

Planning Policy Forum - Terms of Reference

1. Purpose

Status of the Forum:	A sub group of the main EPOA Forum
Objectives of the Forum:	To provide a general forum for the open discussion of planning policy issues affecting Greater Essex and in doing so enable the sharing of good practice and facilitation of cooperation and joint-working on issues of a strategic nature and common interest. In addition where relevant, the Forum will co-ordinate and progress project work commissioned by the main EPOA Forum.
Targets associated with the objectives:	No specific targets. Targets on project work specified by the main EPOA Forum.

2. Membership and Administration

Membership of Forum:	Representatives from the planning policy/forward planning teams of the 12 District/Borough/City Councils in Essex, Essex County Council, Southend-on-Sea and Thurrock Councils.
Role of Chair:	To lead meetings and to ensure the Forum adheres to its objectives. To arrange for a substitute Chair from the Forum's membership if unable to attend meetings for any reason. To prepare agendas for meetings in consultation with the Forum and to make arrangements for the production of meeting notes. Seek volunteers from the Forum's Membership to participate in relevant sub groups if required.
Role of Members:	To elect a new Chair every two years. To represent the interests of the Forum and any sub group they attend. To support the Chair in ensuring that the objectives of the Forum are upheld. To attend Forum meetings and to try arrange a substitute if unable to attend. To participate in sub groups where relevant.
Frequency of Meetings:	Four meetings a year to meet approximately every three months. These should be timed to be approximately three weeks before the main EPOA Forum meetings. Additional meetings to be called by the Chair if required.
Rules on decision making:	Any decision or recommendation should be made by consensus. If consensus cannot be achieved the issue should be referred to the main EPOA Forum.
Conflict Resolution and Complaints Procedure:	Refer any conflict or complaint to the main EPOA Forum Chair to follow relevant EPOA procedure.
Any other issue:	Refer to main EPOA Partnership Terms of Reference

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