



**PLANNING COMMITTEE:  
19 MARCH 2020**

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**Report of: Chief Operating Officer & Legal & Democratic Services Manager**

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**SUBJECT: URGENT BUSINESS – ROLES & FUNCTIONS OF PLANNING  
COMMITTEE & DELEGATION TO OFFICERS**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To approve an amendment to the Roles and Functions of the Planning Committee, which extends the level of delegation to officers during a pandemic, when the nation are being asked to self-isolate for medical reasons.

## **2.0 RECOMMENDATION**

2.1 That in light of the Coronavirus Pandemic and in order to reduce social contact, authority be given to the Corporate Director of Place and Community to carry out the Roles and Functions of the Planning Committee (Constitution 4.1), as set out in Appendix 1 to the report, having first taken into account any views expressed by a member of the Planning Committee.

2.2 That the Scheme of Delegation to the Corporate Director of Place and Community at Constitution 4.2B, attached at Appendix 2 to the report, be amended accordingly.

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## **3.0 ROLES & FUNCTIONS OF THE PLANNING COMMITTEE**

3.1 The Roles and Functions of the Planning Committee are set out in Constitution 4.1, which are attached at Appendix 1 to this report.

## **4.0 DECISION MAKING – EXCEPTIONAL CIRCUMSTANCES**

4.1 Local authorities are required to hold meetings to make decisions. The Local Government Act 1972 requires members to be physically present in order for a meeting to take place.

4.2 Alternative methods of decision making can be arranged in exceptional circumstances. Given that these times are indeed exceptional (and a declared pandemic should meet the test for this), meetings might be cancelled and replaced with alternatives. Local authorities are being advised to review their schemes of delegation. In order to ensure that decision making can continue without the need to hold a formal meeting of the Committee, it is proposed that an appropriate delegation to officers is put in place.

4.3 The Corporate Director of Place & Communities currently has a number of delegations, however there are certain delegations which are specifically reserved to the Planning Committee. It is those delegations which require approval by the Committee. A copy of the current delegations to officers are set out in Appendix 2 to the report.

## **5.0 SUSTAINABILITY IMPLICATIONS**

5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

## **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

6.1 There are no significant financial or resource implications arising from this report.

## **7.0 RISK ASSESSMENT**

7.1 The actions referred to in this report are covered by the scheme of delegation to officers and any necessary changes have been made in the relevant risk registers.

## **8.0 HEALTH AND WELLBEING IMPLICATIONS**

8.1 There are no health and wellbeing implications arising from this report.

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Equality Impact Assessment**

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

### **Appendices**

1. Constitution 4.1 – Extract for Responsibilities for Functions – Planning Committee.

2. Constitution 4.2B – Extract of relevant delegations currently given to the Corporate Director of Place & Communities.