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To: The Chair and Members  
of the Procedures  
Committee

County Hall  
Topsham Road  
Exeter  
Devon  
EX2 4QD

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Date: 18 September 2023

Contact: Karen Strahan 01392 382264

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### **PROCEDURES COMMITTEE**

Tuesday, 26th September, 2023

A meeting of the Procedures Committee is to be held on the above date at 10.30 am.  
This will be a Hybrid Meeting (Microsoft Teams / Committee Suite) to consider the  
following matters.

Donna Manson  
Chief Executive

### **A G E N D A**

#### **PART I - OPEN COMMITTEE**

1 Apologies for absence

2 Minutes

Minutes of the meeting held on 25 April 2023, previously circulated.

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 **Review of Financial Regulations - Section 5 of the Constitution** (Pages 1 - 30)

Report of the Director of Finance and Public Value (DF/23/86) seeking approval to update financial regulations and recommend the changes to the Council, attached.

The Committee is asked to note that the Governance Working Group considered and endorsed the changes at its meeting on 4 September 2023.

*Electoral Divisions(s): All Divisions*

5 **Policy Framework Review** (Pages 31 - 36)

Report of the Director of Legal and Democratic Services (LDS/23/14) presenting a review of the Council's Policy Framework, as considered by the Governance Working Group, attached.

*Electoral Divisions(s): All Divisions*

6 **Decision Making - Revised Definition of Key Decision** (Pages 37 - 44)

Report of the Director of Legal and Democratic Services (LDS/23/16) presenting a revised definition of the key decision threshold, as considered and endorsed by the Governance Working Group, attached.

*Electoral Divisions(s): All Divisions*

7 **Public Participation - Updated for Modern Meetings** (Pages 45 - 54)

Report of the Director of Legal and Democratic Services (LDS/23/13), presenting an updated public participation scheme, to reflect updated working practices and the views of the Governance Working Group, attached.

*Electoral Divisions(s): All Divisions*

8 **Draft calendar of meetings for 2024/2025** (Pages 55 - 74)

Draft calendar of meetings for 2024/2025, attached.

*Electoral Divisions(s): All Divisions*

9 Devon County Boundary Divisions - Tiverton East and Willand and Uffculme  
(Pages 75 - 80)

Report of the Director of Legal and Democratic Services (LDS/23/9) seeking approval to support the proposal that the boundary between the County's Tiverton East Electoral Division and the Willand and Uffculme Electoral Division, be amended, attached.

*Electoral Divisions(s): Tiverton East;  
Willand & Uffculme*

**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.*

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DF/23/86  
Procedures Committee  
26 September 2023

## Update of the Financial Regulations

### Report of the Director of Finance and Public Value

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Please note that the following recommendations are subject to consideration and determination by the Committee before taking effect.

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#### **1) Recommendation**

That the Committee be asked to:

- (a) Agree proposed changes to the Financial Regulations which update these regulations to reflect current legislation, best practice guidance and current practice,
- (b) Agree to the removal of the “Detailed Standards” from the Financial Regulations and for these detailed standards to become internal documents which continue to govern the actions of officers of the Authority and for these standards to be directly under the jurisdiction of the Director of Finance and Public Value.

#### **2) Introduction**

For the first time in nearly 30 years a new Finance System has been procured by the Council and will be implemented during 2023/24 ready for “go live” in 2024. The new system will be provided as “software as a service” one of the implications of which is that the Council is buying access to a remotely hosted suite of applications which are updated regularly by the host. The procurement has focused on buying a system that is a market leader and will provide the Authority with the latest technology and will be specifically tailored for local government. The impact of this will be that processes and systems within the Authority will change significantly, commencing during the implementation phase and potentially carrying on at a faster rate than previously as technological advancements alter the approach and processes required by officers to effectively manage the Authority’s finances.

The review of the Financial Regulations has been expedited due to the implementation of the new finance system, but also as part of the overall review of governance for the Authority.

#### **3) Proposal**

The proposal is to remove the detailed procedures and place them in the Finance Standards sharepoint site, accessible only to officers of the Authority. The detailed standards will be renamed Financial Procedures in line with terminology used by other, benchmarked local authorities. The second part of the proposal is for a complete review of

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all areas of the Financial Regulations to update the content to reflect current legislation, guidance and practice.

The review and update of the Financial Regulations is a workstream within the Future Finance Project which has been undertaken in preparation for the implementation of the new systems that together will form the finance system through which the Authority manages its financial affairs. During this review it was noted that the contents currently fall within two distinct areas:

1. The framework describing the accountabilities and delegations from Council which ensure the proper administration of the Authority's financial affairs;
2. Detailed Standards which describe the financial procedures that Officers of the Authority's must follow to process day to day transactions.

It was also noted that there is a high level of variation within the document regarding formatting, terminology and the structure of each section as well as links to internal documents (not accessible to external readers), redundant areas and some very detailed descriptions of internal processes, not relevant to Members or other external readers.

This has the following impact:

- The Financial Regulations have become a weighty document (49 pages) that is not easily navigated,
- Details of confidential internal operations are in the public domain. This includes such items as the Authority's policy on bad debts. Whilst the Authority upholds very high standards regarding transparency such internal policies are not best placed in the public domain and access to such could be exploited by shrewd debtors,
- The complexity of the document has made it harder to use and enforce.

The implementation of a new financial system will require there to be considerable changes to operations over the next few years as the system embeds. In addition, it is anticipated that technological changes will be more frequent in the future requiring adoption of new processes at officer level regularly and quickly. At present detailed standards within the Financial Regulations describe these processes. If the Regulations continue to include these detailed standards this will lead to unworkable delays between needing to implement new processes (following the adoption of software changes) and updating the Regulations to reflect these changes as well as creating significant additional work for the Procedures Committee. These changes will only implement operations at officer level.

Also, with the changes in leadership at the Authority there is now a stronger focus on accountability and control. Updated and newly focussed Financial Regulations will enable clarity and accessibility for all Members and officers. The introduction of a new Financial Standards sharepoint site, accessible to all officers, provides a central location for the storage and access of all Financial Procedures (detailed standards).

The Financial Regulations were previously split in this way and the current published Regulations still contain the statement:

"The Authority's detailed financial procedures, setting out how these Regulations will be implemented, are contained in the Financial Standards Manual."



This statement is outdated as no such manual exists.

## 4) Options / Alternatives

The alternative is for there to be no change and for detailed standards to remain as part of the published Constitution. However, this will not allow the agility that a new system will require.

## 5) External Benchmark and Internal Consultation

The benchmark exercise reviewed the regulations at West Sussex County Council, Hampshire County Council, Kent County Council and Oxfordshire County Council and these documents are linked below.

[Financial Regulations, West Sussex CC](#)

[Financial Regulations, Hampshire CC](#)

[Constitution Kent CC \(includes Financial Procedures and Delegations\)](#)

[Financial Procedure Rules, Oxfordshire CC](#)

In brief the findings are that Devon County Council publishes significantly more details than the comparators leading to Devon County Council's Financial Regulations being up to twice as long as other Authorities.

Internally all staff were invited to review the newly drafted regulations and to feedback, over a two-week period at the end of August 2023. Twenty-one responses were received and feedback has been included in the revised Financial Regulations.

## 6) Strategic Plan

The updated Financial Regulations positively support the "How We Will Work" element of the Council's Strategic Plan 2021 – 2025 - <https://www.devon.gov.uk/strategic-plan>.

The regulations update explicitly supports the following two objectives within How We Will Work:

- Enable greater financial resilience and improve financial planning
- Increase discipline and rigour around decision making.

## 7) Financial Considerations

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The Financial Regulations update work is within the budget for the Future Finance Project. The update underpins the financial probity and robustness of financial governance at the Authority.

## **8) Legal Considerations**

The Local Government Act 1972 directs that Authorities shall make arrangements for the proper administration of their financial affairs and that one of their officers be responsible for the administration of those affairs. The Constitution of the Authority designates the Director of Finance and Public Value as the Chief Finance Officer and the Section 151 Officer and therefore the officer responsible for establishing and maintaining the Authority's Financial Regulations and the Financial Procedures which set out how the regulations will be implemented.

## **9) Environmental Impact Considerations (Including Climate Change, Sustainability and Socio-economic)**

This report has no specific environment impact considerations.

## **10) Equality Considerations**

The Financial Regulations have been produced in an accessible format and will be published on Devon County Council's website in this format ensuring equality of access for all.

The content of the Financial Regulations has no impact on equality issues.

## **11) Risk Management Considerations**

The risk that the Financial Regulations are incomplete or inadequate to uphold the financial probity of the Authority has been mitigated through:

- Benchmark against other Authorities,
- Assurance review by Devon Audit Partnership
- Internal consultation
- Review by the Governance Working Group.

Risks relating to implementation of new financial procedures to support the new finance system will reduce as it will be possible to make changes and update procedures quickly.

Risks resulting from over-exposure i.e. placing information in the public domain that is considered sensitive, will reduce.

## **12) Conclusions**

This proposal is recommended for acceptance for the following reasons:

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1. Financial regulations within the Constitution will be clearer, focused, accessible to all, shorter and relevant to Members and the external audience,
2. Financial operational standards will be able to be updated swiftly as the new system is implemented and embeds, will have clear ownership through the Financial Standards (sharepoint) site and will be easily accessed by all finance staff.
3. Sensitive information will no longer be in the public domain.

**Name**

Director Angie Sinclair

**Electoral Divisions:** All

Cabinet Member for Finance Councillor Phil Twiss

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# Financial Regulations

Devon County Council

## Appendix A

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## INTRODUCTION

### The Purpose of Financial Regulations

1. Devon County Council (the Authority) is responsible for many millions of pounds of public money and has a number of statutory responsibilities in relation to its financial affairs.
2. The Local Government Act 1972 directs that Authorities shall make arrangements for the proper administration of their financial affairs and that one of their officers be responsible for the administration of those affairs. The Constitution of the Authority designates the Director of Finance and Public Value as the Chief Finance Officer and the Section 151 Officer and therefore the officer responsible for establishing and maintaining the Authority's Financial Regulations and the Financial Procedures which set out how the regulations will be implemented. The Financial Regulations set out the financial policies of the Authority. The Chief Finance Officer is responsible for presenting all updates which must be approved by the Council and any breaches of these regulations must be reported to Cabinet.
3. The Chief Finance Officer is also responsible for the accounting system, ensuring, by maintaining an effective and adequate internal audit, that all accounting records are satisfactorily maintained.
4. For employees, these regulations form part of the Corporate Employee Code of Conduct, so a breach will be considered a disciplinary offence which will invoke those procedures (and can lead to dismissal).
5. For Members, adherence to these regulations form part of the [Members' Code of Conduct](#) so any breach of the Code will be reported to the Monitoring Officer and Standards Committee in line with agreed processes who will make an appropriate decision on actions to be taken.

### Status of Financial Regulations

1. Financial regulations provide the framework for managing the Authority's financial affairs. They apply to every Member and Officer of the Authority and anyone acting on its behalf.
2. The regulations identify the financial responsibilities of the Council, Cabinet and Scrutiny Members, the Head of Paid Service (the Chief Executive), Directors, the Monitoring Officer (Director of Legal and Democratic Services), the Chief Finance Officer (Director of Finance and Public Value) and other Heads of Service.
3. All members and officers have a responsibility for taking reasonable action to provide for the security of the assets under their control, and for ensuring that the use of these

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resources is legal, properly authorised, provides value for money, and achieves best value.

4. Directors are responsible for ensuring that all staff in their directorates are aware of the existence and content of these Financial Regulations and of the Financial Procedures and that they comply with them.
5. The authority's detailed financial procedures which officers must follow, are contained in Financial Procedures documentation which fall under the jurisdiction of the Chief Finance Officer and are accessible to all officers.

## Where Financial Regulations fit in

1. Financial Regulations are linked to other internal regulatory documents forming part of the [Authority's Constitution](#). The Financial Regulations are one part of the Code of Business Conduct which is the collective term for various Authority regulations and provisions such as Procurement Policy, Financial Regulations, Contract Procedure Rules, Electronic Transactions, Surplus Property, Insurance, and the Whistleblowing Policy. It also encompasses the [Good Practice Guide](#), [Procedures for Tenders and Contracts](#), [Minimum Standards for External Funding](#), VAT guidance as well as finance standards and service area financial procedures.

## Financial Principles

1. The Authority is responsible for the stewardship of public money and will make arrangements to safeguard the interests of taxpayers and other stakeholders.
2. The Authority expects its members and officers to exercise high standards in financial management and administration and aims to stimulate openness and a climate of frankness that it will support through policies and regulations, such as the [Whistleblowing Policy](#). The Authority upholds the [Nolan Principles](#) and its Best Value Duty.



## A FINANCIAL MANAGEMENT

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*Financial Management covers all financial accountabilities in relation to the running of the Authority, including the policy framework and budget. Below are set out the main areas of responsibility of financial management.*

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### A1. The Council

1. The Council is responsible for adopting the [Authority's Constitution](#) and [Members' Code of Conduct](#) and for approving the [budget and policy framework](#) and borrowing within which the Cabinet operates. The functions are set out in [Article 4 of the Constitution](#). It is also responsible for approving and monitoring compliance with agreed policy and reporting decisions taken.

### A2. The Cabinet

1. The Cabinet is responsible for proposing the policy framework (see B1 below) and budget to the Council. Within the approved policy and budget frameworks the Cabinet is responsible for day-to-day direction of the Council's affairs. The Constitution provides for the necessary decision-making at three levels:
  - a. [Key Decisions](#) – decisions which by reason of their financial, strategic, or corporate importance are taken by the whole Cabinet.
  - b. Cabinet Member Decisions – each member of the Cabinet is assigned a particular area of service responsibility (a Cabinet Remit) and can take decisions within that remit after the proposal has been notified to all members of the Council.
  - c. Director & Heads of Service Decisions – decisions taken within a Director's professional or management role or in accordance with specific delegated powers.
2. The decision making protocol and delegations are described in the [Scheme of Delegation](#).

### A3. Committees

1. [Scrutiny Committees](#) are responsible for scrutinising Cabinet decisions and for holding the Cabinet to account.
2. The [Audit Committee](#) has delegated authority from the Council. It has the right of access to all of the information it considers necessary and can consult directly with internal or

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external auditors. The Committee's remit is internal control and governance. It is responsible for reviewing and approving the Annual Governance Statement and Statement of Accounts on behalf of the Authority. It reviews the external auditor's plans and reports for the Authority and the Pension Fund and the internal audit's annual plan and report. The Audit Committee also receives reports regarding the Authority's risk management arrangements and risk register.

3. The [Standards Committee](#) is responsible for advising the Council on the adoption and revision of the Members Code of Conduct and for monitoring the operation of the code.

## A4. Statutory Officers

1. The Head of Paid Service is responsible for the corporate and overall strategic management of the Authority as a whole. They must report to and provide information for the Cabinet, the Council, Scrutiny Committees, and other Committees. They are responsible for establishing a framework for management direction and standards and for monitoring the performance of the organisation.
2. The Monitoring Officer is responsible for promoting and maintaining high standards of conduct and for reporting any actual or potential breaches of the law or maladministration and for ensuring that the procedures for recording and reporting key decisions are operating effectively. The Monitoring Officer is responsible for advising all members and officers about who has the authority to take a particular decision and whether a decision is likely to be considered contrary to the policy framework. The Monitoring Officer and the Chief Finance Officer are also responsible for advising the Cabinet or Council if a decision could be considered contrary to the budget.
3. The Chief Finance Officer has responsibility for the proper administration of the Authority's financial affairs. This includes ensuring compliance with the Detailed Standards, with key financial controls, providing financial advice and advising on the corporate financial position, advising on preparation of revenue and capital budgets, and treasury management.
4. The Chief Finance Officer is also responsible for ensuring lawfulness and the financial prudence of decision making. After consulting with the Head of the Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the Council or to the Cabinet in relation to a Cabinet function and the Authority's external auditor if they consider that any proposal, decision or course of action will involve incurring unlawful expenditure or is unlawful and is likely to cause a loss or deficiency or if the Authority is about to enter an item of account unlawfully. The Chief Finance Officer, in conjunction with the Chief Executive and after consultation with the Leader of the Council, shall have the powers to take any action necessary to safeguard the interests of the Authority.

5. The Chief Finance Officer is responsible for advising Committees on all financial matters. They must be consulted on all financial matters and given adequate opportunity to provide written comment in any report with financial implications. All reports to the Cabinet or Committees with significant financial implications are to be made under the joint names of the Head of Service concerned and the Chief Finance Officer.
6. Where the [urgency procedures](#) set out in the Authority's Constitution are to be invoked, the Chief Finance Officer must first be consulted on financial and other resource implications.
7. Revenue budgets delegated to schools under DfE Regulations are outside the scope of these regulations and are subject to the conditions set out in the [Scheme for Financing Schools – Statutory Guidance for Local Authorities](#), updated annually.
8. The Money Laundering Reporting Officer is responsible for notifying the National Crime Agency (NCA) of any suspected cases of money laundering committed within the accounts of the Authority, the Pension Fund, or any other funds for which the Authority is the Accountable Body, as soon as possible and fulfil other duties as defined by legislation or regulation related to the post. Simultaneously, the Cabinet Member for Finance will be kept informed of any notifications to NCA and of any issues arising from them.
9. The Deputy S151 Officer is appointed as the Money Laundering Reporting Officer and the Head of Devon Audit Partnership is appointed as the Deputy Money Laundering Reporting Officer.

## A5. Financial Control

1. Directors must operate efficient systems of financial control and are responsible for:
  - a. ensuring that Cabinet members are advised of the financial implications of all proposals and that the financial implications have been agreed by the Chief Finance Officer.
  - b. ensuring that Cabinet members are advised of legal implications of all proposals and that the legal implications have been agreed with the Monitoring Officer.
  - c. the signing of contracts on behalf of the Authority (except where the seal of the Authority is applied). Directors may, however, delegate authority to sign contracts below £1,000,000 to Heads of Service or an Officer to whom they have specifically delegated authority to sign contracts within their area of responsibility. In all cases before signing a contract the officer concerned must be satisfied that the necessary approval to award the contract has been obtained. Where contract variation could increase the value of the contract to be in excess of £1,000,000, approval from the Director must be sought.

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- d. Consulting with the Chief Finance Officer and seeking his/her approval on any matter that could materially affect the Authority's financial position before any commitments are incurred.

## A6. Accounting Arrangements

1. The Chief Finance Officer is responsible for keeping the accounts and financial records of the Authority. They must also approve accounting and other systems with a financial function and accounting records of directorates.
2. Accounting procedures will reflect recommended professional practices, and follow accounting principles as determined by the Chief Finance Officer. Accounting procedures will be reviewed as necessary by the Chief Finance Officer in consultation with Directors and Heads of Service to ensure that they provide the information required by both without duplication of records.
3. No change to existing accounting procedures must be made without prior consultation with the Chief Finance Officer.
4. The Chief Finance Officer must examine and certify where required any submission, estimate, or claim for payment of grant by a Government Department or funding from any other body. Officers responsible for the administration of such grants, funds and spending associated with them must ensure compliance with the conditions of the grant/funding and where appropriate adhere to the [Authority's Minimum Standards for External Funding](#).
5. The Chief Finance Officer, where required, must examine, and certify any financial return to a Government Department or other body.

## A7. Year-end accounting

1. The Chief Finance Officer is responsible for ensuring that the Annual Statement of Accounts is prepared in accordance with the "Code of Practice on Local Authority Accounting in the United Kingdom," (CIPFA/LASAAC). The Cabinet is responsible for approving the annual Revenue and Capital Outturn and for agreeing procedures for carrying forward under and overspending on budget headings. The Authority's final financial position as presented in the Annual Statement of Accounts will be approved by the Audit Committee on behalf of the Council.

## A8. Use of Consultants

1. If any person is to be engaged either as interim manager, consultant, professional or to fulfil the position of an Office Holder they shall be engaged under the (internal) Hiring Temps, Agency Workers, Interims & Consultants Policy. They will be subject to approvals in line with those of procurement & purchasing as set out in the Constitution

and to comply with Tax Legislation. Any waivers of this regulation shall be in line with that of waivers for Tenders. For engagements at Director level, approval shall be sought through the Appointments Committee.

2. Directors, in consultation with the Leader and the service Cabinet Member may appoint specialist consultants up to the total contract value of £100,000 per consultant. Where the total required value is over £100,000 approval must be obtained from the Chief Executive and the appropriate cabinet member.

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## B. FINANCIAL PLANNING AND CONTROL OF EXPENDITURE

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*Sound budget management is crucial to informing good decision making and achieving value for money and best value in the use of the Authority's resources.*

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### B1. Policy Framework

1. The Council is responsible for agreeing the Authority's policy framework and budget that will be proposed by the Cabinet. In terms of financial planning the key elements are:
  - a. The Strategic Plan
  - b. The medium-term financial plan
  - c. The annual revenue budget
  - d. The capital strategy
  - e. The multi-year capital programme budget
  - f. The Treasury Management Strategy

### B2. Revenue Budget Preparation

1. The Chief Finance Officer is responsible for ensuring that a revenue budget for the coming year and a medium-term financial plan for the four subsequent financial years is prepared annually for consideration by the Cabinet.
2. The Chief Finance Officer is responsible for providing guidance on the general format of the budget.
3. The Cabinet is responsible for setting a target budget for each service area.
4. Subsequently Directors will prepare, in consultation with the Heads of Service and relevant Cabinet Member and in accordance with the framework set down by the Chief Finance Officer an estimate of income and expenditure for the ensuing financial year within the spending targets set by the Cabinet.
5. The Cabinet will then submit a 'final budget' to the Council which is recommended for approval.
6. The Chief Finance Officer is responsible for reporting to the Council on the robustness of estimates contained within the budget proposed by the Cabinet and the adequacy of reserves allowed for in the budget proposals.

## B3. Resource Allocation

1. The Chief Finance Officer is responsible for developing and maintaining a resource allocation process that ensures that both capital and revenue expenditure plans take account of the Authority's policy framework (B1.1) and changing priorities within that.
2. It is the responsibility of Directors to ensure that the revenue and capital budget estimates reflect agreed service plans, are in line with the medium-term financial plan, the capital strategy and that they follow any guidance issued by the Cabinet. The guidance will take account of the following:
  - a. Legal requirements
  - b. Medium term planning prospects
  - c. The Strategic Plan
  - d. Available resources and spending pressures
  - e. Value for money and best value
  - f. Other cross cutting issues

## B4. Maintenance of Reserves

1. It is the responsibility of the Chief Finance Officer to provide the Cabinet with a written report on levels of reserves that are considered prudent. This advice to be based on an annual risk assessment of the Authority.
2. The Authority's medium term financial plan should, in part, be based on how to either reach or maintain the recommended level of reserves.

## B5. Revenue Budget Monitoring and Control

1. Management and control of a Service budget (or part where appropriate) is the responsibility of the appropriate Director.
2. Directors must ensure that there are designated senior officers accountable to them for the detailed management of their budget and notify the Chief Finance Officer of those so designated.
3. Directors and the Chief Finance Officer will jointly carry out regular budget monitoring and reporting to identify financial problems and key issues and to recommend the action necessary to resolve them. Responsibility for the delivery of such actions rests with the Director.
4. Monitoring reports defining service financial problems and key issues with recommended action will be made to the Cabinet on a regular basis.
5. With the explicit approval of the Cabinet in each case, and subject to the overall outturn position, at the end of each financial year any net under-spending within a Service's revenue budget may be carried forward into the following year.

# Agenda Item 4

6. The Authority's final financial position as presented in the Annual Statement of Accounts will be approved by the Audit Committee.

## B6. Authority to Incur Revenue Expenditure

1. No expenditure shall be incurred or any reduction in income authorised by any officer or Committee unless such expenditure or reduction in income is:
  - a. covered by the annual or supplementary budgets approved by the Cabinet.
  - b. the benefit of a carried forward under-spending (See B5.5)
  - c. covered by a virement (see B7)

## B7. Virements

1. Where a virement represents a major change in policy and is greater than £100,000, the Director and the Chief Finance Officer need to prepare a brief report for the Cabinet seeking its approval to the policy change and the associated virement.
2. All other virements should be approved by the Director or nominated representative and the Chief Finance Officer informed in writing.

## B8. Capital Expenditure and Leasing

### 1. Preparation of the capital programme

1. The Chief Finance Officer is responsible for ensuring a five-year capital programme is prepared and submitted to Cabinet for approval.
2. Before items are included in the proposed capital programme a business case must be produced. Programmes of work may be aggregated, but where the programme or the project has a cost of greater than £100,000 a separate business case must be produced and included within the proposed capital programme.
3. The Capital Programme Group will evaluate capital projects and programmes that require internal funding and make recommendations to the Chief Finance Officer.
4. The Chief Finance Officer is responsible for ensuring that the proposed capital programme aligns with the Strategic Plan and the Estates Strategy.
5. The Chief Finance Officer will then recommend the capital programme to Cabinet.
6. Cabinet may delegate approval of targeted programmes of work to Directors or Committees.
7. Any capital expenditure wholly or partially financed by external borrowing must always be approved by Cabinet.
8. Where a capital project or programme has a revenue implication, approval must be sought in line with the regulations set out in section B2 (above).

Control of existing capital projects and programmes



# Agenda Item 4

1. The Chief Financial Officer is responsible for ensuring that any amendments to the capital programme align with the Strategic Plan and the Estates Strategy.
2. Approval for amendments to the capital programme, including revisions to existing projects, should be obtained in line with the table below and should include both the amendment to the approved capital programme and its financing.

<b>2. Limit for new projects or amendment to existing projects</b>	<b>3. Authorisation required</b>
Any project involving the acquisition of land and/or buildings	The Cabinet member for Policy Corporate and Asset Management in conjunction with the authorisations set out below
For all other projects	The procedures below are for programmes and projects which are internally funded or funded through external grants or contributions. ALL programmes and projects which require external borrowing must go to Cabinet for approval.
Up to £49,999	Head Accountant for Capital & Technical Finance in conjunction with relevant Head of Service
£50,000 to £199,999	Chief Finance Officer with recommendation from: <ul style="list-style-type: none"> <li>• the relevant Head of Service</li> <li>• the Capital Programme Group where the project involves the use of corporate funds</li> </ul>
£200,000 to £999,999	Chief Finance Officer, with recommendation from: <ul style="list-style-type: none"> <li>• the relevant Head of Service</li> <li>• the Capital Programme Group where the project involves the use of corporate funds</li> </ul> will seek approval from the relevant Cabinet Member/s via a letter

# Agenda Item 4

2. Limit for new projects or amendment to existing projects	3. Authorisation required
£1,000,000 and above	<p>For projects wholly externally funded:</p> <p>Chief Finance Officer in conjunction with the relevant Head of Service will seek approval from the relevant Cabinet Member/s via a letter.</p> <p>For projects funded (wholly or partially) internally:</p> <p>Cabinet, based on recommendation from Chief Finance Officer in conjunction with the following:</p> <ul style="list-style-type: none"> <li>• the relevant Head of Service</li> <li>• the Capital Programme Group</li> <li>• Strategic Leadership Team</li> </ul>

3. New approvals and variations approved in year must be reported to the Chief Finance Officer as part of the budget monitoring cycle.

4. Capital items purchased must be recorded in the appropriate register or inventory.

#### 4. Capital receipts

1. The Chief Finance Officer must be informed of all proposed sales of land and buildings so that the effect on financial and property management can be assessed.

2. The procedures for declaring properties surplus to requirements are set out in the [Council's Code of Practice for the Disposal of Surplus Property](#).

3. The Director of Transformation and Business Services will be responsible for the negotiations of all such sales, with the exception of those relating to the industrial estate, including skills provision, which will be the responsibility of the Head of Economy, Enterprise & Skills. Approval must be sought from the Chief Finance Officer ~~will be consulted~~ on the sale of assets at less than full market value.

4. Capital receipts are defined in legislation, and must be accounted for separately from revenue income, in accordance with the Local Government Act 2003. Officers banking these monies must ensure accurate use of capital analysis codes, as well as compliance with the other regulations concerning income, banking, and Tax.

5. All capital receipts will be treated as corporate capital receipts unless specific approval is obtained from the Cabinet for an alternative treatment.

## **5. Leasing: Property and other assets**

1. All vehicle, plant, furniture, and equipment leasing must be negotiated in conjunction with the Chief Finance Officer. Provision for the acquisition of leased items must be included in the capital programme.
2. All property leases must be notified to the Chief Finance Officer, who will seek the approval of the Cabinet Member for Policy, Corporate and Assets, before a commitment is entered into.

# Agenda Item 4

## C. RISK MANAGEMENT AND INTERNAL CONTROL

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*It is essential that robust, integrated systems are developed and maintained for identifying and evaluating all significant operational risks to the Authority. Equally, regulations are needed to ensure arrangements are in place to protect the assets and resources of the Authority.*

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### C1. Risk Management

1. The Audit Committee is responsible for approving the Authority's [Risk Management Strategy](#) and for reviewing the overall effectiveness of the strategy.
2. The Chief Finance Officer, in conjunction with Directors and Heads of Service, is responsible for preparing the Authority's [Risk Management Policy](#) statement and for promoting it throughout the Authority and updating it.

### C2. Internal Control

1. Internal control refers to the systems of control devised by management to help ensure the Council's objectives are achieved in a manner that promotes economical, efficient, and effective use of resources and that the Council's assets and interests are safeguarded and the best value duty is upheld.

#### **6. Systems of internal control**

1. The Chief Finance Officer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice.
2. It is the responsibility of Directors to establish sound arrangements for planning, appraising, authorising, and controlling their operations to achieve continuous improvement, economy, efficiency, and effectiveness and for achieving best value and their financial performance targets.
3. Directors and Heads of Service are responsible for ensuring staff receive appropriate training to undertake their financial responsibilities, in accordance with any standards set by the Chief Finance Officer.
4. The Chief Finance Officer will prepare an annual statement on the effectiveness of the Authority's system of internal control. This statement will be published as part of the Annual Statement of Accounts and will be approved by the Audit Committee.

## C3. Retention of Records

1. Accounting and other records must be retained for periods that comply with the Authority's [Record Retention Schedule](#)

## C4. Investments and Treasury Management

1. The Authority adopts the key recommendations of the CIPFA's Treasury Management in Public Services Code of Practice: The Code. Accordingly, the Authority will create and maintain, as the cornerstone for effective treasury management:
  - a. a treasury management policy statement, stating the policies, objectives, and approach to risk management of its treasury management activities.
  - b. suitable treasury management practices (TMP), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
  - c. Prudential indicators as shown in the Prudential Code for Capital Management (limits for external borrowing, other long-term liabilities, and related matters).
2. The Council is required to approve certain maximum borrowing levels before the start of each financial year based on the recommendations of the Chief Finance Officer.
3. The Council will receive reports on its treasury management activities, including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in the TMP.
4. The Council delegates responsibility for the implementation and regular monitoring of its treasury management to the Cabinet, and for the execution and administration of treasury management decisions to the Chief Finance Officer.
5. The Corporate Infrastructure and Regulatory Services Scrutiny Committee will be responsible for ensuring the effective scrutiny of the treasury management strategies and policies.
6. The Chief Finance Officer is empowered to make decisions regarding the premature repayment of debt, the acquisition of new debt and debt rescheduling within the borrowing limits set by the Cabinet. All such decisions will be in line with the TMP. A full analysis of the budgetary implications of the debt rescheduling will be undertaken before any decision is reached. This analysis will include an assessment of all risk factors affecting the current and future cost implications of the debt rescheduling.
7. All of the following shall be made in the name of the Authority or in the name of nominees approved by the Cabinet.
  - a. Investments
  - b. Securities

# Agenda Item 4

- c. Title deeds to all property
  - d. Borrowings
  - e. Stocks, bonds, and mortgages
  - f. Funds held in trust
8. All officers acting as trustees or controlling funds by virtue of their official position have a duty to exercise due care over the custody of valuables and documents and the administration of funds.

## C5. Fraud and Corruption

1. It is considered that all Officers and Members occupy a position in which they are expected to safeguard, or not to act against, the financial interests of the Authority.
2. All Officers and Members are responsible for giving immediate notification to the Head of Internal Audit / Counter Fraud Services Manager where there are grounds to suggest or there is any suspicion of fraudulent activity, financial impropriety or irregularity concerning cash, stores or other property of the Authority or held by the Authority.

## C6. Audit Requirements

1. In accordance with delegated powers and the Accounts and Audit Regulations 2015 the Chief Finance Officer shall ensure that the Authority maintains effective arrangements for internal audit to evaluate the effectiveness of its risk management, control, and governance processes, taking into account public sector internal auditing standards and guidance.
2. The Authority is responsible for the appointment of their own external auditor under the provisions of the Local Audit and Accountability Act 2014. Any such appointment must be approved by Council.
3. The Authority may, from time to time, be subject to audit, inspection, or investigation by external bodies such as HM Revenue and Customs who have statutory rights of access.

## C7. Staffing

1. The Chief Executive in consultation with the Leader is responsible for determining how officer support for the Cabinet and Executive Members and for all other Member roles within the Council will be organised.
2. Directors are responsible for the operation of the following controls over staffing:
  - a. A staffing strategy is in place that matches staffing requirements and budget allocations
  - b. Appropriate methods are used to forecast staffing requirements and related costs.

- c. Staffing establishments specified as full time equivalents are approved alongside the annual budget and the budget includes the costs for the staffing establishment at the grades designated.
  - d. For any subsequent increases in establishment levels, funding must exist and approval is required from the Head of Service, Chief Finance Officer, and appropriate Cabinet member
  - e. Procedures are in place to ensure that only properly authorised vacancies are advertised.
  - f. Monitoring of full-time equivalents against budget is undertaken on a quarterly basis.
  - g. Corporate minimum standards on recruitment and selection are followed at all stages of the recruitment process.
3. The payment of all salaries, wages, pensions, compensation and other emoluments to all employees or former employees shall be made in accordance with the Financial Procedures as issued by the Chief Finance Officer.
  4. The Director of People and Culture is responsible for the correct payment of all salaries, wages, compensation, and other emoluments to all employees of the Authority.
  5. The Chief Finance Officer is responsible for the correct payment of pensions to ex-employees of the Authority.

## C8. Guarantees

Where there is a need for the issue of a guarantee which has potential financial or resource implications, this must be agreed with the Chief Executive or relevant Director, as appropriate, and agreed with the Chief Finance Officer.

# Agenda Item 4

## D. INCOME, BANKING AND TAXATION

### D1. Income and Banking

#### 7. Income

1. Heads of Service/Directors are responsible for accurately identifying the sums due to the Authority.
2. [Scales of charges](#) for services and allowances and any variations thereof (except where fixed by statute) must be reviewed annually by the Chief Executive or the relevant Director, as appropriate. Any proposed variations must be agreed with the Chief Finance Officer and Cabinet Member via a delegated decision. Any new schemes for fees and charges must be reviewed by the Chief Executive or the relevant Chief Officer, as appropriate, and agreed with the Chief Finance Officer and submitted to Cabinet for approval.
3. New fees, charges and allowances must be reviewed by the Chief Executive or the relevant Director, as appropriate, and agreed with the Chief Finance Officer and submitted to Cabinet for approval.

#### 8. Banking arrangements

1. The Chief Finance Officer is the sole officer authorised to make arrangements regarding the Council's bank accounts in accordance with the detailed standards.
2. The Chief Finance Officer will make arrangements for regular overall bank reconciliation.

### D2. Taxation

1. The Chief Finance Officer is responsible for advising Directors of guidance issued by appropriate bodies and relevant legislation as it applies, on all matters relating to taxation of both revenue and capital items including the treatment of VAT and employee related taxation issues that affect the Authority and ensuring compliance with relevant legislation.
2. The Chief Finance Officer is responsible for maintaining the Authority's VAT records, making all VAT payments, receiving VAT credits, and submitting VAT returns by their due date as appropriate.



## E. COLLABORATIVE AND AGENCY ARRANGEMENTS, EXTERNAL FUNDING AND SERVICE CHANGES

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*The Authority has a distinctive leadership role for the community, bringing together contributions from various stakeholders, optimising funding opportunities and achieving best value whilst minimising the risk to Devon ratepayers.*

*This may involve the establishment of collaborative arrangements (formal or informal partnerships), joint ventures, joint operational models (such as pooled budgets) or providing an agency service.*

*It is essential that the responsibilities, obligations, and commitment attached to such arrangements are properly assessed and understood prior to any commitments being made, and then managed and accounted for appropriately.*

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### E1. Collaborative Arrangements, Joint Ventures, and Joint Operational Models

1. The Chief Finance Officer must be consulted on the financial and probity implications of all proposed arrangements before any such agreements are finalised. Final arrangements must then be approved by the Chief Finance Officer.
2. Formal Joint Ventures will be subject to Cabinet approval. All proposals for formal joint ventures must be assessed through robust options analysis and appraisal with the preferred option being recommended by the Chief Finance Officer to the Cabinet for approval. Approval must be gained in advance of the signing of any agreements or formal commitment of the Authority.

### E2. External Funding

9. Any proposal for the Authority to be the Accountable and/or Lead body must be approved by the Chief Finance Officer.
10. Prior to the submission of any bid for external funding, the Chief Finance Officer must be consulted on the financial and probity implications of the project, except for projects with a gross spend of less than £50,000 which require approval from the Head of Service. This covers all funding which is competitively bid and/or where funding bodies are extending current funding proposals or allocating new funds. [External Funding minimum standards](#) describe the process for committing to external funds.

# Agenda Item 4

## E3. Work for Third Parties (Agency arrangements)

1. The relevant Director is responsible for approving the contractual arrangements for any work for third parties or external bodies. The Chief Finance Officer must be consulted on any proposed arrangements to ensure that proposals are costed properly before an agreement is reached.

## E4. Alternative Commissioning/Delivery Models

1. The Director must seek approval from the Chief Finance Officer and Director of Legal and Democratic Services on the financial and probity implications of proposals which change the mode of delivery for a service or significant part thereof.
2. All options considered should be fully costed and appraised to lead to the selection of a business case based on the preferred option. Consideration must be given to the financial impact of the transfer of pension rights and liabilities arising as a result of any insourcing or outsourcing proposals.
3. The business case must then be approved by Cabinet.

## GLOSSARY OF TERMS

11. Term	12. Description
(the) Authority	The statutory organisation that is Devon County Council
Best Value	The consideration of overall value, including economic, environmental, and social value, of any project or planned expenditure.
Capital expenditure	<p>Capital expenditure includes the following:</p> <ol style="list-style-type: none"> <li>1. the acquisition of land, buildings, furniture, equipment, plant, and vehicles.</li> <li>2. the construction of new buildings or improvements to existing buildings.</li> <li>3. road improvements, bridgeworks, and traffic management and waste disposal schemes.</li> <li>4. internal or external professional fee costs on the above.</li> <li>5. grants and advances for a capital purpose.</li> <li>6. property leases for more than three years duration.</li> </ol> <p>Other expenditure may be brought within the definition of capital expenditure by Central Government Regulations.</p>
Capital receipt	The sale of land, buildings and leases of land or buildings of more than three years duration, are capital receipts. Particular rules must be observed in dealing with the proceeds.
Council	This refers to the strategic decision-making body which consists of the democratically elected members.
Directors and Heads of Service	The Leadership Team as described within the <a href="#">Authority's Constitution</a>
Value for Money	The optimal use of resources to achieve the intended outcomes. This does not mean the cheapest price.
Virement	Movements of budget provisions between budget headings.

# Agenda Item 4

## Appendix B

These are the current, published [Financial Regulations](#)

LDS/23/14  
Procedures Committee  
26 September 2023

## Policy Framework – Review of the Governance Working Group and Proposed Changes.

### Report of the Director of Legal and Democratic Services

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Please note that the following recommendations are subject to consideration and determination by the Committee before taking effect.

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#### **1) Recommendation**

(a) that Council be recommended to amend Article 4 of the Constitution as outlined in section 4 of the Report (with the additions to the policy framework shown in red);

(b) that further work be undertaken in relation to sign off processes for the (Sustainable) Community Strategy and Crime and Disorder Reduction Strategy following further discussions with the partnerships regarding current arrangements; and

(c) that Council delegates Authority to the Director of Legal and Democratic Services in consultation with the Governance Working Group to further amend the policy framework after the work at (b) is undertaken.

#### **2) Background / Introduction**

The Council recently, following the need to undertake some checks and balances on the policy framework, agreed to ask the Governance working group to review the Council's current Policy Framework in its entirety.

The Council's current Policy Framework is outlined in Article 4 in the Constitution. Below shows those plans currently requiring Council sign off.

##### Article 4 - The Full Council

##### 4.1 Meanings

(a) Policy Framework (the policy framework means the following plans and strategies (or successor documents):

- The Council's Strategic Plan;
- Minerals and Waste Development Plan documents;
- Local Transport Plan;

# Agenda Item 5

- Municipal Waste Management Strategy;
- Pay Policy Statement

Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 lists those functions not to be the sole responsibility of an Authorities Executive, as outlined below.

- Annual Library Plan - S1(2) of the Public Libraries and Museums Act 1964
- Best Value Performance Plan - S6(1) of the Local Government Act 1999
- Children and Young People's Plan- Children and Young People's Plan (England) Regulations 2005
- Crime and Disorder Reduction Strategy – S's 5 and 6 of the Crime and Disorder Act 1998
- Development Plan Documents - Section 15 of the 2004 Act
- Plans and alterations which together comprise the Development Plan - S54 of the Town and Country Planning Act 1990
- Licensing Authority Policy Statement - Section 349 of the 2005 Act
- Local transport Plan - Section 108(3) of the Transport Act 2000 (c. 38)
- Sustainable Community Strategy - S4 of the Local Government Act 2000
- Youth Justice Plan - S40 of the Crime and Disorder Act 1998.

Whilst it is recognised that some of these plans and strategies have been superseded or no longer exist, it is also noted that the Council have previously signed off additional Strategies or matters not currently reflected in the Policy Framework, such as the Member Development Strategy and Members Allowances.

The plans relating to Development Management and Local Transport are already covered by the Policy Framework.

It is also the case that some of the above plans do not relate to the functions of the County Council, for example licensing and Development Plans under the Town and Country Planning Act 1990.

### **3) Consultations / Representations / Technical Data**

Views were sought from the Governance Working Group and benchmarking across other Authorities as well as a review of Regulation 4 of the 'Local Authorities (Functions and Responsibilities) (England) Regulations 2000'.

Listed below are a number of other plans and Strategies that other Authorities have detailed which relate to the functions of the County Council and comments as to whether these should be included, notwithstanding current arrangements with regard Executive Functions in relation to matters concerning economic development, education and adult social care.

Education Strategy – No - Executive Function  
Strategic Economic Plan – No - Executive Function  
Health and Wellbeing Strategy – No - Executive Function currently delegated to the Health & Wellbeing Board  
Schools Sufficiency Strategy (planning of places) – No - Executive Function  
Early Help Strategy – No - Executive Function  
Corporate Parenting Policy / Plan – Yes, to be included as Council responsibility - [Corporate Parenting Strategy 2022-24 - Devon Children and Families Partnership \(dcfp.org.uk\)](#)  
Best Value Performance Plan – Yes, as forms part of the regulations and Leadership Team recently agreed to an annual performance plan / summary to go to Council in May each year – so needs adding to policy framework.  
Children and Young People's Plan – Yes, to be included as per regulations- the current plan is here - [Children and Young People's Plan 2019-2023 - Devon Children and Families Partnership \(dcfp.org.uk\)](#).  
Community Care Plan – No - Executive Function.  
(Sustainable) Community Strategy – TBC (the setup requires further discussion as to sign off of plans and strategies).  
Crime and Disorder Reduction Strategy – TBC (the CSP setup is complex and requires further discussion as to sign off of plans and strategies)  
Early Years Development Plan – No - Executive Function  
Education Development Plan – No - Executive Function  
Youth Justice Plan – Yes, to be included as per the regulations

It would also be prudent for the Policy Framework to have a degree of flexibility to allow Council approval for other matters or issues, which due to their significance, should require Council approval, for example the forthcoming Devolution Deal.

## 4) Main Body / Proposal

It is proposed that the Article 4 be amended as follows, with amendments shown in red.

- The Council's Strategic / **Corporate** Plan;
- **Performance Plan and Summary**
- Minerals and Waste Development Plan documents;
- Local Transport Plan;
- Municipal Waste Management Strategy;
- Pay Policy Statement
- **Youth Justice Plan**
- **Corporate Parenting Policy / Plan**
- **Children and Young People's Plan**
- **Member Development Strategy**
- **Members Allowances**
- **Constitution (except those minor updates which MO has delegated power to authorise as outlined in Article 15)**

# Agenda Item 5

Any other Plan, Strategy or matter (whether statutory or non-statutory) in respect of which the Council from time to time determines that the decision on its adoption or approvals should be taken by full Council rather than the Cabinet.

There is also a need to consider the (Sustainable) Community Strategy and Crime and Disorder Reduction Strategy following further discussions with the partnerships and current arrangements.

## **5) Strategic Plan**

Whilst this is not directly aligned to the Council's Strategic Plan 2021 – 2025, the proposal supports the commitment of being a trusted and inclusive Council that hears the voices of all our communities, listens and learns and makes good decisions.

## **6) Financial Considerations**

There are no financial considerations.

## **7) Legal Considerations**

There is a requirement for Council's to be compliant with the requirements of Regulation 4 of the 'Local Authorities (Functions and Responsibilities) (England) Regulations 2000'.

## **8) Environmental Impact Considerations (Including Climate Change, Sustainability and Socio-economic)**

There are no environmental related issues.

## **9) Equality Considerations**

There are no equality related issues.

## **10) Risk Management Considerations**

No risks have been identified.



## **11) Summary / Conclusions / Reasons for Recommendations**

The revisions to the Policy Framework ensure that the Council is compliant with the requirements of the 'Local Authorities (Functions and Responsibilities) (England) Regulations 2000'.

In addition, the inclusion of those matters previously signed off by Council but not reflected in the framework ensures clarity of decision making and the addition of plans and strategies on Corporate Parenting for example, highlight the focus on the Authority on this crucial area.

### **Name**

Director of Legal and Democratic Services – Maria Price

**Electoral Divisions:** All

### **Local Government Act 1972: List of background papers**

NIL

### **Contact for enquiries:**

Name: Karen Strahan

Telephone: 01392 382264

Address: G31, County Hall, Exeter, EX2 4QD



LDS/23/16  
Procedures Committee  
26 September 2023

## Key Decision Threshold – Review of the Governance Working Group and Proposed Changes.

### Report of the Director of Legal and Democratic Services

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Please note that the following recommendations are subject to consideration and determination by the Committee before taking effect.

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#### **1) Recommendation**

That Council be recommended to amend Part 3 of the Constitution as outlined in section 4 of the Report (with the additions to the Key Decision threshold as shown in appendix 3) and also cross reference with article 2 – Section 13.4.

#### **2) Background / Introduction**

The Governance Review Group have reviewed and benchmarked the Key Decision threshold and determined that the financial threshold of £1 million remains the appropriate threshold.

The group have, furthermore, taken into account best practice and considered the Constitution and determined that the current explanation of what constitutes a Key Decision could be improved further with a focus on greater clarity and explanation.

A copy of the current key decision is attached at appendix 2 to this Report and the proposed amendments can be found at appendix 3.

#### **3) Consultations / Representations / Technical Data**

Views were sought from the Governance Working Group and benchmarking data from across other Authorities as well as specialist support from the Local Government Association (LGA). Benchmarking information can be found at Appendix 1.

It is proposed that the definition of what the Council considers a Key Decision is further defined and the following matter are included to provide clarity to officers, Elected Members and members of the public in the framework for what is considered a Key Decision when decision making;

# Agenda Item 6

- any decision which would result in the closure of an amenity or total withdrawal of a service;
- any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £1,000,000 or above, with the exception of operational expenditure by the Chief Executive identified within the approved budget and policy framework;
- any proposal to change the policy framework;
- any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions, unless this falls under the delegation or terms of reference of another Committee of the Council;
- any contract (or programme) which: exceeds an annual value of £1 million.

It would also be prudent for the definition to allow for some flexibility for matters which fall outside of the definition but are deemed as requiring a cabinet decision so it proposed that if the Monitoring Officer in consultation with the Leader and Head of Paid Service considers a decision as requiring a Cabinet decision, they can deem the matter a key decision within the Regulations.

## 4) Main Body / Proposal

It is proposed that Part 3 of the Constitution be amended as follows, with amendments shown in red.

[Constitution - Part 3c Responsibility for Functions Scheme of Delegation.pdf \(devon.gov.uk\)](#)

### 10.1 Key Decisions

10.2 In accordance with Article 13.4 the Leader, after consultation with Cabinet Members and Officers, will table at every meeting of the Cabinet a list of what they consider are key decisions and once this list has been approved such decisions shall not be taken other than by the full Cabinet.

### 10.3 Devon County Council Defines a Key Decision as

- any decision which would result in the closure of an amenity or total withdrawal of a service;
- any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £1,000,000 or above, with

the exception of operational expenditure by the Chief Executive identified within the approved budget and policy framework;

- any proposal to change the policy framework;
- any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions, unless this falls under the delegation or terms of reference of another Committee of the Council;
- any contract (or programme) which: exceeds an annual value of £1 million; and
- proposes significant changes to the Constitution Together with any other decision which the Monitoring Officer in consultation with the Leader and Head of Paid Service considers to be a key decision within the Regulations.

10.4 If Key Decisions are to be discussed with Council officers at a meeting of the Cabinet, the meeting will be open for the public to attend except where matters of a confidential or exempt nature are to be discussed.

10.5 The Cabinet has to make decisions which are in line with the Council's budget and policy framework. If it considers that a decision is required which is outside the budget or policy framework, it must refer the matter to the whole Council for a decision."

## **5) Strategic Plan**

This proposal aligns to the Council's Strategic Plan 2021 – 2025. The proposal supports the commitment of ensuring that the Council makes good decisions and is transparent and supports being a trusted and inclusive Council that hears the voices of communities and listens and learns.

## **6) Financial Considerations**

There are no financial considerations.

## **7) Legal Considerations**

Under Section 37 of the Localism Act 2011, the Council must prepare and keep up to date a Constitution. The proposed arrangements would not compromise this requirement.

# Agenda Item 6

## **8) Environmental Impact Considerations (Including Climate Change, Sustainability and Socio-economic)**

There are no environmental related issues.

## **9) Equality Considerations**

There are no equality related issues.

## **10) Risk Management Considerations**

No risks have been identified.

## **11) Summary / Conclusions / Reasons for Recommendations**

Under Section 37 of the Localism Act 2011, the Council must prepare and keep up to date a Constitution. The proposed arrangements would not compromise this requirement.

### **Name**

Director of Legal and Democratic Services – Maria Price

**Electoral Divisions:** All

### **Local Government Act 1972: List of background papers**

NIL

### **Contact for enquiries:**

Name: Karen Strahan; Telephone: 01392 382264, G31, County Hall, Exeter, EX2 4QD

## Appendix 1 Benchmarking – Financial Thresholds

Local Authority	Established	District Councils	Cabinet / Committee	Key Threshold £
<a href="#">Cambridgeshire County Council</a>	1974 <sup>Cambs</sup>	5	Committee	500,000
<a href="#">Derbyshire County Council</a>	1889	8	cabinet	500,000
<a href="#">Devon County Council</a>	1889	8	cabinet	1000,000
<a href="#">East Sussex County Council</a>	1889	5	cabinet	500,000
<a href="#">Essex County Council</a>	1889	12	cabinet	2000,000
<a href="#">Gloucestershire County Council</a>	1889	6	cabinet	500,000
<a href="#">Hampshire County Council</a>	1889	11	cabinet	1000,000
<a href="#">Hertfordshire County Council</a>	1889	10	cabinet	500,000
<a href="#">Kent County Council</a>	1889	12	cabinet	1000,000
<a href="#">Lancashire County Council</a>	1889	12	cabinet	2000,000
<a href="#">Leicestershire County Council</a>	1889	7	cabinet	Not defined as a monetary figure
<a href="#">Lincolnshire County Council</a>	1974	7	<a href="#">cabinet</a>	500,000
<a href="#">Norfolk County Council</a>	1889	7	cabinet	1250,000
<a href="#">Nottinghamshire County Council</a>	1889	7	cabinet	1000,000
<a href="#">Oxfordshire County Council</a>	1889	5	cabinet	500,000 or 1000,000 capital
<a href="#">Staffordshire County Council</a>	1889	8	cabinet	No monetary definition, substantial in budget, effect on community affecting more than one electoral division.
<a href="#">Suffolk County Council</a>	1974	5	cabinet	500,000
<a href="#">Surrey County Council</a>	1889	11	cabinet	Not clear
<a href="#">Warwickshire County Council</a>	1889	5	cabinet	500,000
<a href="#">West Sussex County Council</a>	1889	7	cabinet	500,000
<a href="#">Worcestershire County Council</a>	1998 <sup>Worcs</sup>	6	cabinet	<p>in connection with the discharge of an executive function and</p> <p>* involves significant expenditure or savings having regard to the budget for the related service or function; or</p> <p>* has a significant effect on communities in two or more electoral divisions.</p>

# Agenda Item 6

## **Appendix 2**

### **Current key decision wording**

[Constitution - Part 3c Responsibility for Functions Scheme of Delegation.pdf \(devon.gov.uk\)](#)

#### **10.1 Key Decisions**

10.2 In accordance with Article 13.4 the Leader, after consultation with Cabinet Members and Officers, will table at every meeting of the Cabinet a list of what they consider are key decisions and once this list has been approved such decisions shall not be taken other than by the full Cabinet.



## **Appendix 3**

Proposed Key Decision Wording

### **Proposed Wording (Marked up)**

[Constitution - Part 3c Responsibility for Functions Scheme of Delegation.pdf \(devon.gov.uk\)](#)

“10.1 Key Decisions

10.2 In accordance with Article 13.4 the Leader, after consultation with Cabinet Members and Officers, will table at every meeting of the Cabinet a list of what they consider are key decisions and once this list has been approved such decisions shall not be taken other than by the full Cabinet.

10.3 Devon County Council Defines a Key Decision as

- any decision which would result in the closure of an amenity or total withdrawal of a service;
- any decision in accordance with the Council’s Financial Regulations (Part 9), involving financial expenditure of £1000,000 or above, with the exception of operational expenditure by the Chief Executive identified within the approved budget and policy framework;
- any proposal to change the policy framework;
- any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions, unless this falls under the delegation or terms of reference of another Committee of the Council;
- any contract (or programme) which: exceeds an annual value of £1 million;
- proposes significant changes to the Constitution Together with any other decision which the Monitoring Officer in consultation with the Leader and Head of Paid Service considers to be a key decision within the Regulations.

# Agenda Item 6

10.4 If key decisions are to be discussed with council officers at a meeting of the Cabinet, the meeting will be open for the public to attend except where matters of a confidential or exempt nature are to be discussed.

10.5 The Cabinet has to make decisions which are in line with the Council's budget and policy framework. If it considers that a decision is required which is outside the budget or policy framework, it must refer the matter to the whole council for a decision."

LDS/23/13  
Procedures Committee  
26 September 2023

## Public Participation – Review of the Governance Working Group and Proposed Changes.

### Report of the Director of Legal and Democratic Services

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Please note that the following recommendations are subject to consideration and determination by the Committee before taking effect.

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#### **1) Recommendation**

That the Committee be asked to endorse the changes to the Public Participation guidance, attached at appendix 1, and recommend that Council adopt accordingly for publication on the website and make the necessary amendments to the Constitution.

#### **2) Background / Introduction**

The Council's public participation guidance has been in existence for a number of years, with the ability for members of the public to engage with the democratic processes of the Council.

In 2014, the Procedures Committee agreed that the Council's procedures for public participation and engagement needed to complement each other and not be unduly restrictive and agreed that the scheme should allow the submission of questions at Council and Cabinet (initially for a trial period) and as part of the annual Joint Budget Scrutiny meeting, members of the public were afforded an opportunity to make oral representations on any matter relating to the proposed budget.

At the same time, revised arrangements were also made for public involvement at County Council meetings within a revised 'Public Questions & Representations' session, to be taken at the beginning of the meeting: so that members of the public may also make oral representations on any matter relating to the functions of the Council; subject to certain time restraints.

In 2016, the Cabinet considered proposals for the introduction of a facility for public speaking at Scrutiny Committees, consistent with practice elsewhere, as recommended by the Chair and Vice-Chairs of Scrutiny Committees as a means of facilitating and encouraging greater public participation at Scrutiny Committees. This was also in light of the abolition of the Joint Budget Scrutiny Meeting. This was initially for a period of 12 months but was made permanent after the trial period had ended.

# Agenda Item 7

Initially, any person wishing to do so, had to register by 9am on the (working) day immediately preceding the day of meeting, but at a later date, all deadlines relating to public participation were aligned to 4 working days, consistent with Member deadlines.

In 2019, the Leader asked that the current process for public questions be revisited. It was highlighted that whilst public participation was welcome, there was a concern that a lot of the questions submitted were on the same issues, with many being duplicated and the officer time involved in formulating responses to questions. Whilst no changes were made at that time, a watching brief was kept on the matter.

## **3) Main Body / Proposal**

Public Participation was agreed to form a dedicated work strand as part of the Governance Working Group. Officers had updated the public participation guidance and the group considered this revised guidance at its meeting on 7<sup>th</sup> August 2023.

At the same meeting, the Centre for Governance Scrutiny's four principals of good scrutiny were discussed and reaffirmed, as well as benchmarking data with other Council's on the ability of the public to engage with Scrutiny as well as the timescales for submission of questions and or representations.

The main changes proposed to the entire scheme including a number of amendments which reflected more modern meetings and working practices, for example the ability to attend some meetings virtually.

The terms webcasting was changed to reflect the practice of livestreaming (via Teams rather than using the public-i technology) and the term presentations was replaced with representations for consistency across the board.

There were no changes proposed to the deadline on submitting representations or questions, as the benchmarking data showed that the Council had reasonably long deadlines when compared to others.

There was concern that officers and / or Members were not able to respond to any points made by the public, particularly if clarification was required, therefore an amendment was made to the guidance to reflect this.

The guidance also sign posts the public towards which Committee would be best suited for questions and or representations and also highlights that Scrutiny is not a decision-making body.

There was also a small change to the Development Management Committee which allowed individuals to make a further representation on an application if it came back to Committee, but to limit comment to those changes.

The guidance also contained further contact details for democratic services help and support.

## **4) Consultations / Representations / Technical Data**

Views were sought from the Members of the cross-party Governance Working Group and the Statutory Scrutiny Officer in respect of the Scrutiny Public Participation guidance.

## **5) Strategic Plan**

Whilst this is not directly aligned to the Council's Strategic Plan 2021 – 2025, the proposal supports the commitment of being a trusted and inclusive Council that hears the voices of all our communities, listens and learns and makes good decisions.

## **6) Financial Considerations**

There are no financial considerations.

## **7) Legal Considerations**

There are no legal considerations.

## **8) Environmental Impact Considerations (Including Climate Change, Sustainability and Socio-economic)**

There are no environmental related issues.

## **9) Equality Considerations**

There are no equality related issues.

## **10) Risk Management Considerations**

No risks have been identified.

# Agenda Item 7

## **11) Summary / Conclusions / Reasons for Recommendations**

The revised public participation guidance has not significantly changed, for example deadlines for submissions remain the same and no public engagement opportunities have been withdrawn. The updates seek to clarify the expectation at meetings in terms of responses and also reflect more modern working practices, such as the use of technology for hybrid meetings.

### **Name**

Director of Legal and Democratic Services – Maria Price

**Electoral Divisions:** All

### **Local Government Act 1972: List of background papers**

NIL

### **Contact for enquiries:**

Name: Karen Strahan (01392) 382264

Address: G31, County Hall, Exeter, EX2 4QD

# Public Participation at Committee Meetings

## Contents

### Introduction

Part 1 – Attending Meetings

Part 2 - Public Participation, Questions, Representations and Petitions

Part 3 – Submitting Questions to Council or Cabinet

Part 4 - Attendance and time allowed for petitions and / or questions.

Part 5 – Answers to questions and what happens next

Part 6 - Representations to Council

Part 7 - Representations to the Scrutiny Committee Meeting

Part 8 - Presentations to Development Management, Highways and Traffic Orders and Public Rights of Way Committees

Part 9 - Agenda Publication for a meeting

Part 10 – Democratic Services Contact Details

**Part 10 – Democratic Services Contact Detail**

## **Introduction**

### **Part 1 – Attending Meetings**

Meetings of the Council, Cabinet and most Committees are open to the public who may attend and observe.

The majority of meetings can be viewed. The Council, Cabinet and Committees are livestreamed and the livestream link can be found on the agenda page for the meeting and will also be available as a recording on the website. At the current time, it is not feasible to livestream Highways and Traffic Orders Committees.

Members of the public may use social media to report on proceedings at meetings. Anyone who wishes to film any part 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 a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer so that those present are aware.

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 speak without interruption or intimidation (within the overall timescales). For further information please see the Council's [public behaviour protocol](#).

It is also expected that members of the public listen to the proceedings and respect the views and experiences of other people contributing.

### **Part 2 - Public Participation, Questions, Representations and Petitions**

Members of the public are able to ask a question of the Leader or Cabinet Members at meetings of the full Council or at meetings of the Council's Cabinet. Attendance can be in person or in some circumstances via Teams (check with the Democratic Services team).

Representations may be made to the Council, Development Management Committee, Scrutiny Committees, the Highways and Traffic Orders Committees or the Public Rights of Way Committee. The representation and the name of the person making the representation will be recorded in the minutes.

At meetings of the Council, it must either be a representation or a question, not both.

To ask a question or make a representation, the individual must live in the area served by the County Council.

The public may also, at any time, deliver or present a petition to the Council or one of its Committees (depending on the subject matter). There are various actions which the Council may take (depending upon the numbers of signatures the petition has) and for further



information, please read the Council's Petition Scheme (part 4g).

Any question can be asked provided it is not frivolous, defamatory nor concerns a confidential issue which would be considered in private. The question can be about any matter which relates to the responsibilities of the Council or Cabinet. If you are not sure about which meeting is responsible, please contact the Democratic Services Officer who will be happy to advise.

To engage with one of our meetings, the Democratic Services team will be pleased to help and signpost accordingly to which meeting might be best to attend.

### **Part 3 – Submitting Questions to Council or Cabinet**

To submit a formal, written question it must be put in writing (by email) before 12 noon on the fourth working day before the date of the meeting (i.e. if the meeting is on a Friday then the question must be submitted by the preceding Monday, taking into account any Bank Holidays). The contact details for Democratic Services Officer will be shown on the agenda page for the meeting. Where the question relates to a report on an agenda and that Report is not available by this time, it may still be possible to ask a question. Provided written notice of a question is received within 24 hours of that Agenda or Report having been published, then the question shall be allowed.

All questions submitted to Council and Cabinet will be printed in the order received and will be circulated to everyone at the meeting with a written response. It is not expected that the initial question is read out, but questioners will be invited to ask one supplementary question arising from the answer received. This **must** be a question, not a statement.

When submitting a question, it would be helpful if a telephone number can be provided so we can make contact if there is anything to clarify.

Only one question at any meeting of the Council or the Cabinet may be asked. If more than one question is received or a single question contains several questions, then only the first question will be accepted.

It is best to keep questions succinct to avoid any misunderstanding. 50 words is normally sufficient to frame a clear and direct question.

### **Part 4 - Attendance and time allowed for petitions and/or questions**

At Cabinet, there is a maximum of 30 minutes in total. If there are a lot of questions and not all the questions can be dealt with in that timescale, then a response will be sent by email.

At a full Council meeting, this 30-minute time allocation will also include any oral representations being made by members of the public or any petitions being handed in.

If the meeting cannot be attended, the answer to question will be emailed to the questioner and will be available on the Council's website.

In terms of Petitions, members of the public can attend the meeting to submit a Petition. It may be possible in some instances to attend remotely and submit the Petition in advance to the Democratic Services Officer. Please check with the Democratic Services Officer in advance of the meeting.

### **Part 5 - Answers to Questions and What Happens Next**

The answer to a formal question will be put in writing, will be circulated at the meeting and published on the website.

The chair of the meeting will highlight that a written response has been prepared in response to the question and will invite questioners to ask a supplementary question based on the answer given. This is not an opportunity to make statements, but a succinct follow-on question on the same matter.

### **Part 6 - Representations to Council**

Any member of the public who lives in the area served by the County Council may make oral representations on any matter relating to the functions of the Council. Such representations will be limited to 3 minutes, within the overall time allowed of 30 minutes (this 30-minute time allocation will also include any questions from members of the public). Whilst views and comments may be acknowledged by the Chair of the meeting, there will not be detailed 'answers' to any points included in a representation. Officers may choose to respond to something raised, but this is a matter for them, and it is not to be expected to receive a response to a representation.

If a member of the public wishes to make such a representation, they must, via email, submit an outline of the points they wish to raise before 12 noon 4 working days before the meeting takes place.

### **Part 7 - Representations to the Scrutiny Committee Meeting**

At Scrutiny Committee meetings, a member of the public who is resident in the area served by the County Council may make oral representations on any substantive matter listed on the agenda. This must relate to a specific matter or examination of services provided or to be provided, therefore excludes items such as minutes and work programming items.

Representations will be limited to a maximum of 3 minutes per person, within an overall

time limit of 15 minutes at the start of the meeting.

If a member of the public wishes to make a representation, they should, via email, submit details of the points they wish to raise, before 12 noon 4 working days before the meeting. There will not be detailed answers to any points that are raised at the meeting, although Officers or Members may choose to respond if they wish to do so. This is not a debate, but an opportunity for clarification if needed. Members may take into consideration the points that are raised in their questioning of the subject at the appropriate point in the meeting.

If more than one person wishes to make the same point or make similar representations, those persons may be asked to agree a spokesperson to make a single presentation.

It is important to recognise that Scrutiny Committees are not decision-making bodies but can make recommendations to the Cabinet (a decision-making body), therefore consider which forum or mechanism might be best to engage with the Council's meetings.

## **Part 8 - Representations to Development Management, Highways and Traffic Orders and Public Rights of Way Committees**

Representations may also be made to Development Management, Highways and Traffic Orders and Public Rights of Way Committees in relation to certain types of application, Traffic or Footpath Orders respectively, to be considered by those Committees at the meeting at which the Order is being considered. The rules governing these representations are set below:-

- the representations will be strictly limited to 3 minutes and will be timed by the Democratic Services Officer;
- participants will be invited to make their representation and will be advised by the Democratic Services Officer where they should sit; or when to speak if attending online;
- representations will be made following a short introduction from the appropriate officer of the County Council;
- there is no right to ask questions of Officers or Members;
- there is no right to participate in the debate;
- representations will normally be on the basis of 1) Applicant 2) Objector and 3) Supporter as appropriate but detailed operation of the procedure will be entirely at the discretion of the Chair;
- There may be representations from applicants, objectors and supporters, if one decides not to participate, others will not be precluded from making a representation;
- where a planning application (or ROMP application) Traffic Order or Public Footpath Order arouses a large number of objections or support, those concerned may be asked to nominate a representative to present their views. In such cases the identity of the spokesperson must also be made known to the Democratic Services Officer prior to the

start of the meeting;

- In relation to the Development Management Committee participants will only be able to make one representation on a particular application. On the rare occasion that an application comes to the Committee again with changes from the original proposals, participants may speak but limit the scope of their comments to those changes. Participants may not speak when the Committee is only considering the report of a site visit.
- if applicants, objectors or supporters wish to make a representation to any of these Committees they must give notification to the Democratic Services and Scrutiny Team by 12 noon on the fourth working day before the relevant meeting. It will be up to the applicant, objector or supporter to register their wish to make a representation. The County Council will not invite participation or send reminders.

### **Part 9 - Agenda Publication for a meeting?**

Agendas are normally published one week in advance of the meeting and are available at the Council's offices at County Hall and on the Committee Pages - <https://democracy.devon.gov.uk/mgListCommittees.aspx?bcr=1>

### **Part 10 – Democratic Services Contact Details**

Please click on the relevant Committee from this link [Committee structure - Democracy in Devon](#) and the Clerks contact details will be displayed at the bottom of the page – alternatively email [committee@devon.gov.uk](mailto:committee@devon.gov.uk)

# **Calendar**

**January 2024**

-

**May 2025**



# Agenda Item 8

<b>JANUARY 2024</b>			
1	Mon		<b>NEW YEARS DAY</b>
2	Tues		
3	Wed		
4	Thurs		
5	Fri		<i>Dartmoor National Park Authority</i>
6	Sat		
7	Sun		
8	Mon	9.45am	Appeals (Transport)
9	Tues	10.30am	Corporate, Infrastructure and Regulatory Services Scrutiny Committee Masterclass (Online)
10	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
11	Thurs	10.30am 2.15pm	Exeter HATOC Health and Wellbeing Board
12	Fri		
13	Sat		
14	Sun		
15	Mon	10.30am 2.15pm	Budget Consultation (Business Community) Appointments & Remuneration Committee
16	Tues	10.30am 2.15pm	<del>Budget Consultation (Business Community) Appointments &amp; Remuneration Committee</del>
17	Wed	10.00am	Devon Education Forum
18	Thurs	10.30am 2.15pm	Children's Scrutiny (Budget) Children's Scrutiny
19	Fri		
20	Sat		
21	Sun		
22	Mon	10.30am 2.15pm	Budget Consultation (Representatives of Older People / Voluntary) Budget Consultation (Trade Union Representatives)
23	Tues	10.30am 10.30am 2.15pm	Exeter Highways and Traffic Orders <del>Health &amp; Adult Care Scrutiny Committee (Budget)</del> Health & Adult Care Scrutiny Committee
24	Wed	10.00am 10.30am 2.15pm 2.15pm	Devon Education Forum Health & Adult Care Scrutiny Committee (Budget) Health & Adult Care Scrutiny Committee Development Management <i>CCN Council</i>
25	Thurs	10.30am 2.15pm	Corporate Infrastructure and Regulatory Services Scrutiny Committee (Budget) Corporate Infrastructure and Regulatory Services Scrutiny Committee
26	Fri	10.30am	<i>Police and Crime Panel (precept meeting)</i>
27	Sat		
28	Sun		
29	Mon		
30	Tues	10.30am	Devon Pension Board
31	Wed	2.15pm	Development Management

# Agenda Item 8

<b>FEBRUARY 2024</b>			
1	Thurs	10.30am	Procedures
2	Fri	10.30am	North Devon Highways & Traffic Orders/Locality (County) (Venue TBC)
3	Sat		
4	Sun		
5	Mon	9.45am	Appeals (Transport)
6	Tues	10.00am 10.30am 10.00am	Standing Advisory Council on Religious Education North Devon Highways & Traffic Orders/Locality (County) (Venue TBC) <i>Exmoor National Park Authority meeting</i>
7	Wed	10.30am	Member Development Steering Group
8	Thurs	2.15pm	Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee
9	Fri	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
10	Sat		
11	Sun		
12	Mon		
13	Tues		
14	Wed		
15	Thurs	10.30am 2.15pm	Corporate Parenting County Council (Budget)
16	Fri	10.00am 10.30am	<i>Devon and Somerset Fire and Rescue Authority (budget)</i> South Hams Highways and Traffic Orders/Locality (County) (Follaton House, Totnes)
17	Sat		
18	Sun		
19	Mon	2.15pm	Farms Estate
20	Tues	10.30am	2nd Council Meeting (BUDGET RESERVE)
21	Wed	2.15pm	Devon Authorities Strategic Waste Committee
22	Thurs		
23	Fri		
24	Sat		
25	Sun		
26	Mon	10.30am	Torrige Highways and Traffic Orders/Locality (County)
27	Tues	2.15pm	Audit
28	Wed	2.15pm	Audit
29	Thurs	10.30am	Mid Devon Highways and Traffic Orders/Locality (County)

# Agenda Item 8

<b>MARCH 2024</b>			
1	Fri	10.30am 2.15pm	Investment and Pension Fund Investment and Pension Fund Staff Consultation <i>Dartmoor National Park Authority</i>
2	Sat		
3	Sun		
4	Mon	9.45am 10.00am	Appeals (Transport) <i>Exmoor National Park Authority</i>
5	Tues	10.30am	Children's Scrutiny Masterclass (Online)
6	Wed	2.15pm	Development Management
7	Thurs	2.15pm	Public Rights of Way
8	Fri		
9	Sat		
10	Sun		
11	Mon	10.30am	Member Development (All Members)
12	Tues		
13	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
14	Thurs	10.30am	Teignbridge Highways and Traffic Orders/Locality (County) (Forde House) <i>South West Employers Panel</i>
15	Fri	10.30am	Health & Adult Care Scrutiny Committee Masterclass (Online)
16	Sat		
17	Sun		
18	Mon	2.15pm	Standards
19	Tues	10.30am 10.30am	<del>Health and Adult Care Scrutiny</del> South Hams Highways and Traffic Orders/Locality (County) (Follaton House, Totnes)
20	Wed	10.00am 10.30am	Devon Education Forum Procedures (new)
21	Thurs	10.30am	Health and Adult Care Scrutiny
22	Fri		
23	Sat		
24	Sun		
25	Mon	10.30am	Children's Scrutiny
26	Tues	10.30am	Children's Scrutiny
27	Wed	10.30am	West Devon Highways and Traffic Orders/Locality (County) (Okehampton Town Hall)
28	Thurs	10.30am	<i>CCN Council</i> Corporate Infrastructure and Regulatory Services Scrutiny Committee
29	Fri		<b>GOOD FRIDAY</b>
30	Sat		
31	Sun		



# Agenda Item 8

<b>APRIL 2024</b>			
1	Mon		<b>EASTER MONDAY</b>
2	Tues		
3	Wed		
4	Thurs		<i>Dartmoor National Park Authority</i>
5	Fri		
6	Sat		
7	Sun		
8	Mon		
9	Tues	<i>10.00am</i>	<i>Exmoor National Park Authority meeting</i>
10	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
11	Thurs		
12	Fri		
13	Sat		
14	Sun		
15	Mon	9.45am	Appeals (Transport)
16	Tues	10.30am	Procedures
17	Wed	10.30am	Exeter Highways and Traffic Orders
18	Thurs	10.30am 2.15pm	Corporate, Infrastructure and Regulatory Services Scrutiny Committee Masterclass (Online) Health and Wellbeing Board
19	Fri	10.30am	East Devon Highways and Traffic Orders/Locality (County) (Honiton)
20	Sat		
21	Sun		
22	Mon	10.30am	Personnel Partnership
23	Tues	<b>10.30am</b>	<b>Exeter Highways and Traffic Orders</b>
24	Wed	2.15pm	Development Management
25	Thurs		
26	Fri		
27	Sat		
28	Sun		
29	Mon	10.30am	Devon Pension Board
30	Tues		

# Agenda Item 8

<b>MAY 2024</b>			
1	Wed		
2	Thurs	10.30am	Procedures (new)
3	Fri		
4	Sat		
5	Sun		
6	Mon		<b>EARLY MAY BANK HOLIDAY</b>
7	Tues	10.00am	<i>Exmoor National Park Authority meeting</i>
8	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
9	Thurs		
10	Fri		
11	Sat		
12	Sun		
13	Mon	9.45am 2.15pm	Appeals (Transport) Farms Estate
14	Tues		
15	Wed		
16	Thurs		<i>Devon County Show</i>
17	Fri		<i>Devon County Show</i>
18	Sat		<i>Devon County Show</i>
19	Sun		
20	Mon		
21	Tues		
22	Wed		
23	Thurs	10.30am 2.15pm	Corporate Parenting County Council (Annual) <span style="float: right;"><i>CCN Council</i></span>
24	Fri		
25	Sat		
26	Sun		
27	Mon		<b>SPRING MAY BANK HOLIDAY</b>
28	Tues		
29	Wed		
30	Thurs		
31	Fri		

# Agenda Item 8

JUNE 2024			
1	Sat		
2	Sun		
3	Mon		
4	Tues	10.30am 10.00am	Children's Scrutiny Masterclass (Online) <i>Exmoor National Park Authority meeting</i>
5	Wed	2.15pm	Development Management
6	Thurs	2.15pm	Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee
7	Fri	10.30am	North Devon Highways & Traffic Orders/Locality (County)
8	Sat		
9	Sun		
10	Mon	9.45am	Appeals (Transport) <i>Devon and Somerset Fire and Rescue Authority meeting (agm)</i>
11	Tues	10.30am	Member Development (All Members)
12	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
13	Thurs	10.30am	Member Development Steering Group
14	Fri	10.30am	Investment and Pension Fund
15	Sat		
16	Sun		
17	Mon	10.30am	Children's Scrutiny
18	Tues	2.15pm	Devon Authorities Strategic Waste Committee
19	Wed	10.00am	Devon Education Forum
20	Thurs	10.00am 10.30am	Standing Advisory Council on Religious Education Procedures
21	Fri	10.30am	West Devon Highways and Traffic Orders/Locality (County)
22	Sat		
23	Sun		
24	Mon	10.30am	Health & Adult Care Scrutiny Committee
25	Tues	10.30am	Mid Devon Highways and Traffic Orders/Locality (County)
26	Wed	2.15pm	Audit
27	Thurs	10.30am	Corporate, Infrastructure and Regulatory Services Scrutiny Committee
28	Fri		<i>Dartmoor National Park Authority</i>
29	Sat		
30	Sun		

# Agenda Item 8

<b>JULY 2024</b>			
1	Mon		
2	Tues	10.00am	<i>Exmoor National Park Authority meeting LGA Conference</i>
3	Wed	10.30am	Health & Adult Care Scrutiny Committee Masterclass (Online) <i>LGA Conference</i>
4	Thurs		<i>LGA Conference</i>
5	Fri	10.30am	East Devon Highways and Traffic Orders/Locality (County)
6	Sat		
7	Sun		
8	Mon	9.45am 2.15pm	Appeals (Transport) Standards
9	Tues	10.30am	South Hams Highways and Traffic Orders/Locality (County)
10	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
11	Thurs	2.15pm	Public Rights of Way
12	Fri		<i>SW Councils</i>
13	Sat		
14	Sun		
15	Mon	10.30am	Devon Pension Board
16	Tues		
17	Wed	2.15pm	Development Management
18	Thurs	10.30am 2.15pm	Teignbridge Highways and Traffic Orders/Locality (County) (Forde House) Health and Wellbeing Board
19	Fri		
20	Sat		
21	Sun		
22	Mon	10.30am	Corporate, Infrastructure and Regulatory Services Scrutiny Committee Masterclass (Online)
23	Tues	10.30am	Exeter Highways and Traffic Orders
24	Wed	10.30am	Torrige Highways and Traffic Orders/Locality (County)
25	Thurs	10.30am	Procedures
26	Fri		<i>Dartmoor National Park Authority</i>
27	Sat		
28	Sun		
29	Mon		
30	Tues		
31	Wed		

# Agenda Item 8

## AUGUST 2024

1	Thurs		
2	Fri		
3	Sat		
4	Sun		
5	Mon		
6	Tues	10.00am	Exmoor National Park Authority meeting (Reserve date)
7	Wed		
8	Thurs		
9	Fri		
10	Sat		
11	Sun		
12	Mon		
13	Tues		
14	Wed		
15	Thurs		
16	Fri		
17	Sat		
18	Sun		
19	Mon		
20	Tues		
21	Wed		
22	Thurs		
23	Fri		
24	Sat		
25	Sun		
26	Mon		<b>SUMMER BANK HOLIDAY</b>
27	Tues		
28	Wed		
29	Thurs		
30	Fri		
31	Sat		

# Agenda Item 8

<b>SEPTEMBER 2024</b>			
1	Sun		
2	Mon	9.45am	Appeals (Transport)
3	Tues	10.00am	<i>Exmoor National Park Authority meeting</i>
4	Wed	2.15pm	Development Management
5	Thurs	10.30am 2.15pm	Corporate Parenting County Council
6	Fri		<i>Dartmoor National Park Authority</i>
7	Sat		
8	Sun		
9	Mon	2.15pm	Farms Estate
10	Tues	10.30am	Member Development (All Members)
11	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
12	Thurs		
13	Fri	10.30am	Investment and Pension Fund
14	Sat		
15	Sun		
16	Mon	10.30am	Children's Scrutiny
17	Tues		
18	Wed		
19	Thurs	10.30am <i>am</i>	Procedures <i>South West Employers Panel</i>
20	Fri		
21	Sat		
22	Sun		
23	Mon	10.30am	Health & Adult Care Scrutiny Committee
24	Tues	10.30am	Children's Scrutiny Masterclass (Online)
25	Wed	10.30am	Corporate, Infrastructure and Regulatory Services Scrutiny Committee
26	Thurs		<i>CCN Council tbc</i>
27	Fri		
28	Sat		
29	Sun		
30	Mon	2.15pm	Audit

# Agenda Item 8

<b>OCTOBER 2024</b>			
1	Tues	10.00am	<i>Exmoor National Park Authority meeting</i>
2	Wed	10.30am	North Devon Highways & Traffic Orders/Locality (County)
3	Thurs	10.30am	Health & Adult Care Scrutiny Committee Masterclass (Online)
4	Fri		<i>Dartmoor National Park Authority</i>
5	Sat		
6	Sun		
7	Mon	9.45am	Appeals (Transport)
8	Tues	10.30am	Mid Devon Highways and Traffic Orders/Locality (County)
9	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
10	Thurs	2.15pm	Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee
11	Fri		
12	Sat		
13	Sun		
14	Mon	2.15pm	Standards
15	Tues	10.30am 2.15pm	Exeter Highways and Traffic Orders Devon Authorities Strategic Waste Committee
16	Wed	10.30am	Personnel Partnership
17	Thurs	10.30am	Corporate, Infrastructure and Regulatory Services Scrutiny Committee Masterclass (Online)
18	Fri		
19	Sat		
20	Sun		
21	Mon	10.30am	Devon Pension Board
22	Tues	10.30am	Member Development Steering Group
23	Wed	2.15pm	Development Management
24	Thurs	10.30am 2.15pm	Procedures Health and Wellbeing Board
25	Fri		
26	Sat		
27	Sun		
28	Mon		
29	Tues		
30	Wed		
31	Thurs		

# Agenda Item 8

<b>NOVEMBER 2024</b>			
1	Fri		
2	Sat		
3	Sun		
4	Mon	9.45am 10.00am	Appeals (Transport) Standing Advisory Council on Religious Education
5	Tues	<i>10.00am</i>	<i>Exmoor National Park Authority meeting</i>
6	Wed	10.30am	Torridge Highways and Traffic Orders/Locality (County)
7	Thurs	10.30am	South Hams Highways and Traffic Orders/Locality (County)
8	Fri		
9	Sat		
10	Sun		
11	Mon	10.30am	Children's Scrutiny
12	Tues	10.30am	West Devon Highways and Traffic Orders/Locality (County)
13	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
14	Thurs	10.30am  2.15pm	Teignbridge Highways and Traffic Orders/Locality (County) (Forde House) Public Rights of Way
15	Fri	<i>am</i>	<i>SW Councils</i>
16	Sat		
17	Sun		<i>CCN Annual Conference</i>
18	Mon	2.15pm	Farms Estate  <i>CCN Annual Conference</i>
19	Tues		<i>CCN Annual Conference</i>
20	Wed	10.00am	Devon Education Forum
21	Thurs	10.30am	Health & Adult Care Scrutiny Committee
22	Fri		
23	Sat		
24	Sun		
25	Mon		
26	Tues		
27	Wed	2.15pm	Audit
28	Thurs	10.30am	Corporate, Infrastructure and Regulatory Services Scrutiny Committee
29	Fri	10.30am	Investment and Pension Fund
30	Sat		



# Agenda Item 8

<b>DECEMBER 2024</b>			
1	Sun		
2	Mon	9.45am	Appeals (Transport)
3	Tues	<i>10.00am</i>	<i>Exmoor National Park Authority meeting</i>
4	Wed		
5	Thurs	10.30am 2.15pm	Corporate Parenting County Council
6	Fri		<i>Dartmoor National Park Authority</i>
7	Sat		
8	Sun		
9	Mon	10.30am	Member Development (All Members)
10	Tues	10.30am	East Devon Highways and Traffic Orders/Locality (County)
11	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
12	Thurs	10.30am	Children's Scrutiny Masterclass (Online)
13	Fri		
14	Sat		
15	Sun		
16	Mon	10.30am	Procedures
17	Tues		
18	Wed	2.15pm	Development Management
19	Thurs		
20	Fri		
21	Sat		
22	Sun		
23	Mon		
24	Tues		
25	Wed		<b>CHRISTMAS DAY</b>
26	Thurs		<b>BOXING DAY</b>
27	Fri		
28	Sat		
29	Sun		
30	Mon		
31	Tues		

# Agenda Item 8

<b>JANUARY 2025</b>			
1	Wed		<b>NEW YEARS DAY</b>
2	Thurs		
3	Fri		
4	Sat		
5	Sun		
6	Mon	9.45am	Appeals (Transport)
7	Tues		
8	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
9	Thurs	2.15pm	Health and Wellbeing Board
10	Fri	10.30am	Corporate, Infrastructure and Regulatory Services Scrutiny Committee Masterclass (Online)
11	Sat		
12	Sun		
13	Mon	2.15pm	Appointments & Remuneration Committee
14	Tues	10.30am	Health & Adult Care Scrutiny Committee Masterclass (Online)
15	Wed		
16	Thurs	10.30am 2.15pm	Budget Consultation (Business Community) Budget Consultation (Representatives of Older People / Voluntary)
17	Fri		
18	Sat		
19	Sun		
20	Mon	10.30am	Budget Consultation (Trade Unions)
21	Tues		
22	Wed	10.00am	Devon Education Forum
23	Thurs	10.30am 2.15pm	Children's Scrutiny (Budget) Children's Scrutiny
24	Fri		
25	Sat		
26	Sun		
27	Mon	10.30am 2.15pm	Health & Adult Care Scrutiny Committee (Budget) Health & Adult Care Scrutiny Committee
28	Tues		
29	Wed	10.30am	Devon Pension Board
30	Thurs	10.30am 2.15pm	Corporate, Infrastructure and Regulatory Services Scrutiny Committee Budget) Corporate, Infrastructure and Regulatory Services Scrutiny Committee
31	Fri		

# Agenda Item 8

<b>FEBRUARY 2025</b>			
1	Sat		
2	Sun		
3	Mon	9.45am	Appeals (Transport)
4	Tues	10.30am	Exeter Highways and Traffic Orders
5	Wed	2.15pm	Development Management
6	Thurs	10.30am	Procedures
7	Fri	10.30am	North Devon Highways & Traffic Orders/Locality (County)
8	Sat		
9	Sun		
10	Mon	2.15pm	Farms Estate
11	Tues	2.15pm	Devon Authorities Strategic Waste Committee
12	Wed	10.30am	Mid Devon Highways and Traffic Orders/Locality (County)
13	Thurs	2.15pm	Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee
14	Fri	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
15	Sat		
16	Sun		
17	Mon		
18	Tues		
19	Wed		
20	Thurs	10.30am 2.15pm	Corporate Parenting Council (Budget)
21	Fri		
22	Sat		
23	Sun		
24	Mon	10.30am	Torrige Highways and Traffic Orders/Locality (County)
25	Tues	10.30am	Member Development Steering Group
26	Wed		
27	Thurs	2.15pm	Audit
28	Fri	10.30am 2.15pm	Investment and Pension Fund Investment and Pension Fund Staff Consultation

# Agenda Item 8

<b>MARCH 2025</b>			
1	Sat		
2	Sun		
3	Mon	9.45am	Appeals (Transport)
4	Tues	10.30am	Children's Scrutiny Masterclass (Online)
5	Wed	10.30am	South Hams Highways and Traffic Orders/Locality (County)
6	Thurs	2.15pm	Public Rights of Way
7	Fri		
8	Sat		
9	Sun		
10	Mon	2.15pm	Standards
11	Tues	10.30am	Health & Adult Care Scrutiny Committee Masterclass (Online)
12	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet
13	Thurs	10.30am	Teignbridge Highways and Traffic Orders/Locality (County) (Forde House)
		<i>am</i>	<i>South West Employers Panel</i>
14	Fri		
15	Sat		
16	Sun		
17	Mon	10.30am	Children's Scrutiny
18	Tues	10.30am	Member Development (All Members)
19	Wed	10.00am	Devon Education Forum
20	Thurs	2.15pm	Health and Wellbeing Board
21	Fri		
22	Sat		
23	Sun		
24	Mon	10.30am	Health & Adult Care Scrutiny Committee
25	Tues	10.30am	West Devon Highways and Traffic Orders/Locality (County)
26	Wed	2.15pm	Development Management
27	Thurs	10.30am	Corporate, Infrastructure and Regulatory Services Scrutiny Committee
28	Fri	10.30am	Procedures
29	Sat		
30	Sun		
31	Mon	9.45am	Appeals (Transport)

# Agenda Item 8

<b>APRIL 2025</b>			
1	Tues	10.30am	Personnel Partnership
2	Wed	10.30am	East Devon Highways and Traffic Orders/Locality (County)
3	Thurs	10.30am	Devon Pension Board
4	Fri	10.30am	Corporate, Infrastructure and Regulatory Services Scrutiny Committee Masterclass (Online)
5	Sat		
6	Sun		
7	Mon		
8	Tues		
9	Wed	10.30am	Cabinet Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
10	Thurs		
11	Fri		
12	Sat		
13	Sun		
14	Mon		
15	Tues		
16	Wed		
17	Thurs		
18	Fri		<b>GOOD FRIDAY</b>
19	Sat		
20	Sun		
21	Mon		<b>EASTER MONDAY</b>
22	Tues		
23	Wed		
24	Thurs	2.15pm	County Council (election year only)
25	Fri		
26	Sat		
27	Sun		
28	Mon		
29	Tues		
30	Wed		

# Agenda Item 8

<b>MAY 2025</b>			
1	Thurs		<b>ELECTIONS</b>
2	Fri		<b>RESULTS DAY</b>
3	Sat		
4	Sun		
5	Mon		<b>EARLY MAY BANK HOLIDAY</b>
6	Tues		
7	Wed		
8	Thurs		
9	Fri		Induction Seminar for New Council
10	Sat		
11	Sun		
12	Mon		
13	Tues		
14	Wed		
15	Thurs		
16	Fri		<i>Devon County Show</i>
17	Sat		<i>Devon County Show</i>
18	Sun		<i>Devon County Show</i>
19	Mon		
20	Tues		
21	Wed		
22	Thurs	10.30am 2.15pm	Corporate Parenting County Council (Annual) / County Council (Special Meeting – Alderman)
23	Fri	10.30	Cabinet (Election year only) Scrutiny Chairs and Vice Chairs (Remote - on the rising of Cabinet)
24	Sat		
25	Sun		
26	Mon		<b>SPRING BANK HOLIDAY</b>
27	Tues		
28	Wed		
29	Thurs		
30	Fri		
31	Sat		

# Agenda Item 8

Spring Term Starts: Tuesday 2 January 2024  
Half term: Monday 12 February to Friday 16 February 2024  
Spring Term Ends: Thursday 28 March 2024

Easter Holiday: Friday 29 March to Friday 12 April 2024

Summer Term Starts: Monday 15 April 2024  
Half Term: Monday 27 May to Friday 31 May 2024

Summer Holiday - Monday 29 July to Monday 2 September 2024

Autumn Term Starts: Tuesday 3 September 2024  
Half term: Monday 28 October to Friday 1 November 2024  
Autumn Term Ends: Friday 20 December 2024

Christmas holiday: Monday 23 December 2024 to Friday 3 January 2025

Spring Term Starts: Monday 6 January 2025  
Half term: Monday 17 February to Friday 21 February 2025  
Spring Term Ends: Friday 4 April 2025

Easter holiday: Monday 7 April to Monday 21 April 2025

Summer term Starts: Tuesday 22 April 2025  
Half term: Monday 26 May to Friday 30 May 2025  
Summer term Ends: Friday 25 July 2025





LDS/23/9  
Procedures Committee  
26 September 2023

## Devon County Boundary Divisions - Tiverton East and Willand and Uffculme

### Report of the Director of Legal and Democratic Services

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Please note that the following recommendations are subject to consideration and determination by the Committee before taking effect.

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#### **1) Recommendation**

That the Committee be asked to recommend that Council support the proposal that the boundary between the County's Tiverton East Electoral Division and the Willand and Uffculme Electoral Division, be altered in line with, what will be, the new district boundary, as outlined in the appended map.

#### **2) Background / Introduction**

Mid Devon have recently completed a Community Governance Review (CGR) of Mid Devon Council parish boundaries, following the Local Government Boundary Commission for England (LGBCE) in respect of the Commission's review of the district ward boundaries completed in 2021, which resulted in a change of most ward boundaries.

#### **3) Main Body / Proposal**

In publishing its final report, the Commission suggested that the District Council should also carry out a CGR of all parishes. The CGR was completed in December 2022 and as a consequence, the parishes of Halberton, Uffculme and Willand boundaries were approved by the Council and took effect for the May 2023 District and Parish elections.

Due to the fact that the new parish boundaries no longer fall into line with the new District Ward boundaries, the LGBCE have agreed to consider a "related alteration" of those boundaries.

The LGBCE have asked if the County would also consider agreeing that the boundary between the County's Tiverton East Electoral Division and the Willand and Uffculme Electoral Division, be altered in line with what will be the new district boundary.

A Map showing the area under consideration is attached to this Report.

# Agenda Item 9

The earliest that the changes can be implemented for is the May 2025 County elections, if the County Council agrees to the change. The district wards would be implemented for the 2027 district elections.

## **4) Consultations / Representations / Technical Data**

Views were sought from Group Leaders, Local Members and also relevant officers within the Council.

The Local Member for Tiverton East asked for clarification as to whether the changes included moving Uplowman into Willand and Uffculme in line with the Mid Devon District Council ward of Canonsleigh and also taking in Butterleigh. It was confirmed the changes were limited to those outlined on the map.

The Local Member for Willand & Uffculme felt the proposal would tidy up the Parish boundaries to align more with the District Boundaries. He sought clarification that the proposal was for the areas that were transferred from Halberton Parish to Uffculme Parish through the Parish Boundaries review. This was confirmed to be the case.

The Local Members then confirmed they were content to go ahead with the proposals.

Officers had no objections to the proposals.

## **5) Strategic Plan**

Whilst this is not directly aligned to the Council's Strategic Plan 2021 – 2025, the proposal simplifies the issues that can arise with boundaries that are not coterminous.

## **6) Financial Considerations**

There are no financial considerations.

## **7) Legal Considerations**

Should the Committee support and recommend the proposal, Government would need to legislate on new boundaries with effect from May 2025.

## **8) Environmental Impact Considerations (Including Climate Change, Sustainability and Socio-economic)**

There are no environmental related issues.

## 9) Equality Considerations

There are no equality related issues.

## 10) Risk Management Considerations

No risks have been identified.

## 11) Summary / Conclusions / Reasons for Recommendations

The proposal appears to be a sensible solution to ensure the County's Tiverton East Electoral Division and the Willand and Uffculme Electoral Division, are in line with what will be the new district boundary.

### **Name**

Director of Legal and Democratic Services – Maria Price

**Electoral Divisions:** Tiverton East and Willand and Uffculme

### **Local Government Act 1972: List of background papers**

NIL

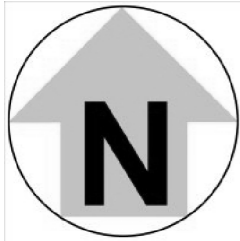
### **Contact for enquiries:**

Name: Karen Strahan

Telephone: 01392 382264

Address: G31, County Hall, Exeter, EX2 4QD



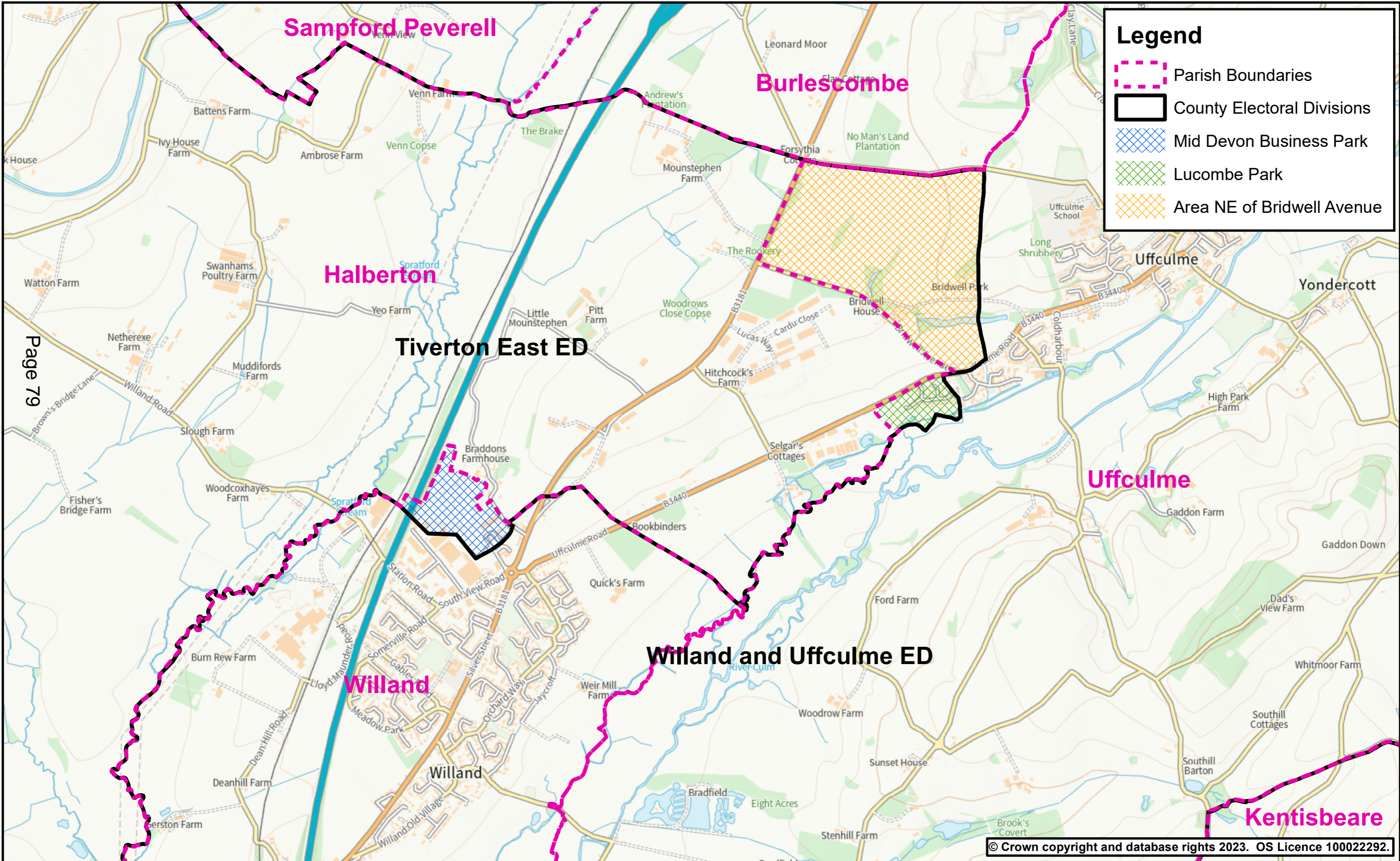


Title  
**MDDC Parish Boundaries  
 and  
 County Electoral Divisions**

**Mid Devon District Council**

Scale	1:15,000 @ A3	Date	05 June 2023
Drg. No.		Produced by	GMS

Phoenix House  
 Phoenix Lane, Tiverton EX16 6PP  
 Tel: 01884 255255  
 Website: [www.middevon.gov.uk](http://www.middevon.gov.uk)



**Legend**

- Parish Boundaries
- County Electoral Divisions
- Mid Devon Business Park
- Lucombe Park
- Area NE of Bridwell Avenue

