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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 6 June 2023 at 2.00 pm**

MEMBERS: Mr A Moss (Chairman), Mr J Brown (Vice-Chairman), Mrs T Bangert, Mr D Betts, Mr B Brisbane, Ms J Brown-Fuller, Mr M Chilton and Ms H Desai

SUPPLEMENT TO AGENDA

8 **Membership, Role and Terms of Reference for Panels** (Pages 1 - 10)

Appendix 2 – Terms of Reference.

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Terms of Reference of main Operational Panels

Development Plan and Infrastructure Panel (Non-Executive)

Terms of reference:

To advise the Cabinet on:

1) The Local Plan and in particular:

- The Statement of Community Involvement
- b. The Local Development Scheme
- c. Any Development Plan Documents (including Site Allocations Documents and the Local Plan Review)
- d. Any Supplementary Planning Documents
- e. The responses to representations made with regard to any consultations related to the above
- f. The Authorities Monitoring Report (including the 5 year housing land supply position).

2) Neighbourhood Plans and in particular the contents of Examiners Reports and their recommendations (including decisions to proceed to referendum and whether the neighbourhood area as designated is the appropriate geographical area for those eligible to vote).

3) Strategic Planning and in particular:

- Any documents produced by the Coastal West Sussex and Greater Brighton Strategic Planning Board
- Any planning policy documents produced by local planning authorities, groups of authorities or other partnerships (such as Local Enterprise Partnerships) that effect the economic, social or environmental well-being of Chichester District
- The responses to representations made with regard to any consultations related to the above.

4) Infrastructure Planning and in particular:

- The prioritisation of infrastructure and funding within the plan area and coordination with key partners
- The phasing, timing and delivery of infrastructure to support growth identified in the Local Plan
- The draft Infrastructure Business Plan and its subsequent annual review including allocation of Community Infrastructure Levy (CIL) receipts
- Any review of the CIL charging schedule or its application

- The responses to representations made with regard to any stakeholder consultation related to the above
- The Councils capital programme where related to infrastructure planning issues.

5) Other relevant planning policy and infrastructure related matters. In addition the Panel will monitor progress of:

- Neighbourhood Plans
- The Local Plans of other authorities (including the West Sussex Minerals and Waste Plans)
- The development of the evidence base in relation to the review of the Local Plan.

It should be noted that there will be occasions that due to the need to respond quickly items may have to be taken directly to Cabinet.

Environment Panel

Terms of Reference:

1. To advise the Cabinet on UK waste strategy and its implementation to the Council.
2. To consider and advise the Cabinet on an action plan aiming to achieve the Government's recycling and waste minimization targets.
3. To take account of the work of the West Sussex Waste Partnership in developing a county-wide Waste Strategy for waste management; and
4. To advise the Cabinet on topics of concern in environmental protection, health protection, coastal defence, land drainage, environmental strategy and building control.
5. To advise the Cabinet on biodiversity strategy and to take account of the work of the Sussex Nature Partnership.
6. To advise on and monitor implementation of the Local Biodiversity Action Plan and the West Sussex Local Nature Recovery Strategy.
7. To identify and evaluate the priority areas for delivering carbon reductions to achieve the Governments' Net Zero Target as recommended by the Climate Change Committee.
8. To monitor implementation of the Climate Change Action Plan.
9. To identify funding options for carbon reduction initiatives, including the use of the Zero Carbon Graylingwell (ZCG) fund.
10. To consider and advise on the Air Quality Action Plan, including the provision of EVCPs and Local Cycling and Walking Structure Plans

11. To consider opportunities for joint initiatives and partnership working in support of these broad objectives.

12. To examine any appropriate new funding opportunities to progress projects in-house or with other partners.

Housing, Communities, Culture and Sport Panel

Terms of Reference

1. To advise the Cabinet on policy relating to the Housing Strategy
2. To advise the Cabinet on all Housing related policies including (but not limited to):
 - Housing standards & Financial Assistance.
 - Enforcement policies.
 - Allocations policy.
3. To identify priority policy areas for working with partners to reduce rough sleeping.
4. To advise on policy for delivery of affordable housing in the district.
5. To advise the Cabinet on Communities related policies including (but not limited to):
 - Anti-social behaviour policy
 - Safeguarding Policy
6. To advise on policy relating to Wellbeing and Social Prescribing services, the Community Safety Partnership, Community Engagement and other services delivered with the Communities team.

7. To advise the Cabinet on policies relating to Revenues & Benefits, and Customer Services.
8. To advise the cabinet on policy relating to Communication Strategy
9. To advise the cabinet on Culture, leisure, sport, events and tourism related policies including but not limited to
 - a. The playing pitch strategy
 - b. The events strategy
 - c. Tourism delivery
10. To consider opportunities for joint initiatives and partnership working in support of these objectives

Grants and Concessions Panel

Terms of Reference

1. To Identify the most appropriate means to financially support external organisations in the voluntary, community and business sectors in achieving the Councils priorities, within the means available.
2. Make decisions in accordance with the direction set by Cabinet, and the Grants and Concessions Policy.
3. Meet regularly to consider grant applications based on Council priorities and principles, set by Cabinet.
4. Determine the number and frequency of Panel meetings each year, adequate to balance the available funds with providing timely decisions to applicants.
5. Correspond electronically to facilitate the timely determination of grant applications of up to £1,000.
6. Consider applications for relief for all or part of the amount of non-domestic rates payable
7. Consider new applications for Concessionary Rents and recommend such applications to the Cabinet
8. Consider the performance of Service Level Agreements as appropriate
9. Receive reports from officers on grants, rent concessions and rate concessions decided by delegated powers
10. Receive the annual report and identify any alterations to Criteria, and document any findings for the continuous improvement of decision making.
11. Recommend to Cabinet any changes to Priorities and Principles annually, and any changes to Policy as appropriate.

Economic Development Panel

Terms of Reference

1. To monitor and advise the Cabinet on, strategies for progress of the Economic Development Inward Investment, regeneration and a low carbon economy,
2. Review progress on the Southern Gateway project and regeneration projects across the district.
3. Support and review the development of new economic development projects.
4. Review local and comparable national economic data.
5. To monitor and agree projects with WSCC as part of the 'Growth Deal' including:
 - a) Southern Gateway Regeneration Project,
 - b) The Northern Gyrotory
 - c) The Tannery site.
 - d) Asset and employment sites
 - e) City centre transformation
 - f) Digital innovation and connectivity
6. To support and develop economic development projects across the District to promote sustainable employment and businesses.
7. To support and promote a low carbon economy and the climate action plan.
8. To consider opportunities for joint initiatives and partnership working.
9. Examine any appropriate new funding opportunities to progress projects.
10. The panel will liaise closely with the District Vision Steering Groups with member and officer representation between the two groups.

Note - When items on the agenda relate to Culture and Sport , the Cabinet member for Culture and Sport will be invited to introduce the item and that the membership should include the cabinet member for culture and sport .