

Overview & Scrutiny Committee

Wednesday 12 February 2025

6.30 pm

Ground Floor Meeting Room G02A - 160 Tooley Street, London SE1 2QH

Membership

Councillor Ian Wingfield (Chair)
Councillor Irina Von Wiese (Vice-Chair)
Councillor Suzanne Abachor
Councillor Cassandra Brown
Councillor Victor Chamberlain
Councillor Sam Foster
Councillor Laura Johnson
Councillor Richard Leeming
Councillor Margy Newens
Councillor Catherine Rose
Councillor Martin Seaton
Martin Brecknell (Co-opted Member)
Jonathan Clay (Co-opted Member)
Marcin Jagodzinski (Co-opted Member)

Reserves

Councillor Rachel Bentley
Councillor Maggie Browning
Councillor Sunil Chopra
Councillor Sabina Emmanuel
Councillor Barrie Hargrove
Councillor Jon Hartley
Councillor Esme Hicks
Councillor Richard Livingstone
Councillor Jane Salmon
Councillor Michael Situ
Councillor Cleo Soanes

INFORMATION FOR MEMBERS OF THE PUBLIC

Access to information

You have the right to request to inspect copies of minutes and reports on this agenda as well as the background documents used in the preparation of these reports.

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If you are a resident of the borough and have paid someone to look after your children, an elderly dependant or a dependant with disabilities so that you could attend this meeting, you may claim an allowance from the council. Please collect a claim form at the meeting.

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Contact

Amit Alva on 020 7525 0496 or email: amit.alva@southwark.gov.uk



Members of the committee are summoned to attend this meeting

Althea Loderick

Chief Executive

Date: 4 February 2025



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RECYCLED PAPER

Overview & Scrutiny Committee

Wednesday 12 February 2025

6.30 pm

Ground Floor Meeting Room G02A - 160 Tooley Street, London SE1 2QH

Order of Business

Item No.	Title	Page No.
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PART A - OPEN BUSINESS

1. APOLOGIES

To receive any apologies for absence.

2. NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE CHAIR DEEMS URGENT

In special circumstances, an item of business may be added to an agenda within five clear working days of the meeting.

3. DISCLOSURE OF INTERESTS AND DISPENSATIONS

Members to declare any interests and dispensations in respect of any item of business to be considered at this meeting.

4. MINUTES

To follow

To approve as a correct record the Minutes of the meeting held on 27 November 2024.

OVERVIEW AND SCRUTINY COMMITTEE, MEETING AS CRIME AND DISORDER COMMITTEE

At least one ordinary meeting of the overview and scrutiny committee (or commission) will act as the crime and disorder committee for the year.

This meeting is therefore being held in 2 parts. The first part of the meeting will be held as the crime and disorder committee, followed by other business as listed from item 6 onwards.

Item No.	Title	Page No.
PART 1		
5.	SOUTHWARK COMMUNITY SAFETY PARTNERSHIP PRIORITIES AND REFRESHED PLAN	To follow
To review progress made against the 2024/5 Community Safety Partnership priorities and the findings from the 2023/24 Strategic Assessment.		
PART 2		
OTHER BUSINESS		
6.	STATEMENT OF COMMUNITY INVOLVEMENT AND DEVELOPMENT CONSULTATION CHARTER	1 - 100
To receive information on the Statement of Community Involvement and Development Consultation Charter 2024 agreed for public consultation by cabinet on 3 December 2024.		
The report agreed by cabinet is contained within the agenda.		
7.	SCRUTINY IMPROVEMENT REVIEW IMPLEMENTATION - UPDATE	101 - 115
To receive a progress update on implementation of the actions arising from the Centre for Governance and Scrutiny (CfGS) scrutiny improvement review.		
8.	WORK PROGRAMME	116 - 125
To note the work programme as at 12 February 2025.		
DISCUSSION OF ANY OTHER OPEN ITEMS AS NOTIFIED AT THE START OF THE MEETING.		

Date: 4 February 2025

Meeting Name:	Cabinet
Date:	3 December 2024
Report title:	Statement of Community Involvement and Development Consultation Charter: Annual Review and Updates
Cabinet Member:	Councillor Helen Dennis, New Homes and Sustainable Development
Ward(s) or groups affected:	All
Classification:	Open
Reason for lateness (if applicable):	N/a

FOREWORD - COUNCILLOR HELEN DENNIS, CABINET MEMBER FOR NEW HOMES AND SUSTAINABLE DEVELOPMENT

Ensuring that we enable quality conversations with the community about planned development is core to what we want to achieve as a council. We know that residents can often find the planning process hard to engage with, and unnecessarily complex, and the voices of those in housing need in particular, are often missing from the debate. In 2022 we agreed our Statement of Community Involvement alongside the Southwark Development Consultation Charter, which is important in setting out our expectations of developers seeking to invest in our borough.

Reflecting on implementation of these documents to date, and the DCC in particular, this report brings forward some minor changes aimed at clarifying our requirements including for our own minor council housing schemes, aligning with our Southwark 2030 goals, the Land Commission response, and the EINA process including on socio-economic disadvantage. These changes aim to ensure that consultation is taken seriously, that documents are made available to the public in a timely fashion, and that there is a focus on broad engagement across the community.

RECOMMENDATIONS

Recommendations for the Cabinet

1. To agree the updated Statement of Community Involvement (SCI) and Development Consultation Charter (DCC) 2024 with the minor changes set out in Appendix 2 and 3.
2. To agree the updated Development Consultation Charter templates (Early Engagement Strategy, Engagement Summary, and Equality and Needs Impact Assessment) at Appendix 4, 5, and 6.

3. To agree that the SCI and DCC will be issued for a public consultation for a minimum six weeks.

REASONS FOR RECOMMENDATIONS

4. The production of an SCI is a statutory obligation, laid out in section 18(1) of the Planning and Compulsory Purchase Act 2004.
5. The recommended updates to the SCI and DCC and associated templates are necessary to improve clarity for applicants and ensure alignment between the DCC requirements and current Council priorities.
6. The changes aim to emphasise the importance of delivering Social Value through development, in line with the Southwark 2030 Strategy. The SCI is a key element within the planning process which helps the Council deliver the goals of Southwark 2030, specifically Empowering People and Reducing Inequality. The changes also align the SCI with the work of the Southwark Land Commission, maintain high standards of community involvement and ensure compliance with the Public Sector Equalities Duty (PSED).
7. These changes reflect the Council's commitment to continuous improvement, ensuring that the planning process remains responsive to evolving best practice and community needs.

ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

8. The alternative option is that no revisions to the SCI and DCC are made, and the process continues as previously adopted. This is not recommended as the SCI/DCC is intended to be a live document which incorporates best practice and Council priorities.

POST DECISION IMPLEMENTATION

9. The consultation will run from mid-December to early February 2025. This allows additional days for the Christmas and Bank Holiday period. This consultation is proposed to be proportionate to the scale of the proposed changes, and the consultation will therefore be using the Southwark Online Consultation Platform.
10. Following the consultation period, officers will consider the outcome of the consultation and propose any further amendments to the SCI and DCC, and Early Engagement Strategy (EES), Engagement Summary (ES), and make amendments to the Equalities Impact Assessment (EQIA), which is now an Equality and Needs Impact Assessment (EINA) documents, and recommend these to Cabinet for approval.
11. The SCI and DCC documents are anticipated to be reviewed by the Overview and Scrutiny Committee on 12 February 2025.

12. Officers anticipate that the recommendation to adopt the revised SCI/DCC will be presented to Cabinet in Spring / Summer 2025.

BACKGROUND INFORMATION

13. Section 18(1) of the Planning and Compulsory Purchase Act 2004 requires all local authorities to produce a Statement of Community Involvement (SCI) document. This sets out how the Council will ensure that local communities, businesses and other stakeholders can be involved in local planning decisions. These decisions include the process for making decisions on planning applications and the preparation of the Local Plan and policy documents.
14. In Southwark, the Development Consultation Charter (DCC) forms part of the Statement of Community Involvement (SCI). The DCC sets out how our community can expect to be consulted by developers through three stages of stakeholder participation:
 - Stage 1: Engage
 - Stage 2: Consult
 - Stage 3: Inform
15. The SCI and DCC were adopted by Southwark Council in April 2019. From this date, applicants of relevant schemes have been required to submit the DCC documents with their major and Council owned applications:
 - Early Engagement Strategy (for pre-applications only)
 - Engagement Summary
 - Equalities Impact Assessment
16. The current version of the SCI and DCC was adopted by Cabinet on 6 December 2022. The templates are not mandatory but set out the preferred scope of document submissions so that applicants can demonstrate the actions taken to meet the DCC requirements.
17. The Public Sector Equalities Duty (PSED) (Equality Act 2010) applies to Southwark Council. Applicants play a key role in supporting the Council to meet the PSED. The DCC work enables the Council to assess how the scheme complies with the PSED.
18. These recommended changes form part of a wider programme of service improvements being implemented across the planning department. These include improving the audit trail of consultee responses and ensuring a consistent approach is taken to the implementation of policy to meet Council objectives.

KEY ISSUES FOR CONSIDERATION

19. The proposed amendments to the SCI, DCC, and DCC-document templates are based on internal monitoring of submitted SCI / DCC documents and feedback gathered from Planning Officers.

Amendments to SCI

20. The changes to the SCI are highlighted in blue in Appendix 2.
21. The changes are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.

Amendments to DCC

22. The changes to the DCC are highlighted in blue in Appendix 3.
23. These changes include emphasising the importance of delivering Social Value to align with the Southwark 2030 Strategy and goals and the work of the Southwark Land Commission. The changes provide clarification of when in the pre-application process an Early Engagement Strategy document should be submitted. This will ensure that the EES is proportionately applied and is considered throughout the pre-application stage so that resident's views inform the development.
24. Applicants are also encouraged to publish a draft of the Early Engagement Strategy (ESS) and draft plans before the application is submitted.
25. The threshold for the completion of an Equalities Impact Assessment (EQIA) (now Equalities Impact and Needs Assessment (EINA) and Engagement Summary (ES) has been changed from all Council-owned schemes to all Council-owned schemes generating a home, or any gain or loss in commercial floorspace (see Appendix 1, Updated Validations Checklist). This removes the need for Council schemes, such as those for the replacement of windows, to provide an Engagement Summary and an EINA.

Amendments to DCC document templates

26. The changes to the DCC document templates are highlighted in yellow in Appendix 4, 5, and 6.
27. The recommendations to the DCC templates are the result of the monitoring of DCC documents submitted since their adoption in December 2022.
28. This monitoring revealed that parts of the existing DCC documents templates were unclear to applicants, due to similarities with other validation documents required for major planning applications. The proposed changes aim to ensure that the DCC document templates are as effective as possible in guiding applicants to provide the relevant information.

Amendments to Early Engagement Strategy and Engagement Summary

29. Three sections of the Fact-based Audit have been removed (Part 1 of the Early Engagement Strategy): Heritage and Site Layout, Accessibility and Movement, and Climate Change and Sustainability. This is because this data is already being provided in other validation documents (Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement).
30. Questions relating to Neighbourhood and Community Plans have been added to the Fact-based Audit section of the EES and ES. This ensures that applicants give due regard to existing and emerging plans.
31. Within the EES, wording has been added to encourage applicants to make draft Engagement Strategy documents and plans publicly available before the formal submission of a planning application. This will increase transparency on consultation undertaken by applicants.
32. In the Engagement Summary, the Social Value Statement section has been expanded.

Amendments to Equalities Impact and Needs Assessment

33. The recommended changes to the EQIA (now EINA) are:
 - Changing the name of the document to an Equalities Impact and Needs Assessment.
 - Expanding the list of signposted evidence in the EQIA (now EINA) template to include evidence related to different protected characteristic groups.
 - Providing examples of how socio-economic disadvantage may arise for each protected characteristic.

Policy framework implications

34. The inclusion of new questions related to Social Value in the Engagement Summary Template is linked to Southwark Plan Policy SP2 (Southwark Together).
35. By enhancing early participation and clarifying consultation processes, the proposed changes support Policy SP5 (Thriving neighbourhoods and tackling health inequalities), ensuring that developments reflect local priorities and contribute to community well-being.
36. The focus on Social Value directly supports Policy SP2 (A great start in life) and Policy SP1 (Homes for all), helping developments deliver benefits such as affordable housing, employment opportunities, and improved public spaces.

Community, equalities (including socio-economic) and health impacts

Community impact statement

37. The proposed updates to the Statement of Community Involvement (SCI) and Development Consultation Charter (DCC) aim to enhance community engagement in Southwark's planning process. By promoting early and transparent communication between developers and the community, the revisions will help facilitate meaningful participation in decisions which affect local neighbourhoods.
38. Key changes, such as a stronger focus on Social Value and updated consultation templates, will make it easier for developers to demonstrate how they address community needs. This aligns with Southwark's long-term strategy to create developments that benefit the local economy and community well-being.

Equalities (including socio-economic) impact statement

39. Section 149 of the Equality Act 2010 sets out the Public Sector Equality Duty (PSED). This requires public bodies to consider all individuals when carrying out their day-to-day work, in shaping policy, in delivering services and in relation to their own employees.
40. The SCI and engagement on the SCI are intended to be inclusive and accessible. Planning has a key role to play in supporting the Council to promote equality and value diversity. We want to involve as many people as possible from as many communities as possible in the planning process. This aligns with our Public Sector Equality Duty.
41. The Human Rights Act 1998 imposed a duty on the Council as a public authority to apply the European Convention on Human Rights; as a result the Council must not act in a way which is incompatible with these rights. The SCI to which this report refers is not considered to be contrary to the Act.
42. Assessing equalities impacts and promoting equality is central to SCI and DCC, as set out in the Equalities section of the SCI and the DCC, as well as the requirement for a proportionate equalities assessment and for developers to work with the Council to meet the Public Sector Equalities Duty.
43. The SCI and our additional work on consultation and engagement support the wider objectives of Southwark Stands Together, a Council-wide, long-term programme of positive action, education and initiatives working with staff and the community to tackle racism, injustice and inequalities as recognised within the SCI.
44. The adopted SCI and DCC are supported by an Equalities Impact and Needs Assessment which assesses the impact of the SCI and DCC on people with protected characteristics in our community. It identifies where there will be positive or negative impacts. It also identifies

mitigating actions to be taken where necessary. The SCI / DCC EQIA in December 2022 found that these documents would have a positive impact on equalities.

45. The amendments proposed within this report have been assessed via a separate Equalities Impact and Needs Assessment (Appendix 7). This assessment has found the impact of these changes to be neutral. The overall impact of the SCI / DCC remains positive.
46. The SCI confirms that an Integrated Impact Assessment will support the preparation of Development Plan Documents assessing the sustainability, equality and health impacts of the Development Plan Document.
47. The DCC confirms that an EINA is a validation requirement at planning application stage for Council-own applications of one home or more and any change in commercial floorspace (with the exception of hidden homes), major applications, and strategic applications, which should include evidence that the application has had due regard to the impacts on those with protected characteristics and promoted equality.

Health impact statement

48. Planning has a key role to play in supporting the Council to promote equality and value diversity, through addressing the wider determinants of 11 health inequalities, and creating inclusive places residents can be proud of.
49. The SCI and DCC are supported by an Equalities Impact Assessment (December 2022) which sets out potential health impacts, both positive and negative, of the SCI and DCC. Where necessary mitigating actions are identified.

Climate change implications

50. The Council has declared a Climate Emergency with the ambition to reach carbon neutrality by 2030. Plan-making will involve preparation and implementation of planning policies to meet this ambition when implemented through development management processes. This is supported by Southwark's Climate Change Strategy which sets out Action Points to meet this target.
51. Planning applications will be required to meet the policy requirements in the Southwark Plan 2022. Climate change considerations for both mitigation and adaptation should be considered in all development as good practice. Major development should deliver carbon reductions on site in line with policy and take steps to adapt new developments to climate change impacts through special consideration of biodiversity, green infrastructure and air quality.

Resource implications

- 52. There are no immediate resource implications arising from this report.
- 53. Staffing and any other resources connected with this report to be contained within existing departmental revenue budgets.

Legal Implications

- 54. The council is required by law under Section 18(1) of the Planning and Compulsory Purchase Act 2004 to have a Statement of Community Involvement (SCI) and is required to undertake a review of the SCI every five years.
- 55. An SCI sets out how and when the community and other stakeholders can be involved in development plan preparation and in the consideration of planning applications, including pre-application proposals and appeals. It also sets out the council's policy for providing advice and guidance in relation to neighbourhood planning.
- 56. An Equality Impact and Needs Assessment found in Appendix 7 has been completed on the SCI/DCC in compliance with the Council's Public Sector Equality Duty (PSED) where local authorities are required to have due regard to the aims of the general equality duty when making decisions and when setting policies.
- 57. The focus on Social Value is in compliance with the principles as laid down in the Public Services (Social Value) Act 2012.

Financial Implications

- 58. There are no foreseen financial implications associated with the proposed changes to the SCI/DCC, or the proposed consultation on these changes.
- 59. Staffing and any other resources connected with this report to be contained within existing departmental revenue budgets.

Consultation

- 60. There is no statutory requirement to consult on these changes to the SCI and DCC in the Southwark Constitution. However, officers consider that consultation is necessary in light of the proposed changes in line with best practice and Council priorities. The consultation will run for six weeks.
- 61. This consultation is proposed to be proportionate to the scale of the proposed changes, and the consultation will therefore be using the Southwark Online Consultation Platform.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Head of Procurement

62. Comments not sought due to the nature of this report.

Assistant Chief Executive, Governance and Assurance (RJ/AG 15/11/24)

63. The Council is required to prepare a SCI in accordance with section 18(1) of the Planning and Compulsory Purchase Act 2004. Cabinet is asked to approve the updated draft SCI which includes the updated draft DCC for consultation. The SCI is a statutory document and is to be approved by Cabinet in accordance with Part 3B of the Council's constitution.
64. The Equality Act 2010 introduced the public sector equality duty (PSED), which merged existing race, sex and disability equality duties and extended them to include other protected characteristics; namely age, gender reassignment, pregnancy and maternity, religion and belief, and sex and sexual orientation, including marriage and civil partnership. In summary those subject to the equality duty, which includes the council, must in the exercise of their functions: (i) have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; and (ii) foster good relations between people who share a protected characteristic and those who do not. The impact the proposed changes to the SCI/DCC may have on those with protected characteristics is considered as part of this report. Officers have concluded that the proposals are not considered to have any adverse impacts on persons with protected characteristics and will advance equality of opportunity.
65. The Human Rights Act 1998 imposed a duty on the council as a public authority to apply the European Convention on Human Rights; as a result, the council must not act in a way that is incompatible with these rights. The most important rights for planning purposes are Article 8 (respect for homes), Article 6 (natural justice) and Article 1 of the First Protocol (peaceful enjoyment of property).
66. Council Assembly on 14 July 2021 approved a change to the council's constitution to confirm that all decisions made by the council will consider the climate and equality (including socio-economic disadvantage and health inequality) consequences of taking that decision. The climate implications of the proposed changes to the SCI/DCC are considered as part of this report.
67. Whilst there is no statutory requirement for local planning authorities to consult when reviewing their SCIs, officers consider that in light of the proposed changes a six week consultation is appropriate. The principles of fair consultation should be followed, and officers will review the outcome of the consultation, making any necessary amendments before recommending a revised SCI to Cabinet for adoption.

Strategic Director, Resources (FC24/017)

68. The report requests Cabinet to agree the three recommendations of this report.
69. The strategic director of resources notes that there will be no immediate financial implications associated with the implementation of the recommendations of this report.
70. Staffing and any other costs associated with this recommendation are to be contained within existing departmental revenue budgets.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
The Southwark Plan 2022	Planning Policy 160 Tooley Street London Borough of Southwark Online at: Southwark Plan 2022 reduced 1.pdf	Juliet Seymour Head of Policy, Building Control and the Historic Environment

APPENDICES

No.	Title
Appendix 1	Updated Validations Checklist
Appendix 2	Updated Statement of Community Involvement
Appendix 3	Updated Development Consultation Charter
Appendix 4	Updated Early Engagement Strategy Template
Appendix 5	Updated Engagement Summary Template
Appendix 6	Updated Equalities Impact and Needs Assessment Template
Appendix 7	Equalities Impact and Needs Assessment for the proposed revisions to the SCI / DCC
Appendix 8	Consultation Report for the proposed revisions to the SCI / DCC

AUDIT TRAIL

Cabinet Member	Councillor Helen Dennis, New Homes and Sustainable Development	
Lead Officer	Juliet Seymour, Head of Policy, Building Control and the Historic Environment	
Report Author	Charlotte Brooks-Lawrie, Planning Policy Manager	
Version	Final	
Dated	21 November 2024	
Key Decision?	Yes	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Assistant Chief Executive, Governance and Assurance	Yes	Yes
Strategic Director, Resources	Yes	Yes
Cabinet Member	Yes	Yes
Date final report sent to Constitutional Team	21 November 2024	

APPENDIX 1

Changes to Online Validations Checklist

Table 1: Validation Checklist

Document	Current Wording	Proposed Wording (new/amended text indicated in blue)
Early Engagement Strategy (Pre-Application Page)	<p>For major and outline applications, you will also need to submit:</p> <p>a Design and Access Statement</p> <p>An Early Engagement Strategy.</p> <p>This document will ensure that developers engage with residents and local stakeholders from the start of the development process. The Strategy forms part of our Development Consultation Charter (DCC). Further information and an Early Engagement Strategy template are available on our Statement of Community Involvement webpage.</p>	<p>Early Engagement Strategy</p> <p>Major and outline applications (including major council-owned schemes):</p> <p>Following validation of the pre-application: Once a scheme is established as broadly policy compliant, the requirement for an EES will be discussed with the case officer as part of the pre-application process.</p> <p>The EES should be submitted as a completed document when the planning application is submitted.</p> <p>Applicants should consider publishing a draft of the EES and draft plans before the application is submitted.</p> <p>This document will ensure that developers engage with residents and local stakeholders from the start of the development process. The Strategy forms part of our Development Consultation Charter (DCC). Further information and an Early Engagement Strategy template are available on our Statement of Community Involvement webpage.</p>
Development Consultation Charter – Early Engagement Strategy (Full Planning Applications – Validation Checklist)	<p>You must submit an Early Engagement Strategy for all pre-applications for major applications with 10 or more proposed residential units.</p>	<p>You must submit an Early Engagement Strategy for all pre-applications for major applications with 10 or more proposed residential units and 1000 sqm or more of non-residential floorspace.</p>

		This document must also be submitted for all major Council-owned schemes.
<i>Development Consultation Charter – Engagement Summary</i> <i>(Full Planning Applications)</i>	You must submit an Engagement Summary for all major applications with 10 or more proposed residential units and for all council schemes.	You must submit an Engagement Summary for all major applications with 10 or more proposed residential units and 1000 sqm or more of non-residential floorspace. This document must also be submitted for Council-owned schemes with 1 or more proposed residential unit or any change in commercial floorspace.
<i>Development Consultation Charter – Engagement Summary</i> <i>(Full Planning Applications)</i>	You must submit an Equalities Impact Assessment for all major applications with 10 or more proposed residential units. You must submit an Equalities Impact Assessment for all applications that involve the loss of community facilities in predominant use by protected characteristic communities as defined by the Equality Act 2010.	You must submit an Equalities Impact Assessment for all major applications with 10 or more proposed residential units and 1000sqm or more of non-residential floorspace. This document must be submitted for Council-owned schemes with 1 or more proposed residential unit or any change in commercial floorspace.
<i>EINA (validation checklist)</i> Required for some full planning applications based on the development type or location	You must submit a completed Equalities Impact and Needs Assessment form for all major applications. You also must submit this form for all applications that involve the loss of community facilities in predominant use by protected characteristic communities as defined by the Equality Act 2010.	You must submit a completed Equalities Impact and Needs Assessment form for all major applications with 10 or more proposed residential units and 1000sqm or more of non-residential floorspace. This document must be submitted for Council-owned schemes with 1 or more proposed residential unit or any change in commercial floorspace. You also must submit this form for all applications that involve the loss of community facilities in predominant use by protected characteristic communities as defined by the Equality Act 2010.



STATEMENT OF COMMUNITY INVOLVEMENT

OCTOBER 2024

HOW TO FIND OUT ABOUT PLANNING

How To Find Out About Planning Applications

1. Create an account on the [Planning Register](#)
2. Select 'advanced search'
3. Under 'application' details, select the types of application or areas that you are interested in. For example: Select Ward - "Peckham Rye"; Select Type of Application - "[Prior Approval](#)".
4. Select 'search' (this will present you with all applications that fit your search criteria, present and historic)
5. Select 'save search'
6. Under 'saved search options', check the box next to 'notify me via email about new search results' and then 'save'

If you are interested in following the progress of a specific planning application, you can 'track' the application. Whenever one of your tracked applications is modified or decided, you will receive an email notification. You can stop tracking an application at any time by removing it from your Tracked Applications list.

Southwark Maps

All current and historic planning applications can be found on Southwark Maps.

1. Follow this [link](#) to Southwark Maps
2. Select 'Planning applications and appeals' layer
3. Search for the address you are interested in

How to Find Out about Plan-Making

An email will be sent to you via [MySouthwark](#) when a plan or policy document goes out to public consultation. The email will provide information on how to register comments for the consultation and the date when these comments need to be received.

How to set up a [MySouthwark](#) account:

1. Follow this [link](#)
2. Click the green 'Register' button
3. Follow the five simple steps to create your account
4. Make sure to [select 'Planning Policy Consultations'](#) on step 4 to receive plan-making updates

FOREWORD

Southwark is a place of fast-paced change. In just one generation, a neighbourhood can undergo a complete transformation. This change can bring vibrancy and excitement but only when residents are part of the process.

The Statement for Community Involvement (SCI) and Development Consultation Charter (DCC) set out clear standards for consultation and engagement. Written in plain English and publicly available, residents can use these documents to find out exactly what they can expect from the Council and the developers.

- Who should be consulted?
- When should they be consulted?
- How should they be consulted?

When development is on the horizon, these are the questions that residents and community groups so often ask, and so justifiably. The Statement for Community Involvement and Development Consultation Charter provide the answers.

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HOW TO USE THIS DOCUMENT

1. Use the Contents Page to navigate the document.
2. Click words underlined in [Blue](#) to see further information on our website.
3. You can use the 'Return to Table of Contents' button at the bottom of every page to return to this page.

WHAT IS THE STATEMENT OF COMMUNITY INVOLVEMENT?

What is the Statement of Community Involvement?

The Statement of Community Involvement (SCI) sets out how the Council will involve everyone in planning. If you want to be involved in the change to places in Southwark then you need to know about our planning documents and planning applications. If you engage with us then you can influence place-making and make a difference.

There are many different types of planning documents and planning applications. The Statement of Community Involvement is a simple guide to how you can find out about each one. This includes when you can contribute by being involved or providing your comments.

The best way to keep up to date is to sign up to be consulted on new [planning documents](#) and [planning applications](#).

Southwark is a young, growing and diverse inner London borough where the community speaks over 120 languages and the diversity of backgrounds includes over a quarter of people who are Black and a third who are Asian or other minority ethnicities. This means that we need to think about all of the different ways to let everyone know about the changes to Southwark that might happen when the Council is preparing planning documents and making decisions on planning applications. We set out how we do this on the next page where we talk about Southwark's approach to community engagement on planning.

Southwark's diversity gives us the opportunity to promote equalities (meeting demands on us by the Equality Act and Public Sector Equality Duty¹). This will make sure that our conversations come from a wide range of perspectives and different needs to make sure that our planning actions are built on trust. We will use all of this feedback along with our research and data to consider how people will be impacted by any proposal. You can see all comments and other information that will be considered by Councillors when they are making decisions on planning documents and applications in the Equality Impact Assessment. This is part of the pack of information provided five days before the meeting making the decision.

¹ The Public Sector Equality Duty (PSED) was created under the Equality Act 2010. The purpose is to integrate the consideration of equality into the decision-making of public authorities. It requires public authorities to consider:

- The need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- The need to advance equality of opportunity between persons sharing a relevant protected characteristic and those who do not share it.
- The need to foster good relations between persons who share a relevant protected characteristic and those who do not share it.
- This involves having due regard, in particular, to the need to tackle prejudice and promote understanding.

SOUTHWARK'S APPROACH TO COMMUNITY ENGAGEMENT IN PLANNING

Built on Trust

We consult on plan-making and planning applications in a clear and consistent way that is easily understood by our residents.

Reflective

We review the Statement of Community Involvement regularly to ensure that it responds to the needs of our communities.

Responsive

We provide feedback on policy documents in the 'You Said, We Did' format. Planning officers will be available for queries on planning applications.

Clear and Informative

We provide consultation materials that are clear and to the point. We ensure access to consultations are clear and straightforward.

Evidence Based

We only put forward policy or development proposals founded on transparent justification that will be made available on the Council's website.

Proportionate

We ensure that the level of engagement that takes place is proportionate to the nature and scale of the document or application that is being consulted on.

Timely

We provide the necessary information at the earliest possible stage so that the community can be fully informed before engaging with consultation. We consult the public and are clear on the time frames for submitting responses.

Inclusive

We engage with as many people as possible to reflect our diverse community. We ensure that the events we hold respond to people's different needs to enable wide participation.

Simple and Accessible

We ensure that all consultation materials are provided in plain English and that consultation events are available and accessible to all.

Collaborative

We work collaboratively with our residents and community groups throughout the plan-making process by using a variety of inclusive consultation

INFORMATION ABOUT PLANNING APPLICATIONS

There are many different types of planning application. Generally, we will put up a Site Notice and send a Neighbour Notification Letter, but for some smaller applications we may do one or the other.

Look on the [Planning Register](#) to find out information about planning applications.

Application Type	Site Notice	Neighbour Notification Letter	Press Notice
Applications subject to an Environmental Impact Assessment that are accompanied by an Environmental Statement	✓	✓	✓
Major Applications	✓	✓	✓
Reserved Matters (for outline permission)	✓	✓	-
Minor development	✓*		-
Minor Material Amendments	✓*		-
Householder	✓*		-
Advertisement Control	✓*		-
Prior Approval	✓*		-
Listed Building Consent	✓* (if external works)		✓
Applications for development which would affect the setting of a listed building or affect the character or appearance of a conservation area	✓*		✓

(*Either a Site Notice or a Neighbour Notification Letter will be sent. We may use both methods of notification.)

INFORMATION ABOUT PLANNING APPLICATIONS

Application Type	Site Notice	Neighbour Notification Letter	Press Notice
Applications that do not accord with the development plan (including an application for public service infrastructure development made on or after 1st August 2021)	✓*		✓
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies (including an application for public service infrastructure development made on or after 1st August 2021)	✓*		✓
Non-Material Amendments	No statutory requirement for public consultation.		
Lawful Development Certificate	No statutory requirement for public consultation.		
Approval/Discharge of Conditions	No statutory requirement for public consultation.		

(*Either a Site Notice or a Neighbour Notification Letter will be sent. We may use both methods of notification.)

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Who Qualifies as a 'Neighbour' for the Purposes of a Notification Letter?

- For all application types, neighbours are people who live immediately next to the application site.
- For major applications, this will also include people who live or work within approximately 100m of the application site, or further where we think it is appropriate depending on the size of development.

HOW TO COMMENT ON PLANNING APPLICATIONS

1. Before the application is submitted	2. Once the application is submitted	3. During the determination process	4. When we make a decision
<p>We will: Require applicants to consult with the community. For major applications, this must be in line with the requirements of the Development Consultation Charter.</p> <p>We may encourage applicants to: Liaise with Tenants Resident Associations, Neighbourhood Forums, and local community groups.</p>	<p>We will: Make planning applications and supporting documents available online on the planning register.</p> <p>Consult on planning applications as set out in law and this document.</p> <p>Ensure developers carry out the requirements set out in the Developer Consultation Charter.</p> <p>Where appropriate, we will: Display a planning notice near the application site.</p> <p>Post letters to neighbours adjoining the application site.</p> <p>Publish a press notice.</p> <p>Consult with other relevant organisations.</p>	<p>We will: Allow public and statutory consultees 21 days to respond to a consultation on an application and 30 days to respond to a consultation where an Environmental Impact Assessment is part of the application.</p> <p>Take into consideration any consultation responses as part of the officer or committee report.</p> <p>Take into account any relevant material considerations, such as impact on neighbours or design quality.</p> <p>We will not directly respond to individual representations received on each case. You will be notified of progress on an application if you sign up to track an application on the planning register.</p> <p>Where appropriate, we will: Reconsult on an amended planning application for 14 days if there is a 'material' change to the original application.</p>	<p>We will: Publish the decision notice and officer or committee report on the planning register.</p> <p>Clearly outline recommended reasons for approval or refusal in the officer or committee report.</p> <p>Email the applicant with the decision notice.</p> <p>Publish any relevant appeal documents or decisions on our website. The Planning Inspectorate (PINS) website will also publish documents.</p> <p>Monitor the developer consultation process as set out in the Development Consultation Charter.</p>

HOW TO SIGN UP FOR NOTIFICATIONS ON PLANNING APPLICATIONS

Planning Register

If you want to receive alerts about planning applications:

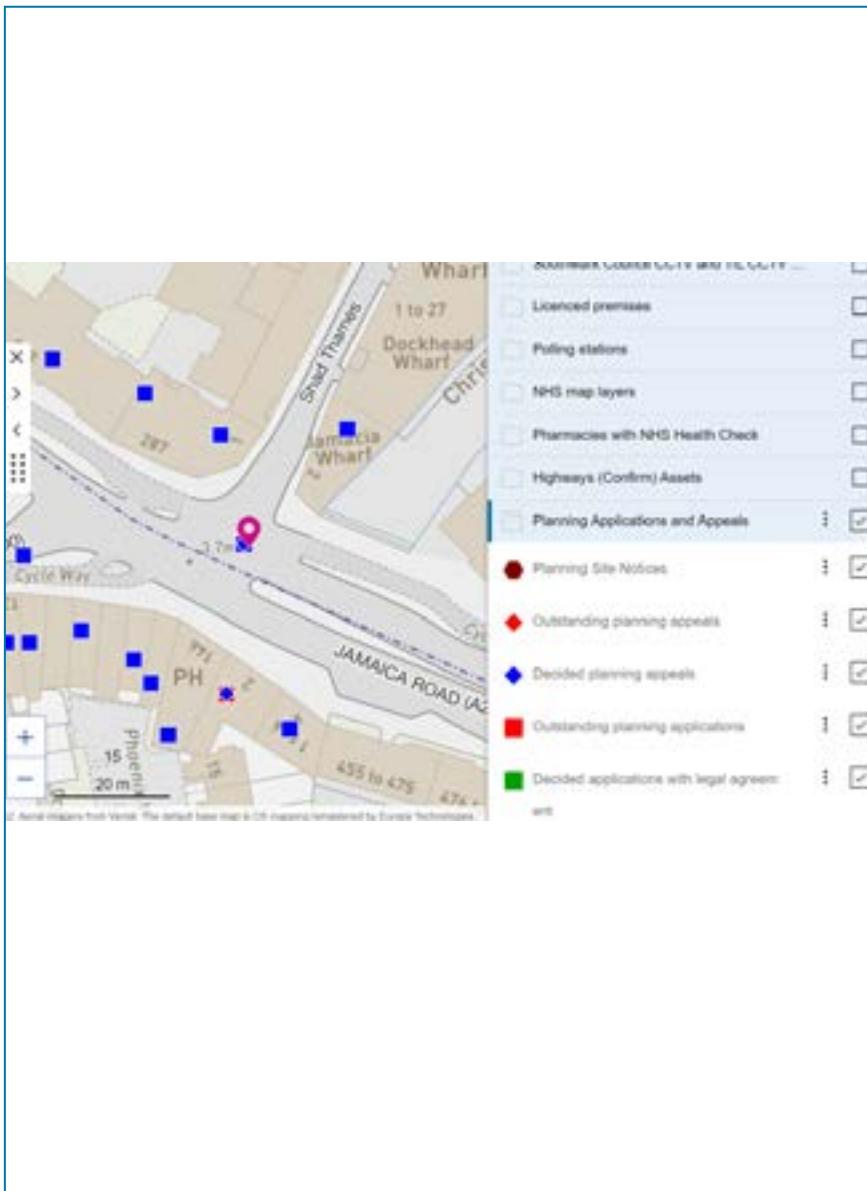
1. Create an account on the [Planning Register](#)
2. Select 'advanced search'
3. Under 'application details' select criteria that are important to you. For example, this could be a ward such as 'Peckham Rye' or the area as well as a certain type of application such as 'prior approval'.
4. Select 'search' (this will present you with all applications that fit your search criteria, present and historic)
5. Select 'save search'
6. Under 'saved search options', check the box next to 'notify me via email about new search results' and then 'save'.

If you are interested in following the progress of a specific planning application, you can 'track' the application. Whenever one of your tracked applications is modified or decided, you will receive an email notification. You can stop tracking an application at any time by removing it from your Tracked Applications list.

Southwark Maps

All current and historic planning applications can be found on Southwark Maps:

1. Follow this [link](#) to Southwark Maps
2. Select 'Planning applications and appeals' layer
3. Search for the address you are interested in



HOW TO SUBMIT YOUR COMMENTS

1. On our Planning Register

The best way to submit your comments on a planning application is using the Council's [planning register](#) during the consultation period.

How to submit comments using the planning register:

1. Follow this [link](#)
2. Search the address or application number of planning application you want to comment on
3. Click make a comment
4. Complete form

2. Letters and Emails

Alternatively, you can send us your comments by email or letter.

Please email comments to the case officer or to:
planning.applications@southwark.gov.uk

Post letters to:
Planning Division
Southwark Council,
PO BOX 645529
London SE1P 5LX

3. Libraries and MySouthwark Service Points

Applications can also be viewed on computers that are available at local libraries or [My Southwark Service Points](#) if you do not have internet access. Staff will be available to help you do this.

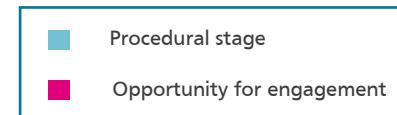
How to submit your comments

Consultation responses can support, object or suggest amendments to the proposed development. When making a decision, the Council is only able to consider factors that are 'material planning considerations'. Here are some examples:

- Design and size of the development
- Land use
- Traffic generation and parking
- Nuisance and noise
- Whether the design fits in with the character of the area
- Amenity, daylight and privacy
- Compliance with planning policy and guidance
- Changes to the development to make sure the community has been taken into account
- Any other relevant material planning or environmental issues

Any written comment you make about an application must be placed on the planning register by law. This means that your comment will be published on our website. We will remove any personal information or inappropriate language. Anonymous and 'in confidence' comments will not usually be considered.

CONSULTATION ON PLANNING APPLICATIONS

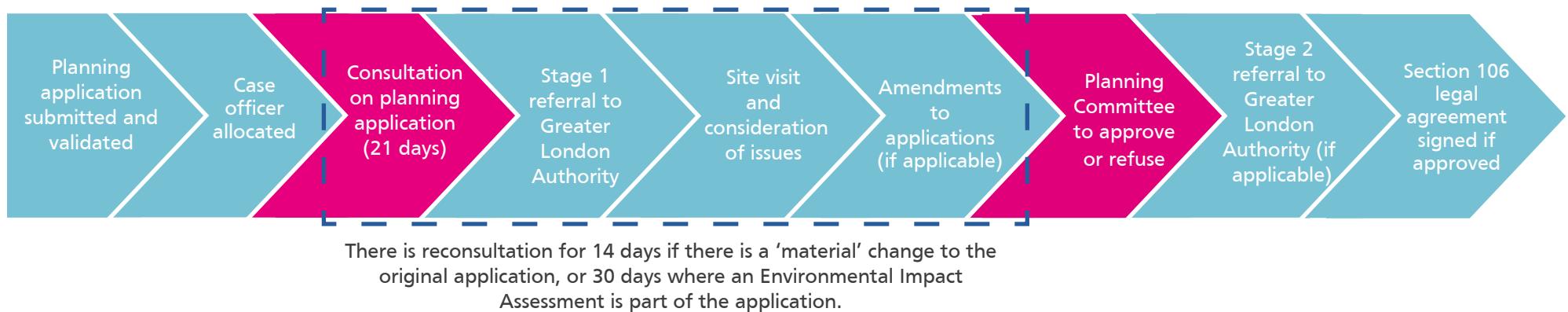


Minor planning applications



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Major planning applications



PLANNING APPEALS

If a planning application is refused by the Council, the applicant can change the scheme and submit a new planning application or submit an appeal. Decisions on appeals are made by the Planning Inspectorate (PINS) who can either overturn the Council's decision or accept the Council's decision and dismiss the appeal. The Planning Inspectorate is an independent government body. Appeals can only be made by applicants.



Getting involved

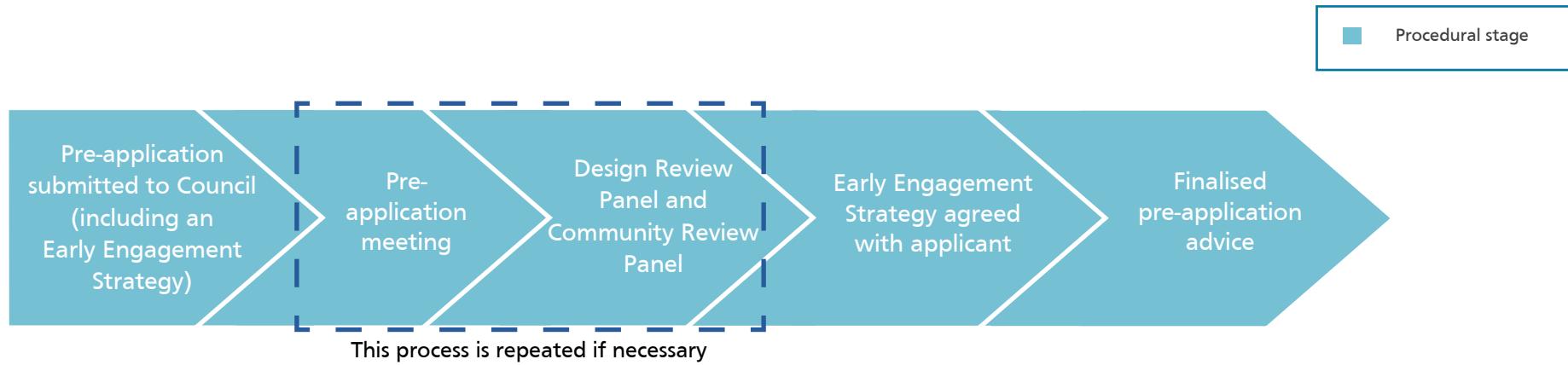
Written Representations

Most planning appeals are decided by written representations. The Planning Inspector considers written evidence from the applicant, the Council and any member of the public who has an interest in the appeal.

If you were consulted or made comments on the planning application then you will be emailed by the Council within five days for further comments and you will then need to respond within five weeks.

If you want further information please look on the Planning Inspectorate's [website](#).

PRE-APPLICATIONS



Pre-application advice for planning applications

The Council provides advice for developers before they apply for planning permission. This is informal and so the conversations are not published on the planning register and the public are not consulted by the Council until a relevant application is received. Information about how we expect the developer to consult at this stage can be found in the Development Consultation Charter. This includes an Early Engagement Strategy for major developments.

HOW TO COMMENT ON PLAN-MAKING

We want to hear what you support and how you think plans could be different. We will consult for at least six weeks on all of the documents.

1. On Our Consultation Hub	2. By email	3. By letter
<p>It is quickest and easiest to send us your comments via our Consultation Hub</p>	<p>Please email comments to: planningpolicy@southwark.gov.uk</p>	<p>Post letters to: Planning and Growth, Southwark Council, PO BOX 645529 London SE1P 5LX</p>

How to find out about plan-making

We will publicise new consultations in the following ways:

- **Press notice**

We will place a notice in Southwark News, a local newspaper.

- **Emails to our mailing list**

Further information on how to sign up to the mailing list via MySouthwark is on [page 2](#). We have over 27,000 people on our mailing list. This includes neighbouring boroughs and statutory consultees.

- **Hard copy**

A hard copy of the plan will be available at 160 Tooley Street (the Council's offices). Alternative arrangements will be made during exceptional circumstances.

- **Social media**

We will send out regular updates and reminders using the Council's social media pages when a consultation is open.

- **Council website**

The plan and all supporting documents will be available to view or download on the Council's website.

- **Consultation posters**

We will put up posters in all Southwark libraries. Assistance is available in libraries to those who need help making a comment on a plan online.

How will we respond to your feedback?

We consider all responses and produce a Consultation Report that highlights the changes we have made to the document following consultation. We report back on consultations in a 'You Said/We Did' format.

Where can I find a consultation report?

The report and all comments received are available on our website. We will send you a link to where you can find this report through [MySouthwark](#).

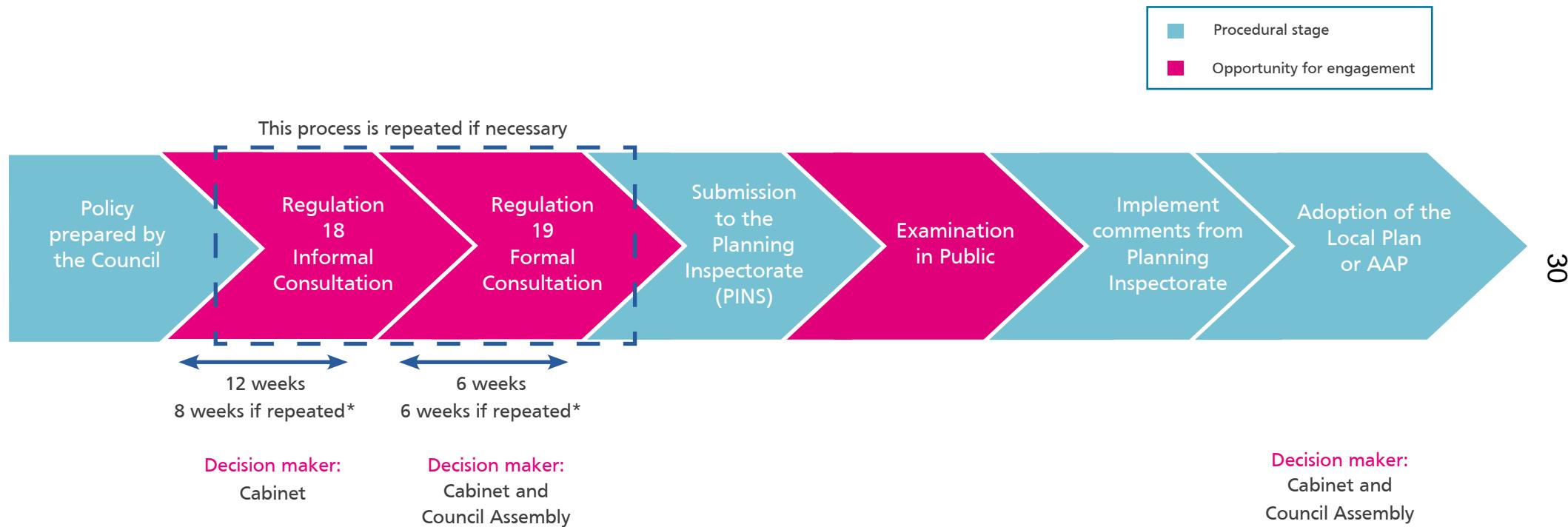
CONSULTATION ON THE LOCAL PLAN AND AREA ACTION PLANS

Getting involved

The Southwark Plan (2022) sets out how we want development to change Southwark. It sets out site allocations, area visions and policies that are used to determine planning applications.

Process of Local Plan and Area Action Plan adoption

The flowchart below shows different policy documents and consultation stages.



*Further consultation will only take place where appropriate. We will reconduct for 8 weeks at the informal Regulation 18 stage and 6 weeks at formal Regulation 19 stage following the initial consultation, if changes are proposed that require further consultation.

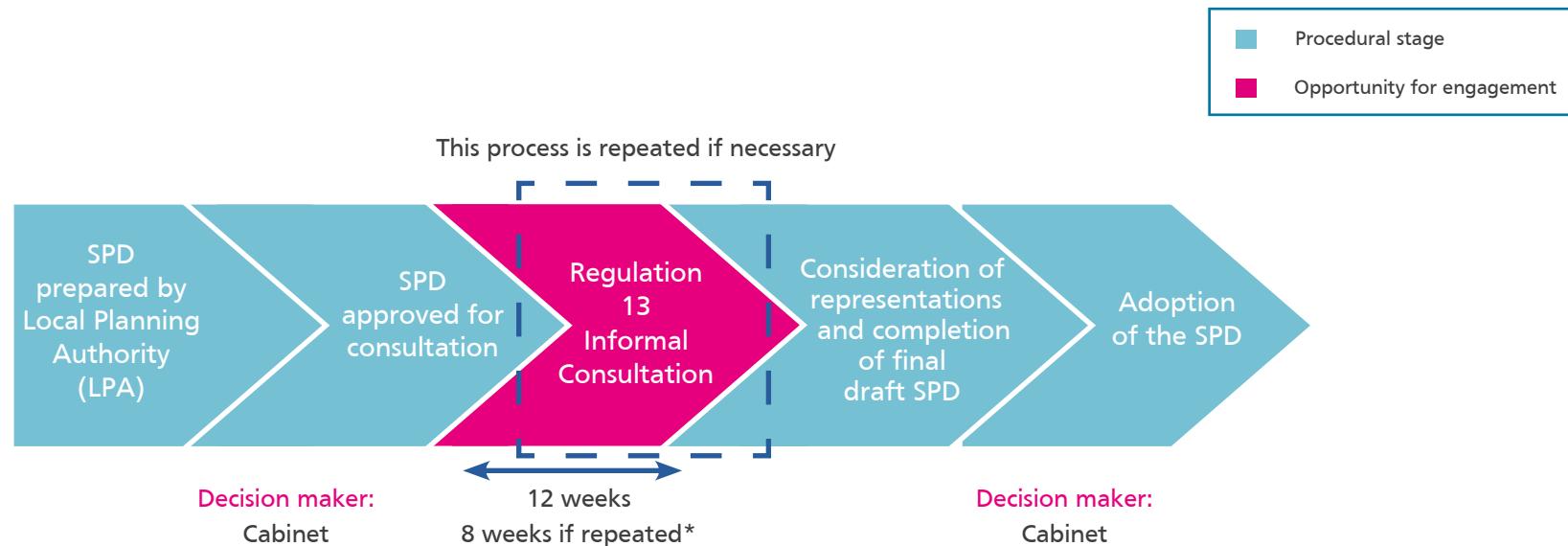
Consulting in exceptional circumstances

We might need to change our consultation when events prevent our procedures taking place to make sure that we continue communicating with people at all times.

CONSULTATION ON SUPPLEMENTARY PLANNING DOCUMENTS

What are Supplementary Planning Documents (SPDs)?

SPDs can provide guidance for development on specific sites, or on particular issues, such as design. SPDs are a material consideration in planning decisions but they are not part of the development plan. They provide additional detail to the Southwark Plan.



*Further consultation will only take place where appropriate. We will reconduct for 8 weeks following the initial consultation if changes are proposed that require further consultation.

CONSULTING IN EXCEPTIONAL CIRCUMSTANCES

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Planning applications

We will:

- Be guided by central government guidance.
- Extend the formal consultation period from 21 days to 28 days to give members of the community more time to make a comment on a planning application.
- Where planning officers cannot go on site to put up a **Site Notice**, **Neighbourhood Notification Letters** will be sent to those close to the site or a site notice will be put up by the applicant.
- Where a planning officer cannot carry out a site visit they may ask the applicant to carry out a virtual/video site visit and to take photos from specific areas of the site.
- Use satellite photography to assess the site.

The Development Consultation Charter sets out what type of consultation you can expect from a developer in exceptional circumstances.

Plan-making and policy documents

We will:

- Be guided by national guidance.
- Make all documents out to consultation available on our website. In a scenario where Council offices are closed and it is not possible for hard copies of documents to be made available, we will post a copy of the document to those who request it where they cannot access the internet.
- Advertise a consultation through **MySouthwark**, Council social media and a newspaper notice. We will also notify our statutory consultees.
- Make an online survey available so that as many people as possible will have access to the consultation.
- Hold virtual meetings between planning officers and members of the community if necessary using digital tools.

ENGAGING WITH US: FIND OUT MORE

Planning Applications

[When do you need planning permission](#)
[How the pre-application process works](#)
[How to submit a Planning Application](#)
[How to comment on an application](#)
[How to use the planning register](#)
[How we make decisions: delegated decisions and Planning Committees](#)
[Consulting in exceptional circumstances](#)

Planning Policy

[Development Consultation Charter \(DCC\)](#)
Our [Local Plan](#) and [Planning Policies Map](#)
[Planning Policy documents](#)
[Supporting documents In local plan-making](#)
[How to receive updates and comment on plan-making](#)
[Decision-making in the plan-making process](#)

Post Planning and Enforcement

[Section 106 and Community Infrastructure Levy \(CIL\)](#)
[How to report a planning breach](#)
[Planning Enforcement](#)

Information on Planning

[Glossary of Planning Terms](#)
[A Guide to Neighbourhood Planning](#)
[Plain English Guide to the Planning System](#)
[A Guide to Plan-Making](#)
[A Guide to Permitted Development Rights](#)
[Southwark Council's Movement Plan](#)
[Planning Portal](#)
[Equalities and Protected Characteristics](#)

NEIGHBOURHOOD PLANNING

Designating a Neighbourhood Forum and Area

To write a [Neighbourhood Plan](#) or a [Neighbourhood Development Order \(NDO\)](#), the local community must come together and apply to the Council to be formally designated as a Neighbourhood Forum and have a Neighbourhood Area designated. Only one group can represent and prepare a plan for each neighbourhood area.



Neighbourhood Plans and Neighbourhood Development Orders

A plan for the area can be prepared by the Neighbourhood Forum. A [NDO](#) means that certain types of development can take place in an area without the need to apply for planning permission.



Further information on neighbourhood planning can be found [here](#).

NEIGHBOURHOOD PLANNING PROCESS

Process for adopting a Neighbourhood Forum or Area

1. Submit an application.
2. The Council reviews and validates the application.
3. A delegated report is sent to the Cabinet Member to approve the consultation.
4. The Council will publicise the Plan or Order on its website.
5. Consultation feedback collated.
6. Approval or refusal for designation.

The Council must determine the application within 13 weeks of the application first being publicised. If a Neighbourhood Area application falls within the areas of two or more local planning authorities (i.e. Southwark and one of its adjoining boroughs), then 20 weeks is allowed for determination.

Required application documents

- Application form (available on our [website](#)).
- The name of the proposed Forum.
- A copy of the written constitution of the proposed Forum.
- The name of the Neighbourhood Area to which the application relates and a map identifying the area.
- Contact details of one member of the Forum to be made public.
- Confirmation that the submission is by an organisation capable of becoming a Neighbourhood Forum.
- Confirmation and details of membership with at least 21 members who live or work in the area or are an elected member.
- A statement to explain how the forum meets the conditions contained in the Town and Country Planning Act 1990 as amended - This should include whether it is established for the purpose of promoting or improving the social, economic and environmental wellbeing of the neighbourhood.

Process for adopting a Neighbourhood Plan or Development Order

1. Prepare a **Neighbourhood Plan/Order**.
2. **The Neighbourhood Forum** must publicise the plan/order to those who live or work in the area before submitting to the Council.
3. Submit a plan/order to the Council.
4. The Council publicise the plan/order on our website.
5. The **Plan/Order** will undergo an independent examination.
6. A referendum (or public vote) on the **Plan** will take place.
7. Adoption of the **Plan/Order**.

Publicising the Plan/Order to those who live or work in the area

The Neighbourhood Forum must publicise the following to the people who live, work or use the Neighbourhood Area:

- Details of the proposals/the **Plan** and supporting evidence.
- Details of where and when the proposals/the **Plan** may be inspected.
- Details of how to make representations and the date by which those representations must be received (at least 6 weeks).
- Consult statutory bodies in Schedule 1 Paragraph 1 of the Neighbourhood Planning (General) Regulations 2012.
- Send a copy of the proposals/the **Plan** to the Council(s).





DEVELOPMENT CONSULTATION CHARTER

OCTOBER 2024



Introduction

What is the Development Consultation Charter?

The Development Consultation Charter (DCC) outlines how the Council wants developers to engage with our community when preparing planning applications and applying for planning permission. The DCC forms part of our Statement of Community Involvement (SCI). The SCI is a statutory document that sets out how Southwark Council engages with our community. The SCI outlines the role of the Council in ensuring a meaningful consultation and engagement process. The DCC outlines the role of the developer in ensuring a meaningful consultation and engagement process.

We want to put the community at the heart of shaping the changes that are taking place in their neighbourhoods, and we will ensure that engagement and consultation is carried out in the ways that are required by this Charter. We have defined three key stages of participation for the community to take part in the planning process and an objective for developers at each stage:

Stage of stakeholder participation	Developer objective
1. Engage	Engage with residents and stakeholders before submitting a planning application. This will ensure residents are included in the design of a scheme.
2. Consult	Provide opportunities for residents to feed back on the design and impact of the scheme throughout the planning process.
3. Inform	Maintain regular contact with residents throughout construction until completion and beyond.

This Development Consultation Charter sets out how we will ask the developer to prove their commitment to community engagement and show that they have taken due consideration of:

- Equalities impacts
- Social infrastructure
- Community assets
- Local demography
- Heritage and cultural assets
- Existing transport

Who is the Development Consultation Charter for?

This document is primarily aimed at developers of major development schemes to outline the engagement required to develop in Southwark. However, this document is also useful for the two other stakeholders in the development process: the Council and the community.

Developers: The DCC sets out guidelines for developers on how engagement should happen at each stage of the planning process. This will ensure that a development reflects the needs of the community.

The Community: The community includes all those who live, work, study, worship and volunteer in Southwark. The DCC shows the types of engagement the community can expect from developers throughout the planning process.

The Council: This Charter outlines the requirements for developers for submitting a planning application. The Council will ensure developers of major schemes in the borough meet these requirements.

Why do we need a Development Consultation Charter?

We recognise planning and growth is not just about changes to the buildings and environment around us. It is also about improving the lives of people in the borough. It is important that everyone has a voice in the planning process and is able to influence change. The DCC is the Council's promise to the community to deliver the objectives of [Southwark Plan Policy SP2 "Southwark Together"](#).

Working together requires the Council to provide the community with:

- Guidelines for how the Council and developers will consult and engage on planning matters.
- An empowering approach to the development process where the community are at the centre.
- Accessible, online information on how engagement and feedback has shaped discussions and proposals.

This will help developers to submit a planning application that has been shaped by working closely with the community. Decision makers can then make informed, transparent decisions on the merits of the development.

Why should a developer engage with the community?

Engagement can:

- Encourage innovative ideas and design solutions inspired by local knowledge.
- Help gain support from the community as they feel valued and respected.
- Ensure the developer understands local concerns at an early stage. This helps to address issues that may arise during the application process.

Why should the community engage with the planning process?

Engagement can:

- Allow the community to have a say on how their neighbourhood changes.
- Make sure that development responds to the needs of the community.
- Empower the community and make a difference to how development happens in the borough.

Who should developers engage with?

This Charter aims to encourage meaningful conversations between the community and the developer. We expect developers to reach out to people in the local area who may be affected by a scheme. These people should reflect the diversity of the area where the application site is located.

Developers should research and contact the following organisations in the area of their site, including:

- Local community and faith groups
- Local heritage and amenity societies
- Tenants & Residents Associations (TRAs)
- Neighbourhood forums
- Local schools and colleges
- Multi-ward forums
- Ward councillors
- Local businesses and Business Improvement Districts (BIDs)
- Voluntary organisations. Examples include Community Southwark and the Forum for Equalities and Human Rights in Southwark (FEHRS)
- Civic societies and amenity associations

How will this Charter work?

This Charter introduces a **three-stage process** to ensure meaningful engagement on planning applications: (1) Engage; (2) Consult, and (3) Inform. Below is a table that outlines the requirements and responsibilities for developers, planning officers and the community to ensure its success.

Timeline of Processes	1: Engage			2: Consult		3: Inform
	At pre-application stage	Before submission of planning application	At submission of planning application	Consultation	Determination of planning application	During construction
Documents submitted by applicant	Begin preparing an Early Engagement Strategy (EES)		Engagement Summary (ES) Equalities Impact Assessment (EQIA)	Updated Engagement Summary (ES) (where further engagement has been undertaken)		Construction Management Plan secured by condition or S.106
Role of developer	Arrange pre-application meetings with the Council. A Planning Performance Agreement is recommended but not compulsory. As part of the pre-application process prepare an EES and send to the Planning Officer to review.	Undertake engagement activities with the community and relevant stakeholders. Make a copy of the final version of the EES publicly available prior to the submission of the planning application.	Prepare and submit required documents with planning application.	If further engagement is undertaken post-submission, submit an updated version of the ES with evidence of further engagement.		Respond to local stakeholder concerns and feedback in a timely manner throughout construction.
Role of planning officer	Assess and provide feedback on the submitted EES. Confirm the required DCC processes.		Review submitted documents to ensure sufficient engagement has been undertaken. If insufficient engagement, request developer undertakes further engagement.	Comply with legal requirements for consultation.	Give a summary of engagement undertaken in officer report. Assess whether the developer has given due regard to the needs of those with protected characteristics.	
Opportunities for residents		Engage and participate in engagement meetings.		Provide comments to developers and planning officers.	Attend or speak at Planning Committee.	Contact developer to report issues.

What type of applications must consult and engage?

Public consultation and engagement should be proportionate to the scale of the development. Developers of a major application must engage the community and provide evidence of having done so. Any major application must also undertake a public meeting where people can have their say on the application.

Council Schemes

1 or more homes.*

Any gain or loss in commercial floorspace.

It will be at the Case Officer's discretion if documents are required for Council-owned schemes below this threshold.

Small Scale Major Applications

10 - 49 homes.

1,000 sqm - 3,499 sqm commercial floorspace.

Large Scale Major Applications Lower Range

50 - 99 homes.

3,500 - 10,000 sqm commercial floorspace.

Large Scale Major Applications Higher Range

100 + homes.

over 10,000 sqm commercial floorspace.

*With the exception of Council-owned Hidden Homes schemes, as these are conversions in existing developments. The impacts of this type of development on equalities issues will still be taken into consideration in the planning application process.

How should developers demonstrate a commitment to engagement?

This section outlines how we would like developers to evidence the engagement and consultation undertaken throughout the development process. We have also provided templates on our [website](#) to outline the requirements of each of the documents below.

1. Early Engagement Strategy

An Early Engagement Strategy (EES) **should be developed as part of the pre-application process**. The purpose of this document is to ensure that developers engage with residents and local stakeholders from the start of the development process. Early engagement is essential to ensure that residents and local stakeholders have a say in the development. It can also help to identify elements in the design of the scheme that may have a detrimental impact on certain individuals or groups.

We recognise that schemes come to pre-application meetings at a variety of stages in the design process. There are some which will be unacceptable in principle and will progress no further. In those instances, there will be no requirement to produce an EES.

If a scheme is established as broadly policy compliant, the requirement for an EES will be discussed with the case officer as part of the pre-application process.

The EES should be submitted as a completed document when any planning application is submitted. Applicants should make the EES publicly available for residents and stakeholders to review prior to the submission of a planning application.

The EES should be submitted as a completed document when any planning application is submitted.

Fact-Based Audit

The EES should begin with a Fact-Based Audit (FBA) of the proposed development site. If the scheme is at the early stages of the design process, you should outline how you intend to undertake the FBA before finalising the design. However, if the design is at a more advanced stage, the Council expects a full FBA. This should include:

1. **Stakeholder analysis** - who are the owners, occupiers and users of the existing buildings and surrounding the site? What are the demographics of the existing occupiers and users of the site? This must include assessment of those with protected characteristics. **Is there a Community Plan or Neighbourhood Plan?**
2. **Local Economy and Community Infrastructure** - Are there any schools or educational facilities on or around the site? Are there any local or independent businesses? How have you considered this impact?
3. **Sites of Community Importance** - give a description of the existing buildings and space surrounding the site. Is the site situated within a conservation area? Is the building listed? Is the site, or any buildings within the curtilage of the site, of wider community interest?

Refer to the EES template for the full list of audit expected.

Approach to Engagement

We want to know how you will engage with the key stakeholders that **have** been identified, what engagement activities you intend to undertake and why you have chosen these activities in particular.

Engagement activities must enable stakeholders to participate and provide their views on what they want to see from the development. You must go into engagement activities without any assumptions of what stakeholders will want or need. Examples of engagement activities can include stakeholder meetings, workshops and feedback seminars.

You should also detail how you intend to incorporate feedback received from engagement activities. We want to see evidence that stakeholders have had a meaningful impact on the design of a scheme. You must detail how you will achieve this.

2. Engagement Summary

You should submit an Engagement Summary (ES) with your planning application. This is a validation requirement in Southwark. The ES should provide an overview of the engagement that has taken place with local stakeholders prior to submitting the application. The Planning Officer will assess the **ES** and this should include:

- A summary of the **FBA** undertaken in the **EES**. Please include any changes that have occurred since the EES was submitted. If you have not attended a pre-application meeting with an EES, you should provide a full **FBA**.
- **A summary of engagement activities undertaken that outlines the type, date, attendees and format of each activity.**
- A summary of stakeholder views and their vision for the future use of the site. What elements of the scheme did stakeholders like? What did they dislike? What would they like to see as part of this development?
- Outline any changes that were made to the scheme because of feedback from engagement with stakeholders in a 'You Said, We Did' format. If you were not able to make changes to the design of the scheme, provide a detailed justification.
- A Social Value Statement that describes the economic, social and environmental impacts of the development. **This statement should outline** how the development will contribute to the long-term wellbeing and resilience of existing and future residents and businesses. **This should reflect the goals of the Southwark 2030 Strategy.**
- **Monitoring data that outlines the key statistics in terms of engagement and responses**, e.g. the number of written comments received.

If you decide to undertake further engagement after submitting your application, please provide an updated engagement summary with evidence of the further engagement undertaken.

3. Equalities Impact and Needs Assessment

We all have one or more protected characteristics with similar and different needs. Some groups with protected characteristics experience differential and sometimes negative impacts as a result of a development proposal or plan. Consultation and engagement can help find out about different needs and experiences of local communities to minimise these impacts. We require developers to undertake an Equalities Impact and Needs Assessment (EINA) for their development to identify potential impacts from an early stage.

As set out in the [SCI](#), the Public Sector Equalities Duty (PSED) does not apply to developers. However, to be compliant with the SCI and this Charter, we require developers to support the Council in meeting and discharging this important duty. For you, this means producing a proportionate [EINA](#) of the impacts of the development. It must illustrate how the proposal will remove or minimise disadvantages suffered by people due to their protected characteristics, and what steps have been taken to meet the needs of people from protected groups where these are different from the needs of other people. It should also detail positive equalities impacts.

An [EINA](#) should include:

- A brief description of the development proposal.
- An overview of the users of the site and the stakeholders within the decision-making process.
- An equality impact and needs analysis that considers the potential impact to groups with protected characteristics, and provides evidence upon which this assumption is made and details of any mitigating actions to be taken as a result.

Requirements for developers

The following table provides an overview of the activities we expect developers to undertake through the three stages of stakeholder participation to ensure meaningful engagement. We expect applicants to undertake each stage in turn.

Stage 1 - Engage Best practice that a developer should undertake <u>before</u> submitting a planning application	Minor council-owned applications*	Small scale major applications	Large scale major applications - lower range	Large scale major applications - higher range
Normal circumstances	Alternatives in exceptional circumstances			
Submit an Early Engagement Strategy that includes a fact-based audit of the site during the pre-application process .	Submit an Early Engagement Strategy that includes a fact-based audit of the site during the pre-application .	✓	✓	✓
Display a notice / board at the application site, which includes images of the proposed scheme and contact details of the developer.	Display a notice / board at the application site, which includes images of the proposed scheme and contact details of the developer.	✓	✓	✓
A leaflet drop with a follow-up door-knock to those within close proximity to the site (including images of the proposed scheme, contact details of the developer and how to make comments on the proposal to the developer).	Developer to send Neighbourhood Notification Letters to those within close proximity to the site (including images of the proposed scheme, contact details of the developer and how to make comments on the proposal to the developer).	✓	✓	✓
Computer Generated Images/ 3D modelling A video presentation of the site and the proposed scheme should be available on the developer's website where possible.	Computer Generated Images/ 3D modelling A video presentation of the site and the proposed scheme should be available on the developer's website where possible.		✓	✓

Stage 1 - Engage Best practice that a developer should undertake <u>before</u> submitting a planning application		Minor council-owned applications*	Small scale major applications	Large scale major applications - lower range	Large scale major applications - higher range
Normal circumstances	Alternatives in exceptional circumstances				
Planning officers may advise developers who will need to be consulted.	Planning officers may advise developers who will need to be consulted.	√	√	√	√
Present the proposed scheme to the Design Review Panel and/or Community Review Panel (if required).	Present the proposed scheme to the Design Review Panel and/or Community Review Panel (if required).		√	√	√
Public engagement activities as agreed in Early Engagement Strategy. Examples include workshops, interviews and meetings.	Use online surveys and digital tools to find out the views of the community. For those who do not have access to the internet and cannot complete an online survey, the developer should complete the survey over the phone with the resident. Contact details for the developer should be provided on Neighbourhood Notification Letters/leaflets.		√	√	√
Meetings with local residents, any relevant groups including community / resident groups, businesses and other stakeholders.	Meetings with relevant groups including community / resident groups, businesses, and other stakeholders via video-conference software (e.g. Zoom, Microsoft Teams).			√	√
Set up website providing details and images of the proposal.	Set up website providing details and images of the proposal.			√	√

Stage 1 - Engage Best practice that a developer should undertake <u>before</u> submitting a planning application		Minor council-owned applications*	Small scale major applications	Large scale major applications - lower range	Large scale major applications - higher range
Normal circumstances	Alternatives in exceptional circumstances				
Submit an Engagement Summary	Submit an Engagement Summary	√	√	√	√
Construction boards (hoardings) displayed	Construction boards (hoardings) displayed where relevant	√	√	√	√
Leaflet drop (and/or at pre-application stage)	Neighbourhood Notification Letters to those within close proximity of the site. This should include the contact details of the developer.	√	√	√	√
Computer Generated Images/ 3D modelling	Computer Generated Images/ 3D modelling A video presentation of the site and the proposed scheme should be available on the developer's website where possible.	√	√	√	√
Consider the Council's Climate Change Strategy and Movement Plan	Consider the Council's Climate Change Strategy and Movement Plan	√	√	√	√
Present the submitted scheme to the Design Review Panel (if required).	Present the submitted scheme to the Design Review Panel via video-conference software (if required).	√	√	√	√

Stage 1 - Engage Best practice that a developer should undertake <u>before</u> submitting a planning application		Minor council-owned applications*	Small scale major applications	Large scale major applications - lower range	Large scale major applications - higher range
Normal circumstances	Alternatives in exceptional circumstances				
Public consultation workshops and A public community meeting Attend a Multi-ward Forum if requested by the Council (For Strategic Applications only)	Use online surveys and digital tools to find out the views of the community. For those who do not have access to the internet and cannot complete an online survey, the developer should complete the survey over the phone with the resident. Contact details for the developer should be provided on Neighbourhood Letters/Leaflets.		√	√	√
Feed back to people on how they have shaped development from: • Multiple public consultation workshops; and • A public community meeting	Provide detailed feedback <u>on how</u> they have shaped the development: • Update the website • Where possible, use visuals and images that demonstrate changes to the development		√	√	√
Equalities Impact and Needs Assessment	Equalities Impact and Needs Assessment	√	√	√	√
Submit a 3D model file for use in VU.CITY (FBX file, 1:1 scale and details of program modelled in)	Submit a 3D model file for use in VU.CITY (FBX file, 1:1 scale and details of program modelled in)		√	√	√

Stages 2 and 3 - Consult and Inform Best practice that a developer must undertake <u>during</u> the planning application process and <u>after</u> a planning application has been approved		Minor council-owned applications*	Small scale major applications	Large scale major applications - lower range	Large scale major applications - higher range
Normal circumstances	Alternatives in exceptional circumstances				
Provide updated engagement summary if further engagement is undertaken	Provide updated engagement summary if further engagement is undertaken	√	√	√	√
Construction boards (hoardings) displayed on site with updates on progress and contact details for the site manager of the site manager	Construction boards (hoardings) displayed on site with updates on progress and contact details for the site manager Information is also to be updated on the website	√	√	√	√
Developers keep development website up-to-date	Developers keep development website up-to-date			√	√
Website with the progress updates by developer	Website with progress updates by developer			√	√
Where applicable, comply with any Construction Environment Management Plan that is secured through by condition on the decision notice or a S106 obligation	Where applicable, comply any with Construction Environment Management Plan that is secured through by condition on the decision notice or a S106 obligation		√	√	√

* Schemes generating 1 or more home(s) or any gain or loss in commercial floorspace, with the exception of Council-owned Hidden Homes schemes, as these are conversions in existing developments, and are exempt from this level of consultation. Hidden Homes could include new homes created from unused or underused space within existing estates.

Consulting in Exceptional Circumstances

We recognise that in exceptional circumstances consultation may need to take place in different ways or use different methods so that we can continue to deliver new homes and projects within our borough.

The tables on pages 9-13 of this Charter set out best practice examples of how we expect developers to carry out consultation in Southwark, as well as alternatives to face-to-face meetings and workshops in exceptional circumstances. These alternatives should only be used when face-to-face engagement is not possible, and help us to continue working with our communities so that people can have their say and help shape their neighbourhoods.

Old Kent Road Community Review Panel

A [Community Review Panel](#) has been set up in the Old Kent Road Opportunity Area. This panel provides independent advice on planning in the area. It discusses issues including housing, transport, public and green spaces and the environment. This will help to ensure all new developments are of the highest possible quality and meet the needs of people living and working in the area.

The panel is made up of around 12 members from all backgrounds, aged 18 or over. The panel meets once a month to discuss proposals. These discussions are turned into a formal report that feeds into decisions made by the [Council](#). All of the panel's recommendations are taken seriously and are a formal part of the planning process. Experience or knowledge in planning or architecture is not required to be on the panel, and Southwark councillors and employees are not eligible to apply.

An independent company, Frame Projects, is responsible for recruiting and managing the panel. Frame Projects will ensure the panel is independent; properly briefed and able to effectively communicate its views to the [Council](#). This type of consultation is separate to this Charter. However, applicants are encouraged to consult this panel when preparing an application in the Old Kent Road, and this is something that can be mentioned in the Early Engagement Strategy.

Monitoring the Development Consultation Charter

- A ~~completed~~ Engagement Summary must be [submitted completed](#) by the developer ~~and submitted~~ with their planning application. This is a validation requirement ~~and~~ The planning application will remain invalid until it has been submitted. The Engagement Summary will be made public on our Planning Register website alongside the planning application.
- All Engagement Summary documents will be placed on the Planning Register with the planning application.
- We will monitor the number of Early Engagement Strategies, [EINA](#) and Engagement Summaries that we receive.
- The submission of an ~~Early Engagement Strategy~~, Engagement Summary and Equalities [Impact and Needs Assessment](#) will be monitored at validation stage.
- ~~We will review the development consultation process~~ We will keep the DCC requirements under review including best practice guidance.



APPENDIX 4

Early Engagement Strategy Template



Southwark Council's Development Consultation Charter requires the submission of an Early Engagement Strategy (EES) for pre-application discussions with the council. The purpose of this document is to ensure that developers engage with residents and local stakeholders from the beginning of the development process. Early engagement is essential to ensure that residents and local stakeholders have a say in the development that is going on in their area. Early engagement can also help to identify elements in the design of the scheme that may have a detrimental impact on certain individuals or groups before a planning application is submitted.

Part 1 - Fact-based Audit

In the Fact-based Audit, please provide the details of the local stakeholders and community infrastructure on and around the site.

'On or around the site' - refers to the area beyond the red line of the planning application, taking into account immediate neighbours of the site. Around the site is approximately a 10-minute walking radius from the red line.

For neighbourhood-level data we recommend using:

- [The Southwark Council Joint Strategic Needs Assessment \(JSNA\)](#)
- [The Office for National Statistics Mid-Year Population Estimates](#)
- [The Office for National Statistics Census](#)

For site-level data, we recommend:

- conducting stakeholder surveys
- recording observations through site visits
- Desk-based analysis of local infrastructure

Stakeholder Analysis	
1. Who are the owners, occupiers and users of the existing buildings on and around the site? Consider those who live, work, play, study, shop, socialise in and/or travel through the area. Include details of any potentially vulnerable communities (such as those with protected characteristics).	
2. How did you identify the stakeholders on and around the site?	
3. Is there a Community Plan or Neighbourhood Plan covering the area?	

Local Economy and Community Infrastructure	
Schools and educational facilities	
4. Are there any schools or educational institutions on and around the site?	
5. How did you determine whether there are any schools or educational institutions on or around the site?	
6. How have you considered the impact on any identified schools or educational institutions within the scheme? Please provide information on how these organisations have been consulted on the scheme.	

Local businesses	
7. Are there any local or independent businesses on and around the site?	
8. How did you determine whether there are any local or independent businesses on or around the site?	
9. How have you considered the impact on any local or independent businesses within the scheme? Provide information on how these businesses have been consulted on the scheme.	
Sites of Community Importance	
10. Are there any sites of significance to the local community on or around the site? This may include public art, community spaces, local landmarks or sites of local historic importance.	
11. How did you determine whether there are any sites of significance to the local community on or around the site? We suggest consulting the Local List and surveying local residents.	
12. How have you considered the impact on any sites of significance to the local community within the scheme?	

Part 2 - Approach to Engagement

Based on the Fact-based Audit in Part 1 of this document, outline how you will engage with the stakeholders identified. Engagement activities should be tailored to the needs of these stakeholders.

Examples of engagement activities can include (but are not limited to):

- Stakeholder meetings
- Workshops
- Attending community group meetings
- Leaflets
- Letters
- Website

Activity and Date	Attendees	Format	Justification
Name and type of engagement activity e.g. In-person 'drop-in'. When did the event take place? What time of day did the event take place?	Who will attend the event? Which stakeholder groups are you aiming reach? e.g. Parents and carers	How will participants feedback in the session? e.g. directly to	Why did you choose this format? Why did you choose to target this group in particular?

This section should detail how you intend to incorporate feedback received through the engagement activities that take place. We want to see evidence that stakeholders have had a meaningful impact on the design of a scheme. Please detail how you will achieve this.

How will you incorporate feedback received from engagement activities into the proposed scheme?

E.g., a tracker for feedback will be set up in Excel and we will assign the feedback to be discussed at a relevant meeting (for example, design comments will be discussed in a design meeting). Once the comment has been discussed in a meeting, we will update the tracker with a response to the comment that we will include in our Engagement Summary.

APPENDIX 5

Engagement Summary Template



Southwark Council's Development Consultation Charter requires the submission of an Engagement Summary as a validation requirement for planning applications for all major or Council-owned schemes. The completed Engagement Summary should provide an overview of the engagement that took place with local stakeholders prior to the submission of the planning application.

Part 1 – Summary of Fact-based Audit

In the Fact-based Audit, please provide the details of the local stakeholders and community infrastructure on and around the site.

'On or around the site' – refers to the area beyond the red line of the planning application, taking into account immediate neighbours of the site. Around the site is approximately a 10-minute walking radius from the red line.

If the proposal has undergone pre-application discussions with the Council, please include any changes that have occurred since the Early Engagement Strategy was submitted.

For neighbourhood-level data we recommend using:

- [The Southwark Council Joint Strategic Needs Assessment \(JSNA\)](#)
- [The Office for National Statistics Mid-Year Population Estimates](#)
- [The Office for National Statistics Census](#)

For site-level data, we recommend:

- Conducting stakeholder surveys
- Recording observations through site visits
- Desk-based analysis of local infrastructure

Stakeholder Analysis	
1. Who are the owners, occupiers and users of the existing buildings on and around the site? Consider those who live, work, play, study, shop, socialise in and/or travel through the area, including residents and groups with protected characteristics.	
2. How did you identify the stakeholders on and around the site?	
3. Is there a Community Plan or Neighbourhood Plan covering the area? If there is, what are the key issues and priorities for the area and how does this proposal help achieve those priorities?	

Local Economy and Community Infrastructure	
Schools and educational facilities	
4. Are there any schools or educational institutions on and around the site?	
5. How did you determine whether there are any schools or educational institutions on or around the site?	

6. How have you considered the impact on any identified schools or educational institutions which are within or impacted by the scheme? Please provide information on how these organisations have been consulted on the scheme.	
Local businesses	
7. Are there any local or independent businesses on and around the site?	
8. How did you determine whether there are any local or independent businesses on or around the site?	
9. How have you considered the impact on any local or independent businesses within the scheme? Provide information on how these businesses have been consulted on the scheme.	
Sites of Community Importance	

<p>10. Are there any sites of significance to the local community on or around the site? If so, how did you determine whether there are any sites of significance to the local community on or around the site?</p> <p>This may include public art, community spaces, local landmarks or sites of local historic importance. We suggest that you consult the Council's Local List and surveying local residents.</p>	
11. How have you considered the impact on any sites of significance to the local community within the scheme?	

Activity and Date	Attendees	Format	Accessibility measures
Name and type of engagement activity e.g. In-person 'drop-in' When did the event take place? What time of day did the event take place?	Who attended the event? How many people attended the event?	How did the participants feedback in the session?	Were any accessibility measures put in place? e.g. Translators

Part 3 – Stakeholder Views and Vision for the Site

1.	What elements of the scheme did stakeholders like? Be clear which stakeholders you are referring to (e.g. students at the local Secondary School liked the cycle paths)	
2.	What elements of the scheme did stakeholders dislike? Be clear which stakeholders you are referring to (e.g. the local baby and toddler group were concerned about the lack of play facilities for infants)	
3.	What did the different stakeholders you spoke to want to see as part of the development?	

Part 4 – You Said, We Did

Outline any changes that were made to the scheme following feedback from engagement with stakeholders. If you were not able to make changes to the design of the scheme, provide a detailed justification.

You Said	We Did
Name the stakeholder group	Provide a quote or summarised statement of comments made
E.g. attendees at the drop-in workshop	Residents of Almer Tower were concerned about a reduction in the amount of green space available because of the development

Part 5 – Social Value Statement

'Social Value' refers to the positive contributions that an organisation delivers which exceed its core obligations. It reflects the three principles of sustainable development:

1. Economy
2. Community
3. Environment

Social Value for public services is defined by [The Public Services \(Social Value\) Act 2012](#). It can be embedded in the lifecycle of a development in several ways, including in the supply chain, the design of buildings and places, within construction, and in how a building is eventually used and occupied.

Southwark is leading on innovative ways to secure Social Value and purpose from the way in which land is used. This is reflected in the [2023 Southwark Land Commission report](#) and the emerging work in this area.

Assessing potential Social Value gains of development helps ensure the wellbeing of existing and future residents and improve the quality of their lives. Southwark's approach to securing Social Value for our residents is centred around the six goals of our [Southwark 2030 strategy](#):

1. Decent homes for all
2. A good start in life
3. A safer Southwark
4. A strong and fair economy
5. Staying well
6. A healthy economy

Applicants should complete a Social Value Statement by responding to the questions under each of the Southwark 2030 goals. This can include measures carried out as part of the scheme's consultation and engagement strategy, or which will occur following completion of the scheme.

Please provide a summary and quantify the benefits of the scheme (e.g. 20 jobs in construction, 1 primary school, 0.25 ha open space).

Social Value of the Scheme	
Goal 1. Decent homes for all	
Does the scheme provide new affordable homes?	
Does the scheme provide a housing mix that responds to local need?	

Goal 2. A good start in life	
Does the proposal support the upskilling of local people?	
Does the scheme deliver and/or enhance social and community infrastructure?	
Goal 3. A safer Southwark	
Does the proposal include features that design out crime?	
Goal 4. A strong and fair economy	
Does the proposal create jobs for local people and support the local economy?	
Have local businesses been consulted and involved in the development of the scheme?	
Goal 5. Staying well	
Does the proposal support the long-term health and wellbeing of existing residents and neighbours?	
Does the design of the scheme (including any public realm and greening) deliver social benefits to new and existing residents and neighbours?	

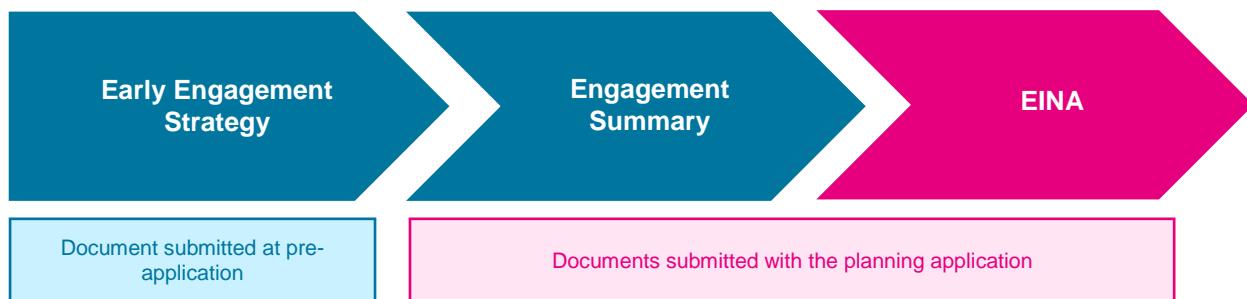
Goal 6. A healthy Environment	
Does the scheme include energy infrastructure or climate mitigation measures to improve the quality of life for existing and new residents?	
This could include reducing overheating, reducing energy bills, and improvements to biodiversity.	
How does the proposal improve community-level resilience in the face of climate change?	

Part 6 – Monitoring Data

Monitoring Data	
How many engagement events did you hold?	
How did you advertise the engagement events? We suggest attaching any advertising materials to your Engagement Summary.	
How many letters did you send to local residents, businesses and community groups?	
How many people attended engagement events in total?	
How many written comments did you receive?	
Where did people attending consultation events live or work? Please give an area breakdown.	

APPENDIX 6

EINA Template



How to Fill in Your EQIA

Under the Public Sector Equality Duty (PSED) public authorities are required to have due regard to the aims of the duty when making decisions and setting policies. As set out in the Development Consultation Charter (DCC), the Public Sector Equalities Duty (PSED) does not apply to developers. However, to be compliant with the DCC, we require developers to support the council in meeting and discharging this important duty. For you, this means producing a proportionate Equalities Impact and Needs Assessment of the impacts of the development. It must illustrate how the proposal will remove or minimise disadvantages suffered by people due to their protected characteristics, and what steps have been taken to meet the needs of people from protected groups where these are different from the needs of other people. It should also detail positive equalities impacts.

Best practice guidance from the Equality and Human Rights Commission recommends that public bodies (and therefore, you as developers in Southwark):

- Consider all the [protected characteristics](#) and all aims of the general equality duty (apart from in relation to marriage and civil partnership, where only the discrimination aim applies).
- Use equality analysis to inform policy as it develops to avoid unnecessary additional activity.
- Focus on the understanding the effects of a policy on equality and any actions needed as a result, not the production of a document.
- Consider how the time and effort involved should relate to the importance of the policy to equality.
- Think about steps to advance equality and good relations as well as eliminate discrimination.
- Use good evidence. Where it is not available, take steps to gather it (where practical and proportionate).
- Use insights from engagement with employees, service users and others can help provide evidence for equality analysis.

Good evidence can include (but is not limited to):

- [Southwark Council Joint Strategic Needs Assessment \(JSNA\)](#) – produced by Southwark Council, we review a wide range of data and information, as well as views from those who live in the borough to identify the key issues affecting the health and well-being of people in

Sources for baseline data specific to different protected characteristic groups can include (but is not limited to):

- [Age UK](#)
- [Southwark Council Local Plan EQIA](#)
- [Climate Just](#)
- [Office for Health Improvement and Disparities](#)
- [Mayor of London](#)
- [Sense UK](#)
- [Department for Work and Pensions, Family Resources Survey](#)
- [UN Women- Safe & the City](#)
- [Stonewall \(via Crisis\)](#)

The public will be able to view and scrutinise any equality analysis undertaken. Equality analysis should therefore be written in a clear and transparent way using plain English. Engagement with the community is recommended as part of the development of equality analysis.

Whilst the equality analysis is being considered, Southwark Council recommends considering socio-economic and health inequality implications, as they have a strong influence on the environment we live and work in. As a major provider of services to Southwark residents, the council has a legal duty to reduce socio-economic inequalities and this is reflected in its values and aims. For this reason, the council recommends considering socio-economic impacts in all equality analyses, not forgetting to include identified potential mitigating actions.

Socio-economic disadvantage may arise from a range of factors, including:

- poverty
- health
- education
- limited social mobility
- housing
- a lack of expectations
- discrimination
- multiple disadvantage

Section 1 – Users and Stakeholders in the Decision Making Process**Brief description of development proposal****Who are the key stakeholders and users of your site?**

Please use information gathered from your stakeholder analysis submitted with your Early Engagement Strategy and Engagement Summary.

Who are the key stakeholders involved in the decision-making process for the proposed scheme?

Section 2 – Equality Impact and Needs Analysis

This section considers the potential impacts (positive and negative) on groups with 'protected characteristics', the equality information on which this analysis is based and any mitigating actions to be taken, including improvement actions to promote equality and tackle inequalities. An equality analysis also presents as an opportunity to improve development to meet diverse needs, promote equality, tackle inequalities and promote good community relations. It is not just about addressing negative impacts.

Age – Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds)

Potential impacts (positive and negative) of proposed scheme including the impact on current users	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative) including the impact on current users
Equality information on which the above analysis is based	Socio-economic data on which above analysis is based
Mitigating actions and/or improvements to be taken	Mitigating actions and/or improvements to be taken

Disability - A person has a disability if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Potential impacts (positive and negative) of proposed scheme including the impact on current users	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative) including the impact on current users
Equality information on which the above analysis is based	Socio-economic data on which above analysis is based
Mitigating actions and/or improvements to be taken	Mitigating actions and/or improvements to be taken

Gender reassignment - The process of transitioning from one gender to another.

Potential impacts (positive and negative) of proposed scheme including the impact on current users	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative) including the impact on current users
Equality information on which the above analysis is based	Socio-economic data on which above analysis is based
Mitigating actions and/or improvements to be taken	Mitigating actions and/or improvements to be taken

Pregnancy and maternity - Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Potential impacts (positive and negative) of proposed scheme including the impact on current users	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative) including the impact on current users
Equality information on which the above analysis is based	Socio-economic data on which above analysis is based
Mitigating actions and/or improvements to be taken	Mitigating actions and/or improvements to be taken

Race - Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. N.B. Gypsy, Roma and Traveller are recognised racial groups and their needs should be considered alongside all others

Potential impacts (positive and negative) of proposed scheme including the impact on current users	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative) including the impact on current users
Equality information on which the above analysis is based	Socio-economic data on which above analysis is based
Mitigating actions and/or improvements to be taken	Mitigating actions and/or improvements to be taken

Religion and belief - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Potential impacts (positive and negative) of proposed scheme including the impact on current users	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative) including the impact on current users
Equality information on which the above analysis is based	Socio-economic data on which above analysis is based
Mitigating actions and/or improvements to be taken	Mitigating actions and/or improvements to be taken

Sex - a man or a woman.

Potential impacts (positive and negative) of proposed scheme including the impact on current users	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative) including the impact on current users
Equality information on which the above analysis is based	Socio-economic data on which above analysis is based
Mitigating actions and/or improvements to be taken	Mitigating actions and/or improvements to be taken

Sexual orientation - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Potential impacts (positive and negative) of proposed scheme including the impact on current users	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative) including the impact on current users
Equality information on which the above analysis is based	Socio-economic data on which above analysis is based
Mitigating actions and/or improvements to be taken	Mitigating actions and/or improvements to be taken

Human Rights - there are 16 rights in the Human Rights Act. Each one is called an Article. They are all taken from the European Convention on Human Rights. The Articles are The right to life, Freedom from torture, inhuman and degrading treatment, Freedom from forced labour , Right to Liberty, Fair trial, Retrospective penalties, Privacy, Freedom of conscience, Freedom of expression, Freedom of assembly, Marriage and family, Freedom from discrimination and the First Protocol

Potential impacts (positive and negative) of proposed scheme including the impact on current users	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative) including the impact on current users
Equality information on which the above analysis is based	Socio-economic data on which above analysis is based
Mitigating actions and/or improvements to be taken	Mitigating actions and/or improvements to be taken

Section 3 - Conclusions

Summarise the main findings and conclusions of the overall equality impact and needs analysis for this area

Summarise any benefits and mitigation required



Equality Impact and Needs Analysis

Statement of Community Involvement and Development Consultation Charter: Annual Review and Updates

November 2024

Guidance notes

Things to remember:

Under the Public Sector Equality Duty (PSED) public authorities are required to have due regard to the aims of the general equality duty when making decisions and when setting policies. Understanding the effect of the council's policies and practices on people with different protected characteristics is an important part of complying with the general equality duty. Under the PSED the council must ensure that:

- Decision-makers are aware of the general equality duty's requirements.
- The general equality duty is complied with before and at the time a particular policy is under consideration and when a decision is taken.
- They consciously consider the need to do the things set out in the aims of the general equality duty as an integral part of the decision-making process.
- They have sufficient information to understand the effects of the policy, or the way a function is carried out, on the aims set out in the general equality duty.
- They review policies or decisions, for example, if the make-up of service users changes, as the general equality duty is a continuing duty.
- They take responsibility for complying with the general equality duty in relation to all their relevant functions. Responsibility cannot be delegated to external organisations that are carrying out public functions on their behalf.
- They consciously consider the need to do the things set out in the aims of the general equality duty not only when a policy is developed and decided upon, but when it is being implemented.

Best practice guidance from the Equality and Human Rights Commission recommends that public bodies:

- Consider all the [protected characteristics](#) and all aims of the general equality duty (apart from in relation to marriage and civil partnership, where only the discrimination aim applies).
- Use equality analysis to inform policy as it develops to avoid unnecessary additional activity.
- Focus on the understanding the effects of a policy on equality and any actions needed as a result, not the production of a document.
- Consider how the time and effort involved should relate to the importance of the policy to equality.
- Think about steps to advance equality and good relations as well as eliminate discrimination.
- Use good evidence. Where it isn't available, take steps to gather it (where practical and proportionate).
- Use insights from engagement with employees, service users and others can help provide evidence for equality analysis.

Equality analysis should be referenced in community impact statements in Council reports. Community impact statements are a corporate requirement in all reports to the following meetings: the cabinet, individual decision makers, scrutiny, regulatory committees and community councils. Community impact statements enable decision makers to identify more easily how a decision might affect different communities in Southwark and to consider any implications for equality and diversity.

The public will be able to view and scrutinise any equality analysis undertaken. Equality analysis should therefore be written in a clear and transparent way using plain English. Equality analysis may be published under the council's publishing of equality information, or be present with divisional/departmental/service business plans. These will be placed on the website for public view under the council's Publications Scheme. All Cabinet reports will also publish related

Equality analysis should be reviewed after a sensible period of time to see if business needs have changed and/or if the effects that were expected have occurred. If not then you will need to consider amending your policy accordingly. This does not mean repeating the equality analysis, but using the experience gained through implementation to check the findings and to make any necessary adjustments.

Engagement with the community is recommended as part of the development of equality analysis. The council's Community Engagement Division and critical friend, the Forum for Equality and Human Rights in Southwark can assist with this (see section below on community engagement and www.southwarkadvice.org.uk).

Whilst the equality analysis is being considered, Southwark Council recommends considering implications arising from socio-economic disadvantage, as socio-economic inequalities have a strong influence on the environment we live and work in. As a major provider of services to Southwark residents, the council has a policy commitment to reduce socio-economic inequalities and this is reflected in its values and aims. For this reason, the council recommends considering impacts/needs arising from socio-economic disadvantage in all equality analyses, not forgetting to include identified potential mitigating actions. **The Council has adopted the Socio-Economic Duty as part of its overall equality, diversity and inclusion policy commitments in the Southwark Equality Framework.** This requires us to ensure we do not make any conditions worse for those experiencing socio-economic disadvantage through our policies and practices.

Section 1: Equality impact and needs analysis details

Proposed policy/decision/business plan to which this equality analysis relates	Statement of Community Involvement and Development Consultation Charter: Annual Review and Updates		
Equality analysis author	Calum Chipman		
Strategic Director:	Stephen Platts, Planning and Growth		
Department	Planning Policy	Division	Planning
Period analysis undertaken	November 2024		
Date of review (if applicable)			
Sign-off		Position	

Section 2: Brief description of policy/decision/business plan

1.1 Brief description of policy/decision/business plan

The Statement of Community Involvement (SCI) is an important planning document that defines how and when local residents, community groups and stakeholders can be involved in the planning process.

The Developer Consultation Charter (DCC) forms part of the SCI. It explains what engagement applicants and developers are expected to carry out for larger scale developments. The Charter provides the developer with guidance on how to engage effectively before, design and after the submission of a planning application.

The current version of the SCI and DCC was adopted by Cabinet on 6 December 2022.

Officers have proposed minor updates to these documents. The recommended updates to the SCI and DCC and associated templates are necessary to improve clarity for applicants and ensure alignment between the DCC requirements and current Council priorities.

The changes aim to provide clarity on the requirements of the report and emphasise the importance of delivering Social Value through developments, in line with the Southwark 2030 Strategy.

The SCI is a key element within the planning process which helps the Council deliver the goals of Southwark 2030, specifically Empowering People and Reducing Inequality. The changes also align the SCI with the work of the Southwark Land Commission, maintain high standards of community involvement and ensure compliance with the Public Sector Equalities Duty (PSED).

Section 3: Overview of service users and key stakeholders consulted

2. Service users and stakeholders	
Key users of the department or service	Developers, Members of the public; Housing Associations/ Registered Social Landlords; Councillors. Environment and Leisure Department; Flood and Drainage Department; Children's and Adult's Services Department; Housing and Modernisation Department; Councillors; Finance and Governance Department; Chief Executive Department; Greater London Authority; Transport for London; Thames Water; Metropolitan Police; Chief Executive's Department.
Key stakeholders were/are involved in this policy/decision/business plan	Members of the public (after consultation); Housing Associations. Within Southwark Council: Environment and Leisure Department; Children's and Adult's Services Department; Housing and Modernisation Department; Councillors; Finance and Governance Department; Chief Executive Department.

Section 4: Pre-implementation equality impact and needs analysis

This section considers the potential impacts (positive and negative) on groups with 'protected characteristics', the equality information on which this analysis is based and any mitigating actions to be taken, including improvement actions to promote equality and tackle inequalities. An equality analysis also presents as an opportunity to improve services to meet diverse needs, promote equality, tackle inequalities and promote good community relations. It is not just about addressing negative impacts.

The columns include societal issues (discrimination, exclusion, needs etc.) and socio-economic issues (levels of poverty, employment, income). As the two aspects are heavily interrelated it may not be practical to fill out both columns on all protected characteristics. The aim is, however, to ensure that socio-economic issues are given special consideration, as it is the council's intention to reduce socio-economic inequalities in the borough. Key is also the link between protected characteristics and socio-economic disadvantage, including experiences of multiple disadvantage.

Socio-economic disadvantage may arise from a range of factors, including:

- poverty
- health
- education
- limited social mobility
- housing
- a lack of expectations
- discrimination
- multiple disadvantage

The public sector equality duty (PSED) requires us to find out about and give due consideration to the needs of different protected characteristics in relation to the three parts of the duty:

1. Eliminating discrimination, harassment and victimisation
2. Advancing equality of opportunity, including finding out about and meeting diverse needs of our local communities, addressing disadvantage and barriers to equal access; enabling all voices to be heard in our engagement and consultation undertaken; increasing the participation of under-represented groups
3. Fostering good community relations; promoting good relations; to be a borough where all feel welcome, included, valued, safe and respected.

The PSED is now also further reinforced in the two additional Fairer Future For All values that we will:

- Always work to make Southwark more equal and just
- Stand against all forms of discrimination and racism

<p>Age - Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.</p> <p>Statement of Community Involvement (SCI)</p> <p>The proposed changes to the SCI are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.</p> <p>These updates are anticipated to make the document more accessible, by improving clarity and readability of the documents. This will have a positive impact for all, including those with protected characteristics.</p> <p>Development Consultation Charter (DCC)</p> <p>The proposed changes to the DCC are anticipated to have positive benefits for all people living and working in Southwark and who want to get involved in the planning system.</p> <p>The work on Social Value is likely to have positive impacts, as it is delivering added value for the different pillars of Social Value in new development.</p> <p>The addition of questions relating to the Social Value of schemes will bring positive benefits by identifying and clarifying potential Social Value gains of development.</p> <p>The amendment of questions relating to Heritage and Site Layout, Accessibility and Movement, and Climate Change and Sustainability is anticipated to have a neutral effect. This is because this data is still provided in other validation documents (Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement), and the assessment is made under the relevant Local Plan policies.</p> <p>The amendment of the DCC requirements for all council owned schemes and amending the requirement to being for 1 dwelling and above is expected to have neutral benefits on those with protected characteristics. This is because it will be at planning officers' discretion as to whether these documents are submitted (i.e. Engagement Summary and EINA) for council schemes for less than 1 dwelling.</p> <p>Officers must have a consideration of potential Equalities Impacts in their assessment of all planning applications. Furthermore, EINAs are required for all applications proposing a loss of community uses</p>	<p>Potential Socio-Economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)</p> <p>Statement of Community Involvement (SCI)</p> <p>There are no positive or negative socio-economic impacts identified for the above protected characteristic and the SCI.</p> <p>Development Consultation Charter (DCC)</p> <p>There are no socio-economic impacts identified for the above protected characteristic and the Developer Consultation Charter.</p>

which would take into account the impact on those with the above protected characteristic. It is therefore anticipated the change will have a neutral impact overall.	
Equality information on which above analysis is based	Socio-Economic data on which above analysis is based
<p>The median age in Southwark is 33, which is below that of London as a whole (35). (Census 2021)</p> <p>Southwark has an ageing population. Between 2011 and 2021, the proportion of Southwark residents aged 0-9 fell from 12.6% to 10.5%, while the proportion aged 50 and over rose from 20.4% to 24.7%. (Census 2021)</p> <p>A 79% increase in the population of Southwark aged 65 or more is forecast by 2039. This incorporates a 92% increase in those over 75 and 87% growth in those over 85. (Strategic Housing Market Assessment Update 2019)</p> <p>The areas with the highest proportions of elderly residents are in the south of the borough. Areas with the highest proportion of children are in the centre and south of the borough. (Census 2021)</p>	<p>In 2021/22 approximately 23,000 children aged 0-15 in Southwark were living in poverty, after housing costs were factored in, equating to 36% of children in the borough. This is higher than the London average of 33%. (JSNA Annual Report 2023).</p>
Mitigating and/or improvement actions to be taken	
As there are no negative impacts, no mitigating actions are required.	As there are no negative impacts, no mitigating actions are required.

Disability - A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Please note that under the PSED due regard includes:

Giving due consideration in all relevant areas to "the steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities." This also includes the need to understand and focus on different needs/impacts arising from different disabilities.

Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.

Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)

<p><i>Statement of Community Involvement</i></p> <p>The proposed changes to the SCI are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.</p> <p>These updates are anticipated to make the document more accessible and would have a positive social impact for all, including those with protected characteristics. Older and younger people may benefit from more accessible engagement processes that come from the requirements set out in the SCI.</p> <p><i>Development Consultation Charter</i></p> <p>The proposed changes to the DCC are anticipated to have neutral benefits for all people living and working in Southwark and who want to get involved in the planning system.</p> <p>The work on Social Value is likely to have positive impacts, as it is delivering added value for the different pillars of Social Value in new development.</p> <p>The addition of questions relating to the Social Value of schemes will bring positive benefits by identifying and clarifying potential Social Value gains of development.</p> <p>The amendment of questions relating to Heritage and Site Layout, Accessibility and Movement, and Climate Change and Sustainability is anticipated to have a neutral effect. This is because this data is still provided in other validation documents (Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement), and the assessment is made under the relevant Local Plan policies.</p> <p>Improved DCC Templates will aid in identifying accessibility needs early in the planning process.</p> <p>The amendment of the DCC requirements for all council owned schemes and amending the requirement to being for 1 dwelling and above is expected to have neutral benefits on those with protected characteristics. This is because it will be at planning officers' discretion as to whether these documents are submitted (i.e. Engagement Summary and EINA) for council schemes for less than 1 dwelling.</p> <p>Furthermore, EINAs are required for all applications proposing a loss of community uses which would take into account the impact on those with the above protected characteristic. It is therefore anticipated the change will have a neutral impact overall.</p>	<p><i>Statement of Community Involvement</i></p> <p>There are no positive or negative socio-economic impacts identified for the above protected characteristic.</p> <p><i>Development Consultation Charter</i></p> <p>There are no socio-economic impacts identified for the above protected characteristic.</p>
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Equality information on which above analysis is based	Socio-economic data on which above analysis is based
<p>In 2021, 8.2% of Southwark residents identified as being disabled and limited a lot. This was a decrease from 11.1% in 2011. Almost a quarter of households (33,000) had at least one resident with a disability. (Census 2021)</p> <p>The neighbourhoods with higher proportions of disability are Old Kent Road, South Bermondsey and Nunhead & Queen's Road. (Census 2021, quoted in JSNA Annual Report 2023)</p> <p>In 2019 there were 613 households in Southwark with unmet wheelchair accessible accommodation needs. (Strategic Housing Market Assessment Update 2019)</p> <p>Research conducted by the charity Sense has found that 61% of disabled people are chronically lonely. This figure rises to 70% for young disabled people. (https://www.sense.org.uk/media/latest-press-releases/loneliness-rises-dramatically-among-disabled-people/)</p>	<p>The Joseph Rowntree Foundation has found that poverty rates for households with a disabled person or informal carer are much higher than average. (Joseph Rowntree Foundation, 'UK Poverty 2023' (available at: https://www.jrf.org.uk/report/uk-poverty-2023))</p>
Mitigating and/or improvement actions to be taken	
<p>As there are no negative impacts, no mitigating actions are required.</p>	<p>As there are no negative impacts, no mitigating actions are required.</p>

<p>Gender reassignment: - The process of transitioning from one gender to another.</p> <p>Gender Identity: Gender identity is the personal sense of one's own gender. Gender identity can correlate with a person's assigned sex or can differ from it.</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.</p>	<p>Potential socio-economic impacts/ needs/issues arising from socio-economic disadvantage (positive and negative)</p>
<p>Statement of Community Involvement</p> <p>The proposed changes to the SCI are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.</p>	<p>Statement of Community Involvement</p> <p>There are no positive or negative socio-economic impacts identified for the above protected characteristic and the SCI.</p> <p>Development Consultation Charter</p>

<p>These updates are anticipated to make the document more accessible and would have a positive social impact for all, including those with protected characteristics.</p> <p><i>Development Consultation Charter</i></p> <p>The proposed changes to the DCC are anticipated to have neutral benefits for all people living and working in Southwark and who want to get involved in the planning system.</p> <p>The work on Social Value is likely to have positive impacts, as it is delivering added value for the different pillars of Social Value in new development.</p> <p>The addition of questions relating to the Social Value of schemes will bring positive benefits by identifying and clarifying potential Social Value gains of development.</p> <p>The amendment of questions relating to Heritage and Site Layout, Accessibility and Movement, and Climate Change and Sustainability is anticipated to have a neutral effect. This is because this data is still provided in other validation documents submitted as part of a planning application (for example Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement), and the assessment is made under the relevant Local Plan policies.</p> <p>The amendment of the DCC requirement for all council owned schemes to the requirement being for 1 dwelling and above is expected to have neutral benefits on those with protected characteristics. This is because it will be at planning officers' discretion as to whether these documents are submitted (i.e. Engagement Summary and EINA) for council schemes for less than 1 dwelling.</p> <p>Officers must have a consideration of potential Equalities Impacts in their assessment of all planning applications. Furthermore, ENAs are required for all applications proposing a loss of community uses. This would take into account the impact on those with the above protected characteristic. It is therefore anticipated the change will have a neutral impact overall.</p>	<p>There are no socio-economic impacts identified for the above protected characteristic.</p>
<p>Equality information on which above analysis is based.</p>	<p>Socio-economic data on which above analysis is based</p>

<p>1.23% of people aged 16 years and over in Southwark have a gender identity different from their sex registered at birth. (Census 2021)</p> <p>8.1% of people in the Burgess Park area have reported a gender identity different from their sex registered at birth. This is the highest figure of any area (medium super output area) in England and Wales. (Census 2021)</p> <p>Nationwide, 41% of trans people and 31% of non-binary people have experienced a hate crime or incident because of their gender identity in the last 12 months. (Stonewall, 'LGBT in Britain: Trans Report 2018 (available at: https://www.stonewall.org.uk/system/files/lgbt_in_britain_-_trans_report_final.pdf)</p>	<p>One in four trans people have experienced homelessness at some point in their lives. (Stonewall, 'LGBT in Britain: Trans Report 2018 (available at: https://www.stonewall.org.uk/system/files/lgbt_in_britain_-_trans_report_final.pdf)</p>
Mitigating and/or improvement actions to be taken	
<p>As there are no negative impacts, no mitigating actions are required.</p>	<p>As there are no negative impacts, no mitigating actions are required.</p>

<p>Marriage and civil partnership – In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couples. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples and must be treated the same as married couples on a wide range of legal matters. (Only to be considered in respect to the need to eliminate discrimination.)</p>	<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p> <p>Statement of Community Involvement</p> <p>The proposed changes to the SCI are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.</p> <p>These updates are anticipated to make the document more accessible and would have a positive social impact for all, including those with protected characteristics. Older and younger people may benefit from more accessible engagement processes that come from the requirements set out in the SCI.</p>	<p>Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)</p> <p>Statement of Community Involvement</p> <p>There are no positive or negative socio-economic impacts identified for persons who are married or in a civil partnership.</p> <p>Development Consultation Charter</p> <p>There are no socio-economic impacts identified for the persons who are married or in a civil partnership.</p>
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<p>Development Consultation Charter</p> <p>The proposed changes to the DCC are anticipated to have neutral benefits for all people living and working in Southwark and those who want to get involved in the planning system.</p> <p>The addition of Social Value in the DCC is likely to have positive impacts, as it is delivering added value for the different pillars of Social Value in new development.</p> <p>The addition of questions relating to the Social Value of schemes will bring positive benefits by identifying and clarifying potential Social Value gains of development.</p> <p>The amendment of questions relating to Site Layout, Accessibility and Movement is anticipated to have a neutral effect. This is because this data is still provided in other validation documents (Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement) and the assessment is made under the relevant Local Plan policies.</p> <p>The amendment of the DCC requirements for all council owned schemes to being for 1 dwelling and above is expected to have neutral benefits on those with protected characteristics. This is because it will be at planning officers' discretion as to whether these documents are submitted (i.e. Engagement Summary and EINA) for council schemes for less than 1 dwelling.</p> <p>Furthermore, EINAs are required for all applications proposing a loss of community uses which would take into account the impact on those with the above protected characteristic. It is therefore anticipated the change will have a neutral impact overall.</p>	
<p>Equality information on which above analysis is based</p>	<p>Socio-economic data on which above analysis is based</p>
<p>The latest census found that 26.9% of Southwark residents were married or in a civil partnership. This was a fall from 29.4% in 2011. Southwark had the fourth-highest percentage of adults who had never been married or in a civil partnership of all English local authorities. The proportion of residents who are married or in a civil partnership is significantly higher in the south of the borough than the north. (Census 2021)</p>	<p>None</p>
<p>Mitigating or improvement actions to be taken</p>	
<p>As there are no negative impacts, no mitigating actions are required.</p>	<p>As there are no negative impacts, no mitigating actions are required.</p>

<p>Pregnancy and maternity - Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.</p> <p>Statement of Community Involvement</p> <p>The proposed changes to the SCI are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.</p> <p>These updates are anticipated to make the document more accessible and would have a positive social impact for all, including those with protected characteristics.</p> <p>Development Consultation Charter</p> <p>The proposed changes to the DCC are anticipated to have neutral benefits for all people living and working in Southwark and who want to get involved in the planning system.</p> <p>The work on Social Value is likely to have positive impacts, as it is delivering added value for the different pillars of Social Value in new development.</p> <p>The addition of questions relating to the Social Value of schemes will bring positive benefits by identifying and clarifying the potential Social Value gains of development.</p> <p>The amendment of questions relating to Site Layout, Accessibility and Movement is anticipated to have a neutral effect. This is because this data is still provided in other validation documents (Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement) and the assessment is made under the relevant Local Plan policies.</p> <p>The amendment of the DCC requirements for all council owned schemes to being for 1 dwelling and above is expected to have neutral benefits on those with protected characteristics. This is because it will be at planning officers' discretion as to whether these documents are submitted (i.e. Engagement Summary and EINA) for council schemes of less than 1 dwelling.</p> <p>Furthermore, EINAs are required for all applications proposing a loss of community uses which would take</p>	<p>Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)</p> <p>Statement of Community Involvement</p> <p>There are no positive or negative socio-economic impacts identified for persons who are pregnant.</p> <p>Development Consultation Charter</p> <p>There are no socio-economic impacts identified for the persons who are pregnant.</p>

into account the impact on those with the above protected characteristic. It is therefore anticipated the change will have a neutral impact overall.	
Equality information on which above analysis is based	Socio-economic data on which above analysis is based
The total number of babies born in Southwark has been decreasing year on year over the past 10 years. The decline in the fertility rate in Southwark is seen across all age groups, but particularly among younger women. The average age of mothers giving birth in Southwark in 2022 was around 33 years. Across the borough there is substantial variation in the number of births each year, with rates highest in Dulwich and Peckham Rye. The general fertility rate is lowest in Nunhead & Queen's Road, at 27 births per 1,000. This ward has also seen the greatest decline over the decade (59%). (JSNA Annual Report 2023; JSNA Multi-ward Profiles 2023: East Central Southwark)	MBRRACE-UK's 2022 report found that women living in the most deprived areas have the highest maternal mortality rates and are two and a half times more likely to die than their counterparts living in the least deprived areas. (M-BRRACE-UK, 2022, 'Saving Lives, Improving Mothers' Care: Lessons learned to inform maternity care from the UK and Ireland Confidential Enquiries into Maternal Deaths and Morbidity 2018–20' (available at: https://www.npeu.ox.ac.uk/mbrrace-uk/reports)
Mitigating and/or improvement actions to be taken	
As there are no negative impacts, no mitigating actions are required.	As there are no negative impacts. No mitigating actions are required.

Race - Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. N.B. Gypsy, Roma and Traveller are recognised racial groups and their needs should be considered alongside all others	
Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)
<p>Statement of Community Involvement</p> <p>The proposed changes to the SCI are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.</p> <p>These updates are anticipated to make the document more accessible and would have a positive social impact for all, including those with protected characteristics.</p> <p>Non-native English speakers may find it hard to understand the SCI and the DCC.</p>	<p>Statement of Community Involvement</p> <p>There are no positive or negative socio-economic impacts identified relating to race.</p> <p>Development Consultation Charter</p> <p>There are no socio-economic impacts identified, relating to race.</p>
Development Consultation Charter	

<p>The proposed changes to the DCC are anticipated to have neutral benefits for all people living and working in Southwark and who want to get involved in the planning system.</p> <p>The addition of questions on Social Value is likely to have positive impacts, as it is delivering added value for the different aspects of Social Value in new development.</p> <p>The amendment of questions relating to Site Layout, Accessibility and Movement is anticipated to have a neutral effect, because this data is still provided in other validation documents (Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement), and the assessment is made under the relevant Local Plan policies.</p> <p>The amendment of the DCC requirement for all council owned schemes and amending the requirement to being for 1 dwelling and above is expected to have neutral benefits on those with protected characteristics. This is because it will be at planning officers' discretion as to whether these documents are submitted (i.e. Engagement Summary and EINA) for council schemes for less than 1 dwelling.</p> <p>Furthermore, EINAs are required for all applications proposing a loss of community uses which would take into account the impact on those with the above protected characteristic. It is therefore anticipated the change will have a neutral impact overall.</p>	
Equality information on which above analysis is based	Socio-economic data on which above analysis is based
<p>Southwark is a very ethnically diverse borough. In 2021, 51.4% of residents identified as white (a decrease from 54.2% in 2011). 25.1% identified as 'Black, Black British, Black Welsh, Caribbean or African'. 9.9% identified as 'Asian, Asian British or Asian Welsh'. 6.3% identified as 'Arab of any other ethnic group'. (Census 2021)</p> <p>Areas with the highest concentrations of white residents are mostly in the south of the borough and the Rotherhithe peninsula. Areas with the highest proportions of Black residents are mostly in the centre of the borough. The areas with the highest proportion of Asian residents are Borough and Elephant and Castle. (Census 2021)</p> <p>National research by UCL has found that Black and Asian adults over the age of 65 years are almost twice as likely to report having no close friends (9% and 7%</p>	<p>29% of Black residents live in the borough's most deprived neighbourhoods, while only 17% of the borough's white residents live in these neighbourhoods. (JSNA Annual Report 2023)</p> <p>Areas (medium super output areas) in Southwark with the highest proportions of Black residents include Peckham Park Road (48.8%), Burgess Park (38.7%) and South Bermondsey West (31.7%). In addition, the area with the highest proportion of residents identifying as 'other ethnic group' is Burgess Park (15.6%). These areas overlap with the Old Kent Road Opportunity Area. The Areas with the highest proportions of Asian residents are Elephant and Castle (21%) and</p>

<p>respectively) compared to White and mixed or 'other' ethnicity adults of the same age (both 4%).</p> <p>https://www.ucl.ac.uk/ioe/news/2020/jan/older-ethnic-minority-adults-have-fewer-close-friends</p>	<p>Borough and Southwark Street (19%). These areas overlap with the Elephant and Castle and London Bridge/Bankside Opportunity Areas. (Census 2021)</p>
<p>Mitigating and/or improvement actions to be taken</p>	
<p>Second-language English speakers may find it hard to understand the SCI and DCC. Upon request the Council can translate the documents into other languages. The document also adheres to Hemmingway plain English guidelines.</p>	<p>As there are no negative impacts. No mitigating actions are required.</p>

<p>Religion and belief - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.</p>	<p>Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)</p>
<p>Statement of Community Involvement</p> <p>The proposed changes to the SCI are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.</p> <p>These updates are anticipated to make the document more accessible and would have a positive social impact for all, including those with protected characteristics.</p> <p>Development Consultation Charter</p> <p>The proposed changes to the DCC are anticipated to have neutral benefits for all people living and working in Southwark and who want to get involved in the planning system.</p> <p>The work on Social Value is likely to have positive impacts, as it is delivering added value for the different pillars of Social Value in new development.</p> <p>The addition of questions relating to the Social Value of schemes will bring positive benefits by identifying and clarifying potential Social Value gains of development.</p>	<p>Statement of Community Involvement</p> <p>There are no positive or negative socio-economic impacts identified, relating to religion and belief.</p> <p>Development Consultation Charter</p> <p>There are no socio-economic impacts identified, relating to religion and belief.</p>

<p>The additional questions may also aid applicants in considering the impacts on local places of worship around the site.</p> <p>The amendment of the questions relating to Site Layout, Accessibility and Movement is anticipated to have a neutral effect, because this data is still provided in other validation documents (Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement), and the assessment is made under the relevant Local Plan policies.</p> <p>The amendment of the DCC requirements for all council owned schemes and amending the requirement to being for 1 dwelling and above is expected to have neutral benefits on those with protected characteristics. This is because it will be at planning officers' discretion as to whether these documents are submitted (i.e. Engagement Summary and EINA) for council schemes for less than 1 dwelling.</p> <p>Furthermore, EINAs are required for all applications proposing a loss of community uses which would take into account the impact on those with the above protected characteristic. It is therefore anticipated the change will have a neutral impact overall.</p>	
Equality information on which above analysis is based	Socio-economic data on which above analysis is based
<p>The latest census found that 43.3% of Southwark residents identify as Christian and 9.6% identify as Muslim. 36.4% identify as having no religion. (Census 2021)</p>	None
Mitigating and/or improvement actions to be taken	
As there are no negative impacts, no mitigating actions are required.	As there are no negative impacts, no mitigating actions are required.

Sex - A man or a woman.	
Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)
<p>Statement of Community Involvement</p> <p>The proposed changes to the SCI are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.</p>	<p>Statement of Community Involvement</p> <p>There are no positive or negative socio-economic impacts identified, relating to religion and belief.</p>

<p>These updates are anticipated to make the document more accessible and would have a positive social impact for all, including those with protected characteristics.</p> <p>Development Consultation Charter</p> <p>The proposed changes to the DCC are anticipated to have neutral benefits for all people living and working in Southwark and who want to get involved in the planning system.</p> <p>The work on Social Value is likely to have positive impacts, as it is delivering added value for the different pillars of Social Value in new development.</p> <p>The addition of questions relating to the Social Value of schemes will bring positive benefits by identifying and clarifying potential Social Value gains of development.</p> <p>The amendment of the questions relating to Site Layout, Accessibility and Movement is anticipated to have a neutral effect, because this data is still provided in other validation documents (Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement), and the assessment is made under the relevant Local Plan policies.</p> <p>The amendment of the DCC requirements for all council owned schemes and amending the requirement to being for 1 dwelling and above is expected to have neutral benefits on those with protected characteristics. This is because it will be at planning officers' discretion as to whether these documents are submitted (i.e. Engagement Summary and EINA) for council schemes for less than 1 dwelling.</p> <p>Furthermore, EINAs are required for all applications proposing a loss of community uses which would take into account the impact on those with the above protected characteristic. It is therefore anticipated the change will have a neutral impact overall.</p>	<p>Development Consultation Charter</p> <p>There are no socio-economic impacts identified, relating to religion and belief.</p>
<p>Equality information on which above analysis is based</p>	<p>Socio-economic data on which above analysis is based</p>
<p>The Census 2021 found that 51.6% of Southwark's residents are women and 48.4% are men. (Census 2021)</p> <p>According to Plan International UK, 66% of girls in the UK have experienced sexual attention or</p>	<p>The GLA reports that women earning the women's median wage need to spend 63% of their earnings to afford the median private rent in London. Men only need to spend 49% of their earnings on average. (London Assembly, 'Women and housing: a gap in the market',</p>

<p>sexual or physical contact in a public place. (Plan International, 'Street Harassment: It's Not OK', 2018 (available at: https://plan-uk.org/street-harassment/its-not-ok))</p> <p>71% of women of all ages in the UK have experienced some form of sexual harassment in a public space. This number rises to 86% among 18-24-year-olds. (APPG for UN Women, 'Prevalence and reporting of sexual harassment in UK public spaces', 2021 (available at: https://www.unwomenuk.org/site/wp-content/uploads/2021/03/APPG-UN-Women-Sexual-Harassment-Report_Updated.pdf))</p>	<p>2023 (available at: https://www.london.gov.uk/who-we-are/what-london-assembly-does/london-assembly-press-releases/gender-pay-gap-continues-impact-women-housing#:~:text=Women%20earning%20the%20women%27s%20median,spend%2049%25%20of%20their%20earnings))</p>
Mitigating and/or improvement actions to be taken	
<p>As there are no negative impacts, no mitigating actions are required.</p>	<p>As there are no negative impacts, no mitigating actions are required.</p>

<p>Sexual orientation - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.</p> <p>Statement of Community Involvement</p> <p>The proposed changes to the SCI are minor and relate to the correction of grammatical errors, formatting changes and clarifications in the description of DCC requirements.</p> <p>These updates are anticipated to make the document more accessible and would have a positive social impact for all, including those with protected characteristics.</p> <p>Development Consultation Charter</p> <p>The proposed changes to the DCC are anticipated to have neutral benefits for all people living and working in Southwark</p>	<p>Potential socio-economic impacts/ needs/issues arising from socio-economic disadvantage (positive and negative)</p> <p>Statement of Community Involvement</p> <p>There are no positive or negative socio-economic impacts identified, relating to religion and belief.</p> <p>Development Consultation Charter</p> <p>There are no socio-economic impacts identified, relating to religion and belief.</p>

<p>and who want to get involved in the planning system.</p> <p>The work on Social Value is likely to have positive impacts, as it is delivering added value for the different pillars of Social Value in new development.</p> <p>The addition of questions relating to the Social Value of schemes will bring positive benefits by identifying and clarifying potential Social Value gains of development.</p> <p>The amendment of questions relating to Site Layout, Accessibility and Movement is anticipated to have a neutral effect, because this data is still provided in other validation documents (Design and Access Statement, Heritage Statement, Transport Assessment, and Energy Statement), and the assessment is made under the relevant Local Plan policies.</p> <p>The amendment of the DCC requirements for all council owned schemes and amending the requirement to being for 1 dwelling and above is expected to have neutral benefits on those with protected characteristics. This is because it will be at planning officers' discretion as to whether these documents are submitted (i.e. Engagement Summary and EINA) for council schemes for less than 1 dwelling.</p> <p>Furthermore, EINAs are required for all applications proposing a loss of community uses which would take into account the impact on those with the above protected characteristic. It is therefore anticipated the change will have a neutral impact overall.</p>	
Equality information on which above analysis is based	Socio-economic data on which above analysis is based
<p>In the latest census 8.08% of Southwark's residents identified as LGB+. This is the fourth highest figure of any local authority district in England and Wales. The areas with the highest proportion of LGB+ residents are in the north-west of the borough. (Census 2021)</p> <p>According to research by Yougov, over a third of LGBT people say they don't feel comfortable walking down the street holding their partner's hand. This rises to</p>	<p>One in six LGB people have experienced homelessness at some point in their lives. (Stonewall and Yougov, 'LGBT in Britain: Home and Communities', 2018 (available at: https://www.stonewall.org.uk/sites/default/files/lgbt_in_britain_home_and_communities.pdf))</p>

<p>three in five for gay men. One in five LGBT people have experienced a hate crime or incident due to their sexual orientation and/or gender identity in the last 12 months. (Stonewall and Yougov, 'LGBT in Britain: Hate Crime and Discrimination', 2017 (available at: https://www.stonewall.org.uk/system/files/lgbt_in_britain_hate_crime.pdf))</p>	
<p>Mitigating and/or improvement actions to be taken</p>	
<p>As there are no negative impacts, no mitigating actions are required. The Council will continue to monitor impacts on this group. The Council will mitigate against any unforeseen issues that arise.</p>	

Human Rights

There are 16 rights in the Human Rights Act. Each one is called an Article. They are all taken from the European Convention on Human Rights. The Articles are The right to life, Freedom from torture, inhuman and degrading treatment, Freedom from forced labour , Right to Liberty, Fair trial, Retrospective penalties, Privacy, Freedom of conscience, Freedom of expression, Freedom of assembly, Marriage and family, Freedom from discrimination and the First Protocol

Potential impacts (positive and negative) of proposed policy/decision/business plan

The Statement of Community Involvement and Developer Consultation Charter aligns with the council's Approach to Community Engagement document used throughout the council that is considerate of the Human Rights Act.

Information on which above analysis is based

None

Mitigating and/or improvement actions to be taken

We will continue to monitor and review the implementation and use of Statement of Community Involvement and Developer Consultation Charters to ensure that the likelihood of negative impacts arising is minimal. The Council will mitigate against any unforeseen issues that arise.



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APPENDIX 8

Consultation Plan – SCI / DCC

1. Introduction

What is the Statement of Community Involvement (SCI)?

1. The SCI gives details about the opportunities residents have to help make plans, policies and decisions that can affect their community. The document outlines the Council's commitments and sets out the values in the Approach to Community Engagement.
2. The Development Consultation Charter (DCC) forms part of the SCI. It explains how developers are expected to carry out successful engagement for large-scale developments (development is considered large-scale if it involves over 10 homes). The charter provides the developer with guidance on how to engage effectively with the public, before any application has been submitted.
3. The DCC means applicants need to submit three documents at different stages. These are an Early Engagement Strategy (EES), an Engagement Summary (ES) and an Equalities Impact Assessment (EQIA). The Council tells developers what information to put in these documents and provides templates to make sure they provide all the information needed.

Why are we consulting on the SCI?

4. The current SCI is from December 2022. The SCI and DCC are intended to be live documents that would respond to the changing needs of residents.
5. Officers have reviewed the SCI and DCC and the implementation of these requirements over the past 2 years, and in response have made some minor changes to both documents to make the process clearer for both residents and applicants.
6. In addition, in response to the Council's 2030 Pledge and focus on Social Value, additional questions are proposed to understand the value added by new development.
7. Minor changes have been made to the templates for developers to support in compiling the EES, ES and EQIA.

8. There is no requirement in the Southwark Constitution for these changes to be consulted on. This public consultation on the SCI is an opportunity for Southwark residents to have their say on the proposed changes. The responses received by the council during this process will help to shape and improve the SCI and DCC for the benefit of the community.

What is a consultation plan?

9. A consultation plan sets out how residents can expect to be consulted about the proposed changes to the SCI. It details how to find out about the consultation and how to make comments on this document.
10. Anyone with further questions about the consultation or the SCI can contact the planning policy team at planningpolicy@southwark.gov.uk.

Summary of consultation to date

11. The current SCI and DCC were adopted in December 2022. This was only after two rounds of consultation (January 2020 – March 2022 and December 2021 – March 2022).

The purpose of this consultation

12. The purpose of this consultation is to receive feedback from the community of our proposed changes to the SCI and DCC. The Council wish to know residents' on:
 - The rewording of sections to be clearer and correct some grammatical mistakes.
 - Encouraging applicants to publish their plans before submitting an application.
 - Refining what type of Council-owned applications are needed to submit certain documents.
 - Changing some of the questions in our EES and ES templates.
 - Expanding the Social Value Statement section of the ES.
 - Changing the Equalities Impact Assessment (EQIA) to an Equalities Impact and Needs Assessment (EINA) (this will help emphasise potential socio-economic impacts of developments).

2. How are we Consulting

How are we consulting?

13. This consultation plan sets out the consultation we are planning to carry out on the proposed changes to the SCI and DCC. There is no statutory requirement to consult the community on the SCI. However, in order to produce a document that reflects the needs of the community, we will consult on the proposed changes to the SCI. This also makes sure the process is as transparent as possible.

14. We invite members of the public or any other stakeholders to share their views on our proposed changes to the SCI, DCC, or any of the three templates (ES, EES, and EQIA).

3. The timetable and methods of consultation

Consultation timeframe

15. We will consult on our proposed changes for a minimum of six weeks. Additional time will also be added to the consultation to account for the Christmas period.

16. The consultation will run from 16th December 2024 until 10th February 2025.

Consultation methods

17. The documents will be put on the Council's website and will also be available to view at the Council's Tooley Street offices (160 Tooley Street).

18. An advert publicising the consultation will be put in Southwark News and we will also send an email to around 30,000 contacts who have signed up for our Planning Policy mailing list.

19. The table below shows the ways we will consult.

METHOD OF CONSULTATION	CONSULTEE	DATE	COMMENTS
Send a mail out to all statutory consultees informing them of the consultation and inviting comments	All on planning policy consultee database	Consultation launch	
Display consultation documents at our offices	All	Consultation launch	
Upload the documents onto the	All	Consultation launch	Our website will continually be updated

Council website for the public to view			
Advertise the consultation in the local press	All	Consultation launch	This will be in the Southwark News
Make a copy of the SCI / DCC available for an individual if requested	Individuals if requested	On request	

4. How to Comment

20. The Council welcomes comments on the SCI and DCC and any comments on the proposed changes to the documents

21. Feedback can be given:

- On the Consultation Hub
- By email to planningpolicy@southwark.gov.uk
- By phone to 020 7525 2990
- By letter / post to:

Planning Policy,
Southwark Council,
PO BOX 64529,
London SE1P 5LX

22. For any queries or assistance, please contact:

planningpolicy@southwark.gov.uk.

5. What happens next?

23. This amended SCI will be consulted on for another 8 weeks as set out above so that the community can give their opinions on any additional changes they would like to see made to the SCI.

24. Once this consultation is over, responses will be compiled, and the SCI will be amended where necessary to take on board the comments received. This new

SCI will then be formally adopted. The SCI will be implemented, and monitoring will be ongoing.

25. Feedback from this consultation will be made available on the website and a link to this feedback will be sent to MySouthwark users.

Meeting Name:	Overview and Scrutiny Committee
Date:	12 February 2025
Report title:	Scrutiny Improvement Review Implementation - Update
Ward(s) or groups affected:	N/a
Classification:	Open
Reasons for lateness (if applicable)	N/a
From:	Head of Scrutiny

RECOMMENDATIONS

1. That the overview and scrutiny committee note the current position in respect implementation of the CfGS scrutiny improvement review recommendations set out in the report.
2. That the overview and scrutiny committee note the proposed cabinet scrutiny protocol and scrutiny recommendations action tracker (Appendix 1 and 2 respectively) and the action log (Appendix 3, to follow).

BACKGROUND INFORMATION

3. The overview and scrutiny committee agreed the CfGS Scrutiny Improvement Review recommendations at its meeting in October 2023.

KEY ISSUES FOR CONSIDERATION

4. The action plan has been revised following an audit of the action plan by BDO Auditors who recommended that the action plan log be transferred to excel and rearranged to enable better manipulation of data quality and analysis.
5. The auditors also recommended that the actions log be reviewed to determine whether all actions are practical and bring about the benefits that address the CfGS recommendations. They have recommended that where actions do not provide benefit or are not achievable, alternatives should be considered and agreed with OSC. A review of these actions will be undertaken by the Head of Scrutiny in consultation with the Chair of overview and scrutiny committee and reported to the next meeting.
6. The auditors also recommended that the action log be presented to OSC on a quarterly basis. The actions log will be presented to the February meeting, and then in June/July 2025.

Progress on main recommendations / enhancements

Recommendation 1: Strengthen collaborative relationships between scrutiny, Cabinet and Directors whilst maintaining the independence of scrutiny. Earlier and more systematic involvement of portfolio holders and Directors would enable scrutiny to identify issues, trends, and topics where it can focus for accountability and impact.

Cabinet Scrutiny Protocol

7. A cabinet scrutiny protocol has been developed (draft attached as appendix 1). The purpose of the protocol is to enable Cabinet members (and senior officers) and the Scrutiny function to have a clear understanding of the expectations and behaviours of members, officers, organisations, and individuals engaging in the various aspects of the scrutiny process and to foster good working relations.
8. The protocol sets how cabinet and scrutiny will work together, the development of the overview and scrutiny committee / commission work programmes, with a focus on key council priorities. Expectations of cabinet members / senior officers in keeping scrutiny informed of significant issues, and how they will participate in the scrutiny process, and in turn scrutiny keeping cabinet members and senior officers informed of scrutiny activity and findings, and how it will go about scrutiny, including reasonable notice for requests for information/attendance at meetings, a commitment to evidence based SMART recommendations.
9. There will be processes that will sit underneath the protocol to support agreed arrangements, exact detail to be established. The protocol has been reviewed by CMT and is now at the stage for consultation with overview and scrutiny committee and the cabinet office.
10. The aim is to have the protocol in place by March 2025 so that actions arising from the protocol can be progressed ahead of the forthcoming municipal year and can inform work programming for 2025/26. A key driver to this is to enable earlier engagement on the proposed scrutiny work programmes with cabinet members and senior officers to identify council priorities, allow time for review of where scrutiny can add value, clear scoping of issues, consideration of education sessions, key lines of enquiry in preparation for the forthcoming year (with input from senior officers).
11. The final agreed protocol will address a number of the scrutiny improvement review recommendations/actions.
- Recommendation 2:** Enable the scrutiny team to take a more strategic role in managing the relationships between different parts of the Council. This offers further opportunities to raise the profile and impact of scrutiny.
12. This recommendation is still to be explored.

Enhancement: Developing a working agreement between Members and Officers to strengthen collaborative relationships, clarify mutual expectations and manage potential areas of conflict.

13. The cabinet scrutiny protocol addresses this recommended enhancement.

Enhancement: Using benchmarking and share good practice case studies to promote examples of 'what good scrutiny looks like' to inform reviews and design challenge questions.

14. This recommended enhancement is still to be actioned.

Recommendation 3: Provide development support and training for Officers across the Council to refresh and enhance their understanding and appreciation of scrutiny.

15. This recommendation will be actioned following agreement of the cabinet scrutiny protocol.

Recommendation 4: Review how reports and information is supplied to scrutiny - so that it supports the scrutiny objective, is not excessively detailed and is understandable by Members.

16. As indicated in paragraph 10 of the report, the intention is to hold earlier engagement on proposed scrutiny topics for review. This will allow time for greater scoping of issues and earlier identification of required information, in consultation with officers. It is envisaged that this process will inform what is required, and adequate notice for information to be prepared.

Enhancement: Establishing cross-party pre-meetings for Scrutiny Committees and Commissions as an additional way to support the process.

17. Pre-meetings have been introduced or offered as part of the scrutiny meeting preparation process.

Recommendation 5: Developing a systematic approach to mapping opportunities for community engagement and collaborative approaches including a methodology for identifying local issues for residents.

18. This recommendation is yet to be fully explored. The scrutiny team are currently discussing with community engagement team, ways in which they may be able to support the scrutiny function with engaging with the community, including utilising the engage.southwark.gov.uk website. The intention is to have a dedicated scrutiny page on the site which will inform on the work of scrutiny, how community representatives may get involved in particular scrutiny reviews, and a suggestion section for the public to indicate suggested matters for scrutiny.
19. The aim is to have this page up and running by the beginning of March so that suggestions can be factored into the considerations for the scrutiny work programmes for the forthcoming municipal year. Suggested topics will need

to be reviewed and prioritised as part of the scrutiny work programme prioritisation process with the support of officers in the relevant departments.

Enhancement: Extending the use of creative approaches to scrutiny in Southwark. Use work planning and scoping to consider the best methods for each review. Share examples of good practice and creative methods by creating a menu of different methods available to the Scrutiny Committee and Commissions.

20. The council's current scrutiny work planning and scoping tool is in the process of being reviewed. The updated version will be used as a matter of course for all scrutiny reviews for the 2025/26 year.

Enhancement: Supporting the co-opted Members through a refreshed support programme identifying their learning and development needs to get the most from their contributions.

21. This recommended enhancement is still to be explored.

Recommendation 6: Review and enhance work planning process for the Committee and the Commissions, building on current practice by using insights from this review. Consider the systematic use of work planning tools to assist with prioritising issues.

22. The prioritisation process set out in the cabinet scrutiny protocol, and the review of the council's scoping template will address this recommendation.

Recommendation 7: Use member education sessions, masterclasses, and pre-briefing to support Members to be ready to engage with scrutiny topics and Council plans.

23. As indicated previously, earlier engagement around proposed scrutiny topics will allow for identification of issues which will inform required education sessions and accordingly scheduled into the scrutiny pre-meetings as appropriate.

Enhancement: Continue to develop an approach to pre-decision scrutiny in collaboration with Cabinet and Officers.

24. The issue of pre-decision scrutiny is identified as a requirement in the cabinet scrutiny protocol. The circumstances that will trigger pre-decision scrutiny (outside of a direct request) is still being worked through.

Enhancement: Supporting Members to design effective challenge questions using triangulated evidence and data to enhance accountability.

25. Previously, through the London Scrutiny Network introductory training on key questioning skills facilitated by the CfGS was offered to members across London in February 2024. Consideration is being given as to whether a bespoke training session for Southwark Councillors should be sought ahead of the general new/returning member induction session due to be undertaken in June 2026.

Recommendation 8: Consider the use of task and finish group work and other alternative scrutiny arrangements to ensure the most effective use of time and resources and to deliver maximum impact.

26. This is open for OSC and the commissions to consider as appropriate. Earlier preparation and planning for 2025/26 may see greater take up of alternative scrutiny arrangements.

Recommendation 9: Review the call-in procedure based on benchmarking and examples of good practice.

27. The call-in arrangements were reviewed, and revised call-in arrangements introduced from 1 April 2024 following agreement of council assembly.

Recommendation 10: Focus on smaller sets of high-quality recommendations from scrutiny reviews.

28. This recommendation is addressed in the cabinet scrutiny protocol.

Enhancement: Enhance the formal system for tracking recommendations over time - identify the impact and learning from specific recommendations as well as factors that produce effective recommendations.

29. A scrutiny recommendations action tracker has been created for this purpose. The document is currently being populated with information for OSC and each of the commissions, covering period from 2023/24 municipal year. Extract of document attached as Appendix 2.

Enhancement: Consider cross-cutting issues as a regular part of the Overview and Scrutiny Committee work plan and agenda, bringing together strategic themes from across the four Commissions to identify opportunities for system wide working and accountability.

30. It is anticipated that there will be a greater focus on cross-cutting issues arising from the revised work programme planning process for 2025/26.

Enhancement: Create a strategic summary statement on the purpose and contribution of scrutiny in Southwark. Use this to map impact.

31. The creation of a strategic summary statement is still to be explored.

Enhancement: Use a self-assessment tool to support the annual review and evaluation of scrutiny.

32. The scrutiny recommendations action tracker will assist in assessing impact of scrutiny. The implementation of recommendations in preparation for the 2025/26 year will provide a greater reflection of scrutiny's success operating revised arrangements. The annual review for municipal year ending 2025/26 will provide a clearer picture of the impact of scrutiny.

Recommendation 11: Further skills development support is offered for the key roles of Chairs and Vice-Chairs - to support them to develop their approach to leading scrutiny and to reflect on their personal style and learning.

33. Group Chairs training has been offered to chairs and vice-chairs and individual training offered to new chairs.

Enhancement: Extending the development process for Members to enable them to refresh their knowledge and understanding of the role of scrutiny - this should include learning activities such as workshops supported with materials and case studies.

34. Scrutiny training is offered to members by CfGS through the London Scrutiny Network. Southwark specific training is usually offered at the beginning of a new term of office as part of the Member induction programme.

Enhancement: Use pre-meetings to prepare for scrutiny sessions by reviewing the key lines of enquiry and coordinating approaches to questions and evidence. Pre-meetings can facilitate teamwork between Members of the Committee or Commission.

35. Pre-meetings have been introduced. The effectiveness and operation is under review with a view to seeing how arrangements for the pre-meeting can best support the aims of the pre-meetings.

Enhancement: Provide Scrutiny Members with the essential core knowledge to be sufficiently effective in the scrutiny task through briefings, education sessions or 'master classes' for complex topics.

36. The pre-meetings / informal meetings will be utilised for this purpose.

Public engagement

37. Work is underway to facilitate better engagement with the public/community – see paragraph 18 and 19 for initial steps.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
CfGS Scrutiny Improvement Review Report and Action Plan	Title of department/unit Address	Name Phone number

[Agenda for Overview & Scrutiny Committee on Wednesday 4 October 2023, 7.00 pm - Southwark Council](#) (See item 7)

APPENDICES

No.	Title
Appendix 1	Draft Cabinet Scrutiny Protocol
Appendix 2	Scrutiny Recommendations Action Tracker

AUDIT TRAIL

Lead Officer	Everton Roberts, Head of Scrutiny	
Report Author	Everton Roberts, Head of Scrutiny	
Version	Final	
Dated	4 February 2025	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Assistant Chief Executive, Governance and Assurance	No	No
Strategic Director, Finance	No	No
Cabinet Member	No	No
Date final report sent to Scrutiny Team	4 February 2025	

Cabinet / Scrutiny Protocol

Background

Purpose of protocol

The purpose of this protocol is to enable the Cabinet (and senior officers) and the Scrutiny function to have a clear understanding of the expectations and behaviours of members, officers, organisations, and individuals engaging in the various aspects of the scrutiny process and foster good working relations.

For scrutiny to be effective, the process for scrutiny needs to be managed. This protocol sets out the principles to be followed when engaging with the scrutiny process.

The scrutiny function

The provision of local authority scrutiny is established through the Local Government Act 2000 (Executive Arrangements) and ensures that members of a local authority who are not part of a council's executive can hold the executive [cabinet] to account.

It is generally recognised that the role of local authority scrutiny is to:

- provide constructive 'critical friend' challenge
- amplify the voices and concerns of the public
- be led by independent people who take responsibility for their role
- drive improvement in public services and strategic decision-making

Legislation provides scrutiny with various powers to undertake its function, including, scrutinising decisions the executive (cabinet) is planning to take, to call-in for scrutiny, executive decisions taken but not yet implemented, to compel members and officers and organisations to attend scrutiny meetings to answer questions on performance and decisions taken. The remit of scrutiny is wide ranging and covers matters that affect the authority's area or the inhabitants of the area. The scrutiny members also have powers to access information beyond the general rights of access to information afforded to local authority councillors.

General principles, values, and behaviours

Working together

It is acknowledged that there are different rights and roles for the cabinet and the overview and scrutiny committee (and its commissions), but that both are committed to securing the best outcomes for people living and working in Southwark.

It is expected that there will be:

- frequent and honest dialogue between cabinet members and scrutiny members
- regular discussions around the cabinet, and scrutiny work programmes
- opportunities for scrutiny to be involved in pre-decision scrutiny, policy development and review
- effective formal and informal reporting structures
- open and transparent scrutiny, but on occasion may require operating outside of the formal committee meeting process if this facilitates addressing sensitive matters or enables a more thorough analysis or a frank exchange of views
- Respect for the confidential nature of any exempt / confidential discussions that may take place

Developing the overview and scrutiny committee / commission annual work programmes

In developing the overview and scrutiny committee/commission annual work programmes, it is expected that scrutiny will focus on issues of concern to the community and / or matters that are linked to the Council's corporate objectives. The following selection criteria will be applied when prioritising the content of the scrutiny work programmes:

- matters linked to the Council's corporate objectives (Council Delivery Plan / Southwark 2030 Strategy)
- is a matter of current concern
- is not being reviewed elsewhere
- is a matter capable of being influenced by the committee
- is of manageable scope, and of sufficient size/importance to warrant a scrutiny review

- can be scrutinised within available resources

In developing the work programmes, the overview and scrutiny committee and its commissions (through the committee chairs) will seek input from the cabinet / senior leadership on potential issues to be included in the work programme. The committee will also seek input from the opposition group, and scrutiny committee members in general.

Once scrutiny topics have been identified by the overview and scrutiny committee and or its commissions, cabinet members / senior leadership (including directors) will be informed. The committee will consult with cabinet members / senior leadership and seek input on the appropriateness of the topics for scrutiny, and support with undertaking the reviews.

The final content of the scrutiny work programmes is decided by the overview and scrutiny committee, and its commissions. Additional items may be added to the work programmes throughout the year.

Cabinet members / senior leadership will be kept informed of scrutiny activity as reviews are undertaken, including information on groups being invited to submit evidence. Cabinet members / senior leadership should not attempt to influence that process but can assist in identifying and suggesting individuals / groups.

Expectation of cabinet members / senior officers

Cabinet members should ensure its priorities are communicated to scrutiny to inform work planning, so that scrutiny is adding value by focussing on key council priorities.

Cabinet members should keep scrutiny chairs, vice-chairs and support officers informed of the outline of major decisions as they are being developed, to allow for discussion of scrutiny's potential involvement in policy development.

The overview and scrutiny committee and its commissions may require officers and members to attend and provide information required to answer questions. It is the duty of any officer or member to attend and answer questions (other than those which he or she would be entitled to refuse to answer in a court of law) if the overview and scrutiny committee and its commissions so request. In attending a scrutiny meeting (or providing information), cabinet members and senior officers are expected to prepare for the meeting as appropriate and provide information in a timely manner.

Officers should provide all relevant information in their possession, and they should use their best efforts to make sure that they possess all relevant information.

Expectation of the scrutiny function

Scrutiny members should work together with the cabinet in a non-partisan environment and adopt a non-adversarial but challenging approach to identify improvements.

In inviting cabinet members / senior officers to attend scrutiny to give evidence or to provide information, scrutiny will make clear the reason for a request and be specific about the information being requested. A minimum of five clear working days' notice will be provided, but the aim will be to give at least one month's notice depending on the circumstances.

Scrutiny members should adopt an inquisitorial (information seeking) approach to questioning rather than a confrontational one. They may be firm and assertive, but adopting a facilitative and exploratory way of working to generate an atmosphere in which members and officers can explore issues openly and honestly. Under no circumstance should members adopt a rude or aggressive style.

Scrutiny chairs should share key findings, drafts of scrutiny reports and recommendations with cabinet members and officers ahead of publication to ensure accuracy and no surprises.

Access to information

Overview and scrutiny committee (and its commissions) will be entitled to copies of any document which is in the possession or control of the cabinet or its committees and which contains material relating to any business transacted at a meeting of the cabinet or its committees.

Rules in relation to access to information (and limits on rights) are contained in Part 4 of the council constitution – ‘access to information procedure rules’ (section 24).

Information may be shared informally with scrutiny committee members on a confidential basis (e.g. proposals not possible to be shared publicly). This may be to determine whether and how a matter should be scrutinised or as part of scrutiny of policy development.

Scrutiny members should respect the confidential nature of information received and the discussions that may take place from time to time.

Information relating to performance

Within their terms of reference, all scrutiny committees/commissions will review and scrutinise the performance of the council in relation to its policy objectives, performance targets and/or particular service areas, and question members of the cabinet and officers about their decisions and performance.

Cabinet members / senior officers will provide scrutiny with appropriate timely information that enables scrutiny to undertake this function satisfactorily.

Scrutiny may use performance data to identify issues for further scrutiny.

Pre-decision scrutiny and involvement in policy development

Within their terms of reference, all scrutiny committees/commissions will assist council assembly and the cabinet in the development of its budget and policy framework by in-depth analysis of policy issues.

Individual cabinet members and scrutiny committee chairs should meet bi-annually to identify and plan for pre-decision scrutiny and policy development work for which all members can participate, noting the two common approaches to pre-decision scrutiny:

- Immediately before the decision - scrutiny undertaken two or three weeks before the decision is made at Cabinet.
- Some time before the decision - This type of scrutiny intersects with policy development and may be more in-depth. Its use to be reserved to major decisions and significant strategic matters.

Views of the relevant cabinet member and senior officer should be sought at the start of a review to define the process to be followed.

Recommendations from scrutiny

Once it has formed recommendations on proposals for development, the overview and scrutiny committee or a commission will prepare a formal report for consideration by the cabinet.

Recommendations from scrutiny will be clear, evidenced based and SMART [(s)pecific, (m)easurable, (a)chievable, (r)ealistic and (t)imebound].

The chair of the relevant scrutiny committee/commission will be given the opportunity to present the scrutiny recommendations to cabinet.

The cabinet shall consider and provide a written response to a scrutiny committee's/commission report within two months.

In responding to recommendations, the cabinet will make clear any recommendations it does not intend to accept and provide reasons why.

Scrutiny will monitor the implementation of agreed recommendations and use this information to assess impact of the scrutiny function.

Scrutiny pre-meetings

The overview and scrutiny committee and its commissions may arrange cross-party scrutiny pre-meetings (to be held virtually) to coordinate activities and prepare for scrutiny meetings. This may involve, but not limited to, discussion on scoping and key lines of enquiry for particular topics, approaches to questions and evidence, briefings, and education sessions.

Cabinet members / and senior officers may be invited to the pre-meetings as appropriate to inform discussion and will be expected to attend when requested.

Scrutiny call-in

Any five Councillors can request the call-in of an executive decision which has been made but not yet implemented. Decisions that have been called-in are considered by the council's overview and scrutiny committee, which can recommend that a decision maker reconsider its decision. The call-in process provides an opportunity to explore matters of concern raised around a particular decision.

A separate information resource exists on the call-in process – [see here](#).

Compliance with this protocol

The council's statutory scrutiny officer will monitor compliance with the protocol in consultation with the monitoring officer, cabinet, overview and scrutiny members, and the senior leadership. Any matters arising will be reported through the overview and scrutiny committee annual report to council assembly.

Scrutiny Recommendations Action Tracker

Scrutiny Recommendations Action Tracker - Education & Local Economy Scrutiny Commission

Scrutiny Recommendations			Cabinet Responses			Action Tracking					Evidence
Report Title	Date report submitted to Cabinet	Recommendation	Date of response to Recommendation	Response to Recommendation	Cabinet Response	Lead Officer	Target date for Implementation	Progress last checked	Progress recorded	Action status...	Evidence supporting "Implemented" status
Scrutiny Review of the cost of living crisis on businesses	13/06/2023	Recommendation 1 - That the cabinet ask officers to review the access and support for small businesses through the council website whilst also ensuring that the support is widely publicised in the business community; and also that the cabinet look at organising, promoting and setting up workshops and networking events to help small businesses.	12/09/2023	Accepted	Response to recommendation 1 - In line with the Council Delivery Plan (CDP) commitment to "Back Southwark residents to start more businesses, co-operatives and social enterprises," the council launched the Southwark Pioneers Fund (SPF) in September 2022. The SPF offers business advice, guidance and financial assistance to anyone with a business idea, through to founders with an established micro enterprise, to reach their full potential. Support includes workshops and networking events to help businesses to develop and connect with each other. 6. Officers regularly review our business support offer on the council website, and we also send a monthly e-newsletter to over 12,000 businesses and community groups, providing a wealth of up-to-date information on business support programmes available both locally and pan-London. All support programmes are communicated to the Federation of Small Businesses and Southwark Chamber of Commerce so that their members can access appropriate opportunities. 7. As part of our Town Centres and High Streets programme, the council is organising a series of local business engagement events to find out what local businesses want and need to survive and thrive. These events are also an opportunity to showcase the wider business support on offer to SMEs generally. 8. Southwark has five Business Improvement Districts (BIDs) and numerous 3 local networks that work together to support their local area. The council is working hard to encourage and support local networks in town centres and help businesses to work collaboratively to boost local activity. By way of example, we are currently supporting the Elephant & Castle business forum to explore a Business Improvement District (BID) which includes Walworth, and we are working alongside Tree Shepherd to launch a new Peckham business forum in autumn 2023.	Danny Edwards				In progress	
Scrutiny Review of the cost of living crisis on businesses	13/06/2023	Recommendation 2 - That the cabinet review the council's role in the hospitality sector and act as liaison to help bridge the hospitality skills by connecting young people and the community to academies run by the sector; and also extend support in hiring apprenticeships.	12/09/2023	Accepted	Response to recommendation 2 - As a central-London borough, Southwark is home to a diverse and thriving hospitality sector, catering to a wide range of tastes and enjoyed by residents and visitors alike. Despite continued strong employment growth in the sector, large recruitment and skills gaps still exist. The sector also has a poor reputation, with many citing low pay, long hours and a lack of opportunities for progression as reasons not to pursue a career in hospitality. Despite this negative perception, many good jobs and careers exist within the sector, but awareness of these and of the pathways into them is lacking. These issues of reputation and awareness sit alongside an issue of provision, with the local skills offer currently unable to meet the sector's demand for skilled labour. 11. The need for intervention within the hospitality sector is something that has been identified as a priority by the Southwark Skills Partnership and is recognised within the Southwark Skills Strategy delivery plan. Our objectives are to: raise the profile of the hospitality sector locally; increase awareness of the employment and training opportunities available locally and of the pathways to them; improve and increase capacity for hospitality skills provision locally to provide new pathways to hospitality jobs locally. 12. To do this, we are looking to establish a Hospitality Skills Centre in Southwark (a CDP milestone), designed and delivered in partnership with sector specialists, to improve and increase capacity for good quality hospitality skills provision within the borough. A potential site has been identified and we are currently in the process of assessing the viability of the skills centre at this venue. 13. In the interim, we will continue to work alongside Lewisham Council to support the Mayor's Academies Hospitality Hub at Lewisham College with the design and delivery of its activities, working with employers to formalise the regional skills response, provide work-based training and employment opportunities, and inspire residents to work in the hospitality sector.	Danny Edwards				In progress	
Scrutiny Review of the cost of living crisis on businesses	13/06/2023	Recommendation 3 - That the cabinet review the cabinet member for jobs, business & town centres portfolio for the coming municipal year to provide clear remits as it currently does not include business rates; this is to avoid businesses reaching a crisis point due to being unable to afford increase in 4 business rates.	12/09/2023	Not Accepted	Response to recommendation 3: The council is not responsible for setting business rates, which is done centrally via the Valuation Office Agency (VOA). In lieu of any potential changes to portfolio remits, the respective portfolio holders (and local economy and business rates teams in particular) will continue to work together to provide wider support to local businesses, signposting to relevant programmes or business rate relief schemes to help them with economic challenges including business rate rises.	Danny Edwards					
Scrutiny Review of the cost of living crisis on businesses	13/06/2023	Recommendation 4 - That the cabinet look to review and invest more in the council's governance and on-site management structure for support to Local Businesses especially Street Markets; this could be achieved by appointing business liaison officers to help organise night markets, historical and cultural festivals; and a local trader to be involved in managing the site, as a co-operative manager working with the on-site council management; and also that the council carry out quarterly reviews on the progress of the above mentioned initiatives.	12/09/2023	Partially Accepted	Response to recommendation 4 - We are committed to delivering the CDP target of encouraging the expansion of street markets across Southwark. To achieve this the Council's in house markets and street trading service is already supporting market traders whether it be the work being undertaken in collaboration with Big Local Works/Bermondsey BID in relation to the Blue market or working with Southwark Association for Street Trading (SAST) to develop East St. market. We have been supporting the Blue market to enable them to deliver a variety of events and are supporting East St. Community/SAST in developing a thriving high street fund bid focused on governance, branding and promotion through continued engagement and events. The service has also supported the introduction of a market at Maddock Way through working with the tenant resident's association. The service also supports community event organisers through the licensing of market stalls, for example the Queer Arts Fair held in Peckham last summer which was a great success and the more recent Akwasidae Festival on Camberwell Green which was well attended this summer	Danny Edwards			On-site management involving a local trader not responded	In progress	
Scrutiny Review of the cost of living crisis on businesses	13/06/2023	Recommendation 5 - That the cabinet look at utilising the benefits of central areas of successful businesses like Blue Bermondsey and Elephant by providing Community Infrastructure Levy (CIL) money for Local Street Markets in the year 2023-2024.	12/09/2023	Accepted	Response to recommendation 5 - The strategy for future rounds of CIL allocations is currently under discussion and a delivery programme has not yet been determined. Any future CIL strategy will consider the allocation criteria, community engagement, process for developing projects and decision-making processes. Officers will be bringing forward a report to cabinet towards the end of 2023 that will make proposals on aligning the approach to the CDP commitment on thriving neighbourhoods. Any 5 application for CIL for Local Street Markets will need to follow the process and timeframes approved through the future cabinet report.	Danny Edwards			Accepted pending further Cabinet discussions	In progress	

Agenda Item 8

Meeting Name:	Overview and Scrutiny Committee
Date:	12 February 2025
Report title:	Work Programme 2024-25
Ward(s) or groups affected:	N/a
Classification:	Open
Reason for lateness (if applicable):	N/a
From:	Head of Scrutiny

RECOMMENDATIONS

1. That the overview and scrutiny committee note the work programme as at 12 February 2025 attached as Appendix 1.
2. That the overview and scrutiny committee consider the addition of new items or allocation of previously identified items to specific meeting dates of the committee.

BACKGROUND INFORMATION

3. The terms of reference for the overview and scrutiny committee are:
 - a) to appoint commissions, agreeing the size, composition and terms of reference and to appoint chairs and vice chairs
 - b) to agree the annual work programme for OSC and the commissions
 - c) to consider requests from the cabinet and/or council assembly for scrutiny reviews
 - d) to exercise the right to call-in for reconsideration of executive decisions made but not yet implemented
 - e) to arrange for relevant functions in respect of health scrutiny to be exercised by an overview and scrutiny committee of another local authority where the council considers that another local authority would be better placed to undertake those relevant functions, and that local authority agrees to exercise those functions
 - f) if appropriate, to appoint a joint overview and scrutiny committee with two or more local authorities and arrange for the relevant functions of those authorities to be exercised by the joint committee
 - g) to periodically review overview and scrutiny procedures to ensure that the function is operating effectively
 - h) to report annually to all councillors on the previous year's scrutiny activity
 - i) to scrutinise matters in respect of:
 - the council's policy and budget framework

- regeneration
- human resources and the council's role as an employer and corporate practice generally
- customer access issues, including digital strategy, information technology and communications
- the council's equalities and diversity programmes.

4. The work programme document lists items which have been or are to be considered in line with the committee's terms of reference.

KEY ISSUES FOR CONSIDERATION

- 5. Set out in Appendix 1 (Work Programme) are the issues the overview and scrutiny committee has identified for consideration in the 2024-25 municipal year.
- 6. The work programme is a standing item on the overview and scrutiny committee agenda and enables the committee to consider, monitor and plan issues for consideration at each meeting.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Overview and Scrutiny Committee agenda and minutes	Southwark Council Website	Amit Alva 020 7525 0496
Link: http://moderngov.southwark.gov.uk/ieListMeetings.aspx?CommitteeId=308		

APPENDICES

No.	Title
Appendix 1	Overview and Scrutiny Committee Work Programme 2024-25

AUDIT TRAIL

Lead Officer	Everton Roberts, Head of Scrutiny	
Report Author	Everton Roberts	
Version	Final	
Dated	4 February 2025	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Assistant Chief Executive, Governance and Assurance	No	No
Strategic Director, Resources	No	No
Cabinet Member	No	No
Date final report sent to Scrutiny Team	4 February 2025	

Overview and Scrutiny Committee Work Programme – 2024-25 (as at 12 February 2025)

Meeting	Agenda items	Comment
15 July 2024	<ul style="list-style-type: none"> Update on delivery of the Council's Climate Change Strategy and Action Plan for 2023/24 	Lead member – Cllr Batteson Lead officer – Tony Ainge (Tom Sharland)
	<ul style="list-style-type: none"> Report on the decision to self-refer to the Regulator of Social Housing regarding the status of the Council's domestic electrical inspection condition reports 	Lead member – Cllr King Lead officer – Hakeem Osinaike (Stuart Davis)
	<ul style="list-style-type: none"> Overview and Scrutiny Committee and Commission Work Programmes for 2024/25 	Lead member – Cllr Wingfield Lead officer – Everton Roberts
4 November 2024	<ul style="list-style-type: none"> Scrutiny Call-in – Gateway 1 Housing – Procurement Support and Supply Chain Management System 	Lead member – Cllr King Lead officer – Hakeem Osinaike
	<ul style="list-style-type: none"> Consort Estate SE15, Major Works – Charges to Leaseholders [Reference by Councillor – OSC Procedure Rule 12] 	Lead member – Cllr King Lead officer – Hakeem Osinaike (Stuart Davis)
	<ul style="list-style-type: none"> Financial Position: Budget Delivery and Future Strategy 	Lead member – Cllr Cryan Lead officer – Clive Palfreyman (Tim Jones)
27 November 2024	<ul style="list-style-type: none"> Customer Services (considered alongside Digital Systems and workflows, to also include digital inclusion and exclusion) 	Lead member – Cllr Cryan Lead officer – Clive Palfreyman (Dominic Cain)

Meeting	Agenda items	Comment
	<ul style="list-style-type: none"> Digital Systems and Workflows - CRM System for resident responses (including looking at how the council liaises with residents, and right contact first time (residents finding it difficult to contact the correct officer to deal with their issue) 	Lead member – Cllr Cryan Lead officer – Dionne Lowndes
	<ul style="list-style-type: none"> Implementing mechanisms to enhance community participation in the scrutiny process. 	Lead member – Cllr Roberts / Cllr Wingfield Lead officer – Doreen Forrester-Brown (Everton Roberts)
	<ul style="list-style-type: none"> Overview of the Procurement Act 2023 	Lead member – Cllr Cryan Lead officer – Clive Palfreyman (Elaine McLester)
8 January 2025	<ul style="list-style-type: none"> Policy and Resources Strategy 2025/26 [Initial Budget Scrutiny] 	Lead member – Cllr Cryan Lead officer – Clive Palfreyman (Tim Jones)
	<ul style="list-style-type: none"> Consort Estate SE15, Major Works – Charges to Leaseholders – UPDATE 	Lead member – Cllr King Lead officer – Hakeem Osinaike (Stuart Davis)
	<ul style="list-style-type: none"> Canada Estate /Devon Mansions Major Works Review (Brief update) 	Lead member – Cllr King Lead officer – Hakeem Osinaike (Stuart Davis)
	<ul style="list-style-type: none"> Judgement made by the Regulator of Social Housing - Southwark's role as a social landlord 	Lead member – Cllr King Lead officer – Hakeem Osinaike
	<ul style="list-style-type: none"> Interview with Cabinet Member for Council Homes, Councillor Sarah King 	Lead member – Cllr King

Meeting	Agenda items	Comment
20 January 2025	<ul style="list-style-type: none"> Annual budget Scrutiny (daytime meeting) 	Lead member – Cllr Cryan Lead officer – Clive Palfreyman
21 January 2025	<ul style="list-style-type: none"> Budget Scrutiny – Formulation of OSC recommendations to cabinet 	Lead member – Cllr Wingfield
	<ul style="list-style-type: none"> Scrutiny Improvement Review Implementation – Update 	Lead member – Cllr Wingfield Lead officer – Doreen Forrester-Brown (Everton Roberts)
12 February 2025	<ul style="list-style-type: none"> Southwark Community Safety Partnership Priorities and Refreshed Plan 	Lead member – Cllr Ennin Lead officer – Toni Ainge (Stephen Douglass)
	<ul style="list-style-type: none"> Statement of Community Involvement and Development Consultation Charter 	Lead member – Cllr Dennis Lead officer – Clive Palfreyman (Juliet Seymour)
	<ul style="list-style-type: none"> Scrutiny Improvement Review Implementation – Update 	Lead member – Cllr Wingfield Lead officer - Doreen Forrester-Brown (Everton Roberts)
31 March 2025	<ul style="list-style-type: none"> Canada Estate /Devon Mansions Major Works Review (Brief update) 	Lead member – Cllr King Lead officer – Hakeem Osinaike (Stuart Davis)
	<ul style="list-style-type: none"> Electrical Testing in Council Homes 	Lead member – Cllr King Lead officer – Hakeem Osinaike
	<ul style="list-style-type: none"> Governance and Oversight of Housing Services 	Lead member – Cllr King Lead officer – Hakeem Osinaike

Meeting	Agenda items	Comment
	<ul style="list-style-type: none"> • Cabinet/Senior Management Strategic Responsibility 	Lead member – Cllr Williams Lead officer – Althea Loderick (Tbc)
7 May 2025 (previously 28 April 2025)	Items to be determined	

Agenda items to be scheduled

Meeting (tbc)	Agenda items	Comment
	<ul style="list-style-type: none"> • Annual Workforce Strategy 	Lead member – Cllr Cryan Lead officer – Doreen Forrester-Brown (Ben Plant)
	<ul style="list-style-type: none"> • Council Homes Investment Strategy 	Lead member – Cllr King Lead officer – Hakeem Osinaike (Paul Wood) Appropriate time for this to come scrutiny to be established
	<ul style="list-style-type: none"> • Climate Change Performance 	Lead member – Cllr Batteson Lead officer – Toni Ainge (Tom Sharland) Standing item – frequency and information to be determined with cabinet member following discussion with OSC members.

	<ul style="list-style-type: none"> Refresh of Southwark Stands Together and Southwark Equality Framework – Pre decision scrutiny 	<p>Lead member – Cllr Cryan Lead officer – Ben Plant (Evereth Willis)</p> <p>Note: was due to be received at 4 November OSC. Item deferred, as further analysis required around Equality Framework data.</p> <p>New date to be determined.</p>
	<ul style="list-style-type: none"> Local Community Infrastructure Levy Framework 	<p>Lead member – Cllr Dennis Lead officer – Clive Palfreyman (Neil Kirby)</p> <p>To be considered by OSC in new municipal year - June/July proposed based on timing of consideration by cabinet</p>
	<ul style="list-style-type: none"> Council Homes Disposal Policy 	<p>Lead member – Cllr Cryan Lead officer – Clive Palfreyman (Stephen Platts)</p>
	<ul style="list-style-type: none"> Southwark New Homes Programme 	<p>Lead member – Cllr Dennis Lead officer – Hakeem Osinaike (Zoe Davies)</p>
	<ul style="list-style-type: none"> Housing Associations 	<p>Lead member – Cllr King Lead officer – Hakeem Osinaike</p>
	<ul style="list-style-type: none"> Scrutiny Call-in: Gateway 1 Housing – Procurement Support and Supply Chain Management System 	<p>Lead member – Cllr King Lead officer – Hakeem Osinaike</p> <p>Call-in considered on 4 November 2024. OSC agreed to undertake a subsequent review – scope to be determined.</p>

	<ul style="list-style-type: none"> • Delivering Southwark 2030 	<p>Lead member – Cllr Williams Lead officer – Althea Loderick (Rhona Cadenhead / Tricia Boahene)</p>
	<ul style="list-style-type: none"> • Refresh of Procurement Framework to support Southwark 2030 	<p>Lead member – Cllr Cryan Lead officer – Clive Palfreyman / Elaine Lester Note: scheduled for March 2025 cabinet</p>
	<ul style="list-style-type: none"> • Cabinet Member Interviews <p>Cllr Kieron Williams, Leader of the Council</p> <p>Cllr Jasmine Ali, Children, Education & Refugees</p> <p>Cllr Evelyn Akoto, Health & Wellbeing</p> <p>Cllr John Batteson, Climate Emergency, Jobs & Business</p> <p>Cllr Stephanie Cryan, Equalities, Democracy & Finance</p> <p>Helen Dennis, New Homes & Sustainable Development</p> <p>Cllr Natasha Ennin, Community Safety & Neighbourhoods</p> <p>Cllr Sarah King, Council Homes</p>	<p>To be determined (as and when appropriate).</p>

	<p>James McAsh, Clean Air, Streets & Waste</p> <p>Cllr Portia Mwangangye, Leisure, Parks & Young People</p> <p>Cllr Sam Dalton, Supported Housing</p> <p>Cllr Emily Hickson, Green Finance</p> <p>Cllr Bethan Roberts, Resident Engagement</p> <p>Cllr Joseph Vambe, Neighbourhoods</p>	
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OVERVIEW AND SCRUTINY COMMITTEE

MUNICIPAL YEAR 24/25

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