



North Devon Council
Brynsworthy Environment
Centre
Barnstaple
North Devon EX31 3NP

M. Mansell, BSc (Hons),
C.P.F.A.
Chief Executive.

To : All Members of the Council
and Chief Officers

NOTE: PLEASE NOTE THAT PRAYERS WILL BE SAID AT 5.55 P.M. PRIOR TO THE COUNCIL MEETING FOR ANY MEMBER WHO WISHES TO ATTEND

COUNCIL MEETING

YOU ARE HEREBY SUMMONED to attend a meeting of **NORTH DEVON COUNCIL** to be held at Brynsworthy Environment Centre, Barnstaple on **WEDNESDAY 4TH APRIL 2018 AT 6.00 P.M.**

A handwritten signature in black ink, appearing to read 'M. Mansell', with a stylized flourish at the end.

Chief Executive

AGENDA

1. Apologies for absence.
2. To approve as a correct records the minutes of the meetings held on 13th February 2018 and 21st February 2018 (attached).
3. Chairman's announcements.
4. Business brought forward by or with the consent of the Chairman.
5. Replies to any questions submitted by the Public and/or to receive Petitions under Part 4, Council Procedures Rules, Paragraphs 8 and 9 of the Constitution.
6. To consider motions of which notice has been submitted by Members in accordance with Part 4, Council Procedures Rules, Paragraph 11 of the Constitution.
 - (a) To consider the following notice of motion from Councillor Worden:

“That following the change in political balance at NDC all press releases relating to Council wide matters should contain quotes from all groups. The existing practice of releases relating to ward matters should continue to include quotes from the relevant ward member/s in addition to the appropriate Executive member.”

- (b) To consider the following notice of motion from Councillor Greenslade:

“That Council expresses its concern at the attempts by NHS England and the Health Secretary to make changes to NHS structures from April 2018 which will see the introduction of Integrated Care Systems taking over delivery of health and social care services. While the integrated care approach may be supportable the lack of consultation and scrutiny over the implications of changes at very short notice is a negation of democracy.

Council agrees to write to the Devon CCG and Devon County Council calling on them to delay changes until adequate consultation and scrutiny can take place.”

7. Declarations of Interest **(NB. Members only need to re-declare any interests previously declared at Committee and Sub-Committee meetings if the item is discussed at Council).**
8. Chairman’s replies to any questions to Council by Members submitted under Part 4, Council Procedures Rules, Paragraph 10 of the Constitution.
9. To agree the agenda between Part ‘A’ and Part ‘B’ (Confidential Restricted Information).

PART ‘A’

10. **Executive reports.** (NOTE: Minutes of the meeting of the Executive held on 5th March 2018 (attached).
(NOTE: Please refer to Guidance Notes for Rules of Debate at meetings of Council on page 6 of the agenda front pages) (Pages 1 to 8).
 - (a) **Executive Leader Report.** Report of Leader (attached). (Pages 9 to 10).
 - (b) **Executive Members reports, as required**
 - (c) **Questions to Executive submitted under Part 4, Council Procedure Rules, paragraph 10 of the Constitution.**
 - (d) **Recommendations of the Executive.** There are no recommendations for adoption.
11. **The North Devon Coast Areas of Outstanding Natural Beauty – Delivering for People, places and wildlife.** Presentation by Jenny Carey-Wood, Manager, North Devon Coast Areas of Outstanding Natural Beauty.
12. **21:21 Phase 2 Project.** Presentation by Head of Corporate and Community Services.
13. **Statutory Pay Policy.** Report by Human Resources Manager (attached). (Pages 11 to 20)

14. **Outside Bodies – Report of Appointees.** Report by Head of Corporate and Community Services (attached). (Pages 21 to 52)
15. **Urgent Decisions Taken During the Period 13th February 2018 – 22nd March 2018.** Report by Councillor Brailey, Executive Leader (attached). (Pages 53 to 56)
16. **Report of Chairman of Overview and Scrutiny Committee** (attached). (Pages 57 to 58).
17. **Report of Chairman of Audit Committee** (attached). (Page 59)
18. **Minutes of Committees.** (Pages 61 to 82)

Council is recommended to note the attached schedule of committee minutes and approve recommendations as listed (see section 2 of the agenda papers).

19. **Exclusion of Public and Press and Restriction of Documents**

RECOMMENDED :

- (a) That, under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item as it involves the likely disclosure of exempt information as defined by Paragraph 1 of Schedule 12A of the Act (as amended from time to time), namely information relating to any individual.
- (b) That all documents and reports relating to the item be confirmed as “Not for Publication”.

PART ‘B’ (Confidential Restricted Information)

20. **Early Retirement.** Report by Human Resources Manager (attached). Minute extract of the special meeting of the Personnel Committee (attached). (Pages 83 to 86)

<p>Reminder - Members please return your agenda to the Corporate and Community Services Officer at the end of the meeting</p>
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If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

SCHEDULE OF COMMITTEE MINUTES AND RECOMMENDATIONS

(a) **Audit Committee**

(i) 6th March 2018 (Pages 63 to 70)

(b) **Overview and Scrutiny Committee**

(i) 15th March 2018 (Pages 71 to 76)

(c) **Personnel Committee**

(i) 21st March 2018 (Pages 77 to 78)

(A) Minute 3: Early Retirement (NOTE: This recommendation will be considered under item 20 on the agenda).

(d) **Planning Committee**

(i) 14th February 2018 (Pages 79 to 82)

GUIDANCE NOTES FOR RULES OF DEBATE AT MEETINGS OF COUNCIL

Part 4, Council Procedure Rules of the Constitution

The basics

At a meeting of Full Council, Members shall stand when speaking unless unable to do so and shall address the Chair.

While a Member is speaking, other Members shall remain seated unless rising for a point of order, a point of information or in personal explanation.

No speeches may be made after the mover had moved a proposal and explained the purpose of it until the motion has been seconded.

Unless notice of motion has already been given, the Chair may require it to be written down and handed to him before it is discussed.

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

Speeches must be directed to the question under discussion or to be personal explanation or point of order.

A speech by the mover of a motion may not exceed 5 minutes without the consent of the Chair.

Speeches by other Members may not exceed 3 minutes without the consent of the Chair, unless when the Council's annual budget is under discussion, the leader of each political group on the Council may speak for up to 5 minutes or such longer period as the Chair shall allow.

The rules of Executive Question Time

At a meeting of the Council, other than the Annual meeting, a Member of the Council may ask the Leader, any Executive Member or the chair of a committee any question without notice upon an item of the report of the Executive or a committee when that item is being received or under consideration by the Council.

North Devon Council protocol on recording/filming at Council meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

Notes for guidance:

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

North Devon Council offices at Brynsworthy, the full address is: Brynsworthy Environment Centre(BEC), Roundswell, Barnstaple, Devon. EX31 3NP.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side. There should be plenty of spaces.

On arrival at the main entrance, please dial 8253.

