

## **Planning Decisions Committee's Terms of Reference**

**Status:** Taking decisions within its terms of reference. Part VA of the Local Government Act 1972, which deals with access to meetings and documents, applies to this committee.

**Membership:** The Committee shall be appointed by the Board and shall comprise three Board members, five members co-opted from the Olympic Park boroughs (two from the London Borough of Newham, and one each from the London boroughs of Hackney, Tower Hamlets and Waltham Forest) on their nomination and four independent members agreed by the Board and approved by the Mayor of London.

Substitutions will be allowed: each borough will be asked to nominate a named substitute for each of their nominated member/s.

**Chair:** The Committee Chair shall be appointed from time to time by the Board. In the absence of the Committee Chair at a meeting of the Committee, the Member of the Committee approved by the Chairman of the Corporation shall chair the meeting, or the remaining members present shall elect one of themselves to chair the meeting.

**In attendance:** Other Board members (with the approval of the chair)  
Chief Executive (at his/her discretion)  
Deputy Chief Executive and Executive Director of Finance, Commercial and Corporate Services (at his/her discretion)  
Director of Planning Policy and Decisions  
Subject to the rights of the public to attend meetings, attendance of other officers, advisers or other persons shall be at the invitation of the Chair for all or part of the meeting. The Chair may authorise the Director of Planning Policy and Decisions or the Chief Executive to issue invitations generally or in specific cases.

**Secretary:** To be agreed by the Proper Officer

**Quorum:** Five members of the Committee,

### **Frequency of meetings**

1. The Committee will meet as determined by the Committee Chair, in light of the need for advice and decisions. Meetings of the Committee shall be convened by the Chief Executive or the Director of Planning Policy and Decisions at the request of its Chair.

### **Purpose of the Committee**

2. To enable transparent, efficient and effective discharge of the London Legacy Development Corporation's functions to determine planning applications and to respond to consultation on applications on which the Corporation is a consultee, and to advise the Board on planning policy matters

### **Terms of Reference and Delegated Authority**

3. The Planning Decisions Committee will take decisions in accordance with the Planning Scheme of Delegations, which will also set out matters that are delegated to the Director of Planning Decisions and Policy.
4. Advise the Board on planning policy matters.
5. Within the remit of its activities, the Committee will oversee the Corporation's work on Diversity and Inclusion.

### **Procedural and reporting arrangements**

6. The Chief Executive, Executive Director of Finance and Corporate Services, and Director of Planning Policy and Decisions shall be entitled to attend all meetings of the Committee, subject to any limitations in the Planning Code of Practice. Subject to the rights of the public to attend meetings, attendance of other officers, advisers or other persons shall be at the invitation of the Chair for all or part of the meeting. The Chair may authorise the Chief Executive to issue invitations generally or in specific cases, pursuant to Standing Order 5.2.
7. Unless otherwise agreed, notice to each Committee member confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each Committee member and any other person required to attend no later than five (5) clear days before the date of the meeting.
8. The Chief Executive will nominate a secretary for the Committee (and in the case of absence a deputy) who shall minute the proceedings and resolutions of all Committee meetings, including recording the names of those present and in attendance.
9. The Secretary or a nominated deputy shall promptly circulate the minutes of the meetings to all Committee members and the minutes shall be approved (or amended as appropriate) at the next Committee meeting.
10. Further procedural provisions are set out in Standing Orders, and will be supplemented by procedural arrangements to be agreed by the Committee from time to time.

### **Amendments**

11. Any of these procedures and terms of reference may be altered or amended from time to time by resolution of the Board. Notice shall be given of the proposed alteration(s) in a paper for the meeting of the Board at which they are to be discussed.

### **Version control**

v.1.0	September 2012	Approved by LLDC Board	Approved
V1.1	December 2012	Amended to note the intention to recruit four independent members	Approved
v.2	March 2013	Amended to reflect revised membership structure and quorum	Approved
v.3	September 2014	Amended remit to remove advising the Board on planning policy, and minor amendments to terminology of officers.	
v.3.1	September 2018	Amended to include a clause related to diversity and inclusion	Approved