

Committee: Local Plan Leadership Group
Title: Local Plan Project Initiation Document
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Summary

1. A revised version of the Project Initiation Document (PID) has been prepared and the Group are invited to make comments

Recommendations

2. The group is invited to note and comment upon the draft PID.

Financial Implications

3. The approved budget for the Local Plan in 2020-21 includes sufficient provision for the work needed through to the end of March. Adequate provision will need to be made in preparing the budgets for 2021-22 until 2024/25 in the revised Medium Term Financial Strategy.

Background Papers

4. Draft PID.

Impact

- 5.

Communication/Consultation	The draft timetable builds in three stages for people to make representations on the draft Local Plan.
Community Safety	N/a
Equalities	N/a
Health and Safety	N/a
Human Rights/Legal Implications	Preparation of a local plan is a statutory duty. It needs to meet legal tests and comply with regulations.
Sustainability	N/a
Ward-specific impacts	All
Workforce/Workplace	N/a

Situation

6. An earlier draft version of the PID was reported to the last meeting of the Group. This latest version of the PID has been amended to take account of advice from the EELGA Peer Review Group. In particular the Governance chart has been modified to clarify the reporting lines of both the Corporate Overview Board and also the Local Plan Project Board. This is considered especially important to avoid any risk of confusion, and to improve transparency and efficiency. Fuller explanations have been included in the roles of the forums, and of officer responsibilities. The Risk Register has been updated to include scores and also to show the scores after mitigation (the version in the earlier PID was illustrative and had not been given evaluation scores). The PID also includes the full project costs.

Risk Analysis

7.

Risk	Likelihood	Impact	Mitigating actions
That the timetable proposed in the LDS slips	3 – there are unknown factors in the production of a Local Plan that require consideration and may result in slippage	4 – government intervention would significantly damage the reputation of the Council	The project plan supporting the LDS includes contingency periods to allow for unknown events to be dealt with. This is good practice.
That the government introduces a new system for producing Local Plans	4 – a document with changes is currently out to consultation	4 – the changes currently proposed would result in a radically different timetable	The Council is drafting a response to the government consultation and should also monitor the outcomes.

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.