

# Public Document Pack



**Meeting:** Democracy and Standards Committee  
**Date:** Monday 13th March, 2023  
**Time:** 7.00 pm  
**Venue:** The Council Chamber, Corby Cube, George Street, Corby, Northants, NN17 1QG

## To members of the Democracy and Standards Committee:

Councillors Lora Lawman (Chair), Macaulay Nichol (Vice-Chair), Jean Addison, Lyn Buckingham, Robin Carter, Emily Fedorowycz, Kirk Harrison, Paul Marks, Dorothy Maxwell, Andy Mercer, Gill Mercer, Michael Tye and Kevin Watt.

(Substitutes: Councillors Paul Bell, Leanne Buckingham, Dez Del, Jonathan Ekins, Philip Irwin and Anne Lee).

<b>Agenda</b>			
<b>Item</b>	<b>Subject</b>	<b>Presenting Officer</b>	<b>Page no.</b>
<b>01</b>	Apologies for absence		
<b>02</b>	Members' Declarations of Interest		
<b>03</b>	Approval of the minutes of the meeting held on 9 January 2023		3 - 8
<b>Items for discussion</b>			
<b>04</b>	Proposed Amendments to the Planning Scheme of Delegation and Committee Structure	Rob Harbour. Assistant Director - Growth and Regeneration	9 - 30
<b>05</b>	Review of Scrutiny Committees (Report to follow)	Adele Wylie Executive Director of Customer & Governance (Monitoring Officer)	
<b>06</b>	Close of meeting		

Adele Wylie, Monitoring Officer  
North Northamptonshire Council



**Proper Officer**  
**Friday 3 March 2023**

This agenda has been published by Democratic Services.  
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<b>ITEM</b>	<b>NARRATIVE</b>	<b>DEADLINE</b>
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If Members have any queries as to whether a Declaration of Interest should be made please contact the Monitoring Officer at – [monitoringofficer@northnorthants.gov.uk](mailto:monitoringofficer@northnorthants.gov.uk)

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# Agenda Item 3



## **Minutes of the Democracy and Standards Committee**

held at 7.00 pm on Monday 9th January, 2023 at the Corby Cube, Parklands Gateway, George Street, Corby, NN17 1QG

### **Present:**

#### **Members:**

Councillor Lora Lawman (Chair)

Councillor Jean Addison

Councillor Lyn Buckingham

Councillor Robin Carter

Councillor Emily Fedorowycz

Councillor Macaulay Nichol (Vice-Chair)

Councillor Paul Marks

Councillor Andy Mercer

Councillor Gill Mercer

Councillor Kevin Watt

#### **Officers:**

Mrs A Wylie, Director of Governance/Human Resources & Monitoring Officer,

Mr P Goult, Interim Democratic Services Manager,

Mr B Smith, Democratic & Electoral Services Manager,

The Chair welcomed everyone to the meeting and wished all present a Happy New Year. She also referenced the recent death of Councillor David Jenney and asked members to stand for a two-minute silence in his memory.

### **47 Apologies for absence**

**Resolved** to note that apologies were received for absence from Councillors Maxwell and Tye.

### **48 Members' Declarations of Interest**

The chair invited those Members who wished to do so, to make a declaration.

**Resolved** to note that no declarations were made.

### **49 Minutes of the meeting held on 7 November 2022**

The minutes of the meeting held on 7 November 2022 were received. Reference was made to minute 45, third paragraph last sentence with the word 'import' being amended to read 'important'. With this change the minutes were approved.

**Resolved** that:-

the minutes (as amended) were approved and signed as an accurate record of the meeting.

### **50 Meeting Procedure Rules**

The report and accompanying appendices of the Executive Director of Customer and Governance (Monitoring Officer) was received for the committee to consider.

The committee was asked to consider revisions to the current Meeting Procedure Rules for recommendation to Full Council.

Appended to the report were the following:

Appendix A Copy of the revised draft Meeting Procedure Rules  
Appendix B Budget Council Procedure Rules.

Mr Goult, Interim Democratic Services Manager, presented the report to committee and explained that the Constitution Working Group had considered the further amendments to the meeting procedure rules in detail and it was therefore proposed that these be submitted to full Council for approval and incorporation in the Council's Constitution.

The committee discussed the proposals before it.

Councillor Andy Mercer referred to page 32 19.32 (ii) and asked for clarity as to whether a mover of an amendment had the right of reply. Mr Goult confirmed that for clarity, he could amend this to include that the mover of an amendment had a right of reply.

Councillor Andy Mercer then referred to page 39, 38.1 and suggested that the wording on the third line be amended to read '.... for publication" unless or *until* it is in the public domain.....' This would, for example, be if a court order had been made to put a previously confidential item in the public domain.

Mr Goult confirmed that this had been discussed by the Constitution Working Group. Ms Wylie, as Monitoring Officer, clarified that she had a duty to review any such confidential item and would issue an instruction that it be made public, as appropriate. Mr Smith also referenced the process that would be in place to update Mod.Gov and release the confidential information, on the approval of the monitoring officer. For clarity Mr Goult confirmed that he would add a sentence to this rule and circulate outside of the meeting for member approval.

Mr Goult also referenced Appendix B and the updated Budget Council Meeting Procedure Rules which had also been discussed by the Constitution Working Group and referenced a subsequent addition of Rule 10 that he had made since the meeting.

Councillor Emily Fedorowycz thanked Mr Goult for the work on the procedure rules which she considered captured the discussions held.

Councillor Lyn Buckingham asked for clarity on the addition of rule 10.

Mr Goult explained that he had reflected on the rules and considered that rule 10 would enable a mover and seconder of a substantive motion to incorporate an amendment for inclusion in the substantive motion, should they so wish.

The chair put the recommendation to the committee.

## **Resolved that:-**

the following be submitted to Full Council for approval subject to the amendments to be circulated:

- (i) the revised Meeting Procedure Rules (as detailed at Appendix A);
- (ii) The revised Budget Council Procedure Rules (as detailed as Appendix B).

### **51 Councillors' Code of Conduct Statistics**

The circulated report of the Executive Director of Customer and Governance (Monitoring Officer), as Monitoring Officer, was received to provide the committee with an update on the current position regarding the number and status of Councillor Code of Conduct complaints received and dealt with, and those that remained outstanding, along with the resolutions achieved.

Mr Smith, Democratic and Electoral Services Manager, presented the report to committee and explained that the committee was responsible for overseeing and developing the council's code of conduct and the overall standards of conduct for council members, co-opted members and parish and town councillors of North Northamptonshire. This report related to the period from 1 April 2021.

He referred to the Constitution, which set out the arrangements for dealing with member complaints, including the initial process conducted by the monitoring officer, who firstly must apply a 'public interest' test about whether the complaint could and should be investigated using the following criteria:

- (i) Is the person you are complaining about a Councillor?
- (ii) Is the conduct complained about within the jurisdiction of the Code of Conduct?
- (iii) Did the conduct occur within the last six months?
- (iv) Is the conduct something that is covered by the Code?
- (v) Is there evidence which supports the complaint?
- (vi) Is the conduct something which is possible to investigate?
- (vii) Would an investigation be proportionate and in the public interest?

The report further detailed the process that the monitoring officer would undertake, in consultation with one of the Independent Persons for Standards, as to whether the complaint should be referred for investigation or whether an alternative solution could be considered.

Table 1 of the report detailed the nature of each complaint, including the date of receipt, the 'type' of council it referred to, the monitoring officer's assessment and the current status.

Mr Smith also proposed that a six-monthly update report be presented to the committee with the Independent Persons being invited to attend such meeting.

The committee asked if there were certain 'trends' in complaints or whether complaints emanated about the same councillors, parish councils or town councils and whether potentially additional training was required on the code of conduct.

The Monitoring Officer confirmed that there was nothing obvious and that many of the complaints were similar to those she had experienced in previous authorities. Generally, the initial assessment would help to define if the complaints were serious and needed further investigation and would be assessed by her along with the Independent Persons.

The chair asked if there were plans for a refresher briefing on the Code of Conduct. The Monitoring Officer confirmed that there would be a refresher for all councillors which would include some training on the conflicts that 'dual hatters' often experienced.

Councillor Buckingham noted that one of the investigations, dated February 2022 was still under investigation and asked why this hadn't been concluded.

The Monitoring Officer explained that it had taken some time for the process to be established but complaints were now being dealt with efficiently and expediently, and thanked her colleagues Sanjit Sull, Deputy Monitoring Officer and Mr Smith for their support and progress with this. She acknowledged that there had been a delay with some complaints but these were being worked through and some were more complex than others and took more time to deal with, the one referred to would be concluded soon.

The chair asked if appropriate training would be given to anyone from the committee sitting on a Standards hearing. The Monitoring Officer confirmed that rather than training being given in advance, this would be carried out nearer any hearing date.

Members asked if there was an appeal process in place. Mr Smith clarified that there was no appeal mechanism in terms of the decision made. If a complainant was unhappy with regards to the process undertaken, they would be directed to the Local Government Ombudsman.

Committee members asked if they could find out more detail of the type of complaints raised in future. Mr Smith clarified that this could be added to the table and that whilst full details would not be given, due to confidentiality, a summary of the type of each complaint made would be included.

A request for an update on the recruitment of Independent Persons and parish representatives was made. Mr Smith confirmed that he had been in consultation with Human Resources, adverts for the vacancies had been written and these would shortly be launched. It was also confirmed that the Independent Persons would receive an allowance and could claim for travel and subsistence for attending meetings, in accordance with the Scheme of Members' Allowances.



It was also noted that, throughout the year, the Monitoring Officer would deal with many enquiries from councillors, clerks and members of the public which would be discussed informally and resolved with no need to progress further.

**Resolved that:-**

- (i) The number of complaints received and dealt with be noted;
- (ii) It be noted that an update be presented to committee on the number of complaints received and dealt with in respect of Code of Conduct complaints on a six-monthly basis;
- (iii) The Independent Persons for Standards, along with the Town and Parish Representatives, (once appointed), be invited to attend future committee meetings, as necessary, to discuss those items of business relating to the Councillors' Code of Conduct.

**52 Close of meeting**

**Resolved** to note that the meeting concluded at 7.40pm.

Chair.....

Date.....

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## Democracy & Standards Committee Monday, 13 March 2023

<b>Report Title</b>	<b>Proposed Amendments to the Planning Scheme of Delegation &amp; Committee Structure</b>
<b>Report Author</b>	<b>George Candler, Executive Director of Place and Economy</b>  <b>Rob Harbour</b> <b>Assistant Director Growth &amp; Regeneration</b>

### List of Appendices

**Appendix A – Proposed Amendments to Scheme of Delegation**

**Appendix B – Proposed Geographic Split of Amended Committee Structure**

**Appendix C – Proposed Amendments to the Planning Committees Terms of Reference**

### 1. Purpose of Report

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- 1.1. This paper seeks to provide a response to recommendations relating to the Council's Planning Scheme of Delegation and committee structure made by the Planning Advisory Service (PAS) resulting from their Peer Review of the Planning Service that took place in September 2022.

### 2. Executive Summary

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- 2.1. In the last week of September 2022, a review of the Council's Planning service was undertaken by a PAS Peer Review Team. This included an extensive set of interviews and focus groups with a wide range of internal and external stakeholders.
- 2.2. The details and outcomes of the Peer Review are set out in a PAS report which has been provided to the Council. This sets out a series of recommendations for the planning service that are designed to help it through the current transformation journey, bringing together five legacy local planning authorities under North Northamptonshire Council to form a single harmonised and high-performing planning service for North Northamptonshire.

- 2.3. Within the report received from PAS was a recommendation to review the scheme of delegation and the number of committees. This review has been undertaken and the proposals subsequently considered by both the Planning Transformation Board (set up in January 2023 to oversee the delivery of the Action Plan that responds to the PAS Peer Review) and the Constitutional Working Group.

### **3. Recommendations**

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- 3.1. That the Democracy & Standards Committee recommend to full Council that:
- (a) The proposed amendments to the Council's Planning Scheme of Delegation, as set out in Appendix A, be approved
  - (b) The Council's Planning Committee structure be amended to two planning committees (North & South Planning Committees) with a geographic split as set out in Appendix B.
  - (a) That the Terms of Reference for Planning Committees be amended as set out in Appendix C to reflect the proposed Planning Committee structure
- 3.2. Reason for Recommendations –
- To maximise the benefit of the advice and recommendation received from PAS through their peer review of the Council's Planning service
  - To put in place an appropriate Planning Scheme of Delegation and Committee Structure that will ensure that the resources of the committees are focussed on determining the most significant planning proposals across North Northamptonshire
  - To put in place a Planning Scheme of Delegation and Committee Structure that maximises efficiency and cost effectiveness.
  - To ensure that customers and stakeholders of the Planning service receive maximum benefit from a harmonised and efficient service of which this is a fundamental part

3.3. Alternative Options Considered –

A number of alternative options have been considered including the complete removal from the Scheme of Delegation of the trigger for town and parish councils and statutory consultees, and alternatively the introduction of making mandatory the attendance of a representative from the town or parish council, triggering an application being considered by a committee, to make their representations to the committee in person.

Several alternative options were considered in terms of amending the committee structure, including a single planning committee, as operated by a number of other high-performing unitary authorities and alternatively the

option of retaining the Strategic Planning Committee along with two area planning committees.

#### 4. Report Background

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- 4.1. In the last week of September 2022, a peer review of the Council's Planning service was undertaken by a Planning Advisory Service (PAS) Peer Review Team. This included an extensive set of interviews and focus groups with a wide range of internal and external stakeholders.
- 4.2. The details and outcomes of the Peer Review are set out in a PAS report which has been provided to the Council and was considered by the Executive on the 23 December 2022. A copy of the PAS report can be found here:  
<https://northnorthants.moderngov.co.uk/documents/s13629/Appx%20A%20-%20Final-PPR-report-north-northants-06-11-22.pdf>. This sets out a series of recommendations for the planning service that are designed to help it through the current transformation journey, bringing together five legacy local planning authorities under North Northamptonshire Council to form a single harmonised and high-performing planning service for North Northamptonshire.
- 4.3. In response to the Peer Review, the Council has set out an Action Plan that seeks to harness the advice and recommendations received and to plan a detailed programme of transformational activity and governance arrangements that will oversee the progress of this work. The Action Plan and governance arrangements, including the formation of a Planning Transformation Board, were considered and approved by Executive on the 22 December 2022.
- 4.4. With regard to the Council's Planning Scheme of Delegation and committee structure, the PAS Peer Review report identifies that:

*The governance structure is not efficient and effective for a council of this scale. Four planning committees have been retained exactly reflecting the predecessor council boundaries. These have been supplemented by an additional strategic planning committee that considers very large or contentious applications. All five committees are scheduled to meet monthly. In the period from January to September this year (2022), several committees were cancelled and many were very short. The same scheme of delegation applies across the committees although we heard that it is not consistently applied. An excessive number of householder and minor applications are considered by committee because of the current scheme of delegation. The costs of taking applications to committee are much higher than delegated decisions and committees should be considering only the most significant applications and, of course, any which involve the council, councillors, or planning staff as the applicant. The current scheme of delegation essentially allows town and parish councils to dictate which applications should go to committee as well as giving undue weight to the number of objections.*

4.5. The PAS report also makes the following recommendations:

*Further review the scheme of delegation and the number of committees:*

- *Ensure that householder and minor applications only go to committee in exceptional circumstances*
- *Trial a significantly reduced number of committees with a proportionate geographical spread (based on an analysis of applications needed to go to committee after the changes to the scheme of delegation).*
- *To encourage the move to a new joined up planning service, it would be better if the new committee boundaries were not aligned to the predecessor council boundaries*

4.6. In response to the observations and recommendations raised in the PAS Report, it has been agreed through the approval of the corresponding North Northamptonshire Council (NNC) Action Plan that the following actions be undertaken:

- A review of the Planning Scheme of Delegation and the development of an amended scheme based upon best practice and supported by NNC planning data
- A review of the planning committee system and the development of proposals for a revised committee structure, supported by NNC planning data, that optimises efficiency and enables committees to focus on the most significant applications

#### **Planning Scheme of Delegation:**

4.7. The Planning Scheme of Delegation is integral to the efficient operation of the planning committee system. PAS have identified that the current Scheme of Delegation does not operate as effectively as it might and consequently results in 'an excessive number of householder and minor applications' being taken to committee. PAS recommends that only the most significant applications, along with any which involve the Council, Councillors or Planning staff as the applicant should be considered by committee. They also highlight the cost to the Council of taking applications to committee, which is significantly more than delegated decisions.

4.8. PAS identifies the key issues affecting the performance of the current Scheme of Delegation are:

- the ability for town and parish councils to dictate which applications go to committee
- that undue weight is given to the number of objections

4.9. Table 1 below provides the data on application numbers to the different NNC planning committees:

**Table 1: NNC Planning Committee Meetings Data**

Committee	No. Applications Determined by Committee		No. Cancelled Meetings		No. Meetings Held with a Single Application	
	2021	2022	2021	2022	2021	2022
Strategic	6	12	3	6	2	2
Corby Area	13	14	3	5	1	4
Kettering Area	28	21	0	1	0	4
Thrapston Area	47	41	1	2	0	0
Wellingborough Area	20	19	1	2	0	3
<b>Totals</b>	<b>114</b>	<b>107</b>	<b>8</b>	<b>16</b>	<b>3</b>	<b>13</b>

4.10. The data above shows that significantly more applications are taken to the Thrapston Area Planning Committee than any other. Although this is the largest geographic area in North Northamptonshire, the number of applications determined in this area over the course of 2022 was less than in either the Kettering or Wellingborough area (where 41 and 103 more decisions issued respectively). This suggests that a disproportionately large number of applications are being triggered for consideration by committee through the Scheme of Delegation in the Thrapston area, which PAS understood to be largely a result of a town and parish councils' objections to the case officer's recommendations.

4.11. This is supported by the NNC data in Table 2 below, which relates to applications where the trigger is made by a town or parish council requiring an application to be determined by a planning committee:

**Table 2: Town & Parish Council Committee Trigger Data**

Committee	Total No. Applications Determined by Committee 2021 & 2022	No. Reports Triggered to Committee by Town or Parish Council	% Reports Triggered to Committee by Town or Parish Council	No. of these Reports Where Officer Recommendation Followed by Committee	% of these Reports Where Officer Recommendation Followed by Committee
Strategic	18	8	44	8	100
Corby Area	27	14	52	13	93
Kettering Area	49	23	47	20	87
Thrapston Area	88	67	76	62	93
Wellingborough Area	39	22	56	22	100
<b>Totals</b>	<b>221</b>	<b>134</b>	<b>61</b>	<b>125</b>	<b>93</b>

4.12. The data in Table 2 above illustrates that 61% of all planning applications considered by the Council's planning committees are triggered by an unresolved representation from a town or parish council. And that of these applications that are referred to committee for a decision, 93% of the decisions are made in line with the officer's recommendation.

4.13. In order to consider how best to address the concerns raised by PAS and supported by NNC data, officers have researched the Planning Schemes of Delegation used in seven other high-performing unitary authorities. These authorities were short-listed from a sample of 10, selected as a result of considering the performance of each authority (as measured by the government) and the size, scale and type of unitary authority.

4.14. It proved difficult to find many unitary authorities that compare in size and scale to North Northamptonshire and which also compared favourably against NNC's current performance across a range of measures, including speed of decision-making and successfully defended appeals. Table 3 below shows the performance of each authority included in the sample measured against NNC:

**Table 3: Planning Performance of other Unitary Authorities**

Local Planning Authority	Major applications % within 13 weeks or within agreed time	Non-major applications % within 8 weeks or within agreed time	County matters	Quality of major decisions (% overturned at appeal)	Quality of non-major decisions (% overturned at appeal)
North Northamptonshire	95.0	89.0	92.9	0.5	1.3
Selected Unitary Authorities					
Cheshire West and Chester	95.1	92.0	100	0.6	0.8
Hartlepool	100	99.0	100	2.1	0.6
North East Lincolnshire	100	99.6	No data	1.6	0.6
Southampton	100	95.1	No data	1.9	0.5
East Riding of Yorkshire	97.3	93.7	100	1.3	0.5
Medway	94.5	94.4	No data	0.8	1.0
Central Bedfordshire	89.7	92.2	85.7	0.4	0.9
Other Similar Unitary Authorities Not Selected					
Cheshire East	95.0	82.6	93.3	3.1	1.1
South Gloucestershire	76.6	70.4	71.4	3.1	0.6
Dorset	76.9	74.8	81.5	5.3	4.7

**Key:** Green – performance better than NNC  
 Amber – performance the same as NNC  
 Red – performance worse than NNC

4.15. From this research the following can be concluded:

All the other high-performing unitary schemes share some common ground with the current NNC scheme. These include the following triggers:



- Significant implications to, or departure from, the Development Plan (7 of 7 authorities)
- Ward member call-in (7 of 7 authorities)

The majority of schemes include certain other triggers shared with NNC's scheme:

- Senior officer referral for contentious applications (6 of 7 authorities)
- Application by a member (or their immediate family) (4 of 7 authorities)
- Application by a senior officer (4 of 7 authorities)
- Application by an officer in the Planning Service (5 of 7 authorities)
- Application where the Council is the landowner (5 of 7 authorities)
- An unresolved representation from a town or parish council (4\* of 7 authorities) (\* One authority only for major applications)

Very few other schemes share the following triggers:

- An unresolved representation from a statutory consultee (2 of 7 authorities)

4.16. In order to address the recommendations made by PAS and to bring the NNC Scheme of Delegation further into line with other high performing unitary planning authorities, the Planning Transformation Board and Constitutional Working Group have given detailed consideration to how the Scheme of Delegation could be best amended, the conclusion of which is outlined in the proposals below:

- i) Amend the Planning Scheme of Delegation so that the trigger relating to an unresolved objection from a town or parish council only relates to major applications
- ii) Amend the Planning Scheme of Delegation so that the trigger relating to an unresolved objection from a statutory consultee only relates to major applications

4.17. These proposals, along with some minor changes to wording seek to fine-tune the Scheme of Delegation to help improve the clarity of the Scheme, and to reduce the excessive number of householder and minor applications being taken to committee and to ensure that only the most significant applications are considered by Committee in line with the recommendations of PAS. It should be noted that these proposals place no restriction on a town or parish council, or other statutory consultee from making representations on any planning application, or where considered appropriate to liaise with local NNC ward councillors to seek a member call-in to committee.

4.18. A draft Planning Scheme of Delegation is attached at Appendix A that reflects the proposed amendments described above.

## Planning Committee Structure:

- 4.19. The efficiency of the Planning Committee system is a fundamental element of an effective planning service. PAS conclude through their review that the current committee structure is 'not efficient and effective for a council of this scale'. Their report highlights that a number of the committee meetings have been cancelled or are short with small agendas. This is evidenced through the data in Table 1 above.
- 4.20. The PAS report concludes that:
- *The costs of taking applications to committee are much higher than delegated decisions*
  - *Committees should be considering only the most significant applications*
  - *An excessive number of householder and minor applications are being considered by committee*
- 4.21. The data for NNC Planning Committee Meetings detailed in Table 1 indicates that in general, the number of applications being considered by the committees does not warrant the number of committees the Council has. This is evidenced by the number of committee meetings cancelled due to lack of business, or those where only a single application appeared on the agenda. In 2022, these accounted for 29 meetings (48% of all scheduled planning committee meetings).
- 4.22. Research has therefore been undertaken to examine the planning committee structures used within the same seven high-performing unitary planning authorities detailed in Table 3 above. The outcome of this work shows that:
- 6 of the 7 authorities operate a structure with a single planning committee meeting on a monthly basis
  - 1 authority operates a Planning Committee with two sub-committees (however 33% of its Planning Committees in 2022 considered a single application)
- 4.23. The data relating to the current operation of the NNC planning committee meetings in Table 1, the conclusions and recommendations of the PAS report and the outcome of the research relating to the committee structures of other high-performing unitary authorities, has been given detailed consideration by the Planning Transformation Board and Constitutional Working Group.
- 4.24. Both the Planning Transformation Board and Constitutional Working Group agree that the current committee structure does not work well as outlined in the PAS report and that amendments need to be made in order to achieve more efficient and cost-effective committees. They concluded to recommend that the optimal number of planning committees for North Northamptonshire is two and that these should be aligned to specific geographic areas within the administrative boundary of North Northamptonshire. This proposal aligns

with the recommendations issued by PAS in their report and as detailed in Paragraph 4.5.

- 4.25. It was considered that a two committee structure will ensure that (based upon the last two years committee data) there will be sufficient capacity to undertake the likely committee business (at circa 110 applications per year, this equates to an average of between 4 and 5 applications per committee), whilst helping to ensure that there is sufficient business on the committee agendas to significantly improve their cost-effectiveness.
- 4.26. The Board also considered that two planning committees with a geographic split across the area would help to ensure that committees could still be held in relatively local locations within North Northamptonshire and can be attended by committee members that brought local knowledge as well as planning knowledge to the decision-making process.
- 4.27. In considering how a geographic split of North Northamptonshire might be best achieved, the following criteria was applied to establish a proposal for the most appropriate split:

- i) The data from the throughput of planning applications in each of the current four areas to help ensure that the proposed split has a reasonable prospect of producing a similar committee workload. The planning application workload in 2022 across the four geographic areas is as follows:

Corby area	12.6%
Kettering area	27.1%
Thrapston area	30.6%
Wellingborough area	29.7%

- ii) That the boundary between committee areas follow NNC ward boundaries. This is because planning applications are linked to wards in the back-office ICT systems, which is helpful for example when searching for applications or producing reports such as weekly lists. In terms of having a clear understanding and managerial control of which planning applications are assigned to a particular committee, this is most easily achieved by assigning wards to committees. It is also considered that for the ward councillors and local residents, it would be helpful to have a clear understanding that every application within the ward that is referred to committee for a decision goes to the same committee.
- iii) That there is at least one suitable venue within the geography of each area where the planning committee can be held.
- iv) That in order to address the recommendation made by PAS that *'To encourage the move to a new joined up planning service, it would be*

*better if the new committee boundaries were not aligned to the predecessor council boundaries'* the geographical split differs from the former district and borough administrative boundaries.

- 4.28. Taking account of the criteria outlined above, a proposed method of splitting the geography of North Northamptonshire into two areas was considered and supported by both the Planning Transformation Board and Constitutional Working Group, each of which would have its own planning committee. A map outlining the proposed areas is attached at Appendix B.

## **5. Issues and Choices**

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- 5.1. The PAS Peer Review was invited by the Council in order to provide an independent assessment of the planning service and to undertake extensive engagement with a wide range of the service's stakeholders. As a result of this review, the Council has received a final report and recommendations from PAS that help to inform the transformation journey being undertaken by the Planning Service bringing together five legacy local planning authorities under North Northamptonshire Council to form a single harmonised and high-performing planning service for North Northamptonshire.
- 5.2. In reaching the proposals set out in this report, the findings of the PAS report and the recommendations provided relating to the Scheme of Delegation and committee structure have been thoroughly considered by both the Planning Transformation Board and Constitutional Working Group. NNC data relating to the operation of the Scheme of Delegation and committee system has been collected and analysed in order to ensure that the findings of PAS can be evidenced and this has proved to be the case in relation to the town and parish council trigger in the Scheme of Delegation and the lack of efficiency in the current committee structure.
- 5.3. Seven high-performing unitary authorities have been identified in order to compare and inform the proposals for amending NNC's Scheme of Delegation and committee structure and a number of alternative options were considered as set out Paragraph 3.3 before arriving at the proposals set out in this report.
- 5.4. The proposals included within the report seek to address the findings and recommendations from PAS and it is believed will improve the efficiency and cost-effectiveness of the planning committee system, helping to ensure that valuable resource of the committees is focussed on considering only the most significant applications.
- 5.5. Council could choose to reject the findings of the PAS Peer Review. Should this be the case, then the options open to the Council would be to either continue operating the current planning service delivering business as usual as it does presently, or to formulate transformation plans for the service ignoring the advice and recommendations of the PAS Peer Review Team.

## **6. Next Steps**

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- 6.1. Subject to Committee's approval, these proposals will then be taken to full Council for consideration at the meeting scheduled for the 30 March 2023.

## **7. Implications (including financial implications)**

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### **7.1. Resources and Financial**

- 7.1.1. These proposals are designed to improve the efficiency of the planning committee system. In reducing the number of committees the proposals seek to ensure that the resource of the committees are focused on considering the most significant planning matters and that there is a reduction in the number of meetings that are either cancelled or held to consider a single item.
- 7.1.2. By reducing the number of committees and meetings held over the course of a year, there will be a corresponding financial saving in travel costs for staff and members of the committee, and an opportunity to close council office buildings earlier on more occasions (the proposals equate to 36 less evening committees per year).

### **7.2. Legal and Governance**

- 7.2.1. The proposals will require amendments to the Council's Constitution in order to introduce the proposed changes to the Planning Scheme of Delegation and the committee structure.
- 7.2.2. In implementing these proposals, there will be a need to ensure that the Council continues to operate a legally sound planning service and that all planning decisions are robust and able to withstand the potential for legal challenge.

### **7.3. Relevant Policies and Plans**

- 7.3.1. These proposals will assist in delivering the actions as set out in the NNC Action Plan, as agreed by the Executive on the 23 December 2022, which is designed to respond to the PAS Peer Review findings and recommendations.
- 7.3.2. The proposals will assist the Council meeting its commitments in the Corporate Plan by contributing towards the Key Commitment of Modern Public Services – 'providing good quality and efficient services valued by our customers', and 'using our assets, skills, knowledge and technology most effectively'.

#### **7.4. Risk**

- 7.4.1. The risks associated with this report are in not progressing with the proposals that seek to address the PAS recommendations and potential failure to deliver an end product that provides an efficient and cost-effective planning service for North Northamptonshire that is able to help deliver planned growth for the area, make great places and assist in leveraging inward investment into North Northamptonshire.
- 7.4.2. Should the Council choose not to progress the proposals in this report that responds to the PAS recommendations, there is a risk that the Council continues to operate a disjointed service that cannot meet the expectations of its customers and that fails to realise the efficiencies that can be delivered through transforming the function into a single, harmonised planning service.

#### **7.5. Consultation**

- 7.5.1. As a part of the PAS Peer Review, significant consultation was undertaken, both internally with a wide range of elected members and officers and externally with a variety of stakeholders, such as developers, planning agents, statutory consultees and town & parish councils, details of which are included within the PAS report, available here:  
<https://northnorthants.moderngov.co.uk/documents/s13629/Appx%20A%20-%20Final-PPR-report-north-northants-06-11-22.pdf>
- 7.5.2. Further engagement with representatives of NCALC and North Northamptonshire's Town & Parish Councils has also been undertaken through a meeting held on 2 March 2023 to update on the proposals outlined in this report.

#### **7.6. Equality Implications**

- 7.6.1. None impacting on the nine protected characteristics defined in the Equality Act 2010.

#### **7.7. Climate Impact**

- 7.7.1. The Council has an opportunity through these proposals to realise efficiencies that will have a positive climate and environment impact. A potential reduction in 36 evening meetings per year will reduce the requirement for both officers and committee members to travel to meetings, and will enable council office buildings to be closed earlier on more occasions thus reducing energy demand.

## **7.8. Community Impact**

7.8.1. The proposals seek to ensure that planning committee meetings remain accessible to members of the public by recognising the need to hold meetings at venues within the locality of each geographic area associated with a planning committee, as set out in Paragraph 4.27 iii) of this report.

## **7.9. Crime and Disorder Impact**

7.9.1. There are no specific crime and disorder implications relating to this report.

## **8. Background Papers**

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### **8.1 PAS Peer Review Report:**

<https://northnorthants.moderngov.co.uk/documents/s13629/Appx%20A%20-%20Final-PPR-report-north-northants-06-11-22.pdf>

### **8.2 Corresponding NNC Planning Transformation Board Action Plan:**

<https://northnorthants.moderngov.co.uk/documents/s13630/Appx%20B%20-%20Planning%20Peer%20Review%20-%20Planning%20Transformation%20Board%20Action%20Plan%201%20Dec%2022.pdf>

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## Planning, Regulation, Licensing and Registration

Nature of Decision	Officers	Conditions
<p>All matters relating to Town &amp; Country Planning functions as set out in the planning and related Acts, are delegated to the relevant senior planning officer to determine, other than the exceptions listed</p>	<p>Director of Place and Economy</p>	<p>Delegated authority should not be exercised for planning applications, which in the opinion of the relevant senior planning officer should be referred to the relevant Planning Committee. This may be for reasons such as (but not exclusively):</p> <ul style="list-style-type: none"> <li>(i) Applications where a national or local planning policy is being tested for the first time within the Council's area</li> <li>(ii) Applications which have a finely balanced officer recommendation</li> <li>(iii) Applications by or on behalf of a Planning Officer who has recently left the organisation (or one of the preceding councils) for any property or land in which they have a financial interest</li> <li>(iv) Applications that the relevant senior planning officer considers are potentially contentious and raise material planning issues, or would affect the wider public interest</li> <li>(v) Applications which the senior responsible planning officer considers would need to be advertised as a departure from policy, in which the officer is minded to recommend for approval.</li> </ul>
		<p>Delegated authority should not be exercised where a town or parish council has submitted a written objection to an application <b>for major development (as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015 and any amendment thereto) *</b> that is contrary to the officer's proposed decision subject to the criteria below: -</p> <ul style="list-style-type: none"> <li>(i) The written objection was received by the Planning Authority within the statutory period specified for consultation; <b>and</b></li> <li>(ii) The written objection is from a relevant town or parish council in which the development proposal is located or partly located; <b>and</b></li> <li>(iii) The written objection contains a matter(s) relating to substantive material planning consideration(s); <b>and</b></li> <li>(iv) That an attempt has been made by the Planning Authority to liaise with the town or parish council to seek withdrawal of said objection(s) by means of explanation,</li> </ul>

APPENDIX A

		<p>amendment to the proposal or by means of condition; <b>and</b></p> <p>(v) That the Chair, Vice Chair, and a senior planning officer agree that the objection received from a town or parish council contains a substantive material planning consideration determination of which cannot be resolved outside of a committee resolution.</p>
		<p>Delegated authority should not be exercised for applications submitted by, or on behalf of, a Councillor or direct family (spouse or civil partner) of a Councillor for any property or land in which they have a financial interest.</p>
		<p>Delegated authority should not be exercised for applications submitted by, or on behalf of, a current Officer working within the Planning &amp; Development Service or at Tier 4 level and above or direct family (spouse or civil partner) of Officers identified above for any property or land in which they have a financial interest.</p>
		<p>Delegated authority should not be exercised for applications where the Council is the applicant or landowner (in whole or part), except where the proposal is for minor development which accords with relevant planning policy and to which no objection has been made.</p>
		<p><b>Delegated authority should not be exercised for Planning applications for major development (as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015 and any amendment thereto) * where there is a written holding objection from a statutory consultee that is contrary to the officer's proposed recommendation, and that the officer has been unable to satisfactorily resolve with the consultee</b></p>
		<p>Delegated authority should not be exercised where a minimum of 5 objectors (<b>non-major planning applications</b>) or 10 objectors (<b>major planning applications</b>) have submitted a written objection that is contrary to the officer's proposed decision subject to the criteria below: -</p> <p>(i) The written objection(s) were received by the Planning Authority within the statutory period specified for consultation; <b>and</b></p>

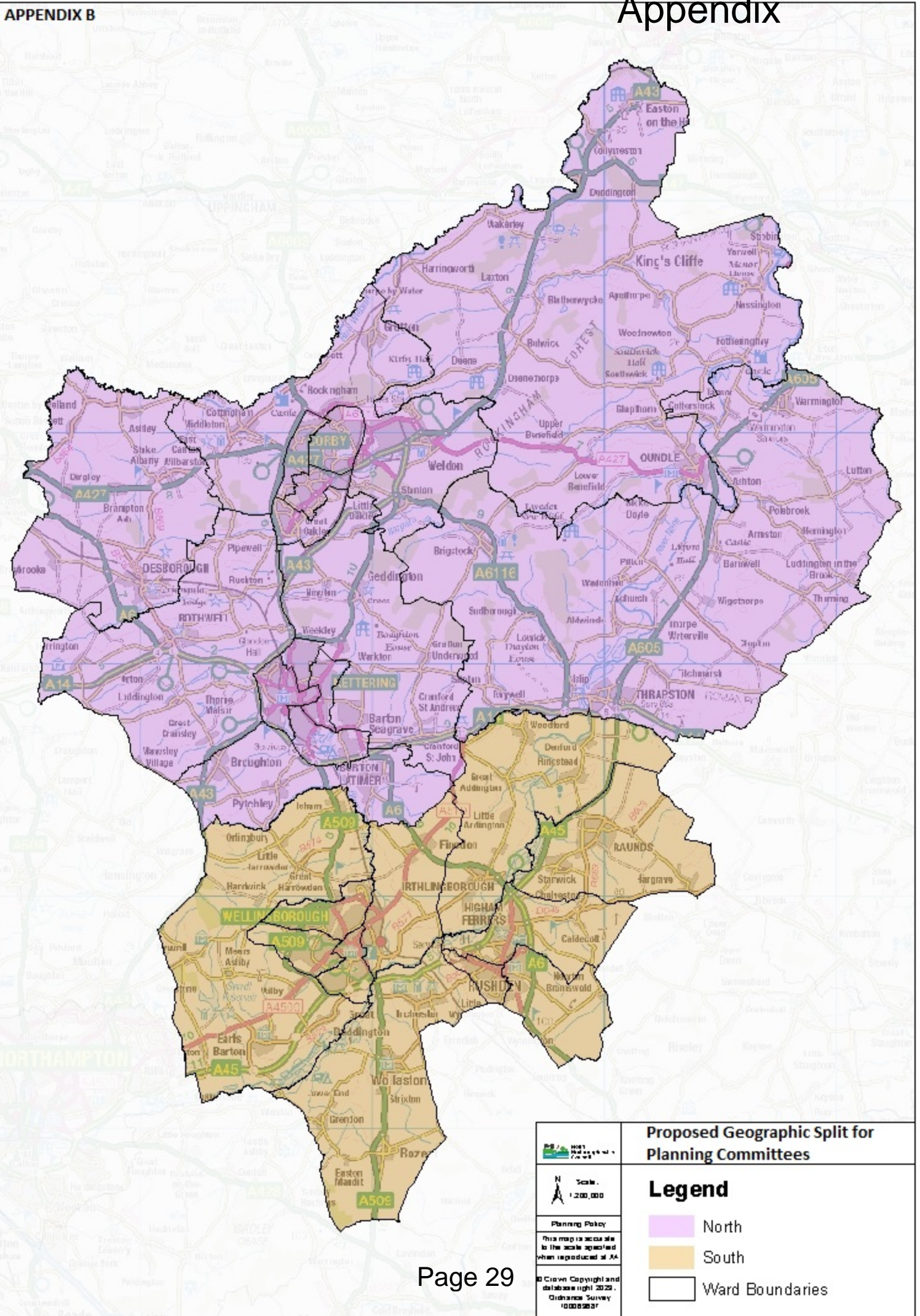
		<p>(ii) The written objection was from a resident or business <b>which could be affected by</b> living or located in the area served by the committee, in which the development proposal is located or partly located; <b>and</b></p> <p>(iii) The written objection contains a matter(s) relating to substantive material planning consideration(s); <b>and</b></p> <p>(iv) That an attempt has been made by the Planning Authority to liaise with the objector(s) to seek withdrawal of said objection(s) by means of explanation, amendment to the proposal or by means of condition; <b>and</b></p> <p>(v) That the Chair, Vice Chair, and a senior planning officer agree that the objection received from an objector contains a substantive material planning consideration determination of which cannot be resolved outside of a committee resolution</p>
		<p>Delegated authority should not be exercised where an application has been “called in”. To be called in, the following criteria shall be met:</p> <p>The <b>NNC Ward</b> Councillor shall submit the request in writing, setting out the material planning issue/s.</p> <p>The request shall be received by the relevant senior planning officer within 21 calendar days from the date the application was first published on the Council’s website and notified to Councillors, or during any further notification period required following receipt of amendments to the scheme.</p> <p>The request shall be considered by the Chair or Vice Chair of the relevant Planning Committee in consultation with the senior planning officer and upon agreement that the referral contains a material planning issue the application shall be called in.</p>

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\*The Town and Country Planning (Development Management Procedure) (England) Order 2015 defines “major development” as “development involving any one or more of the following—

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where—
  - (i) the number of dwellinghouses to be provided is 10 or more; or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more”

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	<p><b>Proposed Geographic Split for Planning Committees</b></p>
<p>N Scale: 1:200,000</p>	<p><b>Legend</b></p>
<p>Planning Policy This map is accurate to the scale specified when reproduced at A4</p>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 20px; height: 10px; background-color: #E6E6FA; border: 1px solid black; margin-right: 5px;"></span> North</li> <li><span style="display: inline-block; width: 20px; height: 10px; background-color: #FFDAB9; border: 1px solid black; margin-right: 5px;"></span> South</li> <li><span style="display: inline-block; width: 20px; height: 10px; border: 1px solid black; margin-right: 5px;"></span> Ward Boundaries</li> </ul>
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### Area Planning Committees

The Council has established two Area Planning Committees; The North Planning Committee and the South Planning Committee.

The purpose of the Committees is to consider all planning applications not dealt with by officers using delegated powers.

These Rules detail the membership of the Committees and what the roles and responsibilities of the Committees are.

#### **MEMBERSHIP**

Each Committee shall comprise 11 Councillors who shall represent a ward that falls within the defined area of the Committee. All committee members shall have undertaken relevant training prior to attending meetings of the committee. The Committee shall be politically balanced based upon the defined area covered by the Committee.

#### **SUBSTITUTIONS**

Named substitutes. Substitutes must have completed relevant training.

Political groups may nominate their own members to the pool in accordance with the proportionalities in force at the time and may vary their nominees as and when required, by written notification to the Proper Officer, subject to the training requirements referred to.

#### **CHAIRMANSHIP**

The Chair and Vice Chair of each committee shall be appointed by Annual Council.

Any in-year vacancy for either position will be subject to election by the relevant Area Committee at their subsequent ordinary meeting.

#### **QUORUM**

The quorum shall be 5 voting members (whether full or substitute members).

**TERMS OF REFERENCE**

To exercise the Council's functions relating to town and country planning and development management in relation to all planning applications that are not dealt with by officers using delegated powers.

Any planning application (not dealt with by officers under delegated authority) where the red line of the site crosses the boundary between the two committee areas shall be considered by the committee within which the largest area of the site is located.

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