

TERMS OF REFERENCE:

The Task and Finish Working Group(s) will:

1.
 - (a) support the progression of work on policy matters with respect to the Local Development Plan, any Development Plan Document, any policy related matter including any supplementary planning guidance and action plans and related local issues as identified by the Planning and Licensing Committee that requires an input on a geographical (ward) basis.
 - (b) be supported by Officers to bring forward finding and recommendations to the Planning and Licensing Committee in a timely manner having regard to any urgency to meet any necessary timelines in a written report form or in a verbal update.
 - (c) comprise a membership of the Chairman and Vice-Chairman of the Planning and Licensing Committee, Leader and/or Deputy Leader, and, the relevant Ward Member(s) pertinent to individual sites under discussion on a geographical (ward) or topic / issue (e.g. representative on outside body) basis.
2. A written record of all meetings will be taken. A summary of the deliberations and any recommendations on any issue will be included in any subsequent report on that issue to the Planning and Licensing Committee and will be available to all members on the Corporate 'I' drive.
3. For the avoidance of doubt, the obligation on Members to declare any interests in terms of Council's Code of Conduct shall apply to meetings of the Task and Finish groups.
4. That a draft timeline of work be produced for each Task and Finish Working Group.