

Phil Norrey  
Chief Executive

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To: The Chair and Members of the  
Procedures Committee

County Hall  
Topsham Road  
Exeter  
Devon  
EX2 4QD

(See below)

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Your ref :  
Our ref :

Date : 26 June 2018  
Please ask for : Karen Strahan 01392 382264

Email: karen.strahan@devon.gov.uk

## **PROCEDURES COMMITTEE**

Wednesday, 4th July, 2018

A meeting of the Procedures Committee is to be held on the above date at 10.30 am 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 18 April 2018

3 Items requiring urgent attention

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

### **MATTERS FOR DECISION**

4 Heart of the South West Local Enterprise Partnership Joint Scrutiny Committee (Pages 1 - 8)

Report of the County Solicitor (CSO/18/22) on proposals for the establishment of a Joint Scrutiny Committee, to provide a strategic scrutiny function of the Local Enterprise Partnership, attached.

5 Member Development - External Opportunities (Pages 9 - 12)

Report of the County Solicitor (CSO/18/23) on proposals to extend the current Member Development offer in light of externally offered opportunities, attached.

6 Delegation - On Street Parking Functions

Report of the County Solicitor, on proposed delegations in relation to On Street Parking Functions, to follow.

**MATTERS FOR CONSIDERATION**

7 Notices of Motion at Council

The Committee is asked to consider whether there should be a restriction on the numbers of Motions submitted by individual Members for a single meeting of the Council.

8 Cabinet Member Reports at Council - Responding (Pages 13 - 14)

The Committee is asked to consider the current process in relation to Cabinet Member Reports at Council, in particular the Cabinet Member responding and / or concluding after giving their Report.

The current process, as outlined in the Constitution, is attached.

Members are asked to consider whether the current process is sufficient or whether Cabinet Members should be responding to each point raised by other Members of the Council individually.

9 Chair's Room

Members are asked to give consideration to the Chair's room in the Committee Suite Corridor, currently called the 'Chairman's Room' to renaming the room 'Hooper Room' in memory of Rob Hooper, former Head of Democratic Services, who had recently and suddenly passed away, but had served the Council, Councillors and Local Government for 47 years.

**MATTERS FOR INFORMATION**

10 Electoral Review of North Devon District Council - Final Recommendations (Pages 15 - 16)

The County Solicitor to report. A summary of final recommendations is attached.

A full copy of the report and interactive map was available at <https://consultation.lgbce.org.uk/node/9956>

11 East Devon Review of Polling Districts, Places and Stations (Pages 17 - 32)

A copy of the Consultation on the Review of Polling Districts, Places and Stations in East Devon is attached.

Members are asked to consider if there is anything they wish to see in the Council's formal response.

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

NIL

*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.*

Councillors C Chugg, 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 01392 382264.

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Induction loop system available

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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**



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### **Car Parking and Security**

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**NB**   Denotes bus stops

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### **First Aid**

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

## Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee

### Report of the County Solicitor

Please note that the following recommendation is subject to confirmation by Committee before taking effect.

### Recommendations:

That the Committee agrees to the following:

(a) to approve the implementation of a Joint Scrutiny function (Committee) for the South West Local Enterprise Partnership (LEP) and the Terms of Reference and Operating Procedures, as outlined in appendix 1, be endorsed, together with the required amendments to the Constitution, reflecting the new joint arrangements and Delegation of the Overview and Strategic Scrutiny of the LEP functions (as outlined in the roles, duties and responsibilities of appendix 1);

(b) that it be agreed that Devon County Council becomes the host Authority to support the new Heart of the South West Local Enterprise Partnership (LEP) Joint Scrutiny Committee, which will operate under the Standing Orders of Devon County Council.

### 1. Background

1.1 The Mary Ney report, [Review of Local Enterprise Partnership Governance & Transparency](#), was commissioned by the Government and published in October 2017.

1.2 Of particular note was the advice within that Report that Scrutiny arrangements should be in place to monitor decision-making and achievements of the Local Enterprise Partnership (LEP).

1.3 Whilst there is no current legislative framework, statutory guidance is anticipated in the next few months, but the final LEP review documentation is expected to better recognise the role of local authorities in scrutinising LEPs.

### 2. Introduction

2.1 According to the Mary Ney Report, a number of LEPs, but not all, refer to the role of Scrutiny in overseeing their performance and effectiveness. Some LEPs are scrutinised from time to time by their accountable body Overview and Scrutiny function. The Mary Ney Report highlighted this issue as an area for further development in order to give an increased independent assurance and asked that LEPs reported on it as part of their annual assurance statement during the Annual Conversation process.

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## 3. National Context

3.1 There is work continuing at a national level, for example County Council's Network (CCN) meeting with officials at MHCLG to discuss the ongoing LEP review.

3.2 Officials confirmed that the recommendations of interest to Counties will include:

- Guidance on the role and remit of LEPs – defining the roles of LEPs and distinguishing them councils;
- Revise LEP geographies – an invitation for areas to apply to propose a revised geography to remove overlaps with the intention to provide guidance to inform local discussions between partners;
- Expectations for resourcing LEPs – both financially and in terms of expertise; and
- Guidance on strengthening accountability – implementation of the recommendations arising from the Ney review.

3.3 Officials also clarified the intention for LEPs to be incorporated as limited companies, in order give them a common legal framework.

3.5 The CCN also made the case that Counties are integral to their success and put forward further supportive material that demonstrated this.

## 4. Local Context

4.1 Currently there is no collective local authority scrutiny arrangement in place for the HotSW LEP and therefore LEP activity falls to individual councils to scrutinise through their local scrutiny arrangements. This at best a 'piecemeal' approach and there is also currently no legislative requirement on local authorities to scrutinise LEPs.

4.2 However, the Annual Conversation process for the HotSW LEP with Government identified them as not being compliant in relation to Scrutiny. Of particular note was future LEP funding from Government depended on the LEP having compliant local arrangements in place in conjunction with local authorities and Scrutiny was identified as a key area for improvement. This led to the HotSW LEP's governance arrangements as 'Requiring Improvement'. This is therefore a key 'driver' in the absence of any specific legal requirement although it should be noted that there is little formal detail published in guidance as to what 'compliant' looks like.

4.3 The Government has said that the HotSW LEP could be considered compliant if the local authorities have a plan agreed for the implementation of joint scrutiny arrangements, even if the mechanism is not operational just yet.

4.4 Chris Garcia, Chief Executive of the HotSW LEP approached Somerset County Council as the administrative authority for the LEP, with a formal request that the local authorities within the HotSW area urgently address the lack of compliant scrutiny arrangements to ensure the continuation of LEP funding under the LEPs annual conversation process. Officers started work on receipt of this request and Somerset County Council gave assurance under the Annual Assurance process that adequate scrutiny arrangements would be established by autumn 2018. The matter is still, therefore, urgent.

4.5 At paragraph 3.1 above there is mention of the Government's on-going review of LEPs. The outcome of this review should be known at some point this year but the urgency of the local compliance issue explained above means that we cannot await the outcome of that review before putting in place a joint local scrutiny arrangement. The approach recommended is therefore designed to be a flexible solution which should be capable of being 'flexed' to meet any requirements coming out of the LEP review. It is therefore possible that further decisions may be required of the local authorities on this matter once the LEP review outcomes are known.

## **5. Options Considered**

5.1 The most obvious option would have been to ensure LEP attendance at relevant existing Somerset County Council and Devon County Council Scrutiny Committees, but this is not considered sufficient by the Government under the Annual Assurance process.

5.2 The possibility of using the HotSW Joint Committee to scrutinise the LEP has been reviewed but such a mechanism will not meet the Government's requirements for LEP scrutiny. The reason for this is that the LEP and the Joint Committee are working on similar agendas to improve productivity and therefore both will hold the other to account for delivery of their responsibilities. However, both are decision making bodies with the local authority membership focused on Council Leaders and Cabinet members. This model of 'holding to account' therefore falls outside of local authority scrutiny arrangements.

5.3 There are, of course other potential models of joint scrutiny that could be established, but the approach recommended is intended to be a pragmatic solution recognising that the key focus will be on strategic scrutiny and therefore the county and unitary authorities within the HotSW area. The membership of the Joint Committee and delegation of functions to it is therefore focused on the authorities with strategic responsibilities. However, the interests of the district councils as key local partners are recognised in the proposal through an appropriate level of representation within the membership.

## **6. Aim**

6.1 The aim has been to develop a proposal for a formal joint LEP Scrutiny arrangement with Elected Members involved in the Scrutiny function, but independent of existing Scrutiny Committees.

6.2 This means a sensible joint scrutiny arrangement with a focus on Strategic Scrutiny of the LEP and its strategies, therefore adding value.

6.3 It is also clear that local issues, for example, reviewing progress of local schemes (funded by LEP) to individual authorities must remain with local scrutiny committees, so there is no 'removal' of local scrutiny 'rights'.

## **7. Work to Date**

7.1 Officers from Devon County Council, Somerset County Council, Plymouth City Council and Torbay Council met in April 2018 and proposed some potential terms of reference for how a joint Scrutiny Committee might work.

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7.2 On 30<sup>th</sup> May 2018, Officers and Members from Devon County Council, Somerset County Council, Plymouth City Council, Torbay Council and West Somerset District Council held a meeting / review session at Devon County Council to consider and discuss the proposed terms of reference.

7.3 Following a number of small changes, the revised and proposed terms of reference and operating procedures as supported by the Members present at the review session are attached at Appendix 1.

## 8. Summary Conclusion

8.1 There is an urgent requirement to have arrangements in place to support local authority Elected Member Scrutiny of the Heart of the South West Local Enterprise Partnership, notwithstanding existing arrangements will not comply with the Governments requirements at this stage and also noting that Statutory Guidance is expected later in the year.

8.2 The current proposals are light touch and appropriate in the absence of any such guidance, but of course may need to be revisited in light of that additional guidance.

8.3 Similar recommendations are being made to the other strategic authorities with direct representation on the proposed Joint Committee. If the recommendations are agreed by the four councils, invitations will then be sent to the District Councils in both County areas to invite the appoint of district representatives in accordance with Appendix 1.

JAN SHADBOLT

[Electoral Divisions: All]

### Local Government Act 1972: List of Background Papers

Contact for Enquiries: K Strahan

Tel No: 01392 382264 Room: G31

<u>Background Paper</u>	<u>Date</u>	<u>File Reference</u>
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Nil



## Appendix 1

### Heart of the South West Local Enterprise Partnership Joint Scrutiny Committee Terms of Reference

#### 1. Purpose

The Joint Scrutiny Committee will provide strategic overview and Scrutiny of the activities of the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) to complement the existing Council's Scrutiny arrangements.

#### 2. Roles, Duties and Responsibilities

In meeting its purpose, the Joint Scrutiny Committee will be specifically charged with:

- The review of strategic decisions made by the LEP Board;
- The review of progress of programmes under the management of the LEP to identify barriers to progress, good practice and possible improvements to the LEP's programme management function, notwithstanding the ability of Local Authorities to scrutinise individual programmes of delivery which impact on their communities;
- Scrutiny of the delivery of the Strategic Economic Plan and the Productivity Strategy; and
- To review LEP performance and consider any comparative data the Joint Committee deems necessary.

#### 3. Scrutiny Function

The Joint Scrutiny Committee will provide a new joint Scrutiny function and the Joint Committees constituent authorities will be asked to delegate the strategic overview of the LEP functions to the Joint Scrutiny Committee (this will not remove the right of local authorities to scrutinise matters relating to programme delivery that impact on the people within those communities).

#### 4. Membership / Substitute Members

The membership of the Joint Scrutiny Committee will be:

Devon County Council	(4 Members)
Plymouth City Council	(2 Members)
Torbay Council	(2 Members)
Somerset County Council	(4 Members)
Devon Districts	(3 Members)
Somerset Districts	(2 Members)

In line with the requirements of the Local Government and Housing Act 1979, political proportionality has been considered and is not considered appropriate to apply to the collective membership of the Joint Scrutiny Committee. However, where a Council is appointing three or more Members, political proportionality will apply to those appointments in line with the legislation. For less than three, each constituent authority

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will be free to consider their own political proportionality in making their appointments to the Joint Committee on an annual basis.

The level of representation proposed for the County authorities is considered appropriate because of their administrative authority duties in respect of the LEP.

Members of the Executive / Cabinet from constituent authorities are precluded from sitting as members of the Joint Scrutiny Committee.

District Council representatives should be appointed from authorities not already represented on the HotSW Local Enterprise Partnership Board and also should not be County Councillors.

Constituent authorities may make substitutions in accordance with their own procedures where one of their Members is unable to attend any meeting of the Joint Scrutiny Committee. Substitutes do not need to be named, but as a courtesy the administering secretariat should be advised of the name of the substitute at least 24 hours in advance of the meeting.

Reflecting the approach to engage with stakeholders across the LEP Area, the Scrutiny Committee will be able to invite to meetings witnesses which it considers will contribute to the delivery of an effective Scrutiny function.

## **5. Work Programme**

The Joint Scrutiny Committee will maintain a work programme of activities.

Constituent Authority Scrutiny Committees may ask the Joint Scrutiny Committee to consider matters for inclusion in the work programme. The final decision will be a matter for the Joint Scrutiny Committee. District Council Scrutiny Committees not directly represented on the Joint Scrutiny Committee should do this through the District Councils Members appointed to the Committee.

## **6. Reporting Arrangements**

The work and recommendations of the Joint Scrutiny Committee will be regularly reported to the Heart of the South West LEP Board.

Members may make reports to their "home" constituent authority in accordance with their own governance procedures.

## **7. Agendas, reports and minutes**

The agenda and supporting papers will be published and circulated at least five clear working days in advance of meetings.

The minutes of any meetings will be published on the administering secretariat's website and circulated to partner organisations as soon as practicable.

The Committee will operate under the Standing Orders of the administering authority.

The HotSW LEP will provide a link to the agendas and minutes of the Joint Scrutiny Committee on its website.

## **8. Frequency of meetings**

The date, time and venue of meetings will be fixed in advance by the Joint Scrutiny Committee and an annual schedule of meetings agreed.

The Joint Scrutiny Committee will meet three times per year (March, July and November). Dates will be published on the website of the administering authority.

Additional meetings may be convened at the request of the Chair.

## **9. Election of Chair**

The Chair will be elected on an annual basis by Members of the Joint Scrutiny Committee.

## **10. Quorum**

The quorum of the Committee shall be one quarter of Members, equating to a quorum of 5.

## **11. Declarations of interest**

Declarations of Interest will be made in accordance with the Government Guidance.

Joint Scrutiny Committee Members are subject to the Code of Conduct for Elected Members adopted by the Constituent Authority that nominated them including the requirement to declare relevant interests at formal meetings of the Joint Scrutiny Committee.

## **12. Voting**

In principle recommendations will be reached by consensus, but if a vote is required it will be by a simple majority of all members present.

Where there are equal votes the Chair of the meeting will have the casting vote.

## **13. Duty to attend, cooperate and respond**

The Joint Scrutiny Committee may require by invitation the Chair of the LEP Board and the Chief Executive of the LEP to appear before it to explain (in relation to all aspects of the Committee's work) the performance of the LEP and / or any particular decision or series of decisions. The Chair and Chief Executive have agreed to attend if so required, unless they have a legitimate reason for not doing so.

Following each meeting of the Joint Scrutiny Committee, the Committee's recommendations will be submitted to the LEP Board for consideration. The LEP

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Board will be required to consider those recommendations at its next meeting, and respond to the Joint Scrutiny Committee indicating what (if any) action the LEP Board proposes to take. The response should be made within 28 days of the LEP Board meeting and will be published.

## **14. Code of conduct**

Members of the Joint Scrutiny Committee are expected to observe the “Seven Principles of Public Life” (the ‘Nolan’ principles) and shall be bound by their own authority’s Code of Conduct in their work on the Joint Scrutiny Committee.

Members are expected to act in the interests of the Joint Scrutiny Committee, except where this would result in a breach of a statutory or other duty to their Constituent Authority or would be in breach of their Constituent Authority’s Code of Conduct.

## **15. Access to information**

Joint Scrutiny Committee meetings are regarded as a Council Committee for the purposes of Access to Information Act.

Meetings will be open to the press and public and the Freedom of Information Act provisions shall apply to all business.

## Member Development External Training Policy review

Recommendation 1: That the current arrangements for Members to go to external training are amended to reflect those detailed in this report.

Recommendation 2: That these arrangements are piloted and reviewed in a year's time.

### 1. Introduction

This report aims to respond to the minute \*21 from the Procedures Committee<sup>1</sup> to look at the member development strategy with a particular focus on how Members are supported to access learning opportunities provided by external agencies and providers. This issue has also been raised at the Member Development Steering Group. This paper proposes changes to the current offer as detailed.

### 2. Current Offer

Devon County Councillors are supported to develop through different methods depending on needs which are identified as part of a one to one interview. This approach uses a skills framework to consider needs and the Senior Workforce Development Advisor currently facilitates this conversation. Current mechanisms by which Members are supported include:

- **Self-Development** – A Councillor identifies that they need to know more and undertakes to pursue this by attending committees, tailored research, or from Council Officers or Councillors
- **Scrutiny Masterclasses** – which offer a rolling programme of learning around subjects related to the Scrutiny Committee, these are determined by the Members of the Scrutiny Committee.
- **Briefings before Full Council** – similar to masterclasses, where training is offered to a larger group of Members on pressing issues.
- **E-learning modules** including the modern councillor modules – these can be undertaken in a flexible way to suit the Councillor.
- **Shared Service learning events** – externally facilitated events organised at a regional level
- **Bespoke Training Events** - Commissioned to meet a specific need delivered either internally or externally
- **Approved Conferences** – see table below

Training/Conference and provider	Eligibility
LGA – <a href="https://local.gov.uk/our-support/highlighting-political-leadership">https://local.gov.uk/our-support/highlighting-political-leadership</a> .	Members volunteered by Political Group

<sup>1</sup> <http://democracy.devon.gov.uk/ieListDocuments.aspx?CId=157&MId=2115&Ver=4>

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Training/Conference and provider	Eligibility
<ul style="list-style-type: none"> <li>- Leadership Academy</li> <li>- Leadership Essentials</li> </ul>	
Local Government Association Annual Conference	Representatives appointed by the County Council to the LGA General Assembly
SW Councils - <a href="http://www.swcouncils.gov.uk/ngcontent.cfm?a_id=11475&amp;tt=swra">http://www.swcouncils.gov.uk/ngcontent.cfm?a_id=11475&amp;tt=swra</a> - 21st century councillor	Members volunteered by Political Group/identified through personal development interview
National Children's and Adults Services Conference <i>[NB: This replaces the former separate LGA Education and Social Services Annual Conferences]</i>	Cabinet Members for Children's Services and Schools; Adult Social Care and Health Services and the Chair of the Children's Scrutiny Committee and Health & Adult Care Scrutiny Committee
County Councils Network Annual Conference	Representatives appointed by the County Council to the CCN Council

Attendance at any other conference(s) currently requires the specific approval of the Leader of the Council with a presumption that attendance will not be permitted unless a case is made.

In determining if a case has been made for a specific approval or to Conferences being added to the approved list, consideration will be given to:

- ☑ the views of the relevant Cabinet Member and Chief Officer on the desirability/relevance of attendance at the event;
- ☑ the significance of the event;
- ☑ all party representation being appropriate; or
- ☑ representation rotating between groups on an annual basis;
- ☑ attendance being authorised but with a 'lesser' category of allowances payable (e.g. travelling & subsistence only).

Comments made at the Member Development Steering Group in response to proposals to review the current policy included:

- The benefits of attending a range of free courses provided by the Local Government Association, whilst acknowledging that the associated travel and accommodation could still be costly;
- The role of officers in recommending particular courses relevant to the roles or training needs of Members;
- That if demand for a particular course or subject area was high, it could be more beneficial to look at providing this training in house or through the Shared Service.

## 3. Other Authorities Approaches

In conducting research for this paper, we initiated a survey of Member Development arrangements through South West Councils. We asked comparator authorities questions about their member development budget, how Members were informed of training opportunities, which opportunities were taken up and how Members were selected to attend. Although responses were limited, there were detailed answers from the respondents and some examples of alternative approaches have been identified.

Overall budgets for Member Development tend to be similar to Devon's, although it is worth noting that Devon has a larger number of Members than the responding authorities.

Practices for identifying training needs and selecting Members to attend external conferences and training differed across authorities, including seeking agreement from Member Development Groups and through the relevant Chief Officer.

Examples of providers and courses used by other local authorities included:

- CIPFA (Understanding Local Government Finance, Impact of Brexit on Public Services in the South West)
- LGA (Annual Local Government Finance Conference 2018, The future of Adult Social Care: sticking plasters or the road to full recovery?)
- CCN Annual Conference
- ADEPT Annual Conference
- Training and Business Consultancy Ltd (team building)

## 4. Proposed Changes to the current offer

Responding to the concerns raised at the Member Development Steering Group and considering the approaches taken by other authorities this paper recommends changes to the current approach. To ensure the best use is made of training opportunities and the greatest value is achieved it is proposed that a framework of conditions which could apply to any opportunity to complement the current limited list. The strengths of this approach are that Members can identify and be eligible for opportunities that are not currently available. The framework would help to ensure that the approach taken is equitable and proportionate.

Suggestions on how this could work are detailed below:

### **Framework:**

To be eligible for consideration on any external training opportunity Members of the Council must meet the following requirements:

- Submit the expression of interest in a course to the Democratic Services and Scrutiny Team as early as possible - ideally a month before the date of the training in question;
- The attendee must have undertaken a Personal Development Interview (within the last 12 months);
- Demonstrate practical application of the training in their role at Devon County Council (for example in their work as Chair of a Scrutiny Committee);
- Undertake to share the learning from the development opportunity either through a simple written template and/or through a presentation of the learning as appropriate.

If many more Members apply for training than there is the budget to support there will be a competitive consideration with the final decision being made by the budget holder for this area, the Head of Democratic Services in liaison with the Leader of the Council as appropriate.

## 5. Contact

For all enquiries about this report or its contents please contact

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Camilla de Bernhardt Lane, Head of Scrutiny [Cam.debernhardtlane@devon.gov.uk](mailto:Cam.debernhardtlane@devon.gov.uk)



## 16.0 CABINET MEMBER REPORTS AT COUNCIL MEETINGS

16.1 A regular item shall be placed on the agenda of all meetings of the County Council (Standing Order 5(1)(k) refers) to enable Cabinet Members to report, save in exceptional circumstances, in writing, on:

- any decisions taken by the Cabinet (i.e. key decisions) or by them under delegated powers (i.e. routine matters); and  any other areas of interest or service related developments relating to his/her remit that may have occurred since the previous meeting or are likely to impact on the service in the coming months; and
- any other issue or matter specifically requested by a Member (by no later than 12 noon on the day before the meeting), which cannot adequately be covered by the opportunity that already exists under Standing Orders for Members to submit a Notice of Motion or written questions to Cabinet Members or Chairs of Committees relating, particularly, to factual and local issues.

16.2 The Cabinet Member shall first present his/her Report and make any statement(s) in response to any issue or matter specifically requested by a Member. Councillors may then, without notice, comment upon or ask a question of the Cabinet Member on any matter referred to in his/her Report or relating to his remit. As indicated above, this facility is not intended to replace the opportunity that already exists under Standing Orders for members to submit written questions to Cabinet Members or Chairs of Committees, relating, particularly, to factual and local issues. The Cabinet Member will then respond to any such comments or questions immediately before the conclusion of the item.

16.3 The Cabinet Member will, when presenting his/her Report, speak for a maximum of 7 minutes, with all other speeches being confined to a maximum of 5 minutes. In replying to questions from Members the Cabinet Member shall speak, at the discretion of the Chair.



## What happens next?

We have now completed our review of North Devon District Council.

The recommendations must now be approved by Parliament. A draft order - the legal document which brings into force our recommendations - will be laid in Parliament.

Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the local elections in May 2019.

## Our recommendations:

The table lists all the wards we are proposing as part of our final recommendations along with the projected number of voters in each ward.

The table also shows the electoral variances for each of the proposed wards, which tells you how we have delivered electoral equality.

# North Devon District Council

## Final recommendations on the new electoral arrangements

Ward Name:	No. of Cllrs:	No. of Electors per from Cllr (2023):	Variance Average %	Ward Name:	No. of Cllrs:	No. of Electors per from Cllr (2023):	Variance Average %
Barnstaple Central	1	1,853	-7%	Ilfracombe East	3	1,897	-5%
Barnstaple with Barton	3	2,123	6%	Ilfracombe West	2	2,031	2%
Barnstaple with Westacott	3	2,162	8%	Instow	1	1,896	-5%
Bickington	3	1,894	-5%	Landkey	2	1,866	-7%
Bishop's Nympton	1	1,954	-2%	Lynton & Lynmouth	1	1,898	-5%
Bratton Fleming	1	2,041	2%	Marwood	1	2,045	2%
Braunton East	2	1,987	0%	Mortehoe	1	1,986	-1%
Braunton West & Georgeham	2	2,021	1%	Newport	2	2,107	6%
Chittlehampton	1	2,102	5%	North Molton	1	1,970	-1%
Chulmleigh	1	1,943	-3%	Roundswell	2	2,105	5%
Combe Martin	1	2,236	12%	South Molton	3	1,773	-11%
Fremington	2	2,179	9%	Witheridge	1	1,979	-1%
Heanton Punchardon	1	1,828	-8%				
				<b>Totals:</b>	<b>42</b>	<b>-</b>	<b>-</b>
				<b>Averages:</b>	<b>-</b>	<b>1,997</b>	<b>-</b>



### Who we are:

- The Local Government Boundary Commission for England is an independent body set up by Parliament.
- We are not part of government or any political party.
- We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- Our main role is to carry out electoral reviews of local authorities throughout England.

### Why North Devon?

- North Devon District Council currently has high levels of electoral inequality: some councillors represent many more - or many fewer - voters than others.
- Therefore the value of your vote, in district council elections, varies depending on where you live in North Devon.
- We are seeking to improve levels of electoral equality for local voters

### Electoral review:

- An electoral review examines and proposes new electoral arrangements for a local authority, including:
- The total number of councillors representing the council's voters ('council size').
  - The names, number and boundaries of wards or electoral divisions.
  - The number of councillors for each ward or division.

### Our proposals:

- North Devon District Council currently has 43 councillors. Based on the evidence we received, the Commission recommends that **42 councillors** should serve the district in the future.
- The Commission believes the final recommendations meet our statutory criteria to:
  - (1) Deliver electoral equality for voters.
  - (2) Reflect community interests and identities.
  - (3) Promote effective and convenient local government.

## Summary of our recommendations

We have considered all the submissions we received during our consultation on our draft recommendations.

The final recommendations propose that North Devon District Council should have **42 councillors**. This is **one fewer** than the current number of councillors.

Those councillors should represent five three-councillor wards, seven two-councillor wards and 13 one-councillor wards across the district.

North Devon District Council should have **25 wards**, two fewer than there are now.

The boundaries of 22 wards will change, five will stay the same.

An outline of the proposals is shown in the map to the right. A detailed report on the recommendations and interactive mapping is available on our website at: [www.lgbce.org.uk](http://www.lgbce.org.uk).

Find out more: [consultation.lgbce.org.uk](http://consultation.lgbce.org.uk):

- view the map of our recommendations down to street level.
- zoom into the areas that interest you most.
- find more guidance on the review process.
- read the full report of our recommendations.

# Overview of final recommendations for North Devon District Council

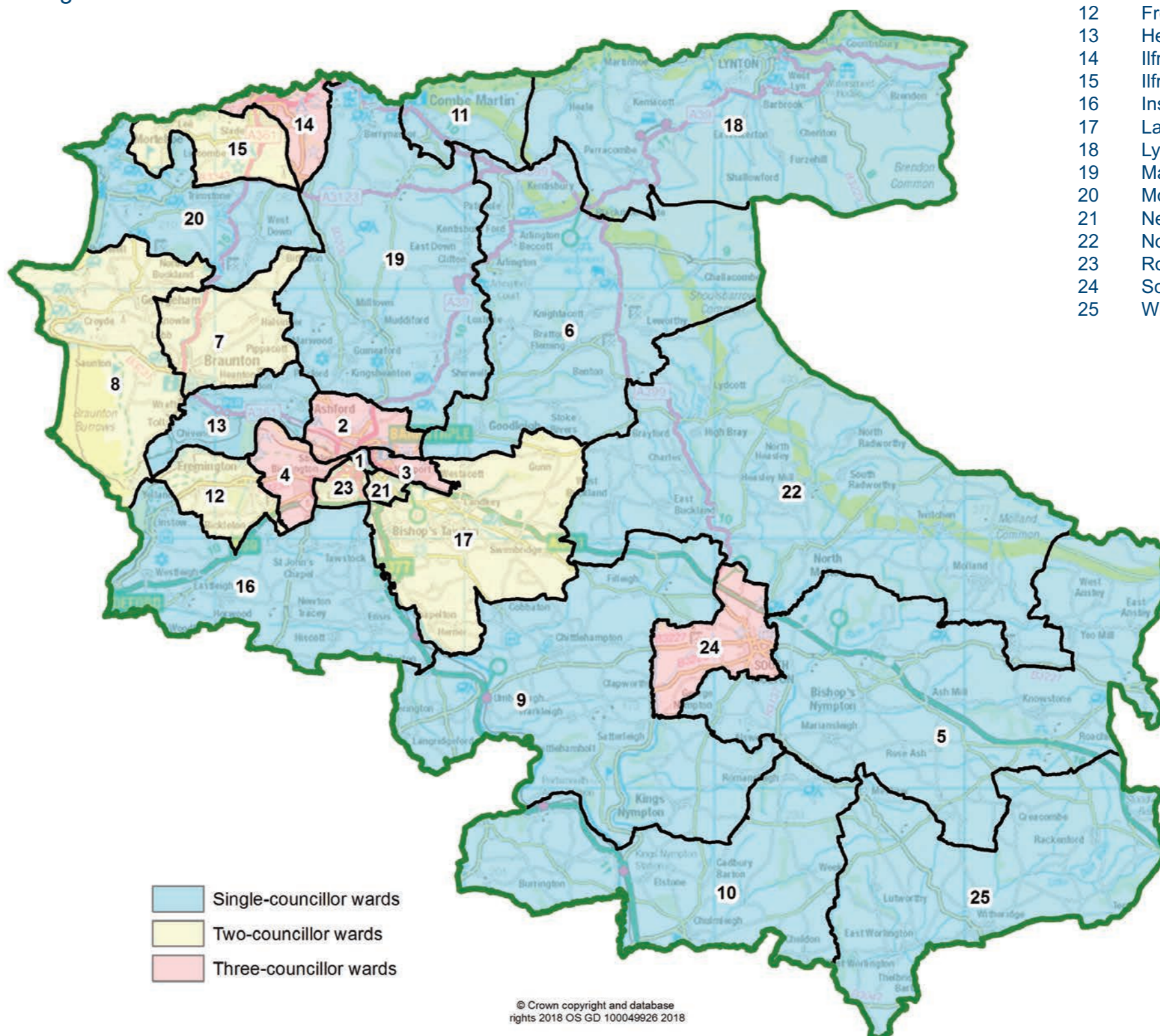
View this map online and explore it in more detail at: [consultation.lgbce.org.uk](http://consultation.lgbce.org.uk)

Follow the Commission on Twitter: [@LGBCE](https://twitter.com/LGBCE)

If you are viewing this page online, click on the map to go straight to our interactive consultation area.

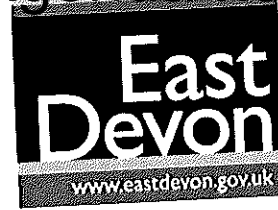
### Key:

- 1 Barnstaple Central
- 2 Barnstaple with Pilton
- 3 Barnstaple with Westacott
- 4 Bickington
- 5 Bishops Nympton
- 6 Bratton Fleming
- 7 Braunton East
- 8 Braunton West & Georgeham
- 9 Chittlehampton
- 10 Chumleigh
- 11 Combe Martin
- 12 Fremington
- 13 Heanton Punchardon
- 14 Ilfracombe East
- 15 Ilfracombe West
- 16 Instow
- 17 Landkey
- 18 Lynton & Lynmouth
- 19 Marwood
- 20 Morteheo
- 21 Newport
- 22 North Molton
- 23 Roundswell
- 24 South Molton
- 25 Witheridge



Stage of review	Description
25 July - 2 October 2017	Public consultation on new ward boundaries
5 December 2017 - 19 February 2018	Public consultation on draft recommendations
8 May 2018	Publication of final recommendations
May 2019	Subject to parliamentary approval - implementation of new arrangements at local elections

Date: 21 May 2018  
Contact number: 01395 517550  
Email: [jhumphreys@eastdevon.gov.uk](mailto:jhumphreys@eastdevon.gov.uk)  
Direct Fax: 01395 517507  
Reference:



DEVON COUNTY COUNCIL  
23 MAY 2018  
CEX DIRECTORATE

East Devon District Council  
Knowle, Sidmouth, EX10 8HL  
DX 48705 Sidmouth  
Tel: 01395 516551

**Review of polling districts, polling places and polling stations**

We are currently carrying out the above review and would be grateful for any comments you have regarding the venues used for polling stations.

I have enclosed a copy of the Notice and a copy of the consultation document for your information.

Representations can be made in writing to Polling Place Review, Electoral Services, East Devon District Council, Knowle, Sidmouth EX10 8HL, or by e-mail to [electoralservices@eastdevon.gov.uk](mailto:electoralservices@eastdevon.gov.uk) by no later than 5pm on Friday 6 July 2018.

If you have any queries or wish to clarify any details, please do not hesitate to contact me.

Your assistance in this matter is greatly appreciated.

Yours sincerely

Jill Humphreys

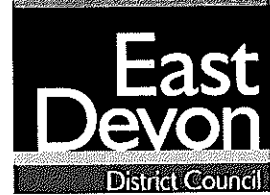
Electoral Services Manager

East Devon – an outstanding place

Chief Executive: Mark R Williams Deputy Chief Executive: Richard Cohen



# Agenda Item 11



## NOTICE OF REVIEW OF POLLING DISTRICTS AND POLLING PLACES

In accordance with Section 17 of the Electoral Registration and Administration Act 2013 East Devon District Council gives notice that a review of all polling districts and polling places within the East Devon District Area is to be conducted.

This review has been necessitated by the approval of new electoral arrangements on 13 June 2017 by the Local Government Boundary Commission for England.

The consultation period for this review will commence on **Monday 21 May 2018** and end on **Friday 6 July 2018**.

In conducting the review, this authority will consult the (Acting) Returning Officer for the Tiverton and Honiton constituency, who will be required to comment on the proposed polling districts, polling places and designated polling stations.

The authority would welcome any person or body with expertise in access for persons with any type of disability to make a representation or to comment on the authority's proposals, the (Acting) Returning Officer's representation, or any other matter.

Persons or bodies making representations should, if possible, give alternative places that may be used as polling places and/or designated polling stations.

Documents and representations will be published on the Council's website at [www.eastdevon.gov.uk/pollingreview](http://www.eastdevon.gov.uk/pollingreview) as soon as possible after receipt. Alternatively, they may be inspected, by arrangement, at Knowle, Sidmouth EX10 8HL.

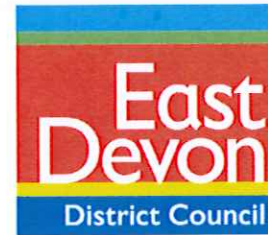
If you are within the authority or within the parliamentary constituency and would like to make representation, they can be made in writing to Electoral Services, Knowle, Sidmouth EX10 8HL, by e-mail to [elections@eastdevon.gov.uk](mailto:elections@eastdevon.gov.uk), or by fax to 01395 517507 **no later than by 5pm on Friday 6 July 2018**.

For further information please visit [www.eastdevon.gov.uk/pollingreview](http://www.eastdevon.gov.uk/pollingreview)

Mark Williams  
Chief Executive  
21 May 2018

# Agenda Item 11





**East Devon District Council**

**Review of Polling Districts, Polling Places and Polling Stations**

**Consultation document**

**Consultation period runs from 21 May 2018 to 6 July 2018**

# Agenda Item 11

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Appendix B – Proposed polling districts and polling places	9

### **Contact information:**

Information on who can make representations and where to address representations is given on page 5.

Should you wish to speak to someone about this review or want further information please contact:

Jill Humphreys  
Electoral Services Manager  
East Devon District Council  
Council Offices  
Knowle  
Sidmouth EX10 8HL

Telephone: 01395 517550

Email: [jhumphreys@eastdevon.gov.uk](mailto:jhumphreys@eastdevon.gov.uk)

## Introduction

The Local Government Boundary Commission for England (LGBCE) has undertaken a review of the electoral wards of the district of East Devon and made the following recommendations:

- East Devon should be represented by 60 councillors, one more than there is now.
- East Devon should have 30 wards, two fewer than there are now.
- The boundaries of most wards should change; five will stay the same.
- The new arrangements will come into force at the local government elections on Thursday 2 May 2019.

The East Devon (Electoral Changes) Order 2017, was made by Parliament on 20 December 2017 implementing the changes.

See Appendix A for a list of the new wards and the number of councillors that will represent each ward.

As a result of the changes, the council needs to carry out a review of all the polling districts, polling places and polling stations in the district. The wards have to be sub-divided into smaller geographical areas called polling districts. Each polling district has a polling place where the polling station for the district is located and where electors living in the district will vote.

## Background to this review

The Electoral Registration Act 2013 introduced a formal process for the timings of compulsory reviews of UK Parliamentary polling districts and polling places. A full review of the whole district must be undertaken at intervals of not less than five years. The next compulsory review must be completed by no later than January 2020.

This review of the polling districts and stations has been necessitated by the Local Government Boundary Commission for England's final proposals for changes to the district ward boundaries in East Devon. The Commission's recommendations can be seen at:

<http://www.lgbce.org.uk/all-reviews/south-west/devon/east-devon>

There is no formal consultation process for a non-compulsory review of polling districts and places, however, in being open and transparent, the council has followed as far as possible, a process similar to conducting a formal review. Sections 18a and 31 of the Representation of the People Act 1983 provide guidance on conducting a review of polling districts and polling places to ensure that all electors in the district have such reasonable facilities for voting as are practicable in the circumstances.

# Agenda Item 11

## The review process

A preliminary review has been undertaken by council officers to inform the proposals for polling districts and polling places. The main issues considered in the development of the proposals were:

- To seek to ensure that all electors in the district have such reasonable facilities for voting as are practicable in the circumstances.
- Where possible, no more than 2500 electors should vote at any one polling station (not including postal voters); however, there can be more than one polling station in a polling place.
- Proposed future developments that will increase the number of houses and the potential number of electors in a ward or polling district over the next four years.
- To ensure that so far as is reasonable and practicable, the polling places are accessible to those who are disabled.

This review document will be sent to all stakeholders, including the Returning Officer, local members of parliament, District councillors and Parish Councils and local political parties. It will also be sent to persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for this review will last for seven weeks. The timescale will allow for formal ratification of the final scheme of polling districts and polling places to be agreed at the council meeting of Wednesday 24 October 2018.

A list of the proposed polling districts and polling places is attached as an Appendix B to this document.

Information about the review and a map of the wards and the proposed polling districts is available on the council's website at:

<https://eastdevon.gov.uk/elections-and-registering-to-vote/polling-station-review-2018>

It is not possible to provide details of the suggested streets and electorate per polling district on these pages. If anyone wishes to obtain in-depth information, they can contact either [electoralservices@eastdevon.gov.uk](mailto:electoralservices@eastdevon.gov.uk) or [jhumphreys@eastdevon.gov.uk](mailto:jhumphreys@eastdevon.gov.uk) putting the title "polling place review" in the subject header.

Further details can also be obtained in person from the electoral services office at the Council Offices, Knowle, Sidmouth, EX10 8HL.

## **Making representations**

Any registered elector in East Devon may make representations to the council.

Representations will also be considered from persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We would encourage anyone making representations to suggest alternative polling districts/places where appropriate and to give reasons for the alternative.

Any representations must be received by **5pm on Friday 6 July 2018**.

All representations should be addressed to:

Polling Place Review  
Electoral Services  
East Devon District Council  
Council Offices  
Knowle  
Sidmouth EX10 8HL

If you prefer you can email your representations (with the words "polling place review" in the subject line) to [jhumphreys@eastdevon.gov.uk](mailto:jhumphreys@eastdevon.gov.uk)

## **Completion of the review**

The council will publish:

- all correspondence received in connection with the review.
- all representations made by any person in connection with the review.
- details of the actual designations of polling districts and polling places agreed as a result of the review; and
- details of where the results of the review have been published.

A report on the final proposed scheme of polling districts and polling places will be presented for formal ratification at the council meeting of 24 October 2018 in time for changes to be brought into effect for the local government elections due to be held on 2 May 2019.

A timetable setting out the review process is below:

# Agenda Item 11

## Polling Places Review 2018

### Timetable

Publication of Notice of Review	Monday 21 May 2018
Consultation starts	Monday 21 May 2018
Consultation ends	Friday 6 July 2018
Consideration of all representations	Monday 9 July – Friday 13 July 2018
Publication of Returning Officer's proposals	Monday 16 July 2018
Deadline for comments on Returning Officer's proposals	Friday 20 July 2018
Consideration of amendments to Returning Officer's proposals	Monday 23 July 2018
Report to Cabinet	Wednesday 5 September 2018
Report to Full Council	Wednesday 24 October 2018
Publication of review result (Subject to Council approval)	Thursday 25 October 2018

### Names of revised wards and number of councillors

Name of district ward	Number of councillors	Electorate
Axminster	3	
Beer & Branscombe	1	
Broadclyst	3	
Budleigh & Raleigh	3	
Clyst Valley	1	
Coly Valley	2	
Cranbrook	3	
Dunkeswell & Otterhead	2	
Exe Valley	1	
Exmouth Brixington	3	
Exmouth Halsdon	3	
Exmouth Littleham	3	
Exmouth Town	3	
Exmouth Withycombe Raleigh	2	
Feniton	1	
Honiton St Michael's	3	
Honiton St Paul's	2	
Newbridges	1	
Newton Poppleford & Harford	1	
Ottery St Mary	3	
Seaton	3	
Sidmouth Rural	1	
Sidmouth Sidford	3	
Sidmouth Town	2	
Tale Vale	1	
Trinity	1	
West Hill & Aylesbeare	1	

# Agenda Item 11

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Name of district ward	Number of councillors	Electorate
Whimble & Rockbeare	1	
Woodbury & Lypstone	2	
Yarty	1	



### Proposed polling districts and polling places

New District Ward	Polling Place	Register
AXMINSTER	Guildhall, West Street, Axminster	TC
	Woodbury Community Hall, Woodbury Lane, Axminster	TD
	Millwey Community Centre, First Avenue, Axminster	TE
BEER & BRANSCOMBE	Mariners Hall, Beer	TG
	Branscombe Village Hall, Branscombe	TH
BROADCLYST	Broadclyst Victory Hall, Exeter Road, Broadclyst	AC
	Former Clyst Honiton Primary School, Clyst Honiton	AE
	Clyst Hydon Village Hall, Clyst Hydon, Cullompton	AF
	Clyst Hydon Village Hall, Clyst Hydon, Cullompton	AH
	Farringdon Village Hall, Farringdon, Exeter	AQ
BUDLEIGH & RALEIGH	East Budleigh Village Hall, High Street, East Budleigh	AB
	Budleigh Salterton Public Hall, Station Road, Budleigh Salterton	AD
	Colaton Raleigh Village Hall, Church Road, Colaton Raleigh	AJ
	East Budleigh Village Hall, High Street, East Budleigh	AK1
	Budleigh Salterton Public Hall, Station Road, Budleigh Salterton	AK2
	Otterton Village Hall, Fore Street	AV
CLYST VALLEY	Clyst St George and Ebford Village Hall, Clyst St George, Exeter	AG
	Clyst St Mary Village Hall, Clyst St Mary	AI
	Clyst St Mary Village Hall, Clyst St Mary	BL
COLY VALLEY	Colyton Town Hall, Market Place	TL
	Colyford Memorial Hall, Swan Hill Road	TM
	Farway Village Hall, Farway Village Hall	TS
	Northleigh Parish Hall, Northleigh	UE
	Offwell Rec Ground and Village Hall, Offwell	UF
	Southleigh Parish Hall, Southleigh	UL
	Wilmington Village Hall, Widworthy	UP
CRANBROOK	Younghayes Centre, Cranbrook	UR

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New District Ward	Polling Place	Register
DUNKESWELL & OTTERHEAD	Awliscombe Parish Hall	TB
	Combe Raleigh Village Hall	TN
	Cotleigh Village Hall	TP
	Dunkeswell Throgmorton Hall	TR
	Luppitt Village Hall	UA
	Monkton Court Hotel/Village Hall (?)	UC
	Dunkeswell Throgmorton Hall	UJ
	Stockland Victory Hall	UM
	Upottery Manor Room	UO
	Yarcombe Jubilee Hall	UQ
EXE VALLEY	Poltimore Village Hall	BA
	Brampford Speke Village Hall	MA
	Stoke Canon Jubilee Hall	MB
	Rewe Parish & Community Hall	MC
	Rewe Parish & Community Hall	MD
	Stoke Canon Jubilee Hall	ME
	Upton Pyne Parish Hall	MF
EXMOUTH BRIXINGTON	Brixington Community Church, Exmouth	AL1
	Palmer House, Exmouth	AL2
EXMOUTH HALSDON	Littemead Methodist Church, Exmouth	AM1
	Withycombe Rugby Club, Exmouth	AM2
EXMOUTH LITTLEHAM	Littleham Community Hall, Exmouth	AN1
	Clayton House Community Centre, Exmouth	AN2
	Holy Ghost Church Hall, Exmouth	AN3
EXMOUTH TOWN	All Saints Church Hall, Exmouth	AO1
	Holy Trinity Church Hall, Exmouth	AO2
EXMOUTH WITHYCOMBE RALEIGH	Liverton Copse Community Centre, Exmouth	AP1
	St John The Evangelist Church Hall, Exmouth	AP2
FENITON	Splatthayes Studio, Buckerell	TJ
	Feniton Sports and Social Club, Feniton	TT
	Gittisham Parish Hall, Gittisham	TU
HONITON ST MICHAEL'S	The Heathfield Inn, Honiton	TV
	The Heathfield Inn, Honiton	TX2
	Cadet Centre, King Street, Honiton	TX1
HONITON ST PAUL'S	Honiton Mackarness Hall	TY

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New District Ward	Polling Place	Register
NEWBRIDGES	Dalwood Village Hall	TQ
	Kilmington Village Hall	TZ
	Musbury Village Hall	UD
	Whitford Village Hall	UK
NEWTON POPPLEFORD & HARPFORD	Newton Poppleford Village Hall	AS
	Newton Poppleford Village Hall	AT
	Newton Poppleford Village Hall	AU
OTTERY ST MARY	The Institute, Ottery St Mary	AW
	Escot Village Hall, Gosford	AX
	Tipton St John Community Hall, Tipton St John	AY
SEATON	Seaton Town Hall, Seaton	UI
SIDMOUTH RURAL	St Teresa's Hall, Connaught Road, Sidmouth	BD
	Sidbury Parish Room, Ridgeway, Sidbury	BE
SIDMOUTH SIDFORD	Primley United Reformed Church Hall, Primley Road, Sidmouth	BF
	Sidford Social Hall, Byes Lane, Sidmouth	BG
	St Francis Hall, Bennetts Hill, Sidmouth	BH
	St Francis Hall, Bennetts Hill, Sidmouth	BK (pt)
SIDMOUTH TOWN	New Church Hall, All Saints Church, Sidmouth	BI
	Dance Hall, May Terrace, Sidmouth	BJ
	St Francis Hall, Bennetts Hill, Sidmouth	BK (pt)
TALE VALE	Talaton Parish Hall, Talaton	BM
	Broadhembury Memorial Hall, Broadhembury	TI
	Payhembury Parish Hall, Payhembury	UG
	Plymtree Parish Hall, Plymtree	UH
TRINITY	Axmouh Village Hall, Axmouh	TF
	Peek Hall, Combpyne Rousdon	TO
	Uplyme Village Hall, Uplyme	UN
WEST HILL & AYLESBEARE	Aylesbeare Village Hall, Aylesbeare	AA
	West Hill Village Hall, West Hill, Ottery St Mary	AZ
WHIMPLE & ROCKBEARE	Rockbeare Village Hall, Rockbeare	BB
	Marsh Green Village Hall, Marsh Green	BC
	Whimple Victory Hall, Whimple	BN

# Agenda Item 11

New District Ward	Polling Place	Register
WOODBURY & LYMPSTONE	Lympstone Village Hall, Lympstone	AR
	Woodbury Village Hall Meeting Room, Woodbury	BO
	St Andrews Hall, Exton	BP
	Woodbury Salterton Village Hall, Woodbury Salterton	BQ
YARTY	All Saints Village Hall, Smallridge	TA
	Chardstock Community Hall Trust, Chardstock, Axminster	TK
	Hawkchurch Village Hall, Hawkchurch, Axminster	TW
	Membury Village Hall, Membury	UB