

OPDC Planning Committee 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 1 Board member, and 5 members co-opted from the boroughs (2 each from the London Borough of Hammersmith and Fulham and the London Borough of Ealing and 1 from the London Borough of Brent) on their nomination and 4 other non-elected external members.

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

Chairman: The Committee Chairman shall be appointed from time to time by the Board.

In attendance: Other Board members (with the approval of the chair)

Chief Executive Officer (at his/her discretion)

Chief Finance Officer (at his/her discretion)

Director of Planning

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 or the Chief Executive to issue invitations generally or in specific cases.

Secretary: To be nominated by the Chief Executive Officer

Quorum: 4 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 at the request of its Chair.

Purpose of the Committee

2. To enable transparent, efficient and effective discharge of the Old Oak and Park Royal Development Corporation's functions to determine planning applications and to respond to consultation on applications on which the Corporation is a consultee.

Terms of Reference and Delegated Authority

3. The Planning Committee will take decisions in accordance with the Planning Scheme of Delegations, which also sets out matters that are delegated to the Director of Planning.
4. The Chief Executive Officer, Chief Finance Officer, and Director of Planning shall be entitled to attend all meetings of the Committee, subject to any limitations in the Planning Code of Practice.

Amendments

5. 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

v1.0	1 April 2015	Approved by OPDC Board	Approved
v2.0	27 February 2017	Amended to increase Membership from London Borough of Hammersmith and Fulham	Approved
V3.0	23 November 2022	Amended to increase membership from London Borough of Ealing and to amend job titles as appropriate	