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

K. Miles
Chief Executive.

To: All Members of the Council
and Chief Officers

NOTE: PLEASE NOTE THAT PRAYERS WILL BE SAID AT 6.25 P.M. PRIOR TO THE COUNCIL MEETING FOR ANY MEMBER WHO WISHES TO ATTEND

ANNUAL COUNCIL MEETING

YOU ARE HEREBY SUMMONED to attend a annual meeting of **NORTH DEVON COUNCIL** to be held in the Virtual - Online meeting on **WEDNESDAY, 7TH APRIL, 2021** at **7.00 pm.**

A handwritten signature in black ink, appearing to read 'K. Miles', is written over a light blue horizontal line.

Chief Executive

AGENDA

8. Appointment of Committees (Pages 5 - 14)
Report by Chief Executive (attached).

It is RECOMMENDED:

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

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 Question Time

At a meeting of the Council, other than the Annual meeting, a Member of the Council may ask the Leader or the chair of a committee any question without notice upon an item of the report of 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.

Sat Nav postcode is EX31 3NS.

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.

On arrival at the main entrance, please dial 8253 for Corporate and Community Services.





North Devon Council

Report to: Annual Council

Report Date: 7 April 2021

Topic: Appointment of Committees for 2021/22

Report by: Chief Executive

1. Each year annual Council is required to review the allocation of seats to political groups. This is a statutory requirement under the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and the Local Government and Housing Act 1989.
2. Since the last review, a new political group has been formed, named ND Independents, and so a revision to the political balance agreed last year is required.
3. Discussions have taken place between Group Leaders and the below Table 1 reflects an agreement reached as to how political balance should operate for the forthcoming year. This also complies as closely as possible with the principles set out in the above legislation.
4. It should be noted that the below also reflects an agreement between the Group Leaders that the Liberal Democrat group would drop a seat on the Planning Committee with the recommendation being that this seat is allocated to the Independent Group. This reflects the fact that the Liberal Democrat Group is not able to fill the seat itself.
5. A table showing the individual Councillors to serve on each Committee will be tabled at Full Council.

Table 1 - Politically Balanced Committees						
	Number of Cllrs	Liberal Democrat	Conservative	Independent	Green Group	N D Independents
Building Control Joint Committee	2	1	1			
Governance Committee (see note below)	9	5	2	1		1
Harbour Board	4	2	1	1		
Licensing and Community Safety Committee	15	7	3	3	1	1
North Devon Crematorium Joint Committee	7	4	2	1		



Planning Committee	15	6	3	4	1	1
Policy Development Committee (see note below)	10	5	2	2		1
Strategy and Resources Committee (see note below)	11	5	2	2	1	1
Total	73	36	16	13	3	5

- Informal discussions are in the process of taking place with Torrington District Council regarding changing the Joint Local Plan Working Group to create a formal Joint Committee. The appointment of a Joint Committee would be subject to a separate report to a future meeting of Council.

Notes on Table 1:

Seats have been allocated to political groups in accordance with the rules laid down in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.

Governance Committee

- Cannot include Strategy and Resources Committee Members.

Strategy and Resources Committee:

- The Chair of this Committee shall be the Leader of the Council and membership will include all Group Leaders where political balance allows.

Policy Development Committee

- The Chair of the Committee may not be a Member of the Strategy and Resources Committee.

- In addition 9 appointments are required to a Reserve List of members from which any substitutes required to sit on the Planning Committee shall be drawn, provided that Council will ensure so far as is practicable that the composition of the Reserve List reflects the political balance on Full Council.

TABLE 2						
Reserve list for Planning Committee substitutions						
	Number of Cllrs	Liberal Democrat	Conservative	Independent	Green Group	N. D Independents
Planning	9	4	2	1	1	1

Table 3
Group Nominations
to Committees:

	Liberal Democrat	Conservative	Independent	Green Group	N D Independents
Building Control Joint Committee	○ Tucker	○ Yabsley			
Governance Committee	○ Bushell ○ Phillips ○ Roome ○ Topps ○ Walker	○ Henderson ○ Turton	○ Campbell		○ Luggar
Harbour Board	○ Fowler ○ Wilkinson	○ Turton	○ Campbell		

Table 3
Group Nominations
to Committees:

	Liberal Democrat	Conservative	Independent	Green Group	N D Independents
Licensing and Community Safety Committee	<ul style="list-style-type: none"> ○ Cann ○ Orange ○ D. Spear ○ E. Spear ○ Tucker ○ York ○ 	<ul style="list-style-type: none"> ○ Bulled ○ Henderson ○ Yabsley 	<ul style="list-style-type: none"> ○ Biederman ○ Campbell ○ Gubb 	<ul style="list-style-type: none"> ○ Pearson 	<ul style="list-style-type: none"> ○ Chesters
North Devon Crematorium Joint Committee	<ul style="list-style-type: none"> ○ Cann ○ Lovering ○ Phillips ○ Walker 	<ul style="list-style-type: none"> ○ Bulled ○ Davis 	<ul style="list-style-type: none"> ○ Gubb 		

Table 3
Group Nominations
to Committees:

	Liberal Democrat	Conservative	Independent	Green Group	N D Independents
Planning Committee	<ul style="list-style-type: none"> ○ Davies ○ Fowler ○ Leaver ○ D. Spear ○ E. Spear ○ Tucker 	<ul style="list-style-type: none"> ○ Crabb ○ Jenkins ○ Yabsley 	<ul style="list-style-type: none"> ○ Gubb ○ Ley ○ Mackie ○ Prowse 	<ul style="list-style-type: none"> ○ Mack 	<ul style="list-style-type: none"> ○ Chesters
Policy Development Committee	<ul style="list-style-type: none"> ○ Hunt ○ Roome ○ D. Spear ○ Walker ○ York 	<ul style="list-style-type: none"> ○ Bulled ○ Jenkins 	<ul style="list-style-type: none"> ○ Campbell ○ Mackie 		<ul style="list-style-type: none"> ○ Luggar

Table 3

**Group Nominations
to Committees:**

	Liberal Democrat	Conservative	Independent	Green Group	N D Independents
Strategy and Resources Committee	<ul style="list-style-type: none"> ○ Knight ○ Lofthouse ○ E. Spear ○ Wilkinson ○ Worden 	<ul style="list-style-type: none"> ○ Crabb ○ Yabsley 	<ul style="list-style-type: none"> ○ Prowse ○ Patrinos 	<ul style="list-style-type: none"> ○ Pearson 	<ul style="list-style-type: none"> ○ Lane
Planning Committee Reserve List for substitutions	<ul style="list-style-type: none"> ○ Bushell ○ Hunt ○ Lofthouse ○ Walker 	<ul style="list-style-type: none"> ○ Barker ○ 	<ul style="list-style-type: none"> ○ Biederman 	<ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> ○ Lane

4. Council must also appoint the following Chairs and Vice Chairs.

Table 4	Chair	Vice-Chair
Committee:		
Governance Committee	Roome	Phillips
Harbour Board	Fowler	Wilkinson
Licensing and Community Safety Committee	Tucker	York
Planning Committee		
Policy Development Committee (see note below)	D. Spear	
Strategy and Resources Committee (see note below)	Worden	Prowse

Notes on Table 4:

Policy Development Committee

- The Chair of the Committee may not be a member of the Strategy and Resources Committee.

Strategy and Resources Committee

- The Chair shall be the Leader of the Council.

Building Control Joint Committee and North Devon Crematorium Joint Committee

- As these are Joint Committees with other Local Authorities, appointment of Chair and Vice Chair will be made at the first meeting of the Joint Committee.

5. Council can also appoint to the Local Government Association for 2021/22

Table 5

Local Government Association:

General Assembly (1 Councillor)	Leaver	
South West Branch (1 Councillor)	Yabsley	
Coastal Issues Group (2 Councillors)	Wilkinson	Davis
District Council's Network Assembly (1 Councillor + Chief Executive)	Worden (substitute Councillor Prowse) and Chief Executive	

6. EQUALITIES ASSESSMENT

6.1 There are not any equalities implications anticipated as a result of this report.

7. CONSTITUTIONAL CONTEXT

7.1 Part 2, Article 4, paragraph 4.5.6

7.2 Council power.

8. STATEMENT OF CONFIDENTIALITY

8.1 This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.



Author: Ken Miles/Bev Triggs

Date: 23 March 2021

Reference: T:\Democratic\Committee\Reports\Council\2021.04.07\2021.04.07 Appointments Council.doc

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