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To: Members of the Council

Date: 22 April 2014
Our Ref:
Your Ref:

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Dear Councillor

COUNCIL - THURSDAY 24TH APRIL, 2014

I refer to the agenda for the above meeting and now enclose the following note for consideration at the meeting.

Agenda No.	Item
8.	Proposed Changes to the Code of Conduct for Councillors and Officers Dealing with Planning Applications (Pages 69 - 70) Resolution of the Audit and Governance Committee attached

Yours sincerely,

M. CARNEY

Chief Executive

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COUNCIL – 24 APRIL 2014

AGENDA ITEM 8 - PROPOSED CHANGES TO THE CODE OF CONDUCT FOR COUNCILLORS AND OFFICERS DEALING WITH PLANNING APPLICATIONS

EXTRACT FROM THE MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE MEETING HELD ON 16 APRIL 2014

Proposed Changes to the Code of Conduct for Councillors and Officers dealing with Planning Applications

Further to Minute No. 146 of the Planning Committee of 2 April 2014, the Committee considered the report of the Director of Built Environment setting out proposals to review the Code of Conduct for Councillors and Officers dealing with Planning Applications as set out in the Constitution and to update the Constitution as appropriate.

The following matters were proposed and were intended to provide further transparency, clarity and equity to the processes of the Planning Committee and its decision making:-

- (i) the ongoing monthly training programme for Members to be continued;
- (ii) mandatory training;
- (iii) annual appointments;
- (iv) attendance on the Visiting Panel for Members or substitutes to be strongly advised;
- (v) attendance at the relevant Planning Committee and Visiting Panel meetings by the same Member/substitute wherever possible;
- (vi) Ward Members must contact the appropriate Democratic Services Officer by 12 noon the day before a Committee meeting if they wish to address the Committee regarding an application and make their address after any petitioner, but before the respondent; or before the applicant/agent if there is no petition; and
- (vii) the late submission of materials/photographs by petitioners/applicants to the Committee, at the meeting, to be prohibited.

The Planning Committee had endorsed all of these proposed matters.

During the discussion on the report, a number of Members expressed the view that when a petition has been submitted to a Planning Committee meeting, ward Members should continue to address the Planning Committee after the petitioner and respondent.

RESOLVED:

That the Council be recommended to approve the measures as set out in the report and that the Code of Conduct for Councillors and Officers Dealing with Planning Applications in the Constitution be updated to reflect the approved changes, subject to the following amended matter (vi):

Agenda Item 8

“Ward Members must contact the appropriate Democratic Services Officer by 12 noon the day before a Committee meeting if they wish to address the Committee regarding an application and make their address after any petitioner and the respondent; or before the applicant/agent if there is no petition.”