



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

K. Miles
Chief Executive.

To: All Members of the Council
and Chief Officers

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 (approximately, immediately following the ordinary meeting of Council).**

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

Chief Executive

AGENDA

1. Election of Chair of Council for 2021/22
The Chair will then take the Declaration of Acceptance of Office.

(NOTE: Article 5.8 of the Constitution states that “Neither the Chair of the Council nor the Vice-Chair shall be a Member of the Strategy and Resources Committee”.)
2. Election of Vice-Chair of Council for 2021/22
The Vice-Chair will then take the Declaration of Acceptance of Office.

(NOTE: Article 5.8 of the Constitution states that “Neither the Chair of the Council nor the Vice-Chair shall be a Member of the Strategy and Resources Committee”.)
3. Apologies for absence
4. 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).
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

PART A

6. Appointment of Leader of the Council for 2021/22

To consider the appointment of Leader of the Council for the 2021/22 municipal year.

7. Appointment of Deputy Leader of the Council for 2021/22

To consider the appointment of Deputy Leader of the Council for the 2021/22 municipal year.

8. Appointment of Committees (Pages 7 - 12)

Report by Chief Executive (attached).

It is RECOMMENDED:

(a) Appointment of Committees and Joint Committees

“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 2021/22 municipal year with the terms of reference set out in the Council’s constitution.”

(b) Appointment of Councillors to Committees and Joint Committees

“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 (a) above, as set out for the time being in Table 3 circulated at the meeting.”

(c) Appointment of Chairs and Vice-Chairs to Committees and Joint Committees

“That the Council appoints Chairs and Vice-Chairs to the Committees and Joint Committees as set out in Table 4 circulated at the meeting for the 2021/22 municipal year.”

(d) Appointments to the Local Government Association and South West Regional Chamber

“That the Council appoints Members to the Local Government Association and South West Regional Chamber for the period 2021/22 as set out in Table 5 circulated at the meeting and that these appointments be approved duties.”

(e) Appointment of Members to the Appointments Committee

“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”.

9. **Scheme of Members Allowances 2021/22** (Pages 13 - 26)
Report by the Chief Executive (attached).
10. **Outside Bodies appointment - Barnstaple Town Centre Management Team**
To consider appointing one Member to the Barnstaple Town Centre Management Team for the life of Council, following the resignation of Councillor Leaver from the Team in 2020.
11. **To determine the Scheme of Delegations for Full Council functions for the year 2021/22**
It is RECOMMENDED that the Scheme of Delegations (as amended) for the discharge of functions for the year 2021/22 as set out in Part 3 of the Constitution be adopted.

PART B (CONFIDENTIAL RESTRICTED INFORMATION)

Nil

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

23.03.21

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 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.

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 by 12pm on the Monday preceding the meeting.