

Draft Terms of Reference June 2019:

Name of Group	Design SPD Task and Finish Group
Purpose	To oversee the timely development of a high quality, influential and easy to use Design SPD
Outcomes & Deliverables	<ol style="list-style-type: none"> 1. To undertake a detailed review of the emerging Design SPD. 2. To consider officers' recommendations and to agree the approach to developing the Design SPD on key design and content matters. 3. To develop an implementation framework for the Design SPD for recommendation to Planning Committee. 4. To input Members' experience, skills and expertise as required. 5. To consider and recommend the Design SPD to Planning Committee for approval.
Duration	The Task and Finish Group will conclude its work no later than April 2020. Any extension to the duration of the group will be agreed by the Authority.
Membership	<p>Members – TBC</p> <p>Officers:</p> <ul style="list-style-type: none"> • Director of Planning • Major Planning Projects and Performance Manager • Design Officer • Landscape Officer
Accountability	<p>The outcomes of the task and finish groups work will be presented to the Planning Committee as part of an officer's report.</p> <p>Updates, as required, will be provided to its Parent Committee (NPA).</p> <p>The Group will have no policy or formal decision making powers and will take its steer on policy matters from the NPA.</p>
Review	Once constituted any changes to the membership and remit of the Task and Finish Group will be agreed by a meeting of the Authority. Periodic updates on the work of the Group will be given to NPA as necessary.
Working Methods & Meetings	<p>The Task and Finish Group will appoint its own Chair from amongst the members of the group.</p> <p>The Chair of the Task and Finish Group may call a meeting of the Group as and when required.</p>

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	<p>The quorum for meetings of the Task and Finish group will be 3, at least two of whom should be members.</p> <p>The Task and Finish group may invite partners, stakeholders or others to its meetings as it feels appropriate.</p> <p>The group may, via a workshop, present its draft findings to the wider membership in advance of submitting its final recommendations.</p> <p>The groups final report will submitted via an Officer to NPA for approval.</p>
Resources	<p>The group will have no budget or allocated resources.</p> <p>Support will be provided by the Committee and Member Services team and by the named officer members of the group.</p> <p>Where appropriate the group may make recommendations to the relevant officer or committee for the allocation of resources where it feels additional work may need to be undertaken.</p>
Amendment, modification or variation	<p>Amendment, modification or variation of these terms of reference can only be made by resolution of NPA.</p>