

Committee: **Planning Committee**

Date of meeting: **October 5th 2023**

Report Subject: **Revised Practice Advice Notes (PANs)**

Portfolio Holder/Chair: **Cllr. Winnett Chair of Planning Committee**

Report Submitted by: **Service Manager Development & Estates**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)

1.0 Purpose of the Report

To consider revisions and updates to three Practice Advice Notes (PANs).

2.0 Scope and Background

2.1 The service has adopted a series of PANs which cover important areas of service delivery. These are published on the Council website.

2.2 Officers are currently reviewing all internal policies and this report seeks Member approval of 3 documents listed in green below. I have included the full list for Member's information.

2.3 PAN 1 – **Public Speaking at Planning Committee**

PAN 2 – Enforcement Guide

PAN 3 – **Planning Charter**

PAN 4 – Scheme of Delegation

PAN 5 – **Publicity for Planning Applications**

PAN 6 – Preliminary Advice Scheme

PAN 7 – Planning Protocol

2.4 The revised and updated PAN documents are appended to this report.

2.5 It is hoped to present PAN 2 and PAN 7 to this Committee prior to Christmas 2023.

2.6 PAN 4 – Scheme of Delegation is subject of a report to September Council.

3.0 Options for Recommendation

3.1 Option 1 – do nothing. This will entail withdrawing the PAN series of documents and the policies and principles contained therein.

Option 2 – adopt the revised PANs appended to this report.

4.0 **Evidence of how this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 The PANs ensure consistency and transparency in how the service is delivered and sets standards which service users can expect to receive

5.0 **Implications Against Each Option**

There are no budgetary implications.

5.1 ***Impact on Budget (short and long term impact)***

None

5.2 ***Risk including Mitigating Actions***

None

5.3 ***Legal***

None

5.4 ***Human Resources***

None

5.5 ***Health and Safety***

None

6.0 **Supporting Evidence**

6.1 ***Performance Information and Data***

None

6.2 ***Expected outcome for the public***

A published set of policies and service standards that set out how the planning service will be delivered and to which the quality of service can be measured.

6.3 ***Involvement (consultation, engagement, participation)***

None

6.4 ***Thinking for the Long term (forward planning)***

6.5 ***Preventative focus***

N/A

6.6 ***Collaboration / partnership working***

N/A

6.7 ***Integration (across service areas)***

N/A

6.8 ***Decarbonisation and Reducing Carbon Emissions***

N/A

6.9 ***Integrated Impact Assessment (IIA)***
N/A

7.0 **Monitoring Arrangements**

7.1 **Background Documents /Electronic Links**

Updated copies of PANs 1, 3 and 5.