

**Planning Policy Advisory Group**  
**Terms of reference**  
**January 2019**

**Purpose**

The Planning Policy Advisory Group (PPAG) is an informal group providing cross-party advice to planning policy officers and to the Portfolio Holder on the development of local planning policy prior to discussions at Cabinet and Council.

PPAG has no decision-making authority.

PPAG meetings are held in private as confidential and commercial matters are discussed.

**Membership**

PPAG comprises the relevant Portfolio Holder plus eight members drawn from a cross-section of the political make-up of the council. Membership is appointed at Annual Council for one municipal year. It is not politically balanced.

Meetings are chaired by the relevant Portfolio Holder. A deputy chair is also appointed.

Wider attendance at meetings is welcome from all members.

**Secretariat**

The main secretarial support for PPAG is provided by planning policy officers, who agree agendas, write reports, take minutes, send attendance reminders and note attendance.

In addition, democratic services officers compile the schedule of meetings, collate and distribute agendas, and record attendance.

**Arrangements**

Meetings will normally be held on a quarterly basis, prior to meetings of the Portfolio Holders with the heads of service. However, there may be times when meetings will be more or less frequent, depending on the programme of work.

A schedule of meetings will be included in the annual calendar of council and committee meetings. Additional meetings will be arranged by planning officers in discussion with democratic services officers and the relevant Portfolio Holder.

Papers will normally be circulated to PPAG members at least 5 working days in advance of a meeting.

Minutes will normally be circulated to PPAG members, group leaders and the Mayor within 7 working days of the meeting.

Joint meetings should be arranged with the Housing Policy Advisory Group (HPAG) where this will prove helpful to the development of relevant policies.

**Contact**

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