

Stakeholder Panel - Terms of Reference

Primary Purpose

The LDP Stakeholder Panel will act as a sounding board for emerging policies and proposals and will be the forum for structured discussions to ensure that a cross section of views can be debated as part of the public participation into the Local Development Plan.

Objectives

The Stakeholder Panel will:

- Contribute to the plan preparation process by helping to generate options and alternatives for inclusion in draft policy papers and documents
- Assist in the development and revision of the LDP policies and proposals
- Make unified recommendations on all matters up for discussion to the LDP Focus Group

Mandate

The Stakeholder Panel is to be an advisory group and as such will only operate successfully if a coherent and balanced viewpoint is maintained via compromise and consensus building. Therefore Members of the Panel will need to:

- Be committed to working toward producing the optimum solutions that will assist and inform the plan-making process
- Work comprehensively within the Panel, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before them
- Be open minded and consider the whole picture, not seeking to promote sectional interests
- Be able and willing to make the necessary decisions and recommendations on behalf of the Panel to the LDP Focus Group

Composition

The Stakeholder Panel will comprise 40 members as follows:

- 20 members drawn from Statutory Consultation Bodies, General Consultation Bodies and the Caerphilly Standing Conference
- 10 members of the General Public (profiled to reflect the population of CCBC)
- 10 members of local organisations, which will include representatives of 'Hard to Reach' groups.

All organisations/groups that have expressed an interest in the Stakeholder Panel have been considered for membership. A stakeholder mapping exercise has been undertaken to ensure that the Panel comprises a cross section of interests in order to provide a balanced view.

The Stakeholder Panel will have to consider how to secure membership representing groups where currently there has been no interest expressed in involvement with the plan preparation process.

Quorum

It is recognised that not all those identified will be available to attend every meeting scheduled throughout the process, nor would that be appropriate necessarily at every stage. The Panel is not a formal decision making body, but its role as a sounding board is an extremely important one. Therefore, to enable a viable discussion to proceed at Stakeholder Panel Meetings it is proposed that there should be a quorum of fourteen people.

Chairman

The Stakeholder Panel meetings will normally operate in a workshop format to be facilitated by officers from the Council's Planning Division. The meetings will not, therefore, be chaired, although the facilitators will seek to resolve differences in order to draw out and record the consensus view.

Frequency

The Stakeholder Panel will meet as necessary in order to provide its views on the key stages in the Plan preparation process.

Agendas

Information for each meeting will be sent to Panel members to be received no later than 7 days before the date of the meeting. As the meetings will be facilitated workshop discussions, agendas will not be necessary.

Reporting Mechanism

A record of the discussions and recommendations from each Stakeholder Panel meeting will be produced by the facilitators and be submitted to the LDP Focus Group for its consideration.