

## MEMBERSHIP

1. The Panel shall comprise of nine (9) Members.
2. The Panel shall be politically balanced.<sup>1</sup>
3. The quorum shall be three (3).
4. The initial appointments to be made by Council at its Annual Meeting or at other times, under delegated responsibility, by the Democratic Services Manager in consultation with Group Leaders.
5. Substitutes to be allowed, as per the Council's Procedure Rules.

## TERMS OF REFERENCE

The Panel's Terms of Reference are to consider a range of Housing, Strategic Planning and Transport issues and in particular to:

1. Engage with individuals and the community, act as a sounding board on community ideas and projects and seek evidence and views as appropriate;
2. Consider a range of views on issues relating to new Housing, Strategic Planning and Transport matters<sup>2</sup>;
3. Help and where appropriate maintain any links with relevant external (public, research and industrial) bodies;
4. Act as an advisory Panel to Cabinet in relation to the above.

*The Panel shall endeavour not to duplicate the work of the Overview & Scrutiny Committee or its Task and Finish Groups. The Leader and Deputy Leader, together with the Chair and Vice-Chair of Overview and Scrutiny Committee and relevant officers will agree a work programme for the Panels to ensure that there is no duplication with the work of the Overview and Scrutiny Committee or its Task and Finish Groups, ensuring the Panels and the Committee use their time to positively benefit the Council and our communities.*

## PROCEDURE & ADMINISTRATION

1. The Panel is advisory and has no decision making powers. It is therefore the intention that the Panel meetings, style and tone are informal and that the community and any person or body are welcomed and enabled to participate.
2. The Panel shall be Chaired by the Executive Member for Planning and Transport, or Housing and Environmental Health on a meeting by meeting basis (or by such Chair(s) as appointed at the Annual Council in the event of portfolio change).
3. The Panel shall aim to meet approximately 6 times per year, once before each Cabinet cycle.
4. Any recommendation of the Panel shall, in so far as possible, be by consensus. Where voting is necessary, then the normal Council voting procedures will apply.
5. Administrative support will be organised by the Committee, Member and Scrutiny Team.

<sup>1</sup> 2019/20 4 Conservative; 3 Labour & Co-operative; and 2 Liberal Democrats.

<sup>2</sup> The Panel will not substitute or duplicate the ongoing Local Plan process or consider planning/ development control matters. Public engagement regarding the ongoing Local Plan is via any public consultation exercise or submission to the Local Planning Inspectorate.

6. Officer support shall be provided by the Regulatory Directorate and where relevant other Directorate officers, as requested by the Panel.