

Phil Norrey
Chief Executive

To: The Chairman and Members of
the Procedures Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(See below)

Your ref :
Our ref :

Date : 4 September 2017
Please ask for : Karen Strahan 01392 382264

Email: karen.strahan@devon.gov.uk

PROCEDURES COMMITTEE

Tuesday, 12th September, 2017

A meeting of the Procedures Committee is to be held on the above date at 2.15 pm in the Committee Suite - County Hall to consider the following matters.

P NORREY
Chief Executive

A G E N D A

PART I - OPEN COMMITTEE

- 1 Apologies for absence
- 2 Minutes

Minutes of the meeting held on 5 July 2017, previously circulated.

- 3 Items requiring urgent attention

Items which in the opinion of the Chairman should be considered at the meeting as a matter of urgency.

MATTERS FOR DECISION

- 4 Membership of Committees: Co-opted Members (Pages 1 - 4)

Report of the County Solicitor (CSO/17/26), attached, on the remedial action taken in updating the Constitution (Scrutiny Procedure Rules) and also future working practices, as outlined in section 5 of the report, in line with the delegated powers of the Monitoring Officer (Article 15(a)(i)), in light of recent events and subsequent investigation into the proceedings of the Health and Adult Care Scrutiny Committee.

5 Council Procedure Rules: Nomenclature (Pages 5 - 8)

Report of the County Solicitor, (CSO/17/27), attached, on consideration of the County Council adopting gender neutral terms for the person(s) presiding at a meeting in the Council's Constitution, Rules of Procedure (Standing Orders) and Working Practices.

6 Cabinet Procedure Rules: Cabinet Member Reports

A Cabinet Member may be asked, at a Council meeting, to report or comment upon matters of interest or service related developments relating to his/her remit. Once the requisite notice has been given by a Member for a 'Cabinet Member Report', other Members may then, without notice, comment upon or ask questions of the Cabinet Member on any matter referred to in his/her Report or relating to his/her remit.

Where a Cabinet Member chooses to report orally the topic or issue upon which he/she has been asked to report/comment is included in the Order paper. Again and as is normal practice for Cabinet Member Reports or formal questions, any prefacing remarks or members' observations on the matter at hand are not normally included in the Order Paper although they will have been passed to the Cabinet Member to show the context in which he/she had been asked to report/comment.

The Committee may wish to revisit this practice in light of comments made at the last Council meeting that Members had not received any prior notification of matters so raised other than through the Order Paper which is, of course, available from 10.30am on the morning of the Council meeting in line with Standing Order 5.

7 Reference from Teignbridge HATOC - Terms of Reference

At its meeting on 13 July 2017 and in receiving a presentation on the work and powers of the Committee, Members of the Teignbridge HATOC suggested it would be beneficial if the limit of £250,000 for approval of highway improvement schemes determined by Highways and Traffic Orders Committees (HATOCs) could be increased, having been set at that level for many years and consequently resolved *'that the Procedures Committee be asked to consider increasing the limit of £250,000 for the approval of highway improvement schemes to be determined by HATOCs under delegated powers (to HATOC) and to amending the Constitution and Financial Regulations accordingly'*.

Officers will report on the obtained views from the County Treasurer, Head of Highways, Infrastructure Development and Waste and Head of Planning Transportation and Environment.

Recommendation: that the Committee note the impact of the suggestion outlined above on other delegations and financial limits and recommend that this matter be considered when Financial Regulations are next reviewed.

8 Calendar of Meetings (Pages 9 - 28)

Draft Calendar of meetings for 2018/19, attached.

MATTERS FOR INFORMATION

None

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED

None

Members are reminded that Part II Reports contain confidential information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Democratic Services Officer at the conclusion of the meeting for disposal.

Membership

Councillors R Radford (Chairman), J Hart, S Hughes, S Aves, F Biederman, A Connett, R Hannaford, N Way and C Wright

Declaration of Interests

Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.

Access to Information

Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Karen Strahan on 01392 382264.

Agenda and minutes of the Committee are published on the Council's Website and can also be accessed via the Modern.Gov app, available from the usual stores.

Webcasting, Recording or Reporting of Meetings and Proceedings

The proceedings of this meeting may be recorded for broadcasting live on the internet via the 'Democracy Centre' on the County Council's website. The whole of the meeting may be broadcast apart from any confidential items which may need to be considered in the absence of the press and public. For more information go to: <http://www.devoncc.public-i.tv/core/>

In addition, anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall. For information on Wi-Fi availability at other locations, please contact the Officer identified above.

Emergencies

In the event of the fire alarm sounding leave the building immediately by the nearest available exit, following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so.

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Please switch off all mobile phones before entering the Committee Room or Council Chamber

If you need a copy of this Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Information Centre on 01392 380101 or email to: centre@devon.gov.uk or write to the Democratic and Scrutiny Secretariat at County Hall, Exeter, EX2 4QD.



Induction loop system available

NOTES FOR VISITORS

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SatNav – Postcode EX2 4QD

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Access to County Hall and Public Transport Links

Bus Services K, J, T and S operate from the High Street to County Hall (Topsham Road). To return to the High Street use Services K, J, T and R. Local Services to and from Dawlish, Teignmouth, Newton Abbot, Exmouth, Plymouth and Torbay all stop in Barrack Road which is a 5 minute walk from County Hall. Park and Ride Services operate from Sowton, Marsh Barton and Honiton Road with bus services direct to the High Street.

The nearest mainline railway stations are Exeter Central (5 minutes from the High Street) and St David's and St Thomas's both of which have regular bus services to the High Street. Bus Service H (which runs from St David's Station to the High Street) continues and stops in Wonford Road (at the top of Matford Lane shown on the map) a 2/3 minute walk from County Hall, en route to the RD&E Hospital (approximately a 10 minutes walk from County Hall, through Gras Lawn on Barrack Road).

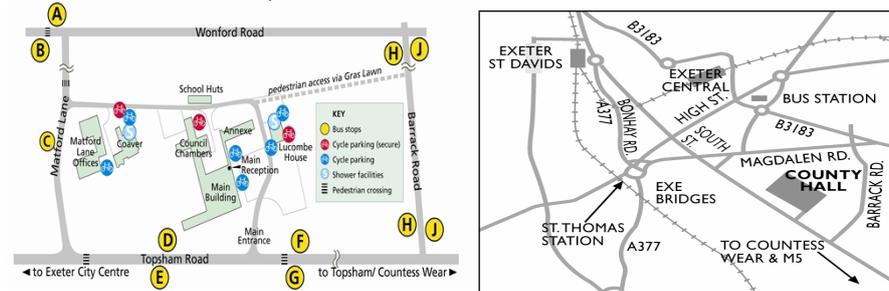
Car Sharing

Carsharing allows people to benefit from the convenience of the car, whilst alleviating the associated problems of congestion and pollution. For more information see: <https://liftshare.com/uk/community/devon>.

Car Parking and Security

There is a pay and display car park, exclusively for the use of visitors, entered via Topsham Road. Current charges are: Up to 30 minutes – free; 1 hour - £1.10; 2 hours - £2.20; 4 hours - £4.40; 8 hours - £7. Please note that County Hall reception staff are not able to provide change for the parking meters.

As indicated above, parking cannot be guaranteed and visitors should allow themselves enough time to find alternative parking if necessary. Public car parking can be found at the Cathedral Quay or Magdalen Road Car Parks (approx. 20 minutes walk). There are two disabled parking bays within the visitor car park. Additional disabled parking bays are available in the staff car park. These can be accessed via the intercom at the entrance barrier to the staff car park.



NB   Denotes bus stops

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First Aid

Contact Main Reception (extension 2504) for a trained first aider.