

Phil Norrey
Chief Executive

To: The Chair and Members of the
Procedures Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(See below)

Your ref :
Our ref :

Date : 30 October 2019
Please ask for : Karen Strahan 01392 382264

Email: karen.strahan@devon.gov.uk

PROCEDURES COMMITTEE

Thursday, 7th November, 2019

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 17th September 2019

- 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 Amendments to Terms of Reference for the Local Enterprise Partnership Joint Scrutiny Committee
(Pages 1 - 6)

At its meeting on 17th October 2019, the Local Enterprise Partnership Joint Scrutiny Committee considered an [evaluation report](#) on the first twelve months of the committee's operation.

As part of that debate, the Committee RESOLVED

(a) that the progress of the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee be noted and current arrangements be continued;

(b) that the terms of reference of the Committee be amended as outlined in Part 4 of the Report, to include proactive Scrutiny of the Local Industrial Strategy;

(c) that future meetings be webcast to continue to increase transparency of the Committee;

(d) that public participation be adopted at future Committee meetings in line with Devon County Council's public participation scheme;

(e) that the Committee write to the Ministry of Housing, Communities and Local Government (MHCLG) to express serious concerns over the confidential nature of the Local Industrial Strategy, preventing the Committee from undertaking public scrutiny;

(f) that work continued to improve the effectiveness of the Joint LEP Scrutiny Committee; and,

(g) that any changes proposed would be subject to the approval of the Constituent Authorities and may require wider consideration across the Heart of the South West Councils.

Recommendation

That the Procedures Committee endorse the proposed changes to the Heart of the South West Local Enterprise Partnership Joint Scrutiny Committee, as outlined in the revised Terms of Reference (attached), notwithstanding that agreement will be required across Constituent Authorities.

- 5 Public Questions at Council and Cabinet Meetings (Pages 7 - 10)

The Leader has asked that the Committee and its Members consider the current process for public questions. The current public participation rules are attached.

- 6 Appeals (Transport) Committee (Local Government and Social Care Ombudsman Implications)

The Committee is asked to note a recent Local Government and Social Care Ombudsman case <https://www.lgo.org.uk/decisions/education/school-transport/18-015-770> relating to a school transport appeal at the City Of Bradford Metropolitan District Council.

In summary the Local Government and Social Care Ombudsman determined that the Council's school transport appeals panel failed to properly consider an appeal for travel assistance. The outcome was that within one month of the decision the Council should arrange a fresh appeal panel with new panel members to consider the appeal again.

Whilst the Council had suggested they hold a further appeal, this is the first time (that Devon is aware of) that the Local Government and Social Care Ombudsman has stipulated the second appeal must be with new members. This accords with the principles of natural justice.

This poses a challenge for Devon, as the current Committee is 5 Members, all of whom must undergo regular training.

Whilst it would be a rare occurrence for the Ombudsman to direct the Council to rehear such an appeal, the Procedures Committee is asked to consider this issue and suggest / recommend any changes to the current configuration of the Appeals (Transport) Committee.

The Committee should also note that the Statutory school transport guidance is brief in relation to appeals and does not refer to re-hearings.

Potential options could be that substitutes are appointed to the Committee (potentially former Members who have been trained) or that the Clerk arranges for a number of Members to sit at a hearing from a pool of trained Members, similar in nature to the Council's Personnel Panel.

MATTERS FOR INFORMATION


7 Notice of Motions Working Group

Members are asked to note that the first meeting of the working group is scheduled to take place prior to the Procedures Committee on 7 November 2019.

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.

Membership
Councillors J Mathews (Chair), 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 or write to the Democratic and Scrutiny Secretariat at County Hall, Exeter, EX2 4QD.
 Induction loop system available

NOTES FOR VISITORS

All visitors to County Hall, including visitors to the Committee Suite and the Coaver Club conference and meeting rooms are requested to report to Main Reception on arrival. If visitors have any specific requirements or needs they should contact County Hall reception on 01392 382504 beforehand. Further information about how to get here can be found at: <https://new.devon.gov.uk/help/visiting-county-hall/>. Please note that visitor car parking on campus is limited and space cannot be guaranteed. Where possible, we encourage visitors to travel to County Hall by other means.

SatNav – Postcode EX2 4QD

Walking and Cycling Facilities

County Hall is a pleasant twenty minute walk from Exeter City Centre. Exeter is also one of six National Cycle demonstration towns and has an excellent network of dedicated cycle routes – a map can be found at: <https://new.devon.gov.uk/travel/cycle/>. Cycle stands are outside County Hall Main Reception and Lucombe House

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).

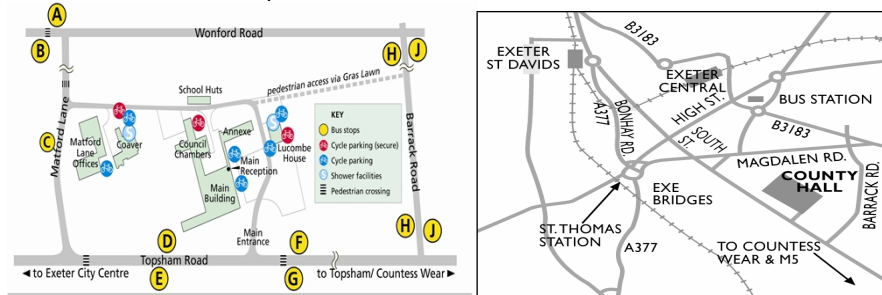
Car Sharing

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

Fire/Emergency Instructions

In the event of a fire or other emergency please note the following instructions. If you discover a fire, immediately inform the nearest member of staff and/or operate the nearest fire alarm. On hearing a fire alarm leave the building by the nearest available exit. The County Hall Stewardesses will help direct you. Do not stop to collect personal belongings and do not use the lifts. Assemble either on the cobbled car parking area adjacent to the administrative buildings or in the car park behind Bellair, as shown on the site map above. Please remain at the assembly point until you receive further instructions. Do not re-enter the building without being told to do so.

First Aid

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

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 **development and** delivery of the Strategic Economic Plan and the Productivity Strategy, **and Local Industrial Strategy**; and
- To review LEP performance **and effectiveness** 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 will be free to consider their own political proportionality in making their appointments to the Joint Committee on an annual basis.

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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 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.

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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.

16. Public Participation (in line with Devon County Council’s Public Participation Scheme) at <https://www.devon.gov.uk/democracy/guide/public-participation-at-committee-meetings/part-13-representations-to-the-scrutiny-committee-meeting/>)

At Scrutiny Committee meetings, any member of the public who is resident in the administrative areas served by the Committee may make oral representations on any substantive matter listed on the Agenda of the Scrutiny Committee. Such representations will be limited to 3 minutes per person, within an overall time limit of 15 minutes. If you wish to make such a representation, you should, via email or letter, submit a brief outline of the points or issues you may wish to raise, before 12 noon 4 working days before the meeting. You will not receive detailed ‘answers’ to any points that you might raise, although the Committee will have regard to all issues so raised during its consideration of the substantive matter later in that meeting.

If more than one person wishes to make the same point or make similar representations, those persons may be asked to agree a spokesman to make a single presentation. For best effect, any statement/representations should be short and concise and must not be defamatory or offensive. No writing or photographic material may be circulated around a meeting during any presentation.

17. Webcasting and Filming

The proceedings of the Heart of the South West Local Enterprise Partnership Joint Scrutiny Committee will be recorded for broadcasting live on the internet. The whole of the meeting will be broadcast apart from any confidential items which may need to be considered in the absence of the press and public.

Anyone wishing to film 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

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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 the meeting.

Public Participation at County Council, Cabinet and Committees

Members of the public will be treated with respect and courtesy when attending meetings of the County Council. They will be listened to and everyone who has registered will be able to be present / speak without interruption or intimidation.

It is therefore expected that members of the public listen to the proceedings and respect the views and experiences of other people contributing. For further information please see the Council's [public behaviour protocol](#).

Questions: Council and Cabinet

1. At any meeting of the County Council or the Cabinet a member of the public who is a resident within the administrative area of the county of Devon may ask the Leader a formal, written, question upon a matter which, in every case, relates to the functions of the Council. In the case of the County Council and the Cabinet the Leader will decide who shall reply to any question of which notice has been given.
2. A person who wishes to attend a meeting for the purpose of paragraph (1) shall give notice in writing to the Chief Executive by 12 noon on the fourth working day before the relevant meeting and include in that notice the text of the question to which they want a reply.
3. Notwithstanding the above, where a question relates to a matter which is included on the agenda for a meeting at which the question is to be put but that agenda or any Officers Report has not been made available before the normal deadline for submission of questions at 2 above then provided written notice of a question is received within 24 hours of that Agenda or Report having been so published then the question shall be allowed.
4. No person shall ask more than one question at any meeting of the Council or the Cabinet. If either more than one question is received or a single question contains a number of component questions only the first question shall be accepted.
5. All questions received shall be printed in order of receipt and shall be circulated at the meeting together with the answers to those questions. No discussion will take place upon a reply except that a person who has submitted a question is entitled to ask one supplementary question arising from the answer given and to receive a further answer.
6. At meetings of the Council answers to questions will be provided prior to consideration of all Framework, Key and other decisions. At meetings of the Cabinet this will take place after consideration of such matters. The time allowed for such answers (and representations - see paragraph 11 below) shall not exceed 30 minutes in total. The order of business may however be changed by the Chair at their discretion.
7. If a question is not reached within the overall time limit the reply which the Leader or Chair would otherwise have given shall be published with the minutes of that meeting and with the archived recording of the webcast of that meeting.
8. If the questioner is unable to attend the meeting in person the Chief Executive shall send the questioner the reply which the Leader or Chair would otherwise have given.
9. If a question is unsuitable in form, frivolous or derogatory to the dignity of the Council, the Cabinet or the Committee or relates to a matter which should be considered in the absence of the press and public the Leader/Chair shall have the right to rule a question out of order.

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10. Questions may be submitted, in writing, or by fax or e-mail.

Representations: Council, Development Management, Highways & Traffic Orders, Public Rights of Way and Scrutiny Committees

11. In addition to the provisions set out at paragraphs 1-8 above, any such member of the public may also, at any ordinary meeting of the County Council, make oral representations on any matter relating to the functions of the Council; such 'representations' being limited to 3 minutes per person, within the overall time limit for Questions and Oral Representations of 30 minutes laid down at paragraph 6 above. Such persons are required to submit in advance a brief outline of the point(s) or issues) they may wish to make, by 12 noon on the fourth working day before the relevant meeting, with the relevant Chair responding orally at the meeting, as necessary. It is important to note that at meetings of the Council, it must either be an oral representation or a question, not both.
12. At any meeting of the Development Management Committee, an applicant, objector or supporter may make a presentation of up to three minutes relating to:
- a planning application to be determined by that Committee;
 - any consultation on a proposal by a Government Department; or
 - a Review of an Old Minerals Permission application.
13. Any applicant, objector or supporter who wishes to make a presentation to the Development Management Committee must give notice of that intention, in writing, to the Chief Executive by 12 noon on the fourth working day before the relevant meeting of the Committee, indicating the application or proposal upon which they wish to make a presentation.
14. Where, in the case of a planning application or a ROMP application, a number of objectors or supporters wish to make presentations, a representative shall be nominated by them to present the views of all the objectors or supporters. In such cases the identity of the spokesperson must also be made known to the Chief Executive prior to the start of the meeting. If necessary the Chief Executive will draw the attention of objectors or supporters to the need to nominate a single spokesperson.
15. Presentations will be strictly limited to three minutes and will be made only after a short introduction of the report by the relevant Chief Officer or Head of Service. Applicants, objectors or supporters may not participate in the debate or ask questions of officers or Members.
16. If, for any reason, an application is to be considered by the Committee on more than one occasion then any person who wishes to make a presentation may do so only once and this procedure shall not apply where the Committee is considering a report of a site visit upon an application previously considered by the Committee.
17. Where presentations are to be made by both an applicant and an objector on a particular application, they will be taken in that order, but if one decides not to participate the other will not be precluded from making a presentation.
18. At any meeting of a Highways & Traffic Orders Committee an objector or supporter may make a presentation of up to three minutes relating to any traffic regulation proposal to be considered by that Committee, at the meeting at which it is to be considered.

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19. Any objector or supporter who wishes to make a presentation to a Highways & Traffic Orders Committee must give notice of that intention, in writing, to the Chief Executive by 12 noon on the fourth working day before the relevant meeting of the Committee, indicating the proposal upon which they wish to make a presentation.
20. Where a number of objectors or supporters wish to make presentations, a representative shall be nominated by them to present the views of all the objectors or supporters. In such cases the identity of the spokesperson must also be made known to the Chief Executive prior to the start of the meeting. If necessary the Chief Executive will draw the attention of objectors or supporters to the need to nominate a single spokesperson.
21. Presentations will be strictly limited to three minutes and will be made only after a short introduction of the report by the relevant Chief Officer or Head of Service. Objectors or supporters may not participate in the debate or ask questions of officers or Members.
22. Where presentations are to be made by both an objector and a supporter on a particular proposal, they will be taken in that order, but if one decides not to participate the other will not be precluded from making a presentation.
23. At any meeting of the Public Rights of Way Committee an objector or supporter may make a presentation of up to three minutes relating to any Order relating to a proposal for a public path order to be considered by that Committee, at the meeting at which it is to be considered.
24. Any objector or supporter who wishes to make a presentation to the Public Rights of Way Committee must give notice of that intention, in writing, to the Chief Executive by 12 noon on the fourth working day before the relevant meeting of the Committee, indicating the proposal upon which they wish to make a presentation.
25. Where a number of objectors or supporters wish to make presentations, a representative shall be nominated by them to present the views of all the objectors or supporters. In such cases the identity of the spokesperson must also be made known to the Chief Executive prior to the start of the meeting. If necessary the Chief Executive will draw the attention of objectors or supporters to the need to nominate a single spokesperson.
26. Presentations will be strictly limited to three minutes and will be made only after a short introduction of the report by the relevant Officer. Objectors or supporters may not participate in the debate or ask questions of officers or Members.
27. Where presentations are to be made by both an objector and a supporter on a particular proposal, they will be taken in that order, but if one decides not to participate the other will not be precluded from making a presentation.
28. At any meeting of a Scrutiny Committee, any resident (of the administrative county) of Devon may speak on any substantive matter listed on the Agenda of any Scrutiny Committee (i.e. other than matters for information or administrative business. Any person wishing so to do must register their desire to speak, in writing (by letter, fax or email), by 12 noon on the fourth working day before the relevant Scrutiny Committee - giving a brief outline of the point(s) or issue(s) they wish to raise. If more than one person wishes to make the same point or make similar representations, those persons may be asked to agree a spokesman to make a single presentation. Any statements/representation shall be limited to 3 minutes per person, within an overall time limit of 15 minutes. Any and all such statements/representations will be taken together at the beginning of the relevant Scrutiny Committee, immediately after consideration of any urgent business. If there are more than 5 persons wishing to speak the Chair may reduce the amount of time for each person. For best effect, any statement/representations should be short and

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concise and must not be defamatory or offensive. No writing or photographic material may be circulated around a meeting during any presentation. Direct, specific, questions to Members or Officers will not be accepted but, in making any statement/representation, a person may of course pose a general inquiry or suggestion that they would wish the Committee to have regard to in the course of its subsequent deliberations. There will be no debate on or response given to any statements/representations made at that time: the Committee will have regard to all issues so raised during its consideration of the substantive matter later in that meeting.

29. The representation and the name of the person making the representation will be recorded in the minutes.

General

30. As set out at Article 3 of this Constitution, and at any of those meetings, the Leader or Chair may also receive petitions from members of the public before responding to any questions received which will be dealt with in accordance with the Council's Petition Scheme (Part 4 of the Constitution).
31. Detailed advice for the public on the operation of these schemes is set out on the Council's website at: <https://new.devon.gov.uk/democracy/guide/public-participation-at-committee-meetings/part-1-can-i-attend-a-meeting/>