

APPENDIX 3

Development Control Action Plan

Actions	Milestone/Target/When	By When	Lead officer(s)* and resources	Progress to end of September 05
Participate in implementation of corporate GIS project	Publish details of MVM based planning register on line Improve "Pendleton" score and meet requirements of BVPI 205	October 2005	Head of Planning Planning Services User Group DC Manager ICT	Data cleansing and validation complete. Implementation continuing towards go live date in early November.
Participate in implementation of corporate Electronic Record & Document Management System	Implement corporate ERDDMS Capture historic Planning and Building Control records. Re-engineer DC and BC business processes	Early 2006	ICT Project Manager Head of Planning DC & BC Managers Planning Services User Group	Corporate ERDMS currently on hold. Alternative UK Planning on line documentation and application handling package being evaluated.
Maintain sufficient staff and financial resources to deliver planning services	Fully staff existing structures	Ongoing	HoS DC Manager DC Team Leaders	Currently 3 vacancies in DC. 1 currently advertised and 2 awaiting recruitment authorisation.
	Maintain register of external contractors / self employed staff	Ongoing	DC Manager Team Leaders / CADPOG	Maintain updates to CADPOG register of available staff.
	Consider paying retainers to potential consultants in order to ensure availability	June 2005		Considered but found not to be good value for money
	Payment of Market Forces Supplements	Ongoing	HoS Head of HR	May need to be re-considered following recruitment round in November.
	Create and develop trainee posts	Aug 2005	HoS DC Manager Head of HR	Requirement for career graded posts to enable recruitment at entry level
	Visit schools to promote careers	June 2005, March 2006	DC Manager / Personnel	DC Manager to develop programme

Actions	Milestone/Target/When	By When	Lead officer(s)* and resources	Progress to end of September 05
Current development plan coverage for Herefordshire	Adoption of Unitary Development Plan BVPI 200	Early/mid 2006	HoS Forward Planning Manager	UDP Inquiry concluded in June. Inspectors report awaited before mid 2006. UDP adoption anticipate late 2006.
Improve back office through:	Re-engineering processes for the determination of applications	Sept 2005	HoS DC Manager DC Team Leaders	Continue with review and overhaul of current DC practise eg despatch of decision notices
	Implement & utilise Corporate GIS	October 2005	Planning Service and ICT	Corp GIS available from early November to provide internet application searches and access to MVM 20/20 records
	Document Management system providing external/internal access to back office	March 2006		See comments re: UK Planning
	Electronic submission of planning applications	December 2005		Level 2 integration with Planning Portal in place. Electronic applications now being received.
	Consultation by email	December 2005		Means of electronic capture of application documentation required eg UK Planning before e-consultation possible.
	Monitoring of area team and individual performance	Ongoing	HoS DC Manager DC Team Leaders	Ongoing
Information gather from other Authorities	Carry out statistical and process benchmarking exercises with high performers	July 2005	HoS DC Manager & Team Leaders	DC Manager to undertake
	Visit other Authorities who operate a single planning committee	July 2005	Marie Rosenthal / Member / Head of Service	Committee Services to arrange

Actions	Milestone/Target/When	By When	Lead officer(s)* and resources	Progress to end of September 05
Conduct staff meetings on issues raised by the Staff Opinion Survey	Agreed action following meeting	June 2005	Head of Planning Services	Considered and discussed at monthly DC staff meeting
Identify training needs in SRD's	Training programme for SRDs	May 2005	DC Team leaders	Ongoing as part of SRD programme
Revise processes for S106 agreements	Agree process with legal Services	Nov 2005	HoS DC Manager Legal Services Manager	Possible report to Planning Committee on 25 th November