

## **APPENDIX 2**

### **South Warwickshire Plan Advisory Group Terms of Reference**

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#### **1. Purpose**

To act in an advisory capacity to the Joint Cabinet/Executive Committee of Stratford-on-Avon District Council (SDC) and Warwick District Council (WDC) and to provide guidance in preparing the South Warwickshire Plan (SWP).

The South Warwickshire Plan Advisory Group (SWPAG) will advise on the policies and strategy of the SWP and will provide a place where key issues for the SWP can be informally discussed in a confidential setting prior to any formal scrutiny or decision making.

SWPAG is not a decision-making group and does not have a formal scrutiny function but will act as an informal working / steering group to inform the preparation of the SWP.

#### **2. Membership and Appointments**

- There will be 10 members of SWPAG, with 5 from each Council
- Each Council Leader will appoint the members from their council, not including the Place Portfolio Holder (SDC) and the Development Portfolio Holder (WDC)
- The Place Portfolio Holder (SDC) and the Development Portfolio Holder (WDC) have the right to attend and speak at all SWPAG meetings, but shall not vote
- Meetings will be chaired on an alternate basis by a member from SDC and a member from WDC unless they agree to vary this.
- No substitutes will be permitted for SWPAG, save for exceptional circumstances

#### **3. Conduct of Meetings**

- SWPAG will meet either remotely or in-person, subject to agreement of the two Chairmen
- Meetings will not be held in public and agendas and information shall be treated in confidence
- A key function of SWPAG is the ability to freely debate plan-making issues that may be controversial or politically sensitive
- Attendance at meetings of persons other than members of SWPAG and relevant officers will be at the discretion of the two Chairmen
- Each meeting is expected to be concluded within 2 hours
- The quorum shall be 4, to include at least two members from each Council

#### **4. Timing and Agendas for Meetings**

- The timing, frequency and agendas of meetings will be determined by the two Chairmen

- Meetings will take place in accordance with the work programme of SWP and where there are specific issues to discuss.
- At key stages of the plan-making process, several meetings in short succession may be required
- Agreement on the work programme will be by consensus where possible, but the final decision rests with the two Chairmen
- Notice of SWPAG meetings will be provided at least 5 working days prior to the meeting, and an agenda will be circulated in advance of the meeting
- A confidential note summarising the key discussion points and agreed actions will be circulated to members of SWPAG, normally within 5 working days of the meeting
- Each agenda will include allocated time at the end to agree relevant communications points that will be shared with all Councillors and (if requested) the media/public.

### **5. Administration and Relevant Officer Support**

- Support for meetings will be provided by the SWP Joint Officer Team
- Administrative support for individual meetings will alternate between the Democratic Services Teams of each council
- At least one member of the SWP Joint Officer Team will attend each SWPAG meeting
- Other officers will attend as required, to include the Chief Executives, Deputy Chief Executives, relevant Heads of Service and senior planning managers
- The Monitoring Officers shall have a right to attend every meeting

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