

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.

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 Chair. 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 Chair 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.

**Mobile Phones**

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](mailto: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

### **Walking and Cycling Facilities**

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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).

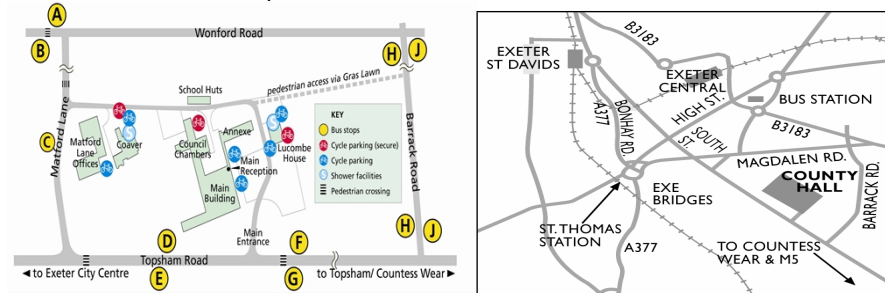
### **Car Sharing**

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.