

Committee Agenda



**Epping Forest
District Council**

CONSTITUTION WORKING GROUP Thursday, 21st April, 2022

You are invited to attend the next meeting of **Constitution Working Group**, which will be held as a:

**Virtual Meeting on Zoom
on Thursday, 21st April, 2022
at 7.00 pm.**

**Georgina Blakemore
Chief Executive**

**Democratic Services
Officer:**

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Members:

Councillors S Rackham (Chairman), M Sartin (Vice-Chairman), D Dorrell, S Heap, S Jones, H Kauffman, J Mclvor, J Philip, C C Pond, J Share-Bernia and J H Whitehouse

1. APOLOGIES FOR ABSENCE

To be announced at the meeting.

To report non-attendance before the meeting, please use the Members Portal webpage <https://eppingforestdc-self.achieveservice.com/service/Member>Contact> to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the Council's website, at the bottom under 'Contact Us'
<https://www.eppingforestdc.gov.uk/your-council/members-portal/>

2. SUBSTITUTE MEMBERS

To report the appointment of any substitute members for the meeting.

3. NOTES OF PREVIOUS MEETING (Pages 5 - 10)

To agree the notes of the meeting of the Working Group held on 3 February 2022.

4. TERMS OF REFERENCE & WORK PROGRAMME (Pages 11 - 14)

To review the terms of reference and progress with the achievement of the current work programme for the Working Group.

5. CONSTITUTION - REVISIONS & AMENDMENTS

(Monitoring Officer) To note that the Working Group's Report to Council in respect of recommendations from its meeting on 23 November 2021 on Article 4, The Full Council Terms of Reference, sub-paragraph 1(c), was approved by Council on 5 April 2022.

The next Constitution Update on 22 April 2022 will include the approved recommendations with the addition two further amendments for Article 4, sub-paragraph 1(c), as below:

1. The addition of the Anti-Fraud and Corruption Strategy, which Council also approved on 5 April 2022.
2. The correction of 'statue' to 'statute', to read:
Other plans which it decides, as a matter of local choice, should be the responsibility of the Council to adopt or are otherwise of required by statute.

6. JOINT MEETING OF DEVELOPMENT MANAGEMENT CHAIRMEN AND VICE-CHAIRMEN - COMPOSITION AND FUNCTION (NOTE NO 24 - 3 FEB 2022)

As the joint meeting did not have a Terms of Reference, nor did one exist in the Constitution, Councillor C C Pond has proposed the following recommendation for the Working Group to consider:

Recommendation:

- (1) That the following terms of reference for the Joint Meeting of Development Management Chairmen and Vice-Chairmen be agreed and added to the Constitution under Article 10.**

The Joint Meeting of Development Management Chairmen and Vice-Chairmen has existed for a number of years to discuss any issues that have arisen during meetings of the Area Plans Sub-Committees and District Development Management Committee. Invites to attend have always been extended to the Chairmen and Vice-Chairmen of the four planning committees, as well as the Planning Portfolio Holder.

As this is a forum to discuss the governance of planning meetings, it has been suggested that any political group not represented by one of the Chairman or Vice-Chairman roles should also be invited to send a representative to take part in the discussions.

There is no formal Terms of Reference for the Joint Meeting of Development Management Chairmen and Vice-Chairmen, and it is recommended that the following draft Terms of Reference be discussed by the Working Group, amended if necessary and recommended to the Council for inclusion in the Constitution in Article 10 – District Development Management Committee and Area Plans Sub-Committees.

Joint Meeting of Development Management Chairmen and Vice-Chairmen

Terms of Reference:

- (1) To consider matters relating to the conduct and good governance of planning meetings and the means of considering planning applications, as well as considering the process of the development management system more generally, and to make recommendations to Council for any changes when necessary.
- (2) To consider any current and future requirements for member training necessary to support the effective operation of the Council's development management function and responsibilities.
- (3) The Committee shall ordinarily meet twice a year.
- (4) The Committee shall comprise the Chairmen and Vice-Chairmen of each planning committee and sub-committee, the Cabinet Member responsible for Planning Policy matters, plus a Councillor nominated by the Leader of any political group not otherwise represented on the Committee, and shall have the assistance of the officer in charge of the Development Management system, or her/his nominee.
- (5) The Committee shall be chaired by the Chairman of the District Development Management Committee, and in her/his absence, by the Vice-Chairman thereof.

7. CONSTITUTION - REVIEW OF ARTICLE 4 THE FULL COUNCIL TERMS OF REFERENCE - ROLE OF COUNCIL APPOINTEES TO OUTSIDE BODIES

To discuss and review the role of Council appointees to outside bodies. This is detailed in the Terms of Reference for Full Council Article 4 – sub-paragraph 2(b) Ordinary meetings, (ix) receive reports about and receive questions and answers on the business of joint arrangements and external organisations.

8. DATE OF NEXT MEETING

To note that the next meeting of the Working Group will be held on 30 June 2022 at 19.00.