

## **PROCEDURES COMMITTEE**

**WEDNESDAY, 17 JULY 2024**

Present:

Councillors Bullivant, Dawson (Chair), MacGregor, Nutley (Substitute), Palethorpe, Sanders (Substitute) and J Taylor

Members Attendance:

Councillors Clarence and Swain

Apologies:

Councillors Keeling, Peart, Purser, Thorne and Wrigley

Officers in Attendance:

Ian Perry, Interim Head of Development Management

Sarah Selway, Democratic Services Team Leader & Deputy Monitoring Officer

Paul Woodhead, Head of Legal Services & Monitoring Officer

### **20. MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** that the minutes of the meeting held on 30 January 2024 be approved as a correct record and signed by the Chair.

### **21. DECLARATIONS OF INTEREST**

Cllr Sanders declared an interest in respect of minute no.22 – Independent Remuneration Panel Report – as the Chair of Overview & Scrutiny Committee.

### **22. INDEPENDENT REMUNERATION PANEL REPORT**

Cllrs Bullivant and Macgregor arrived during the start of the consideration of this item.

Mr Derek Phillips Chair of the Independent Remuneration Panel presented the report. In response to questions, he clarified that having Job Descriptions for the councillor's roles would support the panel when considering Special Responsibility Allowance (SRA) recommendations. The six-month review would enable the panel to look at how a single Overview & Scrutiny Committee was operating and the impact this had on the work of the Chair and Deputy Chair of the committee.

During discussion Members asked that when the review was undertaken they asked the panel:-

- To look at the (SRA) for the Chair of Standards Committee in light of the number of meetings and questioned if the allowance should be payable per meeting rather than an annual allowance
- if there should be a one-off payment for any Deputy Chair that chairs a committee meeting where there is not an SRA for that Deputy Chair;
- should the scheme have a provision for when a Councillor with an SRA cannot undertake their role for the SRA to be reduced or stopped; and
- that all Group Leaders and another independent councillor be asked to take part in the next review.

**RECOMMENDED** to Full Council that:-

- (1) No change be made to the Special Responsibility Allowance for the Chair and Vice Chair of the Overview and Scrutiny Committee;
- (2) The Council notes the intention of the Panel to hold a full review meeting on this matter in the light of 6 months' operation of the new arrangement;
- (3) The Council takes steps to provide the Panel with the evidence it requires in order to consider this matter further; and
- (4) The special responsibility allowances for the Chair and Vice Chair of the Council be £3,000 and £1,000 respectively for 2023/24; and
- (5) The balance of the current allowances (£3,223 and £1,489) be transferred to the Democratic Services budget as support for the office of the Chair of the Council.

## **23. REVISED MEMBER/OFFICER PROTOCOL**

Consideration was given to the revision of the Member and Officer Protocol which was deferred from the previous Procedures Committee meeting to enable Group Leaders to discuss the protocol with their Members and feedback to this meeting.

**RECOMMENDED** to Council that the proposed Protocol be approved and incorporated into the Constitution.

## **24. CLLR MACGREGOR - MOTION ON MAJOR APPLICATIONS, VARIATIONS TO CONDITIONS AND TDC PROPERTY BASED APPLICATIONS**

The Notice of Motion submitted to Full Council on the 23 April 2024 as set out on the agenda was presented by Cllr Macgregor.

Cllr Macgregor when proposing his Notice of Motion stated that the recommendation 3 should have the words *on major sites* inserted at the end and added an additional condition (5) *that no reserve matters applications can be*

*considered until all critical decisions have been met on the outline planning permission.*

This was seconded by Cllr J Taylor.

In response to Members the Interim Head of Development Management clarified the following:-

- The planning service had improved its performance significantly over the last six months with 95% of applications having a decision within the Government planning performance timescales
- The Council had good delivery timescales for major applications
- The motion being put forward could increase the applications going to Planning Committee by up to 450 applications per year
- Would ask applicants/agents to clearly mark where they are proposing changes to plans/conditions to make any changes easily visible and would include this requirement in the planning validation list
- Would ensure that the planning service team had a two way dialogue with members regarding planning applications, issues and queries.

In light of the explanations and assurances given from the Interim Head of Development Management Cllr Macgregor withdrew his Notice of Motion, Cllr J Taylor as seconder supported this.

## **25. CLLR SWAIN - MOTION ON THE PROCESS OF CALLING IN APPLICATIONS TO PLANNING COMMITTEE**

The Notice of Motion submitted to Full Council on the 23 April 2024 as set out on the agenda was presented by Cllr Swain.

In response to Members the Interim Head of Development Management clarified the following:-

- Would add a box to the Members Planning Committee *to committee regardless of recommendation* and would examine the format to make it user friendly
- Forums to support Town and Parishes in the understanding of the planning process had been reinstated and these would be held on a regularly basis
- Members briefings can be held in respect of Strategic Planning issues that could include micro-energy sites

**RECOMMENDED** to Full Council that:-

- (1) Allow planning decisions to be referred to committee stating specifically why it is in the public interest for this application to be determined by committee; and

- (2) Where an officer recommendation goes against the view of a parish or town council, the recommendation should acknowledge that view and explain why a different outcome is recommended.

## **26. MEMBERS TRAINING AND BRIEFING PROGRAMME**

Members were advised that they would be sent a survey in due course regarding their training requirements.

Chair