

Essex Development Management Forum

Terms of Reference

1. Purpose

To provide a forum for the sharing of good practice in, and discussion of, planning development management issues affecting the Essex district, borough, city, county and unitary local planning authorities.

2. Membership

Heads of the Development Management Service or their representatives from each of the 12 district / borough / city councils in Essex, Essex County Council, Southend-on-Sea and Thurrock councils, and representatives from Government Office. Membership of the Forum is voluntary.

Other organisations may be invited to join the Forum with the agreement of all members.

3. Chair and Vice-Chair

The Forum will elect a Chairman and Vice-Chairman who will lead the meetings and ensure the partnership adheres to its governance arrangements.

4. Administration

The Chairman will be responsible for ensuring that meetings are arranged, and that minutes of meetings are distributed to all members of the forum after each meeting.

The Chairman can decide to appoint a secretary to the Forum to organise meetings, take the minutes, and provide general administrative support. The Secretary can either be an existing member of the Forum or someone appointed by the Chairman.

5. Frequency of Meetings

Four meetings a year, approximately every three months. Additional meetings to be called by the Chair if required.

6. Decision making and voting

By consensus and then by simple majority if required.

7. Reporting Mechanisms

The individual members of the Forum will be responsible for reporting to their member organisations.

The Forum will report to Essex Planning Officers Association (EPOA), providing copies of the minutes, and considering any items of business referred to the Forum by EPOA. The Chairman will attend meetings of EPOA on behalf of the Forum when requested to do so.

8. Sub-Groups of the Forum

The Essex Admin Officers Group and the Essex Enforcement Officers Group will report to the Forum.

Other sub-groups may be formed from time to time as agreed by the members of the Forum.

9. Funding

The Forum does not have a budget, and does not raise subscriptions. The cost of booking meeting venues is met by EPOA. All expenses involved in attending meetings, including travel, parking and subsistence, are born by the individual authorities.

10. Public Accountability

The Forum will publish its governance arrangements, minutes and other papers online on the EPOA website. Contact details for the Chairman will also be published online.

11. Reviewing Arrangements

Governance arrangements will be reviewed on an annual basis. Proposed changes will be notified to the Chair and discussed at the next meeting.