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To: The Chair and Members
of the Procedures
Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

Date: 7 September 2020

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PROCEDURES COMMITTEE

Tuesday, 15th September, 2020

A Virtual Meeting of the Procedures Committee is to be held on the above date at 10.30 am to consider the following matters. To view and watch the meeting, the link will appear on the agenda webpage for the meeting.

Phil 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 4 February 2020.

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 Locality Budgets - Elections

As has been the case prior to previous quadrennial elections, the Committee may wish to give some thought to the arrangements for the use of locality budgets in the period immediately prior to County Council elections and now rather than in the more febrile atmosphere preceding the election period itself.

RECOMMENDATION that, recognising the need for Members to exercise caution in the use of their locality budgets in the period leading up to the County Council elections on the 6 May 2021, Members be authorised to initiate the allocation of any monies from 2020/21 or likely to be carried forward into 2021/22 to be approved under the normal arrangements by no later than 5 March 2021 but that, thereafter, the use of any potential unspent carry-forwards or of new funds allocated for 2021/22 be deferred until after the elections and, similarly, Members should not give any undertaking as to the allocation of funds either in that period; the County Solicitor to advise Members accordingly at the appropriate time.

Electoral Divisions(s): All Divisions

5 Calendar of Meetings - January 2021 to May 2022 (Pages 1 - 20)

The draft calendar of meetings for 2021/2022 is attached.

Electoral Divisions(s): All Divisions

6 Timings and Length of Speeches - Council and Committee Meetings (Pages 21 - 24)

Report of the County Solicitor: Chief Officer for Legal, Communications and Human Resources (CSO/20/9) on the current lengths of speeches at Council and Committee meetings, asking the Committee to consider if these timings are still fit for purpose, attached.

Electoral Divisions(s): All Divisions

7 Moving Minutes at Council Meetings

The Chair has asked that the Committee consider the process for moving minutes of Committees at the Council meeting.

Under Standing Order 13(2) Minutes of other committees submitted to the Council for approval will be formally 'moved' by the Chair of the relevant committee (or another member acting on their behalf) and put to the Council for consideration. When all matters relating to those minutes have been dealt with (see also standing order 14(1)-(3)) the Chair of the committee will then ask the Council to adopt the minutes as a whole (together with any amendments the Council may have agreed), without any further discussion.

Members will recall at the last Council meeting, Standing Orders were suspended to enable the Chair to move all minutes of Committees simultaneously.

Members are asked to consider if they wish to amend Standing Orders so this process can be followed as a matter of course. The exception would be if a minute had been called and then it would be for the Chair to formally move those minutes at the appropriate time.

Electoral Divisions(s): All Divisions

8 Local Government Association (LGA) Boards and Members Allowances (Pages 25 - 30)

Report of the County Solicitor; Chief Officer for Legal, Human Resources and Communications on proposals for amending the Members Allowances Scheme in relation to certain Local Government Association (LGA) commitments, attached.

Electoral Divisions(s): All Divisions

9 Devon Day - 4 June 2020

The Leader under Standing Order 23(2) has asked that the Procedures Committee consider the matter of Devon Day, how the current date was chosen, the link to St Petrock's Day and asks that a piece of research is undertaken and brought back to the Committee.

Electoral Divisions(s): All Divisions

MATTERS FOR INFORMATION

10 **The Remote Meetings Regulations (Pages 31 - 42)**

Report of the County Solicitor: Chief Officer for Legal, Communications and Human Resources (CSO/20/15) outlining the scope of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and the Council's Meetings Protocol, attached.

Electoral Divisions(s): All Divisions

11 **Remote Meetings and the Use of Technology for Member Meetings**

Members of the Committee are asked to note that following Councillor Biederman's Notice of Motion relating to remote meetings and the recommendation of the Cabinet, a full Report will be brought to the November meeting of this Committee.

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 exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). They need to be disposed of carefully and should be returned to the Democratic Services Officer at the conclusion of the meeting for disposal.

MEETINGS INFORMATION AND NOTES FOR VISITORS

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Membership of a Committee

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Committee Terms of Reference

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Access to Information

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The proceedings of any meeting may be recorded and / or broadcasted live, apart from any confidential items which may need to be considered in the absence of the press and public. For more information [go to our webcasting pages](#)

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Anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance.

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Declarations of Interest for Members of the Council

It is to be noted that Members of the Council 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.

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Induction Loop available

