

Request

I am doing a research project and looking for some information about local authorities planning departments. If possible, could you please share the following information with me:

- 1) The size and structure of your planning department
- 2) The average caseload per staff member
- 3) The average time per application from initial receipt
- 4) Also, if you have any infographic poster / KPI displays for staff about performance I would be grateful to receive that too

Q1

The 'Planning Department' at Wigan Council is made up of three Service Areas: Development Management, Planning and Transport Policy and Regeneration. The number of posts and job titles per Service is as follows:

Development Management:

- Service Manager, Development Management and Building Control
- Team Leader, Development Management
- Deputy Team Leader, Development Management (0.8 FTE)
- Principal Planner x 3 posts
- Senior Planner x 3 posts
- Planner x 3 posts
- Assistant Planner
- Enforcement Officer x 3 posts
- Trees and Woodlands Officer
- Technical Advisor, Trees and Woodlands
- Conservation Officer
- Principal Planning Technical Officer
- Senior Technical Officer
- Technical Officer x 3
- Administrative Officer (0.5 FTE)

Planning and Transport Policy:

- Service Manager, Planning and Transport Policy
- Team Leader, Strategic Planning
- Principal Planner
- Senior Planners x 4 posts
- Technical Advisor
- Team Leader, Transport Policy
- Principal Transport Planner
- Transport Planner

Regeneration:

- Service Manager, Regeneration
- Team Leader, Regeneration
- Senior Project Officer
- Senior Regeneration Officer
- Team Leader Housing Enabling and Development
- Housing Partnership and Strategy Officer x 2 posts
- GMCA Place Graduate

Q2 and Q3

This information is available to view on the Council's website by using the following link:

<https://planning.wigan.gov.uk/online-applications/>

The supporting document provides guidance on how the requested information could be searched for on our website.

Q4

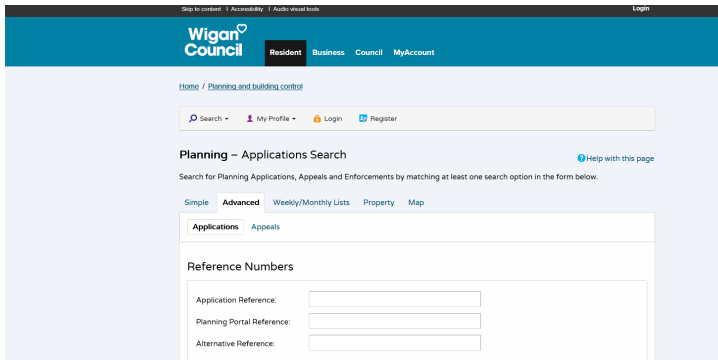
Development Management KPI's for staff are measured internally and are specific to each Officer and therefore posters / info graphics are not available. However, important KPI's for Development Management are the Government's collection of planning statistics. Further information can be found on the Government's website at the following link:

<https://www.gov.uk/government/collections/planning-applications-statistics>

Quick Advanced Search

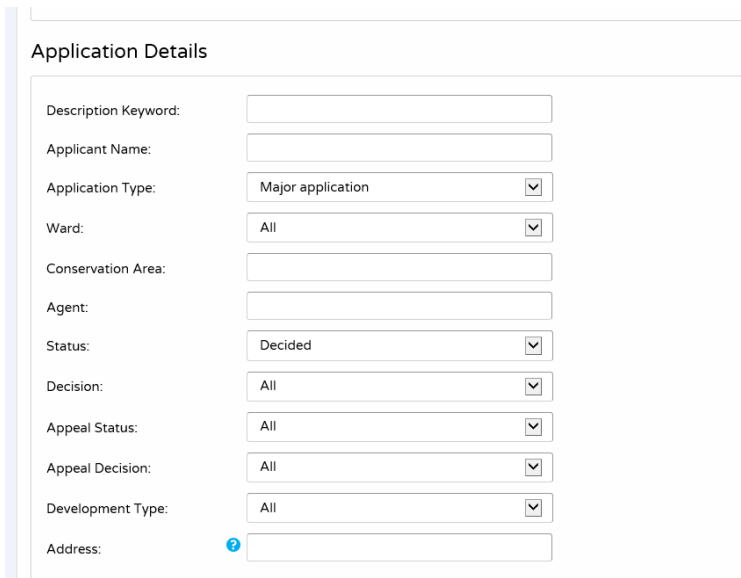
Click on the following link <https://planning.wigan.gov.uk/online-applications/>

Select Advanced, Applications



The screenshot shows the Wigan Council website's 'Planning - Applications Search' page. The page has a blue header with the Wigan Council logo and navigation links for Resident, Business, Council, and MyAccount. Below the header, there is a search bar and a 'Help with this page' link. The main content area is titled 'Planning - Applications Search' and includes a search instruction: 'Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.' There are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. The 'Advanced' tab is selected. Below the tabs, there are sections for 'Applications' and 'Appeals'. The 'Reference Numbers' section contains three input fields: 'Application Reference:', 'Planning Portal Reference:', and 'Alternative Reference:'.

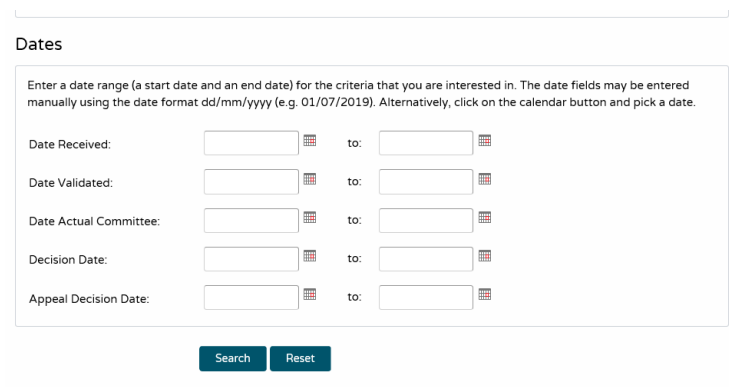
Select in the Application Type, select the type of application you are looking for and the Development Type box, select the type of application you are looking for



The screenshot shows the 'Application Details' form. It contains several input fields and dropdown menus:

- Description Keyword:
- Applicant Name:
- Application Type: (dropdown)
- Ward: (dropdown)
- Conservation Area:
- Agent:
- Status: (dropdown)
- Decision: (dropdown)
- Appeal Status: (dropdown)
- Appeal Decision: (dropdown)
- Development Type: (dropdown)
- Address: (with a help icon)

Enter a date range (a start date and an end date) for the criteria that you are interested in and search.



The screenshot shows the 'Dates' form. It contains a text box with instructions: 'Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 01/07/2019). Alternatively, click on the calendar button and pick a date.' Below the text box are five rows of date fields, each with a 'to:' label and a calendar icon:

- Date Received: to:
- Date Validated: to:
- Date Actual Committee: to:
- Decision Date: to:
- Appeal Decision Date: to:

At the bottom of the form are two buttons: 'Search' and 'Reset'.