

**Committee:** Scrutiny (Local Plan)

**Date:** Thursday,  
10 December 2020

**Title:** Local Plan Governance Update

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## Summary

1. This Report supplements the descriptions given orally by me at the Scrutiny Committee (Local Plan) Meeting on 7 October 2020.

### Corporate Overview Board (“COB”)

2. This Board meets monthly and is chaired by the Chief Executive and provides strategic oversight and input into the Plan making function. Its standing membership includes also Officers Messrs Harborough, Glenday, Miles, Payne, Webb, Mrs Smith and Mr Graham Thomas (Chief Planning Officer, Essex County Council). Additionally, individual officers are also invited to attend in the event that specific topic papers have been prepared by them which warrant personal presentation to COB. It considers and provides input prior to papers being submitted to LPLG. External attendees can also be invited on an ad hoc basis as required, as for example, the Peer Review Group who will be asked to join a Meeting in the near future. COB had no equivalence under the arrangements in place leading to the Local Plan 2019 when the then Local Plan Project Board provided both strategic and operational functions during that plan preparation period.

### Local Plan Project Board (“LPPB”)

3. This Board meets weekly and serves to provide oversight and coordination of the operational requirements for the making of the Local Plan. It comprises Officers Messrs Harborough, Glenday, Miles, Payne, Ms Richardson, Barden and Ms Mawson and to which the Chief Executive is also invited. Individual officers, with the carriage of research and working papers preparatory to submission to COB (and LPLG), frequently attend LPPB also. Historically, in respect of the 2019 Local Plan, external legal advice was given as required to the LPPB of its day; it is likely that legal advice (as to compliance with the Statutory and Regulatory Local Plan making requirements) will also be necessary and commissioned in future via LPPB prior to its submission to COB. The Peer Review Group has attended LPPB on several occasions.

## **Portfolio Holder and Chair of LPLG**

4. Very frequent contact occurs between individual Officers (including, as arising, individual officers working on individual topic areas) and me as the Portfolio Holder by way of consultation on draft working papers and themes. This supplements the formal Officers' and Portfolio Holder's Meeting with Messrs Glenday, Miles and Payne which occurs as needed, but no less than twice monthly. Of course, telephone and e mail contact is maintained throughout throughout the week and our working relationship is considered by me to be successful.
5. Also, meetings and papers are exchanged among Officers and the Chair of LPLG prior to LPLG workshops and its Meetings (which I also attend) and provide input. Further, meetings are held monthly by me with the Leader regarding Portfolio matters.