

CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN (LDP)

THE ADVISORY PANEL

TERMS OF REFERENCE

Remit of Panel

1. The Advisory Panel is drawn up from Members of Carmarthenshire County Council. The primary purpose of the Panel is to take political ownership of the LDP and ensure that the LDP plan making process is managed in accordance with those relevant procedures and protocols.
2. The Panel can scrutinise, critically evaluate and (where appropriate) arbitrate on opposing viewpoints which may emerge from the LDP Plan making process. The Panel can provide a platform for reaching a consensus (if at all practically possible) on key issues of policy and emerging plan proposals through to the adoption of the LDP.
3. The Panel will undertake its functions without further reference to the Executive Board. It is noted that the Executive Board, at its meeting on the 31st July 2017, approved the composition of the Panel.
4. The Panel can provide a platform for consideration of monitoring matters (post LDP Adoption). This includes the Annual Monitoring Reports and the Annual Performance Reports.

Composition of the Panel

1. The Panel will comprise of the following members of the Council :-

Councillor L. M. Stephens – **Executive Board Member (with responsibility for Strategic Planning)**

Plaid Cymru Group (4)

Councillors W. T Evans, K. Howell, A. Lenny and D. Price

Labour Group (2)

Councillors K. Madge and J. James

Independent Group (2)

Councillors S.M Allen and I. W. Davies

2. The Panel will consist of nine members in total. One of those members will be the Executive Board member for Strategic Planning - who will Chair the Panel. The composition of the rest of the Panel will always reflect the political balance of the Council.
3. Members should strive to remain on the Panel throughout the LDP plan making process. This will ensure continuity and stability as the LDP is formulated. Members will also acquire accumulative knowledge on the process proceeds. However, in the event that one or more members need to stand down, the responsibility for appointing new members will rest with the Executive Board.
4. The Executive Board Member for Strategic Planning and one other Panel Member are authorised to sit on any Key Stakeholder Forum.
5. The Chairperson of the Panel (or nominated Deputy) will be the Chairperson of any Key Stakeholder Forum.

Meetings of the Panel

1. Panel Members will receive written notice of meetings from the Forward Planning Manager via e mail no later than 21 working days in advance of the meeting date. Panel Members will receive an agenda, along with relevant Papers, from the Forward Planning Manager, no later than 10 working days in advance of the meeting.
2. Meetings of the Panel will be serviced by the Forward Planning Manager, along with other Council Officers, as appropriate. This will include taking of minutes and the undertaking of agreed actions.
3. Panel minutes will be subject to confirmation at the following meeting of the Panel. Minutes will be reported to the Executive Board as part of the LDP's reporting regime.
4. The quorum of a meeting of the panel will be one half of the members of the panel rounded up.
5. Any matter before the panel will be decided by a simple majority of those members voting and present in the room at the time the vote is taken. If there are equal numbers for and against the Chair will have a second or casting vote. There will be no restrictions on how the Chair chooses to exercise a casting vote.

Approval of Terms of Reference

1. These Terms of Reference were approved by Members of the Advisory Panel at the meeting of the 9 November 2017.

Proposed amendment / suspension of Terms of Reference

1. Any proposal for the amendment or suspension of these terms of reference will be listed on the agenda of the next Panel Meeting and be subject to consideration by the Panel Members.