able to work effectively and clear the backlog? We need to focus on this as a priority, especially with the upcoming unitary authority, shifting of budget and its affect on the planning process plus the ongoing impact of not having a local plan in place."

5 Members' Items - nil

6 Called In Items - nil

Page Nos

7 Officers' Reports

ITEM NO 7(a) **Tourism / Visitor Economy / Inward Investment** -

HEAD OF ECONOMIC DEVELOPMENT AND PLANNING

ITEM NO 7(b) **End of Year Performance Report 2024-25** 4 - 19

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ITEM NO 7(c) **Business Planning Report** 20 - 28

HEAD OF LAW AND GOVERNANCE

ITEM NO 7(d) **Work Programme** 29 - 33

HEAD OF LAW AND GOVERNANCE

Membership

Chair - Councillor F Beatty

F Beatty	A M Loughran
B M Cross	B McKeown
P C Edgeller	D M McNaughton
F D J James	J S Powell
P W Jones	D P Rouxel

Agenda Item 7(b)

End of Year Performance Report for 2024-25

Committee: Economic Development and Planning

Date of Meeting: 2 July 2025

Report of: Head of Transformation and Assurance

Portfolio: Resources Portfolio

1 Purpose of Report

1.1 To advise Members on the progress in delivering the Council's priorities and performance at the end of 2024-25.

2 Recommendations

2.1 To note the progress made at the end of 2024/25 relating to the delivery of the Council's priorities and performance as set out in **APPENDICES 1 AND 2**.

Reasons for Recommendations

2.2 The performance information allows Cabinet to monitor progress in delivery of the Council's corporate priorities and operational services.

3 Key Issues

3.1 Priority Delivery Plans (PDPs) for 2024/25 have been produced pending the development of a new Corporate Business Plan. They set out the Council's key strategic and operational priorities and the key actions to deliver these.

3.2 Overall, 79% of the key actions have been delivered or are on schedule to be completed. Progress in delivering the PDPs is summarised in 5.3 of the report and set out in detail in **APPENDICES 1A TO 1D**.

3.3 With regard to the operational performance of the key services of the Council, 67% of targets have been met or exceeded. Further details can be found at 5.6 and in **APPENDIX 2**.

4 Relationship to Corporate Priorities

4.1 The indicators and actions contribute individually to all of the Council's priorities.

5 Report Detail

5.1 The Corporate Business Plan 2021-24 sets out the Council's overarching priorities. Pending the development of the new corporate business plan, the overarching priority themes remain the same but new priority delivery plans have been developed setting out the key strategic and operational priority projects and the key actions to deliver these.

Priority Delivery Plans

5.2 The Priority Delivery Plans are set out in **APPENDICES 1A TO 1D**, to this report. These plans establish the actions and timetable for delivery and form the basis of the Council's performance reporting framework.

5.3 A commentary on performance and a rating for each of the actions set out in the Delivery Plans is given in **APPENDICES 1A TO 1D**. A summary of progress, by rating, is given in table 1 below.

Table 1: Summary of progress in delivery of key projects/actions as at end of 2024/25

Performance Rating	Action complete	Work on Target	Work < 3 months behind schedule	Work > 3 months behind schedule	No longer applicable	Total Number of Actions
Corporate Business Plan Priority					**N/A**	
The Economy	20	2	5			**27**
Community	17	2	5			**24**
Climate Change	2		1			**3**
The Council	10	3	2		**2**	**17**
Total	**49 (69%)**	**7 (10%)**	**13 (18%)**		**2 (3%)**	**71**

5.4 At the end of 2024/25, of the 71 projects/actions due for delivery in this period:

- 56 (79%) have been completed or are on target to be completed;
- 13 (18%) are behind schedule; and
- 2 (3%) are no longer applicable.

5.5 The key project successes during 2024/25 are:

- Commencement of demolition works in Stafford town centre and station approach project;
- Creation of a play area improvement programme;
- New Homelessness and Rough Sleeper Strategy approved;
- Approval of the Climate Change Strategy and Action Plan; and
- The closure and publication of 3 sets of accounts bringing the Council up-to-date.

Key Performance Indicators

5.6 In addition to the Delivery Plans, performance is also reported against the delivery of key operational services; Key Performance Indicators (KPIs) for these services are set out in **APPENDIX 2**. In summary:

Table 2 - Summary of key performance indicators for 2024/25

Corporate Business Plan Priority					Total Number of KPIs
	Performance exceeds target	Performance on target	Performance < 5% below target	Performance > 5% below target	
The Economy	5		2		**7**
Community	6	1	6	1	**14**
The Council	9	1		2	**12**
Total	**20 (61%)**	**2 (6%)**	**8 (24%)**	**3 (9%)**	**33**

5.7 Of the 34 indicators due to be reported on:

- 22 indicators show performance on or above target (67%); and
- 11 indicators show performance below target (33%).

The reasons for underperformance are set out in **APPENDIX 2**.

5.8 The key performance success were:

- Improved performance for planning applications;
- 99.97% of bins were collected first time;
- The target for DFGs was exceeded by 28%;
- The target for securing accommodation for the homeless was exceeded by 21%;
- Housing and council tax benefit claims were processed on average 34% quicker than last year
- Council tax and business rates collection is back on track to pre-covid levels;
- The average call wait time for the Council's main switchboard is less than 1 minute.

6 Implications

6.1 Financial

There are no direct financial implications arising from the report. The financial management of the PDPs is standard in accordance with Financial Regulations and any measure to address a performance shortfall as reflected in a PDP report will require compensatory savings to be identified in the current year and be referred to the budget process for additional resources in future years.

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

The Council's Strategic Risk Register sets out the risks the Council faces in delivering its priorities.

6.5 Equalities and Diversity

Equality and diversity matters are addressed in individual services areas and by undertaking equality impact assessments for projects and programmes of work where this is necessary and appropriate.

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix 1A: The Economy
Appendix 1B: Community *(not attached, listed for information only)*
Appendix 1C: Climate Change *(not attached, listed for information only)*
Appendix 1D: The Council *(not attached, listed for information only)*
Appendix 2: Key Performance Indicators

8 Previous Consideration

None

9 Background Papers

Corporate Plan 2021-24

Contact Officer:	Judith Aupers
Telephone Number:	01543 46411
Ward Interest:	All
Report Track:	Cabinet 26 June 2025 Resources Scrutiny Committee 24 June 2025 Economic Development and Planning Scrutiny 2 July 2025 Community Wellbeing Scrutiny Committee 17 June 2025
Key Decision:	No

Priority Delivery Plan for 2024-25

Priority 1 - The Economy

Summary of Progress for the year 2024/25

Quarter					**Total Number of Projects**
	Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	
1 and 2	6		2		8
3	8		2		10
4	6	2	1		9
TOTAL	**20 (74%)**	**2 (7%)**	**5 (19%)**		**27**

Summary of Successes for the Year 2024/25
• Stafford town centre transformation; completion of key acquisitions, commencement of demolition works and station approach project. • UKSPF 2022-2025 programme; completion and full utilisation of UKSPF grant monies. • Completion of external review of the Council's Development Management service and development of an Improvement Plan.

Summary of Slippage as at the end of 2024/25
• Stafford Station Gateway - delay in establishing governance structure and acquiring commercial interests. • Delay in establishing Planning Obligations Working Group. • Delay in implementing Exacom BNG module.

Priority 1 - The Economy

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Delivery of major economic growth regeneration projects	**Stafford Town Centre Transformation (Future High Street Fund)**						
	• Commence work on Station Approach project		X			Works are due to complete 17 April 2025	★
	• Conclude acquisition of former Co-operative department store		X			Contracts exchanged/completed in November 2024.	★
	• Secure planning consents for demolition of Guildhall Shopping Centre and former Co-operative department store			X		Planning consent was issued on 17 October 2024 in respect of the partial demolition of the Guildhall and prior approval for partial demolition of the former Co-op was issued on 5 September 2014.	★
	• Commence demolition works to Guildhall Shopping Centre			X		Contractors Cawarden were appointed in October 2024.	★
	• Commence demolition works to former Co-operative department store			X		Contractors Cawarden were appointed in October 2024	★

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
	• Identify development delivery route for cleared Guildhall and Co-op sites including delivery model, scheme development mix, funding model and procurement and details of public consultation				X	The first stage of this work has been produced as part of the Investment Prospectus being drafted for completion early May 2025 and soft launched at UKREiiF.	
	Stafford Station Gateway						
	• Establish Programme Board and governance arrangements		X			An extension to the funding period has now been confirmed by MHCLG and work around the governance structure and project delivery is underway	
	• Acquisition of commercial interests (subject to confirmation of Levelling Up Funding award from MHCLG)			X		Report to Cabinet scheduled for June 2025	
	• Commence remediation works on site (subject to confirmation of Levelling Up Funding award from MHCLG)				X	Remediation works in the early phases of the LUF programme relate to County Council land holdings. Site investigation works are ongoing	

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
	UK Shared Prosperity Fund						
	• Implement and deliver the UKSPF projects in year 3 of the Council's approved Investment Plan, working towards full allocation of spend by 31 March 2025 and delivery of outputs				X	The full allocation for year 3 has been spent.	★
Local Plan	• National Planning Policy Framework (NPPF) consultation response and local impacts		X			Consultation response submitted	★
	• Review of evidence base for new Local Plan • Review approach to Development Strategy for new Local Plan			X		Assessment of evidence base completed and procurement progress. NPPF published on 12 December 2024 and New Local Plan process established	★
	• Revised Local Development Scheme (LDS) and Local Plan resource requirements including evidence base • Agree approach to Design Coding and Conservation Area Appraisals				X	Revised Local Development Scheme published on 19 March 2025 and Local Plan resources secured. Funding secured for Design Coding and assessment of Conservation Area Appraisals on-going	★

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Development Management service improvement and transformation	• Re-introduce pre-application advice on a chargeable basis			X		Cabinet approval to re-introduce pre-application obtained on 5 December 2024.	
	• Commission External review of Development Management service		X			Consultant has been appointed following a competitive procurement exercise.	
	• Complete External review of Development Management service and development of improvement service delivery plan			X		The external review has completed and the consultant's report and service/improvement plan has been presented to Leadership Team and approved.	
	• New Planning system scoping and specification				X	Initial scoping of potential software solutions has been undertaken. Procurement of new planning system on hold and will be subject to a review in light of local government re-organisation.	
	• Review planning enforcement service provision and protocols/ policy				X	Shared Planning Enforcement Officer with Cannock Chase is now in post and initial review of enforcement service provision and protocols has taken place. Approach to managing complex cases via a mulit-disciplinary working group is being developed.	

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Planning Obligations - Review of Policy and Allocations	• Charging schedules for Section 106 and Biodiversity Net Gain (BNG) monitoring fees ○ Cabinet approval ○ Implementation		X	X		BNG monitoring fees approved at Cabinet. S106 charging schedule approved by Cabinet. Implementation through Fees and Charges 2025/2026	★ ★
	• Implement Exacom system for BNG			X		Cost of implementing Exacom module for BNG has been identified; business case to be developed to identify how this can be funded and maintained.	▲
	• Planning Obligations Working Group ○ Establish group and terms of reference ○ Agree governance and schedule of meetings		X			Presentation to Leadership Team on 15 April 2025; terms of reference for Working Group have been developed. Governance and meeting schedule to be developed with meetings starting in Q1 2025/26.	▲
	• Programme and Project Allocations including Cannock Chase SAC and Leisure through updated evidence base				X	Infrastructure Funding Statement published in December 2024. Funds identified for project delivery	★
Land Charges	Full review of Land Charges service to include a review of current processes and IT system		X			Land Charges service review complete. Review of IT systems carried out and	★

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
						recommendations made for replacement system.	
	Transformation of Land Charges scoped and timeline in place to drive this forward			X		Project plan for transformation and new IT system requirements in place.	
	Procure replacement IT System				X	New system installed and operational. Full implementation will continue in 2025	
	Working towards transformed service				X	Work has commenced in relation to this and will continue as the new IT system is developed	

Appendix 2

Summary of Key Performance Indicators (KPIs) for 2024/25

Symbol	Description	The Economy	The Community	The Council	Total
	Performance exceeds target	5	6	9	**20**
	Performance on target		1	1	**2**
	Performance < 5% below target	2	6		**8**
	Performance > 5% below target		1	2	**3**
N/A	Reported Annually / Not Applicable		5	1	**6**
	TOTAL	**7**	**19**	**13**	**39**

KPIs for Business Objective 1 - The Economy

Symbol	Description	Qtr 2	Qtr 3	Qtr 4	End of Year
	Performance exceeds target	5	4	5	5
	Performance on target			1	
	Performance < 5% below target	1	2	1	2
	Performance > 5% below target	1	1		
N/A	Reported Annually / Not Applicable				
	TOTAL	7	7	7	7

Appendix 2

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Planning									
Major Planning Applications determined within time	91.89%	60%	80%	87.5%	100%	100%	93.3%		
Non-major Planning Applications determined within time	78.56%	70%	87.3%	86.1%	82.2%	85.5%	85.3%		
Major Planning Applications overturned at appeals as percentage of no. applications determined	New	< 10%	1.7%	1.5%	1.4%	Not yet available	Forecast < 10%		Calculation is rolling 2 year period and is published by MHCLG a quarter in arrears
Non-major Planning Applications overturned at appeals as percentage of no. applications determined	New	< 10%	1.4%	1.4%	1.4%	Not yet available	Forecast < 10%		Calculation is rolling 2 year period and is published by MHCLG a quarter in arrears
Building Control									
Applications registered and acknowledged within 3 days of valid receipt	98%	95%	94%	92%	90%	93%	93%		Performance was affected by staff absences.
Full plans applications with initial full assessment within 15 days of valid receipt	85%	80%	78%	87%	62%	85%	79%		Performance was affected by vacancies

Appendix 2

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Customers satisfied or very satisfied with the service	85%	90%	100%	80%	89%	100%	92%		

Agenda Item 7(c)

Business Planning Report

Committee:	Economic Development and Planning Scrutiny Committee
Date of Meeting:	2 July 2025
Report of:	Head of Law and Governance

1 Purpose of Report

1.1 To review the programme of business considered by each of the Councils Scrutiny Committees in 2024/25 with a view to the annual report being submitted to the Council.

2 Recommendations

2.1 The Committee note and approve the report in the **APPENDIX** as its Annual Report to the Council.

Reasons for Recommendations

2.2 Article 6.3 of the Constitution requires Scrutiny committees to report annually to full Council on their workings.

3 Key Issues

3.1 The report seeks to provide an overview of the role of scrutiny across the council and reflects on the work conducted by each Scrutiny Committee over the past Municipal Year.

4 Relationship to Corporate Priorities

4.1 Good scrutiny can enhance decision making across all Council priorities. In particular it supports Priority 4: Effective Council through providing good customer experience, value for money to local taxpayers and good governance across the Council.

5 Report Detail

5.1 An annual report is submitted to full Council at the end of every Municipal year summarising the work carried out by each scrutiny committee.

5.2 Following feedback received in relation to previous annual reports, officers have changed the format of the report for this year. Rather than produce three separate reports, the work of scrutiny is now to be reported under one holistic report. This allows the report to highlight the overall work and purpose of scrutiny and the synergies between each committee's functions. This better reflects the fact that, regardless of the number of committees that work is divided between, scrutiny should act as one function.

5.3 The report does, however, summarise the work carried out by each individual committee over the course of 2024/25. The content of the report has also been expanded compared to previous years.

5.2 The report is intended to be submitted to full Council on 22 July 2025.

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 of our community 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

Annual Scrutiny Business Report

8 Previous Consideration

None

9 Background Papers

File in Law and Governance

Contact Officer:	Jackie Allen
Telephone Number:	01785 619552
Ward Interest:	None
Report Track:	Community Wellbeing Scrutiny 17 June 2025
	Resources Scrutiny 24 June 2025
	Economic Development and Planning Scrutiny 2 July 2025
	Council 22 July 2025
Key Decision:	N/A

Appendix

Annual Scrutiny Business Report

Committee: Council

Date of Meeting: 22 July 2025

Report of: Head of Law and Governance

Portfolio: Leader

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1 Purpose of Report

1.1 To report the business conducted by Scrutiny Committees over 2024/25.

2 Recommendations

2.1 That Council note the report and the work of Scrutiny over 2024/25.

Reasons for Recommendations

2.2 To make Council aware of the scrutiny activity that has been undertaken over the last municipal year.

3 Key Issues

3.1 Scrutiny is an important function in every council operating executive arrangements. It is important that members understand the role of scrutiny and that Council is kept informed of the work undertaken by Scrutiny Committees.

3.2 This report provides a summary of the work undertaken by each committee over the last municipal year. Full details of committee agendas and reports can be found on the Councils website.

4 Relationship to Corporate Priorities

4.1 Good scrutiny can enhance decision making across all Council priorities. In particular it supports Priority 4: Effective Council through providing good customer experience, value for money to local taxpayers and good governance across the Council.

5 Report Detail

5.1 The Council operates Executive arrangements through the election of a Leader and Cabinet. Every local authority operating Executive arrangements is required to establish at least one Overview and Scrutiny Committee to act as a check and balance to the Executive.

5.2 Scrutiny Committees are cross party committees each reflecting the overall political balance of the Council. They are not decision making bodies, but allow elected members who do not sit on the Cabinet to scrutinise and influence Executive decision making. This can take the form of scrutinising decisions that Cabinet are planning to take (policy review and development), those it plans to implement (through use of call-in procedures) and those that have already been implemented (through performance review).

5.3 National guidance advises that scrutiny work should be based upon four principles. It should:

- Provide constructive “critical friend” challenge
- Reflect the voices and concerns of the public
- Be led independently by members who take responsibility for their role, and
- Drive improvement in services and strategic decision making

5.4 The Council has established three scrutiny committees, each with its own terms of reference and areas of oversight. The three areas are Resources, Economic Development and Planning and Community Wellbeing. Details of each committee’s remit, and the procedure rules for the scrutiny function, are set out in the Council’s Constitution.

Performance Review

5.5 Each committee regularly monitors Council performance, within its area of scrutiny, through the review of quarterly performance information. Information reported includes progress against delivery plans and key performance indicators, and enables members to identify whether the Council is achieving its corporate plan objectives. Effective monitoring helps the Council to identify good and poor performance and to take action where needed to put things right.

5.6 Senior officers attend committee meetings to answer any questions, or respond to requests for clarification, and committees have the power to call senior officers and Cabinet members to account.

5.7 In addition to playing an important role in reviewing performance, each committee sets its own scrutiny work programme for the year. The following additional scrutiny work was carried out by each committee during 2024/25.

Resources

5.8 The Resources Scrutiny Committee reviewed the draft General Fund Revenue Budget, Capital Programme and Fees and Charges, prior to consideration by full Council at its Budget meetings. The Committee was also consulted on the Councils new Corporate Plan, setting out its vision, priorities and objectives for the next two years, prior to its adoption by full Council in April 2025.

5.9 The Committee set up a task and finish group to conduct the annual review of the Councils constitution. A number of proposals were considered and the committee recommendations were adopted by full Council in April 2025.

5.10 The Committee reviewed arrangements for the introduction of the new Procurement Act, in particular focusing on the changes to the Councils internal rules governing the conduct of public procurement. It also reviewed the performance of corporate complaints handling over 2023/24, including monitoring details of any complaints referred to the Ombudsman over that period.

Economic Development and Planning

5.11 In light of the significant volume of regeneration work currently being undertaken by the Council, the Economic Development and Planning Scrutiny Committee held a number of meetings to review updates on Regeneration Projects within Stafford town, the UK Shared Prosperity Fund, the Business Growth programme and the Stafford Station Gateway project.

5.12 The Committee also received a presentation on the Councils Economic Strategy, and reviewed the contents of the draft Infrastructure Funding Statement for 2024, which outlined the Councils section 106 spend.

5.13 The Committee set up a task and finish group to look into promotion and support of Town Centre Events. The group held a number of meetings before reporting back to committee. A number of recommendations were referred to Cabinet.

Community Wellbeing

5.14 The statutory overview and scrutiny function for Staffordshire is undertaken by Staffordshire County Council's Health and Care Overview and Scrutiny Committee. In accordance with good practice, and to ensure co-ordinated scrutiny of local health matters between councils, the Chair of the Community Wellbeing Scrutiny Committee is also a member of the County Council committee and a member of the County Council scrutiny is appointed to the Community Wellbeing Scrutiny Committee. The committee has a standing agenda item where it receives reports from the County Scrutiny alerting it to any health matters being scrutinised.

5.15 In addition to monitoring local health matters, the committee held meetings to review matters including Disabled Facilities Grants, development of the Homelessness Strategy, progress of Health Inequalities Projects and a presentation on the structure of the Councils Waste Services team.

5.16 The committee also reviewed the work carried out by the Councils external contractors for Leisure Services and Waste Collection, through receipt of their annual reports, and received a presentation on the work of the Social Housing Provider "Housing Plus" in the Borough.

5.17 The committee received a report from the Community Wellbeing Partnership regarding work carried out in respect of reducing crime and disorder within the Borough over the year.

5.18 The committee set up a task and finish group to look at the topic of Food Waste. The group has met once so far and will be scheduling a further meeting in the new municipal year.

5.19 The committee received one called-in item, referred to it under the Councils scrutiny call-in arrangements. This related to the Cabinets decision to adopt a policy for the process of administering the provision of grants to Voluntary Sector Organisations. The committee considered the policy and made a recommendation back to Cabinet.

Future Work Programme

5.20 Each committee sets its initial annual work programme at the first business meeting of the new municipal year, taking into account any outstanding matters from the previous year and any new priorities for the upcoming year. The work programme is reviewed as a standing item at every meeting.

6 Implications

6.1 Financial

None

6.2 Legal

As set out in the report.

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

None

9 Background Papers

None

Contact Officer: Ian Curran

Telephone Number: 01785 619220

Ward Interest: N/A

Report Track: Council 22 July 2025, Resources 24 June 2025, Community Wellbeing 17 June 2025, Economic Planning and Development 2 July 2025

Key Decision: N/A

Agenda Item 7(d)

Work Programme - Resources Scrutiny Committee

Committee:	Economic Development and Planning Scrutiny
Date of Meeting:	2 July 2025
Report of:	Head of Law and Governance
Portfolio:	Economic Development and Planning

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 Recommendation

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: Work Programme

8 Previous Consideration

None

9 Background Papers

File available in Law and Governance

Contact Officer:	Jackie Allen
Telephone Number:	01785 619552
Ward Interest:	Nil
Report Track:	Economic Development and Planning Scrutiny Committee - 2 July 2025 (Only)
Key Decision:	N/A

Appendix

Work Programme - Economic Development and Planning Scrutiny Committee

July/August - Date to be confirmed

Report Deadline	To be confirmed
Officer Reports:	**Protecting Our Rivers and Oceans Motion**
	Work Programme 2025/26 Head of Law and Governance

Wednesday 1 October 2025 at 6:30pm

Report Deadline	15 September 2025
Officer Reports:	**Work Programme 2025/26** Head of Law and Governance

Thursday 18 December 2025 at 6:30pm

Report Deadline	1 December 2025
Officer Reports:	**Masterplan, including Parking Strategy** Head of Economic Development and Planning
	Historic Buildings, Conservation Areas, Listing Policies Head of Economic Development and Planning
	Cumulative Impact Assessment Head of Economic Development and Planning
	Work Programme 2025/26 Head of Law and Governance

Thursday 19 March 2026 at 6:30pm

Report Deadline 2 March 2026

Officer Reports:

Biodiversity Net Gain
Head of Economic Development and Planning

Development Management Progress Review
Head of Economic Development and Planning

Work Programme 2025/26
Head of Law and Governance

Future Items:

Enforcement Policy and protocol

New Local Plan progress report

Updates: Gateway

S106

Solar Farms

UKSPF

Development Strategy