

Planning Development Improvement Board Terms of Reference

1. Aims

- 1.1 The aims of the Board are to oversee and be updated on progress on the delivery of Development Management Improvements.

2. Objectives

- 2.1 The objectives of the Board are to agree and champion the Improvement Action Plan among members, officers, key stakeholders, businesses and residents.
- 2.2 To develop ownership and understanding of the Improvement Action Plan with members and officers.
- 2.3 To proactively monitor and oversee the management and delivery of the Improvement Action Plan.
- 2.4 To identify risks and issues that could lead to the non-achievement of the Improvement Action Plan along with the required remedial actions.
- 2.5 To identify opportunities for the promotion of progress in delivering the Improvement Action Plan.
- 2.6 To agree updates or amendments to the Improvement Action Plan.
- 2.7 To oversee the Risk Register appended to the Improvement Action Plan.

3. Status

- 3.1 The Planning Development Improvement Board is an informal Board bringing together key officers and members to ensure oversight and ownership of the Improvement Plan. The Board has the right to request that officers report progress to the Overview and Scrutiny Committee, the Corporate Governance and Standards Committee and the Planning Committee.

4. Membership

- 4.1 The membership of the Board is as follows:

Lead Councillor for Development Management

Chairperson and Vice-Chairperson of the Planning Committee

Leader of the Council

2 other Councillors as party representatives

Strategic Director for Place

Executive Head – Planning Development

Planning Performance Manager

Representative from Finance

Representative from PAS

5. Meeting arrangements

- 5.1 The meeting will be Chaired by Lead Councillor for DM
- 5.2 The Chair may invite other parties to attend the meeting for part or in its entirety, as and when considered beneficial.
- 5.3 Frequency of meetings – meetings will be held every 6 weeks or as and when required and agreed between the members of the Board.
- 5.4 Unless otherwise agreed the agenda for the meeting together with supporting papers will be circulated 5 working days before the meeting.
- 5.5 Minutes of the meeting will be taken and circulated to all attendees, these Minutes will not be published or shared with non-Board Members unless agreed by all members of the Board.