

ANNEX B: LOCAL PLAN PROGRAMME BOARD TERMS OF REFERENCE

The overall purpose of the Local Plan Programme Board (“the Board”) is to oversee the review of the Council’s Local Plan and any associated policy documents, and address any emerging programming or resource issues. The Board will champion spatial planning’s key role in future corporate planning and assist with the wider ambition of making the Local Plan is green to its core.

Terms of reference:

1. Strategic management

- a) Agree a project plan that will lead to the:
 - i. review of the Cotswold District Local Plan;
- b) Receive updates on, and monitor progress against, the project plan, key tasks and critical paths;
- c) Agree remedial actions to be taken in the event of any slippage against the project plan;
- d) Agree a communications strategy (who, what, when, where and how) and undertake defined roles in relation to that strategy;
- e) Act as a sounding board for any specific issues requiring member input prior to the submission of formal reports to Cabinet;
- f) Oversee and report to Cabinet on progress made;
- g) The Board will make recommendations to Cabinet in relation to work programming and staffing resources;
- h) Champion the use of modern technology to aid plan-making and community engagement;
- i) Oversee responses to government consultations on the planning system; and
- j) Receive updates on the progress of Neighbourhood Development Plans and highlight matters of strategic merit.

2. Financial management

Consider and oversee (and if necessary, recommend to Cabinet) the allocation of financial resources to support the development of the Local Plan; any associated policy documents; and evidence in line with the project management plan.

3. Accountability

The Board is accountable to Cabinet where it will be represented by the Portfolio Holder for Planning Policy, Climate Change and Energy.

4. Performance management

The Board will be responsible for monitoring and reviewing performance against the council’s relevant efficiency measures and timetable. This will also include an oversight of risks.

5. Membership

To be determined.

6. Arrangements for meetings:

- a) Board meetings will normally take place once a quarter (or as projects demand) and where practical Meetings will normally be held immediately following the Cirencester Town Centre Plan Board.
- b) The Board is not a decision making body.
- c) Administrative support (minutes) will be provided by Committee Services.
- d) Project support will be provided by Forward Planning's Project Officer.