



Belfast District Council (Shadow)

Report to:	Shadow Planning Committee
Subject:	Capacity building programme update
Date:	22 January 2015
Reporting Officer:	Jill Minne, Director of Organisational Development John McGrillen, Director of Development

1	Relevant Background Information
1.1	Members noted, at the 20 November 2014 Shadow Planning Committee meeting, the capacity building programme to be delivered for members of the committee to the end of March 2015. Members were also advised that a parallel programme would also be put in place for Non Shadow Planning Committee members to ensure all members have an opportunity to develop knowledge and understanding of Planning issues should they be nominated to the Planning Committee.
1.2	Members were advised of the indicative itineraries of the planned study visits to Bristol City Council to take place on 14-15 January 2015 and to Cardiff City Council on 10-12 February 2015.
2	Key Issues
	Capacity building activities
2.1	The capacity building programme for Shadow Planning Committee members and the parallel capacity building programme for Non- Shadow Planning Committee members, for the period January to March 2015, is set out at Appendix One. The programmes of activities have been communicated to Members.
2.2	The remaining activities of the programme for Shadow Planning Committee will increasingly focus on practical sessions to provide members with the opportunity to consider the key issues, policy implications and outcomes of planning applications based in Northern Ireland.
2.3	The first practical session, held on 7 January 2015, was well received by members who indicated that it would be beneficial, given the usefulness of the session in considering planning applications, to have as many of these type sessions as possible prior to April. In light of this feedback from members additional practical sessions will be scheduled over the next three months.
2.4	Members should note that they can attend sessions of the parallel programme as a refresher session or if they were unable to attend a similar session of the committee's bespoke programme.
2.5	Fraud awareness sessions have been included in the capacity building programmes. The sessions will be delivered by officers from the Audit, Governance and Risk Service and will focus on the risks to the Council, including those arising from the new powers, and the

	roles and responsibilities of members.
2.6	Members are asked to identify any other areas or issues which they would think it would be helpful to include in the planned programme of activities.
	Best Practice Study Visits
2.7	The visit to Cardiff City Council will take place on 10-12 February with the visit to Bristol City Council (originally planned to take place on 14-15 January 2015) being re-scheduled to take place on 18- 19 March 2015.
2.8	Twelve elected members are scheduled to attend the study visit to Cardiff and at this stage three elected members have expressed an interested in undertaking the visit to Bristol. The detailed itineraries for the visits are currently being developed in conjunction with Planning colleagues in Cardiff City Council and Bristol City Council.
	Regional Training Events
2.9	Members will be aware of the DoE's regional capacity building programme which ended in December 2014. The programme sessions were attended by a number of Shadow Planning Committee members and feedback, in the main, was positive. Members will continue to be kept informed of other scheduled regional Planning events including conferences and seminars.
3	Resource Implications
3.1	Members are aware the capacity building modules, delivered by external facilitators, will be financed from the 2014-2015 £200,000 DOE funding allocation as will the costs of member and officer attendance on the study visit to Cardiff and Bristol. Attendance at regional events will be financed from the member development budget.
3.2	Corporate Human Resources will continue to work with key senior officers to ensure continued delivery of the capacity building programmes including the best practice study visits.
4	Equality and Good Relations Considerations
4.1	There are no equality or good relations implications.
5	Call In
5.1	This decision is subject to Call In.
6	Recommendations
6.1	The committee is asked to: Note the Shadow Planning Committee's capacity building programme of activities and that additional practical sessions will be added to this.
6.2	Advise of any additional issues or activities it wishes to be included in the programme of activities.
6.3	Note the dates and times for the study visits to Cardiff and Bristol Councils.
7	Decision Tracking
	Jill Minne, Director of Organisational Development John McGrillen, Director of Development
8	Key to Abbreviations
	DOE- Department of the Environment
9	Documents Attached
	Appendix One: Planning capacity building programme for Shadow Planning Committee members and Planning capacity building programme for Non Shadow Planning Committee members.

Appendix One:

**Shadow Planning Committee
Capacity Building Programme
January to March 2015**

Date and time	Session 1	Facilitator(s)	Venue
Wednesday 7 January 12.30 to 2.00 pm	Practical session	Peter Fleming, Fleming Mounstephen Planning with input from Belfast City Council and DoE Principal officers	Reception Room City Hall
Session Overview: The session will reflect a planning committee meeting. It will provide Members with an opportunity to consider a number of difficult applications and to discuss the associated key issues and policy implications. Members will be asked to make a decision on each application and discuss the suggested outcome versus the actual outcome. Following discussion Members will also be advised of the potential consequences of the decision reached. There will be a question and answer session and general feedback will be provided to the committee.			

Date and time	Session 2	Facilitator(s)	Venue
Thursday 22 January 4.30 to 6.30 pm (prior to Shadow Planning Committee)	Practical session	Alice Lester, TCPA with input from Belfast City Council and DoE Senior officers	Reception Room City Hall
Session Overview: The session will reflect a planning committee meeting. It will provide Members with an opportunity to consider a number of difficult applications and to discuss the associated key issues and policy implications. Members will be asked to make a decision on each application and discuss the suggested outcome versus the actual outcome. Following discussion Members will also be advised of the potential consequences of the decision reached. There will be a question and answer session and general feedback will be provided to the committee.			

Members can attend one or both sessions.

Meet and Greet the Planning Staff

Date and time	To meet transferring staff from DOE	Facilitator(s)	Venue
Tuesday 3 February 12.30 to 2.00 pm	Visit to DOE Planning Offices	John McGrillen, Clifford McIlwaine and Neil Dunlop	DOE Headquarters, Bedford Street, Belfast

Date and time	Session 3	Facilitator(s)	Venue
Thursday 19 February 4.30 to 6.30 pm (prior to Shadow Planning Committee)	Practical session	Hugh Ellis, TCPA with input from Belfast City Council and DoE Senior officers	Group Space Ulster Hall

Session Overview:

The session will reflect a planning committee meeting. It will provide Members with an opportunity to consider a number of difficult applications and to discuss the associated key issues and policy implications.

Members will be asked to make a decision on each application and discuss the suggested outcome versus the actual outcome. Following discussion Members will also be advised of the potential consequences of the decision reached.

There will be a question and answer session and general feedback will be provided to the committee.

Fraud Awareness

Date and time	Facilitator(s)	Venue
Tuesday 24 February 12.30 to 2.00 pm Or Wednesday 25 March 5.00 to 6.30 pm Or Thursday 26 March 12.30 to 2.00 pm	Andy Harrison and Liam Mulholland - Audit, Governance and Risk Services	Lavery Room City Hall

Session Overview:

The session will focus on:

- Introduction to fraud
- Introduction to Bribery Act
- Risk to the council, inc those arising from new powers
- Council responses / arrangements
- Role of Members
- Role of Audit and Risk Panel

(Members need only attend one session)

Date and time	Session 4	Facilitator(s)	Venue
Monday 23 March 12.30 to 2.30 pm <i>Or</i> 5.00 to 7.00 pm	Planning's link to Regeneration, Community Planning and Health	Hugh Ellis and Michael Chang, TCPA	Group Space Ulster Hall
Session Overview: The session will focus on the purpose of planning and its linkages to the Community Plan and overall community planning. It will also explore how reuniting planning and health through local initiatives can help create healthy cities and tackle disadvantage. The session will include small group exercises.			

(Members need only attend one Session)

How to book a place:

If you would like to book a place on any of the sessions please contact either Julie McCormick, ext. 6321, email mccormickjulie@belfastcity.gov.uk or Lisa Rogan, ext. 3251, email roganl@belfastcity.gov.uk

**Non-Shadow Planning Committee Members
Capacity Building Programme
January to March 2015**

Date and time	Session 1	Facilitator(s)	Venue
Monday 19 January 12.30 to 2.30 pm <i>Or</i> 5.00 to 7.00 pm	Awareness of Planning Regime and Governance	Gideon Amos, TCPA and John Walsh, Town Solicitor	Reception Room City Hall
<p>Session Overview: The session will examine what is meant by 'development' and how it can contribute to achieving a vision for the city. It will explore the new planning regime and the challenges of delivering planning as a councillor in local government.</p> <p>The session will also focus on the governance arrangements which will apply including:</p> <ul style="list-style-type: none"> • Members role in planning – accountability and decision making • Code of Conduct • Scheme of delegation • Conflicts of interest • Scrutiny 			

(Members need only attend one session)

Meet and Greet the Planning Staff

Date and time	To meet transferring staff from DOE	Facilitator(s)	Venue
Friday 6 February 12.30 to 2.00 pm	Visit to DOE Planning Offices	John McGrillen, Clifford Mcllwaine and Neil Dunlop	DOE Headquarters, Bedford Street, Belfast

Date and time	Session 2	Facilitator(s)	Venue
Wednesday 18 February 5.00 to 7.00 pm <u>Or</u> Thursday 19 February 12.30 to 2.30 pm	Forward Planning: Strategic and Local Development Plan	Hugh Ellis and Michael Chang, TCPA	Group Space Ulster Hall
<p>Session Overview: The session will focus on the purpose of planning and the specific role to be undertaken by elected members. It will examine the key stages in the planning process and the importance of community involvement and stakeholder engagement.</p> <p>The session will include small group exercises.</p>			

(Members need only attend one session)

Date and time	Session 3	Facilitator(s)	Venue
Tuesday 24 February 12.30 to 2.30 pm <u>Or</u> 5.00 to 7.00 pm	Development Management	Hugh Ellis and Michael Chang, TCPA	TBC
<p>Session Overview: The session will focus on the policy tiers within the planning regime, the material considerations which must be taken account of and the actual processes of considering an application.</p> <p>The session will use case studies to create a test environment.</p>			

(Members need only attend one session)

Fraud Awareness

Date and time	Facilitator(s)	Venue
Tuesday 24 February 12.30 to 2.00 pm <i>Or</i> Wednesday 25 March 5.00 to 6.30 pm <i>Or</i> Thursday 26 March 12.30 to 2.00 pm	Andy Harrison and Liam Mulholland - Audit, Governance and Risk Services	Lavery Room City Hall
<p>Session Overview: The session will focus on:</p> <ul style="list-style-type: none"> - Introduction to fraud - Introduction to Bribery Act - Risk to the council, including those arising from new powers - Council responses / arrangements - Role of Members - Role of Audit and Risk Panel 		

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<p>Session Overview: The session will focus on the purpose of planning and its linkages to the Community Plan and overall community planning. It will also explore how reuniting planning and health through local initiatives can help create healthy cities and tackle disadvantage.</p> <p>The session will include small group exercises.</p>			

(Members need only attend one session)

Date and time	Session 5	Facilitator(s)	Venue
Tuesday 24 March 12.30 to 2.30 pm <u>Or</u> 5.00 to 7.00 pm	Practical Session	Hugh Ellis and Michael Chang, TCPA with input from Belfast City Council and DoE Senior officers	TBC
<p>Session Overview: The session will reflect a planning committee meeting. It will provide Members with an opportunity to consider a number of difficult applications and to discuss the associated key issues and policy implications.</p> <p>Members will be asked to make a decision on each application and discuss the suggested outcome versus the actual outcome. Following discussion Members will also be advised of the potential consequences of the decision reached.</p> <p>There will be a question and answer session and general feedback will be provided to the committee.</p>			

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