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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: 24 April 2024

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### **PROCEDURES COMMITTEE**

Thursday, 2nd May, 2024

A meeting of the Procedures Committee is to be held on the above date at 10.30 am  
(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 Declarations of Interest

Members of the Council will declare any interests they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.

The other registrable interests of Councillors of Devon County Council, arising from membership of City, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.

For details of District and or Town and Parish Twin Hatters – please see here -  
[✖ A list of county councillors who are also district, borough, city, parish or town councillors.](#)

3 Minutes

Minutes of the meeting held on 1 February 2024, previously circulated.

4 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**

5 Notices of Motion - Amendments to Standing Orders (Section 4a) (Paragraphs 6-10) (Pages 1 - 10)

Report of the Director of Legal and Democratic Services (LDS/24/19) proposing amendments to Standing Orders (Section 4a) (Paragraphs 6-10) in relation to Notices of Motion at Council Meetings, following a review by the Governance Working Group, attached.

*Electoral Divisions(s): All Divisions*

6 Working Practices - Review of the Governance Working Group and Proposed Changes. (Pages 11 - 24)

Report of the Director of Legal and Democratic Services (LDS/24/20), outlining Proposed Changes to Working Practices, as endorsed by the Governance Working Group, attached.

*Electoral Divisions(s): All Divisions*

7 Review of the Governance Working Group and Proposed Changes to the Council's Committee Structure. (Pages 25 - 32)

Report of the Director of Legal and Democratic Services (LDS/24/23) outlining the review of the Governance Working Group and subsequent proposed changes to the Committee structure, attached.

*Electoral Divisions(s): All Divisions*

8 Review of the Governance Working Group and Proposed Changes to Highways and Traffic Orders Committee (Pages 33 - 48)

Report of the Director of Legal and Democratic Services (LDS/24/21), outlining the review of the Governance Working Group and the proposed changes to Highways and Traffic Orders Committee, attached.

*Electoral Divisions(s): All Divisions*

9 Property (Land and Buildings) Committee and Code of Practice for Land and Property Transactions

Report of the Director of Transformation and Business Services and Director of Legal and Democratic Services (LDS/24/22) on the proposal for a new Committee to consider Land and Property matters and associated Code of Practice for Land and Property Transactions. This Report will follow.

*Electoral Divisions(s): All Divisions*

**MATTERS FOR INFORMATION**

NIL

**PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED**

NIL

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

## **MEETINGS INFORMATION AND NOTES FOR VISITORS**

### **Getting to County Hall and Notes for Visitors**

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The nearest mainline railway stations are Exeter Central (5 minutes from the High Street), St David's and St Thomas. All have regular bus services to the High Street.

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### **Membership of a Committee**

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### **Committee Terms of Reference**

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### **Access to Information**

Any person wishing to inspect any minutes, reports or background papers relating to an item on the agenda should contact the Clerk of the Meeting. To find this, [visit the Committee page](#) on the website and find the Committee. Under contact information (at the bottom of the page) the Clerk's name and contact details will be present. All [agenda, reports and minutes of any Committee are published on the Website](#)

### **Public Participation**

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In relation to Highways and Traffic Orders Committees, any member of the District Council or a Town or Parish Councillor for the area covered by the HATOC who is not a member of the Committee, may attend and speak to any item on the Agenda with the consent of the Committee, having given 24 hours' notice.

### **Webcasting, Recording or Reporting of Meetings and Proceedings**

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

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Filming must be done as unobtrusively as possible without additional lighting; focusing only on those actively participating in the meeting and having regard to the wishes of others present who may not wish to be filmed. Anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance.

Members of the public may also use social media to report on proceedings.

### **Declarations of Interest for Members of the Council**

It is to be noted that Members of the Council must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.

### **WiFi**

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**Induction Loop available**

