

**Committee:** Scrutiny Committee

**Date:**

**Title:** Local Plan Project Management - Quarter 4

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2022

**Report  
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## Summary

1. This report provides an update report on risks and project management for the local plan during Quarter 4 of the current financial year.

## Recommendations

2. That the Committee note the conclusions of the report on risk and project management and endorses the proposed actions.
3. That the Committee notes the attached draft letter update to the Department of Levelling Up, Housing and Communities for Quarter 3 of the current financial year.

## Financial Implications

4. The project management arrangements are funded from the approved local plan budget.

## Background Papers

5. No additional papers were referred to by the author in the preparation of this report.

## Impact

- 6.

Communication/Consultation	No impact
Community Safety	No impact
Equalities	No impact
Health and Safety	No impact
Human Rights/Legal Implications	No impact

Sustainability	No impact
Ward-specific impacts	No impact
Workforce/Workplace	No impact

## Situation

- At the meeting on 7 October 2020 the Committee endorsed the arrangements for regular project and risk management reports on the local plan, including formal quarterly updates for the Government in accordance with a Full Council resolution. This report provides an update for Quarter 4 in accordance with the agreed arrangements and seeks any comments to the proposed Department for Levelling Up, Housing and Communities (DLUHC) update.

## Risk Register Update

- The latest version of the Risk Register is attached as Appendix 1.
- There are eleven risks identified with updates or comments. Two key risks relate to having appropriate inputs to support the Local Plan timetable (ID refs 37 and 38). The officer workshop was able to go ahead on 25 February to support the timetable. Two significant risks relate to staffing (ID refs 2 and 17), a senior planner is leaving the Council, and this has created a vacancy in the team. Recruitment is underway to this post, previously identified vacancies have been filled.
- A comment has been added to risk 12 to reflect the designation of the Council for major planning application appeals, this has not amended the overall scoring of this risk. Risk ID 20 notes that appointment of a permanent interim director of planning is underway. A new comment at risk 39 identifies how the risk around GIS resourcing is being managed.
- Risk 42 identifies an action to be raised at a forthcoming developer forum, relating to the Memoranda of Understanding. Finally, risk 44 is a new risk identifying the potential need for additional stages of consultation. This risk relates to unknown factors, for example the potential for representations received to identify issues not previously considered, such that they necessitate relooking at an issue.

## Project Plan Update

- The format of the update follows the approach agreed at the October 2020 Scrutiny Committee which is in three parts, the overview 'Dashboard', the 'Workstream Status' and an extract from the live Project Plan.

### Workplan Dashboard

- This document is shown in Appendix 2, and provides a high level summary of what is happening. The arrow changes refer to the previous dashboard as it was reported to Committee in December. In comparison with last quarter the

total number of live tasks has decreased from 831 to 722. It is important to note that there are currently no 'Red' rated tasks (i.e. critical tasks that require to be urgently resolved) but there are 7 'Amber' rated tasks that require prompt action. Details of all the tasks are summarised in the following sections.

### Workstream Status

14. This document is shown in Appendix 3 and is intended to provide a single assessment of the overall status of the project (with a Red/Amber/Green RAG rating) and then a commentary. Significant progress continues to be made. Leadership Group are receiving a steady stream of reports on the evidence base. Officers are currently working to narrow down to a preferred option to recommend to members before going out to a regulation 18 consultation on the Local Plan.
15. The key area of risk at this point are around the identification of the preferred strategy and the drafting of the Regulation 18 Local Plan. Work is underway on drafting the policies and explanation in the plan as well as evaluating the alternative sites. The achievement of the timetable is dependent on the prompt completion of all this work.

### Project Plan Live Tasks

16. This document is shown in Appendix 4, and is an extract from the live database in Microsoft Project for Quarter 4. It shows all the tasks which have been or are due to be progressed within the current quarter with a description of the task, assigned officer, key dates, a RAG rating and comments which set out what needs to be done to change all ratings to green ones.

### **Draft Progress Letter to DLUHC**

17. A draft update letter is shown in Appendix 5 based on the information above and the Committee is requested to note the contents.

### **Conclusions**

18. The current progress on the local plan is in accordance with the revised timetable agreed with the Scrutiny Committee on 16 September 2021 with the local plan being ready for submission to the Planning Inspectorate in August 2023 as set out in the approved Local Development Scheme. The actions identified in the Risk Register and Project Plan are being actively undertaken

### **Risk Analysis**

19.

Risk	Likelihood	Impact	Mitigating actions
Failure to successfully Project Manage	1 – Provided robust and effective	4 - Lack of Spatial Strategy and	Establish a robust and effective project management system

the Local Plan will result in an unsound Plan	project management system established	planning policies leading to potentially unacceptable development	with appropriate oversight by the Scrutiny Committee
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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.