

APPENDIX A

PLANNING COMMITTEE WORKING GROUP – DRAFT TERMS OF REFERENCE

1. Purpose

The purpose of the Planning Committee Working Group is to monitor the procedures, training programme and practices of the Planning Committee to ensure that it works as effectively and as efficiently as possible, and that it makes consistent decisions. It shall also be responsible for schemes which were approved by Planning Committee and have been implemented.

2. Status

The Planning Committee Working Group is a working group of Council and shall be an advisory board to the Planning Committee. The Planning Committee Working Group will not have Sub-Committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Planning Committee Working Group will be established on a cross party basis.

3. Areas of focus

The Planning Committee Working Group will focus on improving the functionality of the Planning Committee. It will also take responsibility for progressing the timetable and actions required by the EELGA PEER Review as they relate to the Member Development Implementation Pathway and Planning Committee.

The actions are:

- All Member training to build a mutual understanding of the benefits of good Member and officer relationships and the Code of Conduct
- Councillors on Planning Committee to undertake mandatory training with annual refreshers Encouraged to read the NPPF
- Councillors on Planning Committee to observe a recognized best practice LPA Planning Committee at work
- Review and update the scheme of delegation
- Update call in protocols so they are based on material planning considerations, are time bound, include a responsibility for the Chair and Deputy Chair to check whether call ins are based on material planning considerations and ensure clarity about the view of the relevant member (refusal or approval).

It shall also receive verbal updates regarding the progress of wider Service Transformation.

4. Reporting

The Planning Committee Working Group will report to the Planning Committee with recommendations as necessary.

5. Membership

Membership of the Planning Committee Working Group shall consist of 5 Planning Committee Members and the Chair of the Planning Committee, following nominations by their Group Leaders to reflect the political composition of the Council.

6. Meetings and ways of working

The Planning Committee Working Group will meet every three weeks on the virtual meeting platform, Zoom.

7. Review

These terms of reference may be reviewed and amended by the Planning Committee from time to time.