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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 2.25 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 Barum Room - Brynsworthy on **THURSDAY, 18TH MAY, 2023 at 2.30 pm.**

A handwritten signature in black ink, appearing to read 'K. Miles', written in a cursive style.

**Chief Executive**

**AGENDA**

8. Appointment of Committees (Pages 7 - 16)  
Report by Chief Executive (attached)

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

10.05.23

## **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. Members of the public that attend meetings must be aware that these meetings are open to the public and so therefore both individuals and the Council itself have the right to record the meeting. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chair of the meeting will make sure any request not to be filmed 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 Chair 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 recording should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be filmed. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be filmed must advise the Chair at the earliest opportunity to allow them to be directed to an area in the room where they will not be caught on camera. Subject to paragraphs 1, 2 and 3 above, audio recordings shall be permitted at all times during public meetings.
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](mailto:memberservices@northdevon.gov.uk) or the Communications Team on **01271 388278**, email [communications@northdevon.gov.uk](mailto: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.

All public meetings held at Brynsworthy Environment Centre are held on the ground floor and are accessible through the main entrance to the building or via a ramp located adjacent to the main entrance





## North Devon Council

Report Date: Thursday, 18 May 2023

Topic: Appointment of Committees 2023/24

Report by: Chief Executive

### 1. INTRODUCTION

1.1. 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. RECOMMENDATIONS

- 2.1. That the Council appoints Committees and Joint Committees each with the total number of voting Members and Group allocations as shown in Tables 1 and 2 for the 2023/24 municipal year with the terms of reference set out in the Council's constitution.
- 2.2. That, as required by section 16(1) of the Local Government and Housing Act 1989, Members be appointed to Committees and Joint Committees in accordance with the names notified to the Chief Executive by each of the Political Groups represented on the Council, to give effect to the approved allocation of seats as determined at (2.1) above, as set out for the time being in Table 3 (Appendix A).
- 2.3. That the Council appoints Chairs and Vice-Chairs to the Committees and Joint Committees as set out in Table 4 (Appendix A) for the 2023/24 municipal year.
- 2.4. That the Council appoints Members to the Local Government Association and South West Regional Chamber for the period 2023/24 as set out in Table 5 (Appendix A) and that these appointments be approved duties.
- 2.5. That alternative arrangements be made for the appointment of Members to the Appointments Committee in accordance with the powers set out in Section 17 of the Local Government and Housing Act 1989 and the provisions of the Local Government (Committees and Political Groups) Regulations 1990 and that the alternative arrangements provide that the membership of the Appointments Committee be not politically balanced.
- 2.6. That alternative arrangements be made for the appointment of Members to the Joint Planning Policy Committee in accordance with the powers set out in Section 17 of the Local Government and Housing Act 1989 and the provisions of the Local Government (Committees and Political Groups) Regulations 1990 and that the alternative arrangements provide that the membership of the Joint Planning Policy Committee be not politically balanced.



## 3. REASONS FOR RECOMMENDATIONS

- 3.1. To establish the Committees for the forthcoming municipal year, determine the size of each committee and the allocation of seats to political groups in accordance with the political balance rules.
- 3.2. To receive nominations of Councillors to serve on those Committees.
- 3.3. To appoint the Chairs and Vice-Chairs of Committees.
- 3.4. To appoint Members to the Local Government Association and South West Regional Chamber for the period 2023/24.
- 3.5. To make alternative arrangements for the appointment of Members to the Appointments Committee and the Joint Planning Policy Committee.

## 4. REPORT

- 4.1. 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.
- 4.2. It should be noted that the below also reflects an agreement between the Group Leaders that both the North Devon Independent Group and Conservative Group would each fill 1 seat allocated to the Liberal Democrat group on both the Planning Committee and Licensing and Community Safety Committee.
- 4.3. Governance Committee cannot include Strategy and Resources Committee Members.
- 4.4. 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.
- 4.5. Policy Development Committee – the Chair of the Committee may not be a Member of the Strategy and Resources Committee.
- 4.6. 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 Committees.





## 4.7. Table 1

<b>Table 1 - Politically Balanced Committees</b>				
	<b>Number of Cllrs</b>	<b>Liberal Democrat</b>	<b>N. D. Independents</b>	<b>Conservative</b>
Building Control Joint Committee	2	1	1	
Governance Committee (see note above)	9	4	3	2
Harbour Board	4	2	1	1
Licensing and Community Safety Committee	15	6	5	4
North Devon Crematorium Joint Committee	7	4	2	1
Planning Committee	15	6	6	3
Policy Development Committee (see note above)	12	6	4	2
Strategy and Resources Committee (see note above)	13	7	4	2
<b>Total</b>	<b>77</b>	<b>36</b>	<b>26</b>	<b>15</b>

4.8. 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.

<b>TABLE 2</b>				
<b>Reserve list for Planning Committee substitutions</b>				
	<b>Number of Cllrs</b>	<b>Liberal Democrat</b>	<b>N. D Independents</b>	<b>Conservative</b>
Planning	9	4	3	2



## 5. RESOURCE IMPLICATIONS

5.1. Claims for travel and subsistence for approved duties in accordance with the Scheme of Members Allowances will be met from within the approved budget for Members Allowances.

## 6. EQUALITIES ASSESSMENT

6.1. There are no equalities implications anticipated as a result of this report.

## 7. ENVIRONMENTAL ASSESSMENT

7.1. There are no environmental implications arising from this report.

## 8. CORPORATE PRIORITIES

8.1. What impact, positive or negative, does the subject of this report have on:

8.1.1. The commercialisation agenda: None

8.1.2. Improving customer focus and/or: None

8.1.3. Regeneration or economic development: None

## 9. CONSTITUTIONAL CONTEXT

9.1. Part 2, Article 4, paragraphs 4.5.6 and 4.5.7.

9.2. Council power.

## 10. STATEMENT OF CONFIDENTIALITY

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

## 11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report:

None.

## 12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Chief Executive and Senior Corporate and Community Services Officer.

<b>Table 3 Group Nominations to Committees:</b>			
	<b>Liberal Democrat</b>	<b>Conservative</b>	<b>N D Independents</b>
Building Control Joint Committee	Walker		Denton
Governance Committee	Norman Orange Stevenson Walker	Quinn Whitehead	Bushell Jones + 1
Harbour Board	Wilkinson Williams	Turton	Wilson
Licensing and Community Safety Committee	Cann Jusef Hunt Norman Williams York	Maskell Quinn Renshaw Whitehead	Biederman Denton Haworth-Booth Lethaby Milton

**Table 3  
Group Nominations  
to Committees:**

	<b>Liberal Democrat</b>	<b>Conservative</b>	<b>N D Independents</b>
North Devon Crematorium Joint Committee	Hunt P. Leaver Lovering Walker	Renshaw	Denton Haworth-Booth
Planning Committee	Bishop Davies C. Leaver Spear Walker Williams	Bulled Crabb Whitehead	Denton Haworth-Booth R. Knight Lane Maddocks Prowse

Table 3 Group Nominations to Committees:	Liberal Democrat	Conservative	N D Independents
Policy Development Committee	Bishop Clayton Hunt D. Knight Spear Worden	Bulled Turton	Bushell Jones Patrinos Wilson
Strategy and Resources Committee	Bell Clayton D. Knight P. Leaver Roome Wilkinson Worden	Crabb Maskell	Biederman R. Knight Lane Prowse

<b>Table 3</b> <b>Group Nominations</b> <b>to Committees:</b>	<b>Liberal</b> <b>Democrat</b>	<b>Conservative</b>	<b>N D</b> <b>Independents</b>
Planning Committee Reserve List for substitutions	Lovering Worden + 2	+ 2	Lethaby Milton + 1

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

<b>Table 4</b>	<b>Chair</b>	<b>Vice-Chair</b>
<b>Committee:</b>		
Governance Committee	Norman	Orange
Harbour Board	Wilkinson	Williams
Licensing and Community Safety Committee	York	Hunt
Planning Committee	Davies	Lane
Policy Development Committee (see note below)	Spear	Patrinos
Strategy and Resources Committee (see note below)	Roome	Worden

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 2023/24

<b>Table 5</b>		
<b>Local Government Association:</b>		
General Assembly (1 Councillor)	P. Leaver	
South West Branch (1 Councillor)	?	
Coastal Issues Group (2 Councillors)	Wilkinson	Renshaw
District Council's Network Assembly (1 Councillor + Chief Executive)	Roome and Chief Executive	