

Title of Report:	Terms of Reference
Committee Report Submitted To:	Planning Committee
Date of Meeting:	28 August 2024
For Decision or For Information	For Decision

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership Improvement and Innovation
Outcome	Approval of Terms of Reference
Lead Officer	Head of Planning

Budgetary Considerations	
Cost of Proposal	Planning Budget
Included in Current Year Estimates	yes
Capital/Revenue	As per budget
Code	5301
Staffing Costs	As per budget

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	N/A	Date:
	EQIA Required and Completed:	N/A	Date:
Rural Needs Assessment (RNA)	Screening Completed	N/A	Date:
	RNA Required and Completed:	N/A	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	N/A	Date:

FOR DECISION

1.0 Purpose

1.1 This Report is to provide Members with a review of the Terms of Reference for the Planning Committee.

2.0 Details

2.1 Causeway Coast and Glens Borough Council decided to utilise 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 01 April 2015.

2.2 The Planning Committee (“the Committee”) will have full delegated powers for taking key decisions and actions required to be taken specifically in relation to the work of the Planning Department. This will include:

- Taking decisions on planning applications and other planning related decisions as set out in the Scheme of Delegation
- Recommending to Council the LDP for public consultation and adoption
- Approving and overseeing the delivery of any relevant service strategies for the Planning Department
- Approving relevant policies and procedures to improve performance of the Planning Department
- Monitoring and reviewing business and service delivery plans for the Planning Department
- Approving the establishment of external partnerships relevant to the role of the Planning Department
- Approving the resolution of any associated issues
- Considering resource implications of any recommendations

2.3 Approval of future changes to the organisational structure of the Planning Department and associated budget implications will fall within the remit of the Corporate Policy and Resources Committee.

3.0 Membership

3.1 The Committee is comprised of sixteen Elected Members appointed to the Committee at the Annual General Meeting of Council on 30 May 2023 with no substitutions permitted unless there are exceptional circumstances and agreed with the Chair. A quorum of 4 Committee Members (as set out in Council’s Standing Orders) is required for the Planning Committee to convene. Business shall not be transacted unless a quorum of the Committee are present.

3.2 Members are required to attend mandatory training prior to taking their seat on the Planning Committee and attend other mandatory training as necessary. 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 Appendix 1.

4.0 Chair

4.1 The Committee will be chaired in 2024/25 by Alderman Sandra Hunter (UUP). In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Russell Watton (PUP). In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

5.0 Meetings

5.1 The first meeting of the Committee of the newly elected Council will be held on Wednesday 26 June 2024. The Planning Committee will normally meet on the fourth Wednesday of the month at 10.30am except in the months of July and December when there will be no meeting held as agreed by Council. A schedule of meetings for the Committee for the 2024/25 year is attached at Appendix 2. All meetings of the Committee will be governed by the Council's Standing Orders, The Protocol for the Operation of the Planning Committee, the Scheme of Delegation for the Planning Department and the Local Government Code of Conduct for Councillors.

6.0 Sub-Committees and Working Groups

6.1 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 Planning Department.

7.0 Communication and Reporting

7.1 The minutes of the Committee will be ratified by the Committee and reported for noting at the monthly Full Council meeting. The minutes will be published on Councils website.

8.0 Review

8.1 The Terms of Reference are to be reviewed on an annual basis, prior to the Annual Meeting each year.

9.0 Recommendation

9.1 **IT IS RECOMMENDED** that the Committee approves the Terms of Reference as set out in this report.

Appendix 1 Planning Committee Members

Members	Members
Chair: Alderman Sandra Hunter	Councillor Kathleen McGurk
Vice Chair: Councillor Russell Watton	Alderman Sharon McKillop
Councillor Philip Anderson	Councillor Oliver McMullan
Councillor Ciarán Archibald	Councillor Dermott Nicholl
Alderman Yvonne Boyle	Councillor Leanne Peacock
Alderman Aaron Callan	Alderman Edgar Scott
Alderman Michael Coyle	Alderman Richard Stewart
Councillor Bill Kennedy	Councillor Mervyn Storey

Appendix 2 Planning Committee Meeting Schedule

Meeting	Date and Time
Planning Committee	Wednesday 26 June 2023 at 10.30am
	Wednesday 28 August 2023 at 10.30am
	Wednesday 25 September 2023 at 10.30am
	Wednesday 23 October 2023 at 10.30am
	Wednesday 27 November 2023 at 10.30am