



## Minutes

<b>Title of meeting</b>	Planning Inspectorate Board Meeting
<b>Date</b>	14 June 2018 <b>Time</b> 13.30 – 15.30
<b>Venue</b>	Temple Quay House, Bristol
<b>Chair</b>	Trudi Elliott ( <b>TE</b> ) – Chair
<b>Present</b>	David Holt ( <b>DH</b> ) – Non-Executive Director Susan Johnson ( <b>SJ</b> ) – Non-Executive Director Jayne Erskine ( <b>JE</b> ) – Non-Executive Director Sarah Richards ( <b>SR</b> ) – Chief Executive Tony Thickett ( <b>TT</b> ) – Director, Wales Steve Hudson ( <b>SH</b> ) – Director, Corporate Services
<b>In attendance</b>	Malin Eliasson ( <b>ME</b> ) – MHCLG Lucy Hargreaves ( <b>LH</b> ) – MHCLG Caroline Bee ( <b>CB</b> ) – Head of Finance, Commercial & Performance Jo Esson ( <b>JEs</b> ) – Head of Governance & Strategic Support (item 3) Tim Guy ( <b>TG</b> ) – Director, Transformation (item 4) Mark Southgate ( <b>MS</b> ) – Director, Major Casework & Plans (item 4) Phil Hammond ( <b>PH</b> ) – Director, Volume Casework (item 4)
<b>Board Secretary</b>	Natasha Perrett ( <b>NP</b> )
<b>Apologies</b>	Ben Linscott ( <b>BL</b> ), Simon Gallagher ( <b>SG</b> ),
<b>Observer</b>	

### Part One: Schedule of Actions – 23 November 2017

	Owner	Action	Para	Timeframe
3	Steve Hudson	Review unit costs and segmental reporting as part of the year end process	2.13	<b>Complete</b> – item 6 on the July agenda.

### Part One: Schedule of Actions – 25 January 2018

	Owner	Action	Para	Timeframe
2	Simon Gallagher	Identify suitable MHCLG representatives to attend CQPSC and People Committees.	2.5 & 2.7	<b>People - TBC</b>
5	Jo Esson	Update, circulate and publish the final Terms of Reference.	2.8	<b>Linked to action 2</b>
15	Sarah Richards	Circulate draft targets submission to Board members for comment.	6.8	<b>On hold pending SR19 submission</b>

### Part One: Schedule of Actions – 22 March 2018

	Owner	Action	Para	Timeframe
3.	Tony Thickett/ Sarah Richards	Present at the July Board meeting, an update on the inspector recruitment including offers made and acceptances.	4.7	<b>Complete</b> - Item 5b on the July agenda (41 Inspectors accepted posts and starting between July 2018 – January 2019.

4.	Simon Gallagher	Update the Board when an appointment has been made to lead the end to end inquiries review.	4.9	<b>Confirmed</b> – Bridget Rosewell to Chair the Inquiries Review.
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### Part One: Schedule of Actions – 24 May 2018

	Owner	Action	Para	Timeframe
3.	Steve Hudson/ Martin Long	Present to the next Board a map showing GDPR readiness (activities to completion) for Board endorsement.	3.1	<b>Complete</b> – update attached at item 10. Further update scheduled for the September ARAC.
4.	Steve Hudson/ Martin Long	Provide a GDPR update at the September ARAC.	3.1	<b>September ARAC</b>
8.	Mark Southgate	Add performance and customer feedback on NI casework to the PINS Board dashboard.	6.5	<b>Complete</b> – item 5a June dashboard
9.	Mark Southgate	Work out: • how much HAS casework we need to train the new inspectors as a top priority	7.4	<b>Complete</b> - Item 5b on the July agenda
10.	Tony Thickett	Report back on the learning from the most recent cohort including those from a non-planning background	8.2	<b>January Board</b> – early indication of progress

### Part One: Schedule of Actions – 14 June 2018

	Owner	Action	Para	Timeframe
1.	Sarah Richards/ Tim Guy	Update on performance recovery progress with analysis, Executive Team focus on areas already started, areas ready to go, medium term items and dovetailing with Transformation project.	4a	<b>Complete</b> - Item 5b on the July agenda
2.	Sarah Richards/ Steve Hudson/ Tim Guy	Link performance and the strategic plan to the 2019 Spending review.	4.12	<b>Complete</b> - Item 6 on the July agenda

### Minutes

1.0	<p><b>Welcome and Declaration of Interests</b></p> <p>1.1 The Chair welcomed the Board. Apologies were received from Simon Gallagher, Malin Eliasson and Lucy Hargreaves attended from MHCLG.</p> <p>1.2 The Chair called for declarations of interest of which there were none.</p>
2.0	<p><b>Minutes of 24 May Board meeting – Part two</b></p> <p>2.1 There were no further comments on the May Board minutes.</p> <p>2.2 Action 15 (January), SR and Simon Ridley have agreed revised targets will be discussed with MHCLG post spending review.</p> <p><b>Agreed:</b></p> <p>2a) The May minutes are an accurate record of the meeting.</p>

3.0	<p><b>2017/18 Annual Report and Accounts – sign off</b></p> <p>3.1 Audit and Risk Assurance Committee (ARAC) was asked to:</p> <ul style="list-style-type: none"> <li>• Endorse the Annual Report and Accounts (ARA)</li> <li>• Recommend SR to sign off the ARA.</li> </ul> <p>3.2 ARAC noted some minor amendments are required to the content of the report. ARAC agreed to endorse the ARA and recommend sign off to SR.</p> <p>3.3 The Board approved the ARA and SR sign off.</p> <p>3.4 The Board thanked everyone involved in the production of the high quality ARA.</p> <p><b>Agreed:</b> 3a) The Board approved the Annual Report and Accounts for 2017/18.</p>
4.0	<p><b>Performance</b></p> <p>4.1 The Inspectorate recognises that given increasing workloads the ability to predict and respond to demand and manage resource availability needs further improvement.</p> <p>4.2 Resource is utilised in line with the priorities set out by MHCLG. NSIP and Local Plan resource is not easy to allocate to other casework when programmes change.</p> <p>4.3 The number of productive days for inspectors has always been at 150-151. SR and TG confirmed Executive Team is confident with this figure.</p> <p>4.4 The 2015 spending review assumptions were based on 2013-14 intake at 20,000 cases. The intake for 2017-18 was 24, 500. The Inspectorate continues to operate with 2013-14 funding at 20,000 cases.</p> <p>4.5 The ODT project is providing an opportunity to make improvements to our Management Information.</p> <p>4.6 There was a query on the assumptions on kiosk submissions going forward. TG agreed to come back to the Board with figures. LH agreed to come back to the next Board with an update on MHCLG’s position on kiosks.</p> <p>4.7 As part of the NSI procurement project, we will need to be clear about the time requirements in the contract. This is particularly important throughout the summer when inspector availability drops, our workflow consistent and not seasonally driven.</p> <p>4.8 We are looking at how we can:</p> <ul style="list-style-type: none"> <li>• Understand inspector promotions and performance</li> <li>• increase productivity for band 2 and band 3 inspectors</li> <li>• create flexibility to allocate resource to other casework quickly when programmes change</li> <li>• make improvements through the trial of short form decision writing for</li> </ul>

	<p>low level planning s78 casework (already in progress)</p> <ul style="list-style-type: none"> <li>• make changes to the training programme so inspectors are working on casework quicker.</li> </ul> <p>4.9 TE said there needs to be clear communications with our customers which explains as part of the 2015 spending review, we were resourced for 20,000 cases and be clear about our actual workload.</p> <p>4.10 TG explained the position is recoverable with the tactical intervention options already in progress.</p> <p>4.11 TE asked what do we need to do next and what are the decisions Executive Team are going to make. SR explained there are a number of areas already in progress we need to deliver:</p> <ul style="list-style-type: none"> <li>• ACS</li> <li>• band 2 recruitment</li> <li>• new inspector model.</li> </ul> <p>4.12 The spending review will be linked to the strategic plan, giving the vision about performance over the 2019 spending review period so this is clear for staff and customers.</p> <p>4.13 The Board thanked TG and all those involved for their effort in producing the data for the Board’s debate.</p> <p><b>Agreed:</b></p> <p>4a) SR/ TG to provide an update on progress with analysis, Executive Team focus on areas already started; areas ready to go, medium term items and dovetailing with the Transformation project.</p> <p>4b) SR/ SH/ TG to link performance and the strategic plan to the 2019 Spending review.</p>
5.0	<p><b>Review of forward planner</b></p> <p>5.1 The Board agreed the following additions:  <b>July</b> - Update on performance  <b>September</b> - Spending review, Strategic Plan</p> <p><b>Agreed:</b></p> <p>5a) The updates to the Board forward planner.</p>

Next meeting: 1.30 – 4.30, 26 July 2018, Brunel, Temple Quay House, Bristol