

PERSONNEL COMMITTEE

5 May 2004

EXTRACT FROM MINUTES OF CABINET 20 APRIL 2004

REPORT OF CITY SECRETARY AND SOLICITOR

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RECENT REFERENCES

CAB856 – Planning Delivery Grant – 20.04.04

EXECUTIVE SUMMARY:

This report contains minute extracts from the meeting of Cabinet held 20 April 2004 regarding staffing matters in the Development Services Department.

RECOMMENDATION:

That the Committee consider the matters contained within the minute extracts from the meeting of Cabinet held 20 April 2004.

PERSONNEL COMMITTEE5 May 2004EXTRACT FROM MINUTES OF CABINET 20 APRIL 2004Report of City Secretary and SolicitorCabinet - 20 April 2004**1. PLANNING ENFORCEMENT**  
(Report EA29 refers)

Members noted that the above report had been considered by the Environment and Access Performance Improvement Committee on 15 March 2004 which had agreed with its recommendations (Report CAB846 refers). It would also be considered by Personnel Committee at its meeting on 5 May 2004.

## RESOLVED:

1. That the main purpose of the service (paragraph 3.3 of the report) be agreed.

2. That subject to consideration by Personnel Committee on 5 May 2004, the following changes be made to the service:

(a) That laptops and palmtops at a cost of £12,720 (paragraph 3.4 of the report) be purchased with on-going revenue implications in terms of support costs of £500.

(b) That an additional post of Enforcement Manager at scale 7 (subject to Job Evaluation) (SCP 46 £33,642) be agreed (paragraph 3.5 of the report) with an annual cost of £41,716 including on-costs of 24%.

(c) That an additional post of Customer Liaison Officer (Enforcement) at scale 3 (subject to Job Evaluation) (SCP 16 £14,196) (paragraph 3.6 of the report) be agreed to keep Members, Parish Councils, Residents' Associations and the public better informed on case progress with an annual cost of £17,603 including on-costs.

(d) That an additional half full time post of Compliance Officer at scale 4 (subject to Job Evaluation) (SCP 24 £18,012 FTE) (paragraph 3.7 of the report) be agreed to check planning decision notices with subsequently submitted Building Control applications and what is built on site with an annual cost of £11,167 (0.5FTE) including on-costs.

(e) That an additional post of Senior Legal Assistant at scale 5 (subject to Job Evaluation) (SCP £25,245 FTE) (paragraph 3.8 of the report) be agreed to process more efficiently the legal workload likely to be created by the improved enforcement service with an annual cost of £31,052 including on-costs

(f) That an annual sum of £3,000 be agreed (paragraph 3.8 of the report) so that the Citizens' Advice Bureau or a similar service can provide a neighbour mediation/ reconciliation service for minor matters and for disputes outside the planning system such as boundary disputes and fence alignments.

(g) That it not be agreed to deal with anonymous complaints (paragraph 3.9 of the report).

(h) That an annual open day and seminar be agreed (paragraph 3.10 of the report) to promote the enforcement service, meet customers and encourage partnership working.

(i) That the 21 point action plan (paragraph 3.11 of the report) be agreed.

2. **PLANNING DELIVERY GRANT**

(Report CAB856 refers)

Members noted that the report would also be submitted to Personnel Committee on 5 May 2004 for consideration of the proposed increase in establishment.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That the Planning Delivery Grant proposals be approved as set out in the report.

2. That the relevant minutes of the Environment and Access Performance Improvement Committee of 15 March 2004 be approved, as set out in Appendix 2 of the report.