

1. Staff changes
2. Charting emails

[REDACTED]

4. OMA Document Checklist
5. Return Forms
6. Diary requests

1. You may or may not be aware that [REDACTED] has taken VES and her last day in the office was 31 October. We are delighted to welcome [REDACTED] to the team as our new AA. Her telephone extension is [REDACTED].

We will also have a new AO apprentice joining the team from 28 November – [REDACTED]. [REDACTED] will be given a reduced caseload whilst undertaking her training – a revised procedure team list will be issued in due course.

2. When sending emails to [REDACTED] concerning the Chart, could all Inspectors please copy them to [REDACTED]. This is so that [REDACTED] can deal with queries when [REDACTED] is unavailable/on leave.

[REDACTED]

4. Following a recommendation from [REDACTED] at the Stakeholders meeting held on 10 March 2016, we have prepared an amended version of the OMA Checklist. It now asks authorities if they could keep a PDF version of their submission bundle so that it can be made easily available to any party who requests it. The aim of this change is to enable parties to obtain the background papers to a case before the authority's statement of case is submitted. [REDACTED] argument is that if this background information, which can include committee reports, is not included in the statement, then time may be wasted by the parties having to request it thus reducing the time available to submit their own statement.

Our 'start date' letters will be amended to say that an electronic copy of the submission bundle may be available on request from the authority.

The amended checklist was circulated at the last ADEPT meeting so authorities will be aware that they may receive requests in due course.

5. Can all Inspectors please remember to complete the Inspector Return Form when submitting decisions back to the office – this is particularly relevant when decisions are submitted late (even by a day or so). [REDACTED] is required to note the reasons for all late decisions in the monthly stats.
6. Inspectors have until close of play tomorrow to submit their diary requirements to [REDACTED]

If you have any questions with regard to this RoW Note please contact me in the first instance.



Rights of Way Section  
Date: 3 November 2016

<b>Distribution</b>	
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