

PROJECT PROPOSAL

Planning, Regeneration & Regulatory Services



The Project Proposal is the first document developed to introduce a project. It should expand the initial concept or idea to broadly define the scope of the proposed project (objectives, outcomes and outputs), and provide an estimate of the resourcing time and costs associated with progressing the initiative.

Project / Activity Name:	Planning Compliance Restructure		
Head of Service:	Graham H Boase	Service Area:	Development Control and Compliance
Form Completed by:	Paul Mead	Date:	Aug 12
Project Sponsor:	Graham Boase	Project team: <i>If relevant</i>	Paul Mead Wayne Williams Jill Emerson Michael G Hughes Jayne Evans Gwen Butler Judith Williams
Project Manager:	Paul Mead		

PROJECT TYPE

Please categorise your project type. Mark **one** box only.

This PID is for a work programme or block allocation (ie a collection of smaller works managed coherently together eg maintenance schemes, grant schemes, highway maintenance, etc)	
The project scored 0 to 4 and is categorised as SMALL	
The project scored between 5 and 10 and is categorised as MEDIUM	x
The project scored over 10 and is categorised as LARGE	

Please complete the scoring matrix below to evidence your categorisation. This **is not** required if you have categorised the activity as a work programme or block allocation.

Criteria:	Score 0	Score 1	Score 2	
What is the total cost of the project?	Up to £50K OR Up to £150K (construction)	£50K to £150K OR £150K to £1mill (construction)	Over £150K OR Over £1 million (construction)	0
How long will it take to develop and implement the project?	Up to 3 months	3 to 12 months	Over 12 months	1
Which stakeholders are involved?	Mainly internal	Internal & external	Stakeholder opposition	1
Has Denbighshire done this sort of project before?	Many times	Once or twice	Never	1
What is the reputational risk to Denbighshire if we make significant mistakes in project delivery or the project fails?	Low	Medium	High	2
What is the financial risk to Denbighshire if we make significant mistakes in project delivery or the project fails?	Low	Medium	High	1
Total Score:				6

PROJECT PROPOSAL

Planning, Regeneration & Regulatory Services



PROJECT PROPOSAL

Planning, Regeneration & Regulatory Services

BACKGROUND INFORMATION

This section should provide a brief description of the project/activity you propose to undertake and the reason it is required. You should assume that the reader has no background knowledge.

(See separate Business Case document for general background)

- There is a wider service restructure proposal which has different options for the future of the Planning Compliance function, outside of the DC Team.
- This project seeks to examine the current workload of the planning compliance team and to explore how best to deal with this workload. This could involve the transfer of some or all of the function out of the DC team with the aim to distinguish between high priority, technical planning compliance functions and the lower priority, reactive work.

Planning compliance forms part of the statutory function of a Local Planning Authority. The role involves the investigation of possible breaches of planning control including the failure to comply with legal agreements and planning conditions and the progression of any appropriate action to remedy such breaches.

The scope of this project is as follows:-

- To identify current service demands on the planning compliance Officers
- To identify admin and support needs for planning compliance
- To create a detailed list of complaint types identifying high and low level compliance cases.
- To create more formalised links between planning compliance and legal services.
- To create clear working arrangements between planning compliance, regeneration, public protection and community safety teams.
- To create an up to date planning compliance policy.
- To set realistic performance measures.
- To create up to date standard letters, notices and related documents.

PROJECT PROPOSAL

Planning, Regeneration & Regulatory Services

OUT OF SCOPE

If this Project Proposal is approved please detail any elements (e.g. activities, functions, services, geographic areas) which will be specifically excluded from the project. Note that in-scope activity should have been defined in the Background Information section above.

Not known at this stage.

OUTPUT

An output is what is physically created by the project e.g. a new or refurbished building, a policy or strategy document, a re-structured organisation or service, an event, a new software system installed, etc.

- Restructured planning compliance function
- Revised set of procedures, protocols, standard letters and notices.
- Revised PI's
- Reporting strategy

OUTCOME

An outcome is what happens, or what should happen, as a consequence of delivering the output e.g. improved educational attainment, safer working practices, cheaper or more efficient service delivery, etc.

- Fewer complaints
- Regeneration and better use of land and buildings for communities
- Recovery of monies owed to the Council through legal agreements
- Better quality developments
- Better monitoring of land uses and developments

INTER-DEPENDENCIES

Please provide further information if this project or activity will have dependencies with other projects, service reviews or council activities.

PROJECT PROPOSAL

Planning, Regeneration & Regulatory Services

The project will link to the wider service restructure and the development of a team communication and consultation strategy.

OVERARCHING AIMS - CORPORATE PRIORITIES / SERVICE OUTCOMES

This section should identify how the project / activity supports Denbighshire's corporate priorities and the services' key outcomes

The project will support the Council vision to provide a more customer focussed service closer to its community. It will also link directly to the service aim of regeneration and better use of land and buildings.

TIMESCALES

This section should outline the desired timescales for the activity. It should include all key milestones including when the project / activity is proposed to commence and when the project / activity will be complete (and the output detailed earlier achieved).

Date	Milestone
Sept 12	Meet with staff and Head of Service to scope project - done
Sept 12	Undertake audit of complaint types – done *Prepare Scrutiny Report*
Oct 12	Establish high/low level work areas and set out in a strategy document
Oct12	Meet with colleagues in Legal, Public Protection and Community Safety to discuss the above strategy document. Meet with staff to discuss staff resources and admin/support needs
Nov 12	Agree structure of team and split of work areas between teams
Jan 13	Launch restructured planning compliance function with relevant SLA's between departments
On-Going	Regular inter-team meetings, reporting and reviews.

COLLABORATION

Is this a collaboration project?	Yes		No	x
----------------------------------	-----	--	----	---

CAPITAL COSTS

PROJECT PROPOSAL

Planning, Regeneration & Regulatory Services

The capital cost of a project is an important consideration in terms of whether or not it should proceed. Note that even some non-construction projects may have a requirement for capital costs. For example, fund the acquisition of new ICT hardware or undertaking alterations to a building. At this stage it is acceptable to present a cost range.

Estimated project capital cost or cost range	£0
--	----

REVENUE COSTS

The revenue cost of a project is an important consideration in terms of whether or not it should proceed. Please indicate below the expected revenue impact of the project or activity.

What is the impact of this project in terms of the revenue requirement for:	increase	neutral	decrease	not known
staff costs (salaries and associated)?				X
energy costs (heating, lighting, ICT, etc)?		X		
other property related costs (rental, insurance, etc)?		X		
ongoing ICT costs (licences, etc)				X
mileage of Denbighshire fleet vehicles?				X
mileage for business travel by Denbighshire Employees using their personal vehicles?				X
OTHER (please enter)				
OVERALL REVENUE REQUIREMENT				X

If necessary, please use the box below to provide any further details in relation to the revenue funding information you have provided (e.g. any assumptions made, estimates of potential revenue savings, income that may be generated by the project to offset revenue expenditure, etc).

--

EQUALITIES IMPACT

The Council has a duty to ensure compliance with the Equalities Act (2010) which is intended to protect individuals from unfair treatment and promote a fair and more equal society. The following section is designed to assess the possible equalities impact of the proposed project or activity. If you require further guidance on or assistance with completing this section please contact Denbighshire's Corporate Equalities Officer: karen.beattie@denbighshire.gov.uk

What is the expected impact of this project/activity in terms of the following equality groups:	positive	neutral	negative	not known
• Age (younger and older people)		X		
• Disability (physical, vision, hearing impairments, learning difficulties, mental health)		X		
• Gender reassignment				X
• Marriage or civil partnership				X
• Race (including migrant workers, gypsy and travellers)				X
• Religion/Belief				X
• Sex including male, female, transgender)				X
• Sexual Orientation (lesbian, gay, bisexual,				X

PROJECT PROPOSAL

Planning, Regeneration & Regulatory Services

transgender))				
• Relationships between groups may require clarification				X
• Welsh Language and/or culture		X		

If you have indicated that the project or activity may have an impact on equalities (positive or negative) you may be required to complete an Equalities Impact Assessment (EqIA)

VERIFICATION:

Head of Service (or above): I certify that:

- The project will address a service need and deliver benefits
- The project makes a necessary contribution to the overall strategy of the organisation
- The estimated cost can be justified by the anticipated improvement in services

And that I have assigned the following individuals into the key project roles:

Head of Service:		Signature:	<i>Insert electronic signature</i>	Dated:	
Project Sponsor:		Signature:	<i>Insert electronic signature</i>	Dated:	
Project Manager:		Signature:	<i>Insert electronic signature</i>	Dated:	

Frequency of Reporting: <i>Producing the "Project Status Report"</i>	Monthly
---	---------

Please return to Eleri Williams in Business and Performance