

### 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	Ongoing	Head of Planning Planning Services User Group DC Manager ICT	Data cleansing and validation complete. Implementation continuing towards go live date in December.
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 Mid 2006 Ongoing	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 pilot implementation now approved.
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. I recently 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	N/A		Considered but found not to be good value for money
	Payment of Market Forces Supplements	Ongoing	HoS Head of HR	To be re-considered following unsuccessful recruitment round in November.
	Create and develop trainee posts	2006	HoS DC Manager Head of HR	Requirement for career graded posts to enable recruitment at entry level
	Visit schools to promote careers	March 2006	DC Manager / Personnel	DC Manager to develop programme
Current development plan coverage for Herefordshire	Adoption of Unitary Development Plan BVPI 200	Early 2007	HoS Forward Planning Manager	UDP Inquiry concluded in June. Inspectors report awaited before mid 2006. UDP adoption anticipate early 2007.

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Improve back office through	Re-engineering processes for the determination of applications	Ongoing	HoS DC Manager DC Team Leaders	Continue with review and overhaul of current DC practise eg despatch of decision notices, preparation of S106 agreements
	Implement & utilise Corporate GIS	December 2005	Planning Service and ICT	Corp GIS available from early December to provide internet application searches and access to MVM 20/20 records
	Document Management system providing external/internal access to back office	December 2005		See comments re: UK Planning
	Electronic submission of planning applications	Ongoing		Level 2 integration with Planning Portal in place. Electronic applications now being received.
	Consultation by email	Early 2006		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	Ongoing	HoS DC Manager & Team Leaders	DC Manager to undertake
	Visit other Authorities who operate a single planning committee	TBA	CSS / Member Services / Head of Service	Committee Services to arrange
Conduct staff meetings on issues raised by the Staff Opinion Survey	Agreed action following meeting	Ongoing	Head of Planning Services	Considered and discussed at monthly DC staff meeting
Identify training needs in SRD's	Training programme for SRDs	Ongoing	DC Team leaders	Ongoing as part of SRD programme

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Revise processes for S106 agreements	Agree process with legal Services	Ongoing	HoS DC Manager Legal Services Manager	Possible report to Planning Committee on 25 <sup>th</sup> November