

Appendix 2: Local Plan Member Working Group Terms of Reference

1. The overarching purpose for the Working Group is to aid greater understanding of the key issues which the Local Plan must consider, and the reasonable options that exist to address those issues.
2. With the benefit of such greater understanding, the Working Group is intended to:
 - Provide recommendations to Full Council on key policy issues which fall within the scope of a Local Plan. If a majority recommendation is not reached by the Working Group, then the alternative views should be provided to Full Council.
 - Help establish public consultation arrangements at draft stages of the Local Plan.
 - Help communicate relevant issues as they arise during the preparation process.
3. Five Members will sit on the Working Group, together with officer representation as appropriate.
4. The Working Group has no decision making powers: its purpose is to aid greater understanding of issues, options and policy development, in order to help achieve the most suitable plan for East Cambridgeshire.
5. The focus of the Working Group is on key issues for the Local Plan, not all detailed issues. This means that not all evidence base material, consultation responses or other detailed matters will be brought to the Working Group.
6. Meetings to be held on an 'as required' basis. This is expected to be approximately four per year.
7. Meetings are not open to the public, but brief minutes of the Working Group to published on the website (once such Minutes are agreed by the Chair).
8. The Working Group must be mindful of any steer given to it by Full Council, as well as the proposed timing of the preparation of the Local Plan. The purpose of the Working Group is to help speed up plan making, not delay it.
9. At the first meeting of the Working Group, a Chair is to be agreed plus any detailed procedural matters (e.g. forthcoming meeting dates, length of meetings, time and location of meetings).
10. The first meeting of the Working Group will likely take place in January 2025.
11. Agendas for each meeting will be sent to attendees 5 working days prior to each meeting of the Working Group. Administration arrangements of the Working Group will be established by the Director Community.
12. Initial Membership of the Working Group to be established by Full Council. Should a Member subsequently resign from the Working Group, then delegation is given to the Leader of the applicable political group to nominate a replacement.
13. The Working Group will cease on adoption of the Local Plan (scheduled 2027).

