

ECISION-MAKER:	PLANNING AND RIGHTS OF WAY PANEL		
SUBJECT:	MEETING PROTOCOLS AND PROCEDURES		
DATE OF DECISION:	10 JANUARY 2017		
REPORT OF:	SERVICE DIRECTOR, LEGAL AND GOVERNANCE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Ed Grimshaw	Tel: 023 8083 2390
	E-mail:	ed.grimshaw@southampton.gov.uk	
Director	Name:	Richard Ivory	Tel: 023 8083 2974
	E-mail:	Richard.Ivory@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
None	
BRIEF SUMMARY	
This report is brought to the Panel in order to clarify and update the protocols and procedures for the Planning and Rights of Way Panel. The current procedure was brought before the Panel originally in 2008.	
RECOMMENDATIONS:	
(i)	To review and approve and invite the Service Director: Legal & Governance to issue the meeting protocol and site visit procedure.
REASONS FOR REPORT RECOMMENDATIONS	
1.	To reaffirm and clarify procedures and protocols for the Panel.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
2.	Not to take the decision to Panel and to use the delegated powers set out in the Council's constitution or the discretion of the Chair. This would remove the opportunity for democratic involvement.
DETAIL (Including consultation carried out)	
3.	Part 4 of the Council's constitution sets out the meeting procedures for Council as a whole.
4.	The general principles of the meeting procedure remain the same it sets out the definitions of major and minor schemes and the public speaking times and order of speaking.
5.	The major difference is the inclusion of a site visiting procedure. The current procedure does not give any formal protocol.
6.	The inclusion of a formal protocol for site visits will remove an ambiguity and will ensure that decisions made following a site visit continue to adhere to the principles of openness and transparency. The protocol also clearly defines the rolls of officers, Members and applicant during the visit.

RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
7.	None
<u>Property/Other</u>	
8.	None
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
9.	Local Government Act 1972
<u>Other Legal Implications:</u>	
10.	None
POLICY FRAMEWORK IMPLICATIONS	
11.	None

KEY DECISION?	Yes/No
WARDS/COMMUNITIES AFFECTED:	
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Draft meeting procedure
2.	Draft site visiting procedure
Documents In Members' Rooms	
1.	None
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out.	No
Privacy Impact Assessment	
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	No
Other Background Documents	
Equality Impact Assessment and Other Background documents available for inspection at:	
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None