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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 G107, 1st Floor, South West Institute Development Building, Petroc, Barnstaple - Petroc College on **WEDNESDAY, 27TH MARCH, 2024 at 7.15 pm (approximately, immediately following the ordinary meeting of Council).**

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

Chief Executive

AGENDA

1. Election of Chair of Council for 2024/25.

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 2024/25.

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 2024/25.**

To consider the appointment of Leader of the Council for the 2024/25 municipal year.

7. **Appointment of Deputy Leader of the Council for 2024/25.**

To consider the appointment of Deputy Leader of the Council for the 2024/25 municipal year.

8. **Appointment of Committees** (Pages 9 - 18)

Report by Chief Executive (attached).

- (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 2024/25 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 2024/25 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 2024/25 as set out in Table 5 circulated at the meeting and that these appointments be approved duties.”

- (e) Appointments 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 3 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”.
- (f) Appointment of Members to the Joint Planning Policy Committee.
“That alternative arrangements be made for the appointment of Members to the Joint Planning Policy Committee in accordance with the powers set out in 3 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”.

9. **Outside Body Appointments – amendments.**

- (a) Citizens Advice Torridge, North, Mid and West Devon.
To consider the appointment of Councillor Bell to replace Councillor Bishop on the Citizens Advice Torridge, North, Mid and West Devon for the life of Council and that attendance at meetings be an approved duty.
- (b) Barnstaple and District Chamber of Commerce.
To consider the appointment of Councillor P. Leaver to replace Councillor Hunt on the Barnstaple and District Chamber of Commerce for the life of Council and that attendance at meetings be an approved duty.

PART B (CONFIDENTIAL RESTRICTED INFORMATION)

Nil.

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

19.03.24

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 or the Communications Team on **01271 388278**, email communications@northdevon.gov.uk.

Room G107 is located on the first floor of the South West Institute Development building at Petroc, Old Sticklepath Hill, Barnstaple, Devon EX31 2BQ. A lift is available to the first floor.

The following page shows a location plan of Petroc.

G Block on the plan indicates the South West Institute Development building.

Parking

Point 5 on the plan indicates the short stay car park which is located adjacent to the South West Institute Development building which is free to park after 5.00 p.m.

Cycle Racks

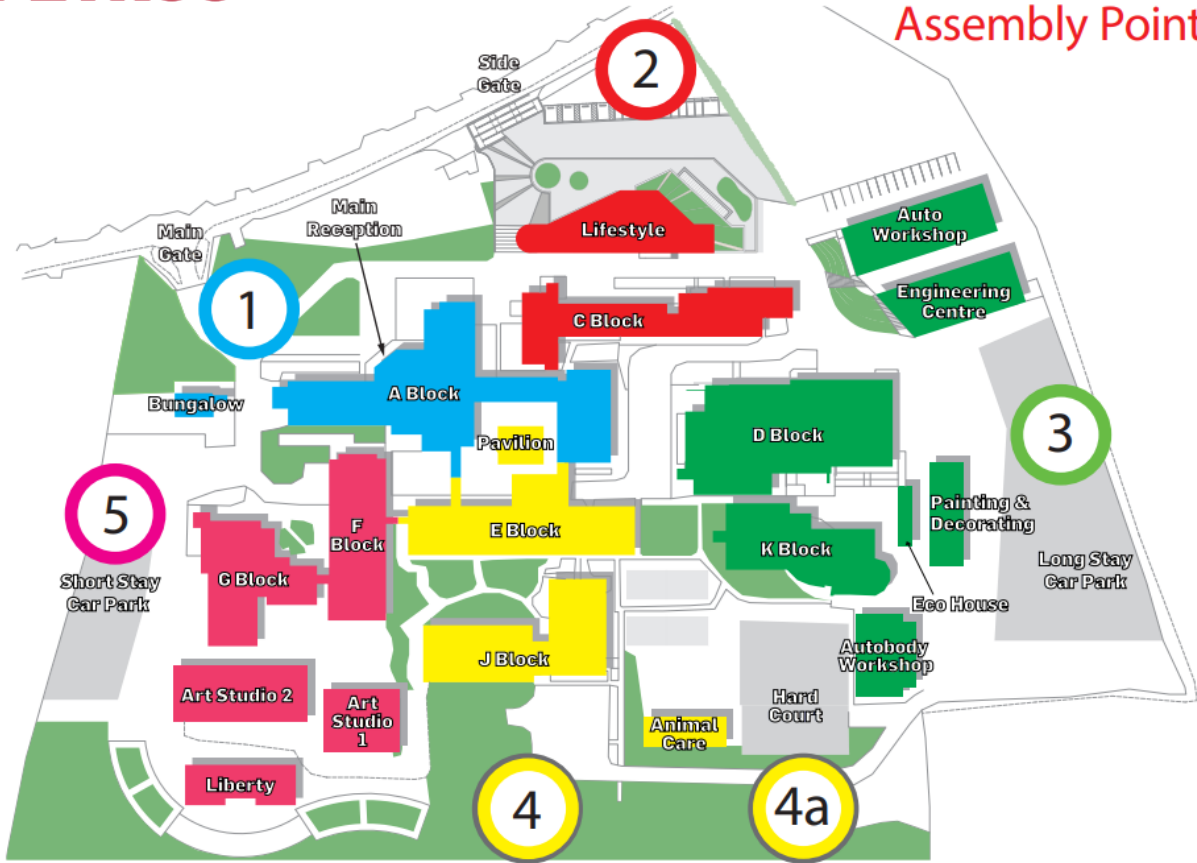
Covered cycle racks are located on the grassed area opposite Petroc's main reception, before the Lifestyle building.

Bus Routes

Stops in **Sticklepath Hill** (East bound) bus service 310
Wrey Arms (West bound) bus services 5B, 21, 21A, 21C, 62C, 322, 386, 646, 815, 821, 903, 921
([Sticklepath, Barnstaple – Bus Times](#))

Fire evacuation procedures

Fire evacuation procedures - Upon hearing a constant 2-tone alarm, please leave the building via your nearest marked fire exit and make your way to the nearest assembly point which is the short stay car park (Point 5 on the map). Lifts are not to be used. Please do not take time to pick up personal belongings and leave the building promptly.





North Devon Council

Report Date: Wednesday, 27 March 2024

Topic: Appointment of Committees

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 2024/25 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 2024/25 municipal year.
- 2.4. That the Council appoints Members to the Local Government Association and South West Regional Chamber for the period 2024/25 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 2024/25.
- 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.

Table 1 - Politically Balanced Committees				
	Number of Cllrs	Liberal Democrat	N. D. Independents	Conservative
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
Total	77	36	26	15

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.

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



5. RESOURCE IMPLICATIONS

5.1. The payment of special responsibility allowances and 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. This proposal has no relevance to equalities and the protected characteristics. All Councillors are eligible to be appointed to a committee.

7. ENVIRONMENTAL ASSESSMENT

7.1. There are no environmental implications arising from these proposals. please state that there are none.

8. CORPORATE PRIORITIES

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

8.1.1. The commercialisation agenda: Not applicable

8.1.2. Improving customer focus and/or: Not applicable

8.1.3. Regeneration or economic development: Not applicable

9. CONSTITUTIONAL CONTEXT

9.1. The decision in respect of the recommendations in this report can be made pursuant to Article 4 [4.5.6 and 4.5.7] of the Constitution.

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: (The background papers are available for inspection and kept by the author of the report).

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.

Table 3**Group Nominations
to Committees:**

	Liberal Democrat	Conservative	N D Independents
Building Control Joint Committee	P. Leaver		Denton
Governance Committee	Norman Orange Stevenson Walker	Quinn Whitehead	Bushell Haworth-Booth Jones
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:**

	Liberal Democrat	Conservative	N D Independents
North Devon Crematorium Joint Committee	Cann 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 P. Leaver Spear Williams Worden	Bulled Turton	Bushell Jones Patrinos Wilson
Strategy and Resources Committee	Bell Clayton Hunt D. Knight C. Leaver Roome Wilkinson	Crabb Maskell	R. Knight Lane Milton Prowse

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

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

Table 4	Chair	Vice-Chair
Committee:		
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	Clayton

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 2024/25

Table 5		
Local Government Association:		
General Assembly (1 Councillor)	Walker	
South West Branch (1 Councillor)	Worden	
Coastal Issues Group (2 Councillors)	Wilkinson	(sub Williams)
District Council's Network Assembly (1 Councillor + Chief Executive)	Worden and Chief Executive	