

Appendix 1: **Draft terms of reference Planning Homes and Communities Committee (PHCC)**

1. On behalf of the four West of England (WoE) Unitary Authorities to formally ensure that the requirements of Section 110 of the Localism Act 2011, (the Duty to Cooperate are met); specifically to ensure that the authorities can evidence that they have **“engaged constructively, actively and on an ongoing basis” in the development and implementation** of their strategic policies. Specifically this will require the PHCC to:-
 - Establish, publish and keep under active review a WoE Duty to Cooperate register
 - On at least an annual basis, determine Duty to Cooperate (DtC) project priorities through the preparation of an agreed WoE Duty to Cooperate Action Plan
 - Commission, scrutinise, and agree Project Initiation Documents (PiDs) to deliver on the DtC priorities , and as necessary receive update reports (with risk registers), and perform a gateway review function on behalf of the 4 UAs as required
 - Determine the steps required to ensure the delivery of the DtC Action Plan programme is delivered

2. Ensure that the Strategic Framework for the West of England is kept-up-to-date to provide the long-term context within which strategic spatial planning and strategic infrastructure decisions can be made by the 4UAs and other delivery agents. Specifically this will require the PHCC to provide the leadership to:-
 - Establish, consult on, publish and review the WoE Strategic Framework to an agreed timetable
 - During consultation ensure that our communities and neighbourhoods are empowered to have effective engagement in place-shaping.
 - Ensure that the overall outcome of creating inclusive places and sustainable communities, in which people wish to live and work, is at the heart of decision making.
 - Determine the context, scope, and timing of the engagement necessary with all relevant stakeholders to ensure that that establishment of the WoE vision within the Strategic Framework is achieved in a way which maximises the ‘buy-in’ from all parties
 - Consider and make recommendations to the 4UAs relating to the co-ordination of plan-making and the strategic evidence-base to best safeguard the delivery of the Strategic Framework’s vision and objectives
 - On behalf of the 4UAs, commission, scrutinise and agree project Project Initiation Documents, to provide the strategic evidence base to inform the development of the Strategic Framework and individual UA plan-making where this is reliant on or would be informed by sub-regional assessments

- As necessary receive update reports (with risk registers), and perform a gateway review function on behalf of the 4 UAs as required
3. Advise and make recommendations to the to the Councils, informed by their work with the Joint Scrutiny Committee and Infrastructure and Place Group, on the Duty to Cooperate action plan which demonstrates the way in which the duty to cooperate will continue to be met.
 4. Collaborate on sub-regional planning and development issues and commission and ratify evidence base preparation to support duty to cooperate activities such as plan preparation.
 5. Specifically overseeing the preparation of the West of England SHMA review to inform local plan reviews and achieve a balanced housing market, particularly the provision of affordable housing. Make recommendations about investment in public and private housing stock to address existing, unmet and future need.
 6. Provide Leadership and collaborate in, identifying and delivering the levels of growth proposed by the Authorities' Local Plans (housing and employment land allocations being set out by the local development frameworks and appropriate improvements to local employment, social and physical infrastructure).
 7. Advise and make recommendations to the Councils on infrastructure planning and prioritisation to deliver the infrastructure requirements as set out in the West of England Strategic Framework.
 8. Provide a leadership role in engagement with other key agencies and neighbouring authorities on strategic planning activities as identified in the Duty to Cooperate Action Plan, and existing MoUs/protocols with the Defra family and the Homes and Communities Agency.