

LOCAL PLAN OVERSIGHT BOARD – TERMS OF REFERENCE (JULY 2025)

The purpose of the Local Plan Oversight Board (“the Board”) is to oversee the update of the Council’s Local Plan, and to address any emerging programming issues.

Terms of reference:

1. Strategic management

- A. Understand the project plan for updating 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. Receive updates on and results of key pieces of evidence.
- E. Act as a sounding board for any specific issues requiring Cabinet input prior to the submission of formal reports to Cabinet;
- F. Oversee and report to Cabinet on progress made; and
- G. Make recommendations to Cabinet in relation to work programming.

2. Accountability

The Board is accountable to Cabinet where it will be represented by the Portfolio Holder for Housing and Planning.

3. Performance management

The Board will be responsible for monitoring and reviewing performance against the Council’s Local Plan project plan. This will also include an oversight of risks.

4. Financial management

The Board will be responsible for monitoring and reviewing the Local Plan budget in line with the project management plan. This will also include an oversight of risks.

5. Membership

The Board will comprise:

Cotswold District Council Members

- Chair: Cllr Mike Every, Leader of Cotswold District Council.
- Cllr Juliet Layton, Deputy Leader of Cotswold District Council and Cabinet Member for Housing and Planning.
- Two additional Cabinet members : Andrea Pellegram, Cabinet Member for Environment and Regulatory Services;

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and Tristan Wilkinson, Cabinet Member for Economy and Council Transformation.

Cotswold District Council Officers

- Head of Planning Policy and Infrastructure (Project Lead)
- Assistant Director – Planning Services (Accountable Officer)
- Director of Communities and Place (Project Sponsor)
- Chief Executive Officer
- Deputy Chief Executive and S151
- Strategic Planning Project Manager
- Specialist Officers who are required on an ad-hoc basis

6. Arrangements for meetings

- A. Board meetings will be held monthly as appropriate.
- B. The Board is not a decision-making body;
- C. Administrative support (minutes and booking meetings) will be provided by Committee Services; and
- D. Project support will be provided by the Head of Planning Policy and Infrastructure and the Strategic Planning Project Manager.