



**West Devon
Borough
Council**

RECORD OF CHANGES - PROPOSED

Revision/Edit Date	Approved by	Documents affected	Nature of change
		Chapter 1 - Introduction	Page 6. After “The membership of a committee reflects the overall political balance of the political parties and groups on the Council” insert “All 31 Councillors will be a member of only one of the Hub Committee, the Overview and Scrutiny Committee or the Audit and Governance Committee.” Reflects Min CM18/23.
		Chapter 2 – Responsibility for Functions and Scheme of Delegation	Page 10. Amend Ref: 1.13 to refer to Tamar Valley National Landscape Partnership. Reflects legislative change.
			Page 9. Ref: 1.2 Amend membership to refer to “7 Councillors and 1 independent person.” Insert: “The Independent Person (who shall not be a Councillor) is appointed to provide experience and expertise in audit, accountancy, finance and risk management to advise the

Revision/Edit Date	Approved by	Documents affected	Nature of change
			<p>Committee in these areas and shall have no voting rights.”</p> <p>Insert: “The quorum for the Committee will be 3 and the Independent Person will not count for the purposes of calculating whether a meeting of the Committee is quorate.”</p>
			<p>Page 14. Amend Ref: 3.24 to refer to Tamar Valley National Landscape Partnership. Reflects legislative change.</p>
			<p>Page 25. Insert “Ref: 4.95A To authorise the making or renewal of an Order under the Anti-social Behaviour, Crime and Policing Act 2014.”</p>
			<p>Page 28. Insert as Ref: 4.113A under the heading “Functions” “To make orders for temporary appointments under section 91 of the Local Government Act 1972 where there are so many vacancies in the office of parish councillor, that a parish council is no longer able to act. Under the heading “Conditions” insert “In consultation with the Leader and relevant Ward Members”</p> <p>Administrative change to reflect Min CM 22/21.</p>
			<p>Page 29. Ref: 4.114. After “(including applications for outline or full planning permission; made under section 73 or 73A of the Town and Country Planning Act 1990; permission in principle and/or technical detail consent; reserved matters approval etc” insert “but excluding applications for non-material amendments”</p>
			<p>Page 29. Insert as Ref: 4.114A “To determine requests or applications to amend planning obligations that the Assistant Director of Planning in</p>

Revision/Edit Date	Approved by	Documents affected	Nature of change
			consultation with the Chairman of the Development Management and Licensing Committee considers to be minor/technical or otherwise non-controversial amendments.”
			Page 31. Insert as Ref: 4.118A “To agree the terms of agreements under section 106 of the Town and Country Planning Act 1990 for the creation, management and enhancement Biodiversity Gain Habitat Banks.” Under the heading “Conditions” insert “In consultation with the Portfolio Holder with responsibility for planning.”
			Page 32. Insert as Ref 5.4A “Where appropriate and proportionate to the decision to be taken regard is to be had to the Council’s consultation and engagement strategy.”
			Page 37 Table 6 Replace “Director of Community Service and Delivery” with “Director of Strategy and Governance” as the local registrar for the purposes of the Land Registration Act 2002 and the Local Land Charges Act 1975.
		Chapter 3 – Meeting Procedure Rules	Page 48. Council Procedure Rule 1.2(g) delete “if it is the post-election Annual Meeting” and “post-election Annual Meeting” After “elect the Leader who will hold office until the next...” insert “Annual Meeting”.
			Page 74. Appendix C – Notices of Motion. Paragraph C3(a) replace “45” with “60”.
			Page 74. Appendix C – Notices of Motion. Delete Paragraph C5(a)(i).
		Chapter 5 – Other Procedure Rules	Page 117. Section 151 Officer’s Guidance. Table 6 in second row replace “£30,000” with “£100,000”

Revision/Edit Date	Approved by	Documents affected	Nature of change
			and delete third row. Reflects Min HC 47/23 as agreed by Council on 20.02.2024.
		Chapter 6 – Codes and Protocols	Page 209. Councillor and Officer Protocol. Under the heading “6. Involvement of Ward Councillors” insert “6.1 To allow Ward Councillors to carry out their role effectively, officers are expected to keep Ward Councillors informed about matters affecting their Ward. Where an officer is dealing with a politically sensitive matter under delegated powers, the officer will be responsible for keeping Ward Councillors informed.” Renumber existing paragraph as 6.2.
		Chapter 7 – Councillors’ Allowance Scheme	Page 220. Replace Schedules A to D with most recently approved Scheme.