

**CHAIR OF PLANNING COMMITTEE**

**ROLE PURPOSE:**

1. Under the direction of the Council:-
  - (a) to Chair the Planning Committee
  - (b) to act as the spokesperson of the Planning Committee to the Council and the local community;
  - (c) to contribute fully as a member of the Planning Committee.

**DUTIES AND RESPONSIBILITIES:**

**To work with other Planning Committee members and the officers of the Council:-**

**Duties and Responsibilities:**

1. To fulfil the role of Chair and to ensure that meetings are run in accordance with the Council's Constitution and its relevant Standing Orders, statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
2. To accept responsibility for the decisions of the Committee and to advocate these, as necessary, on behalf of the Committee.
3. To develop a working knowledge of the Planning function and the matters that are the responsibility of the Planning Committee.
4. To ensure that the approach to Planning is managed effectively, and that matters before the Committee, are approached with an open mind avoiding any predetermination or bias.
5. To foster and maintain a disciplined approach by the Members involved in the Planning Committee having regard to high standards of procedure, behavior and ethics.
6. To liaise with the relevant Cabinet Members on matters within the purview of the Planning Committee. ,
7. To promote and participate in Member Training and Development associated with the Planning function.
8. Subject to the Media Guidelines for Councillors, to represent the Council and the Planning Committee, where necessary, in dealings with the public media and other bodies in respect of the work of the Committee.
9. To act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.

## **MEMBER OF PLANNING COMMITTEE**

### **ROLE PURPOSE:**

1. Under the direction of the Council:-
  - (a) to assist in the delivery of the Council's Planning function for the benefit of the Council and the local community;
  - (b) to contribute fully as a member of the Planning Committee.

### **DUTIES AND RESPONSIBILITIES:**

#### **To work with the Chair of the Planning Committee and other Planning Committee members and the officers of the Council:-**

#### **Duties and Responsibilities**

1. To develop a working knowledge of the Planning function and the matters that are the responsibility of the Planning Committee.
2. To ensure that the approach to Planning is delivered fairly and effectively, and that all matters before the Committee, are approached with an open mind avoiding any predetermination or bias.
3. To abide by the rules and conventions as set out in the Members' Planning Code of Good Practice including when part of the decision making meetings of the Council in exercising the functions of the Planning Authority, or when involved on less formal occasions, such as meetings with officers or the public and consultative meetings.
4. To apply the Members' Planning Code of Good Practice equally to enforcement matters or site specific policy issues.
5. To make planning decisions openly, impartially, with sound judgement and for justifiable reasons, **in accordance with the Development Framework.**
6. To maintain a disciplined approach when involved in the work of the Planning Committee having regard to high standards of procedure, behavior and ethics.
7. To actively participate as a member of the Planning Committee and to ensure compliance with the requirements of the Council's Constitution, its relevant Standing Orders, Statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
8. To accept **ownership** of the decisions of the Committee and to **explain** these, as necessary, on behalf of the Committee.
9. To participate in Member Training and Development associated with the Planning function.
10. To act in accordance with the highest standards of probity in public life seeking to serve the best interests of the community and to promote these principles by leadership and example. Including acting within any agreed Councillor protocol.