



## **Cornwall Council and Cornwall Association of Local Councils**

### **The Planning Partnership**

#### **Terms of Reference**

##### **Membership**

The group will be made up of the following :

Cornwall Council: Planning Portfolio Holder & Strategic Developments Manager

CALC:                    10 councillors drawn from CALC member local councils in Cornwall, who are not currently members of Cornwall Council  
4 local council clerks from local councils in Cornwall.  
County Executive Officer, Cornwall Association of Local Councils

The membership of the panel shall be reviewed every two years and at no time will there more than one delegate from any local council. Members are expected to attend most meetings; any member who fails to attend three consecutive meetings may lose their right to attend meetings.

Members of the group attend in their own right and are not deemed to be representatives of their authority. Any vacancy on the partnership will be filled by request for nominations and the group then decides who is appointed.

In the spirit of joint working the chair will rotate around members of the group and all members of the partnership will respect the confidentiality of the information provided from time to time.

##### **Remit of the group**

- To enhance partnership working and assist in service improvement including co-design and co-development of model policies and templates.
- To provide a forum for sharing best practice, expertise and information about projects and activities where this will be helpful in contributing to increased knowledge and awareness.
- Working with the Planning PAC to serve as forum to develop collective responses to cross-cutting government consultations and Parliamentary calls for evidence, etc.
- Outside of meetings, to provide a forum for sharing information and responding to ad-hoc issues via email.
- To develop systems for information sharing on planning issues to local councils to assist in planning knowledge and improvement.

- To have more involvement at a local level as early as possible in the planning process
- To form better relationships between Cornwall Council and local councils
- Monitoring the number of times planning decisions are made contrary to local council recommendation.

## **Scope**

This group has been formed to discuss and debate topics brought to the meeting, often prior to formal consultation, and is not a decision making body.

## **Procedural arrangements**

- This group shall meet at least quarterly
- To work proactively with the Planning PAC in following a mutually beneficial work programme for the benefit of Cornwall Council and local councils.
- The partnership will be serviced from within Cornwall Council and the work programme and agendas will be advertised to encourage issues submitted by local councils.
- The notes will be circulated to members of the group and all local councils in Cornwall, as well as to the Head of Service in Planning and Enterprise.

## **Deliverables and measures of success**

- Annual forward plan of meetings and topics (work programme)
- Number of new policies for which the partnership has provided input
- Development of materials for the sharing of best practice and information including website, Myclips, workshops at planning conferences, planning templates and responses to consultations and Parliamentary calls for evidence.
- Annual planning conference and support for area events and networks.