



Wednesday, 13 September 2023

TO EACH MEMBER OF GLOUCESTER CITY COUNCIL

Dear Councillor

You are hereby summoned to attend a **MEETING OF THE COUNCIL** of the **CITY OF GLOUCESTER** to be held at the Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP on **Thursday, 21st September 2023 at 6.30 pm** for the purpose of transacting the following business:

AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **MINUTES (Pages 9 - 32)**

To approve as a correct record the minutes of the Special Council Meeting and Ordinary Council Meeting, both held on 13 July 2023.

3. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.

4. **CALL OVER**

- (a) Call over (items 9-11) will be read out at the meeting and Members invited to reserve the items for discussion.
- (b) To approve the recommendations of those reports which have not been reserved for discussion.

5. PUBLIC QUESTION TIME (15 MINUTES)

The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs. Questions may be provided that questions do not contravene the provisions set out in Council Procedure Rules 10(2).

To ask a question at this meeting, please submit it to democratic.services@gloucester.gov.uk by 12 noon on Friday 15 September 2023 or telephone 01452 396203 for support.

6. PETITIONS AND DEPUTATIONS (15 MINUTES)

A period not exceeding three minutes is allowed for the presentation of a petition or deputation provided that no such petition or deputation is in relation to:

- Matters relating to individual Council Officers, or
- Matters relating to current or pending legal proceedings

7. ANNOUNCEMENTS

To receive announcements from:

- a) The Mayor
- b) Leader of the Council
- c) Members of the Cabinet
- d) Chairs of Committees
- e) Head of Paid Service

8. MEMBERS' QUESTION TIME

- a) Leader and Cabinet Members' Question Time (45 minutes)

Any member of the Council may ask the Leader of the Council or any Cabinet Member any question upon:

- Any matter relating to the Council's administration
- Any matter relating to any report of the Cabinet appearing on the Council's summons
- A matter coming within their portfolio of responsibilities

- b) Questions to Chairs of Meetings (15 Minutes)

Questions and responses will be published at least 24 hours before the meeting. Supplementary questions will be put and answered during the meeting, subject to the relevant time limit.

ISSUES FOR DECISION BY COUNCIL

9. STATEMENT OF COMMUNITY INVOLVEMENT (Pages 33 - 92)

To consider the report of the Cabinet Member for Planning and Housing Strategy seeking acknowledgement of the responses received to the public consultation on the Statement of Community Involvement (SCI), endorsement of the changes made to the draft SCI as a result of the consultation and adoption of the revised SCI.

10. AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT 2022-23 (Pages 93 - 106)

To consider the Chair of Audit and Governance Committee's Annual Report 2022-23.

11. APPOINTMENTS

Council is asked to note that Councillor Brooker and Councillor Kubaszczyk have replaced Councillor Finnegan and Councillor Williams as Chair and Vice-Chair of the Licensing and Enforcement Committee respectively.

MOTIONS FROM MEMBERS

12. NOTICES OF MOTION

1. PROPOSED BY COUNCILLOR CHAMBERS-DUBUS

"Great Western Railway is consulting on the future of the ticket office at Gloucester Railway Station with a predicted closure date of June 2024.

In recent years there has been a huge investment in the Railway Station, Transport Hub and the Forum area of the City. This has included:

- Gloucester Rail Station – £6 million investment from Gfirst LEP and the Government.
- Gloucester transport hub - £7.5 million investment from Gfirst LEP and the Government.
- The Forum - £85 million investment from the Reef Group and Gloucester City Council.

Gloucester Railway Station, alongside the Transport Hub and the Forum development are the gateway to our proud City for anyone arriving by public transport. The ticket office at the station is an integral part of that for both visitors and residents and is frequently busy providing customers with far more than just tickets. Losing the ticket office would be detrimental to the visitor and resident experience when accessing or leaving the City by train and therefore detrimental to the wider scheme of improvements in that part of the City.

Whilst acknowledging the limitations of the Council regarding the retention of the ticket office at Gloucester Railway Station, this Council pledges to do all within its

power to reverse any decision that may lead to the ticket office's closure.

Therefore, this Council resolves to:

1. Write to The Rt Hon Mark Harper MP, Secretary of State for Transport, to express concern about the possible closure of the ticket office at Gloucester Railway Station.
2. Write to Richard Graham MP for Gloucester to ask for their support to retain the ticket office at Gloucester Train Station.
3. Write to Laurence Robertson MP for Tewkesbury to ask for their support to retain the ticket office at Gloucester Train Station.
4. Liaise with Great Western Railway regarding the importance of the ticket office at Gloucester Railway Station and its retention.

2. PROPOSED BY COUNCILLOR GRAVELLS

"This Council:

1. Recognises the valuable work of the many voluntary, community and sporting groups right around the city;
2. Takes note that many such groups often have to rely on grant funding through competitive bidding processes to be able to deliver the services, facilities and projects which residents in the city enjoy and which enhance our neighbourhoods;
3. Agrees that more could be done to maximise the amount of external grant funding brought into the city through council-led and community-led applications;
4. Agrees therefore to convene a meeting of the VCS Alliance, Gloucestershire University, Gloucestershire Funders Network, and the Growth Hub to discuss how, in a system to be devised, we could support the VCS and community groups in this area to be more successful in their applications and bids for external grant funding."

3. PROPOSED BY COUNCILLOR HILTON

"This council notes that the administration has failed to meet the deadline to produce audited accounts for the 2021/22 financial year.

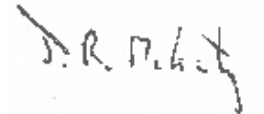
Council notes that the Department for Levelling Up, Housing and Communities (DLUHC) had extended the deadline for the publication of 2021/22 audited accounts to 30th November 2022. This makes our accounts more than 9 months late.

This Council agrees with the view of Alison Ring, the director for Public Sector and Taxation at the Institute of Chartered Accountants in England and Wales that "Delayed audit opinions lead to delayed accountability and issues being identified when it is too late, which is a real problem given the financial pressures facing local authorities."

This council also notes that the deadline for publishing the 2022/23 accounts is fast approaching.

This council calls on the cabinet member for performance and resources to promise that fully audited accounts for both the 2021/22 and 2022/23 financial years are published at least 3 months before the 2024 city council elections.”

Yours sincerely

A handwritten signature in black ink, appearing to read "J. R. McGinty". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Jon McGinty
Managing Director

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share

- capital of that body; or
- ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For enquiries about Gloucester City Council’s meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

Recording of meetings

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Mayor aware before the meeting starts.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.

This page is intentionally left blank



COUNCIL

MEETING : Thursday, 13th July 2023

PRESENT : Cllrs. Williams (Mayor), Hudson (Sheriff & Deputy Mayor), Cook, Norman, S. Chambers, Lewis, Padilla, Pullen, Gravells MBE, Tracey, Morgan, Wilson, Bhaimia, D. Brown, Taylor, Field, Patel, Toleman, Brooker, J. Brown, Hyman, Ackroyd, Castle, A. Chambers, Chambers-Dubus, Dee, Durdey, Evans, Kubaszczyk, O'Donnell, Radley, Zaman, Sawyer, Campbell and Trimnell

Others in Attendance

Managing Director
Monitoring Officer
Corporate Director
Head of Culture
Head of Finance and Resources
Head of Place
Policy and Governance Manager
Democratic and Electoral Services Team Leader

Mr Stephen Marston – Vice-Chancellor, University of Gloucestershire

APOLOGIES : Cllrs. Finnegan, Bowkett and Conder

11. DECLARATIONS OF INTEREST

There were no declarations of interest.

12. ADMISSION OF HONORARY FREEMAN

- 12.1 Leader of the Council, Councillor Cook moved that pursuant to Section 249 of the Local Government Act 1972, Mr Stephen Marston be admitted as an Honorary Freeman of the City of Gloucester in recognition of his outstanding dedication to the betterment of the City of Gloucester, providing leadership as Vice-Chancellor of the University of Gloucestershire for the institution's growing positive impact on the vibrancy and regeneration of the City, along with his significant personal commitment to improving the cultural life of Gloucester. The motion was seconded by Council Hilton.

COUNCIL
13.07.23

- 12.2 Mr Marston thanked Members for their contributions and stated that it was an honour to be awarded the title of Honorary Freeman. He stated that he had very much enjoyed his time at Vice-Chancellor of the University of Gloucestershire and was proud of what had been achieved during his tenure. Mr Marston noted that he was particularly pleased that he had been able to see the University expand to such a degree which included a new campus site in the centre of Gloucester which would not only enhance the standing of the City but also had preserved a loved, historic building.
- 12.3 **RESOLVED that:-** pursuant to Section 249 of the Local Government Act 1972, Mr Stephen Marston be admitted as an Honorary Freeman of the City of Gloucester in recognition outstanding dedication to the betterment of the City of Gloucester, providing leadership as Vice-Chancellor of the University of Gloucestershire for the institution's growing positive impact on the vibrancy and regeneration of the City, along with his significant personal commitment to improving the cultural life of Gloucester.

Time of commencement: 6.30 pm hours
Time of conclusion: 6.55 pm hours

Chair



COUNCIL

MEETING : Thursday, 13th July 2023

PRESENT : Cllrs. Williams (Mayor), Hudson (Sheriff & Deputy Mayor), Cook, Norman, S. Chambers, Lewis, Padilla, Hilton, Gravells MBE, Tracey, Morgan, Wilson, Bhaimia, D. Brown, Taylor, Field, Patel, Toleman, Brooker, J. Brown, Hyman, Ackroyd, Castle, A. Chambers, Chambers-Dubus, Dee, Durdey, Evans, Kubaszczyk, O'Donnell, Radley, Zaman, Sawyer, Campbell and Trimnell

Others in Attendance

Managing Director
Corporate Director
Monitoring Officer
Head of Culture
Head of Finance and Resources
Head of Place
Policy and Governance Manager
Democratic and Electoral Services Team Leader

APOLOGIES : Cllrs. Pullen, Finnegan, Bowkett and Conder

13. MINUTES

13.1 The minutes of the meeting held on 22 May 2023 were agreed and signed by the Mayor as a correct record.

14. DECLARATIONS OF INTEREST

14.1 Councillor Brooker declared an interest in Notices of Motion due to her employment by the Member of Parliament for Gloucester.

15. CALL OVER

15.1 The Mayor invited Members to indicate whether they wished to reserve agenda items 9, 10, 11, 12, 13 and 14 for discussion. Item 11 was reserved for discussion.

COUNCIL
13.07.23

16. PUBLIC QUESTION TIME (15 MINUTES)

16.1 A Gloucester resident submitted the following question:

‘When will the council stop putting displays in shop windows and actually help people and their businesses move into these empty spaces?’

16.2 The Leader of the Council and Cabinet Member for Environment responded:

‘As a council, we continue to provide a wide range of support for our city centre, in part to encourage the use of vacant premises. Most significantly, the council is leading the £200m+ redevelopment of the kings quarter together with our partners, the University of Gloucestershire and Reef Group. This includes the city council’s £107m investment in King’s Quarter, including The Forum, King’s Square, ongoing refurbishment of Kings Walk Shopping Centre, and the Transport Interchange, which will improve that part of the city centre, attracting significant further investment to create business and job opportunities, new homes and a much better environment for users. Other Examples of ongoing support include:

1. All vacant premises that are in council control and that are fit for occupation, are currently on the open market and we are in discussions with a number of potential tenants.
2. We actively encourage meanwhile uses in our own units and in third party units to encourage community and cultural uses and not-for-profit organisations to take space in the city centre. We are currently working with some community based groups to take on meanwhile use spaces and others already in occupation are working with us to grow their businesses and relocate to larger / more suitable premises. An example of this is SoFab Sports currently located in Kings Walk Shopping Centre.
3. Over the past 10 years the Council has invested heavily in the regeneration of Southgate Street and Cathedral Quarter, working with property owners to redevelop historic properties to create new retail, business and residential space. Over the past 3 years the Cathedral Quarter High Street HAZ scheme has redeveloped 14 properties alongside marketing the area to visitors and prospective businesses.

Displays in vacant shop windows play a small but useful role in improving the appearance of the city centre, in raising awareness of cultural events and activities, and providing information to the public, for example, on the history of the city.’

16.3 A Gloucester resident submitted the following question:

‘Homelessness is, in my opinion, at an all time high - it needs to be a priority to get our citizens off the streets instead of removing their tents from them and the little belongings these individuals have. Isn’t it about time the council help with this?’

16.4 The Cabinet Member for Planning and Housing Strategy responded:

COUNCIL
13.07.23

‘Homelessness results from a wide range of circumstances and the relatively small number of people sleeping rough are often the most visible cohort. Gloucester City Council has a key priority to prevent homelessness, and works proactively with the other councils in the county to end rough sleeping in Gloucestershire and ensure that when it does occur it is rare, brief, and non-recurrent.

We have a range of services that support people sleeping rough and to prevent the need for people to sleep rough including that every person new to sleeping rough in the city has received an offer of accommodation. The countywide rough sleeping outreach and support service engages with individuals to identify the most appropriate housing pathway for them and where appropriate also assists with health issues and other complex needs that may prevent an individual from accessing a housing solution.

Wherever possible, we work to engage with individuals however some people visible on the street are not homeless, and also in a minority of cases individuals cause anti-social behaviour including through siting tents in inappropriate locations. Unfortunately, there are occasions where despite attempts to engage with individuals it is necessary for the council to respond appropriately to address concerns raised by members of the public and other statutory bodies. If an individual’s belongings are removed then the individual is left a note advising where they can collect their belongings.

Where a resident sees a person sleeping rough they can make a referral to Streetlink which will then pass the information to our rough sleeping outreach and support team so that assistance can be provided to the individual at the earliest opportunity. Streetlink referrals can be made by using the Streetlink app, by visiting www.streetlink.org.uk or by phoning 0300 500 0914.’

16.5 A Gloucester resident submitted the following question:

‘The youth of today in Gloucester have little to do especially in the evenings, which, in my opinion, is the reason why the crime rate has risen amongst the younger population of Gloucester. It is important we invest in the youth of today - why can’t the council sponsor and open a youth centre in the city centre and then gradually open these across the Gloucester area?’

16.6 The Cabinet Member for Communities and Neighbourhoods responded:

‘Firstly, we would gently challenge the narrative that the youth of Gloucester have nothing to do.

Young people in Gloucester with the ability to pay have access to, sports, play and creative activities, and the ability to travel to them if they are not happening where they live.

Young people without money are dependent on what's happening where they live and that varies widely from areas with well-loved and well-

COUNCIL
13.07.23

established youth provision run by VCS e.g. Matson and White City to other areas where there isn't any provision.

We're currently working with our outstanding VCS partners to secure the funding that will enable us to recruit a group/panel of young people to lead research with peers to tell us what they want to see in the city centre and beyond. This will almost certainly be more recreational opportunities but what those are and where should be based are best determined by young people themselves.'

16.7 A Gloucester resident submitted the following question:

'Individuals are given bans from Gloucester town centre from city safe, solace and court orders. How are the public expected to feel safe and listened to when the response given when reporting these individuals is 'we are aware of the situation'. How can you ensure these are constantly being enforced so that the community can see change is being made and individuals are not breaking their restrictions?'

16.8 The Cabinet Member for Communities and Neighbourhoods responded:

'City Safe bans are enforced by CitySafe, CitySafe member shops and City Protection Officers on a regular basis.

ASB injunctions are constantly enforced by both Solace and Police, and City Protection Officers/CitySafe also play a crucial role in supporting this enforcement too, by reporting and info sharing with Solace/Police.

The City Council leads on a partnership approach called Street Aware which deals with street-based nuisance in the City Centre. Daily patrols are undertaken by various partner agencies (both enforcement and support led agencies) and information is shared amongst the partnership on a daily basis to deal with any breaches of ASB injunctions.

We are reliant on the court process to deal with breaches of injunction or criminal behaviour orders, and sometimes the court outcome does not match with people's expectation of what the penalty for anti-social behaviour should be.

As a City Council, and through the Street Aware partnership work and through our community safety partnership, we continually review how we are working and how things could be improved. Increased communication always helps with understanding what action is currently being taken, what can legally be done and what is planned for the future. We have recently supported the Police and Crime Commissioner with a session held with local businesses to voice concerns they had about ASB in the City centre, and after giving more detail about the work we undertake on a daily basis, businesses felt much more confident that proactive work is continually happening. We would be more than happy to do similar sessions or share

COUNCIL
13.07.23

more information on our proactive work with anyone who gets in touch with us. Further to this we would actively encourage anyone who witnesses or is affected by ASB to report it to us so that we can support the necessary action to deal with it. ASB can be reported to the Police via 101 (or 999 in an emergency) or to Solace at asb@gloucester.gov.uk or via City Council here to help on 01452 396396.'

17. PETITIONS AND DEPUTATIONS (15 MINUTES)

17.1 There were no petitions nor deputations.

18. ANNOUNCEMENTS

The Mayor

18.1 The Mayor announced that Gloucester was hosting the Three Choirs festival this year and that it would begin on Saturday 15 July 2023. She encouraged Members to attend and to encourage others to do so also.

Leader of the Council

18.2 Councillor Cook announced that income from recycling had increased from c. £300k p.a. to over £1.2m p.a. He attributed this partly to the increase in the price of recyclables as well as the hard work of officers, collection staff and residents themselves – all of whom he thanked and commended.

Members of the Cabinet

18.3 Cabinet Member for Housing and Planning Strategy, Councillor S. Chambers informed Members of an agreement with Rooftop Housing for a new development at St. Oswald's which would see a number of affordable homes brought online while cementing the Council's environmental commitments.

19. MEMBERS' QUESTION TIME

Leader and Cabinet Members' Question Time

19.1 In response to a supplementary question from Councillor Hilton regarding whether it would be a good idea to, during the planning process, look at moving the Gloucester murals on the former Sainsbury's site now. Councillor Cook confirmed that suggestions had been forthcoming and were examining the options. Councillor Cook stated that the art was difficult to move, as it required structural materials but hoped that it would be available on public display.

19.2 Councillor Chambers-Dubus in respect of question 3, sought clarity for the potential for a fine by the Information Commissioners Office for the cyber incident. Councillor Norman explained the scale of sanctions which could be issued, that it was likely the Council would receive a reprimand and not a fine and that a very broad of organisations had received a similar reprimand.

COUNCIL
13.07.23

- 19.3 In respect of question 6, Councillor O'Donnell sought assurances that webcasting of Council meetings would be available by January. Councillor Norman stated that while the Council was bound by procurement rules, it was the intention that meetings would be available online from the Council meeting scheduled for January.
- 19.4 Councillor Cook responded to a supplementary question from Councillor A. Chambers stating that any Councillor could make suggestions for Member training sessions, and it was available for him to do so in respect of Community Protection Notices.
- 19.5 With regard to question 8, Councillor Trimnell asked in what instances would the Council use covert monitoring to measure noise levels and under whose authorisation would this be granted. Councillor Cook confirmed that a written answer would be made available.
- 19.6 Councillor Wilson asked if the administration was comfortable with the fact it took 18 months to inform residents that personal data may have been compromised as a result of the cyber incident. Councillor Norman responded that both senior leadership and political leaders followed prudent advice correctly.
- 19.7 Councillor Norman provided clarity in respect of question 10 that the estimate of full costs related to the cyber incident was a total figure and not outstanding.
- 19.8 Councillor Field asked with regard to question 11 if there was any indication as to when Earls Park would be brought up to an adoptable standard. Councillor Cook clarified that this was dependent on Matthew Homes conducting the appropriate work.
- 19.9 In respect of question 14, Councillor Radley asked the Leader of the Council if he foresaw a time when the garden waste service could be reinstated in the Ebor and Armscroft Road areas. Councillor Cook outlined the reasons why this service was no longer available, in particular, as a result of residents' parking practices.
- 19.10 With regard to question 15, Councillor Hilton asked when might reassurance be made that City Protection Officers' patrols would continue. Councillor Padilla confirmed that the Council was in discussions with the BID and OPPC and that the OPPC was waiting for the ASB Hotspot Fund to be operative.
- 19.11 Councillor Trimnell in respect of question 19 asked if the refurbishment of the Scrumpty Statue would be for the benefit of the owner and public at large. Councillor Cook confirmed that the owner of the statue would be conducting the work, and therefore it would presumably be for their benefit.
- 19.12 Councillor Wilson asked if there was confidence that the relationship between Gloucestershire Airport and the Council could be restored. Councillor Cook responded that the Airport was in the process of hiring a

COUNCIL
13.07.23

new Managing Director as well as a specialist in their Property Portfolio. The Chair believes that the relationship with tenants has been restored.

- 19.13 In respect of question 22, Councillor Hilton noted that just 10 parking spaces were proposed for the development at the soon to be Clapham Court site. He asked why Officers had been consulting with GCH and not involving Members. Councillor S. Chambers advised that Members would be part of any statutory consultation.
- 19.14 Councillor O'Donnell asked whether CCTV to detect fly tipping in Matson could be requested. Councillor Cook responded that Councillor O'Donnell could ask Officers when such equipment may be available.
- 19.15 Councillor Cook confirmed to Councillor A. Chambers in respect of question 24 that a schedule of weed clearing had been provided to Members and could be requested again.
- 19.16 Councillor Field asked with regard to travelling communities occupying land, whether the administration was aware of a County Council group considering these matters. Councillor S. Chambers advised that the Council was looking at sites and was working with other councils to consider possible alternative options.
- 19.17 Councillor Cook responded to Councillor Hilton that he was confident that the Gloucester Window would be installed in Gloucester Bus Station by the end of 2023.
- 19.18 Councillor O'Donnell asked what the Council was going to do to reassure the public that the police would respond to an anti-social behaviour complaint. Councillor Cook responded that dealing with crime was the police's responsibility and that he would encourage any Member to inform residents to report incidents to the police.
- 19.19 In respect of question 29, Councillor Cook advised that Permali's Licensing Application and could offer no further comment.
- 19.20 In respect of question 31, Councillor Cook confirmed that details of City Council hedge cutting would be provided.

Questions to Chairs to Committee

- 19.21 In response to a question from Councillor Wilson, the Chair of Overview and Scrutiny Committee Councillor Field reiterated that all Councillor were welcome to attend the Special Meeting of the Overview and Scrutiny Committee meeting on 25th September and could also ask questions at this meeting if they so wished.

COUNCIL
13.07.23

20. LOCAL DEVELOPMENT SCHEME AND TIMETABLE FOR CHELTENHAM, GLOUCESTER AND TEWKESBURY STRATEGIC AND LOCAL PLAN

20.1 RESOLVED that:

- (1) the updated Local Development Scheme (Appendix 1) be adopted with immediate effect.
- (2) authority be delegated to the Head of Place, in consultation with the Cabinet Member for Planning and Housing Strategy, to prepare the Local Development Scheme for publication correcting any minor errors such as spelling, grammar, typographical and formatting changes that do not affect the substantive content of the Local Development Scheme.

21. CONSTITUTIONAL CHANGES

21. RESOLVED that Council

- (1) adopts the Unified Gloucestershire Code of Conduct as set out in Appendix 1.
- (2) adopts the amended Arrangements for dealing with Standards Allegations under the Localism Act 2011 as set out in Appendix 2.
- (3) adopts the new Member/Officer Protocol as set out in Appendix 3.
- (4) The Scheme of Delegation in Part 3 of the Constitution is amended in accordance with paragraph 3.8 of this report.
- (5) Rule 14 of the Overview and Scrutiny Procedure Rules is amended in accordance with paragraph 3.9 of this report.
- (6) delegates authority to the Monitoring Officer and Managing Director to make amendments arising from the senior staff restructure adopted on 15 May 2023 and to make any other minor and consequential amendments arising from this decision.

22. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2022-23

- 22.1 RESOLVED that** the Annual Report of the Overview and Scrutiny Committee for 2022-23 be noted.

23. APPOINTMENTS

- 23.1 RESOLVED that** Council **NOTE** that Councillor Hyman has replaced Councillor Trimnell on the Overview and Scrutiny Committee.

COUNCIL
13.07.23

24. DESIGNATION OF CHIEF FINANCE OFFICER (S151 OFFICER)

24.1 **RESOLVED that** Greg Maw Head of Finance and Resources, be Designated the Council's Chief Finance Officer (S151 Officer), in accordance with section 151 of the Local Government Act 1972.

25. URGENT DECISION REPORTED TO COUNCIL

25.1 **RESOLVED that:-** In accordance with Part 4 of the Constitution, Council is **NOTE** the urgent decision of the Managing Director to purchase Microsoft Licensing for all on premise servers, M365 applications, and security products.

26. NOTICES OF MOTION

26.1 Councillor Field proposed and Councillor Sawyer seconded the following motion:

“This council

Acknowledges the climate emergency our planet is experiencing

Recognises that loss of insects and pollinators will be disastrous for ecosystems

Believes that planters in built up areas can benefit pollinators, enhance neighbourhoods and be a boon for residents' mental health.

Council therefore resolves to:

Identify locations for planters in Gloucester City

Work with partners, local businesses, and residents' groups, to pay for and maintain them once installed

Continue to identify and maintain wildflower sites

Speak to the county council and Stagecoach about installing 'Bee Stops' at some bus stops in the city

Encourage other ideas to support pollinator planting.”

26.2 Councillor Cook proposed and Councillor Lewis seconded the following amendment:

“This council

Acknowledges the climate emergency our planet is experiencing

Recognises that loss of insects and pollinators will be disastrous for ecosystems

COUNCIL
13.07.23

Believes that ~~planters~~ **opportunities should be sought** in built up areas ~~can~~ **to** benefit pollinators, enhance neighbourhoods and be a boon for residents' mental health.

Council therefore resolves to:

Identify locations ~~for planters~~ **to make improvements to our natural environment** in Gloucester City

Work with partners, local businesses, and residents' groups, to pay for and maintain them once installed

Continue to identify and maintain wildflower sites

Speak to the county council and Stagecoach about installing 'Bee Stops' at some bus stops in the city

Encourage other ideas to support pollinator planting."

26.3 The mover of the original motion accepted the amendment which therefore became the substantive motion. The motion as amended was carried.

26.4 **RESOLVED** that:-

"This council

Acknowledges the climate emergency our planet is experiencing

Recognises that loss of insects and pollinators will be disastrous for ecosystems

Believes that opportunities should be sought in built up areas to benefit pollinators, enhance neighbourhoods and be a boon for residents' mental health.

Council therefore resolves to:

Identify locations to make improvements to our natural environment in Gloucester City

Work with partners, local businesses, and residents' groups, to pay for and maintain them once installed

Continue to identify and maintain wildflower sites

Speak to the county council and Stagecoach about installing 'Bee Stops' at some bus stops in the city

Encourage other ideas to support pollinator planting."

COUNCIL
13.07.23

26.5 Councillor Hilton moved and Councillor Wilson seconded the following motion:

“This council notes that on the 8th of June 2023 the government withdrew its Animal Welfare (Kept Animals) Bill from the parliamentary process.

This council notes that the Conservative Party’s 2019 manifesto set out a series of commitments on animal welfare policy.

The Animal Welfare (Kept Animals) Bill aimed to address a number of these commitments in a single legislative step.

Amongst the pledges in the manifesto the Conservative government stated that:

- We will crack down on the illegal smuggling of dogs and puppies.
- We will end excessively long journeys for slaughter and fattening.
- We will ban keeping primates as pets.

This council records its regret that the Animal Welfare (Kept Animals) Bill has been withdrawn.

Council agrees to write a letter to the Secretary of State Department for Environment, Food & Rural Affairs and the two MPs representing the city of Gloucester to express regret that the government has abandoned its manifesto pledge by withdrawing The Animal Welfare (Kept Animals) Bill.

26.6 Councillor Norman moved and Councillor Campbell seconded the following amendment:

“This council notes that on the 8th of June 2023 the government withdrew its Animal Welfare (Kept Animals) Bill from the parliamentary process, **however this does not diminish the work the government has undertaken in relation to animal welfare.**

This council notes that the Conservative government has:

- 1. Set up the Pet Theft Taskforce and is now implementing their recommendations**
- 2. Created the Action Plan for Animal Welfare**
- 3. Passed legislation requiring the microchipping of cats so they can be more easily reunited with their owners**
- 4. Announced that it will be extending the Ivory Act to cover five endangered species: hippopotamus, narwhal, killer whale, sperm whale and walrus**
- 5. Introduced Lucy’s Law which requires that everyone must now buy directly from breeders or consider adopting from rescue centres, which is a major step in stopping the illegal pet trade.**

COUNCIL
13.07.23

This council notes that the Conservative Party's 2019 manifesto set out a series of commitments on animal welfare policy **and since Brexit, the government can take these pledges further.**

The Animal Welfare (Kept Animals) Bill aimed to address a number of these commitments in a single legislative step.

Amongst the pledges in the manifesto the Conservative government stated that:

- We will crack down on the illegal smuggling of dogs and puppies.
- We will end excessively long journeys for slaughter and fattening.
- We will ban keeping primates as pets.

This council ~~records its regret~~ **notes** that the Animal Welfare (Kept Animals) Bill has been withdrawn, **but acknowledges that the government has plans to take forward the elements of the bill individually through the remainder of this Parliament.**

Council agrees to write a letter to the Secretary of State Department for Environment, Food & Rural Affairs and the two MPs representing the city of Gloucester to ~~express regret that the government has abandoned its manifesto pledge by withdrawing~~ **ask them to ensure that all elements of The Animal Welfare (Kept Animals) Bill are progressed through Parliament in the most appropriate manner."**

26.7 The mover of the original motion accepted the amendment which therefore became the substantive motion. The motion as amended was carried.

26.8 **RESOLVED** that:-

"This council notes that on the 8th of June 2023 the government withdrew its Animal Welfare (Kept Animals) Bill from the parliamentary process, however this does not diminish the work the government has undertaken in relation to animal welfare.

This council notes that the Conservative government has:

1. Set up the Pet Theft Taskforce and is now implementing their recommendations
2. Created the Action Plan for Animal Welfare
3. Passed legislation requiring the microchipping of cats so they can be more easily reunited with their owners
4. Announced that it will be extending the Ivory Act to cover five endangered species: hippopotamus, narwhal, killer whale, sperm whale and walrus
5. Introduced Lucy's Law which requires that everyone must now buy directly from breeders or consider adopting from rescue centres, which is a major step in stopping the illegal pet trade.

COUNCIL
13.07.23

This council notes that the Conservative Party's 2019 manifesto set out a series of commitments on animal welfare policy and since Brexit, the government can take these pledges further.

The Animal Welfare (Kept Animals) Bill aimed to address a number of these commitments in a single legislative step.

Amongst the pledges in the manifesto the Conservative government stated that:

- We will crack down on the illegal smuggling of dogs and puppies.
- We will end excessively long journeys for slaughter and fattening.
- We will ban keeping primates as pets.

This council notes that the Animal Welfare (Kept Animals) Bill has been withdrawn, but acknowledges that the government has plans to take forward the elements of the bill individually through the remainder of this Parliament.

Council agrees to write a letter to the Secretary of State Department for Environment, Food & Rural Affairs and the two MPs representing the city of Gloucester to ask them to ensure that all elements of The Animal Welfare (Kept Animals) Bill are progressed through Parliament in the most appropriate manner."

26.9 Councillor O'Donnell proposed and Councillor A. Chambers seconded the following motion:

"We note that safety around schools are getting ridiculous with drivers not caring where they park is increasing, often on blind bends, there has also been a child from a local high school knocked off his bike on Cotswold Road, because of the parked cars blocking view. We have cars speeding down roads near schools showing no care about people even children crossing the road. Therefore, I would like to motion that schools and community centres to be given the authority to issue fines themselves, and the money put back into said community - the problem is it requires a change in the law, which neither City nor County Council has the power to actually make happen.

Therefore, this Council agrees to write to the relevant Cabinet Member at the County Council asking them to do more to prevent illegal and unsafe parking outside schools and community centre in order to stop a lot of the anti-social drivers."

26.10 The motion was put to the vote and was carried.

26.11 **RESOLVED that:-**

We note that safety around schools are getting ridiculous with drivers not caring where they park is increasing, often on blind bends, there has also been a child from a local high school knocked off his bike on Cotswold Road, because of the parked cars blocking view. We have cars speeding down roads near schools showing no care about people even children crossing the

COUNCIL
13.07.23

road. Therefore, I would like to motion that schools and community centres to be given the authority to issue fines themselves, and the money put back into said community - the problem is it requires a change in the law, which neither City nor County Council has the power to actually make happen.

Therefore, this Council agrees to write to the relevant Cabinet Member at the County Council asking them to do more to prevent illegal and unsafe parking outside schools and community centre in order to stop a lot of the anti-social drivers.

26.12 Councillor A. Chambers proposed and Councillor O'Donnell seconded the following motion:

“Every elected member and employee of this Gloucester City Council – along with our partner agencies- is a corporate parent to the children in care in our City.

We are all responsible for providing the best possible care, safeguarding and outcomes for the children who are looked after in our City. Whilst obligations mainly fall under the County Council, there are many lifechanging, health and well being changes this city council can do to promote the health and wellbeing of children in care in our city.

Our young people in care or who have left care have the right to expect everything from a corporate parent that would be expected from a responsible and good parent. This includes how families continue their support, care, and ambition for their children after they leave home and gain independence

As an adult how many times in life do you stop and think, “where do I go from there.” Imagine what that must like for a young person.

On their own with no one to help or advise. Just think about for it a minute.

I believe we must make important steps to support our cared for and care experienced children better and introduce these 6 key priorities as an EMERGENCY and to work with the County Council to consider enshrining these policies within Gloucester City Council Plan.

1. Make all our care leavers exempt from Council Tax up to the age of 25.
2. Continue Care Leavers Band 1 / Gold priority on our housing register enshrined/ committed in Gloucester City Council processes and procedures to a minimum of year 2050.
3. Provide specialist support to any Care Leavers facing homelessness without the use of B&B.
4. Guarantee Care Leavers support in producing CVs and provide access to our current available apprenticeships and available jobs in the City Council.

COUNCIL
13.07.23

5. Gloucester City Council commit to guaranteed interview for all Care Leavers for apprenticeships within Gloucester City Council.
6. To request all Gloucester City Council partners/sub-contractors and suppliers consider recruiting where possible care leavers into their organisation.

We are determined that every decision made in this City Council and every policy set here considers the impact on young people in care and those who have experienced the care system.

This motion proposes including “young people in care” and “care experienced people” as an additional characteristic in all of our Equality Impact Assessments. This will give them a formal recognition and make sure that all decisions that are made and policies that are set consider their specific needs and the impact on them.

This will have a real tangible impact on people who have experienced care. We want to make it easier for young people to gain employment at the Council and to develop into senior roles – with guaranteed interview schemes, mentoring and support and reasonable adjustments made to support employees with care experience.

We also want to see our procurement and commissioning of our services to consider the impact on young people with care experience, in the same way as other protected and additional characteristics are and make extra effort to ensure that they can access all of our services.

We have a commitment to our young people. To ease them into independence. To allow them to build a prosperous, healthy, and happy future.

These proposals will ensure our young people have the tools to do just that.

This Council therefore request that One Legal (who provide legal services to the Council) provide advice on the inclusion of “young people in care” / “care experienced people” as an additional characteristic in the Council's Equality Impact Assessments as well as introducing and implementing the 6 key priorities.”

- 26.13 Councillor Padilla proposed and Councillor Lewis seconded the following amendment:

“Every elected member and employee of this Gloucester City Council – along with our partner agencies- is a corporate parent to the children in care in our City.

We are all responsible for providing the best possible care, safeguarding and outcomes for the children who are looked after in our City.

COUNCIL
13.07.23

Whilst obligations mainly fall under the County Council, there are many lifechanging, health and well being changes this city council can do to promote the health and wellbeing of children in care in our city.

Our young people in care or who have left care have the right to expect everything from a corporate parent that would be expected from a responsible and good parent. This includes how families continue their support, care, and ambition for their children after they leave home and gain independence

As an adult how many times in life do you stop and think, “where do I go from there.”

Imagine what that must like for a young person.

On their own with no one to help or advise. Just think about for it a minute.

I believe we must make important steps to support our cared for and care experienced children better and ~~introduce these 6 key priorities as an EMERGENCY and to work with the County Council to consider enshrining these policies within Gloucester City Council Plan.~~ **the following as part of the new County-wide Corporate Parenting Strategy:**

~~1. Make all our care leavers exempt from Council Tax up to the age of 25~~ **Consider the viability of extending the Council tax exemption for our care leavers from age 21-24 from the 2024-25 Budget onwards.**

~~2. Continue to treat Care Leavers Band 1 / as Gold priority on our housing register enshrined/ committed in Gloucester City Council processes and procedures to a minimum of year 2050 and continue to ensure care leavers owed a leaving care duty are given a local connection to all districts within the area of the local care authority (Care leavers under Gloucestershire can be housed with Gold priority to any of the Gloucestershire districts so if they were leaving care in Tewkesbury they are not confined to properties in Tewkesbury they can go to Glos, Cheltenham, FOD or Stroud).~~

~~3. Provide specialist support to any Care Leavers facing homelessness without the use of B&B.~~

~~4. Guarantee Care Leavers support in producing CVs and provide access to our current available apprenticeships and available jobs in the City Council.~~

53. Explore a policy where Gloucester City Council commit to guaranteed interview for all Care Leavers for apprenticeships within Gloucester City Council.

~~6. To request all Gloucester City Council partners/sub-contractors and suppliers consider recruiting where possible care leavers into their organisation.~~

COUNCIL
13.07.23

4. Explore social value measures as part of any qualifying procurement which may support opportunities for care leavers within our social value policy.

5. Work with other corporate parents in the county to articulate our vision and aspiration for care leavers to enhance our offer across Gloucestershire.

We are determined that every decision made in this City Council and every policy set here considers the impact on young people in care and those who have experienced the care system.

This motion proposes including ~~“young people in care” and “care experienced people”~~ **that this council treat care experience as if it were an additional a protected characteristic in all of our Equality Impact Assessments until such time as it may be introduced by legislation.** This will give them a formal recognition and make sure that all decisions that are made and policies that are set consider their specific needs and the impact on them. **In this way, future decisions-reached, and policies adopted by Gloucester City Council are evaluated through-the Equality Impact Assessment to determine the impact of changes on people with-care experience, alongside those who formally share a protected characteristic.**

This will have a real tangible impact on people who have experienced care. ~~We want to make it easier for young people to gain employment at the Council and to develop into senior roles — with guaranteed interview schemes, mentoring and support and reasonable adjustments made to support employees with care experience.~~

~~We also want to see our procurement and commissioning of our services to consider the impact on young people with care experience, in the same way as other protected and additional characteristics are and make extra effort to ensure that they can access all of our services.~~

We have a commitment to our young people. To ease them into independence. To allow them to build a prosperous, healthy, and happy future.

These proposals will ensure our young people have the tools to do just that.

This Council therefore request that One Legal (who provide legal services to the Council) provide advice on the inclusion of ~~“young people in care” / “care experienced people”~~ as an additional characteristic in the Council's Equality Impact Assessments as well as introducing and implementing the 6 key priorities.”

COUNCIL
13.07.23

26.14 The amendment was accepted by the mover of the original motion and therefore because the substantive motion. The motion was put to the vote and was carried.

26.15 **RESOLVED that:-**

Every elected member and employee of this Gloucester City Council – along with our partner agencies- is a corporate parent to the children in care in our City.

We are all responsible for providing the best possible care, safeguarding and outcomes for the children who are looked after in our City. Whilst obligations mainly fall under the County Council, there are many lifechanging, health and well being changes this city council can do to promote the health and wellbeing of children in care in our city.

Our young people in care or who have left care have the right to expect everything from a corporate parent that would be expected from a responsible and good parent. This includes how families continue their support, care, and ambition for their children after they leave home and gain independence

As an adult how many times in life do you stop and think, “where do I go from there.”

Imagine what that must like for a young person.

On their own with no one to help or advise. Just think about for it a minute.

I believe we must make important steps to support our cared for and care experienced children better and work with the County Council to consider following as part of the new County-wide Corporate Parenting Strategy:

1. Consider the viability of extending the Council tax exemption for our care leavers from age 21-24 from the 2024-25 Budget onwards.

2. Continue to treat Care Leavers as Gold priority on our housing register and continue to ensure care leavers owed a leaving care duty are given a local connection to all districts within the area of the local care authority (Care leavers under Gloucestershire can be housed with Gold priority to any of the Gloucestershire districts so if they were leaving care in Tewkesbury they are not confined to properties in Tewkesbury they can go to Glos, Cheltenham, FOD or Stroud).

3. Explore a policy where Gloucester City Council commit to guaranteed interview for all Care Leavers for apprenticeships within Gloucester City Council.

COUNCIL
13.07.23

4. Explore social value measures as part of any qualifying procurement which may support opportunities for care leavers within our social value policy.

5.

Work with other corporate parents in the county to articulate our vision and aspiration for care leavers to enhance our offer across Gloucestershire.

We are determined that every decision made in this City Council and every policy set here considers the impact on young people in care and those who have experienced the care system.

This motion proposes that this council treat care experience as if it were a protected characteristic until such time as it may be introduced by legislation. In this way, future decisions reached, and policies adopted by Gloucester City Council are evaluated through the Equality Impact Assessment to determine the impact of changes on people with care experience, alongside those who formally share a protected characteristic.

This will have a real tangible impact on people who have experienced care.

We have a commitment to our young people. To ease them into independence. To allow them to build a prosperous, healthy, and happy future.

These proposals will ensure our young people have the tools to do just that.

26.16 Councillor O'Donnell proposed and Councillor A. Chambers seconded the following motion:

“City Council Residents & City council councillors have noted an increase in cost of living poverty mainly in the deprived areas of Gloucester City.

Food bank usage has risen, requests for vouchers for food and electric help has risen as well as shop lifting and petty theft crime.

Daily reports from residents on health and well-being concerns are on the increase and I receive regular messages and phone calls from local residents struggling with daily life due to poverty.

Many of the councillors sat here may have never experienced this type of poverty and the effects on the health and well-being of the parents as well as that of their children.

I ask that our Council pass a motion declaring a Poverty Emergency, and look into the feasibility of setting up a Poverty Truth Committee that works closely with other local councils and the partners we work with. But not forgetting working with and hearing from the residents in the community that need this support. As sadly these are often the forgotten few who are not heard and not listened to.

COUNCIL
13.07.23

As well as bringing on a suicide help group to the Poverty Truth committee in order to understand and engage with those who may be at risk of hurting themselves or members of their family due to the pressures of poverty.

This will help ‘our aim of tackling the root causes of poverty and inequalities in our community’, as well as improving the health and well-being of residents and looking to help reduce the number of people who sadly take their lives from feeling that there is no help available.

This poverty truth committee will help make valuable changes and new policies which will save lives and is critical to the success of our city and Council.”

26.17 The motion was put to the vote and was carried.

26.18 **RESOLVED that:-**

City Council Residents & City council councillors have noted an increase in cost of living poverty mainly in the deprived areas of Gloucester City.

Food bank usage has risen, requests for vouchers for food and electric help has risen as well as shop lifting and petty theft crime.

Daily reports from residents on health and well-being concerns are on the increase and I receive regular messages and phone calls from local residents struggling with daily life due to poverty.

Many of the councillors sat here may have never experienced this type of poverty and the effects on the health and well-being of the parents as well as that of their children.

I ask that our Council pass a motion declaring a Poverty Emergency, and look into the feasibility of setting up a Poverty Truth Committee that works closely with other local councils and the partners we work with. But not forgetting working with and hearing from the residents in the community that need this support. As sadly these are often the forgotten few who are not heard and not listened to.

As well as bringing on a suicide help group to the Poverty Truth committee in order to understand and engage with those who may be at risk of hurting themselves or members of their family due to the pressures of poverty.

This will help ‘our aim of tackling the root causes of poverty and inequalities in our community’, as well as improving the health and well-being of residents and looking to help reduce the number of people who sadly take their lives from feeling that there is no help available.

This poverty truth committee will help make valuable changes and new policies which will save lives and is critical to the success of our city and Council.

**COUNCIL
13.07.23**

**Time of commencement: 7.00 pm hours
Time of conclusion: 9.30 pm hours**

Chair

This page is intentionally left blank

Gloucester City Council

Meeting:	Cabinet Council	Date:	13 September 2023 21 September 2023
Subject:	Adoption of the Gloucester Statement of Community Involvement		
Report Of:	Cabinet Member for Planning and Housing Strategy		
Wards Affected:	All		
Key Decision:	Yes	Budget/Policy Framework:	No
Contact Officer:	Claire Haslam Principal Planning Policy Officer		
	Email: claire.haslam@gloucester.gov.uk		Tel: 39- 6825
Appendices:	1. Response Report 2. Revised Gloucester Statement of Community Involvement		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 2.1 This report seeks acknowledgement of the responses received to the public consultation on the Statement of Community Involvement (SCI), endorsement of the changes made to the draft SCI as a result of the consultation and adoption of the revised SCI.
- 2.2 An SCI is a document required by the Planning and Compulsory Purchase Act 2004. It sets out the council's principles and requirements for involving the community in both preparing and revising planning documents and in the consideration of planning applications.
- 2.3 The SCI also informs the community what the council's roles and responsibilities are regarding any Neighbourhood Planning the community may wish to prepare.
- 2.4 Cabinet approved the SCI for a public consultation in May 2023. The consultation is now complete, and this report presents the responses received and the changes made to the document as a result.

2.0 Recommendations

- 2.1 Cabinet is asked to **RECOMMEND** to Council that:
- (1) the Response Report (Appendix 1) be endorsed
 - (2) the Revised Statement of Community Involvement be adopted
 - (3) authority be delegated for the correction of any errors such as spelling, grammar, referencing and formatting to the Planning Policy Manager, in consultation with the Cabinet Member for Planning and Housing Strategy.

2.2 Council is asked to **RESOLVE** that:

- (1) The Response Report (Appendix 1) be endorsed.
- (2) The Revised Statement of Community Involvement be adopted.
- (3) Authority be delegated for the correction of any errors such as spelling, grammar, referencing and formatting to the Planning Policy Manager, in consultation with the Cabinet Member for Planning and Housing.

3.0 Background and Key Issues

- 3.1 The City Council's last SCI was adopted in 2015 and requires updating to reflect current regulations and the changing ways in which we all communicate.
- 3.2 The SCI promotes early engagement in planning and ensures that the public will be well informed of any planning matters. Early engagement can foster a sense of ownership, understanding and positively shape place making.
- 3.3 The SCI sets out for both plan making and decision taking who we will inform, when, by what method, and what will be done with any comments received.
- 3.4 For plan making (Planning Policy) it informs the community and key stakeholders of the formal consultation processes we will undertake in producing Development Plan Documents. These documents include plans such as the emerging Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan.
- 3.5 The SCI explains what each stage of plan making involves, who the key consultees are, the consultation methods and tools we will use, how people can put forward their comments and ideas, and what we will do in response.
- 3.6 It sets out a number of potential consultation methods and when they might be used. It commits the council to involving a wide range of individuals and organisations, including the local community, stakeholders and 'harder to reach' groups. It is important that the needs of those groups of people who do not usually get involved in the process, and who may have specific needs to be met or addressed, are able to get involved if they wish.
- 3.7 The SCI sets the framework for consultation and engagement with the community and stakeholders. In addition, consultations undertaken during the plan making process will be individually designed to ensure they are relevant, appropriate and responsive to their nature and scope.
- 3.8 For decision taking (planning applications – Development Management), the SCI sets out what consultation and notification will take place depending on the type and scale of application. In all cases the council will meet the minimum statutory requirements and, in some cases, exceed them. For example, there are no requirements to notify the public of reserved matters applications. However, a reserved matters application could contain a lot of detail such as the layout and design of new development. The SCI therefore requires that a reserved matters application be treated like a full planning application with neighbours notified accordingly and invited to comment.

- 3.9 The SCI also sets out what role the council as Local Planning Authority will take in supporting neighbourhood planning matters.
- 3.10 Cabinet approved the SCI for public consultation in May 2023. This was held for 6 weeks between 20 June and 1 August 2023. The community were able to view the documents online and by appointment at Council's main office. Everyone with an email address on the Planning Policy and Economic Development database was contacted, as well as local agents, all local secondary schools, colleges and universities, and representatives from the Council's 'Development Forum'. The consultation was also shared with the Community Wellbeing Team and to all elected Members. A Press Release and social media campaign were also used.
- 3.11 The consultation was focussed on a short survey which gave people the opportunity to express how they would like to be consulted on planning matters and join the database should they wish to be involved in future planning consultations. There was also a free-text box for any other comments they wished to make.

Response to the Consultation

- 3.12 Full details of the comments received are presented in the attached Response Report (Appendix 1).
- 3.13 68 people completed the online survey and 9 organisations, including statutory consultees, emailed a response.
- 3.14 Where appropriate changes have been made to the Revised SCI, shown as tracked changed (Appendix 2). Most of these changes are minor and made for clarification purposes. It has also been updated to reflect the fact the Council has recently agreed to produce a new Gloucester, Cheltenham and Tewkesbu
- 3.15 Comments were also made that are not directly related to the content of the SCI, but how it will be implemented. These highlight a number of issues and frustration from residents, particularly with the notification of consultations and the decisions taken. It is important that the issues raised in these comments are fully considered outside of this report and actioned where appropriate.
- 3.16 The majority of respondents are happy with digital only methods of communication. One person chose printed newspaper and library display as their only preferred methods. Others who chose newspaper or library also chose social media, email, or council website as methods for being told about planning matters.
- 3.17 There were a number of key themes:
- 1) People responding generally felt that they did not know about planning applications or found out about them too late to comment.
 - 2) People felt that planning applications should be refused in line with public opinion. In response, the planning legislation does not allow applications to be refused based on local opinion.
 - 3) People expressed that social media could be used better and wanted comments on social media to be taken into consideration. For plan making this is possible for the earlier stages. However, at the formal Regulation 19 stage (formal Publication of the plan) the regulations require 'representations to be received by

the local planning authority' and the LPA have to 'notify any persons who made representations' of the independent examination.

- 4) People want greater access to officers and more information from Members.
- 5) People want information to be non-technical and easily accessible. This is also a key principle of the SCI.

4.0 Social Value Considerations

4.1 There are no social value implications as a result of this report.

5.0 Environmental Implications

5.1 The SCI is fairly neutral in terms of environmental implications. There is the potential to save some paper and printing with a reduced number of hard copy documents.

5.3 It is the content of the consultations themselves, not a matter for the SCI, that has the potential for wider impact in terms of producing better quality developments and policies to ensure planning contributes to the council's climate targets.

6.0 Alternative Options Considered

6.1 No action could be taken which would result in a conflict with the regulatory requirements.

7.0 Reasons for Recommendations

7.1 The Council is required to have an adopted SCI by the Planning and Compulsory Purchase Act 2004 section 18. The last SCI was adopted in 2015 and therefore in need of updating.

8.0 Future Work and Conclusions

8.1 The tracked change version and Response Report will be published on the Council's website so that people can see how their comments were taken on board.

8.2 If adopted the SCI will be published online and used by Planning Policy and Development Management on forthcoming planning applications and plan making activities with immediate effect.

8.3 The Planning Policy team will continue to work with the Community Engagement Team to design effective consultations within the framework of the SCI.

8.4 The suggestions that relate to the implementation of consultations, rather than the content of the SCI. These include for example the create a notification system where residents can be messaged (text or email) if a planning application is submitted in their ward to improve how people are notified of planning applications? Other suggestions included community noticeboards, newsletters, a dedicated space in the city for discussing urban planning issues, better engagement with young people, live streaming planning meetings and putting recordings on YouTube, QR codes on site notices, and having more access to officers. It is proposed that all of the ideas suggested are considered by Planning Managers in consultation with the Head of Place, and where appropriate these will be taken forward.

9.0 Financial Implications

- 9.1 Having an up-to-date SCI will facilitate a modest saving in terms of printing costs. The current 2015 SCI requires a paper copy of the plan and supporting information to be sent to every library across the city. For the last plan consultation (Gloucester City Plan Main Modifications) this cost was approximately £800. The GCP has been out on regulatory consultations six times.
- 9.2 All libraries across the city have computers, staff that can help people use the computer and print relevant information. A paper copy of consultation materials will always be available to view at the council's main reception as per the regulations.
- 9.3 As is currently the case, any financial requirements for consultation will be fed into the budget allocations for Development Management, Planning Policy or the Strategic and Local Plan, as appropriate.

(Financial Services have been consulted in the preparation of this report.)

10.0 Legal Implications

- 10.1 Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires all local planning authorities to adopt an SCI. This has to take into account the following requirements:
1. (a) Section 6 of the Neighbourhood Planning Act 2017, which states that a "statement of community involvement must set out the local planning authority's policies for giving advice and assistance" in relation to Neighbourhood Planning. This requirement came into force on 31 July 2018.
 2. (b) Regulation 4 of the Town and Country Planning (Local Planning (England) (Amendment) Regulations 2017 came into force on 6th April 2018 and requires a local planning authority to review a SCI "every five years, starting from the date of adoption of the statement of community involvement."
- 10.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) do not require a revised SCI to go through an examination process.
- 10.3 The revised SCI sets out how the Council will meet the statutory requirements for consulting on various types of planning documents and through the development management process.
- 10.4 When adopted, the SCI must be published on the Council's website.

(One Legal have been consulted in the preparation of this report.)

11.0 Risk & Opportunity Management Implications

- 11.1 As set out above, the Council is required to produce and review an SCI up-to-date SCI in accordance with the requirements of Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended)

11.2 Risk assessments will be used as applicable at the time of planning any public consultation events.

12.0 People Impact Assessment (PIA) and Safeguarding:

12.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

13.0 Community Safety Implications

13.1 No known community safety implications.

14.0 Staffing & Trade Union Implications

14.1 No known staffing or union implications.

Background Documents: None

Appendix 1 - Statement of Community Involvement Response Report

Thank you to everyone who took the time to respond to the consultation. Every comment has been read and the necessary actions considered. This report contains all of the comments received and will be presented to Senior Managers, Cabinet and Council.

The following responses were made to the public consultation:

Email Responses

Organisation	Comments Received	Officer Comment
Canal & River Trust	<p>Welcome consultation as a general consultee on plan making.</p> <p>Highlighted excellent working relationship with policy.</p> <p>Statutory consultee on planning applications. Would welcome more engagement on preapps.</p> <p>Highlighted missing consultations post cyber incidents which has now been rectified.</p>	<p>Noted.</p> <p>Comments to be shared with development management (DM).</p>
Cheltenham Borough Council	Support for approach.	Noted.
Coal Authority	No specific comments to make.	Noted.
Kingsholm Neighbourhood Partnership	Generally content with the way in which forward planning activities are published. Some difficulties tracking planning applications but appears system is finally back to normal.	Noted.
National Highways	<p>References to Highways Agency to be amended to National Highways and add description 'strategic highway authority'.</p> <p>Strongly support pre-app.</p>	Noted – changes made.
Wychavon District Council	Support for approach.	Noted.
Natural England	Supportive of the principle of meaningful and early engagement.	Noted.
County Council	<p>Para 2.6 – “Whenever possible, feedback will be given to reflect how comments received have been taken on board and what changes have been made.”</p> <p>Gloucestershire County Council (“the County”) would welcome feedback.</p>	<p>Noted. A Response Report is produced for all consultations run by the policy team. A County Council representative is present at key plan making meetings such a Task Group.</p>

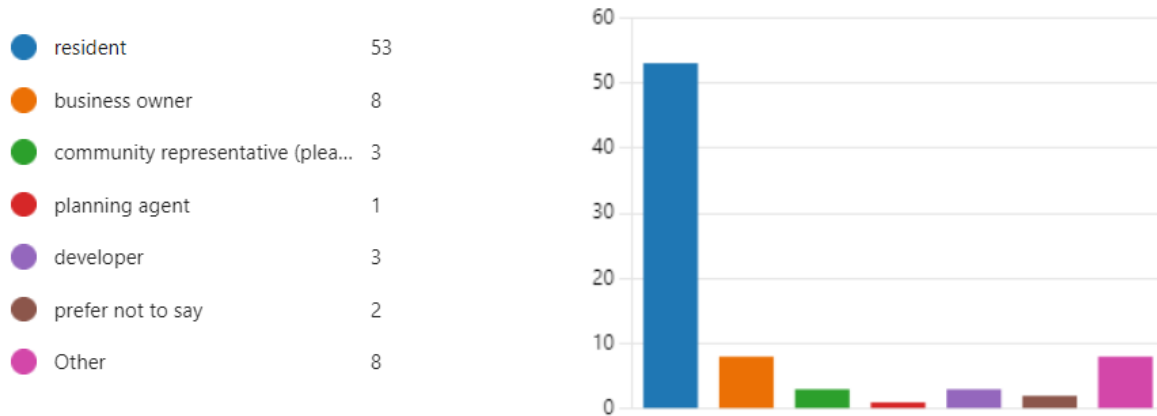
		<p>For planning applications, the officers report outlines how comments have been considered and the outcome of the application.</p> <p>We will ask the Business Support team to notify County Council Infrastructure Team of decision. Please also ask to be notified as part of your response.</p> <p>Comment to be passed to DM manager.</p>
	<p>In Section 5 - Planning Applications: Para 5.5 – GCC could be mentioned as a statutory consultee for Highways and as the Education Authority.</p>	<p>Noted – Have amended to add County Council.</p>
	<p>In the table that follows para 5.18, and in the columns headed ‘Statutory Publicity Requirements’ and ‘GCC Publicity’, there is no mention of statutory consultees such as the County.</p>	<p>Noted – Will add label to table and “Statutory consultees will be notified of applicable planning applications by email.”</p>
	<p>In cases where there has been a request for a developer contribution towards County Infrastructure, and the Planning Officer does not agree with the content or contributions being requested, and these are not supported in the planning balance and officer recommendation, the County Community Infrastructure Team would welcome being informed, to enable the County to further engage with the LPA, as there may be significant financial implications for the County Council in having to mitigate the impact of new development on education and library capacity and services. In cases where developer contributions were not supported, the County would welcome the opportunity in appropriate cases, to provide an infrastructure statement addressing the impact of the proposal on County infrastructure, to be shared with</p>	<p>Noted – will forward to the DM team.</p>

	the planning officer and Gloucester City Members before a decision is made on a planning application.	
	In cases where the request for developer contributions is supported, the County would welcome being informed of the planning decision when it is made. In cases where planning permission is granted subject to a S106 planning obligation, this would enable the County to engage as early as possible in the S106 process and support the timely issue of the planning decision notice.	Noted – will forward to the DM team.
National Rail	Please to be included.	Noted.

Survey Responses

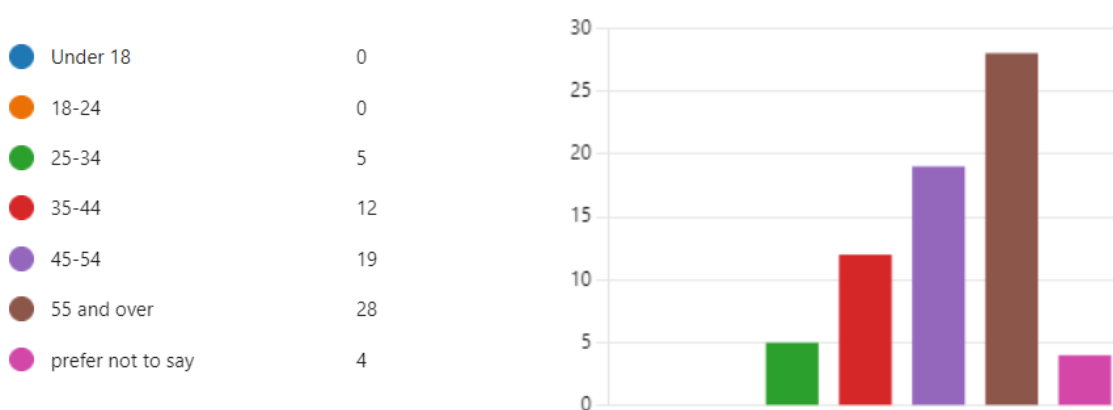
A total of 68 people completed the online survey.

Q1. Are you a resident, business owner, community representative, planning agent, developer, prefer not to say?



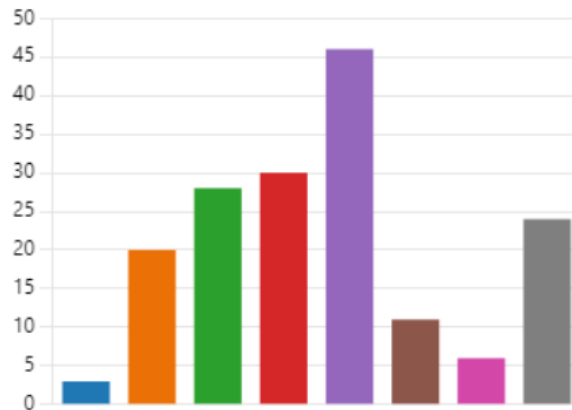
Other/Please Specify included: Councillor, GFirst LEP, Housing Association, Defence Infrastructure Organisation, Parish Councillor, PhD Researcher, Worker.

Q2. What age bracket are you in?



Q3. How would you like us to tell you about planning consultations? Pick the ones that you would find most useful: Multiple choice. Please select at most 3 options. An article in a printed newspaper/An article on an online news website/Information on Council's website/Social media/An email directing me to the information/A paper letter directing me to the information/Seeing the information on display in the library/A site notice placed at the potential development site.

- An article in a printed newspaper 3
- An article on an online news we... 20
- Information on Council's website 28
- Social media 30
- An email directing me to the inf... 46
- A paper letter directing me to t... 11
- Seeing the information on displ... 6
- A site notice placed at the pote... 24



Those that chose 'on display in the library' also chose email and online methods apart from one person who chose library plus 'printed in a newspaper'. The other 2 people who chose 'printed in a newspaper' also chose social media.

Q4. Are there any other ways that you or your community would like to find out about planning matters?

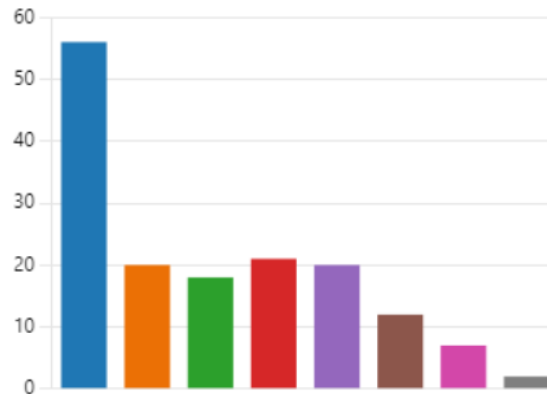
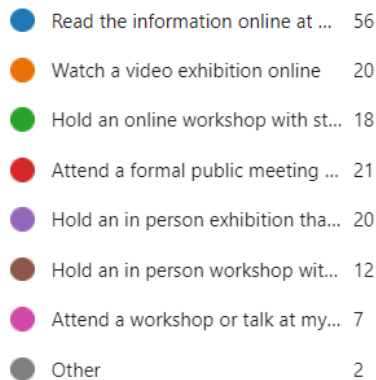
Responses Received	Officer Comment/Actions
Councillor Newsletters?	It is unclear if this means send out newsletters to councillors, or for councillors to send newsletters to their communities. Discuss with DM and Legal Democratic Services how the weekly list of planning applications is currently circulated to Members. It is for Members to decide the content of their newsletters.
let local groups register for notifications	They can for plan making – and this person did leave their details and will be added to the database. Planning Policy Team will commit to advertising database sign up regularly when completing database cleanse. There is currently no way to register for weekly list, or automated notifications of applications submitted in your area. Matter to be raised with Planning Managers for investigation. Public Access

Responses Received	Officer Comment/Actions
	can be used to view planning applications in there area.
It depends where the building is going- if it's next door then a paper letter. If in town then online is fine.	Noted. The SCI ensures that neighbours with a shared boundary, or opposite in the case of extensions to the front, will receive a letter.
Community meeting with all involved parties.	<p>Community meetings are included in the SCI as a consultation method and will be used where appropriate for plan making purposes.</p> <p>For planning applications this goes beyond the resources available. The council does encourage applicants to engage with the community ahead of making an application. This process is detailed in section 5 of the SCI.</p>
From research I am currently carrying out with everyday citizens within Gloucester, it is apparent that a physical space in the city or "urban room" should be established to enable citizens to have a place in which they can democratically discuss changes to the city (see link to example https://urbanroomsnetwork.org/). This urban room, whilst firstly filling a vacant retail space, can secondly act as an urban research hub working to directly feed council policy with quantitative and qualitative data derived from the everyday citizens impacted day to day by decisions taken by policy makers. This will allow people to see their words, stories, narratives represented in an official capacity that will guide change. Thirdly, the space can also support heritage, cultural and other social enterprises in the city. From an urban research perspective, small cities such as Gloucester are underrepresented in academic literature thus any efforts to improve this situation would be beneficial to the city, particularly given the presence of the University of Gloucestershire and its research capabilities as well as benefits in giving researchers "on-site" face to face experience with public	Comment to be passed to Head of Place for consideration.
Be more honest, we are affected by the smell and noise from Permali but had no letter about their planning application!	The regulations only require a site notice and those adjoining the site to be notified.
Social Media - ie: Local online noticeboards	Local noticeboard groups do not always allow businesses and organisation to join or post. However, we would encourage staff, councillors and residents to share

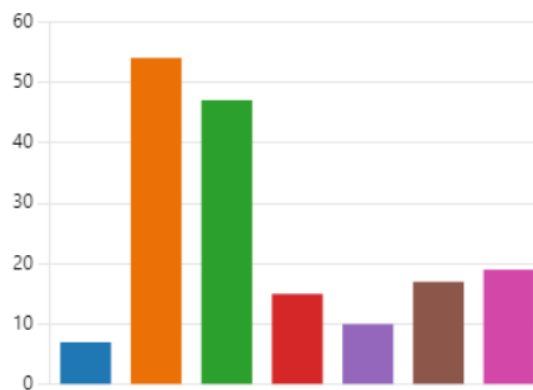
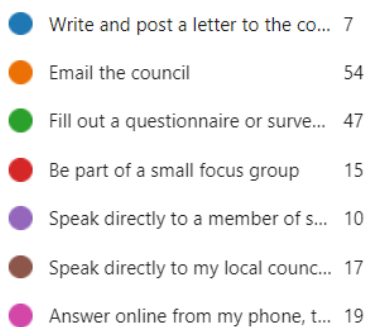
Responses Received	Officer Comment/Actions
	<p>Gloucester City Council posts to local Facebook groups where allowed.</p> <p>Due to resources it would not be possible for the county media team to monitor engagement or answer queries across multiple Facebook groups outside of their control.</p> <p>For plan making, comments made for Regulation 19 have to be accompanied with contact details as there is a requirement for the Local Planning Authority (LPA) to notify all those that have commented of the later stages of plan making.</p>
<p>In addition to the standard bit of paper that is tied to a lamp post it would be good to have some visuals and better signage. The A4 sheets are often missed. A QR code would be good too so you can scan and then read at home when you have time to digest the information properly.</p>	<p>Noted. Will pass to DM manager and Business Support.</p>
<p>Posters in prominent places - local Councillors should inform local residents</p>	<p>Noted. Councillors will see this report. Any Councillors and members of the public can use Public Access to view all planning applications in their area.</p>
<p>Facebook</p>	<p>Noted.</p>
<p>Community notice boards</p>	<p>Discuss with DM manager.</p>
<p>I would like to be involved if planning is on the door step.</p>	<p>Noted. The SCI and regulations mean that you will be consulted if you adjoin a development site for most types of application.</p>
<p>I think the Council should try to use as many methods of outreach as possible to inform a wide demographic - so online and on-site notifications, letter and emails, etc - so young and old can engage.</p>	<p>Noted. The regulations and SCI do allow for a wide range of methods to be utilised. Plan making consultations will be designed with the Community Wellbeing Team to reach as many people as possible.</p> <p>For planning applications, the regulations stipulate where site notices and letters will be used.</p> <p>Planning managers to discuss wider public awareness raising of the online applications viewer and planning policy database.</p>
<p>Public notices in the location affected of a reasonable size. Notable on how the city highway consultation is being advertised visibly since the Escort Road cycle lane debacle.</p>	<p>Noted. The SCI and regulations require Site Notices for all major development.</p>

Responses Received	Officer Comment/Actions
Letterbox drop in the local area if the proposed development.	Noted. This goes beyond the resources available. Site notice will be displayed and adjoining neighbours contacted by post for major developments.
This could be through the parish councils or through advertisements in the 'free' marketing information that comes through the door e.g. The Local Answer.	Timing of publications and cost may be prohibitive. Could be a useful method to advertise how people can see applications in their area or register for plan making consultation database. Planning Managers to explore further.
At business events in the city	Noted – comment to be sent to Economic Development Manager
social media and post	Noted.
Gloucester news	Noted. Press releases are issues for all plan making consultations. Press notices are issued for all major developments. The Council has no control over which press releases the press and programme makers decide to run.
Information made more available on social media	Noted.
Yes, for local councillors to share local planning info along with links to meetings etc.	Noted. Comment reported to councillors.
Personal letter to all neighbours in immediate location.	Noted. The regulations only require neighbours with an adjoining boundary to be notified in writing. This would require a national change and significant resourcing.
Through the Council Social Media accounts	Noted.
Council tax renewal / annual invoice.	Noted. To be explored further with relevant officers.
Through community groups that are in contact with hard to reach members of the community	Noted. Groups can register with the plan making consultation database. Council to raise awareness of database.
Letters / flyers through the door.	Noted. Goes beyond available resources.
Public events/roadshows etc	Noted. This is an option for plan making activities.
Proportionally, ie if large, invitation to community consultation	Noted. The council does encourage applicants to engage with the community ahead of making an application. This process is detailed in section 5 of the SCI. For plan making a public community event is a possible consultation method outlined in the SCI.

Q5. How would you like the council to present the information to you? Multiple choice. Please select at most 3 options. Read the information online at my own pace/Watch a video exhibition online/Hold an online workshop with staff and interactive things to do/Attend a formal public meeting at the council offices/Hold an in person exhibition that I can look around at my own pace/Hold an in person workshop with staff and interactive things to do/Attend a workshop or talk at my school, college or university/Other



Q6. How would you prefer to respond to the council when we ask you about planning matters? Multiple choice. Please select at most 3 options. Write and post a letter to the council/Email the council/Fill out a questionnaire or survey like this one/Be part of a small focus group/Speak directly to a member of staff/Speak directly to my local councillor/Answer online from my phone, tablet or computer.



Q7. Are there any other communication methods you would like to be able to use to tell us about your views on planning matters?

Responses Received	Officer Comment
When necessary access to an officer to discuss issues/clarify the details of an application/proposal. This can be 1-2-1 or through a surgery mechanism	Noted. Work loads do not currently allow officers to attend surgeries. Case officers can be contacted via phone or email.

Newsletter. Not everyone has a computer	Noted. Likely to exceed resources available. Timely, costly and unsustainable. Previous city wide newsletter was halted several years ago.
Community meeting with all involved.	Noted. Possible for plan making and has been successfully undertaken in the past. For DM this is likely to exceed resources in terms of officer time and caseloads.
More information about how residents can make comments on all planning applications online would be great	Noted. Council to consider how weekly list is advertised and if communication is clear enough.
Acknowledging the role of social media for reaching younger groups e.g. sub-18 perhaps a GCC social channel would be useful in response capture just as you suggest social media for distributing information. Research could be first conducted with groups representing young people in the city to see if this type of communication would work in practice. Do these options work for those with additional needs e.g. neurodiverse individuals?	Noted. Council to consider if currently social media is suitable for young people and those with additional needs. Comment to be forwarded to Youth Engagement Strategy Lead.
How about streaming all the council planning meetings and have them available on the internet (YouTube etc)	Noted. Council to consider.
Telephone (landline or mobile phone)	Noted. Not efficient use of officer time to call all residents effected by planning matters. Officers able to help anyone who calls in with a query.
Local consultation is vital - local planning meetings so people can air their views and get more information	Noted.
I have and still going through the process 4 years and still not there full yet. Personally I would never plan to carry out another project.	Noted.
Social media comments	Noted. Early stages of plan making (Regulation 18) we can draw on these comments. In the later stages (Regulation 19) individual contact details are required as there is a requirement for the LPA to notify the person who commented of later regulatory processes. For planning applications it would not be an effective use of officer time to search social media. There is also the potential for people to feel that they have commented and the Council will see in, when in fact they have commented on a shared post and not the original post. The Council may not

	have access to all of the pages and accounts the details were shared on.
I think that there needs to be a range of communication methods available. Whilst online suits me, there are people who would prefer different mechanisms and to achieve representative engagement you should be using a variety of communication methods.	Noted. Each plan making consultation will be designed with this in mind.
No point speaking to councillors as they have their own agenda	Noted.
There are plenty of communication methods already in place, the length of time in getting a response needs to be quicker or have more than one planning officer on anyone application that can make decisions.	Noted. Planning Officers have high caseloads and are unable to take on other officer's work as well as their own.
Residents should be made aware sooner, as a Tuffley resident, by the time I heard about the new house builds in Grange Road it seemed the land and houses, work had been started. Its not fair. Planning matters aren't reaching residents quickly enough to be able to share their views.	Noted. Report to Members and consider how we can let more people know about how to find out about planning applications in their area.
All options are equally important, difficult to choose	Noted.
There are some excellent public engagement portals, one of those would be very good	Noted. The plan making authorities are in the process of securing a new engagement portal. We will look for something that is interactive and more user friendly.

Q8. What would help you engage in a planning application, local plan consultation or Neighbourhood Plan?

Responses Received	Officer Comment
Planning language summarised and explained so it's easier for a lay person to understand what the documents mean.	Noted. This is a principle of the draft SCI.
Personal engagement, face to face engagement on key issues	Noted.
would help if we knew who the current 'officers' are and their exact job role - description in english of responsibilities not a title that is meaningless, like 'Head of Place'	Noted. Forward to Planning Managers and Head of Place to explore opportunities for clearer information.

<p>I live in Podsmead and the local groups are all unelected but known to councils etc so dont speak for the majority of podsmead and aren't know to us either. so how would this work if only unelected people are known to councils and you engage with them but you or they don't engage with the residents ..we the residents aren't asked this is why no one engages with any consultation..Do so called community groups reperesent the community??</p>	<p>Noted. Forward to Community Engagement team.</p>
<p>Knowing about it. Knowing that my opinion matters.</p>	<p>Noted.</p>
<p>Unbiased local councillor.</p>	<p>Noted.</p>
<p>Information being visible it's lots of places such as social media with the option of commenting.</p>	<p>Noted. Early stages of plan making (Regulation 18) we can draw on comments left on social media. In the later stages (Regulation 19) individual contact details are required as there is a requirement for the LPA to notify the person who commented of later regulatory processes.</p> <p>For planning applications it would not be an effective use of officer time to search social media. There is also the potential for people to feel that they have commented and the Council will see in, when in fact they have commented on a shared post and not the original post. The Council may not have access to all of the pages and accounts the details were shared on.</p> <p>Currently planning applications are not advertised on social media. Planning Managers to consider how this could work. It would need to be made very clear that comments on the post may not be seen and should be formally submitted.</p>
<p>Knowing that it is happening, and then having a reasonable amount of time to respond</p>	<p>Noted.</p>
<p>Advertised in a timely manner, with plans drawn up.</p>	<p>Noted. The Council can only notify residents of planning applications once they have received a valid application from the developer. There is then 8 or 13 weeks to process the application.</p> <p>For plan making we update and regularly publish a Local Development</p>

	<p>Scheme which sets out when consultations will take place.</p> <p>Consider how planning can advertise itself more effectively. Maybe using social media as discussed above.</p>
Actually being informed about consultation taking place.	Noted. As above.
Provide everyday citizens with remuneration for their time as they are experts in their own lived experience, which should be a key part of planning and policy. This could be in the form of small value retail vouchers or child care options whilst engaging with consultation. A physical space in the city such as the urban room indicated in question 4 response could facilitate such assistance.	Noted. To be discussed with Planning Managers and Head of Place.
Being told about these plans and not just coming across them....	Noted. As above.
Documents with less text. Pictures and brief descriptions getting to the point.	Noted. Planning policy team to consider this further.
Information circulars from the Council	Noted. Planning to make better use of e-newsletters? To be explored by Planning Managers and Head of Place.
It sounds rather boring! I think a short video describing what it actually entailed would be helpful.	Noted. Officers to explore options for video content in future consultations.
Timely information - whenever I hear about planning issues, it is usually too late to respond	Noted. As above. Not knowing about planning is a common theme in these responses. We will explore ways to be more effective.
Appropriate telephone number or email address	Noted. Staff to be reminded to check their contact detail and Business Support asked to check letter templates have correct details.
<p>Visibility. Clarity. Sufficient time. Relevant information.</p> <p>Having just been involved in an objection to a planning application, I would observe that a great deal of information from the council is in 'professional language' - which is fine for councillors (or not, as I discovered at the Planning Meeting at which I spoke), planners, etc. but can be opaque or even daunting to residents.</p>	<p>Noted. The SCI promotes the use of clearer language. It is acknowledged that planning applications require a level of technical language as it is a legal process that can be legally challenged. Comment to be forwarded to DM and chair of planning committee to discuss options for improvement.</p> <p>Future consultations will be clearer as set out in the SCI.</p>
If a local plan consultation really means consulting with local people and not just dismissing concerns, then that	Noted.

Be more easy to find out what's happening	Noted. As above.
Make it direct, easy, and simple to engage - most people don't have time to attend a big meeting, so having online options etc will be easier and quicker to engage.	Noted. We will utilise more online methods in the future as set out in the SCI.
Simple and clear workshops that explain the legal aspects of the planning system including how it interacts with laws that are intended to protect the countryside and provision of local services, including schools, NHS services and bus services.	Noted. More information and education required. Planning Managers to discuss how to make simple explanatory materials.
Awareness of the process taking place - online questionnaires, workshops etc/	Noted. More advertising required. Improved notification to be explored as mentioned above for other comments with a similar theme.
if it was presented in an understandable and concise way	Noted. This is one of the aims of the SCI.
poster and leaflet	Noted. Resources will not allow this to be achieved for every application, but it may be used to advertise plan making events.
More information available	Noted.
Neighbour plan	Noted. Neighbour Plans can only be produced by the community and not Local Authorities.
Wider consultations on applications The right of appeal by those who disagree with applications that are granted and more democratic planning meetings with the general public being able to fully take part in any debate	Noted. Applications are consulted on in accordance with the national regulations. No right to appeal for complaints exists and is not something the council can impose. The law would have to be changed nationally. Comment on planning meetings to be passed to DM manager.
To be aware of the planning before it's too late to be able to do anything	Noted.
Neighbourhood by using local councillors. Brendan o donnel and Alistair Chambers do an amazing job as sharing local information. Why aren't other councillors doing the same?	Noted.
Sufficient information and plan location.	Noted.
Either I do not have problem with	Noted.
If it directly impacted on my quality of life or have an adverse effect on the community in which I live and if it destroyed the countryside / wildlife habitats urbanising too much of the green belt around Gloucester	Noted.

Having it flagged up on social media	Noted. We need to make better use of social media.
Several physical copies in the library	Noted. The SCI sets out the intention to move from paper copies as libraries do have computers and staff able to assist. This saves money, paper and is better for the environment.
Sufficient time to respond and preferably at more quiet times of the year	Noted. For plan making we will always consult for 6 weeks as required by the regulations, but do extend this to 8 or more weeks during holiday times. For planning applications 3 weeks is the norm across the country as applications have to be determined within 8 weeks for smaller applications and 13 weeks for larger applications.
Notifications of Planning Applications and policy relevant to my area.	Noted. More advertising required. Improved notification to be explored as mentioned above for other comments with a similar theme.
Notice of them! They're currently hidden away and we all work full time. I don't have time after a 12 hour day to go chasing after them.	Noted. More advertising required. Improved notification to be explored as mentioned above for other comments with a similar theme.
In person meetings at or close to the development site. The key word being "engage". Far too easy to comment online without understanding context or local constraints etc.	Noted. This is an option for plan making activities. For planning applications resources and the volume of applications does not make this possible.
Clear and succinct documents and information (29 pages of legalise and corporate speak as per this SCI isn't inclusive)	Noted. It is difficult striking the balance between a technical document require for statutory purposes and making the document accessible. Council to consider better summary information, graphics and video explanations.

Q9. Do you have any comments on the principles for consulting you that we have set out in the SCI and below?

Q10. Are there are any other principles you feel we should consider? Please give details below.

a. Where practicably possible, exceed the minimum standards for community involvement set out in legislation.

- b. Consultation materials will be clear and concise and avoid jargon wherever possible, making it easier for groups and individuals with little or no knowledge of the planning process to get involved.**
- c. The scope and timing of the consultation will be clear from the start, so respondents know what they can comment on, when they need to comment and how their comments will be taken into account.**
- d. Consultation methods will make use of electronic and modern media techniques wherever possible to make consultations easier, quicker and more cost-effective. They will be used alongside traditional methods to avoid disadvantaging those who are unable or prefer not to engage digitally.**
- e. Engagement in the planning process will be encouraged from the earliest stage possible (front-loaded) when there is the greatest opportunity for the views of interested and affected parties to be reflected in decisions made.**
- f. Whenever possible, feedback will be given to reflect how comments received have been taken on board and what changes have been made. Multi Line Text.**

Response Received	Officer Comment
Do not overlook the face to face contact aspect. If you rely solely on "electronic and modern media techniques" you risk alienating your communities; after all if it is all "online" why would we need so many tiers of local government as one would do!?!	Noted. For plan making consultations, particular for Regulation 18, face to face methods are likely to be used.
No wish to be negative as the survey is a positive action but this should have been offered before. The City area is small and nearly all the large development areas have been decided.	Noted.
but if you are only going to engage with unelected people who tell you they are the community group for the area you will engage with them they dont know the residents but keep it all in a small group of friends nothing gets out to the residents and this will be the same ..They dont speak for me and i haven't seen them on our doorstep ever..lived here for 20 years.	Noted. Comment to be passed to Community Engagement Team.
Plus as early as possible with an option for people to add opinions late as well.	Noted. The consultation deadlines are required to ensure decisions are processed with the statutory timeframes. Late material can be presented at committee at the discretion of the chair.
Agree with the above	Noted.
The wishes of the residents are taken into consideration before planning is granted. On almost every occasion the needs and concerns of local people are disregarded and planning is given. This has to change!	Noted. There is a misconception that if a person does not like a planning application it should be refused. However, the law requires planning decisions to be made in line with the national and

	local planning policy framework. Currently this does not allow refusals based on opinion.
Also written communication with people who do not have access to the internet, especially the elderly if effected.	Noted. If a planning application is submitted on a sites that bounds your property a neighbour letter will be sent. Press notices are required by regulations for many types of larger application.
Need to add reference to longitudinal or temporal considerations to account for evolving nature of projects and policy i.e. multiple opportunities to be part of and help co-create policy Add reference to needing to incorporate the lived experience of everyday citizens of places so that designs, policies, consultations are specifically people focused and require more focused efforts to capture	Noted.
How about taking notice of resident's views?	Noted. All comments received are considered. However, the law requires planning decisions to be made in line with the national and local planning policy framework. Currently this does not allow refusals based on personal opinion only technical planning reasons.
Feedback should always be given, otherwise why would I participate in the first place?	Noted.
I would be interested to know how the Council ensures impartiality - are the technical experts likely to bow to political pressure	Noted. Planning officers and technical experts are governed by a professional code of conduct both from the Council and from their membership to professional bodies. The Council's Member's code of conduct also prohibits councillors from this behaviour. Both documents can be found on the council's website.
a) REACH the minimum standards every time b) Clear language, avoiding professional jargon c) Totally agree d) Happy with electronic communications, provided a) to c) are in place e) Useful but "front-loaded" is the jargon that should be avoided! f) "Wherever possible" is too vague	Noted. 'front-loaded' removed. "Whenever possible" has been used because it is possible for plan making but not for planning applications.
That sounds very good.	Noted.
What is your definition of consultation? As it seems to differ wildly - it needs clarification and possibly different levels depending on the size of the planning application and scope of change	Noted. SCI sets out what will be done for each scale of application.
I think some of the consultation is way to long 4years and people still coming out of the wood work worried about Bats and lighting right next to a main road and supermarket. It's a	Noted. This relates to a specific application.

joke Drainage officer has more conditions than ever known.	
Give equal consideration of local public views to those views of local councillors and other stakeholders.	Noted. The national planning system does not currently allow this approach.
The above makes sense.	Noted.
The above is a sensible summary of the statement and most agreeable.	Noted.
All of the above	Noted.
Don't lie about the consultation process and results	Noted. The Council do not lie about such matters. Please raise this issue through the proper complaint process or with the ombudsman.
Wider consultations are needed and all the concerns of residents acted upon not ignored.	Noted. The national planning system does not allow applications to be refused based on public opinion.
Planning applications are now so complex with a huge amount of technical detail supporting the application, allowing individuals to make comment / decisions with no or little experience shouldn't be allowed. Planning in principle, location, visualisation, design could be put to the wider audience but all other matters should be left to a technical team.	Noted.
Yes to all the above. Not forgetting how and where to access.	Noted.
Modern media does not make it easier or faster for people to respond, less empathize on internet , more emphasis on face to face talks. We are turning into a talk less society.	Noted.
I feel it is very important that views of people who will be impacted by any proposed development must given sufficient weight and that plans should not be approved on the basis of money which can be made by developers, regardless of the impact their scheme has on neighbouring residents and communities.	Noted. The national planning system does not currently give weight to public opinion. Impact to public amenity and developer viability are material considerations in decision taking.
Sounds good to me	Noted.
Building regs to encompass blue/ green social spaces, insulation, solar panels & suds.	Noted. Building Regulations are not part of the planning system.
These are good principles. I think you need to consider the impact on individuals who are digitally excluded as well as ensuring comments are representative of the community as a whole - not just from repeat commentators	Noted.
I respect the intentions of this exercise, although based on experience questioning Gladman's application in recent years, I do not feel confident that local communities "Can put forward their ideas about issues and feel confident that there is a formal process for considering these;"	Noted.
c,d,e and f	Noted.
Short, sharp, to the point.	Noted.

We particularly support item b. the desire to use common language where possible, not "planning speak" and e. early engagement. This is key to managing expectations.	Noted.
It's welcome community only comes from caring about each other's environment	Noted.

Q 11. The Council keeps a database of people, stakeholders and organisations who would like to be involved in plan-making. If you would you like to join the database and be involved in future plan-making activities please provide your name and contact details.

36 people provided their details to be added to the database.

Q12. Are there any other comments you would like to make about the draft Statement of Community Involvement?

Response Received	Officer Comment
community of what self elected people who don't invite the community in to their group but seem to be excepted as speaking for the community!	Noted. Comment to be passed to Community Engagement Team.
Community needs to feel valued on their opinions.	Noted.
Looks like positive steps are being taken to promote community participation, looking forward to seeing how the plans work in practice	Noted.
Where there is a local communities' majority (51% and over) against a planning decision the decision must be adapted to the communities' satisfaction, irrespective of local politicians' direction by political parties. If it's very marginal, check the returns again and report back to involved communities.	Noted. The national planning system does not currently give weight to public opinion. As such the council cannot implement this. This would require a change to the planning system by the government.
None - thank you for doing this.	Noted.
I welcome attempts to improve the planning process, but a lot of work has to be done to make local communities have some level of trust in the process and their local council representatives. Too often concerns are treated like nimbyism or treated in a derogatory way. I was at a planning meeting last month and I was genuinely horrified by the contemptuous tone taken by some Councillors in relation to the objections raised by residents. This is a step in the right direction, but without	Noted. Members to be made aware of this comment through this report.

<p>some remedial actions re. The councillors involved, it won't achieve anything</p>	
<p>Social media can reach a more diverse range of people who may not be engaged in established community groups/ organisations. For example: young adults, disabled people, shift workers, etc. So it is important to reach out to individuals as well as organisations.</p>	<p>Noted. Council to review social media activities and platforms. Planning Managers to explore better utilisation of social media.</p>
<p>Thank you for this opportunity to comment and we trust that these suggested amendments are helpful:</p> <p>1. In the column 'Consultation Methods and Tools' under Table 1: Stages in Development Plan Document Preparation and for clarification purposes, where the text states at Reg18 "The consultation documents will be made available for public inspection at the Council offices." it would be helpful for this to be clarified to say that "All consultation documents and evidence base information will be made available for public inspection on the Council's web page and for public inspection at the Council offices."</p> <p>This request should also be reflected through rewording at the Reg19 stage. The amendment is sought so to ensure that all of the evidence base information is readily available for review for the length of the Plan's consultation rather than some documents being introduced as evidence later in the consultation period and so affecting the ability for respondents to comment fully and in good time.</p> <p>2. Can there be a commitment in this document for all published documents, for example draft plans or SPDs, to be clearly dated with at least the month and year of publication. This is asked as other local authorities do not necessarily do this which can be frustrating and can lead to confusion.</p> <p>Thank you.</p>	<p>Noted.</p> <p>When new evidenced is made available in the Regulation 19 stage there is a requirement to give a minimum of 6 weeks consultation. In these circumstances the consultation period is extended to allow further consideration to meet the regulations and renotification occurs.</p> <p>On point 2 - Yes we will commit to dating all planning policy documents.</p>
<p>There could be a number of bullet points put put down of what's happening</p>	<p>Noted.</p>

Local councillors e.g. tuffley needs a modern approach. All I know is I think ours is called Andrew? Brendan has helped more in my opinion in the last few weeks than anyone ever.	Noted.
Just that I hope it something that the people in charge will take note of it and not make it something they can say they have done but not take any notice of	Noted. All future consultation will be undertaken in accordance with the adopted SCI.
Building regs to encompass blue/ green social spaces, insulation, solar panels & suds.	Noted. The Council can not change Building Regulations.
Overall a very positive approach	Noted.

This page is intentionally left blank

APPENDIX 2

Gloucester City Council

Draft Statement of Community Involvement

Adopted September ~~May~~ 2023

To be updated

Table of Contents

1. Introduction	34
What is the Statement of Community Involvement?	34
Our Communities and Stakeholders	45
Importance of engagement and consultation	45
2. Principles for Community Involvement in Planning Decisions	67
3. Community Involvement in Planning Policy	78
Which planning policy documents do we consult on?	78
Development Plan Documents	89
Supplementary Planning Documents	12
Other planning documents	14
Who will we consult?	15
The Duty to Co-operate and Statements of Common Ground	16
How will we consult on planning policy matters?	16
When will we consult on planning policy documents?	19
What happens after a consultation has closed?	19
4. Neighbourhood Development Plans and Neighbourhood Development Orders	21
5. Planning Applications	23
Contact Details.....	2726
Appendix A - Relevant specific and general consultation bodies	28
Planning Applications.....	28
Plan Making.....	29
Specific consultation bodies:	29
General consultation bodies:	30
Appendix B - Other groups and organisations	3232

1. Introduction

- 1.1 The Statement of Community Involvement (SCI) sets out how Gloucester City Council (GCC) will engage with local communities and key stakeholders in the development of planning policy documents and in the determination of planning applications within the city, as well as how the Council will support communities undertaking neighbourhood planning.
- 1.2 The purpose of the planning system is to help achieve sustainable development, assisting economic, environmental and social progress for existing and future communities. Planning shapes the places where people live and work, so it is important that communities can take an active part in the process.
- 1.3 There is a legal requirement under the Planning and Compulsory Purchase Act 2004 (as amended) for Local Planning Authorities (LPAs) to produce a Statement of Community Involvement (SCI)¹, which sets out how the Council intends to achieve community involvement in the preparation of planning policy documents and in making decisions on planning applications.

What is the Statement of Community Involvement?

- 1.4 The SCI is a document which sets out Gloucester's guiding principles and requirements for involving the community and stakeholders, both in preparing and revising planning policy documents and in the consideration of individual planning applications.
- 1.5 The SCI describes the consultation and engagement processes and methods that may be used; it explains the statutory requirements that the Council must meet at each stage and what other consultation or engagement processes may be undertaken in addition to these. This gives the public and stakeholders certainty over what sort of engagement they can expect within the planning process and the different ways they can get involved. Any public facing workshops and events undertaken during the plan making process will be designed in consultation with the Community Wellbeing Team.
- 1.6 The aim of the SCI is to ensure that relevant local communities and stakeholders in Gloucester:
 - Are informed about the local planning documents being prepared and planning applications being considered;
 - Are involved early in the decision-making process;
 - Understand how they can share their views;
 - Have ready access to information;
 - Can put forward their ideas about issues and feel confident that there is a formal process for considering these;

¹ <https://www.legislation.gov.uk/ukpga/2004/5/section/18>

- Can take an active part in preparing proposals or options to manage land use and future development in their community;
- Can comment on planning applications; and;
- Can be informed about progress and outcomes.

1.7 This SCI covers three areas where the Council is involved in planning. These are:

- a) the preparation of **planning policy documents** – comprising ~~the~~ Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs);
- b) how the Council will support communities preparing **Neighbourhood Plans**; and
- c) the determination of planning applications through **Development Management processes**.

1.8 In setting out the consultation methods and tools that are available to be used by the Council, the SCI retains a degree of flexibility so that consultation and engagement methods can be appropriately tailored to a specific planning document or circumstance. The intention is that this will allow for future changes that may be made to the regulations or best practice guidance, and to reflect any new methods of communication and engagement that may become available over the life of the document.

Our Communities and Stakeholders

1.9 The ‘community’ includes individuals, groups and organisations that live, work or operate within Gloucester City. ‘Neighbours’ are those people that share a boundary with a site.

1.10 The SCI also refers to ‘stakeholders’, these are individuals or organisations with a direct influence on the matter under discussion, such as developers, landowners or other important bodies and agencies.

1.11 Some of our consultation with stakeholders is determined by legislation, such as the Duty to Cooperate. The SCI avoids repeating legislation or statutory requirements but focusses on what we are specifically doing in Gloucester City to meet and, where possible, exceed the requirements.

Importance of engagement and consultation

1.12 Planning is fundamental to shaping the neighbourhoods and communities in which we all live and work. The Council considers it important that communities and stakeholders have the opportunity to be involved in the process.

1.13 The National Planning Policy Framework (NPPF), updated July 2021, stresses the importance of community involvement in both plan-making and deciding planning applications.

Engagement should be proportionate and effective and the NPPF at paragraphs 16 and 39², stresses the value in engaging at an early stage, in both plan making and when considering planning applications.

- 1.14 As illustrated in Figure 1, effective engagement involves a number of stages from awareness raising, providing information, through to consultation and communication, to discussion and debate. Good engagement can reduce conflict, result in better outcomes from development for all and allows communities to influence the future of the places where they live.

Figure 1: Types of Engagement



Source: Planning Aid: Good Practice Guide to Public Engagement in Development Schemes

² National Planning Policy Framework: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

2. Principles for Community Involvement in Planning Decisions

- 2.1 The Council will meet and, where practicably possible, exceed the minimum standards for community involvement set out in legislation.
- 2.2 Consultation materials will be clear and concise and avoid jargon wherever possible, making it easier for groups and individuals with little or no knowledge of the planning process to get involved.
- 2.3 The scope and timing of the consultation will be clear from the start, so respondents know what they can comment on, when they need to comment and how their comments will be taken into account.
- 2.4 Consultation methods will make use of electronic and modern media techniques wherever possible to make consultations easier, quicker and more cost-effective. They will be used alongside traditional methods to avoid disadvantaging those who are unable or prefer not to engage digitally.
- 2.5 Engagement in the planning process will be encouraged from the earliest stage possible (~~front-loaded~~) when there is the greatest opportunity for the views of interested and affected parties to be reflected in decisions made.
- 2.6 Whenever possible, feedback will be given to reflect how comments received have been taken on board and what changes have been made.

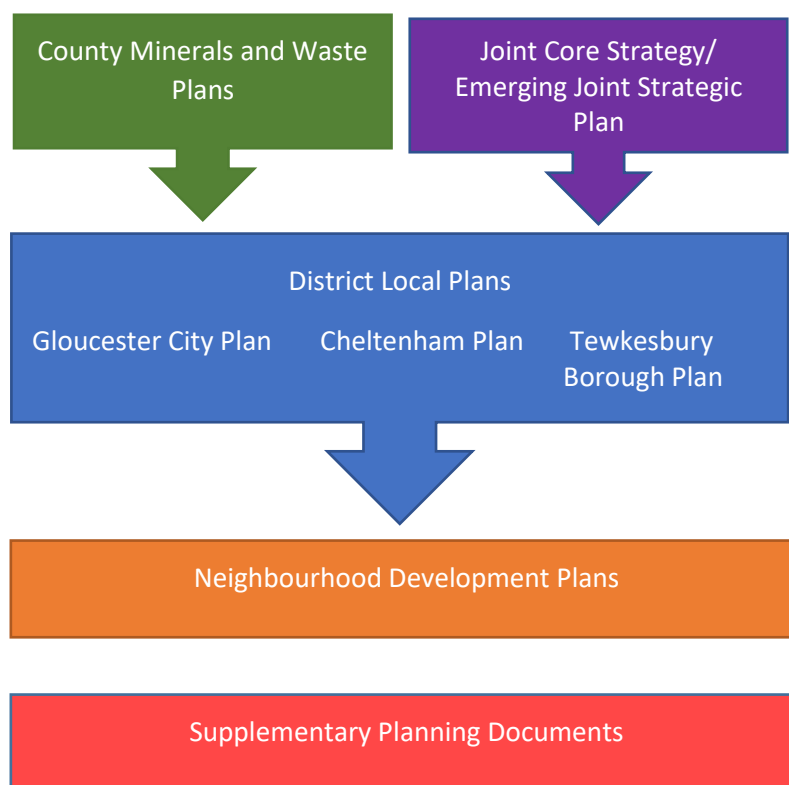
3. Community Involvement in Planning Policy

- 3.1 This section of the SCI explains how the Council will give those with an interest in the future development of the area the opportunity to have their say when new planning policies are being developed. The Council will take a flexible, proportionate, and effective approach to consultation that will be tailored to the nature of the document being prepared.
- 3.2 From time to time, the Council will publish other documents on its website which are related to the plan-making process but which are not normally subject to public consultation. These documents include a wide range of technical studies that provide background evidence for the preparation of policies and are described in more detail later in this section.

Which planning policy documents do we consult on?

- 3.3 The most common policy documents which involve public consultation are 'Development Plan Documents' (DPDs). These are prepared by local planning authorities and outline the key development goals for the area. DPDs include Core Strategies, Local Plans and Area Action Plans which provide specific planning policy and/or guidance for a particular location or area of significant change.
- 3.4 In Gloucester, as set out in Figure 2, the Development Plan [currently](#) consists of the Joint Core Strategy 2011 - 2031 (the JCS), the Gloucester City Plan 2011 – 2031 and Neighbourhood Development Plans (none at present).
- 3.5 In addition, the Council may prepare Supplementary Planning Documents (SPDs), which provide detailed guidance on how policies or proposals in DPDs should be implemented.
- 3.6 The processes for producing these documents vary, and consequently, so do consultation arrangements and procedures. Further details on these documents and their consultation procedures are set out below.

Figure 2: The Development Plan and Supplementary Planning Documents



Development Plan Documents

- 3.7 The JCS provides the strategic policies and requirements for housing, employment and associated infrastructure across the JCS area of Gloucester, Cheltenham and Tewkesbury. It also provides larger scale strategic sites for the delivery of that development. ~~The JCS is currently under review and will be replaced by the Joint Strategic Plan (JSP).~~
- 3.8 Gloucester City Plan ([GCP](#)) provides for smaller scale sites to meet the development requirements set out in the JCS. It also provides the development management policies for Gloucester City and addresses local issues and opportunities.
- 3.9 ~~The JCS and GCP will be replaced by the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (SLP).~~ A timetable for plan making can be found in the Council's Local Development Scheme.
- 3.10 The legal requirements for consultation and public participation for plan making, is currently set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (the 2012 Regulations), including consultation on the key stages of preparing a plan, the gathering of evidence, identifying issues, and developing options and public participation on a final version of the plan prior to it being submitted to the Secretary of State for independent examination.
- 3.11 The preparation of Development Plan Documents follows a number of distinct stages, which are summarised in Table 1 below alongside the key consultees and consultation methods that

may be used. Prior to the start of any consultation stage a Consultation Plan will be prepared to ensure the right level of consultation using the most appropriate methods is undertaken.

Table 1: Stages in Development Plan Document Preparation

Stage	What this stage involves	Key Consultees	Consultation methods and tools
<p>Preparation: Issues and Options / Preferred Options (Regulation 18)</p>	<p>This stage can be repeated as necessary and may include:</p> <ul style="list-style-type: none"> • Survey and evidence gathering • Consultation on issues and options • Consultation on preferred options • Consider consultation responses • Policy formulation 	<p>At the survey and evidence gathering stage, the Council will may contact key consultees particularly those with technical knowledge to assist in the identification of issues and options.</p> <p>Formal public consultation is for a minimum of 6 weeks and will involve the following:</p> <ul style="list-style-type: none"> • Relevant specific and general consultation bodies, as defined in the Regulations and set out in Appendix A • Other groups and organisations identified in Appendix B • Parish and town councils adjoining or within the city. • Residents or other persons carrying on business in the area who are on the council's database 	<p>See Table 3 for more detail on potential consultation methods.</p> <p>During the survey and evidence gathering stage consultation methods will focus on targeted meetings and workshops with technical stakeholders in particular.</p> <p>The Council will publicise any consultation documents by notifying all stakeholders using the following:</p> <ul style="list-style-type: none"> • Press release • Council website • Social media and other forms of on-line engagement • Public exhibitions (physical and on-line) as and if appropriate • Public meetings, as and if appropriate • Site notices when development allocations are proposed <p>The consultation documents will be made available for public inspection at the Council offices.</p>
<p>Publication and Submission (Regulation 19)</p>	<p>Publication of the plan for consultation.</p> <p>Submission of the plan to Secretary of State including all associated documents.</p>	<p>The formal period of public participation into the 'soundness' and legal compliance of a plan is for a minimum of 6 weeks and will involve the following groups:</p> <ul style="list-style-type: none"> • Relevant specific and general consultation bodies, as defined in the Regulations 	<p>The Council will publicise the draft Plan to notify all stakeholders using the following:</p> <ul style="list-style-type: none"> • Press release • Council website • Social media and other forms of on-line engagement • Public exhibitions (physical and on-line), as and if appropriate

Stage	What this stage involves	Key Consultees	Consultation methods and tools
		<ul style="list-style-type: none"> • Other groups and organisations identified in Appendix B • Parish and town councils adjoining or within city. • Residents or other persons carrying on business in the area who are on the Council's database 	The Plan, proposed documents, and supporting documents ³ will be made available online and for public inspection at the Council offices.
		<p>Following the submission of the Plan to the Secretary of State, the Council will make a copy of the Plan and its supporting documents available at the Council offices.</p> <p>The Council will also notify:</p> <ul style="list-style-type: none"> • the general, specific and other consultation bodies who were consulted at previous stages, and • anyone who asked to be notified of the submission of the Plan as to where and when the Plan, proposed documents, and supporting documents⁴ can be inspected. 	
Examination (Regulation 23, 24 & 25)	<p>The Planning Inspector holds an examination into the Plan usually including public hearings as well as consideration of written representations.</p> <p>Changes (modifications) to the submitted Plan are proposed by the Inspector and then consulted on.</p> <p>An Inspector's report is published – determining if the plan is 'sound' and whether it can be put forward for adoption.</p>	<p>The Inspector will consider which individuals or organisations ought to be involved at the Examination in Public.</p> <p>If the Inspector suggests modifications are needed to make the plan 'sound', a consultation on proposed Main Modifications will be held.</p>	<p>Consultation on Main Modifications will include:</p> <ul style="list-style-type: none"> • Press release • Council website • Social media and other forms of on-line engagement <p>The Main Modifications and supporting documents will be made available for public inspection at the Council offices.</p>
Adoption (Regulation 26)	Council adopts the plan	<p>The Council will make a copy of the plan, the adoption statement, and the sustainability appraisal available for inspection at the Council offices.⁵</p> <p>The Council will send a copy of the adoption statement to any</p>	

³ The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) Schedule 2 para 10

⁴ The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) Schedule 2 para 10

⁵ The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) para 26 (a)(i-iv)

Stage	What this stage involves	Key Consultees	Consultation methods and tools
		person who has asked to be notified and the Secretary of State. ⁶	

Supplementary Planning Documents

- 3.12 The statutory requirements for preparing SPDs are laid out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). SPDs provide detailed guidance on how policies or proposals in DPDs should be implemented. Although they are not subject to independent examination, SPDs undergo public consultation, and must be consistent with national and local planning policies. The regulations set a minimum of 4 weeks for consultation on a draft SPD, although best practice is to consult for longer.
- 3.13 The process for preparing an SPD is simpler than that for preparing a DPD and it does not require an examination. In some cases, it is helpful and informative to the preparation of an SPD, for the Council to undertake some informal engagement and consultation at an early stage. Such informal engagement can identify key issues and challenges for the SPD to consider and can also be used to test evolving ideas and move towards consensus, especially where a masterplan or site-specific framework is being produced.
- 3.14 Prior to the start of any consultation stage a Consultation Plan will be prepared to ensure the right level of consultation using the most appropriate methods is undertaken.
- 3.15 Following consultation, a Response Report will be prepared that summarises who was consulted, the main issues raised, and how they have been addressed.
- 3.16 The key stages in the preparation of an SPD, together with the key consultees and consultation methods ~~likely to~~ that may be used are summarised in Table 2 below:

⁶ The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) para 26 (b)

Table 2: Stages in Supplementary Planning Document preparation

Stage	What this stage involves	Key Consultees	Consultation methods and tools
Gathering the evidence base and preparing the SPD	<ul style="list-style-type: none"> Evidence gathering. Opportunity for informal (non-statutory) consultation and engagement and/or discussion of issues with relevant partners and groups. Formulation of options. Prepare draft SPD for consultation. 	<p>At the evidence gathering stage, informal engagement may be undertaken; at the very least, this should include key stakeholders, particularly those with local and/or technical knowledge.</p> <p>The consultees at this stage are likely to be determined in part by the nature of the SPD (whether site/ area based or topic based).</p>	<p>During the evidence gathering stage consultation methods will focus on targeted meetings and workshops with local and technical stakeholders in particular.</p> <p>The Council may also make use of a range of other methods to raise awareness and seek input from local residents and businesses.</p>
Consultation on draft SPD (Regulations 12 & 13)	<p>Legal requirement for the consultation is a minimum of 4 weeks. The Council will consult for 6 weeks.</p> <p>Consider comments and representations received during the consultation period.</p>	<p>The formal public consultation stage:</p> <ul style="list-style-type: none"> Relevant specific and general consultation bodies, as defined in the Regulations and set out in Appendix A Other groups and organisations identified in Appendix B Parish and town councils within the city or area covered by the SPD Residents or other persons or groups carrying on business in the area covered by the SPD who are on the council's database 	<p>At the formal consultation stage, the Council will consult using methods including:</p> <ul style="list-style-type: none"> Press release Information on the Council website Social media and other forms of on-line engagement Public exhibitions as and if appropriate (physical and on-line) Public meetings as and if appropriate <p>Copies of the consultation draft SPD, together with any other supporting documents will be made available for public inspection at Council offices.</p> <p>If the SPD is area based the information will also be put on display in the area concerned if a suitable publicly accessible venue can be found.</p>
Adoption of the SPD (Regulation 14)	<p>Amend the draft SPD where necessary based on the comments received. Council adopts the SPD.</p>	<p>Following the adoption of an SPD, the Council will make a copy of the SPD, the Adoption Statement and the Response Report available at the Council offices.</p> <p>The Council will also send a copy of the adoption statement to anyone who has asked to be notified of the adoption of the SPD.</p>	

Other planning documents

- 3.17 The Council produces a number of other documents. Those which would usually be subject to consultation include:

Masterplans and Development Briefs: these documents may be prepared to provide additional site-specific guidance for new development or the redevelopment of an area. They are often brought forward as SPDs, and, in that case, will be subject to the SPD consultation requirements. In other cases, they may be produced as non-statutory planning guidance. Consultation on Masterplans and Development Briefs will usually be similar to that for SPDs in that the Council will publish a draft for consultation and the comments received will inform the final document.

Local Development Orders (LDOs): LDOs provide permitted development rights for specified types of development in defined locations. LDOs are promoted by national planning guidance as a flexible tool to simplify and streamline the planning process, creating certainty for new development and saving time and money for those involved. The process for preparing an LDO includes a formal consultation stage which must include consultation with statutory consultees and any person who would have been consulted on a planning application; publishing the documents on the LPA's website with paper copies available at the LPA's principal offices; advertising the LDO consultation in a local newspaper and displaying site notices. Other consultation methods set out in Table 3 below may also be used to ensure that residents and stakeholders have the opportunity to be informed and have their say

Sustainability Appraisal and Strategic Environmental Appraisal (SA and SEA): the purpose of the sustainability appraisal process is to appraise the social, environmental and economic effects of a plan from the outset. In doing so it will help ensure that decisions are made that contribute to achieving sustainable development. The sustainability appraisal is not a one-off exercise; it needs to be integrated into each stage of plan making and tests the policies and proposals against sustainability objectives enabling them to be modified where appropriate to mitigate potential adverse effects. The Sustainability Appraisal will be published for public consultation alongside DPDs where appropriate.

Habitat Regulations Assessment (HRA): this is an assessment of a plan's impact on European protected species, the process for which is laid out in Government guidance⁷. The HRA is subject to consultation with Natural England and it carried out in conjunction with the Sustainability Appraisal as set out above.

Community infrastructure Levy (CIL): the CIL allows local authorities in England and Wales to raise funds from developers who are undertaking new building projects in their area. The money raised is used to pay for infrastructure required to support the new development. CIL must be administered in accordance with the Community Infrastructure Levy Regulations 2010 (as amended); the Regulations set out when and how the Council must consult at specific stages of the CIL preparation process. The Council started charging the CIL on planning permissions granted from 1 January 2019. For more information about the CIL and how it applies in Gloucester, please see the Council's CIL webpage⁸.

⁷ HRA GUIDANCE LINK

⁸ <https://www.gloucester.gov.uk/planning-development/planning-policy/community-infrastructure-levy-cil/>

- 3.18 Other planning documents which the Council produces and are not normally subject to consultation include:

Local Development Scheme: this sets out the Council's work programme for the preparation of new Development Plan Documents, including a description and timetable for each document. The Local Development Scheme is published on the Council's website: <https://www.goucester.gov.uk/planning-development/planning-policy/local-development-scheme/> This is not subject to public consultation.

Monitoring Reports: the Council produces housing and employment monitoring reports which provide details on the progress of planned development and how the Council is meeting the development requirements as set out in the Plan. There will not be consultation on these reports as they are factual documents, but the Council may contact specific groups to obtain some of the data required.

Evidence Base: this includes a range of background studies on specific issues that help to support the preparation of local plan policies. These are technical studies and are not normally subject to consultation although we may contact specific groups to obtain information or data.

Who will we consult?

- 3.19 The Council wants to give the community and stakeholders the chance to have their say on Local Development Documents. The Council will seek to involve and consult a wide range of other interest groups and organisations, developers, and consultants, as well as local residents and businesses.
- 3.20 The Council is required to consult certain organisations and bodies, and is advised to consult others, depending on the type of policy document. This is in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- 3.21 The 2012 Regulations set out who must be consulted at the defined stages of plan production by identifying the Specific Consultation Bodies (also known as statutory consultees) and a number of General Consultation Bodies, who are groups or organisations representing the interests of certain parts of the local community. Appendix A to the SCI sets lists the Specific and General Consultation Bodies for the city.
- 3.22 The Council is also committed to involving a wide range of other individuals and organisations, including the local community, 'harder to reach' groups and young people. It is important that the needs of those groups of people who do not usually get involved in the process, and who may have specific needs to be met or addressed, are able to get involved if they wish. The methods used for involving the community in planning policy matters need to be varied and responsive to different needs. The Planning Policy Team will work with the Community Wellbeing Team to design a consultation that is relevant, appropriate, and as accessible as possible. Young people are especially important to reach as they will inhabit the places we plan for.
- 3.23 The Council will maintain a database containing the contact details of individuals, groups and other bodies that wish to be kept informed of consultations relating to planning policy

documents. Individuals and organisations on this database will primarily be contacted when the Council consults on relevant planning policy documents and subjects. This will primarily be through the use of email, with paper and post only being used if there is a specific accessibility need or no email address available. The database will be administered strictly in accordance with the provisions of the General Data Protection Regulation and will be regularly updated.

The Duty to Co-operate and Statements of Common Ground

- 3.24 The Localism Act, 2011, introduced the ‘duty to cooperate’. Neighbouring authorities and other relevant organisations are required to work together on strategic planning issues that cross local authority boundaries and affect their areas.
- 3.25 The Council will make sure that it fulfils its legal requirements and will prepare ‘statements of common ground’ with relevant neighbouring local authorities and other strategic organisations and stakeholders where appropriate. The progress made to address strategic cross-boundary matters will be included in the statements of common ground and those statements that are prepared by Gloucester City Council will be made available on the Council’s website.

How will we consult on planning policy matters?

- 3.26 Table 3 sets out a range of different consultation methods which may be used for consultations, depending on the subject matter, scope and stage in the plan-making process. The table suggests when certain methods might be used:

Table 3: Potential consultation methods and where they might be used

Stage	What this method entails	When this method might be used
Website	The Council’s Planning Policy web pages will provide information on the preparation of policy documents and current consultations. For current consultations, the website will show the relevant documents, guidance on how to comment and comments forms, where relevant.	Suitable for all consultations
Digital Engagement methods	There is an evolving range of digital tools and approaches which can be used for consultations, especially at the early stages of plan preparation. Digital methods need to be cost effective and relevant to the type of consultation and the needs/ nature of the community to be involved. Tools include:	Early stages of preparing a plan or other document Webinars/ online events appropriate for all consultations.

Stage	What this method entails	When this method might be used
	<p>Digital Engagement Platforms that enable a range of different digital engagement activities specific to a project or series of projects</p> <p>Online polling/surveying enabling responses to questions or themes which can stand alone from other software/approaches</p> <p>Webinars/online events enable meetings & workshops to occur in a digital setting as opposed to physical locations;</p> <p>Digital collaboration tools including software and tools that can be used to support consultation and engagement, such as interactive whiteboards</p> <p>Map based & spatial tools that can present spatial information in a more engaging way than traditional print documents</p>	
Email and letters	<p>The Council maintains a database of people and organisations who wish to be kept up to date on planning policy document preparation. To help minimise costs, the Council will encourage people to register using their email address. This method will be used as a default unless consultees indicate they require communication by letter. The database will be administered in compliance with the General Data Protection Regulations.</p>	Suitable for all consultations
Local Media, Social Media and general communications	<p>Effective use of local printed and broadcast media can reach a lot of people and help to stimulate conversations and give the project an air of 'legitimacy'</p> <p>The use of social media platforms including Facebook and Twitter, are useful for announcing consultation events and directing readers to web resources.</p> <p>The use of leaflets and posters as part of a communication strategy helps to publicise and convey simple messages,</p>	Suitable for all consultations

Stage	What this method entails	When this method might be used
	disseminating information to support more in-depth forms of engagement	
Meetings; workshops and design events including Planning for Real	<p>Meetings allow people to raise issues, ask questions, and be given answers that can be heard by others in the room. However, they can be dominated by outspoken individuals and not everyone is comfortable speaking in public. An independent facilitator can help to ensure the smooth running of the event and equal participation.</p> <p>One to one meetings with key people can help to achieve alignment with other strategies and initiatives. However, they can be resource intensive and requires senior level officer involvement.</p> <p>Workshops encourage active collaboration and joint working to solve problems. The process can help to build a sense of ownership of the results.</p>	<p>Meetings can be used for all consultations.</p> <p>Workshops are useful at early stages of policy formulation and preparation of area-based plans and documents.</p>
Roadshows/ pop-up stalls/ public exhibitions	These provide an opportunity to disseminate information and have in-person conversations using printed material such as maps and plans. They can be combined with other events such as school events or summer fayres and are an effective way to reach a large number of people in a short space of time.	Suitable for all consultations
Surveys and questionnaires	These can be useful for gauging public reactions to ideas and proposals. They are especially useful at the early stages of policy development, to understand the issues and opportunities and the community's aspirations for an area.	Early stages of plan preparation.
Stakeholder Groups/ Community Reference/Liaison Groups/ Focus Groups	When planning for large scale new development, it can be helpful to establish a stakeholder group bringing together representatives of the local community. In the early days, the Group can provide the opportunity to discuss the vision and objectives of the new development and help to inform the preparation of planning policy, enabling the developer and the local	Focus Groups useful for policy testing.

Stage	What this method entails	When this method might be used
	<p>authority to hear the community's views and take them on board.</p> <p>Focus Groups of around 6-12 people selected to be representative of a designated part of the population can improve understanding of how people think and feel about issues. The approach is not, however, an effective way of reaching large numbers of people and, as such, is not a replacement for wider engagement tools.</p>	
Documents available for inspection	<p>The Council will make it clear how and when people should respond.</p> <p>Council offices and documents should be accessible to those with disabilities.</p> <p>Documents will also be available on the Council's website</p>	Suitable for all consultations

When will we consult on planning policy documents?

- 3.27 The Council's Local Development Scheme (LDS) will give an indication of the timescales for the preparation of DPDs in the Council's area, including the Joint Strategic Plan. This should enable people to broadly know when to expect consultation. Each formal consultation stage will be publicised by the Council.
- 3.28 The regulations relating to each type of planning document set out the requirements for consultation at each stage of the preparation process. The Council will always meet these requirements, but in addition we may undertake additional engagement at appropriate points through the process. In particular, there should be significant effort made at the early stages of preparing our local plan documents, at the point in the process when there is the greatest opportunity to influence the shape of our strategies and policies.
- 3.29 The Council will endeavour to give advance warning to stakeholders of upcoming consultations so that they can arrange to respond within the consultation period. The regulations that most planning documents must follow generally require a minimum of six weeks for consultation. Consultations that take place over a holiday period (e.g. school summer holidays, Christmas and New Year) will normally be no less than eight weeks in duration for the convenience of those who may need more time to respond.

What happens after a consultation has closed?

- 3.30 After a consultation period ends, comments will be reviewed and considered by officers. A Response Report will usually be produced which sets out the comments received (either individually or in summarised format, dependent on the volume and complexity), the Council's response to those comments and details of how the outcome of the consultation has been reflected in the next stage of the document preparation process. In some cases, it may be appropriate to identify the specific amendments that have been made to a document in response to comments received, however, this will not always be possible, particularly on complex documents or where a large volume of comments have been received.
- 3.31 The Council will notify anyone who has responded to a consultation upon the adoption of the document and when the Response Report is made available, so individuals can see how their comments have informed the process.

4. Neighbourhood Development Plans and Neighbourhood Development Orders

- 4.1 Neighbourhood Development Plans and Development Orders are community-led planning documents, led by a parish council or a designated Neighbourhood Forum. Gloucester only has one parish – Quedgeley Town Council (QTC). The City Council is committed to supporting the formation of Neighbourhood Forums and the preparation of Neighbourhood Development Plans as they are an important way in which local communities can be engaged in the planning system. The Neighbourhood Planning (General) Regulations 2012 (as amended)⁹ set out the legal requirements for the preparation of Neighbourhood Plans and Development Orders. Consultation as part of the preparation process is undertaken by the town council or designated neighbourhood forum, and whilst they do not need to meet the requirements of the SCI, the information in this document may provide useful guidance.
- 4.2 The City Council has a duty to support local communities wishing to undertake Neighbourhood Planning. The SCI is required by legislation¹⁰ to set out the council’s policies for giving advice or assistance to organisations preparing a Neighbourhood Development Plan or Development Order. The table below sets out the support that Gloucester City Council will provide in terms of neighbourhood planning. The Council cannot write a neighbourhood plan for a community but it will provide guidance and support throughout the process.
- 4.3 Further advice, guidance and support can also be found on the council’s webpage: <https://www.gloucester.gov.uk/planning-development/planning-policy/neighbourhood-planning/>

Table 4: Support for Neighbourhood Planning

Neighbourhood Planning Stage	Responsibility	Gloucester City Council Support
Deciding to prepare a neighbourhood plan or development order	Quedgeley Town Council (QTC) or Designated Neighbourhood Forum in non-parished areas.	We will discuss your ideas for doing a neighbourhood plan to establish if a plan is suitable for your community. We will outline some initial aspects to help you consider whether to proceed. If you are in a non-parished area we will tell you how to apply to be a Designated Neighbourhood Forum.
Designating the Neighbourhood Area	QTC or Designated Neighbourhood Forum.	We will review the application and make the necessary arrangements to designate the neighbourhood area. Where necessary, the Council will undertake a consultation on the proposed area.

⁹ <https://www.legislation.gov.uk/uksi/2012/637/contents/made>

¹⁰ <https://www.legislation.gov.uk/ukpga/2017/20/section/6/enacted>

Neighbourhood Planning Stage	Responsibility	Gloucester City Council Support
Preparing the Neighbourhood Development Plan	QTC/Designated Neighbourhood Forum prepares the plan.	
Public consultation on a draft Neighbourhood Development Plan (Regulation 14)	QTC/Designated Neighbourhood Forum Responsible for the consultation arrangements on the draft plan and for bringing it to the attention of people who live, work or run a business in the designated neighbourhood area.	We will review the plan for environmental assessment requirements and other legislation including general conformity with the adopted Development Plan and national policy, as well as a more general review of the plan, to help ensure the plan is on track to meet the basic conditions.
Submission of the draft neighbourhood plan to the local authority (Regulation 16)	QTC/Designated Neighbourhood Forum submits the plan. Gloucester City Council responsible for next steps	We will make the arrangements to publicise (consult on) the plan for 6 weeks and will appoint the examiner.
Examination of the Neighbourhood Plan	Gloucester City Council	We will make any necessary arrangements for the holding of the examination. On receipt of the examiner's report, we will work with the Parish or Designated Neighbourhood Forum to incorporate any recommended changes to the plan.
Referendum	Gloucester City Council	The City Council is responsible for arranging and holding the referendum.

5. Planning Applications

- 5.1 Every year the Council processes a large number of planning applications. The nature and scale of these applications vary from householder and minor applications to large scale major applications for residential, employment, retail developments. The nature, scale and type of application will determine the level of consultation and community engagement undertaken.
- 5.2 Gloucester City Council places great importance on public involvement in the planning application process. This section explains how the Council will encourage the community to become involved in this process and also explains the Council's expectations of applicants. Finding out what local residents and businesses think about new development is a fundamental part of the Council's Development Management Service and Gloucester City Council undertakes its legal obligations in a proactive manner. It understands that local people have local knowledge and can provide a useful insight into local matters.
- 5.3 In terms of carrying out consultation, the Council is chiefly guided by the provisions of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Procedures for planning applications that are related to Listed Buildings or Conservation Areas are covered by the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 5.4 Gloucester City Council ensures that every planning application is given a level of publicity that is commensurate with the size and nature of the proposal. In many instances, however, Gloucester City Council goes beyond what is legally required. For example, the Council undertakes neighbour notification in relation to Reserved Matters applications (i.e. approval of details following the granting of outline permission) despite the fact that this is not a statutory requirement. Similarly, when amended plans are submitted with significant changes, the Council may re-consult with neighbours and relevant consultees. Change of use applications are also given site notices, which few authorities do.
- 5.5 Gloucester City Council will also seek to consult an appropriate range of statutory and non-statutory consultees. These could include organisations such as the Environment Agency, Historic England, [National Highways](#), [the County Council](#) and Severn Trent Water. Officers will also use their judgment and consult an appropriate range of non-statutory consultees.
- 5.6 Neighbour notification letters are sent to residents that adjoin the application site and those the Council determines to be most likely affected by a proposed development. As part of this process, a list of material considerations is enclosed to ensure that any representations that the neighbour wishes to submit are kept solely to planning issues and not with regard to any personal matters.
- 5.7 Other measures adopted by Gloucester City Council include the application of a 40m neighbour notification radius in respect of applications that involve a change of use to hot food takeaway. In addition, where objections are received to such proposals and the Council is recommending that permission be granted the application will be taken to planning committee for determination.

- 5.8 The City Council keeps a register of all current planning applications which can be viewed on the public access system. In addition, a 'weekly list' of planning applications and can be viewed on the Council's website via public access. <https://www.gloucester.gov.uk/planning-development/planning-applications/view-planning-applications-online/>
- 5.9 The Council operates a system of public speaking at Planning Committee allowing individuals the opportunity to make their views about specific proposals known. This is supplemented by high-quality PowerPoint presentations on all Planning Committee items including plans and colour photographs. Officers will use plain English in their presentations and avoid acronyms.
- 5.10 In its drive towards a more transparent and accountable planning system and in the spirit of localism, the Government is encouraging local authorities when considering significant development proposals, to build on minimum consultation requirements and in particular to encourage more pre-application discussions and early community consultation.
- 5.11 For the purposes of this SCI, Gloucester City Council considers development to be significant if it meets any of the following criteria:
- Applications which constitute a significant departure from the most up to date Local Plan.
 - Applications for 50 or more homes.
 - Proposals which entail more than 2,000m² of gross floorspace .
 - Applications which are accompanied by an Environmental Statement.
- 5.12 This schedule is based on the Council's Delegation Scheme under which certain applications go to the Planning Committee for determination.¹¹.
- 5.13 There may also be occasions when applications are submitted that do not necessarily fall into any of the above categories but for various reasons may be considered to fall into the significant category. Officers will use their discretion in such instances.
- 5.14 In dealing with applications that meet any of the above criteria, officers will normally:
- Publish a newspaper advertisement, put up a site notice and notify an appropriate number of neighbouring properties.
 - Publish details of the application on the Council's website.
 - Report to the Planning Committee any additional representations that may have been received following the publication of the report.
- 5.15 For major developments, Gloucester City Council strongly encourages applicants before the application is submitted to arrange a public meeting or exhibition at a suitable location such as a local hall in close proximity to the application site, in order to allow the proposal to be more fully understood by the local community prior to submission.
- 5.16 When they submit their application, Gloucester City Council also encourages applicants to:

¹¹ Gloucester City Council's constitution can be viewed online at <http://www.gloucester.gov.uk/council/more/Pages/council-constitution.aspx>

- Submit a brief statement as part of the application submission outlining how the results of the Pre-application Consultation Exercise have been taken into account in the final application documentation.
- Attend meetings with local groups that are likely to have an interest in the application proposal.

5.17 Although there is no legal obligation for applicants to undertake the above steps, failure to consult properly may lead to objections being made by interested parties such as neighbouring residents, which could be material to the determination of the application.

5.18 Gloucester City Council aims to encourage discussions to take place before any major application is submitted in order to try and achieve a degree of consensus and/or at least a clearer understanding of what the proposal is trying to achieve. The City Council has a pre-application service to provide applicants with guidance prior to the submission of an application. There is a reasonable charge for this service and full details can be found on the Council's website <https://www.gloucester.gov.uk/planning-development/planning-applications/pre-application-advice/>

Table 5: Publicity for Planning Applications

Type of	Statutory Publicity Requirements	GCC Publicity
EIA Screening	None	None
Application accompanied by environmental statement	Press and Site-(as EIA Dev)	Press <u>Notice</u> and Site <u>Notice</u>
Departure from Development Plan	Press and Site	Press <u>Notice</u> and Site <u>Notice</u>
Affecting public right of way	Press and Site	Press <u>Notice</u> and Site <u>Notice</u>
Major Development	Site or neighbour <u>Neighbour</u> And <u>and</u> Press	<u>Site Notice or Neighbour letter and Press Notice</u> 50 + dwellings or 1000+ square metres floorspace <u>Site notice</u>
Minor Development 1-9 dwellings, less than 1,000 sqm non-residential, - change of use	Site or Neighbour	Neighbour Letter for all dwellings that adjoin the site and neighbours directly opposite. Site notice <u>Notice</u> in exceptional circumstances, e.g. no neighbours nearby to notify.
Householder	Site or Neighbour	Neighbour letter <u>Letter</u> for all dwellings that adjoin the site. if <u>If</u> the extension is visible from the street, notify neighbours directly opposite.
Affecting setting of a Listed Building	Press and Site	Press <u>Notice</u> and Site <u>Notice</u>

Type of	Statutory Publicity Requirements	GCC Publicity
Affecting character or appearance of a Conservation Area	Press and Site -(for physical works) judgement on whether change of use requires publicity	Press <u>Notice</u> and Site <u>Notice</u>
Change of Use	Site or neighbour	Site notice <u>Notice</u> all and neighbour <u>Neighbour Letter</u>
Change of use to a hot food take away	Site or neighbour	Site notice <u>Notice</u> for all & 40m consultation radius.
Adverts (listed building consent for advert will have LBC publicity)	None	Site notice <u>Notice</u> in C/A Judgement elsewhere <u>based on</u> <u>S</u> significant amenity
Permitted development requiring prior notification to Local Planning Authority	Only by applicant	Site Notice
Householder Development	Neighbour or site	Neighbour letter <u>Letter</u>
Telecommunication Masts more than 20m		<u>For masts more than 15m Site Notice and Neighbour Letter to those adjoining site. Nand neighbour 15-20m</u>
Tree matters	None	Tree Officer to consider site <u>Site notice</u> <u>Notice</u> or letters to notify residents
Variation or Discharge of Conditions	None	None
Variation or Discharge of Conditions on Listed Building Consents S.73	Site and Press Except internal on grade II Listed Buildings	Site <u>Notice</u> and Press <u>Notice</u> Except internal on grade II Listed Buildings
Listed Building Consent	Press and Site Except internal on grade II Listed Buildings	Press <u>Notice</u> and Site <u>Notice</u> Except internal on grade II Listed Buildings
Demolition in a Conservation Area	Press and Site	Press <u>Notice</u> and Site <u>Notice</u>
Reserved matters	None	Same as full application
Amended plans	None	For significant changes, i.e. there would be a material change in the impact on neighbouring properties, re-notify neighbours and/or site notice & relevant consultees

Statutory consultees will be notified of applicable planning applications by email.

Contact Details

Website: www.gloucester.gov.uk/planning

Email: cityplan@gloucester.gov.uk

Phone: 01452 396396

Write to: Gloucester City Council

PO Box 3252

Gloucester

GL1 9FW

Appendix A - Relevant specific and general consultation bodies

Planning Applications

The table below contains a list of statutory requirements to consult particular bodies or persons on applications for planning permission in prescribed circumstances. This is not a definitive list. Please refer to the latest regulations.

<u>Statutory consultee</u>	<u>Type of development</u>
<u>Canal and River Trust</u>	<u>Schedule 4(za) Development Management Procedure Order</u>
<u>Coal Authority</u>	<u>Article 26 and Schedule 4(o) Development Management Procedure Order</u>
<u>Control of major-accident hazards competent authority (COMAH)</u>	<u>Schedule 4(zb) Development Management Procedure Order</u>
<u>County Planning Authorities</u>	<u>Paragraph 7 of Schedule 1 to the Town and Country Planning Act 1990, Article 21 Development Management Procedure Order and Schedule 4(b)(c) Development Management Procedure Order</u>
<u>Crown Estates Commissioners</u>	<u>Article 26 Development Management Procedure Order</u>
<u>Department for Business, Energy and Industrial Strategy</u>	<u>Article 26 Development Management Procedure Order</u>
<u>Designated Neighbourhood Forum</u>	<u>Paragraph 8A inserted into Schedule 1 of the Town and Country Planning Act 1990 and Article 25A and paragraph (d) of Schedule 4 of the Development Management Procedure Order 2015</u>
<u>Environment Agency</u>	<u>Schedule 4(p)(t)(u) (v)(zc)(zd) Development Management Procedure Order</u>
<u>Forestry Commission</u>	<u>Paragraph 4 of Schedule 5 of Town and Country Planning Act 1990</u>
<u>The Gardens Trust</u>	<u>Schedule 4(s) Development Management Procedure Order and see also guidance on <u>conserving and enhancing the historic environment</u></u>
<u>Health and Safety Executive</u>	<u>Schedule 4(e) and (in relation to applications for planning permission made on or after 1 August 2020 (zg) Development Management Procedure Order, see also guidance on <u>hazardous substances and advice for local planning authorities on consulting Health and Safety Executive on planning applications; and paragraph 113 of guidance on minerals</u></u>
<u>[Relevant]Highways Authority (including Highways England</u>	<u>Schedule 4(g)(h)(i) Development Management Procedure Order</u>
<u>Historic England</u>	<u>Schedule 4(g)(r)(s) Development Management Procedure Order and see also guidance on <u>conserving and enhancing the historic environment</u></u>

<u>Lead local flood authority</u>	<u>Schedule 4(ze) Development Management Procedure Order</u>
<u>Local Planning Authorities</u>	<u>Schedule 4(b)(c), Article 19 and Article 24 Development Management Procedure Order, Paragraph 4(2) Schedule 1 and Paragraph 7 of Schedule 1 of the Town and Country Planning Act 1990 and Paragraph 3(b) of Schedule 4 to the Planning (Listed Buildings and Conservation Areas) Act 1990</u>
<u>National Parks Authorities</u>	<u>Schedule 4(a) Development Management Procedure Order</u>
<u>Natural England</u>	<u>Schedule 4(w)(y)(zb) Development Management Procedure Order and Paragraph 4 of Schedule 5 of the Town and Country Planning Act 1990</u>
<u>Office for Nuclear Regulation</u>	<u>Schedule 4(f) Development Management Procedure Order and see also deciding planning applications around hazardous installations guidance</u>
<u>Oil and Gas Authority</u>	<u>Article 26 Development Management Procedure Order</u>
<u>Parish Councils</u>	<u>Article 25 Development Management Procedure Order and Schedule 4(d) Development Management Procedure Order</u>
<u>Rail Infrastructure Managers</u>	<u>Article 16 Development Management Procedure Order</u>
<u>Rail Network Operators</u>	<u>Schedule 4(j) Development Management Procedure Order and see also guidance on transport</u>
<u>Sport England</u>	<u>Schedule 4(z) Development Management Procedure Order and see also guidance on open space, sports and recreation facilities</u>
<u>Theatres Trust</u>	<u>Schedule 4(x) Development Management Procedure Order</u>
<u>Toll Road Concessionaries</u>	<u>Schedule 4(m) Development Management Procedure Order</u>
<u>Water and sewerage undertakers</u>	<u>Schedule 4(z,f) Development Management Procedure Order</u>

Plan Making

Below is a list of Specific consultation bodies for the purposes of plan making. This is not a definitive list. Please refer to the latest regulations. Taken from The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

~~Indicative consultee list. Others may be included or excluded to reflect the latest regulations.~~

Specific consultation bodies:

(a) Coal Authority,

- (b) Environment Agency,
- (c) Historic England,
- (d) Marine Management Organisation,
- (e) Natural England,
- (f) Network Rail Infrastructure Limited,
- (g) ~~Highways Agency~~Strategic highway authority - National Highways –,
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area (a local planning authority, a county council, a parish council, a local policing body)
- (i) any person—
 - i. to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - ii. who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
 - i. ~~a Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section; an integrated care board established until Chapter A3 of Part 2 of the National Health Service Act 2006~~
ia – the National Health Service Commissioning Board;
 - ii. a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
 - iii. a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
 - iv. a sewerage undertaker; and
 - v. a water undertaker;
- (k) Homes England

General consultation bodies:

- a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,
- b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- c) bodies which represent the interests of different religious groups in the local planning authority's area,
- d) bodies which represent the interests of disabled persons in the local planning authority's area,

e) bodies which represent the interests of persons carrying on business in the local planning authority's area.

Appendix B—Other groups and organisations

The following list will be updated in response to requests for changes or additions once they arise. The full list will be monitored and updated as necessary:



Meeting:	Audit and Governance Committee	Date:	17 July 2023
	Council		21 September 2023
Subject:	Audit and Governance Committee Annual Report 2022-23		
Report Of:	Chair – Audit and Governance Committee		
Wards Affected:	Not applicable		
Key Decision:	No	Budget or Policy Framework:	No
Contact Officer:	Piyush Fatania - Head of Audit Risk Assurance		
	Email:		Tel: 01452 328883
	Piyush.Fatania@gloucestershire.gov.uk		
Appendices:	A: Audit and Governance Committee Annual Report 2022-23		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 The Annual Report of the Chair of the Audit and Governance Committee (the Committee) summarises the Committee’s activities during 2022-23 and sets out its plans for the next twelve months.
- 1.2 This report provides independent assurance that the Council has in place:
 - i. Adequate and effective governance, risk management and internal control frameworks;
 - ii. Internal and External Audit services; and
 - iii. Financial reporting arrangements that can be relied upon and which contribute to the high corporate governance standards that this Council expects and maintains.

2.0 Recommendations

- 2.1 Audit and Governance Committee is asked to:
 - i. **RESOLVE** to agree the Audit and Governance Committee Annual Report 2022-23; and
 - ii. **RECOMMEND** to Council that the Annual Report 2022-23 be approved.
- 2.2 Council is asked **RESOLVE** that the Annual Report 2022-23 be approved.

3.0 Background and Key Issues

- 3.1 The Council is responsible for ensuring that its business is conducted lawfully and to proper standards. This includes ensuring that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this responsibility, the Council is responsible for putting in place the proper arrangements for the governance of its affairs.
- 3.2 A sound corporate governance framework involves accountability to service users, stakeholders and the wider community. Within this, the Council takes decisions and leads and controls its functions to achieve stated objectives and priorities. It thereby provides an opportunity to demonstrate the positive elements of the Council's business and promote public confidence.
- 3.3 Audit Committees are widely recognised as a core component of effective governance. Their key role is to independently oversee and assess the internal control environment (comprising governance, risk management and control) and advise the Council on the adequacy and effectiveness of these arrangements.
- 3.4 The Council's Audit and Governance Committee ("Committee") was established in line with guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). The guidance recommends that Audit Committees should prepare an annual report to the governing body (full Council), which sets out the Committee's work on how they have discharged their responsibilities.
- 3.5 The Audit and Governance Committee Annual Report 2022-23 at **Appendix A** fulfils the above requirement.

4.0 Social Value Considerations

- 4.1 There are no social value implications as a result of the recommendations made in this report.

5.0 Environmental Implications

- 5.1 There are no environmental implications as a result of the recommendations made in this report.

6.0 Alternative Options Considered

- 6.1 Consideration has been given to not producing an Annual Report, however this has been discounted due to the CIPFA requirements as stated within paragraph 3.4.

7.0 Reasons for Recommendations

- 7.1 The Committee's terms of reference includes the accountability arrangement to provide an annual report to Council. The report should capture the Committee's performance in relation to the terms of reference criteria and confirm that the Council's systems of governance are operating effectively.
- 7.2 The approach assists in the Committee's independence from the executive and scrutiny functions. In addition, it provides status and clarity to the Committee's role.

8.0 Future Work and Conclusions

- 8.1 In accordance with CIPFA guidance, the Committee will continue to present an Annual Report to the full Council.
- 8.2 The Committee's work programme is dynamic. The programme will continue to be reviewed to ensure the Committee maximise its contribution to the governance and control framework, while managing agendas to ensure that all meetings are focused on the Council's key risks and issues.

9.0 Financial Implications

- 9.1 None directly arising from this report.
- (Financial Services have been consulted in the preparation this report).

10.0 Legal Implications

- 10.1 None directly arising from this report.
- (One Legal have been consulted in the preparation this report).

11.0 Risk and Opportunity Management Implications

- 11.1 Audit committees are a key component of a council's governance framework. The Committee's Annual Report is part of the overall internal control arrangements and risk management process.

12.0 People Impact Assessment (PIA) and Safeguarding:

- 12.1 A PIA is not required.

13.0 Community Safety Implications

- 13.1 There are no Community Safety implications as a result of the recommendations made in this report.

14.0 Staffing and Trade Union Implications

- 14.1 There are no Staffing and Trade Union implications as a result of the recommendations made in this report.

Background Documents:

Audit and Governance Committee meeting papers and minutes 2021/22
Constitution: Audit and Governance Committee Terms of Reference

This page is intentionally left blank



ANNUAL REPORT OF THE CHAIR OF THE AUDIT AND GOVERNANCE COMMITTEE

2022-23

CONTENTS

SECTION	PAGE
Foreword	2
1 Background	3
2 Committee Role and Responsibilities	4
3 Audit Committee Membership	4
4 2022-23 Committee Achievements	4
- Internal Audit	5
- External Audit	6
- Risk Management	6
- Regulatory and Governance	7
- Treasury Management	7
- Annual Statement of Accounts and the AGS	7
5 Work Programme	7
6 Training	8
7 Conclusions	8

Foreword

As Chair of the Audit and Governance Committee, I am pleased to present this report on our contribution to the Council's oversight of risk and governance for 2022-23.

Effective management and governance are important to ensure that the Council successfully delivers crucial services to our community, improves performance and reduces the risk of not achieving our objectives.

The Audit and Governance Committee (the Committee) is a core component of effective governance. Our role is to independently oversee and assess the internal control, governance and risk management environment and to constructively advise the Council on the adequacy and effectiveness of these arrangements.

The Committee considers and monitors internal and external reports, and recommends actions to the Council to address any deficiencies.

We undertake a substantial range of activities and work closely with the Head of Finance and Resources (Section 151 Officer), the Monitoring Officer, Internal and External Audit.

Our work programme is structured around the Committee's main areas of responsibility. It is reviewed and agreed at each meeting to enable key tasks to be considered and delivered.

Through our work programme we have provided independent assurance on the adequacy of the governance, risk management and control environment. This includes assurance on the Council's performance where this affects exposure to risk and weakens the control environment. We have also overseen the statutory financial reporting process.

In addition to this, Members have requested additional detailed reports from officers on particular areas where we felt this to be helpful for assurance purposes.

The External Auditor has not completed their audit of the Council's statutory accounts for 2021-22. Therefore, the Committee have not been able to sign these off. The Committee have, however, received and approved the Annual Governance Statement for 2021-22.

During 2022-23, the Council has been recovering from the cyber incident. The Committee played an important role in this by questioning management on the Council's actions and scrutinised responses. We will continue to monitor IT and other risks to ensure the Council mitigates against these.

This report is to inform Council of the Committee's work in 2022-23 and to note our opinion on the standard of governance, risk management and audit arrangements in place.

The Committee has made a positive contribution to the Council's overall governance, control and risk management and has been successful in fulfilling its terms of reference. I am satisfied that the Council has maintained an adequate and effective internal control framework through the period covered by this report.

Councillor Declan Wilson

Chair of the Audit and Governance Committee

1. Background

- 1.1 Gloucester City Council (the Council) is responsible for ensuring that its business is conducted lawfully and to proper standards. This includes ensuring that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this responsibility, the Council must ensure that it has proper arrangements for the governance of its affairs in place.
- 1.2 A sound corporate governance framework involves accountability to service users, stakeholders and the wider community. Within this, the Council takes decisions, leads and controls its functions to achieve stated objectives and priorities. It thereby provides an opportunity to demonstrate the positive elements of the Council's business and promote public confidence. Audit Committees are widely recognised as a core component of effective governance.
- 1.3 The Chartered Institute of Public Finance and Accountancy (CIPFA) confirm that "Audit Committees are a vital part of any organisation". The Council's Audit and Governance Committee (the Committee) is responsible for overseeing corporate governance, audit and risk management arrangements. The Committee is also responsible for approving the Statement of Accounts and the Annual Governance Statement (AGS). The Committee's specific powers and duties are set out in the Council's Constitution.
- 1.4 The key benefits of the Audit and Governance Committee are:
 - i. Maintaining public confidence in the objectivity and fairness of financial and other reporting. This includes providing a focus on financial reporting throughout the year, leading to confidence in the objectivity and fairness of the financial governance arrangements operating within the Council;
 - ii. Reinforcing the importance and independence of Internal and External Audit and any other similar review process;
 - iii. Considering assurance from various sources and holding management to account;
 - iv. Providing assurance through a process of independent and objective review, via the Internal Audit service, provided by Audit Risk Assurance (ARA);
 - v. Raising the Council's awareness of the need for governance, ethical behaviour, internal control and the implementation of audit recommendations; and
 - vi. Providing assurance on the adequacy of the Council's risk management arrangements, including the risk of fraud and irregularity.
- 1.5 The Committee is established in accordance with CIPFA's "Audit Committees – Practical Guidance for Local Authorities and Police – 2022". It has a direct reporting line to Full Council, and the Chair also has direct access to the Managing Director and the Leader, as required.
- 1.6 Despite the challenges faced by the Council in 2022-23, the Committee maintained a detailed work programme for its main areas of activity which it considered and updated at each meeting.

- 1.7 The Committee met five times during the year and each meeting had a full and wide-ranging agenda, reflecting its broad role.

2. Committee Role and Responsibilities

- 2.1 The core functions of the Committee are incorporated in its [terms of reference](#). They are presented under the main areas of activity, which are to oversee:
 - i. Audit activity (Internal, External and any Inspections);
 - ii. Regulatory framework; and
 - iii. The Statutory Accounts and AGS.
- 2.2 The Committee raises awareness of the need for sound internal control and risk management arrangements. The Committee's presence and effective operation provide assurance to the Council and stakeholders about these important aspects of governance.

3. Audit Committee Membership

- 3.1 The Committee's membership of nine elected Councillors for 2022-23 was:
 - i. Councillor Wilson (Chair);
 - ii. Councillor Gravells (Deputy Chair);
 - iii. Councillor Brooker;
 - iv. Councillor Bowkett;
 - v. Councillor Durdey;
 - vi. Councillor Melvin;
 - vii. Councillor Patel;
 - viii. Councillor Pullen; and
 - ix. Councillor Norman (ex officio)
- 3.2 The Council's officers and External Auditor (Deloitte) support the Committee. Key officer engagement is principally via the Head of Finance and Resources (S151 Officer), the Monitoring Officer and the Head of ARA.

4. 2022-23 Committee Achievements

- 4.1 The Council's focus in 2022-23 was on recovery from the cyber incident and officers worked hard to address the position and minimise the impact on customers.
- 4.2 The Committee received regular updates on the Council's recovery to ensure understanding of the risks and the relevant action plan.
- 4.3 The Committee asked questions of management regarding the Council's response to the incident and scrutinised these.
- 4.4 The IT position necessitated an update to the Internal Audit Annual Plan for 2022-23 which was overseen and agreed by the Committee.

- 4.5 The Committee will continue to oversee the Council's recovery from the incident and to ensure that mitigating actions minimise the likelihood of a reoccurrence.
- 4.6 The Committee continued to oversee the Council's work on risk management, governance, treasury management and anti-fraud.
- 4.7 The outcomes of the Committee's work in relation to its core functions are summarised below.
- 4.8 **Internal Audit** – the Council's Internal Audit service is provided by Audit Risk Assurance (ARA). The Committee reviewed and considered:
- i. The Internal Audit Annual Plan for 2022-23. The Committee contributed towards the formulation of the Internal Audit Plan. The plan helps Internal Audit to target resources to those areas considered to be the highest risks, or which contribute most to the achievement of the Council's corporate objectives;
 - ii. Following this, the Committee oversaw amendments to the Internal Audit Plan 2022-23, which were necessitated after the cyber incident. The Committee received regular management updates on the incident and the Council's recovery position to date, to ensure understanding of the risks and the relevant action plan;
 - iii. The Head of ARA's Annual Report and opinion for 2021-22. This provided an Acceptable opinion on the effectiveness of the Council's internal control environment and summarised the activity upon which that opinion was based. The Committee can therefore take reasonable assurance that there is a sound system of internal control in place at the Council;
 - iv. Internal Audit reports – this included receiving responses from officers and Members;
 - v. Reports on Internal Audit's progress against the Annual Audit Plan through regular update reports presented by the Head of ARA;
 - vi. Management progress to address control weaknesses identified in Internal Audit reports where a limited opinion on the control environment has been provided; and
 - vii. The outcomes of special investigations undertaken by the Internal Audit Counter Fraud team. This included progress made in the investigation of queries arising as a result of the National Fraud Initiative (NFI) data matching exercise.
- 4.9 **External Audit** – the Committee have monitored the work of the External Auditor and have:
- i. Received and considered regular External Audit progress reports;
 - ii. Considered and accepted the Audit Results Report;
 - iii. Considered and approved the Letter of Representation; and
 - iv. Considered and accepted the External Auditor's Plan for 2022-23.

- 4.10 The External Auditor has not completed their audit of the Council's statutory accounts for 2021-22. Therefore, the Committee have not been able to sign these off.
- 4.11 **Risk Management – the Committee:**
- i. Received regular risk management update reports (including the review of the Strategic Risk Register); and
 - ii. Considered risk and opportunity management implications within Internal Audit reports.
- 4.12 Risk management is a key component of effective governance. The Committee and senior management supported an independent review of the Council's risk management arrangements. Key outcomes from the review were included in the Risk Management Action Plan 2022-23. The report was presented to the Committee in July 2022.
- 4.13 **Regulatory and Governance – the Committee:**
- i. Reviewed and approved the Council's 2021-22 Local Code of Governance (the Code) and AGS. The Code will be kept under review and be subject to Internal Audit inspection to verify supporting evidence;
 - ii. Reviewed the progress made by management to address the required actions identified in the 2020-21 AGS Improvement Plan;
 - iii. Considered updates on key areas including the Appointment of an Independent Member (an action from the most recent self-assessment of the effectiveness of the Committee); and the Council's ICT position;
 - iv. In 2023-24, the Committee will receive and scrutinise an Assurance Map. This will identify areas of assurance and identify any gaps; and
 - v. The Committee have recruited to and have appointed an independent person as an additional member. This is a non-political appointment that will enhance the independence of the Committee.
- 4.14 **Treasury Management – is a key area for the Committee to monitor. The Committee considers and recommends approval by Full Council of amendments to the investment strategy in response to changing market conditions. The Committee has:**
- i. Approved the half yearly Treasury Management activity reports; and
 - ii. Considered and recommended to Full Council for approval the Treasury Management Strategy, the Annual Investment Strategy and Minimum Revenue Provision Policy Statement 2022/23 (through the March 22 Committee meeting). These reports set the Council's prudential indicators and the treasury strategy for the respective periods. This is a key area for the Committee to monitor, consider and recommend to Full Council for approval amendments to the investment strategy in response to constantly changing market conditions.

4.15 Annual Statement of Accounts and the AGS – the Committee:

- i. Had not been able to sign off the Council's 2021-22 statutory accounts as External Audit have not completed an audit of these periods.
- ii. Ensured appropriate accounting policies had been followed and considered whether there were any concerns that needed the attention of Council. Following scrutiny, the Committee approved the annual Statement of Accounts; and
- iii. Considered and approved the AGS for 2021-22.

5. Work Programme

- 5.1 The Committee can report that the majority of governance functions and processes are well-controlled and delivered.
- 5.2 Where Internal Audit reports revealed risks of concern, the Committee have asked questions to management to explain their plans to rectify any areas of weakness.
- 5.3 Recent reports to the Committee have indicated that further work is needed on some areas around anti-fraud and risk management arrangements.

6. Training

- 6.1 A breadth of training opportunities were offered to all Members within the year.
- 6.2 In addition to the above, the following training was specifically made available to members of the Committee to support them in discharging their responsibilities:
 - i. Role of Internal and External Audit;
 - ii. Role of the Audit Committee in relation to the Annual Statement of Accounts;
 - iii. Role of the Audit Committee in relation to governance, risk and control;
 - iv. The Committee's standards role; and

7. Conclusions

- 7.1 The Committee has been successful in maintaining oversight of the Council's governance, risk management and internal control framework throughout 2022-23 and providing constructive challenge.
- 7.2 The Committee's work programme is dynamic. The programme is regularly reviewed to ensure the Committee maximises its contribution to the governance and control framework, while ensuring that the agenda for meetings are focused on key issues.
- 7.3 The Committee is committed to ensuring high governance standards are maintained.

7.4 During 2023-24, the Committee will continue to be an important source of assurance over the Council's risk management and control environments, and the financial and performance reporting arrangements.

7.5 In particular, the Committee will continue to:

- i. Support the work of Internal and External Audit and ensure appropriate responses are given to their recommendations;
- ii. Monitor actions arising from the AGS Action Plan for 2022-23, to ensure the Council's governance arrangements are effective; and
- iii. Monitor actions arising from the Risk Management Annual Report 2022-23 Action Plan and support their implementation.

This page is intentionally left blank