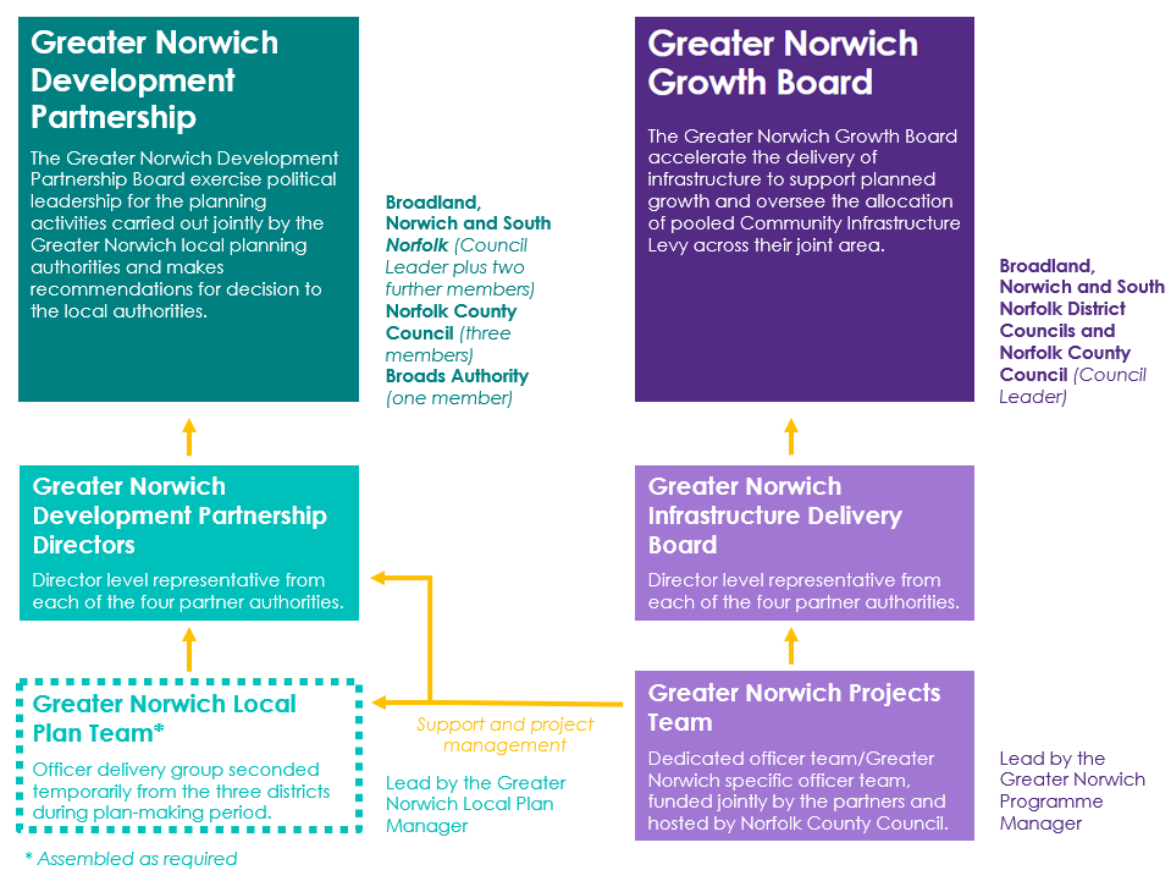


# Greater Norwich Development Partnership Board Terms of Reference

ADOPTED

## 1. The Greater Norwich Development Partnership

The Greater Norwich Development Partnership, hereafter “the Partnership” comprises Broadland, Norwich and South Norfolk councils, working with Norfolk County Council and the Broads Authority.



## 2. Function of the Board

The Greater Norwich Development Partnership Board (“the Board”) exercises political leadership for the planning activities carried out jointly by the Greater Norwich local planning authorities and makes recommendations for decision to the local authorities. The Board itself has no formal decision-making authority.

### **3. Responsibilities**

The Board is responsible for:

- making recommendations to the councils on joint planning matters and initiatives affecting the Broadland, City of Norwich and South Norfolk administrative areas in the context of national and local strategic planning policies;
- overseeing the preparation of a joint Local Plan or co-ordinated Local Plans for the three district local planning authorities, to include integrated land-use and transport policies;
- agreeing or amending any joint communications protocol agreed in accordance with its duties;
- overseeing the work of any joint local plan making activities, ensuring all parties work together effectively;
- ensuring timely and effective monitoring of the implementation of the adopted Local Plan;
- facilitating joint working between the local planning authorities and the local transportation authority on matters of common interest and benefit;
- reviewing the Community Infrastructure Levy or introducing a new Infrastructure Levy as appropriate and
- ensuring the work of the Greater Norwich Growth Board reflects the needs of the GNDP..

### **4. Membership of the Board**

The Board comprises:

- up to three serving members from each local planning authority including the Leader and Planning Portfolio Holder;
- up to three serving members from Norfolk County Council;
- one member from the Broads Authority.

The Board is supported in its role by director-level representation from each local authority and advisors who will be seconded onto the Board when necessary.

Members may submit substitutes when unable to attend themselves, in agreement with the Chair. Representatives from the Partnership's Local Plan teams will attend when required.

### **5. Chair and Vice Chair**

At the first meeting of the reconvened Board a Chair and Vice Chair will be elected from among its district members on a rotating basis.

The Chair and Vice Chair will be rotated annually. The Chair and Vice Chair for each period will be appointed at the first GNDP Board meeting in each new financial year, and will hold the post until the first GNDP Board meeting in the next financial year or until:

- a new Chair is elected in accordance with the paragraph above;
- they cease to be a member of the Board; or
- they resign from the office of Chair or Vice Chair.

It is anticipated that the chair and vice chair will be from the three district councils as follows:

	GNDP Chair	GNDP Vice Chair
2025/26	South Norfolk	Broadland
2026/27	Broadland	Norwich
2027/28	Norwich	South Norfolk
2028/29	South Norfolk	Broadland

Where a casual vacancy arises in the office of Chair or Vice Chair of the Board, the Board will elect a replacement at the next meeting of the Board.

If both the Chair and Vice Chair are absent from a meeting or are unable to act as Chair, the Board will elect one of the local authority members to preside for the whole or balance of the meeting.

**6. Project Manager**

The GNDP Project Manager will be an officer appointed to support the Board. The pay and on-costs for this officer will be met by Broadland District, Norwich City and South Norfolk Councils, with each district providing an equal share of the costs. The GNDP Project Manager will be responsible for the project management of the GNDP work programme and will be accountable to the three funding Councils. In order to make use of existing expertise and for reasons of operational efficiency, the GNDP Project Manager will be employed by Norfolk County Council.

The functions of the GNDP Project Manager are:

- to maintain a record of membership of the Board;
- to maintain a register of Board members' interests;
- to maintain the Forward Plan;
- to summon meetings of the Board in accordance with section 7 below;
- to prepare and send out the agenda for meetings of the Board in consultation with the Chair and the Vice Chair;

- to keep a record of the proceedings of the Board;
- to take such administrative action as may be necessary to give effect to resolutions of the Board;
- to liaise with directors and planning policy managers to determine the content of officer and member meetings and the ongoing work programme.
- to project manage the GNDP work programme, as agreed by the Board
- such other functions as may be necessary to ensure delivery the GNDP work programme or otherwise determined by the Board.

## **7. Frequency and conduct of meetings of the Board**

Meetings are held at least twice a year dependent on the content of the agreed work programme.

Meetings will be held in public as far as possible and live streamed via an appropriate and publicly accessible video streaming platform.

Members of the public may submit questions to the Board in respect of the development/monitoring of the Greater Norwich Local Plan (GNLP) or other matters that are before the Board. Questions are required to be submitted three working days before the meeting to the Project Manager. The time allowed for questions and responses will be limited to 15 minutes in total. There is no guarantee that all questions will be able to be answered in the given time and it is at the discretion of the Chair on the day as to whether the time available for questions should be extended. Questions and responses will be minuted.

Recommendations of the Board are unanimous. All members of the Board, or their agreed substitutes must be present, therefore.

The Board will comply with The Code of Recommended Practice for Local Authorities on Data Transparency.

## **8. Amendments to the Terms of Reference**

Amendments will only be made to these Terms of Reference with agreement of the Partnership.