

**Planning Peer Challenge**  
**Officer/Cross-Party Working Group**  
**Terms of Reference**

**APPENDIX 1**

**Role**

Members of the cross-party working group will be responsible for acting as critical friends during key aspects of the project to deliver the outcomes of the Planning Peer Challenge, providing comments and feedback as required. In addition, members of the group will be required to act as 'champions' to the delivery of the project and will monitor progress against the action plan.

**What is expected of members of the Cross-party Working Group?**

Whilst the Cross Party Working Group will not be a decision-making body, the group will be asked to:

- Monitor the progress of the project against the agreed action plan.
- Act as 'critical friends' providing feedback and comments throughout the project.
- Acts as 'champions' for the successful delivery of the project within their respective groups by ensuring that the progress of the project is regularly reported back to all group members.
- Make recommendations to appropriate decision making bodies based on the consensus of the Group.

**Who has voting rights on the recommendations?**

Only elected Members have voting rights based upon the advice of officers from the Authority and the Planning Advisory Service.

**Members of the Officer/Member Cross-party Working Group**

- Councillor Robert Ashman, Conservative
- Councillor John Bridges, Conservative
- Councillor John Geary, Labour
- Councillor John Legrys, Labour
- Councillor Trevor Pendleton, Portfolio Holder for Planning
- Councillor Tony Saffell, Independent
- Councillor Nigel Smith, Conservative

**What is expected of officers of the Cross-party Working Group?**

- Provide professional advice, as required, throughout the project
- Report to members on progress of the project against the action plan
- Ensure effective administration of the working group including provision of agendas and minutes

**Officers of the Officer/Member Cross-party Working Group**

- James Arnold, Strategic Director of Place, Lead Officer
- Chris Elston, Planning and Development Team Manager
- Melanie Long, Democratic Services Team Manager
- Ian Nelson, Planning Policy Team Manager
- Jim Newton, Head of Planning and Infrastructure.
- Louis Sebastian, Legal Services Team Manager

**What is the role the Planning Advisory Service (PAS)?**

- To chair the meetings with political impartiality and no voting rights.
- To assist with facilitating the action plan and to support members and officers with examples of best practice.

**How often will the Group meet?**

As often as is necessary until completion of the project.