

Date: 7 November 2018



District Council

Town Hall, Penrith, Cumbria CA11 7QF

Tel: 01768 817817

Email: cttee.admin@eden.gov.uk

Dear Sir/Madam

Scrutiny Co-ordinating Board Agenda - 15 November 2018

Notice is hereby given that a meeting of the Scrutiny Co-ordinating Board will be held at 6.00 pm on Thursday, 15 November 2018 at the Council Chamber, Town Hall, Penrith.

1 Apologies for Absence

2 Declarations of Interest

To receive declarations of the existence and nature of any private interests, both disclosable pecuniary and any other registrable interests, in any matter to be considered or being considered.

3 Request for call-in - Eden Development Portfolio Plan 2018-2019 (Pages 3 - 32)

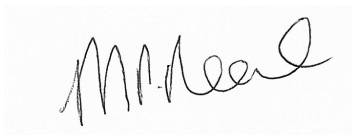
To consider report G102/18 from the Deputy Chief Executive which is attached and which informs Members of a request which was made on 26 October 2018 for a call-in of the decision made by the Eden Development Portfolio Holder at his meeting on 23 October 2018 with regard to the progress report given on his Eden Development Portfolio Plan 2018-2019.

RECOMMENDATIONS that:

Members will need to resolve one of the following options:

- a) that the decision is in its view contrary to the policy framework or budget and to refer the decision to Council;
- b) that it has concerns and to refer the matter back to the Executive for re-consideration (such concerns must be specified by Members); or
- c) to take no further action.

Yours faithfully



M Neal
Deputy Chief Executive (Monitoring Officer)

Democratic Services Contact: *Vivien Little*

Encs

For Attention

All members of the Council

Chairman – Councillor D Banks (Independent Group)

Vice Chairman – Councillor J Raine (Conservative Group)

Councillors

I Chambers, Conservative Group
J Derbyshire, Liberal Democrat Group
D Holden, Liberal Democrat Group
R Orchard, Conservative Group

R Sealby, Conservative Group
J G Thompson, Conservative Group
M Tonkin, Independent Group

Standing Deputies

A Meadowcroft, Conservative Group
M Robinson, Independent Group
M Smith, Independent Group

V Taylor, Liberal Democrat Group
J Tompkins, Liberal Democrat Group

Please Note:

1. **Access to the internet in the Council Chamber and Committee room is available via the guest wi-fi – no password is required**
2. **Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting (unless stated otherwise) and as such could be filmed or recorded by the media or members of the public**

Report No: G102/18

**Eden District Council
Scrutiny Co-ordinating Board**

15 November 2018

**Request for Call-in – Eden Development Portfolio Plan
2018-2019**

Portfolio:	Eden Development
Report from:	Deputy Chief Executive
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 A request was made on 26 October 2018 for a call-in of the decision made by the Eden Development Portfolio Holder at his meeting on 23 October 2018 with regard to the progress report given on his Eden Development Portfolio Plan 2018-2019.
- 1.2 Members of the Scrutiny Co-ordinating Board are asked to determine the call-in request.

2 Recommendation

It is recommended that Members determine the call-in request. Members will need to resolve one of the following options:

- a) that the decision is in its view contrary to the policy framework or budget and to refer the decision to Council;
- b) that it has concerns and to refer the matter back to the Executive for re-consideration (such concerns must be specified by Members); or
- c) to take no further action.

3 Report Details

- 3.1 A request has been received to call-in a decision of the Eden Development Portfolio Holder made on the 23 October 2018. Appendix 1 to this report contains a copy of the call-in request.
- 3.2 The request was made by Councillors Deb Holden, Michael Eyles and Virginia Taylor. They state reasons for making the request which can be summarised as follows:
 - a) The Penrith Master Plan public engagement process ends after the decision date of this Portfolio Plan, which does not allow time to study and compile the results of this process.
 - b) The Saturn modelling update may not be ready until March next year, and the Strategic Flood Assessment on the 32 optioned sites are not available yet.

- 3.3 Members are asked to determine the call-in request in line with the procedure outlined in Appendix 2 to this request. An extract from the Constitution outlining the Council's call-in procedure rule is attached as Appendix 3.
- 3.4 The purpose of the Portfolio Plan update set out within the report was to set out the priorities and the activities for the Portfolio for 2018-2019, and to give an update on progress as at 30 September 2018. A copy of the report considered by the Eden Development Portfolio Holder is attached at Appendix 4. The decision notice which was produced for this is attached at Appendix 5.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:

- Decent Homes for All;
- Strong Economy, Rich Environment;
- Thriving Communities; and
- Quality Council

- 4.2 This report meets the Quality Council corporate priority.

5 Consultation

- 5.1 The Chairman and Vice-Chairman of the Scrutiny Co-ordinating Board have been consulted regarding the need to hold an extraordinary meeting of the Scrutiny Co-ordinating Board to hear this call-in request.

6 Implications

6.1 Financial and Resources

- 6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-19 as agreed at Council on 17 September 2015.
- 6.1.2 There are no proposals in this report that would reduce or increase resources.

6.2 Legal

- 6.2.1 Part 4, Section F of the Council's Rules of Procedure within the Constitution sets out the Scrutiny Procedure Rules and the relevant part about call-in and the procedure appears as an extract in Appendix 3 to this report.

6.3 Human Resources

- 6.3.1 There will be a minor implications on human resources arising from this due to the need to hold an extraordinary meeting of the Scrutiny Co-ordinating Board, and the preparation time by officers

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There are no equality issues arising out of this report
Health, Social Environmental and Economic Impact	There are no health, social environmental and Economic impact issues arising out of this report

Crime and Disorder	There are no crime and disorder implications arising from this report
Children and Safeguarding	There are no child protection implications arising from this report

6.5 Risk Management

Risk	Consequence	Controls Required
Failure to monitor and report the progress of portfolio plans	Public, financial or reputation harm to the Council.	Effective corporate planning procedures in place, including monitoring and reporting.
The Council fails to meet its statutory responsibility regarding call-ins	Reputational harm to the Council.	The Council's Constitution lays out the procedures all parties must follow regarding the call-in

7 Other Options Considered

7.1 No other options have been considered.

8 Reasons for the Decision/Recommendation

8.1 A request for call-in has been made and this request needs to be considered and determined.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	7 November 2018
Monitoring Officer (or Deputy)	6 November 2018
Relevant Assistant Director	7 November 2018

Background Papers:

Appendices:

Appendix 1 – Call-in request

Appendix 2 – Scrutiny Call-in Procedures

Appendix 3 – Extract from Eden District Council Constitution regarding call-ins

Appendix 4 – F71/18 Eden Development Portfolio Plan 2018/2019

Appendix 5 – Decision Notice ED_03_10_18

Contact Officer:

Vivien Little, Member Services Team Leader

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Call In of a decision of Agenda item 2 and 4, Eden Development Portfolio Plan 2018-2019

We the undersigned, being three members of Eden District council, wish to call in the decision of the Executive of Eden District Council to have the Penrith Master Plan adopted in 2019, to develop an action plan for the implementation of the Eden Vision document by 31 March 2019 and for the Master Plan to inform on an early review of Eden Local Plan.

These decisions go against Eden Council Plan's corporate priority for a strong economy and rich environment which states the Council will:

" consider the needs and wishes of local communities with regards to development.

Ensure that new developments are sustainable and take account of infrastructure requirements."

The Penrith Master Plan public engagement process ends on 2 November 2018 which is after the decision date of this Portfolio Plan. Time will be required to study and compile the results of this engagement process. The Saturn traffic modelling update may not be ready until March next year and EDC awaits the Strategic Flood Assessment on the 32 optioned sites. Setting a target of 31 March 2019 to develop a plan to deliver the Vision is unachievable.

For these reasons alone the timescales set out in the Portfolio Plan 2018-2019 (EE1b and EE1c) are unrealistic and could be seen by the public as a pre-determined decision by the portfolio holder to accept the Penrith Master Plan regardless of public opinion and the engagement process.

Signed Deb Holden Date 25.10.18
Councillor Deb Holden

Virginia Taylor Date 25.10.18
Councillor Virginia Taylor

Michael Eyles Date 25/10/18
Councillor Michael Eyles

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Scrutiny Call-In

The Meeting Procedure

1. At the commencement of consideration of a call-in request all the witnesses shall sit at a table alongside the Chairman and facing the Scrutiny Committee Members.
2. The Chairman shall identify the witnesses and outline the resolutions the Committee must choose between after deliberation.
3. One of the Members shall present their case for calling in the matter.
4. Each of the witnesses may, if they wish, make an oral statement to the Committee lasting no more than 5 minutes without the consent of the Chairman.
5. The Chairman shall first invite the Members who submitted the call-in to ask any questions of the witnesses.
6. The Chairman shall invite any other Member of the Committee to ask the witnesses or any of the three Members any question.
7. All witnesses shall withdraw from the meeting room when there are no further questions.
8. The Council's Solicitor shall summarise the issues and arguments raised and address any legal points.
9. The Committee shall deliberate the call-in request.
10. The Scrutiny Committee shall resolve either:
 - i) that the decision is in its view **'contrary to the policy framework or budget'** and to refer the decision to Council;
 - ii) that it has **'concerns'** and to refer the matter back to the decision making body for re-consideration. The Committee must specify its concerns; or
 - iii) to take **'no further action'**.
11. The witness shall be recalled to the meeting to be informed of the resolution.

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Appendix 3 – Extract from Eden District Council’s Constitution

15) Call-In

- a) Call-ins should only be used in exceptional circumstances. In order to ensure that Call-in is not abused and does not cause unreasonable delay, certain limitations are placed on its use. These are:
 - i) a Call-in may only be requested if the proposed decision is considered to be contrary to the Council’s budget or the policy framework or Article 12 of the Constitution;
 - ii) decision making bodies can only be asked to reconsider a decision once;
 - iii) any three Members of the Council can request and sign a call-in;
 - iv) the request for a call-in must state the reasons why it is considered a proposed decision should be called-in;
 - v) a decision of the Licensing Committee or the Planning Committee on an individual application may not be the subject of a call in. However, the Chairman or any other Member of the Licensing Committee or the Planning Committee may be invited to attend a meeting of the Scrutiny Committee to explain the reasons for decisions on any particular applications and why, in particular, decisions were made which appear to be contrary to established policy and, in addition, any senior officer may also be called to attend a meeting of the Scrutiny Committee to explain recommendations in reports in relation to those particular applications. The call-in procedure and hearing procedure will apply to any such invitation to attend to explain decisions as if the matter was being called in. In such a circumstance the Scrutiny Committee may express its concerns about a decision to the Licensing or Planning Committee, refer its concerns to Council or make such recommendations for consideration by a committee, the Council or an officer as may be appropriate. This provision cannot be applied in relation to one decision and can only be applied where it is alleged that more than one decision has been made which appears to be contrary to policy.
 - vi) the call-in procedure will not apply where a proposed decision is determined to be urgent in accordance with c) below;
 - vii) decisions made by Officers under the Schemes of Delegation in Part 3 of this Constitution are not subject to call in procedure. Decisions being made by Officers under a specific delegation may be subject to the call-in procedure.
- b) When a decision is made by the Executive, an individual Member of the Executive or a committee of the Executive:
 - i) the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the

Council normally within two working days of being made. Chairs of all scrutiny committees will be sent copies of the records of all such decisions electronically within the same timescale, by the person responsible for publishing the decision;

- ii) that notice will bear the date on which it is published and will specify that the decision may be implemented, on the expiry of five clear working days after the publication of the decision, unless a call-in is made;
- iii) during that period, the Director of Corporate and Legal Services shall call-in a decision for scrutiny by a committee if so requested by any three members of the committee, and shall then notify the decision-maker of the call-in. He/she shall call a meeting of the committee on such date as he/she may determine, where possible after consultation with the chair of the committee, and in any case within five clear working days of the decision to call-in;
- iv) if, having considered the decision, the scrutiny committee is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to full Council. A decision may be referred to full Council only if it is considered to be contrary to the budget or the policy framework. If referred to the decision maker he/she shall reconsider it within a further five clear working days, amending the decision or not, before adopting a final decision;
- v) if following an objection to the decision, the scrutiny committee does not meet in the period set out in paragraph b), iii) above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the scrutiny committee meeting, or the expiry of that further five clear working day period, whichever is the earlier;
- vi) if the matter was referred to full Council and the Council does not object to the proposed decision, then no further action is necessary and the decision will be effective in accordance with the provisions below. However, if the Council does object, the Council may refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision or make the decision itself provided that this is in accordance with the policy framework and budget. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the executive as a whole or a committee of it, a meeting will be convened to reconsider within five clear working days of the Council request. Where the decision was made by an individual, the individual will reconsider within five clear working days of the Council request;
- vii) if the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision

will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.

c) Call-in and urgency

- i) The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The record of the decision, and notice by which it is made public will state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The chairman of the appropriate scrutiny committee must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the chairman, the vice-chairman's consent shall be required. In the absence of both, the head of paid service or his/her nominee's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the appropriate committee, together with the reasons for urgency.

d) Procedure for a call-in hearing

- i) The hearing of any call-in will be conducted in accordance with the following procedure:
 - (1) The Chairman shall identify the witnesses and outline the resolutions the Committee must choose between after deliberation.
 - (2) One of the Members shall present the case for calling in the matter.
 - (3) Each of the witnesses may, if they wish, make an oral statement to the Committee lasting no more than five minutes without the consent of the Chairman.
- ii) The Chairman shall first invite the Members who submitted the call-in to ask any questions of the witnesses.
- iii) The Chairman shall invite any other Member of the Committee to ask the witnesses or any of the Members any question.
- iv) All witnesses shall withdraw from the meeting room when there are no further questions.
- v) The Council's Solicitor shall summarise the issues and arguments raised and address any legal points.
- vi) The Committee shall deliberate the call-in request.
- vii) The Committee shall resolve either:

- that the decision is in its view contrary to the policy framework or budget and to refer the decision to Council; or
 - that it has 'concerns' and to refer the matter back to the decision making body for re-consideration. The Committee must specify its concerns; or
 - to take 'no further action'.
- viii) The witness shall be recalled to the meeting to be informed of the resolution.

Eden Development Portfolio

23 October 2018

Eden Development Portfolio Plan 2018-2019

Portfolio:	Eden Development
Report from:	Assistant Director Customer Services and Transformation
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To report progress against this Portfolio Plan to 30 September 2018.

2 Recommendation

The progress on actions in the Eden Development Portfolio Plan to date is noted.

3 Report Details

- 3.1 The Council has a Council Plan for 2015-2019.
- 3.2 This Portfolio Plan sets out in more detail the remit and the particular priorities and activities for this Portfolio and sets, where appropriate, measureable targets by which achievement may be assessed and reported. Also included are details of the 2018-2019 budgets assigned to this Portfolio and the strategies and plans that underpin the Portfolio work.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All;
 - Strong Economy, Rich Environment;
 - Thriving Communities; and
 - Quality Council.
- 4.2 This Portfolio Plan primarily meets the Strong Economy, Rich Environment corporate priority.

5 Consultation

- 5.1 Portfolio plans are the means of implementing the Council Plan. All delivery actions in the Council's Portfolio Plans are directly linked to the priorities, objectives and strategic actions contained in the Council Plan. The Council Plan 2015-2019 was subjected to a period of extensive public and internal consultation throughout its development, between July 2014 and September 2015.

6 Implications

6.1 Financial and Resources

6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-2019 as agreed at Council on 17 September 2015.

6.1.2 The Financial implications are set out in the budget for the Portfolio Plan.

6.2 Legal

6.2.1 There are no Legal implications arising from the report.

6.3 Human Resources

6.3.1 There are no Human Resources implications arising from the report.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There are no equality issues arising out of this report.
Health, Social Environmental and Economic Impact	The activities set out within the Plan are intended to have a positive impact in terms of health, social cohesion and the Eden economy.
Crime and Disorder	There are no crime and disorder implications arising from this report.
Children and Safeguarding	There are no child protection implications arising from this report.

6.5 Risk Management

Risk	Consequence	Controls Required
Failure to monitor and report the progress of portfolio plans.	Public, financial or reputational harm to the Council.	Effective corporate planning procedures in place, including monitoring and reporting.

7 Other Options Considered

7.1 No other options have been considered.

8 Reasons for the Decision/Recommendation

8.1 The Plan ensures that the Eden Development Portfolio Holder is able to focus on key priorities and objectives for the year ahead.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	11 October 2018
Monitoring Officer (or Deputy)	11 October 2018
Assistant Director	11 October 2018

Background Papers: None

Appendices: Appendix A – 2018-2019 Eden Development Portfolio Plan

Contact Officer: Linda Methven, Assistant Director Commercial Services and Transformation, 01768 212130

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Portfolio Plan	Eden Development
Priority/priorities (general)	Strong Economy, Rich Environment, Quality Council
Priority/priorities (detail)	Supporting a strong economy that benefits from and values Eden's rich natural and built environment Continue to provide efficient and cost-effective statutory and discretionary services
Year	2018-2019
Portfolio Holder	Councillor John Owen
Lead Officer	Linda Methven, Assistant Director Customer Services and Transformation

This Portfolio Plan is a summary of key activities and priorities for 2018-2019 and the resources available to meet them.

Responsibilities and Budget of the Portfolio

Service/Function	£	Department	Section
Economic Development and Promotion	477,300	Governance	Commercial Services
Building Regulations	85,700	Governance	Planning Services
Other Building Control	39,500	Governance	Planning Services
Environmental Enhancement and Conservation	39,240	Governance	Planning Services
Development Control and Enforcement	370,060	Governance	Planning Services
Local Plans and Policy	141,390	Governance	Planning Services
Administrative Buildings	334,980	Governance	Technical Services
Total	1,488,170		

All of these budgets appear in other Portfolio Plans. There is a link between those and this Portfolio and they are relevant to the work of this Portfolio, hence their inclusion in this document.

Commercial Opportunities

The Council has an agreed Commercial Plan that covers the period 2017–2020. The Commercial Plan sets out the principles the Council will work to in addressing unknown factors in the Council's Medium Term Financial Plan and seeks to generate and/or save £1m by the end of the Plan's term. In the table below are actions which the Portfolio Holder may choose to undertake to help achieve that goal, in accordance with the three investment principles.

Principle	Actions
Investing for a social return	<ul style="list-style-type: none"> • Eden Apprenticeship Scheme • Customer Contact and Council buildings, including optimising use of existing buildings and ensuring accommodation supports improved customer access to services, new ways of working and the digital transformation project.
Investing for financial and social return	<ul style="list-style-type: none"> • Attracting new businesses to the area to: <ol style="list-style-type: none"> a) generate employment opportunities; and b) Contribute to the economic vibrancy of Eden.
Investing for a financial return	<ul style="list-style-type: none"> • Expansion of discretionary planning services (pre application advice, planning performance agreements and general planning services).

Outside Bodies

Councillor Owen is a Director and the Chairman of Heart of Cumbria Limited, a Company that is wholly owned by the Council and which has objectives of pursuing commercial activities and delivery of affordable housing.
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Key Policies and Plans Relevant to this Portfolio

Council Plan 2015-2019
Apprenticeship Agreement
Eden Local Plan (2014-2032)
Eden Brown Field Register
Council Complaints Procedure
Access to Services Strategy, September 2015
Digital Transformation and Delivering Services Electronically, Council April 2016
Commercial Plan 2017-2020

Action Plan – 2018-19 for Eden Development Portfolio

Objective EE1: Provide an appropriate planning framework which facilitates sustainable development and attracts inward investment

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
EE1b: Ensure that new developments are sustainable and take account of infrastructure requirements	<p>Continue to seek developer contributions to help meet infrastructure requirements, especially on major schemes.</p> <p>To monitor the receipt of agreed 106 monies.</p>	<p>To monitor the value of out-standing amounts and the fees collected.</p> <p>To generate plans to use the funds collected for affordable housing projects.</p>	<p>The Assistant Director Financial Services is leading a project to better manage section 106 monies, to ensure they are collected and reinvested in a timely manner.</p> <p>Process review to be completed by end of December 2018.</p> <p>Current estimate of the deposited funds is around £2m, including New Home Bonus receipts.</p>	.	

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
	Seek to attract other housing developers to the area and support high standards of construction. Consultants (LUC) have been appointed to put together the Penrith Vision and Masterplan Document.	To have a Penrith Masterplan adopted in 2019.	<p>Planned progress;</p> <p>The Masterplan proposal is to be presented at:</p> <ul style="list-style-type: none"> Executive 4/9/18 Staff Briefings 7/9/18 Press Releases from 8/9/18 Public engagement to begin 10/9/18 <p>The direction of travel of the Council is for a future iteration of the masterplan to inform an early review of the Local Plan</p>		.
	Review Conservation Area Appraisals.	<p>The Conservation Officer to review all conservation areas by 31 August 2019.</p> <p>To ensure that Kirkoswald and Dufton are progressed towards initial consultation by December 2018.</p>	<p>On-going</p> <p>Conservation Officer to supply a briefing on the progress by end of December 2018</p>		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
EE1c: Identify land for employment development and support business growth (also in Commercial Services Portfolio)	Progress the Local Plan to adoption	Completion and adoption of the Local Plan (2014 -2032) by end of September 2018	<p>The Local Plan is now in active use by Development control and the Planning Committee.</p> <p>The Plan is to be presented and hopefully formally adopted by Council on 11 October 2018.</p>		
	To develop and action plans in respect of Supplementary Planning Documents (SPD)	<p>To deliver the Housing SPD by end of December 2018.</p> <p>To deliver the Design SPD by end of December 2018.</p> <p>To develop a plan to complete the Local Development Scheme document by 31 March 2019.</p>	Plans are progressing and a draft plan for public consultation to be available by end of October 2018		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
	Develop an Action Plan for the implementation of the Eden Vision Document 2050.	To update Members formally on the work on the Penrith Vision Masterplan in September 2018 and develop a plan to deliver the Vision by 31 March 2019.	As per EE1b above.		
EE1d: Consider the needs and wishes of local communities with regard to development	Support Neighbourhood Planning	<p>To continue to support towns and parishes to submit neighbourhood plans. (Note: To date, 15 towns and parishes have submitted neighbourhood plans).</p> <p>To continue to assist with the progression and completion of the Lazonby plan anticipated to be completed by end of September 2018.</p>	Lazonby being supported and going to the first consultation soon.		
EE1e: To develop the Brownfield Register.			The Brownfield Register was completed in December 2017 and no further action is now required.	Complete	Complete

Action Plan – 2018-19 for Eden Development Portfolio

Objective EE2: Engage and support businesses to innovate, grow and seek to maximise higher wage employment

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
EE2a: Continue with our 'Invest in Eden' website and business marketing and support offers, including the Eden Business Support Fund, to attract high quality businesses to locate and expand in the area (also in Commercial Services Portfolio)	<p>In conjunction with the Commercial Services Portfolio Holder, seek to ensure a skilled workforce through developing relationships with education providers and promoting the Eden Apprenticeship Scheme to local employers.</p> <p>To continue and report on, the Business Support Fund and the effect on local jobs.</p>	<p>To monitor and review:</p> <ul style="list-style-type: none"> • The rolling number of apprenticeships created. • The value of loans provided. • The effect on local jobs. 	<ul style="list-style-type: none"> • Currently on target to have all finance allocated to businesses. • Since the Business Support Fund started, there has been a total of £397,000 loans approved to date. • Total number of new jobs created = 13 • Total number of jobs safeguarded 		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
	<p>To identify land for new business opportunities.</p> <p>To develop a plan to promote available land to current and prospective new businesses by 30 September 2018.</p>	<p>To secure planning approval for a section of land at junction 41 for commercial development by end of September 2018.</p> <p>To agree target dates to formally adopt seven Local Development Orders aimed at attracting new and developing existing food and farming linked businesses by end of December 2018.</p>	<p>Planning approval has been secured.</p> <p>The action now sits within the Planning Policy Team. Economic Development officers will have the role of marketing the sites when they are formally adopted.</p>		

Objective EE2: Engage and support businesses to innovate, grow and seek to maximise higher wage employment

Strategic action	Delivery action	Target/measure	Progress as at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
EE2b: Engage with Eden's four market towns and the Chambers of Trade to increase their vitality, including the Townscape Heritage Initiative (THI) in Alston and the Penrith Business Improvement District (also in the Commercial Services Portfolio)	In conjunction with the Commercial Services Portfolio Holder, seek to engage with and support the Chambers of Trade	<p>To identify how to support existing Invest in Eden actions by 30 September 2018</p> <p>To review all service level agreements on a quarterly basis from end of June 2018.</p>	<p>Regular meetings take place with Chambers of Trade or their equivalents in each of the four key service centres.</p> <p>A new Service Level Agreement has been drafted between the Council and Upper Eden Community Interest Company which will see the Business Hub at Kirkby Stephen operational for 2018-2019.</p>		

Action Plan - 2017-2018 for Eden Development Portfolio

Objective QC5: Continue to provide efficient and cost effective statutory and discretionary services

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
QC5b: Deliver consistently high quality statutory services (also in Resources Portfolio)	Provide effective management of planning budgets and resources	To consider the options for pre-application enquiry charging scheme by 30 September 2018.	Senior Planning Officer to develop and propose a new pricing structure to the Executive by end of December 2018. The aim is to implement from 1 April 2019.		
	Amend the Council's scheme of delegation for Planning Committee	To develop a new scheme of delegation policy by 31 December 2018.	Ongoing		
	Review office accommodation needs, to support the effective delivery of services	A working group has been established to consider office accommodation needs. A report will be presented to full Council by 31 December 2018. To progress and support the work of the working group.	Ongoing but delayed due to the needs of the Penrith Masterplan.		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
	Review the number of complaints received and compliance with the Complaints Procedure.	To formally review complaints every 2 months.	Complaints raised have been investigated in a timely manner and a few have been referred to the ombudsman. The ombudsman has upheld all decisions in the report. There is one out-standing complaint that the complainant has paused.		

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Eden Development Portfolio Holder Meeting– Decision Record Eden Development Portfolio Plan 2018-2019

Decision Made By:	Councillor John Owen MBE
Date Decision made:	23 October 2018
Date of Publication	23 October 2018
Decision Reference Number	ED_03_10_18
Call in period ends	30 October 2018 5pm
Implementation date (if not called in)	1 November 2018

Notes:

1. Decisions may be called-in by three elected Members who must be signatories on the document.
2. Requests to call-in must be delivered to the Deputy Chief Executive in writing by the date and time specified above (See Pt 4 [Scrutiny Procedure Rules] of the Constitution);
3. In the absence of any call-in, decisions will come into force and may then be implemented on the expiry of 5 working days after the publication date (see above);
4. Decisions marked ** may not be called-in as they were made under special urgency rules.

Please return to Member Services:

Sharon Bradshaw	01768 212475
Vivien Little	01768 212180
Claire Watters	01768 212275
Email:	cttee.admin@eden.gov.uk

Eden Development Portfolio Holder Meeting – Decision Record
Eden Development Portfolio Plan 2018-2019

To be completed by the decision maker:

Decision Reference Number	ED_03_10_18
Date Decision Made	23 Oct 2018
Portfolio:	Eden Development Portfolio Holder Meeting
Decision made by:	Councillor John Owen MBE
Interests Declared:	There were no Declarations of Interest made at this meeting.
Subject Matter:	Eden Development Portfolio Plan 2018-2019
Purpose of Report:	To report progress against this Portfolio Plan to 30 September 2018
Decision:	RESOLVED that the progress on actions in the Eden Development Portfolio Plan to date be noted.
Reasons for Decision	The Plan ensures that the Eden Development Portfolio Holder is able to focus on key priorities and objectives for the year ahead.
Summary of Options Rejected:	No other options have been considered.
Reports and Background Papers Considered	F71Oct18-Eden-Development-Portfolio-Plan-2018-2019_Sep18
Relevant Overview and Scrutiny Committee:	Scrutiny Co-ordinating Board.
Urgent Decision not Subject to Call In	No
Consent of Chairman/Vice-Chairman to Urgency	N/A
Portfolio holder signature	