

Scoping template for the Scrutiny Committee

Scope of work for scrutiny: Planning Enforcement

Broad topic area:	A Scrutiny Spotlight Session was held in April 2025 which provided the Committee with an overview of the planning enforcement service.
Specific areas to explore within topic area:	<p>The presentation at the Spotlight Session included the following focus for planning enforcement for 2025:</p> <ul style="list-style-type: none"> • Record keeping (response to enforcement audit); • Streamlining legal instructions for enforcement notices; • Reducing enforcement notice backlog; <p>The Scrutiny Committee requests an update report on progress on the above points and for the report to include the following:</p> <ul style="list-style-type: none"> • Communication with town and parish councils, including response times to enquiries on enforcement cases from town and parish councils; • Specific challenges currently facing planning enforcement
Areas NOT covered by the review:	<ul style="list-style-type: none"> • Discussion of specific enforcement cases • Discussion of planning applications
Desired outcomes of the review:	<ul style="list-style-type: none"> • To receive an update on progress with the service's focus for 2025 • To understand the challenges currently facing the planning enforcement service • To make recommendations, as appropriate, for improvement
Who should be consulted to obtain evidence (e.g. Ward Member, officers, stakeholders)	<p>Planning Development Manager Planning Solicitor</p>
What evidence already exists (consultation, good practice examples)	This review follows on from the Scrutiny Spotlight Session held in April 2025.

Has there been/is there currently a similar review or work being undertaken by another authority?	N/A
What experts are needed to help with the review:	N/A
What other resources are needed:	N/A
Undertaken by the Committee or is a TAFF required:	Report to Committee
Timescale including start date:	Scoping document to be considered 2 April 2026 Date for report to Committee to be agreed with Officers and added to work programme
Who are the recommendations being reported to:	Cabinet