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To: The Chair and Members  
of the Procedures  
Committee

County Hall  
Topsham Road  
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Devon  
EX2 4QD

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Date: 24 January 2024

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### **PROCEDURES COMMITTEE**

Thursday, 1st February, 2024

A meeting of the Procedures Committee is to be held on the above date at 10.30 am as 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 23 November 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 Report of the Independent Members Allowances Remuneration Panel for 2024/2025 (Pages 1 - 30)

Report of the Independent Members Allowances Remuneration Panel for 2024/2025, attached.

*Electoral Divisions(s): All Divisions*

- 5 Disclosure and Barring Service (DBS) - Bailey Report (Pages 31 - 34)

Report of the Director of Legal and Democratic Services (LDS/24/1) on proposals for extending DBS checks to all Cabinet members in line with the recommendation of the Bailey report, attached.

*Electoral Divisions(s): All Divisions*

- 6 Delegated Member Decisions - Revised Guidance and Operating Procedures (Pages 35 - 40)

Report of the Director of Legal and Democratic Services (LDS/24/5), outlining revised operating processes for Member Delegated Decisions, as reviewed by the Governance Working Group, attached.

*Electoral Divisions(s): All Divisions*

- 7 Member Questions at Council Meetings - Review of the Governance Working Group and Proposed Changes. (Pages 41 - 46)

Report of the Director of Legal and Democratic Services, (LDS/24/7) proposing updates to section 17 of Standing Orders of the Constitution, relating to Member Questions at Council, attached.

*Electoral Divisions(s): All Divisions*

- 8 Cabinet Member Reports at Council Meetings - Review of the Governance Working Group and Proposed Changes. (Pages 47 - 52)

Report of the Director of Legal and Democratic Services (LDS/24/6) on the outcome of the Governance Working Group and subsequent proposed changes to the Constitution in relation to Cabinet Member Reports at Council, attached.

*Electoral Divisions(s): All Divisions*

- 9 Health Scrutiny - New Arrangements (Pages 53 - 58)

Report of the Director of Legal and Democratic Services (LDS/24/9) outlining changes to Health Scrutiny and reconfiguration arrangements, a review of the Constitution and proposed changes, attached.

*Electoral Divisions(s): All Divisions*

## **MATTERS FOR INFORMATION**

### 10 **Scrutiny Strategy and Action Plan** (Pages 59 - 66)

Report of the Head of Scrutiny outlining the Scrutiny Strategy and Action Plan, as endorsed by the Governance Working Group and Chairs and Vice Chairs of Scrutiny, attached.

The Committee are asked to note the Report.

*Electoral Divisions(s): All Divisions*

## **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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