



Title:	Constitution of the Council (Part 3Ha: Development Plan Committee)
Owner:	Angela Wakefield
Date of version:	18th May 2018
Version:	1.2
Review due:	May 2019
Approved by Monitoring Officer:	Angela Wakefield
Date of Equality Impact Assessment:	22nd April 2014

Date sent to officer responsible for website:	21st May 2018
Date sent to officer responsible for Learning and Development:	21st May 2018
Date sent to officer responsible for CMIS:	21st May 2018

Adopted by Full Council on 18th May 2018

FUNCTIONS AND PROCEDURES OF THE DEVELOPMENT PLAN COMMITTEE

1 FUNCTIONS OF THE DEVELOPMENT PLAN COMMITTEE

ONLY FULL COUNCIL CAN AMEND THE FUNCTIONS OF THE DEVELOPMENT PLAN COMMITTEE

- 1.1 The following non-executive powers and functions will be the responsibility of the Development Plan Committee to support the Local Plan through examination by an Inspector and towards adoption by the Full Council:
 - 1.1.1 agreement of modifications throughout the examination process for submission to the Planning Inspectorate;
 - 1.1.2 making other non-executive policy decisions in respect of the Local Plan which are not otherwise required to be dealt with by Full Council (such as the draft Community Infrastructure Schedule).

2 PROCEDURES OF THE DEVELOPMENT PLAN COMMITTEE

THE DEVELOPMENT PLAN COMMITTEE CAN AMEND THE PROCEDURES WHICH IT FOLLOWS

MEMBERSHIP

- 2.1 Membership will be a total of 5 to reflect the political make-up of the Council. There shall be no more than two members of the Cabinet within the membership of the Development Plan Committee.

MEETINGS

- 2.2 All meetings of the Committee shall be held at the Town Hall Burton upon Trent at 6.30pm unless previously agreed by the Committee.
- 2.3 The Committee will meet so often as may be required to perform the functions of the Committee.

CHAIRMAN AND VICE-CHAIRMAN

- 2.4 The Council shall appoint the Chairman and the Committee shall appoint the Vice-Chairman.

RIGHT TO ATTEND

- 2.5 Meetings of the Committee shall be open to the press and public except for confidential business.
- 2.6 All Councillors formally appointed to the Committee by the Council have the right to attend and to vote at meetings of the Committee.
- 2.7 Other Councillors who are not formal members of the Committee may attend meetings of the Committee, except where Exempt Information is likely to be disclosed. If Exempt Information is likely to be disclosed, they can only attend such meetings if they can demonstrate that their attendance is necessary to perform their duties as a Councillor. If they do attend, they may ask the Chairman for consent to speak (giving reasons). The Chairman may seek the views of the Committee before making a decision. If the Chairman gives such consent, the Councillor may take part in the debate when invited to do so by the Chairman (but may not vote).

QUORUM

- 2.8 A quorum shall be no less than 3 Councillors.

REPORTING ARRANGEMENTS

- 2.9 Where necessary the Committee will make reports and recommendations to the Executive and/or Full Council arising from the outcome of their work.

APPLICATION OF COUNCIL MEETING PROCEDURE RULES

- 2.10 Save where inconsistent with these Rules, proceedings at the Committee will be governed as set out in Rule 23 of the Council Meeting Procedure Rules – see Part 3A.

3 DELEGATION TO OFFICERS

THE DEVELOPMENT PLAN COMMITTEE CAN AMEND THE DELEGATION OF ITS FUNCTIONS TO OFFICERS

- 3.1 Sal Khan (or, in his absence, the Chief Executive) may exercise any of the powers and functions of the Development Plan Committee whenever decisions need to be taken in the interests of the Council and it is not reasonably practicable to convene a meeting of the Committee.