

Causeway Coast and Glens Borough Council

To: Planning Committee

Date: 22 April 2015

Planning Committee – Terms of Reference

For Decision

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Denise Dickson
Cost: (If applicable)	Associated staff work to arrange and service the committee meetings.

1.1 Background

Causeway Coast and Glens Borough Council decided to utilize the traditional committee system as its preferred form of governance and, as a result, it has created a number of Committees to progress the work of the new Council from 1st April 2015. This report proposes Terms of Reference for one of these Committees; the Planning Committee.

The Planning Committee will be the only Committee of Council to have full Council powers.

1.2 Scope

The Planning Committee (“the Committee”) will be responsible taking the key decisions and actions required specifically in relation to the work of the Planning Department.

This will include:

- Taking decisions in relation to the majority of planning decisions unless delegated to appointed officers.
- Recommending to Council the Local Development Plan for adoption.
- Approving and overseeing the delivery of any relevant service strategies for the Planning Department;
- Approving relevant policies and procedures for the Planning Department;

- Monitoring and reviewing business and service delivery plans for the Planning Department;
- Approving the establishment of external partnerships where considered relevant to the role of the Planning Department;
- Approving and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Planning Department;
- Considering the resource implications of any recommendations.

1.3 Membership

The Committee is comprised of the sixteen Elected Members and they were appointed to the Committee at the Annual General Meeting of Council on 26th March 2015.

Members may be required to represent the Committee and Council at pertinent consultation and capacity building events. The membership list for the Committee is provided at **Annex A**.

1.4 Chair

The Committee will be chaired in the first instance for 2015/16 by Councillor Tony McCaul (SF).

In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Loftus (SDLP).

In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

1.5 Meetings

The first meeting of the Committee will be held on Wednesday 22nd April 2015, when the Terms of Reference will be agreed.

The Planning Committee will normally meet on the fourth Wednesday of each month at 2.00 pm except when this falls within a recess period agreed by Council. A schedule of meetings for the Committee for the 2015/16 year is attached as **Annex B**.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

1.6 Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the work of the Planning Department.

1.7 Communication and Reporting

The Minutes of the Committee will be noted and confirmed at each meeting of Causeway Coast and Glens Borough Council by the Chair of the Committee.

Recommendation

It is recommended that the Planning Committee approve the Terms of Reference as set out in this report.

Annex A

Members	Members
Chair: Councillor Tony McCaul (SF)	Vice Chair: Councillor Roisin Loftus (SDLP)
DUP: Alderman Robinson	UU:
DUP: Alderman Finlay	SF: Councillor Nicholl
DUP: Councillor Fielding	SDLP: Alderman Mullan
DUP: Alderman Cole	SDLP: Councillor Loftus
UU: Councillor King	TUV: Alderman S McKillop
UU: Alderman McKeown	SF: Councillor McGuigan
UU: Councillor Callan	IND: Councillor P McShane
	ALL: Councillor Fitzpatrick

Annex B

Meeting	Date and Time
Planning Committee	Wednesday 22 nd April 2015 at 2.00pm
	Wednesday 27 th May 2015 at 2.00pm
	Wednesday 24 th June 2015 at 2.00pm
	Wednesday 22 nd July 2015 at 2.00pm
	Wednesday 26 th August 2015 at 2.00pm
	Wednesday 23 rd September 2015 at 2.00pm
	Wednesday 28 th October 2015 at 2.00pm
	Wednesday 25 th November 2015 at 2.00pm
	Wednesday 16 th December 2015 at 2.00pm
	Wednesday 27 th January 2016 at 2.00pm
	Wednesday 24 th February 2016 at 2.00pm
	Wednesday 23 rd March 2016 at 2.00pm
	Wednesday 27 th April 2016 at 2.00pm
Wednesday 25 th May 2016 at 2.00pm	