



## **BMSDC Overview and Scrutiny Committees –Review Scoping Document**

<b>Review Topic</b> (name of review)	<b>Review of the implementation of charged pre-application fees for planning advice</b>
<b>Lead members</b>	BDC Cabinet Member Cllr. Nick Ridley MSDC Cabinet Member Cllr. David Whybrow
<b>Officer Support</b>	Philip Isbell, Professional Lead - Growth and Sustainable Planning  Gemma Walker – Area Planning Manager
<b>PURPOSE OF THE REVIEW/OBJECTIVE</b>  (quantify the outcomes the review will seek to achieve)	<p><b>To review available information about the effect of the introduction of charged pre-application advice and in particular;</b></p> <p><b>[a] Whether there has been different take-up of different levels of service and charging?</b></p> <p><b>Whether our service experience is in line with other Councils?</b></p> <p><b>Actual income / predicted outturn – here/elsewhere</b></p> <p><b>Is the system working well for us? How is working for other Councils (volume / income)?</b></p> <p><b>[b] To review the quality of user experience.</b></p> <p><b>To review the quality of professional advice given.</b></p> <p><b>[c] Investigate evidence from witness from SCC Highways. Investigate evidence of witness(es) from professional repeat users.</b></p> <p><b>[d] Review operational aspects including continuity of officer input – consistency of professional advice, arrangements for mentoring and opportunities for professional career development of staff arising from involvement in pre-application advice provision. Arrangements for advice checking &amp; safeguarding quality of advice.</b></p>

	<b>Consider any beneficial side effects &amp; impact on resources.</b>	
<b>Rationale</b> Key issues and reason for the review. Include how it relates to the Joint Strategic Plan.		
<b>Success measures</b>	What are the expected outcomes?	
	What are the likely benefits to the council and its community?	
	What value is O&S adding to the process?	
	Are there any barriers/dangers/risks?	

	How are you going to know that you have reached the end of the O&S activity?	
<b>Background information</b>		
<b>Methodology/ Approach</b> (what types of enquiry will be used to gather evidence and why)		
<b>Resource requirements</b>		
<b>Project parameters</b>		
<b>Specify Witnesses/ Experts/ Stakeholders</b> (who to see and when)- subject to review as evidence becomes available.		

<b>Specify Evidence Sources for documents</b>			
<b>Specify Site Visits</b> (where and when)			
<b>Barriers/dangers/risks</b> Identify any weaknesses and potential pitfalls			
<b>Projected start date</b>		<b>Draft report deadline</b>	
<b>Meeting frequency</b>		<b>Projected completion date</b>	