

JOINT PROJECT BOARD - TERMS OF REFERENCE

GWYNEDD AND ANGLESEY JOINT PLANNING POLICY UNIT

Main Purpose

To provide strategic input into the work of preparing the joint Local Development Plan (LDP) and ensure that the Joint Planning Policy Unit adheres to the timetable stated in the Delivery Agreement.

To take an overview of the work of the Joint Planning Policy Unit and make operational decisions in relation to the service provided by the Unit to both Authorities.

The joint Project Board will:

1. Ensure that the strategic objectives of Gwynedd Council and Isle of Anglesey County Council are fed into the process of preparing the joint LDP.
2. Accept, and provide comments on the reports submitted by the Planning Manager (Joint Planning Policy Unit) and the Senior Manager, Environmental Service (Gwynedd Council), on the work of preparing the joint LDP and on the Unit's work in general.- including any operational issues that are likely to attract the wider service provided by the Unit.
3. Ensure that progress with the work of preparing the LDP is in accordance with the timetable and details included in the Delivery Agreements approved by the Welsh Government.

Mandate

- To be an internal group of Gwynedd Council and Isle of Anglesey County Council Officers.
- To facilitate the work of preparing and completing the joint LDP and ensure a planning policy service of the best quality possible for both Authorities.

Constitution

The joint Project Board will include two officers from Gwynedd Council and two officers from Isle of Anglesey County Council, namely:-

- Corporate Director (Gwynedd Council)
- Corporate Director (Isle of Anglesey County Council)
- Head of Regulatory Department (Gwynedd Council)

- Head of Planning and Public Protection Service (Isle of Anglesey County Council)

Chairman and Vice-chairman

The Officers will be elected during the first meeting of the joint Project Board.

Quorum

It is acknowledged that not every appointed Officer will be available to attend every meeting held during the process. So that a meeting of the joint Project Board can be held, a quorum of two Officers must be obtained, including the Head of Regulatory Department (Gwynedd Council) and the Head of Planning and Public Protection Service (Isle of Anglesey County Council).

Making decisions

Any issues where no consensus or agreement can be reached upon them will be dealt with in accordance with the Dispute Resolution procedure referred to in the Shared Service Agreement between Gwynedd Council and Isle of Anglesey County Council.

Frequency

The joint Project Board will meet four times a year at least, and the dates of these meetings will be determined by giving as much notice as possible to the Officers of the joint Project Board.

Agendas

The Planning Manager (Joint Planning Policy Unit) will be responsible for agreeing upon the agenda in consultation with the Senior Manager, Environmental Service (Gwynedd Council) and the chairman of the joint Project Board.

The Officers of the joint Project Board will receive all papers prior to the meetings. Also, an Officer from the Joint Policy Unit will be present in each meeting in order to minute the discussion and decisions made.

Mechanism

The strategic input of the joint Project Board into the process of preparing the LDP will be submitted to the joint Local Development Plan Panel by the

Planning Manager (Joint Planning Policy Unit). The Panel will then report to the Joint Planning Policy Committee.

The decisions of the Project Board on the operational issues of the Joint Planning Policy Unit will be implemented by the Planning Manager (Joint Planning Policy Unit) and / or Senior Manager, Environmental Services (Gwynedd Council).