

PLACES FOR EVERYONE JOINT COMMITTEE

Date: 20 JULY 2021

Subject: TERMS OF REFERENCE AND RULES OF PROCEDURE

Report of: Steve Rumbelow, Chief Executive Portfolio Lead for Housing, Homelessness and Infrastructure Paul Dennett, GMCA Portfolio Lead Housing, Homelessness and Infrastructure

PURPOSE OF REPORT

To present the proposed terms of reference and rules of procedure to members of the Joint Committee for comment and approval

RECOMMENDATIONS:

The Joint Committee is recommended to:

1. Approve the Terms of Reference (Appendix 1)
2. Appoint the Mayor of Greater Manchester to the Joint Committee as a non-voting co-opted member for the length of his electoral term of office

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Equalities Implications:

The Places for Everyone Publication Plan 2021 is a statutory plan which seeks to contribute to the achievement of sustainable development, delivering economic, social and environmental benefits together in a mutually reinforcing way. It is informed by an Integrated Appraisal which includes an Equalities assessment.

Climate Change Impact Assessment and Mitigation Measures

The Places for Everyone Publication Plan 2021 will provide the strategic planning policy framework to support the nine districts to meet the Greater Manchester ambition to be carbon neutral by 2038.

Legal Considerations:

The Joint Committee shall be constituted under the provisions of Sections (101)5, 102(1)(b) and 102(2) of the Local Government Act 1972, regulations 4, 11 and 12 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012, and all other powers thereby enabling, a Joint Committee known as the “Places for Everyone Joint Committee”.

Financial Consequences – Revenue:

There are no revenue consequences identified

Financial Consequences – Capital:

There are no capital consequences identified

BACKGROUND PAPERS:

[Report to AGMA Executive Board December 2020](#)

Report to AGMA Executive Board February 2021

1. INTRODUCTION

1.1 At the AGMA Executive Board meeting on 12 February 2021, a report was considered setting out the merits of continuing to produce a joint plan of the nine remaining GM districts, to be known as “Places for Everyone”.

1.2 The report highlighted that producing such a plan would enable those nine districts to continue to:

- progress the strategic policies in GMSF 2020, for example net zero carbon development, affordable housing and space and accessibility standards for new housing
- maximise the use of sustainable urban/brownfield land and limit the need for Green Belt to accommodate the development needs of the nine
- align with wider Greater Manchester strategies for transport and other infrastructure investment
- utilise the evidence base already commissioned and completed, minimising the cost of producing further evidence
- spread the cost jointly of the independent examination

1.3 At the meeting, it was noted that each district would be asked to approve the making of an agreement with each other to prepare a joint Development Plan Document. Subsequently, each of the 9 districts have gained approval to establish a Joint Committee and to delegate the formulation and preparation of a joint Development Plan Document to the Joint Committee.

1.4 The Joint Committee membership comprises a representative of each of the 9 authorities that the plan applies to. Each of these districts have agreed to delegate their plan making functions in relation to the formulation, and preparation of the joint

development plan document to cover housing and employment land requirements including, as appropriate, strategic site allocations and Green Belt boundary amendments and associated infrastructure across the nine Greater Manchester districts insofar as such matters are executive functions.

- 1.5 This report sets out the proposed Terms of Reference for the Places for Everyone Joint Committee (Appendix 1).

2. CO-OPTION OF MEMBERS TO THE JOINT COMMITTEE

- 1.1 Section 3.3 of the Terms of reference provide for the Joint Committee to appoint any person to be an additional co-opted member of the Joint Committee where they consider the person to provide particular expertise. The term of appointment will be confirmed by the Joint Committee on an individual basis, however the appointment may be terminated earlier by the Joint Committee at any time.
- 1.2 The GMCA has no executive functions to delegate to the Joint Committee, but the GMCA Mayor has a special interest in the plan as it covers a large extent of his administrative area and contains policies which underpin many of the wider Greater Manchester strategies.
- 1.3 It is proposed that the Mayor is co-opted as a member for the length of his electoral term of office.

2. RECOMMENDATIONS

- 3.1 Recommendations are found at the front of the report.

**PLACES FOR EVERYONE JOINT COMMITTEE
TERMS OF REFERENCE
JULY 2021**

1. Establishment of the Joint Committee

- 1.1 There shall be constituted under the provisions of Sections (101)5, 102(1)(b) and 102(2) of the Local Government Act 1972, regulations 4, 11 and 12 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012, and all other powers thereby enabling, a Joint Committee known as the “Places for Everyone Joint Committee”.
- 1.2 The Joint Committee is established by the nine Greater Manchester local authorities collaborating on the Places for Everyone Joint Development Planning Document (“the joint development plan document”) (Bolton MBC, Bury MBC, Manchester CC, Oldham MBC, Rochdale MBC, Salford CC, Tameside MBC, Trafford MBC and Wigan MBC).
- 1.3 The area within which the Joint Committee can exercise its power is the administrative areas of the nine constituent local authorities.
- 1.4 These Terms of Reference set out how the Joint Committee will operate and how decisions will be made.

2. Functions Delegated to the Joint Committee

- 2.1 The Joint Committee has delegated authority of the appointing authorities for the following functions:
 - i. The formulation, and preparation of the joint development plan document to cover housing and employment land requirements including, as appropriate, strategic site allocations and Green Belt boundary amendments and associated infrastructure across the nine Greater Manchester districts insofar as such matters are executive functions.

2.2 Note that the following are the sole responsibility of the constituent authorities full Councils:

- i. Responsibility for giving of instructions to the executive to reconsider the draft joint development plan document submitted by the Executive for the authority's consideration.
- ii. The amendment of the draft joint development plan document submitted by the Executive for the full Council's consideration.
- iii. The approval of the joint development plan document for the purposes of submission to the Secretary of State for independent examination.
- iv. The adoption of the joint development plan document.

3. Membership of the Joint Committee

3.1 The Joint Committee shall comprise of one member from each of the nine constituent authorities to be appointed by the respective authority.

3.2 Membership of the joint committee is a matter for the individual districts to determine. Each authority may appoint deputies to act for the appointed members of the Joint Committee. Where the appointed member is unable to attend a meeting of the Joint Committee, their deputy may attend and carry out their responsibilities, including voting in their absence.

3.3 The Joint Committee may appoint any person to be an additional co-opted member of the Joint Committee where they consider the person to provide particular expertise. The term of appointment will be confirmed by the Joint Committee on an individual basis, however the appointment may be terminated earlier by the Joint Committee at any time.

3.4 The quorum of the Joint Committee is 7 voting members.

4. Chair and Vice Chair to the Joint Committee

4.1 The Joint Committee shall elect a Chair and Vice Chair at its first meeting.

5. Secretary to the Joint Committee

5.1 The Joint Committee will be supported by the Secretary to the Joint Committee.

5.2 The Secretary of the Joint Committee shall be an officer of the GMCA

5.3 The role of the Secretary is:

- i. To prepare and send out the agenda for the meetings of the Joint Committee.
- ii. To prepare the minutes of the Joint Committee.
- iii. To take such administrative action as may be necessary to give effect to the decisions of the Joint Committee.

6. Convening of Meetings of the Joint Committee

6.1 The Joint Committee shall take place as required to progress the preparation of the joint development plan document.

6.2 The Secretary to the Joint Committee will summon meetings of the Joint Committee and publish the public notice of the meeting.

7. Procedure at Meetings of the Joint Committee

7.1 The Chair of the Joint Committee, or in their absence the Vice Chair of the Joint committee shall preside at any meeting of the Joint Committee. If both the Chair and the Vice-Chair are absent a member of the Joint Committee as chosen by the members of the Joint Committee present at the meeting shall preside at the meeting.

7.2 Decisions shall be decided by a simple majority.

7.3 Co-opted members do not have voting rights.

8. Amendment of the Terms of Reference

8.1 These terms of reference may only be amended by resolution of the Joint Committee.