

## Overview and Scrutiny (Environmental Well-Being) Panel Working Group Template

AREA OF REVIEW	DETAILS/COMMENTS
<b>Title of Study</b> (Name of Working Group)	Planning Conservation Working Group
<b>Appointing Panel</b>	Overview and Scrutiny (Environmental Well-Being) Panel
<b>Members Assigned</b> (Including date Working Group appointed)	Councillors M G Baker, P Godley, D Harty and Messrs D Hopkins and M Phillips. Appointed by the Panel on 8 <sup>th</sup> June 2010.
<b>Possible Co-options to the Group</b>	TBC
<b>Interests Declared</b>	None received.
<b>Rapporteur</b>	TBC
<b>Officer Support</b>	Roy Reeves, Head of Democratic and Central Services Jessica Walker, Trainee Democratic Services Officer.
<b>Purpose of Study/ Objective</b> (specify exactly what the study should achieve)	To evaluate the performance of the Conservation Services.
<b>Rationale</b> (key issues and/or reason for conducting a study)	Public perception of the services offered by the District Council as reported to Councillors.
<b>Terms of Reference</b>	To determine the District Council's success in achieving the government's objectives for the historic environment as set out in Planning Policy Statement 5: Planning for the Historic Environment.
<b>Links to Council Policies/Strategies</b>	Link to Corporate Plan - To maintain the special character of our market towns, villages and countryside.
<b>Methodology/Approach</b> (what types of enquiries will be used to gather evidence)	Examination of available data; Consult Interest Group and Town and Parish Councils; Interviews; Press release.
<b>External/Specialist Support</b>	TBC
<b>Existing Documentation</b>	Information from various websites.

<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	Evidence to be obtained by the Democratic Services Team in conjunction with the planning division. Possible survey of sample of applicants. Customer feedback and Ombudsman investigations (if any). Performance against government guidance.
<b>Reference Sites</b>	Comparable local authorities and English Heritage.
<b>Investigations</b>	To be undertaken by officers supporting the Working Group.
<b>Witnesses</b>	Planning Conservation Officers.
<b>Site visits (if necessary)</b> (where and when)	Likely to be unnecessary.
<b>Meetings of the Working Group</b>	TBC
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time – both to support and to conduct research.
<b>Possible Barriers to the Study</b> (potential weaknesses)	None known at this stage.
<b>Projected Timescale</b> (Start and end times)	Start - June 2010 Completion of study expected October 2010.