



31 October 2017

Agenda Item: 10

**REPORT OF CORPORATE DIRECTOR – PLACE
PLANNING AND LICENSING COMMITTEE CODE OF BEST PRACTICE**

Purpose of the Report

1. To seek Committee's approval of the Code of Best Practice for Planning and Licensing Committee.

Information and Advice

2. A Code of Best Practice for Planning and Licensing Committee details how the County Council deals with those matters which come within the remit of Planning and Licensing Committee, including the role of committee, how committee operates and the respective roles and responsibilities of elected Members and officers.
3. The Code details the role of committee Members, including when they are the local Member for a matter before committee and also when they are members of Planning Committees at district/borough councils. It also covers predetermination and predisposition issues, lobbying, contact with the media, discussions with the applicant, Member site visits, Member training and the role of officers. The Code also confirms arrangements for public speaking, including the reduction in the time allowed for Members to speak from 20 minutes to 10 minutes, which mirrors Member speaking at other committees.
4. The Code was last revised in 2014 and an update is being provided as the previous Code reflected the fact that there was a separate Rights of Way Committee in the council's committee structure. The new Code therefore integrates rights of way, common land and town or village green matters which now fall under the remit of Planning and Licensing Committee, including confirming the provision of public speaking on matters relating to common land or town and village green matters which will not be the subject of a public inquiry.
5. The new Code of Best Practice is attached to this report at Appendix A.

Other Options Considered

6. The Committee Procedure Rules in the County Council's Constitution state that Planning and Licensing Committee will comply with its Code of Best Practice. It is therefore important that the Code is up-to-date. Accordingly, no other options have been considered.

Reason/s for Recommendation/s

7. To ensure the Committee's Code of Best Practice is up-to-date and reflects the role of committee at the present time.

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) It is RECOMMENDED that committee approves the new Code of Best Practice for Planning and Licensing Committee.

ADRIAN SMITH
Corporate Director – Place

For any enquiries about this report please contact:

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Constitutional Comments [SLB 29/08/2017]

9. Planning & Licensing Committee is the appropriate body to consider the content of this report.

Financial Comments [SES 29/08/17]

10. There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

Code of Best Practice for Planning and Licensing Committee – April 2014.

Electoral Division(s) and Member(s) Affected

All