



AGENDA

OVERVIEW AND SCRUTINY BUSINESS PANEL

Date: TUESDAY, 14 FEBRUARY 2023 at 7.05 pm

Committee Rooms 1 & 2, Civic Suite, Lewisham Town Hall, London SE6 4RU

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MEMBERS

Councillor Mark Ingleby	Chair	L
Councillor Ese Erheriene	Vice-Chair	Labour Co-op
Councillor Chris Best	Healthier Communities	Labour Co-op
Councillor Ayesha Lahai-Taylor	Safer & Stronger Communities	L
Councillor Joan Millbank	Labour Group Representative	L
Councillor Stephen Penfold	Housing	L
Councillor James Rathbone	Public Accounts	Labour Co-op
Councillor James Royston	Sustainable Development	Labour Co-op
Councillor Luke Sorba	Chair Children and Young People Select Committee	L
Councillor Eva Stamirowski	Labour Group Representative	L

Members are summoned to attend this meeting

Monitoring Officer
Lawrence House
London SE6 4RU
Date: Monday, 6 February 2023



INVESTOR IN PEOPLE

ORDER OF BUSINESS – PART 1 AGENDA

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Lewisham



INVESTOR IN PEOPLE

The public are welcome to attend our committee meetings, however occasionally committees may have to consider some business in private. Copies of reports can be made available in additional formats on request.



Overview and Scrutiny Business Panel

Minutes

Date: 14 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Chief Executive / Senior Committee Manager

Outline and recommendations

Members are asked to consider minutes of the meeting of the Overview and Scrutiny Business Panel of 20 December 2022, which were opened to the press and public

1. Recommendation

It is recommended that minutes of those parts of meetings of the Overview and Scrutiny Business Panel which were opened to the press and public on 20 December 2022 be confirmed and signed.

Kim Wright
Chief Executive,
Lewisham Town Hall,
Catford SE6 4RU

6 February 2023

MINUTES OF THE OVERVIEW AND SCRUTINY BUSINESS PANEL

Tuesday, 20 December 2022 at 7.05 pm

PRESENT: Councillors Mark Ingleby, Chris Best, Joan Millbank, Stephen Penfold, James Rathbone, and James Royston.

MEMBER(S) IN ATTNDANCE PRESENT IN PERSON:
Councillor Louise Krupski, Cabinet Member for Environment and Climate Action.

MEMBER(S) JOINING REMOTELY:
Councillor Sophie Davis, Cabinet Member for Housing Management and Homelessness;
Councillor Luke Sorba, Chair of Children and Young People Select Committee, who is also a Member of the Panel.

OFFICER(S) PRESENT IN PERSON:
Assistant Chief Executive; and Housing and Transformation Consultant.

OFFICERS(S) PRESENT REMOTELY:
Chief Executive; Director of Housing; Head of Highways; Head of Commercial Operations and Development; and Head of Overview & Scrutiny.

Apologies for absence were received from Councillor Ese Erheriene, Councillor Ayesha Lahai-Taylor and Councillor Eva Stamirowski.

Clerk: Senior Committee Manager

1. Minutes

RESOLVED those minutes of the Meeting of the Overview and Scrutiny Business Panel held on 15 November 2022 be confirmed as an accurate record.

2. Declarations of Interest

Councillor Joan Millbank declared a personal interest as a leaseholder of Lewisham Homes in relation to a decision to be considered by the Panel under Item 3, the “Future of Housing Management: Options Review”.

3. Open Session - Decisions by Mayor and Cabinet on 7 December 2022

Councillor Mark Ingleby, Chair of the Panel, informed the meeting that he had received requests for Members to consider the following decisions taken by the Mayor and Cabinet on 7 December 2022:

1. Future of Housing Management: Options Review;
2. Sustainable Transport and Parking Improvements Programme; and
3. Budget Reduction: 2023-24.

1. **Future of Housing Management: Options Review**

1.1 The Panel considered a decision taken by the Mayor and Cabinet on 7 December 2022 regarding the “Future of Housing Management: Options Review”, which:

- Noted the recent consultation and test of residents’ opinion on whether Lewisham Homes should continue to manage the Council’s housing stock, or whether the service should be brought in-house.
- Noted a cost-benefit analysis of the options and approved that officers should be instructed to give notice to end the management agreement with Lewisham Homes and prepare for the Housing management service to be brought in-house.

1.1.1 Councillor Joan Millbank declared a personal interest as a leaseholder of Lewisham Homes in relation.

1.1.2 The Panel received information from the Chief Executive that Lewisham Homes was operating an Arm’s Length Management Organisation (ALMOs). It was stated that there used to be 20 ALMOs operating in London, but only 4 of those were in existence and included Lewisham and Tower Hamlets councils, who were currently going through a process of bringing their housing management services in-house.

1.2 The Panel asked questions relating to the following:

(a) Results of the tenants’ and leaseholders’ consultation and test of opinions. Officers responded as follows:

- That the Council undertook 22 events across all Lewisham wards. Thus, responses to the consultation came from various parts of the borough and were representative of different demographics of tenants and leaseholders.
- That 1,608 telephone surveys, 502 face-to-face surveys, nearly 1,300 postal surveys, and about 260 online surveys were carried out.
- That 3,663 completed postal surveys were received via the pre-paid envelope issued by the Council; the bulk of the research by post included structured questions to ensure consistency across the various housing tenures.

(b) Integrity of the consultation progress and outcomes. Officers responded as follows:

- That the Council provided a lot of information beforehand. Therefore, most of the face-to-face events that took place were mainly about information giving.
- That the 3,663 completed postal surveys summed up to 21% of the total responses received.

- That the 21% aggregated figure of postal response rate was considered favourably when explored with other tested opinions because it represented 71% of tenants who were in favour of bringing the housing service back in-house, with only 6% against the proposal. There was evidence of cases of leaseholders being unsure, as opposed to not supporting the proposal.
- That an independent tenancy advocacy organisation operated a helpline; most of the enquiries received were related to housing repairs, which were forwarded to the appropriate channel for actions.
- That based on assurance received from the independent research company employed to undertake the survey exercise, the Council was satisfied with the consultation process, the statistical significance of breakdown by ward and demographics, and the feedback about residents' confidence level at 95%.

(c) Cost-benefit and the risk analysis of the change programme. Officers responded as follows

- That the key drivers for the change were about:
 - checking the appropriate structure in view of building safety legislation, upcoming regulations, requirements of the housing funding regime; and
 - a relentless focus on continuing to improve housing services and outcomes for the benefit of tenants and leaseholders.
- That as part of the process, the Council considered areas where further efficiencies could be made, and £300k immediate annual savings were realised.
- That the £300k identified savings would be reinvested into the Housing Revenue Accounts for noticeable improvements to benefit tenants and leaseholders who would be most affected by the change.

(d) Governance and accountability. Officers responded as follows:

- That the Council had in-house expertise to manage the change programme. It was stated:
 - That the Housing Futures Programme Steering (FPS) Group established to manage development and function timetable continued to be co-chaired by the Council's Chief Executive and its Executive Director for Housing, Regeneration and Public Realm.
 - That the FPS Group was in close liaison with the Council's Cabinet Member for Housing Management and Homelessness about progress.
 - That the FPS Group would be seeking approval early next year to develop the capacity for a housing leadership team within the Council.

- (e) Impact on Lewisham Homes' workforce morale because of the change programme. Officers responded as follows:
- That information to staff about what was happening, when, and why was an important element of the programme timetable.
 - That arrangements relating to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) were underway.
 - That reassurances and confidence for staff to view Lewisham as a place where people want to stay and work were reflective of current market circumstances for housing development, and challenges of retaining staff as a signal of intent for certainty through the TUPE process.
 - That there would be a vacancy for a recruit to join the Programme Management Team.

1.3 The meeting also noted information provided by a Member of the Panel as follows:

- That the Cabinet Member for Housing Management and Homelessness had received notification that a local tenants' and residents' association, whose members from Lewisham Homes were significant in numbers was:
 - requesting improved access to housing officers;
 - requesting a reduction in the time taken to make contact via the telephone and online; and
 - suggesting that the Council should perhaps consider the introduction of opportunities for face-to-face contacts.

1.3.1 The Chief Executive welcomed feedback from the Panel Member about the local tenants' and residents' association and suggested that ward councillors should continue to provide local intelligence for timely reviews of Council services, and as a means for targeting improvement opportunities.

1.4 Commenting on responses provided by Officers, Councillor Sophie Davis, the Cabinet Member for Housing Management and Homelessness:

- Echoed statements to clarify that although the 21% of postal responses from the consultation exercise seemed minimal, it represented a good result when benchmarked with other London boroughs.
- Echoed statements to highlight that the Council went over and beyond what was expected from the consultation exercise to provide an immediate annual savings of £300k through the changes to governance structures and by removing the need to client Lewisham Homes.

- Echoed statements to confirm that staff morale was a very important consideration in the engagement exercise between the Council and Lewisham Homes.
- Confirmed that the consultation would be concluded in January of 2023.
- Confirmed that there would be more details in the coming year to further align with the Council’s manifesto because the consultation responses showed:
 - evidence of questions relating to future priorities. It was confirmed:
 - (i) that tenants stated a need to receive timely and high-quality repairs, prompt responses to calls and correspondence, and improvements to homes when needed; and
 - (ii) leaseholders required that housing services should represent value for money.
 - that for most of the staff, not very much change would occur in the day-to-day aspects of their jobs when Lewisham Homes come in-house.

On behalf of the Panel, the Chair thanked Officers and the Cabinet Member for Housing Management and Homelessness for their contributions at the meeting.

The Panel:

RESOLVED that the report be noted.

2. **Sustainable Transport and Parking Improvements**

- 2.1 The Panel considered a decision taken by the Mayor and Cabinet on 7 December 2022 regarding “Sustainable Transport and Parking Improvements”.
- 2.1.2 The Panel recognised that the decision was related to the approach and policies the Council would use to engage with residents and introduce sustainable transport and parking improvements in Lewisham.
- 2.2 The Panel asked questions, requiring clarifications on the following:
- (a) Confirmation that implementation would include consultation with businesses and residents, with a view to consider the retention of free parking bays to maximise footfall into local high streets and town centres. Officers responded as follows:
- That the improvements programme included changes on how parking would be managed. That would be alongside additional measures to support residents to choose more sustainable travel options, with a view to reduce parking pressures, encourage people to walk and cycle more, improve road safety, and air quality, and reduce traffic levels.

- That plans to reduce unnecessary journeys and commuter parking in residential and business areas would ensure that implementation consider feedback derived from consultative activities to enable Council officers form a balanced view of residents' expectations against the needs of local businesses.
 - That among other engagement activities, the Council would undertake:
 - a three-phased approach, with the first phase supporting 5 drop-in sessions at Catford and Deptford to facilitate opportunities for business owners to discuss with officers and suggest views on how to increase footfall into their respective shopping precinct in terms of parking provision;
 - door-knocking at individual trade premises to help gauge understanding of specific business needs;
 - commence liaison with the Chamber of Commerce group of business networks to identify requirements and gain a consensus of what groups of businesses would require in assisting them to encourage more customers into their local trading precincts;
 - invite ward councillors to engagement events with businesses and residents for added value, with a view to collate and assess collective feedback.
 - That individual and collective feedback received from residents and business owners and ward councillors would be utilised by the Council to:
 - design parking bays for businesses to load and unload safely as part of traffic calming measures;
 - apply restrictions flexibly to minimise congestion in residential areas by freeing up parking spaces at intervals to enable people to park close to parade of shops and trading centres at various times of the day;
 - develop parking restrictions to encourage commuters and local employees to consider alternative ways of getting to work.
- (b) Confirmation that local public transport serving all parts of Lewisham would be considered so that residents and businesses would not to be disproportionately disadvantaged. Officers responded as follows:
- That the Council acknowledged the process was challenging but was making incremental steps to develop policies that support the introduction of sustainable transport and parking improvements in Lewisham.
 - That the Council recognised that public transport infrastructures varied in London, with inner boroughs having considerable advantages. Nonetheless, the Council vehemently opposed, and was successful in getting Transport for London (TfL) officials to reverse plans that would have resulted in reduced bus services in the Lewisham area.

- That the proposals upon which the Mayor and Cabinet decision was based would further help in identifying areas for residents to have better controlled parking zones nearer their homes, with a view to minimise commuter parking from outside the borough.
 - That the Council would continue to lobby for Bakerloo Line extension into Lewisham to better serve residents and businesses.
 - That the Council was holding quarterly meetings with TfL officials to get Lewisham to an equitable position, so that residents can feel they can make journeys easily by public transport.
 - That because of the proposals, residents would be asked to redesign their streets, possibly with bike hangers and other appropriate road features, in addition to providing them with information so that they understand how cycle lanes would be beneficial for a better and safe environment.
- (c) A reassurance that consideration had been given to address a possible inequitable application of the Council's Parking Policy, particularly for residents living in shared ownership homes and private estates who could not possibly apply for parking permits. Officers responded as follows:
- That the Council was liaising with Lewisham Homes and other housing estate providers in areas where controlled parking zones would be implemented, with a view to provide an opportunity for residents to buy parking permits.
 - That car-free developments required those living in particular areas not to apply for parking permits, to encourage them to consider alternative travel options. Notwithstanding that, the Council's approach was flexible, in that it was allowing a reasonable time for residents in such developments to adapt to car-free zones when implementing controlled parking in the discharge of planning conditions.

2.3 Councillor Louise Krupski, the Cabinet Member for Environment and Climate Action contributed at the meeting follows:

- (a) That the scheme to implement the programme in Lewisham was innovative because of tried and tested applications by an experienced team of staff
- (b) That because the criteria for car-free developments were set out in the London Plan, it was unlikely that the Council would implement high level-controlled parking restrictions in local areas that were not supported by adequate transport infrastructures.
- (c) That areas in the south of Lewisham had limited public transport provision. Thus, officers would undertake mitigation to assess Public Transport Accessibility Levels ratings in areas across borough.

- (d) That as a member of the Transport Committee on London Councils, she would be joining officers to lobby TfL regarding its commitment to increase bus services in outer London areas as Lewisham residents living close to those neighbouring catchments would benefit from implementation.
- (e) That although the Council had emissions space routes, it was unlikely for there to be a blanket policy regarding sustainable transport and controlled parking zones in Lewisham.
- (f) That although the Council recognised that some people would require the use of their cars as a necessity, it would continue to support residents to make informed decisions aimed at reducing emissions, and that they would also benefit by limiting the amount of money they pay for their parking services.

On behalf of the Panel, the Chair thanked Officers and the Cabinet Member for Environment and Climate Action for their contributions at the meeting.

The Panel:

RESOLVED that the report be noted.

3. **Budget Reductions: 2023-24**

- 3.1 The Panel considered a decision taken by the Mayor and Cabinet on 7 December 2022 regarding “Budget Reductions: 2023-24”.
- 3.2 The meeting noted that the matter for consideration by the Panel was related to Lewisham’s road safety review in light of the following concerns:
 - (a) That on 17 October 2018, the Children and Young People (CYP) Select Committee discussed budget cut proposals, which included matters relating to a review of school crossing patrols. Thereafter,
 - On 21 November 2018, the matter went to Mayor and Cabinet meeting where the feedback from the CYP Select Committee was noted, and it was decided that officers should undertake a full review of the school crossing patrol service, considering child safety, air quality implications, and the opportunity for capital investment, and report back the options as part of the 2021 budget considerations.
 - On 17 September 2019, the CYP Select Committee was advised that the proposed cuts to school crossing patrol would not go ahead because the assessment work was underway and the outcome from that would be reported separately for scrutiny, and to the Mayor and Cabinet for a decision.
 - (b) That there had been no response to requests for the report that was to be written by officers following the decision by Mayor and Cabinet on

21 November 2018, and no mention was made about the review until the submission in the Budget Reductions: 2023-24 report.

3.3 The Panel was asked to consider the following implications should the current proposals to remove school crossing patrols be implemented:

(a) Political:

- That school crossing patrols were very popular with residents.
- That the Council would be making very low paid residents redundant.
- That in the event of accidents, the reputational damage to the Council, and more so for councillors in wards affected, would be enormous.

(b) Safety:

- That there was no evidence that the assessment work commissioned in 2018 took place. Therefore, a determination could not be made of whether all the crossings would be made safe.

(c) Other point raised was that the Panel should note that the concerns expressed about the review of school patrols in 2018 were similar to those of CYP Select Committee outlined under “Impact and Outcomes” on Page 75 of the agenda.

3.4 The Panel noted responses by Officers as follows:

(a) That the proposals aimed to balance the budget of the Council. Therefore, some of the elements required officers to make difficult decisions. Specific to school crossing patrols, the Panel was advised:

- That out of the 28 closures listed in the report, one-third were already vacant due to staff leaving the job or retiring.
- That there was no solution that would totally mitigate the risk of an accident. Notwithstanding that, officers were applying measures, so that no school crossing patrol site would be reviewed or removed without a proper assessment or road safety audit in accordance with the relevant legislation and appropriate measures aimed at minimising risk of accidents.
- That whenever there was a vacancy, an assessment would be undertaken to determine whether the site in question was safe, needed an enhancement or other intervention to operate without hindrance to children and other pedestrians crossing in the area.
- There had been no evidence to suggest that removing school crossing patrols would result in more car journeys.
- Any review carried out would require interaction at a detailed level with schools in the area.

- That officers were not seeking to pre-empt the outcome of the review, however, not delivering the agreed savings would place additional pressures on the Council to find funding elsewhere.
- That officers benchmarked other London boroughs and similar authorities as part of the road safety review and found that other local authorities had removed funding for their school crossing patrols.
- That further benchmarking exercise would be carried out to inform current proposals.

3.5 Councillor Louise Krupski, the Cabinet Member for Environment and Climate Action Member contributed at the meeting as follows:

- (a) That she endorsed Officers' response as an assurance that the Council would not withdraw any form of school patrol provision without undertaking safety reviews.
- (b) That she understood that making streets safer so that people can cross the local roads better was a key priority in the Children and Young People Select Committee agenda.
- (c) That she would provide an oversight of the road safety review as part of Lewisham's sustainable travel agenda.
- (d) That the Local Implementation Plan funds would soon be available, and the Council was seeking to align its budget with that to design safer streets for all pedestrians to use and cross safely.

On behalf of the Panel, the Chair thanked Officers and the Cabinet Member for Environment and Climate Action for their contributions at the meeting.

In recognition that there had been no response to the request following the decision by Mayor and Cabinet on 21 November 2018 for a report back on a full review of the school crossing patrol service, the Panel:

RESOVED that the report be noted, on the basis that the Select Committee Chairs would be invited to attend the meeting of the Public Accounts Select Committee scheduled to take place on 2 February 2023 to contribute to discussion on the budget item, with a specific focus on school crossing patrols as part of the Council's road safety review.

4. Scrutiny Update Report

The Panel received a report presented by the Head of Overview and Scrutiny, and noted the following updates:

- (a) Overview and Scrutiny Committee:
 - That officials from Thames Water had been invited to attend the next meeting in February to provide information on:

- their current performance and attendance standards;
- how they communicate with the Council and residents;
- their emergency response arrangements; and
- their investment plans in terms of replacing the ageing Victorian pipe network.

(b) Work of the two task and finish groups on *Creative and Community Workspaces and Community Gardening and Allotments practice*:

- That the work activities were progressing well.
- A wide range of evidence was being collected and members and officers had been on several useful site visits.

(c) Southeast London Joint Health Overview and Scrutiny Committee:

- That an informal meeting took place earlier this month.
- That the first formal meeting would take place in January, and Councillor Chris Best had been nominated as the Chair.
- That because a lot of health planning was happening at a sub-regional level, rather than at borough level, with the advent of integrated care systems, it would be sensible to scrutinise such planning at a sub-regional level too. It was also expected that at the first formal meeting, Members would agree revised terms of reference to enable the consideration of discretionary cross-boundary issues, as well as mandatory ones (i.e., substantial cross-boundary reconfigurations).

(d) The Panel noted that the next cycle of Select Committee meetings would commence with Housing Select Committee on 5 January, and would conclude with Public Accounts, which was moved from 19 January to 2 February to align with the timetable for the preparation of the budget.

On behalf of the Panel, the Chair thanked the Officer for her contribution at the meeting.

RESOLVED that the report be noted.

Meeting closed at 8.49p.m.

Signed



Overview and Scrutiny Business Panel

Declarations of Interest

Date: 14 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Chief Executive

Outline and recommendations

Members are asked to declare any personal interest they have in any item on the agenda.

1. Summary

1.1. Members must declare any personal interest they have in any item on the agenda. There are three types of personal interest referred to in the Council's Member Code of Conduct:

- (1) Disclosable pecuniary interests
- (2) Other registerable interests
- (3) Non-registerable interests.

1.2. Further information on these is provided in the body of this report.

2. Recommendation

2.1. Members are asked to declare any personal interest they have in any item on the agenda.

3. Disclosable pecuniary interests

3.1 These are defined by regulation as:

- (a) Employment, trade, profession or vocation of a relevant person* for profit or gain
- (b) Sponsorship –payment or provision of any other financial benefit (other than by the Council) within the 12 months prior to giving notice for inclusion in the register in respect of expenses incurred by you in carrying out duties as a member or towards your election expenses (including payment or financial benefit from a Trade Union).
- (c) Undischarged contracts between a relevant person* (or a firm in which they are a partner or a body corporate in which they are a director, or in the securities of which they have a beneficial interest) and the Council for goods, services or works.
- (d) Beneficial interests in land in the borough.
- (e) Licence to occupy land in the borough for one month or more.
- (f) Corporate tenancies – any tenancy, where to the member’s knowledge, the Council is landlord and the tenant is a firm in which the relevant person* is a partner, a body corporate in which they are a director, or in the securities of which they have a beneficial interest.
- (g) Beneficial interest in securities of a body where:
 - (a) that body to the member’s knowledge has a place of business or land in the borough; and
 - (b) either:
 - (i) the total nominal value of the securities exceeds £25,000 or 1/100 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 the relevant person* has a beneficial interest exceeds 1/100 of the total issued share capital of that class.

*A relevant person is the member, their spouse or civil partner, or a person with whom they live as spouse or civil partner.

4. Other registerable interests

4.1 The Lewisham Member Code of Conduct requires members also to register the following interests:

- (a) Membership or position of control or management in a body to which you were appointed or nominated by the Council
- (b) Any body exercising functions of a public nature or directed to charitable purposes, or whose principal purposes include the influence of public opinion or policy, including any political party
- (c) Any person from whom you have received a gift or hospitality with an estimated value of at least £25.

5. Non registerable interests

- 5.1. Occasions may arise when a matter under consideration would or would be likely to affect the wellbeing of a member, their family, friend or close associate more than it would affect the wellbeing of those in the local area generally, but which is not required to be registered in the Register of Members' Interests (for example a matter concerning the closure of a school at which a Member's child attends).

6. Declaration and impact of interest on members' participation

- 6.1. Where a member has any registerable interest in a matter and they are present at a meeting at which that matter is to be discussed, they must declare the nature of the interest at the earliest opportunity and in any event before the matter is considered. The declaration will be recorded in the minutes of the meeting. If the matter is a disclosable pecuniary interest the member must take not part in consideration of the matter and withdraw from the room before it is considered. They must not seek improperly to influence the decision in any way. **Failure to declare such an interest which has not already been entered in the Register of Members' Interests, or participation where such an interest exists, is liable to prosecution and on conviction carries a fine of up to £5000**
- 6.2. Where a member has a registerable interest which falls short of a disclosable pecuniary interest they must still declare the nature of the interest to the meeting at the earliest opportunity and in any event before the matter is considered, but they may stay in the room, participate in consideration of the matter and vote on it unless paragraph 6.3 below applies.
- 6.3. Where a member has a registerable interest which falls short of a disclosable pecuniary interest, the member must consider whether a reasonable member of the public in possession of the facts would think that their interest is so significant that it would be likely to impair the member's judgement of the public interest. If so, the member must withdraw and take no part in consideration of the matter nor seek to influence the outcome improperly.
- 6.4. If a non-registerable interest arises which affects the wellbeing of a member, their, family, friend or close associate more than it would affect those in the local area generally, then the provisions relating to the declarations of interest and withdrawal apply as if it were a registerable interest.
- 6.5. Decisions relating to declarations of interests are for the member's personal judgement, though in cases of doubt they may wish to seek the advice of the Monitoring Officer.

7. Sensitive information

- 7.1. There are special provisions relating to sensitive interests. These are interests the disclosure of which would be likely to expose the member to risk of violence or intimidation where the Monitoring Officer has agreed that such interest need not be registered. Members with such an interest are referred to the Code and advised to seek advice from the Monitoring Officer in advance.

8. Exempt categories

- 8.1. There are exemptions to these provisions allowing members to participate in decisions notwithstanding interests that would otherwise prevent them doing so. These include:-
- (a) Housing – holding a tenancy or lease with the Council unless the matter relates to your particular tenancy or lease; (subject to arrears exception)
 - (b) School meals, school transport and travelling expenses; if you are a parent or

guardian of a child in full time education, or a school governor unless the matter relates particularly to the school your child attends or of which you are a governor

- (c) Statutory sick pay; if you are in receipt
- (d) Allowances, payment or indemnity for members
- (e) Ceremonial honours for members
- (f) Setting Council Tax or precept (subject to arrears exception).



Overview and Scrutiny Business Panel

Decisions made by Mayor and Cabinet

Date: 14 February 2023

Key decision: Yes

Class: Part 1

Ward(s) affected: All

Contributors: Chief Executive / Head of Governance & Committees

Outline and recommendations

Members are asked to consider a decision taken at a meeting of the Mayor and Cabinet held on 1 February 2023 in open session

1. Recommendation

To consider a decision taken by the Mayor and Cabinet on 1 February 2023, which will come into force on 15 February 2023, unless called in by the Overview and Scrutiny Business Panel on 14 February 2023.

2. Background

2.1 The Panel received a request for Members to consider the following decision taken at the Mayor and Cabinet meeting on 1 February 2023:

i. M&C agenda - Item 9. Statement of Community Involvement

2.2 Under the provisions of Standing Orders Part IV E 14, Members may call in an executive decision within 7 days. If this report is not called in, the decision will come into force on 15 February 2023.



Mayor and Cabinet

Authority to consult on a replacement Statement of Community Involvement

Date: 1 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Head of Development Management

Outline and recommendations

The purpose of this report is to seek approval to consult on a new Statement of Community Involvement.

Mayor and Cabinet are recommended to:

- a) Approve the content of the draft Statement of Community Involvement for public consultation including the annex addressing Amenity Society formal recognition.
- b) Delegate authority to the Director of Planning, in consultation with the Cabinet Member to make corrections or clarifications to the draft SCI prior to Public Consultation
- c) Note the progress of the Local Democracy Review projects

Timeline of engagement and decision-making

July 2006 – The current Statement of Community Involvement was adopted in July 2006.

May 2018 – Mayor Damien Egan promises to launch a review that will make the Council 'even more democratic, open and transparent'

July 2018 – Full Council agrees to establish a Local Democracy Review Working Group consisting of eight councillors. They are tasked with making recommendations about how the Mayor and Council could enhance their openness and transparency, increase public involvement in Council decisions and promote effective decision-making

September 2018 to January 2019 – the Working Group gathers evidence from a wide range of residents, community groups and local councillors (including an online questionnaire completed by over 700 respondents, workshops at four secondary schools and attendance at over 40 events)

January to March 2019 – the Working Group collates their evidence into a final report, which identifies 57 recommendations for change

March/April 2019 – Mayor & Cabinet and Full Council agree the report and recommendations

April 2019 to March 2020 – the retained Local Democracy Working Group oversees delivery of the recommendations

February 2020 – the Local Democracy Working Group welcomed the direction of travel for recommendations 25-30 which propose improvements to the planning service, including "If required, the Planning Statement of Community Involvement should be reviewed in line with the democratic standards once developed, and the other relevant recommendations made within this report (#30)"

June 2020 – temporary changes agreed to the Council's Statement of Community Involvement (SCI) to facilitate virtual meetings for a period of 3 months

September 2020 – temporary changes to the SCI are extended for a period of 6 months due to the ongoing pandemic and consultation on permanent changes to those sections addressing planning policy consultation agreed

December 2020 – permanent changes to the SCI to those sections addressing planning policy consultation approved by Mayor and Cabinet.

February 2021 – update to the Local Democracy Working Group (LDWG) on proposals to increase the openness and transparency around the planning process, particularly focused on effective decision making at planning committees which were endorsed by the LDWG. This included the Planning Service preparing a new SCI following the development of proposals and a period of engagement with amenity societies/community groups and Members.

June 2021 – Community Group meeting to, amongst other matters, update on progress with the LDR work programme

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November 2021 – Community Group meeting to, amongst other matters, update on progress with the LDR work programme

January 2022 – a standalone revision agreed to the SCI at Mayor and Cabinet in relation to Design Review Panels

July 2022 – Community Group Meeting where discussions began on a new working relationship with amenity societies and community groups to begin the period of engagement. A questionnaire was sent following this meeting to all amenity societies and community groups.

October 2022 – Community Group Meeting continuing engagement with amenity societies including the responses received from the July questionnaire.

October 2022 – an update of the Local Democracy Review project to Sustainable Development Select Committee

- **Purpose**

- 1.1. The purpose of this report is to seek approval to consult on a replacement Statement of Community Involvement also known as the SCI.

- **Summary**

- 1.2. The primary objective of the SCI is to set out how the Council will consult on the formulation of planning policy and on planning applications.
- 1.3. The requirements for consultation on policy documents were updated with the December 2020 Addendum to the 2006 SCI, to align with statutory requirements. The approach to consultation for planning applications has remained unchanged since 2006 and is now out of date.
- 1.4. This report outlines the consultation carried out to date on the project and the wider Local Democracy Review, and provides detail on the nature of the proposed consultation on a new SCI.
- 1.5. A copy of the draft SCI is attached to this report in Appendix 1, the Local Democracy Working Papers at Appendix 2, and series of consultation questions at Appendix 3.

- **Recommendations**

- 1.6. It is recommended that Mayor and Cabinet:
 - a) Approve the content of the draft Statement of Community Involvement for public consultation including the annex addressing Amenity Society formal recognition.
 - b) Delegate authority to the Director of Planning, in consultation with the Cabinet Member to make corrections or clarifications to the draft SCI prior to Public Consultation
 - c) Note the progress of the Local Democracy Review projects

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- **Policy Context**

1.7. The content of this report is consistent with the Council's policy framework. The SCI is a legal planning document that sets out how the Council will consult with the public and other stakeholders when preparing statutory development plan and supporting documents, and how it will consult on planning applications. The SCI also sets out how the Council will fulfil its statutory duty to support neighbourhood planning. The Council must (as a minimum) comply with statutory requirements for consultation set out in relevant legislation and policy including:

- The Town & Country Planning (Development Management Procedure) (England) Order 2015 – for planning applications
- The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended) – for listed building consents
- Planning and Compulsory Purchase Act (PCPA) 2004 (as amended)
- The Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended)
- Localism Act 2011 (as amended)
- The Neighbourhood Planning (General) Regulations 2012
- Neighbourhood Planning Act 2017
- Environmental Assessment of Plans and Programmes Regulations 2004
- Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020
- National Planning Policy Framework (NPPF) (2019) and National Planning Practice Guidance (NPPG).

- **Background**

1.8. The Council adopted its current Statement of Community Involvement (SCI) in July 2006. The SCI forms part of the Local Development Framework and is a legal planning requirement. It sets out the Council's policy for involving and communicating with interested parties in matters relating to the preparation and revision of local development framework documents and the exercise of the authority's functions in relation to planning application consultation.

1.9. The Lewisham 2006 SCI additionally replicates information found within other adopted Council Policy documents, namely the Constitution and Scheme of Delegation, setting out the circumstances in which decisions on planning applications will be made by planning committee (rather than officers via delegated powers). It also outlines the processes through which interested parties will be notified of the committee meeting and sets out how they can make verbal representations at the meeting. The current SCI also makes provision for additional community engagement by way of a Local Meeting where 10 or more objections have been received to a planning application.

1.10. Since the SCI was adopted in 2006 there have been significant changes to the planning system. These include but are not limited to: changes introduced by the Localism Act 2011; the Neighbourhood Planning Regulations 2012; the Local Planning Regulations 2012; the introduction of the new National Planning

Policy Framework (NPPF) in 2012, with subsequent updates in 2018, 2019 and 2021 respectively. Collectively these changes establish new legal requirements and processes for producing statutory development plan and associated guidance documents. This includes new powers for community groups, formally designated as neighbourhood forums, to prepare neighbourhood development plans, a process which the Council has a statutory duty to support.

- 1.11. The Council launched the Local Democracy Review in 2018 with a Local Democracy Working Group, comprised of 8 Members tasked with making recommendations about how the Mayor and the Council could enhance their openness and transparency, increase public involvement in Council decisions and promote effectiveness in decision-making.
- 1.12. The Local Democracy Working Group in February 2020 included a recommendation that a new SCI is adopted, and a review of committee referral triggers is also implemented. A copy of the working group papers is appended to this report at Appendix 2.
- 1.13. This report relates only to the new SCI and seeks authority to start public consultation. This paper also updates on how the Planning Service is progressing other recommendations.
- 1.14. Any proposals in relation to planning committees and the scheme of delegation do not form part of the SCI work stream and are not part of this report. These are matters which will be managed via a review of the Council's Constitution.
- 1.15. The planning policy section of the SCI has already been updated to prevent delay to the preparation of Lewisham's new Local Plan, which is one of the Council's most important strategic documents. A further variation was agreed in January 2022 for the requirement to present planning applications to the Design Review Panel post submission. The rest of the SCI is unaltered from its 2006 version.
- 1.16. The new SCI would retain the previous revisions and addendums in relation to policy preparation (updated to reflect changes to from the 2019 to the 2021 NPPF) but set out clearly how the Council will consult and engage on planning applications. It will not need to discuss or set out how decisions are made, as that is contained within the Councils Constitution.
- 1.17. At the time of this report and the meeting, the Government is undertaking consultation on potential reforms to the planning system, this may mean that the policy preparation sections of the SCI become out of date. Officers are keeping this under review and would seek to update the SCI at the earliest opportunity.
- 1.18. The SCI will be presented as an entirely revised new document incorporating previous changes.
- 1.19. It is recognised by the Local Democracy Working Group that there is a pressing need to update the SCI. As a document that sets out how the Council will engage and can be contacted, there has been a significant shift in how the public communicate with the Council over the last 16 years since the SCI was adopted in 2006.
- 1.20. For example, the 2006 SCI states that representations must be made in writing by:

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- By sending a letter or fax to the Council
 - By sending an email to the Council
 - Online using the appropriate form.
- 1.21. Since 2006, there has been a significant reduction in letters received, with the vast majority of communication via direct email. Furthermore, the Planning Service no longer has any fax messaging service. When consulting on planning applications, the Planning Service will send a notification to surrounding properties, and will use email to consult local ward councillors and local/statutory consultees.
- 1.22. The existing SCI also references the “Call In” right for Amenity Societies, which triggers an automatic referral to planning committee where a valid planning objection is received (and the officer recommendation is for approval). Elected Members also have a Call In to Planning Committee. The revised SCI will not detail Call In rights, as these are contained within the Councils Constitution.

- **Pre-production consultation**

- 1.23. Recommendations from the Local Democracy Review required that key aspects of engagement with the planning process were reviewed with a desire to increase transparency and understanding.
- 1.24. The Local Democracy Working Group supported key actions/outputs that require action which are set out below.
- A new SCI following the development of proposals and a period of engagement with amenity societies/ community groups and Members
 - A public engagement protocol
 - A weekly list of planning applications for ward Cllrs to replace direct notifications
 - Regular pre-application reviews for strategic cases (virtual)
 - Change Local Information Requirements to include a require to submit a community audit for major schemes,
 - Continue to review the automatic publication of letter of objection to follow the latest legal guidance,
 - Consult on the adoption of permanent changes to the scheme of delegation and the permanent use of Chairs Review meetings
 - Prepare and update informal written protocols for how committees are undertaken to aid with public understanding and perception,
 - Set up a programme of member training and engagement,
 - Updated content on the planning website,
 - Greater use of the existing system to be able to monitor planning application progress,
 - New letter prepared to be emailed when an application is received.

- 1.25. The Planning Service has an established Community Forum. This is a meeting with our Community Groups and Amenity Societies. The purpose of the Forum is to:
- Seek a positive working relationship between the Planning Service and our Community Groups
 - To update on changes to the planning system, policy work and Council Strategies
 - To provide direct feedback to Officers
 - To discuss planning issues thematically
- 1.26. The Planning Service has committed to updating on progress for all Local Requirement projects via the Community Forum on a quarterly basis.
- 1.27. A Community Forum was held in July 2022. Officers briefed on Local Democracy Review projects and stated that the Planning Service will prepare proposals for a new SCI and undertake engagement with stakeholders on an informal and formal basis. The Planning Service set out that engagement would be undertaken, seeking to understand how groups in the borough operate and who they represent with a view to seeking to introduce measures to formally recognise Amenity Societies.
- 1.28. A questionnaire was sent to all Community Groups and Amenity Societies, with officers seeking to understand how:
- Community Groups/ Amenity Societies are constituted
 - When the group was established and its membership size
 - Their topic(s) and geographical area of interest
 - How they respond to planning applications
 - How does their membership reflect the diversity of the boroughs population
 - How regularly they meet and if membership has a cost.
 - If they are a member of the London Forum of Amenity and Civic Societies
- 1.29. At the Community Forum meeting in October 2022, Officers provided an update on the results on the questionnaire which found that of the 10 responses received:
- 6 groups are registered with the London Forum of Amenity and Civic Societies. The groups said that the London Forum assists in updating views and issues in the Built Environment and is useful for planning advice and liaising with other societies.
 - Groups were free to join or had a membership cost of between £5 and £20
 - Groups largely advertised through leaflets, in person events and social media
 - Groups recognised that their committees and membership did not fully reflect the diversity of the local population and recognised a need to

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improve this.

- 1.30. The Sustainable Development Select Committee in October 2022 resolved that the report of the Local Democracy Review updated be noted and officers consider:
- The Committee believes that further work should take place to consider how best to represent and consult ward assemblies and other community groups that are interested in their local areas – but not specifically focuses on planning/conservation.
 - That this work should consider how to engage with seldom heard groups.
 - The Committee believes that the process for determining the validity, formal status and level of representations of amenity groups should be as transparent and open as possible. The Committee would welcome further information about the ways in which the Council will determine the representativeness of groups.
- 1.31. Following that meeting, Officers have committed to providing briefings for ward assemblies where requested to provide information on significant developments in their area.
- 1.32. The formal recognition of Amenity Societies is considered within an annex to the draft SCI and is proposed to be subject to formal public consultation.
- 1.33. The Planning Service will continue with its programme of internal improvements and update the Public via the Community Forum.
- 1.34. Further Community Forum meetings are already planned and will be used to discuss how best to recognise Community Groups and Amenity Societies in the planning process, using the results from the questionnaire as a basis for discussion.

• **Content for a new Statement of Community Involvement**

- 1.35. There are several areas of proposed modernisation and improvement within a new SCI. The following paragraphs set these out by topic, and how the Planning Service proposes to progress these.

Clarity of Purpose

- 1.36. The SCI will clearly set out its purpose, which is to explain how the Council will consult on applications and promote pre-application engagement. Its role is not to explain or set out decision making processes. It will not seek to replicate other published policy or information, but instead provide clear signposts.

Dealing with repetition

- 1.37. A key area for update in the SCI will be the removal of repetitious information contained within other Council Policies, namely the Scheme of Delegation and committee processes. These are contained within the Council's Constitution.
- 1.38. The role of the SCI is to set out how the Council will consult and engage on policy making and planning applications, whereas the Constitution sets out how the Council makes decisions. The repetition of other Council policies and decision making arrangements, does not allow the Council to work flexibly, nor

respond to changing patterns of communication or work practices. This was particularly evident during the Covid-19 Pandemic.

1.39. The SCI is proposed to be much more concise and strategic in nature, setting a level of engagement (as required by legislation) which can be expanded as necessary through via advisory notes hosted on the Council's website. This would enable standards to be set but give the Council greater flexibility to respond quickly to new and improved ways of working. Furthermore, by removing repetition, this would make the document as a whole easier to read and provide clarity on its purpose. The removal of details around the scheme of delegation would not change current working practices. This would mean that if the constitution requires updating, the SCI does not and vice versa.

1.40. Any future proposals to committees and the scheme of delegation would form part of the Council's Constitution review which has separate reporting and approval processes to the SCI, via Full Council.

Reflecting modern ways of working

1.41. The current SCI reflects ways of working and communication that was largely paper based. It is proposed to ensure that email and online methods of communication are prioritised, reflecting the changes seen over the last 16 years. References to newsletters and fortnightly meetings to review cases with amenity societies are also proposed to be removed as these are no longer held as well as any other references to working practices which are no longer followed.

Updating legislation and policy position

1.42. Throughout the SCI all legislative and policy references will be updated. This will include the status of the SCI which is now no longer defined by Government as a development plan document.

Formalising the role our Amenity Societies

1.43. A process for formalising the role of amenity societies was endorsed by the LDWG. The Sustainable Development Select committee believe that the process for determining the validity, formal status and level of representations of amenity groups should be as transparent and open as possible.

1.44. The role of the SCI, as detailed above, is to set out how the Council will consult on applications and to promote effective pre-application engagement. At the same time, the Planning Service proposes to consult on the formal recognition of Amenity Societies and clarification of their coverage given their Call In powers to planning committee. It is proposed that the Planning Service would maintain a list of all registered groups, which is envisaged would be reviewed every two years. This consultation is proposed to run alongside the SCI.

Promoting pre-application engagement

1.45. The Planning Service receive regular feedback on the desire of the local community and groups to engage at the earliest possible stage to meaningfully influence schemes. Whilst the SCI is unable to force any developer to undertake pre-application engagement, it is a useful document to be clear that there is an expectation that early engagement takes place. As part of this, it is proposed that there is a clear expectation that for major developments, a pre-application Local Meeting is held to inform proposals as they develop. Officers

would expect discussions with an applicant to include how efforts have been made to minimise and manage digital exclusion.

Local meetings

- 1.46. With the requirement to undertake pre-application engagement, it is intended to remove the Local Meeting trigger for planning applications post submission. This is to ensure that discussions take place at a point when there is a chance to influence a scheme. It is proposed that Local Meetings take place at an earlier point where the community have the chance to genuinely influence a schemes design and to be focussed on schemes where there is a chance to influence. The draft SCI proposes that Local meetings are an automatic expectation on Major Developments of 50+ new residential units.

Other Local Democracy Projects

- 1.47. The Planning Service is committed to progressing other internal service improvements that do not require formal approval and will continue to implement this work programme.

• **Local Democracy Review project work to date**

- 1.48. There has been a number of improvements delivered as part of the Local Democracy Review as part of an ongoing review of internal processes.

1.49. Planning Committees

- Use of closed sessions for legal advice – to ensure robust decisions
- Uploading of Officer presentations with the agenda
- Preparation and use of committee protocol notes
- Member training
- All committees webcast and recorded

1.50. Reports

- All reports (delegated and committee) are written in a new accessible format

1.51. Publication of consultation responses

- All consultation responses are uploaded to the website. This does not include neighbour responses/ objections due to data protection legalisation.

1.52. Training

- Member committee training provided.
- Specialist training for Climate Change and Financial Viability provided. Future sessions will be planned on a range of topics.

1.53. Local Requirements List

- The Local Requirements List have been revised and adopted to reflect the 2021 London Plan and provide a new local requirement for the submission of a Community Audit. This is a requirement for developers

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to identify buildings that have community uses/ other uses of social/ economic value. This may include health provision, education, community, play, youth, early years, recreation, sports, faith, criminal justice and emergency facilities.

1.54. Decision Notices

- A review has commenced of Decision Notice templates, with a proposal to simplify and amend to accessible formats. The first draft is now being reviewed by officers and will be tested in a back office system before further drafting of other decision templates is carried out.

- **Formal SCI Consultation**

1.55. Subject to approval, the consultation on the draft SCI and annex relating to Amenity Societies will run for six weeks and will involve:

- Consulting (by digital mail-out) to consultation bodies and regular applicants to the planning service.
- Publication of the draft SCI on the Lewisham website Consultation Hub.
- In addition to the above the Planning Service will promote the consultation via the established Community Forum.

1.56. After the six week consultation period, all representations will be considered and a final version of the SCI will be reported for adoption by Mayor and Cabinet.

- **Financial implications**

1.57. There are anticipated financial implications through savings in arranging local meetings on a reduced number of applications, through Officer time, and costs of holding in person meetings and booking of local venues. Responses received via the formal public consultation will be given full consideration prior to the formal adoption of a new SCI.

- **Legal implications**

1.58. The SCI is a document which sets out a Local Planning Authority (LPA) policy for consulting and engaging with individuals, communities and other stakeholders, both in the preparation and revision of Local Development Documents (LDDs) and in development management decisions (section 18(a), PCPA 2004).

1.59. LPAs must prepare an SCI (section 18(1), PCPA 2004), however, there is no statutory framework for the scope and content of the SCI. The main parts of such a document usually include:

- The process of consultation and how the results will feed into the preparation of LDDs.
- The various stages at which the LPA will involve the community in preparing LDDs and associated documents.
- Details of general and specific consultation bodies are usually provided in an

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SCI.

- 1.60. The Localism Act 2011 removed the requirement for LPAs to submit a SCI to the Secretary of State or the Mayor of London. The LPA can now adopt the SCI itself following public consultation. Responses received from the formal public consultation will be given full consideration prior to the formal adoption of a new SCI.
- 1.61. Once adopted the LPA must demonstrate how it has used and complied with the consultation requirements set out in the SCI at various stages of LDD preparation and prior to making decisions on planning applications. Once adopted, the SCI should be published on the LPA website.
- 1.62. The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

In summary, the council must, in the exercise of its function, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - Advance equality of opportunity between people who share a protected characteristic and those who do not
 - Foster good relations between people who share a protected characteristic and persons who do not share it
- 1.63. The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the decision maker, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
 - 1.64. The Equality and Human Rights Commission has issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at:
<https://www.equalityhumanrights.com/en/publication-download/technical-guidance-public-sector-equality-duty-england>
 - **Equalities implications**
 - 1.65. The Council's Comprehensive Equality Scheme for 2020-2024 provides an overarching framework and focus for the Council's work on equalities and helps ensure compliance with the Equality Act 2010.

1.66. Changes to the SCI will have equalities implications. Responses received via the formal public consultation will be given full consideration prior to the formal adoption of a new SCI.

- **Climate change and environmental implications**

1.67. The adoption of a new SCI would have a positive impact on climate change and the environment by reducing the need to send paper based communications in response to emails. Responses received via the formal public consultation will be given full consideration prior to the formal adoption of a new SCI.

- **Crime and disorder implications**

1.68. There are no crime and disorder implications. Responses received via the formal public consultation will be given full consideration prior to the formal adoption of a new SCI.

- **Health and wellbeing implications**

1.69. There are no health and wellbeing implications. Responses received via the formal public consultation will be given full consideration prior to the formal adoption of a new SCI.

- **Conclusion**

1.70. Mayor and Cabinet and recommended to:

- a) Approve the content of the draft Statement of Community Involvement for public consultation including the annex addressing Amenity Society formal recognition.
- b) Delegate authority to the Director of Planning, in consultation with the Cabinet Member to make corrections or clarifications to the draft SCI prior to Public Consultation
- c) Note the progress of the Local Democracy Review projects

- **Background papers**

1.71. Lewisham Statement of Community Involvement

<https://lewisham.gov.uk/myservices/planning/policy/ldf/statement-of-community-involvement>

1.72. Sustainable Development Select Committee report dated 11 October 2022. (Item 4)

<https://councilmeetings.lewisham.gov.uk/ieListDocuments.aspx?CId=136&MIId=7915&Ver=4>

- **Glossary**

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Term	Definition
Statement of Community Involvement	The SCI forms part of the Local Development Framework and is a legal planning requirement. It sets out the Council's policy for involving and communicating with interested parties in matters relating to the preparation and revision of local development framework documents and the exercise of the authority's functions in relation to planning applications.
Amenity Society	A group set up with a specific interest in built environment conservation and heritage. Linked to a specific conservation area.
Community Group	A group set up with a specific interest to represent a community with a defined area of interest to promote benefit residents.
Residents Association	A group set up who live in a particular area, could be a street, collection of local streets or a single development site who have a specific interest in their local area.
Local Meeting	A meeting to be held with the local community and affected residents to discuss a planned development that will be subject to a future planning application.
General consultation bodies	<p>Prescribed by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). For Lewisham they include:</p> <ul style="list-style-type: none"> - Voluntary bodies some, or all of whose activities benefit any part of the Borough, including but not limited to Neighbourhood Forums and Amenity Societies - Bodies which represent the interests of different racial, ethnic, or national groups in the Borough - Bodies which represent the interests of different religious / faith groups in the Borough - Bodies which represent the interests of disabled persons in the Borough - Bodies which represent the interests of persons carrying on business in the Borough - Bodies which represent the interests of different age groups in the Borough - Bodies which represent the interests of different equalities groups

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Statement of Community Involvement

Draft for consultation February 2023

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1 Introduction

- 1.1. The Statement of Community Involvement (SCI) is a document which sets out how and when the council will consult with and involve the community and other stakeholders in planning matters including in the preparation of Lewisham's development plan, its supporting documents and in the planning application consultation process.
- 1.2. The Council is required by law to have an adopted SCI (as set out in the Planning and Compulsory Purchase Act (2004) (as amended)).
- 1.3. Being part of the planning process means that the Lewisham's diverse communities can play an active and visible role in shaping our neighbourhoods with a meaningful part in the decision-making process. The SCI will be accompanied by the Council's published guidance on good practice consultation.
- 1.4. The SCI is set out as follows:
 - **Section 2 Stakeholders** – The legislation regarding different types of consultee groups and their constituent bodies or persons.
 - **Section 3 Consultation Tools** – The range of consultation tools available to the Council in order to:
 - Meet the latest statutory requirements for public consultation.

- To ensure Council officers can continue to facilitate effective public consultation using a variety of methods, recognising improvements, and increasing use of Council's webpage and other digital/online platforms; and
- **Section 4 Important Information** – Information about document access, and contact details for internal and external bodies.
- **Section 5 Local development Framework** – The Council's minimum commitments for public consultation during the preparation of planning policy and guidance documents.
- **Section 6 Planning Applications** – Explanation of Development Management and outlines how the Council will consult and engage on planning applications
- **Section 7 Resources and Monitoring** – Explanation of the legislative requirements in respect of SCI reviews and to clarify Council commitments in respect of monitoring the SCI.
- **Appendix 1** – The latest legislation on sustainability appraisal, including that it is no longer required for Supplementary Planning Documents. Updates references to latest standing guidance (i.e. NPPG).
- **Appendix 2 Tests of Soundness for a Development Plan** – Factual updates to reflect the revised Tests of Soundness set out in the NPPF (2019) and to provide a new informative on the 'basic conditions' that neighbourhood plans are required to meet.
- **Further information and contacts** – Details regarding Council planning webpages and contact information (email, telephone, post).

2 Stakeholders

Introduction

2.1. This section describes the broad categories of stakeholder groups who may engage in the planning process, whether through participation in the preparation of the development plan and supporting documents or through involvement in planning applications. The categories reflect those set out by planning legislation. However, within these categories there will be stakeholder groups that are unique to Lewisham, reflecting the number and diversity of individuals, community organisations and other bodies with an interest in the borough.

Who we consult when preparing the Local Plan and its supporting documents

2.2. The procedures and requirements for preparing a Local Plan are set out in legislation. There are several stages of formal public consultation in the plan-making process. At all stages, the Council has a legal requirement to make information available to interested residents and organisations, as well as a duty to consult defined 'specific' and 'general' consultation bodies.

2.3. **Specific consultation bodies** are groups that have expertise and knowledge in a particular subject.

2.4. **General consultation bodies** include: recognised voluntary bodies; recognised bodies which represent the interests of certain groups (such as racial, ethnic, national, religious, disabled persons, and age groups); and bodies which represent persons carrying out businesses in the borough.

2.5. There are also a range of **Other Consultees** which have an interest in planning. They include local representative bodies who are regularly consulted, including individuals, organisations and businesses that have formally indicated to the Council they wish to be actively engaged in the preparation of Lewisham's Local Plan, or other planning documents.

Duty to Cooperate

2.6. Under the Localism Act 2011 and the National Planning Policy Framework, the Council has a legal 'Duty to Cooperate' with other local planning authorities, including neighbouring boroughs, and various other public bodies and organisations that address strategic planning matters. The duty to Cooperate helps to ensure

coordination in the approach to planning across administrative boundaries. It supports partnership working to address key issues through the plan making process.

- 2.7. To maximise effective working on strategic matters during the preparation of local plans, Section 33A of the Planning and Compulsory Purchase Act 2004 requires the Council to engage “constructively, actively and on an ongoing basis” with relevant policy makers and bodies. The Council will carry out the Duty to Cooperate and document how it has done so, in line with the legal requirements. The preparation of Statements of Common Ground is one way in which this will be demonstrated.

Planning policy consultation database

- 2.8. The Council’s Planning Service maintains a planning policy ‘consultation database’. This includes Other Consultees, along with contacts from specific and general consultation bodies. It is a live database and regularly updated. Everyone on the database is notified of public consultations for Local Plan documents. Organisations, groups and individuals can choose to be added or deleted from the database at any time by contacting the Planning Policy Team (for details, refer to the ‘Further information’ section at the end of this Addendum to the SCI). Those who have previously responded to a formal public consultation on a specific planning document are automatically added to the database but can be removed by request.

Supplementary Planning Documents

- 2.9. For Supplementary Planning Documents (SPDs), current legislation specifies that consultation must take place with narrowly defined ‘statutory consultees’. When preparing SPDs and other guidance documents, we will consult with the relevant statutory consultees. We will also seek to engage more widely with the above noted stakeholder groups, ensuring consultation is effective and proportionate in scope to the nature of the document and the communities likely to be affected by the proposals.
- 2.10. Where Strategic Environmental Assessment screening exercises or full SEA assessments are undertaken for an SPD, we will consult with the relevant ‘statutory bodies’.
- 2.11. Please refer to Annex A for a list of Specific, General and Duty to Cooperate bodies that are routinely consulted. This will be reviewed and updated regularly, where appropriate, to reflect the latest statutory requirements. The names of organisations may be subject to change over the lifetime of the SCI.

3 Consultation tools

Introduction

- 3.1. This section provides information about the range of consultation tools available to the Council, which may be used to support the preparation and implementation of Lewisham's development plan. Further information about the documents that make up and support the development plan are set out in Chapter 5 of this Statement of Community Involvement.
- 3.2. Consultation with the community and other stakeholders is a vital part of the planning process. The Council will seek to ensure that effective and inclusive consultation with communities and other stakeholders is undertaken. Whilst meeting its statutory obligations, the Council will tailor public consultation using the tools available to it, taking into account:
- **The nature and scope of a policy or guidance document.** For example, development plan documents prepared by the Council (such as the Local Plan) are likely to require a larger program of consultation activities than other planning documents, due to the statutory requirements governing their preparation, as well as their influence on the borough and other local authorities.
 - **The nature and scale of a development proposal.**
 - **Who the consultation is aimed at.** For example, a more focussed consultation is likely to be appropriate when the Council consults on a neighbourhood plan or an Article 4 direction covering a particular area of the borough.
 - **Resources.** This includes an appropriate response to reduce the material costs for the Council, such as printing materials or postage costs.
- 3.3. In preparing for and undertaking consultation the Council will have regard to changes in legislation and Government guidance. Some consultation tools which have been used previously by the Council may therefore not be appropriate now, or at a future time. For example, COVID-19 and the public health emergency required the Council to adapt its consultation processes to ensure compliance with the Government's latest standing guidance on social distancing.

Consultation tools available

Physical copies of documents

Physical copies of documents made available for public inspection at the Council's principal office, as well as other offices or facilities the Council considers to be appropriate, for example, public libraries.

Lewisham council website

Electronic copies of documents made available to access on the internet via the Lewisham Council website. The Council will ensure online documents meet the relevant legal requirements and/or standards for accessibility.

Social media platforms

Information publicised through the Councils official social media accounts.

Posters and leaflets

Posters and leaflets which publicise or display information about public consultations. These will normally be sited or made available at prominent visitor and/or community destinations within the borough.

Public notices and press releases

Consultation information published in press outlets (such as Lewisham Life and the News Shopper). Public notices may also be used to publicise information regarding site or area specific consultations.

E-mail and postal correspondence and notifications

Electronic mail (e-mail) correspondence and notifications. This includes notifications to consultees included on the planning policy 'consultation database'. Where an individual or body included on the database expressly does not wish to receive correspondence by e-mail, a postal notification may be sent. The consultation database will be maintained by the Council having regard to the latest legal requirements on data protection, currently the General Data Protection Regulations (GDPR) 2018.

The Council may also send information about consultation and receive feedback or representations from the public by way of e-mail or post.

Public meetings

Meetings which the general public are invited to attend, including forums. The Council will use tools available to notify the public about opportunities to attend such meetings or forums.

Public exhibitions/drop-in events

Public exhibitions and drop-in events which are open for members of the public to attend. These can be used to publicise information about planning documents or planning applications. Where Council officers are present, they may be available to speak to members of the public regarding proposals or other matters.

Public exhibitions may not always involve the presence of a Council officer. Drop-in events will normally involve at least one Council officer being present.

Internal consultation with Members and Council service areas

Internal consultation in which Council planning officers engage both informally and formally with elected Members, as well as informally with officers in other service areas across the Council. Internal consultation is important to ensure a coordinated approach to preparation and implementation of Lewisham's development plan.

Other digital tools and telephone calls

A range of modern communication tools are now available and which continue to be used more widely by the public. These tools including online conferencing, 'virtual' workshops or meetings, as well as telephone conferencing and calls. These tools can often be useful to engage with hard to reach groups, and others whose circumstances make attending events in person a challenge.

Internet (online) consultation and engagement platforms

Consultation and engagement platforms hosted online. These can be used, for example, to display or publicise information and enable the public to submit comments or formal representations to consultations.

Planning Applications

- 3.4. How the Council engages with the public and applicants for planning permission is set out in Part 6 of this report.

4 Important information

- 4.1. This section outlines important information relating to planning, consultation and how the community can access planning information. It is presented in a question and answer' style.

How can planning information and consultation material be accessed?

- 4.2. Information and consultation material can be accessed in a number of ways. To learn more, see the 'Further information' section of this document for details on contacting the Planning Service.

Can I obtain written information in alternative formats?

- 4.3. Yes. The Council will provide advice and assistance to ensure all documents can be provided in alternative formats on request. The Council will also advise the community of the existence of this service as part of its consultation documents. Some common alternative formats include languages other than English, large print, audio, PDF and Braille. Those in the community requiring alternative formats are encouraged to discuss their requirements with the Council.

Is there a mailing list for keeping me informed on planning activities?

- 4.4. Yes. The Council has developed a planning policy Consultation Database which you can request to be added to if you want to be contacted about planning matters in the borough. Contact the Council if you would like to be added.

Who is on the planning policy Consultation Database?

- 4.5. The planning policy Consultation Database contains the names of individuals, groups and organisations on which the Council holds contact information for the purpose of consulting with them on matters relating to the Local Development Framework and Local Plan.

How can I speak to a council officer?

- 4.6. The Council provides a range of pre-planning application advice services which enable prospective planning applicants to seek and receive advice on their proposals prior to submitting an application. A fee is payable, and this will vary depending on the type of service being sought.

4.7. Further information on the different types of service offered can be found at:

<https://lewisham.gov.uk/myservices/planning/apply-for-planning-permission/get-planning-advice>

How do I make a written representation to the Council?

4.8. Those wishing to make a written representation/submission on a planning document or planning application can do so in the following ways:

- online via the Council's website (www.lewisham.gov.uk)
- by email (planning@lewisham.gov.uk)
- by sending a letter to the Council

See the 'Further Information' section of this document for key contact information.

Where can I go for independent advice?

4.9. Planning Aid for London is a registered charity and may be able to provide advice to individuals and groups unable to afford professional consultants. The details for Planning Aid for London are:

Planning Aid for London

Tel: 030 077 29 808

Website: www.planningaidforlondon.org.uk

Email: info@planningaidforlondon.org.uk

How can I comment on, compliment or complain about the service I receive?

4.10. It's the community's feedback that helps the Council improve the way things are done. If you would like to make a comment, give a compliment or complain, you can contact the Planning Service or the Council switchboard – see the 'Further Information' section for details. The Council can also provide you with information about how to complain to the Local Government Ombudsman.

What if I have special requirements stopping me from participating?

4.11. The Council is conscious of the need to ensure all in the community are able, if they so choose, to participate in planning at Lewisham. The Council also recognises that many have requirements that need to be considered

before they are able to participate (e.g. a disability, caring responsibilities, limitations on availability, mobility issues). In order to accommodate any special requirements people may have in order to participate, people can contact the Planning Service so that suitable arrangements (where feasible) can be put in place.

What is meant when the Council says it will do something where/as appropriate?

- 4.12. Planning is very diverse in the issues it deals with and the people it impacts on. It is not possible to determine every possibility and, to this extent, the Statement of Community Involvement is intended to be flexible enough to accommodate various circumstances as they arise. In situations where there will be a need for the Council to exercise discretion in deciding how something should be dealt with, the terms 'where appropriate' or 'as appropriate' are used to reflect the reality that something will only happen if, having regard to the specific circumstances of the matter being considered, the Council considers it is a suitable and/or reasonable approach to take. Anyone in the community is able to raise and discuss with the Council circumstances where they think an action was not appropriate.

What is the role of my ward councillor?

- 4.13. Ward councillors receive notification of planning applications and may be involved in local meetings, as outlined in Section 6. The community are able to contact their ward councillor(s) about their concerns in relation to any planning matter. Councillor information can be obtained from the Council and on the Lewisham website.

5 Plan-making

Introduction

- 5.1. The planning system in England is 'plan-led'. Local planning authorities, (including Lewisham Council) must prepare and have in place an up-to-date plan for their area, covering a specified period. The plan sets out policies and guidelines for the development and use of land, taking into account the direction provided by higher-level policies, including the National Planning Policy Framework. Adopted plans are used as the basis for planning decisions, including the determination of planning applications.
- 5.2. Most local planning policy and guidance documents for Lewisham are prepared through consultation with the community and other stakeholders. The following section describes the various types of planning policy documents and the hierarchy of these (see also Figure 5.1). It also sets out the opportunities for the public to get involved in their preparation.

The planning policy framework

National planning policy

- 5.3. The UK government sets out guidelines for preparing local planning policies, and what they should include or take account of, through the National Planning Policy Framework (NPPF). Further details on how these national policies should be implemented are provided in the associated National Planning Practice Guidance (NPPG).

Regional planning policy - The London Plan

- 5.4. The London Plan, prepared by the Mayor of London, sets out the Spatial Development Strategy for London and forms part of Lewisham's statutory Development Plan. The London Plan includes policies on the development and use of land. It also instructs what the Local Plan should include to address London's future needs, as well as to ensure investment is appropriately coordinated across and within boroughs. The London Mayor also prepares Supplementary Planning Guidance (SPG) documents to support implementation of the London Plan.

Lewisham's Development Plan

- 5.5. Lewisham's statutory Development Plan is made up of the London Plan, the Local Plan (or Local Development Framework plans) and Neighbourhood Plans. Most applications for new development (with exceptions, such as for

permitted development) are assessed against the Development Plan and the policies contained in the NPPF.

Lewisham Local Plan

- 5.6. The Lewisham Local Plan is the main strategic planning policy document prepared by the Council, in consultation with the community and key stakeholders. It sets out a long-term development and investment strategy for the borough along with strategic planning policies and guidelines to implement this. The Local Plan must be prepared in accordance with the processes and procedures set out by legislation. It is required to be consistent with national planning policy (i.e. NPPF) and in general conformity with the London Plan.

Supplementary Planning Documents (SPDs)

- 5.7. Supplementary Planning Documents are prepared by the Council to support Lewisham's Development Plan. They provide further details and guidance on planning policies to help ensure these are implemented effectively. The planning matters addressed by SPDs can vary in scope, for example, by focussing on local areas within the borough, specific sites and/or certain types of development. SPDs do not contain policy themselves and therefore do not carry 'development plan' status. However, they are a material consideration in the determination of planning applications.
- 5.8. SPDs are not subject to independent public examination. Although the NPPF and planning legislation make clear that SPDs should be prepared through consultation with the community and other stakeholders.

Neighbourhood Plans

- 5.9. Neighbourhood Plans are planning policy documents that are produced for specific areas by local community groups, called Neighbourhood Forums, which are designated by the Council. Once a proposed Neighbourhood Plan successfully passes through a public examination and local referendum, it is adopted by the Council and forms part of the statutory Development Plan. Neighbourhood Plans set out non-strategic planning policies for their respective designated Neighbourhood Areas. A Neighbourhood Plan can focus on one particular policy area or a number of different policy areas that the Forum feels is necessary to address. Neighbourhood plans must be in conformity with adopted strategic policies in higher-level documents, including the Local Plan.

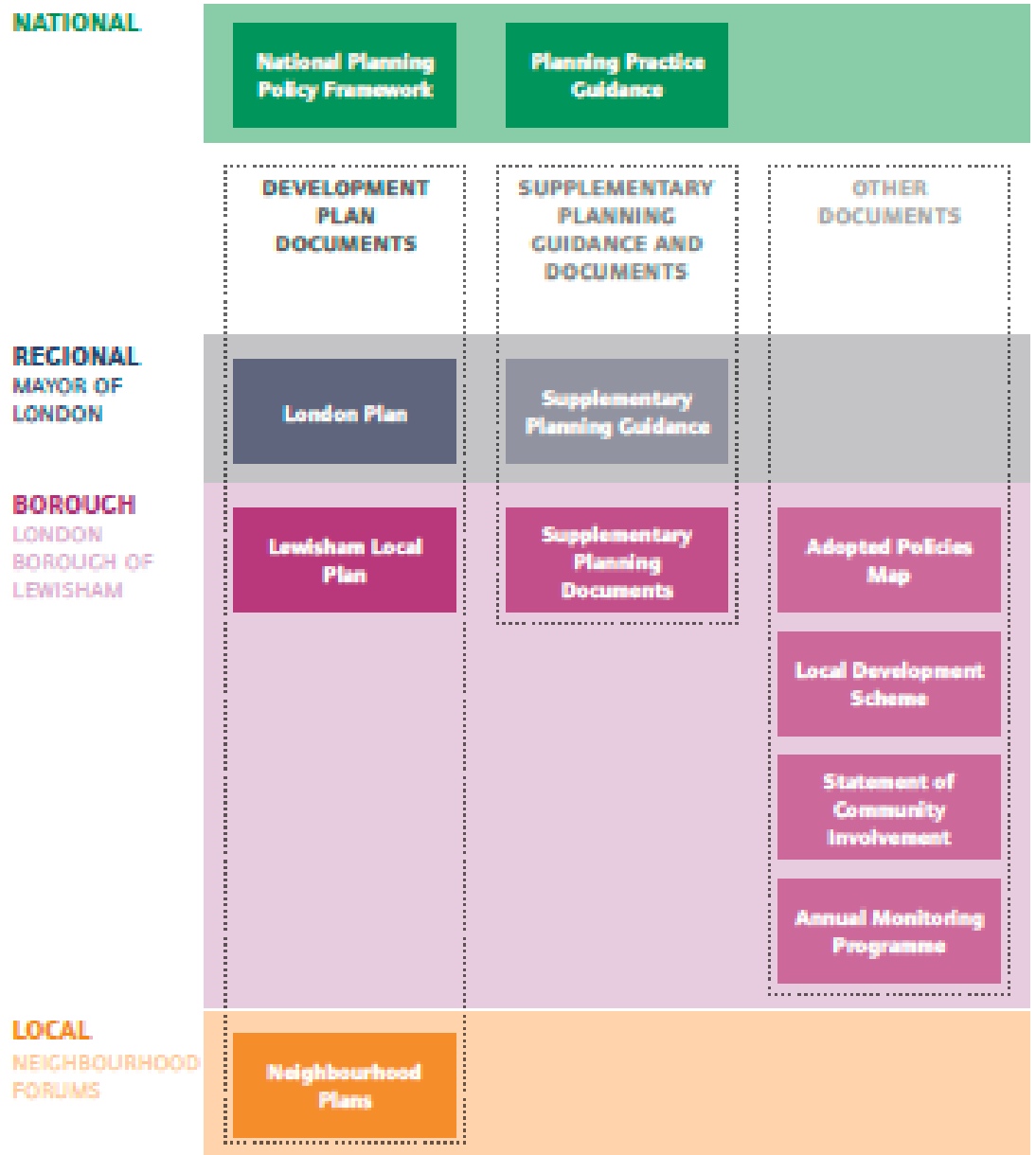


Figure 5.1 Planning policy hierarchy

Plan-making in Lewisham

5.10. This section provides further details about the key stages of plan-making for different types of planning policy and guidance documents and the Council's consultation commitments during their preparation.

Lewisham Local Plan

5.11. The Council is required to prepare the Local Plan in accordance with relevant planning legislation and national planning policy. This includes consultation with specific and general consultation bodies, and other consultees (see Section 2).

5.12. The following table provides a summary of the key stages of the plan-making process and highlights where there are opportunities for communities and other stakeholders to get involved. It also sets out the Council's commitments to public consultation at different stages throughout the process. We will follow the relevant planning regulations for the statutory stages of consultation.

	Stage of preparation	What is involved?	Our commitment
1	Regulation 18 Early engagement, scoping and options appraisal	The Council publicises its intention to undertake the preparation of a Local Plan document. The public is invited to comment on the scope of the document. This is an opportunity for the public to assist with the identification of the main issues for the Local Plan along with possible options to address these. The options, which may be presented as proposed policy approaches, will be informed by technical evidence and where possible, early engagement with stakeholders. This is an options testing stage of the plan-making process, which may be repeated.	A minimum 6-week period of public consultation. Afterwards, a 'Consultation Statement' will be published setting out who was involved in the consultation, the main issues and other matters raised, and how the Council has addressed these in preparing the plan.

	Stage of preparation	What is involved?	Our commitment
2	Regulation 19 Publication	A more complete draft of the Local Plan document, including detailed policy proposals, is published for further public feedback. At this stage, the consultation is more narrowly focussed on matters of 'soundness', as set out in national planning policy, and legal compliance.	A minimum 6-week period of public consultation. Afterwards, a 'Consultation Statement' will be published setting out who was involved in the consultation, the main issues and other matters raised, and how the Council has addressed these in preparing the plan.
3	Regulation 22 Submission	The Local Plan document is submitted to the Secretary of State for independent examination.	There is not a formal public consultation at this stage. The Council will give notice of its submission of the Local Plan, as required by legislation.
4	Regulation 24 Examination	A Planning Inspector, who is appointed by The Secretary of State, undertakes a public examination of the Local Plan document. The Inspector invites participants to the hearings, which are open to the public. The Inspector may require that modifications are made to the Local Plan in order to ensure it is sound and legally compliant.	The Council will publish the dates, times and locations of public examination hearings in advance of them taking place. The Council will consult the public on any modifications to the Local Plan, where required.

	Stage of preparation	What is involved?	Our commitment
5	Regulation 25 Planning Inspector's report	The Planning Inspector issues their recommendations, which are published by the Council.	The Council will publish the Inspector's Report and give notice to those who requested to be notified.
6	Regulation 26 Adoption	Where the Local Plan document is judged to be sound by the Planning Inspector, it can be formally adopted by a decision of Council.	A public meeting will be held, where Council will decide to adopt the Local Plan. If the plan is adopted, the Council will make available the required Local Plan documents. An Adoption Statement will be sent to the Secretary of State and others who asked to be notified of the plan's adoption.

Sustainability Appraisal

- 5.13. Section 19 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to carry out a Sustainability Appraisal for each of the proposals in the Local Plan and prepare a report of the findings of the appraisal.
- 5.14. Sustainability Appraisals (SA) consider how the Local Plan document and its policies contribute to sustainable development, and assess whether the policies and proposals in the Local Plan document are the most appropriate given the reasonable alternatives. SAs are required for all Local Plan documents.
- 5.15. In accordance with the regulations, when deciding on the scope and level of detail to be included in a sustainability appraisal report, the Council will consult relevant consultation bodies. Where a consultation body decides to respond, it will be required to do so within a 5-week period after receipt of the request.
- 5.16. The Council will consult and invite public representations on SAs alongside the consultation of Local Plan documents.

Strategic Environmental Assessment

5.17. Strategic Environmental Assessment (SEA) considers only the environmental effects of a Local Plan document, whereas sustainability appraisals consider the wider economic and social effects in addition to its potential environmental impacts.

Supplementary Planning Documents (SPDs)

5.18. SPDs offer detailed guidance to support the implementation of the Lewisham Local Plan.

5.19. There are three main stages involved in preparing an SPD, as set out in the table below. We will follow the relevant planning regulations for the statutory stages of consultation.

	Stage of preparation	Our commitment
1	Notification and preparation	The Council will publish its intention to produce an SPD. Work will then commence on the preparation of the SPD. This can include the gathering of technical evidence and early engagement with key stakeholders to inform the direction of the document.
2	Public consultation and refining the draft SPD	<p>A draft SPD will be prepared and published for public consultation, for minimum 4-week period. We will notify the community and other stakeholders, including statutory bodies, about the public consultation and details for submitting representations.</p> <p>The Council will take into account feedback received from the public consultation, and use this to inform necessary changes to the draft SPD.</p> <p>Prior to adopting an SPD, the Council will publish a Consultation Statement setting out who was involved in the public consultation, the main issues and other matters raised, and how the Council has addressed these in preparing the SPD.</p>
3	Adoption	Once an SPD is adopted, the Council will make publicly available the SPD and an Adoption Statement.

Strategic Environmental Assessment

- 5.20. SPDs do not require Sustainability Appraisals but may in exceptional circumstances require a Strategic Environmental Assessment (SEA) if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local plan or other development plan documents.
- 5.21. Where relevant, the Council will consult and invite representations on SEAs, including for screening reports, or other associated statements alongside the consultation of SPDs.

Neighbourhood planning

- 5.22. Neighbourhood planning was introduced under the Localism Act 2011. It gives local communities statutory powers to create planning policy documents that can help shape development within a local area. This can be achieved through the preparation of Neighbourhood Plans and Neighbourhood Development Orders.
- 5.23. The NPPF (2021) states that Neighbourhood Plans “should support the delivery of strategic policies contained in local plans or spatial development strategies; and should shape and direct development that is outside of these strategic policies”¹.
- 5.24. Neighbourhood Plans are prepared by local community groups called Neighbourhood Forums, which are formally designated by the Council. The Council has a duty to support those who are preparing Neighbourhood Plans.² To be clear, the responsibility for preparing a plan lies with a Neighbourhood Forum. However, we will support all Forums with a view to ensuring their policy proposals have the best chance of succeeding at independent examination, so that the plan can be brought into force.
- 5.25. The process for preparing a Neighbourhood Plan is set out in legislation. In summary, the process involves five main stages:
1. Initiation (including designation of a Neighbourhood Forum and Area)
 2. Preparation of the plan (including public consultations)
 3. Independent examination
 4. Referendum
 5. Adoption by the Council

¹ NPPF (2021), paragraph 13

² A requirement under Section 6 of the Neighbourhood Planning Act 2017

5.26. We will seek to provide the local community and Neighbourhood Forums with guidance and advice at all stages of the plan-making process, and carry out the Council's statutory functions within the resources available. Some of this support is set out in in planning regulations³, which reflect that the Council will have a more active role at key stages in the plan process. This support includes:

- Checking, publicising and determining applications for Neighbourhood Areas and Neighbourhood Forums;
- Publicising Neighbourhood Plan proposals in order to provide the local community and other stakeholders with an opportunity to comment on them;
- Appointing a plan examiner to undertake a public examination of the Neighbourhood Plan proposals; and where appropriate;
- Coordinating, carrying out and paying for a local referendum, in which members of the public can decide whether to support the Neighbourhood Plan so that it becomes part of Lewisham's Development Plan.

5.27. In addition, the Council will provide Neighbourhood Forums with planning and other technical advice, and share information (such as evidence base documents), to help support preparation of the Neighbourhood Plan.

5.28. It is vital that Neighbourhood Plans reflect the aspirations of the wider community. Community groups or other bodies interested in establishing a Forum, as well as designated Forums themselves, will therefore have an important role in engaging with the community at different stages in the plan process. Effective and inclusive consultation with the community (and others likely to be affected by a Neighbourhood Plan proposal) is therefore strongly encouraged, whilst recognising that the nature of consultation will depend on the stage in the plan-making process.

5.29. Further information on neighbourhood planning is available from:

- Lewisham Council's planning webpage
- The National Planning Practice Guidance (NPPG)⁴
- The Locality webpage⁵

³ The Neighbourhood Planning (General) Regulations 2012

⁴ The NPPG is issued by the Department for Levelling UP, Housing and Communities (DLUHC)

⁵ Locality also provides information on grant funding that may be available for community groups – see www.locality.org.uk

Other planning documents

5.30. The Council may produce of a number of other planning documents, where there will be an opportunity for the public involvement and/or consultation.

Document	Our commitment
Community Infrastructure Levy (CIL) Charging Schedule	<p>The process of preparing and bringing into force a CIL Charging Schedule is set out in legislation. The Council will follow the relevant legal procedures.</p> <p>The Council will publish a draft Charging Schedule on its website and notify relevant stakeholders (such as local residents, community organisations, landowners and developers). The necessary periods of consultation(s) in line with statutory requirements will be carried out. Relevant Consultation Statement(s) will be published on the Council website, showing who submitted representations and how these representations have been addressed by the Council. A final draft Charging Schedule, which will then be submitted to an independent examiner.</p>
Neighbourhood Community Infrastructure Levy (NCIL)	<p>To consult on spending priorities with the wider community for a minimum 6-week period. The results of the consultation will be made publically available. Priorities for NCIL spend will be agreed through community meetings, that will be published through the Council website and, where possible, social media.</p>
Brownfield Land register	<p>The Council will consult for 42 days the first time Part 2 is published, and 21 days thereafter. For sites included in Part 2, where the Council receives an application for Technical Details Consent, there is a requirement to display a notice under Article 15(a) of the Permissions in Principle Order 2017 on or near the site.</p>
Other documents	<p>To consult on with the public and relevant stakeholders on planning policy documents according to the scale, details and nature of these documents also taking into account legislative requirements. These documents may include, but are not limited to, Conservation Area Appraisals; Masterplans; Area Action Plans; and Article 4 directions.</p>

6 Planning Applications

What is Development Management?

- 6.1. Development Management is an integral part of the planning process. Policies are used to achieve sustainable, high quality and inclusive development. Development Management includes all **applications** submitted for planning permission (and Listed building Consent, Advert Consent and Prior Approvals).
- 6.2. Development Management also includes **pre-applications** where applicants seek advice on how their schemes can best meet policy and deal with key planning issues. The Council strongly promotes the use of pre-application engagement but there is no legal requirement for an applicant to do so.
- 6.3. The Council strongly believes that pre-application engagement leads to a better-quality development, increases the likelihood of a successful application, and better informs affected communities.
- 6.4. Development Management also includes planning **enforcement**, and the Council intends to prepare an Enforcement Plan which explains how we will carry out those duties.
- 6.5. The Planning Service also carries out continuous engagement via the Community Forum, which is a meeting of Community Groups and Amenity Societies held quarterly. The purpose of this forum is to seek a positive working relationship between the Planning Service and our community groups, update on changes to the Planning System and Council policies/strategies, provide direct feedback to Officers and discuss planning issues thematically.
- 6.6. Applications for planning permission (regardless of the applicant) are assessed against policies in the adopted Development Plan, National Planning Policy, adopted Guidance and all other material planning considerations, including representations received from consultation.

Development Management process summary

1. Pre-application Stage

The Council has a range of pre-application services for potential applicants. The Council will provide written feedback on a proposed development.

The applicant is expected to undertake pre-application engagement with their local community which includes residents, businesses and visitors. Pre-application engagement should include relevant ward Councillors, other Council service areas formal and other stakeholders where appropriate.

2. Application Stage

The Council will carry out consultation on an application where required by legislation. Consultation will meet the legal minimum standards and in some cases be expanded depending on the type of application.

Council Officers will assess the application against planning policy and any representations received from consultation. A formal recommendation will be made to approved or refuse permission.

3. Decision Making Stage

A final decision issued. The majority of applications are determined by senior officers with delegated authority. Applications with high public interest are decided by planning committee.

Pre-Application

6.7. The Council has a range of pre-application services that suit all types and scale of proposed development. This service offers professional planning advice and has any benefits in contributing to quality outcomes and avoiding delay through:

- Early identification of key issues
- Opportunity to give early advice on policies
- Advice on the level of pre-application engagement with the local community
- Potential for higher quality applications
- Deal with issues upfront which will lead to quicker and more straightforward processing of applications
- Identify key risks that may avoid refusal of planning permission and appeals
- Potential to save time and money

6.8. Details of the Councils pre-application advice service and charges are on the [website](#).

6.9. Major and complex proposals should be managed via Planning Performance Agreements.

6.10. The Council expects that developers/ applicants undertake pre-application engagement with those affected by development proposals, the level of which should be proportionate to the scale of the scheme. This could include speaking to neighbours on smaller scale residential proposals up to the holding of meetings and exhibitions to give information about schemes, where larger. Applicants should refer to the Councils guidance on good practice consultation, published on the website. Additional details on requirements for those schemes proposing over 50 units are outlined below.

engagement plans with the Planning Service who can advise on the type and extent of consultation including identification of key stakeholders in the community, and that any queries from the community directed to the Council can be readily responded to. Discussions should include what steps are taken to minimise digital exclusion.

6.12. Engagement that is taken only just prior to submission is likely to be viewed as tokenistic, with limited chance for the community to engage and influence a proposal.

Design Review Panel

6.13. The Council expects that all new development is of the highest design quality to enhance townscape and the quality of place for its residents and visitors. The Council has an established Design Review Panel who will assist and encourage developers and their design teams to achieve high quality design.

6.14. The Design Review Panel referral should be undertaken at an appropriate stage during pre-application discussions, to ensure schemes deliver high quality developments and ensures that design review is undertaken early enough to inform a scheme.

6.15. The following pre-application schemes will be referred to the Design Review Panel:

- Major new developments and significant alterations to existing buildings with scope to impact the boroughs townscape.
- Proposals for Listed Building Consent involving substantial demolition or alteration of any Grade II * and Grade 1 listed buildings
- Proposals for any significant new buildings within Conservation Areas
- Any other proposals as considered necessary by the Director of Planning

6.16. Applicants would be expected to show how their scheme has evolved as a result of local engagement and consultation including the Lewisham Design Review Panel in their submissions, most likely as part of the Design and Access Statement/ Planning Statement.

6.17. Details of Lewisham Design Review Panel service and its charges are available on the [website](#).

Local Meetings

6.18. Local Meetings will be expected for major development schemes of 50 or more new residential units. A Local Meeting will be held prior to submission and attended by a Council Officer. This is an opportunity for those affected by development proposals to find out more information about a proposed development and give communities the chance to influence a design prior to the submission of a planning application.

- 6.19. Applicants should discuss the most appropriate timing with Council Officers as part of pre-application discussions. Applicants are expected to invite properties within a 50m radius of the site (or more where considered necessary such as where tall buildings are proposed or where multiple users/ groups from a wider area may be impacted), local Ward Members and stakeholders.
- 6.20. Local Meetings are anticipated to be held via online platforms, with other formats being considered to address issues of digital exclusion. A note of the meeting will be available to all attendees and posted online.
- 6.21. An overview of the Local Meeting and its outcomes must form part of a planning application submission including details of how the feedback from the Local Meeting has influenced the scheme and its design.
- 6.22. Applicants should refer to the Councils website for consultation and engagement guidance including the expectation of Local Meetings.

Application Consultation

- 6.23. The Council has a number of procedures in place to involve the community in the Development Management planning process. Consultation will depend on the nature of the application but may include:
- Notification to occupiers of adjoining properties (that share a boundary) – this could include, but is not limited to letters, communal foyer notices, and emails
 - Display of a Site Notice
 - Upload of all application documents to the Councils website
 - Publication of notice in local press.
 - Notification to ward Members
 - Consultation with relevant statutory and non-statutory stakeholders
 - Automatic notification via customer self-registration on the website
- 6.24. National legislation in the Town and Country Planning (General Development Management) Order 2015 sets out situations where site and press notices must be used and situations where there is discretion to use either site notices or letters to notify people occupying nearby properties that an application has been received. This legislation says that letters must be sent to the occupiers of “adjoining land or properties”, but there is no definition of what this means.
- 6.25. The Council takes a proportionate approach to consultation to suit the specifics of the application and may consider additional approaches where necessary.
- 6.26. An individual or organisation deemed to be specifically consulted in order to make their formal views on an application. Anyone is open to make

representations on applications.

6.27. The Council's website will provide further information on good practice consultation.

Notification

6.28. All occupiers who adjoin a site boundary (typically to the side and rear) will be notified of planning applications, this is typically via letter addressed to the property, but could include foyer notices for blocks of flats, emails and/or site notices as appropriate.

6.29. Extended consultation (i.e. beyond just those adjoining the site boundary) will take place for larger scale development with potentially wide-ranging impacts. Notifications will contain details of the proposals, where plans can be viewed and how comments can be made. The Council will allow at least 21 days for interested parties to respond.

Site notices

6.30. Some types of applications require the display of a site notice in or around the application site. This will contain information on the proposal, where the plans can be viewed and how, and by when, to comment. The Council will ensure that the notices are as visible as possible. More than one notice may be required for major applications or large sites.

Website

6.31. All applications received will be uploaded to the Council's website. All plans and documents can be viewed and downloaded. Comments can also be made via the website online form.

6.32. Previous applications on a site can also be viewed and [personal notifications](#) can be set up that will send a user an email alert when an application is received in a certain street.

Public Notice in local press

6.33. Certain applications require the Council to put advertisements in a local newspaper. These include applications within a Conservation Area, applications affecting or adjacent to a Listed Building and where an application is contrary to the development plan. All Major development involving 10 or more dwellings or on sites of over 0.5 hectares will also be advertised.

Notification to ward Members

6.34. Elected Members will be notified of applications in their ward and have the chance to comment on applications.

Automatic notification via website

6.35. The website allows anyone to register for automatic notification of an application at an address point using an email address.

Guidance on revised submissions

6.36. Where revised plans are submitted the Council may seek to notify interested parties of the amended plans, particularly where the changes to a development are considered material in terms of impact to neighbouring properties. The length of time for re-consultation is normally 14 days, although this will depend on the revisions proposed.

Negotiation with the applicant

6.37. The Council will negotiate with an applicant as appropriate to achieve an acceptable outcome on the application, having regard for the representations received, the Local Development Framework and any other material considerations. This negotiation may not take place where an application is to be recommended for refusal.

6.38. For clarity, the Council will negotiate only on applications for Planning Permission. Applications for Lawful Development Certificates and Prior Approval are assessed as set out in legislation.

6.39. The Council will not negotiate on applications for Approval of Details/ Conditions and will consider all material submitted as valid on receipt.

6.40. Applicants will be directed to the pre-application service where negotiation during the formal application process is not possible or appropriate.

Decision Making

6.41. The majority of applications are decided using delegated powers, meaning that decisions are made and issued by senior officers in accordance with the adopted Scheme of Delegation.

6.42. Certain applications that are of high public interest are dealt with by Planning Committee, which is formed of elected Members.

6.43. The Scheme of Delegation and details of Planning Committees are contained within the [Councils Constitution](#).

7 Resources and monitoring

7.1. Resourcing consultation activities is important if the Council is to achieve the consultation standards set out in this document. The Statement of Community Involvement envisages a range of consultation tools which operate at a corporate level and at the Planning Service level.

- 7.2. Corporate consultation tools are undertaken by other departments and by the Council's partners, such as the Lewisham Strategic Partnership, community groups and statutory authorities. It is considered that this consultation will not have any resource implications, as it is not funded by the Planning Service and is consultation that would take place anyway.
- 7.3. Consultation operated and funded by the Planning Service generally comprises planning-specific consultation exercises. The Council anticipates savings (time and cost) on consultation by investing in consultation early in the plan-making process and achieving savings towards the end of the process. Where appropriate, the Council will seek to link community involvement initiatives on different Local Development Documents, for example where a Supplementary Planning Document (SPD) and a Development Plan Document (DPD) are prepared in parallel because the details set out in the former are fundamental to the early delivery of the policies in the latter. Overall, it is expected that consultation will be resourced within existing budgets but this will be continually monitored.
- 7.4. The Statement of Community Involvement will be subject to periodic review in accordance with the statutory requirements and updated where necessary, for example, to respond to changes in legislation or local circumstances. To facilitate meaningful information, the Council will also periodically seek information from those participating in consultation activities on who they are so as to ensure consultation is reaching all of the community. The Council will refer to and use good practice guidance to inform the gathering of this information.
- 7.5. There is no requirement in legislation for local planning authorities to consult when reviewing and updating their Statement of Community Involvement. However, as a matter of good practice the Council will seek to inform the public of its intentions to update this document.

Appendix 1 Sustainability / sustainability appraisal

1. The Planning and Compulsory Purchase Act 2004 requires the Council, in its capacity as a local planning authority, to carry out a sustainability appraisal of each of the proposals in a plan during its preparation.
2. Sustainability appraisal is a process that is carried out during the preparation of local plan documents. Its main purpose is to promote sustainable development by assessing the extent to which the emerging plan, when considered against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives. Sustainability appraisal is undertaken as an iterative process throughout the plan-making process. It is an opportunity to consider ways by which the plan can contribute to improvements in environmental, social and economic conditions, as well as a means of identifying and mitigating any potential adverse impacts. Sustainability appraisal reports are prepared and made publicly available at key stages throughout the plan process.
3. Sustainability appraisal normally incorporates the requirements of the Environmental Assessment of Plans and Programmes Regulations 2004 (also known as the 'Strategic Environmental Assessment (SEA) Regulations'). The scope of SEA is focussed on assessment of environmental effects. Where SEA is fully integrated with the sustainability appraisal, this ensures that potential environmental effects are considered alongside social and economic issues.
4. Strategic Environmental Assessment can be required in some circumstances, even where sustainability appraisal is not needed. This is usually only where either neighbourhood plans or supplementary planning documents could have significant environmental effects. To establish whether a document requires a full SEA, a 'screening' exercise is carried out in line with the relevant legislation.
5. This Appendix has been compiled drawing from the National Planning Practice Guidance (NPPG), which should be referred to for further information. The NPPG is regularly updated to reflect changes in legislation and policy.

Appendix 2 Tests of soundness

Local plans

1. Local plans are subject to an independent public examination, where a Planning Inspector will assess whether they have been prepared in accordance with legal and procedural requirements, and whether they are sound.
2. Paragraph 35 of the National Planning Policy Framework (2019) sets out that plans are 'sound' if they are:
 - Positively Prepared – Providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development
 - Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence
 - Effective – deliverable over the plan period, and based on effective joint working on cross – boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
 - Consistent with national policy – enabling the delivery of sustainable development in accordance with policies in this framework
3. The NPPF (2021) also provides that 'non-strategic' policies will be subject to the test of soundness in a proportionate way, taking into consideration the extent to which they are consistent with relevant strategic policies for the area.

Neighbourhood plans

4. Before a neighbourhood plan can come into force, it must meet certain 'basic conditions' and other legal requirements set out in paragraph 8, schedule 4B of the Town and Country Planning act 1990 (as amended). These are tested through an independent examination before the neighbourhood plan may proceed to a referendum.

Further information

Further information about planning consultations and accessing consultation materials, the Statement of Community Involvement, and other planning policy documents is available:

Online

By accessing our planning webpages at <https://lewisham.gov.uk/planning>.

Email

By contacting the planning policy team at planning.policy@lewisham.gov.uk.

Telephone

Alternatively, you can request to speak with an officer by calling the Council's automated switchboard on 020 8314 6000.

Post

Planning Service - Laurence House, 1 Catford Road, London, SE6 4RU

Annex to SCI

Amenity Societies

- 1.1. The Council has long standing working relationships Amenity Societies who cover planning matters across Conservation Areas. Given the increase in active groups across the borough, the Council seeks to formally recognise the role of Amenity Societies in the Development Management process.
- 1.2. To be formally identified, groups are asked to submit
 - Their Society name, membership size, date of formation
 - Specific Conservation Area of interest including a map
 - Topic of interest (i.e. Conservation, transport, ecology)
 - A copy of their adopted constitution
 - How groups activities and work are undertaken, outreach to the wider community
 - Membership of London or national forum
- 1.3. Groups which cover more than one Conservation Area or a very small area, have a small membership or a single-issue focus may not be generally recognised as Amenity Societies may still be consulted on planning applications.
- 1.4. The Council envisages that a review of Amenity Societies will be undertaken every two years.



Local Democracy Working Group

Evaluating The Potential Options For Planning (Recommendations #25-30)

Date: 12th February 2020

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Director of Planning

Outline and recommendations

The purpose of this report is to update the Local Democracy Working Group (LDWG) on the evaluation of options to increase the openness and transparency around the planning process, particularly focused on effective decision making at planning committees.

The report sets out the work done to date to respond to the recommendations by looking at best practice, benchmarking and feedback from various parties involved in the planning process. On the basis of the information gathered and outlined in the report the Local Democracy Working Group is recommended to note the progress made and consider the direction of travel regarding three key themes:

- Planning committees
- Consultation and engagement with public
- Communication

Timeline of engagement and decision-making

May 2018 – Mayor Damien Egan promises to launch a review that will make the Council ‘*even more democratic, open and transparent*’

July 2018 – Full Council agrees to establish a Local Democracy Review Working Group consisting of eight councillors. They are tasked with making recommendations about how the Mayor and Council could enhance their openness and transparency, increase public involvement in Council decisions and promote effective decision-making

September 2018 to January 2019 – the Working Group gathers evidence from a wide range of residents, community groups and local councillors (including an online questionnaire completed by over 700 respondents, workshops at four secondary schools and attendance at over 40 events)

January to March 2019 – the Working Group collects their evidence into a final report, which identifies 57 recommendations for change

March/April 2019 – Mayor & Cabinet and Full Council agree the report and recommendations. Full Council tasks the retained Local Democracy Working Group with overseeing delivery of the recommendations during 2019/20

May to December 2019 – specific engagement activities undertaken in regards to the delivery of Planning recommendations:

- Site visit to LB Brent (Local Planning Authority of the Year 2019, RTPI Awards for Planning Excellence)
- Attending Future of London community engagement forum
- Meeting with Planning officer focus group
- Meeting with agents’ forum
- Meeting between Cllr Davis and Planning Committee Chairs and deputy chairs
- Meeting with Strategic Planning Committee
- Meeting with planning lawyers

The report has not been available for five clear working days before the meeting and the Chair is asked to accept it as an urgent item. The report was not available for dispatch on 4th February 2020 due to officer capacity and the scale of work being undertaken to deliver the recommendations of the Local Democracy Review. The report cannot wait until the next meeting because members require an update on all matters in order to inform their decision-making.

1. Summary

- 1.1. The purpose of this report is to update the Local Democracy Working Group (LDWG) on the progress and emerging options on the delivery of the planning recommendations.

2. Recommendations

- 2.1. The Local Democracy Working Group is recommended to:

- Note the work undertaken to date, potential options and next steps

3. Policy context

3.1. The recommendations of the Local Democracy Review are consistent with all the Council's corporate priorities (contained within the new Corporate Strategy 2018-22). Effective decision-making underpins the delivery of every commitment within the strategy and we will continue to work closely with our residents to understand the differing needs of our diverse community. However, the recommendations are particularly relevant under the priorities of:

- *Open Lewisham* – Lewisham is a welcoming place of safety for all where we celebrate the diversity that strengthens us

4. Background

4.1. The recommendations of the Local Democracy Review around planning were grouped together under the theme of Openness and Transparency in the final report of the review. However in programme planning the delivery of the recommendations, it became clear that although there were strong elements of openness and transparency and public involvement in the planning process, delivery of them had the strongest links in terms of delivery to the rest of the recommendations grouped under the Effective Decision Making theme. This enables the synergies between the work focused on councillors' roles and responsibilities and various other forms of council meetings to be reviewed by LDWG champions in the round.

4.2. The recommendations state that:

- *'Communications policies for licensing and planning need to be updated in line with the democratic standards being developed to include effective digital communication. More effective and timely use of electronic communications should be a key focus, including an improved presence on the website and the online publication of notices' (#25)*
- *'Clearer information should be provided to councillors, citizens, applicants and objectors about the role and power of planning and licencing committee and local councillors' (#26)*
- *'The most appropriate way to provide professional support and guidance to councillors responsible for planning decisions should be further explored' (#27)*
- *'A consistent, proportionate approach should be adopted to the provision of submissions and objections to planning and licensing committees. Full provision with suitable redaction should be the standard approach, with summaries also provided where appropriate' (#28)*
- *'Ward members should be notified of all relevant applications and decision-making processes in a timely and appropriate manner' (#29)*
- *'If required, the Planning Statement of Community Involvement should be reviewed in line with the democratic standards once developed, and the other relevant recommendations made within this report' (#30)*

5. Work to date and next steps

- 5.1. A series of meetings, a site visit, research and benchmarking have taken place over the last 8 months. These activities have included:
- site visit to LB Brent (Local Planning Authority of the Year 2019, RTPA Awards for Planning Excellence)
 - attending Future of London community engagement forum
 - meeting with Planning officer focus group
 - meeting with resident/local amenity groups
 - meeting with Council lawyers who support planning
 - assessment of current ways of working/engagement within Planning (including comparison with other boroughs planning committees and review of website)
 - meeting between Cllr Davis and Planning Committee Chairs
 - meeting with strategic planning committee
 - 'secret shopper' planning objection
 - attending a local Planning meeting
- 5.2. Future actions include attending a community forum meeting, ward assembly and meetings between Cllr Davis, Planning and IT to discuss ICT requirements and communication officers to discuss support requirements

6. Emerging options

- 6.1. There are a number of detailed direct responses and actions to the local democracy review recommendations that have been formed based on the feedback and research to date. These are appended to this report. These tend to fall under three key themes of consultation and engagement, planning committees and IT/website. This report reflects on the emerging options under these broad themes.
- 6.2. In each case, options are outlined as a 'do minimum' and 'do something' approach. Given the intention of the local democracy review, the feedback received and research undertaken, it is not considered that a 'do nothing' approach to retain current working arrangements is an option and this is therefore not proposed.
- 6.3. It should also be noted that the local democracy review process and recommendations are expected to be achieved within existing resources wherever possible (given the Council's ongoing budget savings process). This has influenced the initial options which propose changes to how existing resources (including staff time) are used and when, rather than proposing to retain current practices with additional expenditure.

Consultation and engagement

- 6.4. To aid greater transparency and trust in the planning process, good consultation and engagement with the public is key. Having undertaken the activities in part 5 of this report, it is clear that early engagement is vital along with clear guidance and a meaningful chance for communities to get involved in planning. Many feel that current planning engagement takes place too late in the process and can therefore feel tokenistic. The rationale underpinning the options for improvement are to undertake earlier and therefore more meaningful engagement with the public. This aligns with the emerging findings from delivery of the wider consultation and engagement recommendations that approaches to early and meaningful engagement need to be better embedded across the organisation.

Current practice

- 6.5. All Councillors are notified of each planning application made in their ward. The public are consulted by letter (or automatically by email if an interest in a particular street is registered on the public access system) and local meetings are offered where more than 10 objections are received to a planning application. Amenity societies are consulted on applications in their area and any applications that they object to are automatically referred to planning committee.

Options

- **Do minimum** – this option would see a greater emphasis on early engagement by promoting pre-application consultation with local communities, led by applicants/developers in accordance with a Lewisham public engagement protocol. Evidence of engagement and details of feedback would form part of the planning submission and would be a material planning consideration. For all major applications, early engagement would include a pre-application public meeting to undertake public consultation when there is a chance to influence scheme design. This would replace the existing local meetings to ensure that the earlier engagement can be resourced. Improved guidance would be produced for the public and developers. Ward Cllrs would continue to be consulted on all applications in their ward but via a ‘weekly list’ showing the previous three weeks of planning applications. Pre-application planning committee reviews would be undertaken for strategic schemes.
- **Do something** – this would include the ‘do minimum’ plus a new Statement of Community Involvement and review of who is consulted as part of planning applications and when. This would review the role of and relationship with amenity societies and their existing call in powers.

Planning committees

- 6.6. The majority of planning decisions are made by officers using their delegated powers. For applications where there are three or more objections, those involving the loss of a pub or departures from the development plan, decisions are made by a planning committee.
- 6.7. Having undertaken the actions noted in part 5 of this report, it is evident that Lewisham has one of the highest numbers of planning committees in London (three committees and strategic planning committee) and also one of the lowest triggers for referral through to planning committee. There have been occasions where training has had a low attendance and Members wider roles can make it difficult to make time to undertake a full review of planning reports. Feedback suggests that we need better and earlier engagement with Members who are on Planning Committees. This feedback recognised that this will require greater time commitment from Members and officers who support committees so changes would be needed to the number of meetings and types of applications that are taken to Planning Committee to support that type of change.
- 6.8. As discussed above, Lewisham has four planning committees and 31 Members who are involved in making planning decisions; committees A, B and C and Strategic Planning Committee (SPC). There are no set thresholds for which cases which go to A, B or C versus SPC, but generally the largest scale schemes go to SPC. The local democracy review feedback noted frustration and confusions from both Members and the public about roles, responsibilities and transparency of how decisions are made. In response to this, some immediate changes have been trialled at committees.
- 6.9. The rationale for the options below is to give a greater sense of fairness in terms of

the type of cases that come to committee and the process of how decisions are made, enable better decision making by ensuring that sufficient time is available for those Members who are on committees for training and ensure that Members still have the opportunity to appropriately advocate for all their communities and effectively fulfil the wider range of responsibilities members have.

Current practice

- 6.10. For planning committee members, training is held at the beginning of each new election cycle with optional training carried out from time to time. Reports have been refreshed to make them more accessible and greater use is being made of confidential legal advice to Members as required during meetings along with trialling providing electronic copies of all objections/support letter as confidential agenda items. Trials are also underway with providing planning case PowerPoint presentations in advance to members.

Options

- **Do minimum** – this option would retain all planning committees with written guidance produced explaining roles and responsibilities that could be used by the public as well as Members. The format of committee meetings would be reviewed and any necessary changes (such as to the order of speakers) to aid good quality and transparent decision making would be made. Training for Members would be mandatory and held annually to improve understanding and also help with public perception of good quality decision making.
- **Do something** – in addition to the do minimum, in this option a reduction in the overall number of planning committees and would be made to help facilitate more engaged and trained planning committee members by freeing up time and responsibilities. It is likely that there would be one regular committee and one strategic planning committee. This would bring Lewisham more in line with other Councils in London. Alongside this, committee referral triggers would be reviewed to ensure that planning committee agendas remain manageable (although it is not proposed that councillor call in powers would be removed). It should be noted that in order for this option to be considered, it is considered necessary to undertake the changes to consultation and engagement with the public.

Communication

- 6.11. The planning system is complex and accessing good quality information is therefore vital to ensuring that the planning process is as transparent as possible. This is important for applicants as well as the public (including interest groups) and includes policy information, information on process and information on individual planning applications. Feedback has been almost universal that the current web pages are difficult to find and navigate and that those who are interested in planning application progress can be unsure of planning application stages and where applications are in the system. The rationale for the options are to provide more and better information that is easily understood and to make the process more transparent. simplifying the website to bring out the key information

Options

- **Do minimum** – this option would retain the current website pages and order but would see trained planning staff able to update and redraft content as opposed to the communications team. Documents/PDFs giving a greater level

of guidance would also be able to be uploaded to help give more detail for those who are interested. The planning service IT system would remain but more information would be input in to the existing fields to give more detail about how an application is progressing. Greater use of existing communication methods such as the Council wide twitter feed would be promoted to publicise key planning matters. Letters would be sent to applicants notifying them when their application is received (as opposed to waiting until valid) and this would set out information on the overall process.

- **Do something** – this would include the ‘do minimum’ actions plus a refresh of the entire web planning pages structure, order and customer journey through the website to improve the accessibility of information and simplify the planning pages. The planning IT system is likely to require updating or replacing in the medium to long term. At this stage, the availability of information about the progress of planning applications and ensuring transparency would be a key consideration.

7. Next steps

- 7.1. The options presented above require further refinement and consideration. However, in each case it is considered that ‘do nothing’ cannot be an option if the Council is to meaningfully respond to the local democracy review and the clear indication from that that improvements need to be made. The ‘do minimum’ and ‘do something’ options are in some cases dependent on each other – it would not be proposed to reduce overall committee meeting and change thresholds for planning committees being triggered without undertaking changes to ensure earlier planning engagement. The underlying intent of the options outlined is to improve quality and transparency of decision making, ensure the deliverability of the actions and that these can be resourced within current financial implications.

8. Conclusion

- 8.1. Recommendations #25-30 of the LDR required that key aspects of engagement with planning process were reviewed with a desire to increase transparency and understanding.
- 8.2. Having undertaken a review of the current process, meeting with various groups who engage with the service, visiting Brent Council to review best practice and undertaking benchmarking, there are a number of potential recommendations. The working group are asked to note an emerging direction of travel which is seeking to make better use of the Council’s website and existing IT systems to provide better and more user friendly advice and information, provide a more front loaded planning process where early (and therefore more meaningful) engagement is sought as opposed to a reliance on meetings during the formal process and changing practices for planning committees to facilitate good, transparent decision making.

9. Financial implications

- 9.1. The Local Democracy Review was delivered with a budget of £10k, primarily by using existing expertise and resources within Corporate Policy. No further budget was allocated for the delivery of the 57 recommendations and there is an expectation that implementation will be achieved within existing resources wherever possible (given the Council’s ongoing budget savings process).

10. Legal implications

- 10.1. The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 10.2. In summary, the council must, in the exercise of its function, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - Advance equality of opportunity between people who share a protected characteristic and those who do not
 - Foster good relations between people who share a protected characteristic and persons who do not share it
- 10.3. The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the decision maker, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 10.4. The Equality and Human Rights Commission has issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at:

<https://www.equalityhumanrights.com/en/publication-download/technical-guidance-public-sector-equality-duty-england>

11. Equalities implications

- 11.1. There are no specific equalities implications.

12. Climate change and environmental implications

- 12.1. There are no specific climate change and environmental implications arising from this report.

13. Crime and disorder implications

- 13.1. There are no specific crime and disorder implications arising from this report.

14. Health and wellbeing implications

- 14.1. There are no specific health and wellbeing implications arising from this report.

15. Background papers

15.1. There are no additional background papers for this report.

16. Glossary

Term	Definition
Local Democracy Review	The Local Democracy Review was a councillor-led review of local democracy in Lewisham, which made recommendations about how the Mayor and Council could enhance their openness and transparency, increase public involvement in Council decisions and promote effective decision-making.
Local Democracy Working Group	The Local Democracy Working Group is a group of eight councillors who are responsible for implementing the recommendations of the Local Democracy Review during 2019/20.

17. Report author and contact

17.1. If there are any queries about this report then please contact Emma Talbot 020 8314 9051.

Appendix A – Action Plan

There were 6 detailed recommendations specifically related to Planning. Planning is also subject to the work being done to deliver the wider recommendations relating to council meetings, roles and responsibilities, engagement and culture change.

Initial engagement with officers and planning members has taken place (as outlined in actions 1-7) to further inform understanding of current and best practice. There has also been discussion and engagement with officers and members working on delivering the other, wider recommendations. As a result, a more detailed timeline and action plan has been developed for delivery of improvements in planning and licensing. This timeline and action plan are underpinned by the principles that:

- Improved communications, earlier engagement and some changes in practice will lead to better understanding of and engagement with the planning processes.
- These improvements, via the delivery of the majority of these actions over the next 5 months (till March 2020), will facilitate consideration of further potential constitutional changes early in the next municipal year.
- Potential constitutional changes include both procedural and structural changes which could include reviewing thresholds for triggering committee consideration and reducing committees to, potentially, one strategic and one other planning committee.
- The Statement of Community Involvement is being reviewed and the timing of that to best facilitate delivery of the recommendations is being considered.

Ref	Action	Lead	Comments	Target Completion Date/Scheduled Date	Status	Rec #
1	Arrange site visit to LB Brent	Emma Talbot	To inform understanding of alternative/best practice to inform development of action plan to deliver recommendations.	09/10/19	Completed	All
2	Arrange further meeting between Cllr Davis and Planning officers	Angus Saunders	To inform understanding of current practice, legal requirements and support development of action plan to deliver recommendations.	w/c 14/10/19	Completed	All
3	Undertake assessment of current ways of working/engagement within	Emma Talbot	To inform understanding of current and best practice, legal requirements and to inform development of action	31/10/19	Completed	All

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	Planning (to include comparison with other boroughs)		plan to deliver recommendations.			
4	Arrange follow-up meeting between Cllr Davis and Planning Committee Chairs (re: Strategic Planning)	Cllr Davis	Chris Dale to contact Cllr Davis re: potential dates	March 2020	Ongoing	All
5	Arrange councillor-led community meetings	Cllr Davis		March 2020	Ongoing	All
6	Arrange for Cllr Davis to attend local Planning meetings	Chris Dale		TBC	Ongoing	All
7	Roundtable/meeting between Cllr Davis and Planning to develop initial proposals	Emma Talbot/ Angus Saunders		TBC	Planned	All
8	Arrange meeting between Cllr Davis, Planning and IT to discuss ICT requirements	Emma Talbot	To be scheduled now specific actions for ICT have been identified	November	Ongoing	25, 26,29
9	Arrange meeting between Cllr Davis, Planning and Comms to discuss comms support requirements	Emma Talbot	To be scheduled now specific actions for comms have been identified	November	Ongoing	25, 26
10	Greatly improve the information and accessibility of information about planning (and licensing) on our website.	Emma Talbot & Murray James & Gillian Hargreaves (Louis High)	Emma, Murray and Gillian to discuss and agree delivery of a revamp of the information available on the website to ensure it is clear and accessible and the necessary level of detail is available to those who want it, including: <ul style="list-style-type: none"> • Key information displayed prominently and clearly on summary pages, • Click through for increasing levels of detail, 	March 2020	Planned	25

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			<ul style="list-style-type: none"> • Upload of documents to be permitted. 			
11	Use “Operational Transparency” wherever possible	Emma Talbot	<ul style="list-style-type: none"> • A visual overview of the process to be designed and made available on the website • Better use to be made of automated responses giving overview of process and anticipated timelines, to better manage expectations at applicant and objection stages. • Practice to change to provide initial response including anticipated timelines when applications received by admin team and passed to a manager for allocation • Future system procurement to include accessibility and ability to improve operational transparency as a key factor. 			25
12	Consider approach to early engagement	Emma Talbot	<ul style="list-style-type: none"> • Consider rationale and ability to engage residents earlier in strategic planning matters – consider at what stage and for what scale of proposal local meetings could be replaced by pre-app meetings,(with the agreement of the developer if commercially sensitive). • Set out clear guidance for developers as to our expectations of them in terms of early engagement in the pre-app process, including 			25

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			comprehensive community assessments. Develop best practice guidance for based on our own services approaches to this.			
13	Make better use of current communication channels (ie Council Twitter feed)	Emma Talbot & Gillian Hargreaves	Emma to liaise with Comms to agree increased use of twitter as a communication channel in relation to strategic planning and consultations			25
14	Create clear, visual if possible, guidance for the public to support better understanding and better manage expectations.	Emma Talbot	Range of guidance to be created that clearly outlines the role of the Council and Councillors in planning (and licensing) processes. This to include and inform Member Role profiles being created as part of LDR. Guidance as to what to expect if attending a committee meeting to also be created for circulation to those attending.			26
15	Refresh guidance for councillors involved in planning decisions	Emma Talbot & Sophie Davies	<ul style="list-style-type: none"> To utilise the PAS information for members. To consider approach to, and member engagement with training. 			27
16	Reports to be clearer and easier to understand for members and the public	Emma Talbot / Charlotte Parish	Planning to adopt the corporate report template currently being developed. Links to lengthy background reports, legislation and guidance to be inserted in the reports.			27
17	"Independent" officer advice to be available to members at Committee meetings.	Emma Talbot	Two planning officers at each committee to be trialled: presenting officer and senior officer enabling a			27

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			second opinion/ further advice to be sought from an officer not involved in making the recommendation.			
18	Introduce the option to go into closed session where appropriate to facilitate advice and discussion.	Emma Talbot	Currently being trialled with Planning A. To be rolled out as practice with the requirements and approach to align with approach used for Mayor and Cabinet Part 2 discussions – communication with applicants, objectors and developers to ensure	January 2020	Ongoing	27
18	Consider practice and procedure at Planning Committee meetings and consider developing additional guidance	Emma Talbot	<ul style="list-style-type: none"> To review practice at committee meetings in relation to constitutional requirements, legal requirements and current accepted practice. Consider changing practice if benefits identified, ie order in which objectors/applicants address the committee, length of time given etc, to improve practice Develop guidance note for officers, members and members of the public attending committee 			
20	All relevant documents, including objections to be made easily available to members of committee via Mod.gov.	Emma Talbot	Practice to change to enable this. This will include links to background papers (as per action 18 and report template) as well as un-redacted objections as CLOSED papers for members information.	December 2019	Ongoing	28
21	Relationships with, expectations of and weighting given to amenities societies to be considered.	Emma Talbot	<ul style="list-style-type: none"> Level and stage of engagement with amenity societies to be considered, particularly in relation to strategic applications, 			28

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			<p>and early engagement with the Chair.</p> <ul style="list-style-type: none"> • Review recent data in relation to committees and amenity societies • Consider weighting given to amenity societies 			
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Recommendations 25-30	Timescale	Potential Actions
Communications policies for licensing and planning need to be updated in line with the democratic standards being developed to include effective digital communication. More effective and timely use of electronic communications should be a key focus, including an improved presence on the website and the online publication of notices (#25)	Medium-Term	
Clearer information should be provided to councillors, citizens, applicants and objectors about the role and power of planning and licencing committee and local councillors (#26)	Short-Term	<ul style="list-style-type: none"> ▪ Create a visual guide for the public (role of Council/councillor & what to expect from committee – put it on the website and send it to applicant/objectors)
The most appropriate way to provide professional support and guidance to councillors responsible for planning decisions should be further explored (#27)	Short-Term	<ul style="list-style-type: none"> ▪ Create a short guide for councillors involved in planning decisions (Constitution, best practice, policies etc) ▪ Organise pre-app meetings for planning committee (consider inviting developers and local residents) ▪ Simplify reports – in particular, summarise key lines of enquiry at the start and explain the weight accorded to different policies (link to Language & Reporting thematic area) ▪ Give Chairs/councillors the opportunity to speak to independent officers if they are considering objecting ▪ Re-introduce the option to go to closed session ▪ Send comments/objections to members of relevant committee ▪ Systematically upload relevant docs to mod.gov and make them easily accessible

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A consistent, proportionate approach should be adopted to the provision of submissions and objections to planning and licensing committees. Full provision with suitable redaction should be the standard approach, with summaries also provided where appropriate (#28)	Medium-Term	<ul style="list-style-type: none"> ▪ For strategic sites, start with an assessment of what's there in partnership with the community (idea from conference) ▪ Better encourage developers to engage early (give them best practice examples, work with them on strategy, include asking about consultation process in best practice for councillors – could we have a guide for officers/developers about this?) ▪ Consider reversing order of presentations so objectors speak first ▪ Limit powers of amenity societies (or require them to do something in return e.g. attend training)
Ward members should be notified of all relevant applications and decision-making processes in a timely and appropriate manner (#29)	Medium-Term	<ul style="list-style-type: none"> ▪ Send members a weekly email update about developments in their wards, highlighting changes from the previous week & flagging the most 'important' ones (instead of emails about individual applications) ▪ Invite local ward councillors to pre-app meetings (see #27)
If required, the Planning Statement of Community Involvement should be reviewed in line with the democratic standards once developed, and the other relevant recommendations made within this report (#30)	Long-Term	<ul style="list-style-type: none"> ▪ Review once we have a list of all other recommendations (that pertain to it)
All recommendations (#25 to #30)	N/A	<ul style="list-style-type: none"> ▪ Reduce the number of committees/number of councillors who make planning decisions ▪ Increase the number of objections needed to reach the committee threshold ▪ Improve enforcement (e.g. require applicants to send us a picture when they have put up their notice or appoint local 'champions'/work with amenity societies to notify us when notices aren't up)

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Proposed questions for consultation

1. Do you agree that the Statement of Community Involvement is a clear document to understand?
2. Is the Statement of Community Involvement clear in setting out the Council's expectation of effective developer/ applicant pre-application engagement?
3. Do you agree with Local Meetings being moved earlier in the design process? If not, why not?
4. Do you agree that a threshold for Local meetings at 50 new homes is reasonable? If not, what threshold do you consider to be appropriate and why?
5. Do you agree with the formal recognition of Amenity Societies in the planning process?
6. How do you think the formal recognition of Amenity Societies will improve planning decisions?
7. Do you support the publication of 'Good Practice Consultation' on the Council website?
8. What do you consider may be defined as good practice in developer consultation?
9. Any other comments or suggestions?

Agenda Item 4



Overview and Scrutiny Business Panel

Scrutiny Update

Date: 14 February 2023

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Director of Law & Corporate Governance (Head of Overview, Scrutiny and Policy)

Outline and recommendations

The Scrutiny Update item at Business Panel allows the Panel to monitor progress against the Select Committee work programmes. It is also an opportunity for the Head of Overview, Scrutiny and Policy to update the Panel on scrutiny activity and developments. The Select Committee Chairs can also report on any scrutiny activity related to their Committee that they wish to bring to the Panel's attention.

1. Summary

- 1.1. The intention of this item is to provide Members with an update on current scrutiny activity and developments.

2. Recommendation

- 2.1. Members are asked to discuss and note any information provided.

3. Scrutiny Update

Select Committees

- 3.1 The work programmes for each Select Committee were presented to the Panel at its last meeting for consideration. In accordance with the Overview and Scrutiny procedure rules outlined in Part IV E of the Council's Constitution, the Overview and Scrutiny Business Panel is required to: *Consider the proposed work programmes of each of the Select Committees and devise a co-ordinated overview and scrutiny work programme which avoids duplication of effort and facilitates the effective conduct of business.*

3.2 The agreed Select Committee Work Programmes are attached at Appendix A, so progress can be checked and reviewed.

3.3 The final round of Select Committee meetings will take place shortly:

- Healthier Communities – **28 February 2023**
- Safer Stronger Communities – **2 March 2023**
- Sustainable Development – **7 March 2023**
- Housing – **9 March 2023**
- Children and Young People – **15 March 2023**
- Public Accounts – **16 March 2023**

Select Committee visits and engagement

3.4 Some activity has been taking (or will take) place outside of formal meetings to support work programme items.

- The Children and Young People Select Committee recently visited the Lewisham Young Leader's Academy at St. Dunstons' School.
- The Housing Select Committee will undertake a site visit to Lambeth on 6 March to consider a project to retrofit street properties. (Members of the Sustainable Development Select Committee have also been invited to attend).
- The Healthier Communities Select Committee is planning visits to the Ladywell Unit (which provides inpatient and community care to adults and older adults, including intensive psychiatric assessment and care) and the Calabash Centre (an adult day centre providing an opportunity to socialise and take part in a wide range of activities).

3.5 At its March meeting the Children and Young People Select Committee will be meeting with the Young Mayor and advisors and will consider how the committee can amplify the voice of children and young people as part of its work.

3.6 Select Committee Chairs are invited to provide an update on any scrutiny activity related to their committee that they wish to bring to the Panel's attention.

Overview and Scrutiny Committee

3.7 Thames Water are attending the 21 February meeting of the Committee. The Committee will consider how Thames Water work in partnership with the Council and how they respond to issues such as burst water mains. They have been asked to provide information on their current performance and attendance standards; how they communicate with local authorities and residents; their emergency response arrangements; and their investment plans in terms of ageing Victorian pipe replacement. Key lines of enquiry have been circulated to Scrutiny Members.

Task and Finish Groups

3.8 The two task and finish groups on *Creative and community workspaces and community gardening and allotments practice* are progressing well. A range of evidence is being collected and members and officers have been on a number of site visits. It is likely that the reviews will conclude around May 2023.

3.9 TFGs collate detailed evidence over an extended period of time, using a variety of diverse working methods such as site visits and service user and stakeholder engagement. They aim to be:

Collaborative – officers and councillors working together to address a topical issue of

concern

Flexible – utilising a mixture of formal and informal meetings, visits, research, user engagement etc.

Focussed on residents – defining the issues and suggesting solutions on the basis of understanding residents' experience

Focussed on solutions – taking evidence from a wide range of sources and good practice to develop affordable, practical solutions that are evidence based and implementable and that will have a positive impact on the lives of residents.

4 Financial implications

- 4.1 Scrutiny work is managed within existing budgets. Formal recommendations to the Mayor arising out of any specific work items within select committee work programmes or considered by TFGs are evaluated in the usual way through the process of formal reports. There are no direct financial implications arising from this report.

5 Legal implications

- 5.1 There are no direct legal implications arising from this report.

6 Equalities implications

- 6.1 The [Equality Act 2010](#) (The Act) legally protects people from discrimination in the workplace and in wider society. It replaced the previous anti-discrimination laws with a single act, making the law easier to understand and strengthen protection in certain situations. It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 6.2 The Act also imposes a public sector equality duty. This means that in public bodies, of which this Council is designated, they must consider all individuals in carrying out their day-to-day work when shaping policy, in delivering services and in relation to their own employees. It also requires public bodies to:
- Have due regard to the need to eliminate discrimination
 - Advance equality of opportunity
 - Foster good relations between different people when carrying out their activities
- 6.3 The Council recognises diversity is one of its strengths and is committed to creating a more inclusive community. Therefore, having due regard to the Act, is confirmation of the Council's commitment to eliminating all forms of discrimination against any group within the community and to actively promote an equality of opportunity and positive community partnership.
- 6.4 The delivery of the Council's equalities objectives is to be achieved through the delivery of all of the Council's strategies, plans and procedures. As such, all select committees and other scrutiny bodies, when planning their work and scrutinising items, bear in mind the delivery of the Council's equality objectives.
- 6.5 Scrutiny tries to make sure that its work reflects the diversity of Lewisham's communities and that the views of residents are fairly represented in scrutiny processes. Any recommendations arising from scrutiny work support the Council's corporate strategy and reflect the needs of local residents.

7 Climate change and environmental implications

7.1 There are no direct climate change or environmental implications arising from this report. Each Select Committee has been asked by the Overview and Scrutiny Committee to appoint a climate change champion to work with the Select Committee Chair in order to provide a steer to report authors on how committee reports might encompass climate change considerations. The champions appointed so far are: Public Accounts – Cllr Rudi Schmidt; Sustainable Development – Cllr Sian Eiles; Safer, Stronger Communities – Cllr Mark Jackson; and Housing – Cllr Sakina Sheikh.

8 Crime and disorder implications

8.1 There are no direct crime and disorder implications arising from this report.

9 Health and wellbeing implications

9.1 There are no direct health and wellbeing implications arising from this report.

10 Glossary

Term	Definition
Overview & Scrutiny	Overview and scrutiny is the way in which Mayor and Cabinet (the 'Executive'), officers and external organisations are held to account for the decisions that they make. It is led by councillors who are not members of the Executive. They also influence policy development and investigate issues of local concern, making recommendations for improvement.
Overview and Scrutiny Committee	A committee made up of all non-executive councillors which carries out scrutiny focussing on strategic and cross cutting issues.
Overview & Scrutiny Business Panel (OSBP) and Education OSBP	<p>Lewisham has two Business Panels (sub-committees of the Overview and Scrutiny Committee).</p> <p>OS Business Panel is made up of the chair and vice-chair of the Overview and Scrutiny Committee, the chair of each of the Select Committees, and two other non-Executive councillors.</p> <p>The main functions of Business Panel are reviewing key decisions once they have been taken (potentially "calling in" key decisions that have been made but not yet implemented); coordinating and approving the overall scrutiny work programme; and allocating scrutiny work in the event that it crosses the remit of more than one scrutiny body.</p> <p>Three parent governors and two diocesan representatives sit on the Education Business Panel, alongside the councillors that make up the regular Business Panel. The Education Business Panel reviews (and can call-in) key decisions that are education matters.</p>

Select Committee	Lewisham has six Select Committees (sub-committees of the Overview and Scrutiny Committee), each made up of non-Executive councillors and responsible for scrutinising a specific service area. Select Committees gather evidence to help them review policies and performance and make recommendations to improve outcomes for residents.
Select Committee Work Programmes	The annual programme of work setting out the matters which each select committee will scrutinise over the year.
Task and Finish Group (TFG)	A time limited scrutiny body which gathers evidence in relation to a topical issue of concern in order to make recommendations to improve outcomes for residents.

11 Report author and contact

11.1 Charlotte Dale, Head of Overview, Scrutiny and Policy, 0208 31 48286,
charlotte.dale@lewisham.gov.uk

Healthier Communities Select Committee work programme 2022/23

Item	Type	Priority	21-Jun	07-Sep	01-Nov	11-Jan	28-Feb
Election of Chair and Vice Chair	Constitutional req	CP5					
Work programme 2022-23	Constitutional req	CP5					
South East London Integrated Care System	Standard item	CP5					
Healthcare and Wellbeing Charter	Standard item	CP5					
Empowering Lewisham	Standard item	CP5					
Primary Care Update	Standard item	CP5					
The Birmingham and Lewisham African & Caribbean Health Inequalities Review (BLACHIR)	Standard item	CP5					
Transitions from children's to adults' social care	Standard item	CP5					
Proposed changes to Lewisham and Greenwich Trust (LGT_ sexual health services in Lewisham	Pre-decision scrutiny	CP5					
Budget cuts proposals	Pre-decision scrutiny	CP5					
Proud to Care update	Standard item	CP5					
Cost of Living Crisis - inc Warm Havens and Draft Food Justic Plan TBC	Performance monitoring	CP5					
Lewisham All-Age Autism Strategy	Pre-decision scrutiny	CP5					
Lewisham Adult Safeguarding Board (LASB) annual report	Standard item	CP5					
Update on Empowering Lewisham programme	Standard item	CP5					
One Public Estate: Ladywell Unit proposals	Standard item	CP5					
Leisure centres update (to include an update on Physical Activity Strategy)	Standard item	CP5					
Health Care & Wellbeing Charter- Initial Scoping report (to include the Health & Wellbeing Board update)	Standard item	CP5					

Information reports, briefings and visits	Type	Priority					
Lewisham and Greenwich NHS Trust (LGT) quality account	Performance monitoring	CP5					
South London and Maudsley NHS Trust (SLaM) quality account	Performance monitoring	CP5					
Adult Learning Lewisham (ALL) annual report	Performance monitoring	CP5					
Dementia Strategy	Performance monitoring	CP5			31.10.22		
Health & Social Care Scrutiny Protocol	Engagement	CP5					
Improving Downham Health event	Engagement	CP5		29.06.22			
South East London ICS launch event for JHOSC members	Engagement	CP5		05.07.22			
Health Care & Wellbeing Charter engagement	Engagement	CP5					
Calabash update	Information item	CP5					
Information on analysis of spend for the DFG (Disabled Facilities Grant)	Information item	CP5				23.11.22	
Visit to Ladywell Units and Calabash Centre	Visit	CP5					
Extreme weather, advice and support	Information item	CP5					

Housing Select Committee work plan 2022-23

Item	Type	Priority	06-Jun-22	12-Oct-22	17-Nov-22	05-Jan-23	09-Mar-23
Article 4 direction for HMOs	Standard item	CP2					
Housing Revenue Account business plan	Standard item	CP2					
Future of housing managed by Lewisham Homes	Standard item	CP2					
Lewisham Homes business plan	Standard item	CP2					
Service charge policy	Standard item	CP2					
Lewisham Homes annual report	Standard item	CP2					
Selective licensing	Standard item	CP2					
Temporary accommodation procurement strategy	Standard item	CP2					
Budget cuts proposals	Standard item	CP2					
Lewisham Homes repairs update	Standard item	CP2					
Update on housing management consultation	Standard item	CP2					
Rent and service charge increases 2023-24	Performance monitoring	CP2					
Climate Emergency Action plan update- Housing retrofit (followed by presentations from Housing associations)	Standard item	CP2					
Update on Supported Exempt accommodation	Standard item	CP2					
Homelessness & Rough Sleeping Strategy	Policy Development	CP2					
Repairs Update- Housing Providers	Performance monitoring	CP2					
Lewisham Homes Repairs update	Performance monitoring	CP2					

Information reports, briefings and visits	Type	Priority					
Building for Lewisham update	Information request	CP2	Received 08.07.22				
Regenter B3 annual report and business plan	Performance monitoring	CP2					
Visit to Sydney Arms rough sleeper accommodation	Visit	CP2		05.08.22			
Temporary accommodation briefing	Briefing	CP2			03.11.22		
Meeting with scrutiny councillors in other London Boroughs regarding their experience of housing management changes	Engagement session	CP2			04.11.22		
Universal credit and temporary accommodation update	Information request	CP2			Received 17.11.22		
Lewisham Homes' September performance pack	Information request	CP2			Received 17.11.22		
Exempt accommodation	Information request	CP2				Received 22.11.22	
Location Priority Policy	Information request	CP2				Received 01.12.22	
Visit to retrofit sites in Lambeth	Visit	CP2					06.03.23

Public Accounts Select Committee work plan 2022-23

Item	Type of item	Priority	30-Jun-22	22-Sep-22	01-Dec-22	02-Feb-23	16-Mar-23
Medium term financial strategy	Standard item	All					
Financial monitoring	Performance monitoring	All	(period 2)	(period 4)	(period 7)		
Financial results 2021-22	Performance monitoring	All					
Budget pressures and management action	Performance monitoring	All					
Treasury management	Performance monitoring	All				Draft 23-24 strategy	
Budget cuts	Performance monitoring	All					
Council budget 2023-24	Policy development	All					
To be decided		All					
Income generation and commercialisation	Performance monitoring	All					

Information items

Asset strategy update	Information	All					
Procurement social value policy	Information	All					
Treasury management mid-year review	Information	All					
Audit panel update	Information	All					
Reserves update	Information	All					
Capital programme review	Information	All					

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Safer Stronger Communities Select Committee work plan 2022-23

Item	Type	Priority	16-Jun	13-Oct	03-Nov	17-Jan	02-Mar
Budget reductions report	Performance monitoring	CP1,CP7					
Introduction to the Safer Communities Service and statutory role on crime and disorder.	Information	CP1,CP7					
Adult Learning Lewisham - equalities	Performance monitoring	CP1					
Staff survey results	Performance monitoring	CP1					
Youth Offending Service and National Probation Service	Performance monitoring	CP7					
Libraries	Performance monitoring	All					
Safe Lewisham Plan	Pre-decision	CP7					
Update from local Police and Fire	Performance monitoring	CP7					
Cost of Living - equalities monitoring	Standard item	All					
Borough of Sanctuary	Performance monitoring	All					
Single Equalities Framework	Performance monitoring	All					
Borough of Culture Legacy	Standard item	All					

Information reports and briefings

Public Health approach to violence reduction	Information	CP7					
Budget information	Information						
Borough of Sanctuary	Information	CP1, CP7					
Lewisham Disability Commission report	Information	CP1					
Data analysis update on staff survey and employee profile	Information						
Update on census	Information						
Update on Fairer Lewisham Duty	Information	CP1					

Sustainable Development Select Committee work plan 2022-23

Item	Type	Priority	20-Jun-22	11-Oct-22	30-Nov-22	10-Jan-23	07-Mar-23
Flood risk management strategy	Performance monitoring	CP6					
Air quality action plan	Policy development	CP6					
Asset management	Policy development	CP6, CP4					
Planning service: local democracy review	Policy development	CP6, CP4					
Environmental crime enforcement team update	Performance monitoring	CP6					
Controlled parking zone programme	Policy development	CP6, CP4					
Budget cuts	Standard item	All					
Local plan update	Information item	All					
Regeneration of Catford Town Centre update	Standard item	CP6, CP4					
Climate emergency action plan	Performance monitoring	CP6					
Community infrastructure governance	Pre-decision	All					
Parks and open spaces update	Policy development	CP6					
Implementation of the transport strategy: walking cycling and healthy neighbourhoods	Performance monitoring	CP6					

Information items							
Article 4 directions	Information	CP6					
Annual parking report	Information	CP6					
Biodiversity action plan update	Information	CP6					
Parks and Open Spaces Strategy Annual Monitoring Report	Information	CP6					
Reduction and recycling plan	Information	CP6, CP4					
Markets	Information	CP4					
Employment, jobs and skills	Information	CP6, CP4					
Major planning developments update (incl Bakerloo line)	Information	CP6, CP4					

Corporate Priorities**Priority**

1	Open Lewisham	CP 1
2	Quality Housing	CP 2
3	Children and Young People	CP 3
4	A Strong Local Economy	CP 4
5	Health & Wellbeing	CP 5
6	Cleaner and greener	CP 6
7	Safer Communities	CP 7