



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

K. Miles  
Chief Executive.

### **BUILDING CONTROL JOINT COMMITTEE**

A meeting of the Building Control Joint Committee will be held as a Virtual – Online meeting on **THURSDAY, 12TH NOVEMBER, 2020 at 9.00 am.**

Members of the Committee

Representing North Devon Council

Councillors Topham and Yabsley

Representing Mid Devon District Council

Councillors Chesterton (Chair) and Deed

### **AGENDA**

1. Virtual Meeting Procedure - Briefing and Etiquette  
Chair to report
2. Apologies for absence
3. To approve as a correct record the minutes of the meeting held on 6th August 2020 (Pages 5 - 10)  
(attached)
4. Items brought forward which in the opinion of the Chair should be considered as a matter of urgency.
5. Declarations of Interest  
(Please request a form or telephone the Corporate and Community Services Team to prepare a form before the meeting. Interests must be re-declared when the item is called, and Councillors must leave the meeting if necessary).
6. To agree agenda between Part 'A' and Part 'B' (Confidential Restricted Information)

### **PART 'A'**

7. **2020/21 Building Control Partnership Trading Account Q2** (Pages 11 - 12)  
Report by North Devon Council Head of Resources (attached)

8. **Building Control Partnership Forecast Trading Account 2020/21** (Pages 13 - 14)  
Report by North Devon Council Head of Resources (attached)
9. **Building Control Business Update** (Pages 15 - 16)  
Report by Building Control Manager (attached)
10. **Key Performance Indicators** (Pages 17 - 20)  
Report by the Building Control Manager (attached)
11. **Findings of Devon Audit Partnership report** (Pages 21 - 22)  
Report by Building Control Manager (attached)
12. **Internal Audit Report Building Control North and Mid Devon** (Pages 23 - 32)  
Report by Devon Audit Partnership (attached)
13. **Dates and locations of future meetings. To agree dates and locations of future meetings of the Committee for 2021/22**  
To agree dates and time of meetings, to be held on Thursdays, in May, July, November 2021 and February 2022

**PART 'B' (CONFIDENTIAL RESTRICTED INFORMATION).**

Nil

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

**NOTE: Pursuant to Part 3, Annexe 1, paragraph 3 of the Constitution, Members should note that:**

*"If a Member:*

- (a) Arrives at a meeting during the consideration of an item; or*
- (b) Leaves a meeting at any time during the consideration of an item;*

*They shall not:*

- (i) propose or second any motion or amendment; or*
- (ii) cast a vote*

4.11.20



## **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 and a reminder will be issued at the commencement of virtual meetings.
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. In a virtual meeting the public will be excluded from the meeting while in Part B.
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. Public contributions to virtual meetings will be recorded, unless, at the Chair's discretion, recording is deemed inappropriate in accordance with point 2 above.
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**.

## **Meeting Etiquette Reminder for Members**

Members are reminded to:

- Join the meeting at least 10-15 minutes prior to the commencement to ensure that the meeting starts on time.
- Behave as you would in a formal committee setting.
- Address Councillors and officers by their full names.
- Do not have Members of your household in the same room.
- Be aware of what is in screen shot.
- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- The only person on video will be the Chair and the one other person speaking.
- Only use the Chat function to register that you wish to speak or to move or second a motion.

### **Virtual attendance by members of the public**

If members of the public wish to attend virtually, please contact Corporate and Community services on 01271 388253 or [memberservices@northdevon.gov.uk](mailto:memberservices@northdevon.gov.uk) by 12pm on the Monday preceding the meeting.