



<b>Title of Report:</b>	<b>Amendment to Scheme of Delegation and Protocol for Operation of the Planning Committee</b>		
<b>Committee Report Submitted To:</b>	<b>Planning Committee</b>		
<b>Date of Meeting:</b>	<b>23 October 2024</b>		
<b>For Decision or For Information</b>	<b>For Decision</b>		
<b>To be discussed In Committee YES/NO</b>	<b>No</b>		
<b>Linkage to Council Strategy (2021-25)</b>			
Strategic Theme	Cohesive Leadership		
Outcome	Council has agreed policies and procedures and decision making is consistent with them		
Lead Officer	Head of Planning		
<b>Estimated Timescale for Completion</b>			
Date to be Completed	N/A		
<b>Budgetary Considerations</b>			
Cost of Proposal	Nil		
Included in Current Year Estimates			
Capital/Revenue			
Code			
Staffing Costs			
<b>Legal Considerations</b>			
Input of Legal Services Required	<b>NO</b>		
Legal Opinion Obtained	<b>NO</b>		
<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	N/A	Date:
	EQIA Required and Completed:	N/A	Date:
Rural Needs Assessment (RNA)	Screening Completed	N/A	Date:
	RNA Required and Completed:	N/A	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	N/A	Date:

## 1.0 Purpose of Report

- 1.1 The purpose of this report is to insert an amendment to the Scheme of Delegation as agreed at Planning Committee of 26 June 2024 and reconvened on 28 August 2024.

## 2.0 Background

- 2.1 The Planning Committee, at its meeting of 26 June 2024, reconvened on 28 August 2024 in relation to the referral process of planning applications to Planning Committee, resolved that *“the Scheme of Delegation is amended to allow Elected Members additional time to submit additional information in the event the Chair has deemed planning reasons are not sufficient; the Head of Planning to look into the associated turnaround timeframe.”*

## 3.0 Details

- 3.1 Part B bullet point 3 of The Scheme of Delegation for the Planning Department currently states:  
*Applications listed on the ‘Contentious Delegated Decisions to Issue’ where an Elected Member of Council has requested the application be referred to the Planning Committee. The request must be accompanied with a statement outlining the material planning reasons for the referral and be received prior to 10am on the Monday following the issue of the weekly list on which the application is listed.<sup>1</sup>...*
- 3.2 Paragraph 7.4 of the Protocol for the Operation of the Planning Committee currently states:  
*Only those requests received within the specified timeframe will be considered by the Head of Planning or other authorised officer and the Chair of the Planning Committee and/or Vice-Chair. Only those applications that are considered to have sound planning reasons and received within the specified timeframe will be agreed to be determined by the Planning Committee. The Elected Member will be advised of the decision on the referral request.*

## 4.0 Proposal

- 4.1 It is proposed to change the wording in the Scheme of Delegation to include the text below in red:  
*Applications listed on the ‘Contentious Delegated Decisions to Issue’ where an Elected Member of Council has requested the application be referred to the Planning Committee. The request must be accompanied with a statement outlining the material planning reasons for the referral and be received prior to 10am on the Monday following the issue of the weekly list on which the application is listed.<sup>1</sup> **The procedure for considering the referral request is set out in the Protocol for the Operation of the Planning Committee...***
- 4.2 It is proposed to change the wording of paragraph 7.4 of the Protocol for the Operation of the Planning Committee to read:

*“Only those requests received within the specified timeframe will be considered by the Head of Planning or other authorised officer and the Chair of the Planning Committee and/or Vice-Chair. Only those referral requests received within the specified timeframe will be considered. Should the consideration determine that outlined material planning reasons for the referral are insufficient, the Elected Member will be advised and allocated a further 2 working days to submit further information. Only those applications that are considered to have detailed the outline material planning reasons for the referral will be agreed to be determined by the Planning Committee. The Elected Member will be advised of the decision on the referral request.”*

## **5.0 Options**

- 5.1** *Option 1 – To APPROVE the change in wording of bullet point 3 of Part B of the Scheme of Delegation and paragraph 7.4 of the Protocol for the Operation of the Planning Committee.*

*By accepting this wording will fulfil the resolution of the Planning Committee “the Scheme of Delegation is amended to allow Elected Members additional time to submit additional information in the event the Chair has deemed planning reasons are not sufficient; the Head of Planning to look into the associated turnaround timeframe.”*

- 5.2** *Option 2 – To DISAGREE with the change in wording of bullet point 3 of Part B of the Scheme of Delegation and paragraph 7.4 of Protocol for the Operation of the Planning Committee.*

Option 2 would not fulfil the resolution of the Planning Committee at its meeting of 26 June 2024 reconvened on 28 August 2024. The Scheme of Delegation and Protocol for the Operation of the Planning Committee would remain unchanged.

## **6.0 Recommendation**

- 6.1** **IT IS RECOMMENDED** that the Planning Committee APPROVE OPTION 1 to amended the wording of bullet point 3 of Part B of the Scheme of Delegation for the Planning Department and to the rewording of paragraph 7.4 of the Protocol for the Operation of the Planning Committee.