

West Devon Council



West Devon
Borough
Council

Title:	Summons																												
Date:	Tuesday, 30th May, 2023																												
Time:	11.00 am																												
Venue:	Chamber - Kilworthy Park																												
Full Members:	<p style="text-align: center;">Mayor Cllr Mott</p> <p style="text-align: center;">Deputy Mayor</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Cllr Ball</td> <td style="width: 33%;">Cllr Jory</td> </tr> <tr> <td>Cllr Blackman</td> <td>Cllr Kimber</td> </tr> <tr> <td>Cllr Bridgewater</td> <td>Cllr Leech</td> </tr> <tr> <td>Cllr Calder</td> <td>Cllr Moody</td> </tr> <tr> <td>Cllr Casbolt</td> <td>Cllr Oxborough</td> </tr> <tr> <td>Cllr Cheadle</td> <td>Cllr Renders</td> </tr> <tr> <td>Cllr Cunningham</td> <td>Cllr Saxby</td> </tr> <tr> <td>Cllr Daniel</td> <td>Cllr Sellis</td> </tr> <tr> <td>Cllr Dexter</td> <td>Cllr Southcott</td> </tr> <tr> <td>Cllr Edmonds</td> <td>Cllr Squire</td> </tr> <tr> <td>Cllr Elliott</td> <td>Cllr Vachon</td> </tr> <tr> <td>Cllr Ewings</td> <td>Cllr Wakeham</td> </tr> <tr> <td>Cllr Guthrie</td> <td>Cllr Watts</td> </tr> <tr> <td>Cllr Johnson</td> <td></td> </tr> </table>	Cllr Ball	Cllr Jory	Cllr Blackman	Cllr Kimber	Cllr Bridgewater	Cllr Leech	Cllr Calder	Cllr Moody	Cllr Casbolt	Cllr Oxborough	Cllr Cheadle	Cllr Renders	Cllr Cunningham	Cllr Saxby	Cllr Daniel	Cllr Sellis	Cllr Dexter	Cllr Southcott	Cllr Edmonds	Cllr Squire	Cllr Elliott	Cllr Vachon	Cllr Ewings	Cllr Wakeham	Cllr Guthrie	Cllr Watts	Cllr Johnson	
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Cllr Guthrie	Cllr Watts																												
Cllr Johnson																													
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																												
Committee administrator:	Democratic.Services@swdevon.gov.uk																												

1. **Apologies for Absence**
2. **To elect The Mayor of the Borough for the ensuing year**
3. **To elect The Deputy Mayor of the Borough for the ensuing year**
4. **Vote of thanks to the Retiring Mayor**
5. **Response by the Retiring Mayor**

6. **Declarations of Interest**

In accordance with the Code of Conduct, Members are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests including the nature and extent of such interests they may have in any items to be considered at this meeting;

7. **Confirmation of Minutes**

1 - 6

To approve and adopt as a correct record the Minutes of the Meeting of the Council held on 4 April 2023.

8. **To appoint a Leader of the Council for the ensuing year.**
9. **To appoint a Deputy Leader of the Council for the ensuing year.**
10. **To report on the composition of political groups**
11. **To approve the Committee Structure for the coming year:**

Audit & Governance	7 Members
Hub	9 Members (membership to include Leader and Deputy Leader)
Overview & Scrutiny	15 Members
DM & Licensing	10 Members + Named Substitutes
Council Tax Setting Committee	4 Members
Investment & Regeneration *	3 Members

with all of the Borough Council Member appointments to the above Committees being politically balanced.

12. **Appointment of Independent Persons**

7 - 10

13. **To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those Minutes which require approval:**

(a) Overview And Scrutiny Committee	11 - 14
Meeting held on 21 March 2023	
(b) Regeneration & Investment Committee	15 - 16
Meeting held on 2 May 2023	
14. Honorary Aldermen - Process	17 - 20
15. Meeting Adjournment	
meeting to be reconvened on Tuesday, 27 June at 12 noon	

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Agenda Item 7

At the Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **4th** day of **APRIL** at **4.00pm** pursuant to Notice given and Summons duly served.

Present Cllr C Mott – The Mayor (In the Chair)

Cllr K Ball	Cllr A Bridgewater
Cllr R Cheadle	Cllr P Crozier
Cllr L Daniel	Cllr M Davies
Cllr C Edmonds	Cllr M Ewings
Cllr N Heyworth	Cllr C Kemp
Cllr P Kimber	Cllr T Leech
Cllr J Moody	Cllr D Moyse
Cllr B Ratcliffe	Cllr M Renders
Cllr P Ridgers	Cllr L Samuel
Cllr D Sellis	Cllr T Southcott
Cllr J Spettigue	Cllr D Turnbull
Cllr P Vachon	Cllr L Wood
Cllr J Yelland	

Chief Executive
Section 151 Officer
Director of Place and Enterprise
Monitoring Officer
Democratic Services Manager
Head of Finance
Principal Accountant (via Teams)
Head of Communications

CM 73/22 MOMENT'S REFLECTION

Since this was the first Council meeting since Mr Ted Sherrell (Borough Council Member from 1983 to 2015) had sadly passed away, Members proceeded, as a mark of respect, to observe a moment's reflection in his memory.

CM 74/22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs N Jory and T Pearce (who joined the meeting via Teams in a non-voting capacity).

CM 75/22 CONFIRMATION OF MINUTES

The minutes of the Council meeting held on 21 February 2023 were confirmed as a true and correct record.

CM 76/22 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be discussed and the following were made:

Cllr K Ball declared an interest in agenda item 8 '2023/24 Capital Strategy; 2023/24 Treasury Management Strategy; and 2023/24 Investment Strategy' (Minute CM 81/22 below refers) by virtue of being an OkeRail Committee member. He remained in the meeting and took part in the debate and vote thereon.

CM 77/22 BUSINESS BROUGHT FORWARD BY THE MAYOR

The Mayor advised that she had one item of business to be brought forward to this meeting. The item related to the annual waste and recycling calendar and the Mayor informed that printed copies of the calendar were available at this meeting for Members to collect and distribute as required.

CM 78/22 PUBLIC QUESTIONS

The Mayor informed the Meeting that no Public Questions had been received in accordance with the Council Procedure Rules.

CM 79/22 QUESTIONS ON NOTICE

Members noted that no Questions on Notice had been received from the membership in accordance with the Council Procedure Rules.

CM 80/22 MOTIONS ON NOTICE

The Mayor advised that no Motions on Notice had been received from the membership in accordance with the Council Procedure Rules.

CM 81/22 2023/24 CAPITAL STRATEGY; 2023/24 TREASURY MANAGEMENT STRATEGY; AND 2023/24 INVESTMENT STRATEGY

The Council considered a report that recommended approval of the proposed Capital Strategy, Investment Strategy and Treasury Management for 2022/23, together with their associated prudential indicators.

During the ensuing debate the following issues were raised:

- (a) In citing the recent Covid pandemic as an example, a Member emphasised the importance of the Council being prudent and retaining contingency funds to ensure that it was able to support its communities and residents through such unforeseen circumstances;

- (b) With regard to the Council's current non-treasury investment portfolio position, the lead Hub Committee Member advised that interest rates had been fixed on the repayment loans and were therefore not impacted by the recent significant rate increases;
- (c) For clarity, it was recognised that the final sentence of the Transport Hub section (paragraph 2.3, page 18 of the published agenda report refers) incorrectly referred to the project being delivered in partnership with 'OkeRail' when in fact this should read 'Network Rail';
- (d) When questioned, the Section 151 Officer confirmed that ethical investments were an important consideration for the Council and advice was regularly sought in this regard from the Link Group (the Council's External Advisors on Treasury Management matters).

It was then proposed by Cllr C Edmonds seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that:

1. That the following strategies for 2023-24 be approved:
 - a. the Capital Strategy (as attached at Appendix A of the presented report)
 - b. the Treasury Management Strategy (as attached at Appendix B of the presented report)
 - c. the Investment Strategy (as attached at Appendix C of the presented report)
2. That delegated authority be granted to the Section 151 Officer, in consultation with the Leader of the Council and the Hub Committee Member for Resources, to make any minor amendments to these Strategies if required throughout the 2023/24 Financial Year'.

CM 82/22 MINUTES OF COMMITTEES

(a) Overview & Scrutiny Committee – 14 February 2023

It was moved by Cllr M Ewings, seconded by Cllr P Kimber and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the Minutes of the meeting held on 14 February 2023 be received and noted".

(b) Council Tax Setting Committee – 22 February 2023

It was moved by Cllr C Edmonds, seconded by Cllr M Davies and upon being submitted to the Meeting was declared to be **CARRIED** and **"RESOLVED** that the Minutes of the meeting held on 22 February be received and noted".

(c) Development Management & Licensing Committee – 28 February 2023

It was moved by Cllr J Yelland, seconded by Cllr D Moyse and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 28 February 2023 meeting be received and noted.”

(d) Audit & Governance Committee – 14 March 2023

It was moved by Cllr K Ball, seconded by Cllr M Davies and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the meeting held on 14 March 2023 be received and noted with the exception of Recommendation AC 26.”

In respect of the Recommendation:

AC 26: 2023/24 Capital Strategy, 2023/24 Treasury Management Strategy and 2023/24 Investment Strategy

It was noted that this matter had already been determined at agenda item 8 of this meeting (Minute 81/22 above refers).

(e) Hub Committee – 7 March 2023

It was moved by Cllr C Edmonds, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the meeting held on 7 March 2023 be received and noted with the exception of Recommendations HC 92/22 and HC 93/22.”

In respect of the Recommendations:

HC.92/22: A Plan for West Devon:

It was moved by Cllr C Edmonds, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the minor amendments to the Year 3 Plan for West Devon delivery plans (as set out in Appendix A of the agenda report presented to the Hub Committee Meeting), be approved.”

HC.93/22: Recruitment and Retention

It was moved by Cllr C Edmonds, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the recommendations of the independent report on senior officer pay, undertaken by the Local Government Association, be accepted and that the revised pay and grading structure for the senior leadership team be approved.”

(NOTE: the Council’s Senior Leadership Team left the meeting room prior to the debate and vote on recommendation HC.93/22 above).

CM 83/22 MAYOR'S CONCLUDING REMARKS

As this was anticipated to be the last meeting of the current Council term, the Mayor wished to thank her fellow Members and Officers for their hard work and commitment during what had been a challenging term.

As the Local Elections approached, she wished those Members who were re-standing for office, success with their respective campaigns and those who had opted not to seek re-election, good luck and happiness for the future.

In response, the Deputy Leader wished to formally thank the Mayor and Deputy Mayor for their service over the preceding two years and for their support and guidance over what had been a difficult and demanding period. On behalf of the Council, he further thanked them for the respectful, transparent and proficient manner in which Council meetings had been operated during this time.

(The Meeting terminated at 4.35 pm)

Mayor

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Report to: **Council**

Date: **30 May 2023**

Title: **Appointment of Independent Persons**

Portfolio Area: **Council Leader**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **N/A**

Date next steps can be taken: **Immediately**

Author: **David Fairbairn** Role: **Head of Legal Services and Monitoring Officer**

Contact: **Telephone/email:**
01803861359/david.fairbairbairn@swdevon.gov.uk

Recommendations:

That the Council agrees to the appointment until the next annual meeting of the following persons as Independent Persons to assist in the discharge of the Council's arrangements for dealing with standards complaints:

George Barnicott
Peter Boreham
Martin Glead
Trevor Kirkin
Victoria Spence

1. Executive summary

- 1.1 The appointment of at least one Independent Person is an important part of the arrangements for dealing with complaints that councillors have breached their code of conduct. Their independence contributes to an objective and impartial assessment of complaints.
- 1.2 The Council shares its Independent Persons with South Hams District Council.
- 1.3 Pending a formal recruitment process to be undertaken during the forthcoming year, the current Independent Persons have

been asked if they wish to continue. All of them have expressed an interest in continuing.

2. Background

- 2.1 Under the Localism Act 2011, the Council has a duty to promote and maintain high standards of conduct by its members and co-opted members. As part of discharging the duty, the Council has to have adopted a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in their capacity as members (that is in an official capacity).
- 2.2 In addition, the Council must have arrangements in place to deal with complaints that its code of conduct has been breached, including arrangements for:
 - (a) Complaints to be investigated.
 - (b) Decisions on allegations to be made.
- 2.3 The arrangements for dealing with code of conduct complaints must include the appointment of one or more Independent Persons to assist in the standards process. The functions of the Independent Persons are:
 - (a) to be consulted by the Council before it makes a finding as to whether a councillor has failed to comply with the Code of Conduct or decide on action to be taken in respect of that Member;
 - (b) to be consulted by the Council in respect of a standards complaint at any other stage and they may be consulted by a councillor or a co-opted member; and
 - (c) separately from the standards arrangements, under the Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015 to advise a panel of the Council on matters relating to dismissal of the Council's Head of Paid Service, the Chief Finance Officer and the Monitoring Officer.
- 2.4 The Council's arrangements for dealing with allegations that councillors have breached their code of conduct are set out in Chapter 6 of the Council's constitution (<https://westdevon.gov.uk/constitution>).
- 2.5 The Council shares its Independent Persons with South Hams District Council. The current Independent Persons have been asked if they wish to continue and it is proposed that the following persons, who have served the Councils as Independent Persons are re-appointed until the next annual meeting of Council:

George Barnicott
Peter Boreham

Martin Glead
Trevor Kirkin
Victoria Spence

- 2.6 As it is some time since the positions were formally advertised, during the forthcoming year, the position of Independent Persons will be subject to a formal recruitment process and a recommendation from the Audit and Governance Committee, which has responsibility for the oversight of standards complaints.

3. Outcomes/outputs

- 3.1 The appointment of the Independent Persons ensures that the Council's arrangements comply with the Localism Act 2011, while also ensuring that complaints are assessed objectively and impartiality.

4. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	These are set out in the report at paragraphs 2.1 - 2.6.
Financial implications to include reference to value for money	Y	Under the Council's Allowances Scheme each Independent Person is entitled to an allowance of £500.
Risk	N	
Supporting Corporate Strategy	Y	Having clear arrangements for dealing with standards complaints supports A Plan for West Devon by setting out transparently how the Council operates, how decisions are made and the procedures which are followed.
Consultation & Engagement Strategy	N	
Climate Change - Carbon / Biodiversity Impact	N	
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	
Safeguarding	N	
Community Safety, Crime and Disorder	N	

Health, Safety and Wellbeing	N	
Other implications	N	

Supporting Information

Appendices:

There are no appendices.

Background Papers:

There are no background papers.

Agenda Item 13a

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **21st** day of **March 2023** at **2:00 pm**.

Present:

Cllr M Ewings – Chairman
Cllr P Kimber – Vice-Chairman

Cllr L Daniel
Cllr C Kemp
Cllr D Moyse
Cllr T Southcott

Cllr N Heyworth
Cllr J Moody
Cllr M Renders
Cllr J Spettigue
Cllr D Turnbull

Director of Customer Service and Delivery
Director of Strategy and Governance
Director of Place and Enterprise
Climate Change Specialist
Director of Strategic Finance and S151 Officer
Senior Leisure Contract Manager
Regional Manager – Fusion
Area Business Manager – Fusion
Community Development Manager - Fusion
Democratic Services Specialist

Also in Attendance: Cllrs C Edmonds, N Jory, T Leech (via Teams), C Mott (via Teams) and J Yelland (via Teams)

***O&S 66/22 APOLOGIES FOR ABSENCE**

Apologies for absence for this meeting were received from Cllrs T Pearce and D Sellis

***O&S 67/22 CONFIRMATION OF MINUTES**

The minutes of the Meeting of the Overview and Scrutiny Committee held on 14 February 2023 were confirmed as a true and correct record.

***O&S 68/22 DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting but there were none made.

***O&S 69/22 PUBLIC FORUM**

The Chairman confirmed that no formal requests had been received in accordance with the Overview and Scrutiny Procedure Rules.

***O&S 70/22 LEISURE CONTRACT – FUSION ANNUAL REPORT 2022**

Cllr Leech introduced the Fusion Annual Report to Committee.

- Participation continued to grow month on month.
- WD sites completed Quest between July and November 2022
- Staycation Membership launched to target holiday makers. 130 tickets sold during the summer period.
- Young adult membership launched for 16 and 17 years olds in education -120 subscriptions sold.
- Strong social media – c6,000 followers on Facebook and 1,000 on Instagram.
- Increased opening hours and staffing levels to match customer demand.
- Improved concessionary rate.
- 220,000 participants entered the centres throughout 2022 for activities including racket sports, soft play, swimming, group exercise classes and parties.
- Meadowlands launched a new ballet group.
- Approximately fifteen schools are welcomed to the facilities.
- Total membership: 1,708 -89.5% of pre-covid. Increase of 224 compared to 2021 figures. Meadowlands are ahead of pre covid figures.
- Quest service quality showed Parklands as Good and Meadowlands as Very Good.
- NPS service quality score showed positive comments with staff, group exercise, the pool and exercise equipment. Cleanliness and changing rooms showed a lower score. These will become the focus areas for management.
- Investments continued into the facilities with £245k on repair, renewal and reactive maintenance in 2022 by Fusion.
- Fusion employed 314 staff 314, 116 in West Devon.
- SEN swimming lesson launch

Fusion is working with West Devon to install solar panels in late spring. Money from the low carbon skills fund has enabled progress with heat carbonisation plans for all centres. A catering provision will be launched in 2023, starting with Meadowlands. They will also be running community activities and events for Fusion.

Fusion agreed to ensure costings will be included in future presentations to Overview and Scrutiny. Contact made with a company in regard to cloud data storage to heat water.

Café launching date is 30 April for Meadowlands and working towards summer holidays for Parklands. Condensation issues were raised and it was confirmed that some of the damage commented on was pre repairs. Tiles have been ordered to replace the damaged ones. OCRA contract is up for renewal in July and part of the renewal process would be to clarify what provision be coming to Meadowlands. The ballet classes were noted as being a huge success and more classes have been called for.

It was then **RESOLVED** that the contents and progress of the Fusion Annual Report for 2022 and proposals for 2023 were **NOTED**.

***O&S 71/22 A PLAN FOR WEST DEVON THEMATIC UPDATE: THRIVING ECONOMY**

The Lead Member for Economy introduced the report to the Committee. He stated that progress on Broadband engagement was moving at a good pace. Visit Devon website is well populated with a good piece on Dartmoor.

- Broadband issues in more rural areas is being addressed by the Community Digital Connectivity Officer who is trying to obtain funding and assistance. A request for Members in the new Council to report issues back to the Community Digital Connectivity Officer.
- Work to start on the cycling and walking infrastructure plan which will include horse-riding.
- A need for central government to recognise the urgency in rural areas for broadband issues to be addressed as part of a thriving community.
- An integrated travel plan was called for by a Member and the Climate Change Officer stated that this is included in the cycling and walking infrastructure plan.

It was then **RESOLVED** that the West Devon Thematic Update for Thriving Economy was **NOTED**.

***O&S 7/22 A PLAN FOR WEST DEVON THEMATIC UPDATE: IMPROVING HOMES**

The Head of Housing introduced the update to Members. A draft crib sheet for community lead housing projects would be circulated to Members. Parishes would be asked if they would be interested in setting up a community land trust. Prefabricated accommodation for rough sleepers was raised. The Head of Housing stated the last count of rough sleepers had come back at zero. She did comment that modular building could be seen in West Devon in the future.

It was then **RESOLVED** that the West Devon Thematic Update for Improving Homes was **NOTED**.

***O&S 73/22 TASK AND FINISH GROUP UPDATES – DRAFT MEMBER INDUCTION PROGRAMME**

The Head of Democratic Services introduced the draft Member Induction Programme. The calendar of meetings has been approved so would be populated into the programme. Inductions would take place between the election day and the Annual Council meeting on 30 May. A tour of West Devon was asked for particularly for the benefit of new members.

***O&S 74/22 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THIS MEETING**

There were no learning opportunities arising from the meeting.

(The meeting terminated at 3.35 pm)

Chairman

MINUTES OF THE MEETING OF THE REGENERATION & INVESTMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK ON 2 MAY 2023

MEMBERS

* Cllr C Edmonds - Chairman

* Cllr R Cheadle

* Cllr B Ratcliffe

Other Members in attendance:

Cllrs P Crozier, Cllr T Southcott, Cllr C Mott (via Teams) Cllr J Yelland (via Teams)

Cllr N Heyworth (via Teams)

Officers in attendance:

Section 151 Officer; Director – Place & Enterprise (via Teams),
Monitoring Officer (via Teams) Principal Estates Surveyor (via Teams), Head of
Assets (via Teams); and Senior Democratic Services Officer

RE.4/22 **URGENT BUSINESS**

The Chairman confirmed that he had no items of urgent business for consideration at this meeting.

RE.5/22 **DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting, but there were none made.

RE.6/22 **EXCLUSION OF PUBLIC AND PRESS**

It was resolved to exclude the public and press.

RE.7/22 **INVESTMENT PROPERTY -END OF YEAR UPDATE AND MONITORING REPORT**

After a brief discussion;

It was then:

RESOLVED That the Regeneration and Investment Committee notes the general performance and risks of the investment property portfolio to date and in particular:

1. Notes the current position relating to the two investment properties set out in 1.5 of the report and the actions taken by officers;

2. Delegates authority to the Head of Assets to enter into the Deed of Surrender with the existing tenant of a unit at one of the investment properties.
3. Approves to finance the £50,773 impact of the Income and Expenditure Account in 2022-23 set out in 3.7, through not making a 10% rental income contribution into the Management, Maintenance and Risk Management Earmarked Reserve in 2022-23.

(Meeting commenced at 9.30 am and concluded at 10.09 am).

Chairman

Report to: **Annual Council**

Date: **30 May 2023**

Title: **Honorary Aldermen – Process**

Portfolio Area: Leader

Wards Affected: **N/A**

Urgent Decision: **Y / N** Approval and clearance obtained: **Y / N**

Date next steps can be taken: Immediately following this meeting

Author: Darryl White Role: **Head of Democratic Services**

Contact: **email: darryl.white@swdevon.gov.uk**

Recommendations:

That Council be RECOMMENDED:

- 1. to approve the criteria for appointing Honorary Aldermen of the Council (paragraph 3.1 below refers); and**
- 2. that, subject to approval of the criteria, Group Leaders be invited to make nominations to appoint Honorary Aldermen of the Council, prior to the arrangement of a Special Council meeting specifically convened for this purpose.**

1. Executive summary

- 1.1 This report seeks Council approval for the criteria and procedure to appoint Honorary Aldermen.

2. Background

- 2.1 Under Section 249 of the Local Government Act 1972, "a principal council may, by a resolution passed by not less than two-thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of Honorary Aldermen on persons who have, in the opinion of the Council, rendered eminent services to the Council as past Members of that Council, but who are not then Members of the Council."

- 2.2 There is no statutory guidance or definition of "eminent services", although it is recommended that each Council should have its own criteria for an appointment.

3. Outcomes/outputs

3.1 Proposed Criteria

Council may wish to consider adopting the following criteria:

- (a) *the title may be conferred on persons who have, in the opinion of the Council, rendered "eminent services" to the Council as past Members, but who are no longer serving Members. (NB. whilst not a definitive list, "eminent service" will ordinarily include having been: the Leader of the Council and/or a Group Leader for at least one Council Term; and the Mayor and/or the Chairman of one of its principal Committees for an extended period of time)*
- (b) *there shall be no specific definition of 'eminent services', it being left to the discretion of the Council at the time to assess and recognise any individual's contribution to the activities of the Council and the wellbeing of the borough of West Devon;*
- (c) *nominees would normally require a minimum period of more than two full Council terms of service as a Member of the Council; and*
- (d) *in the event of an Honorary Aldermen being re-elected as a Borough Councillor, then they will cease to hold the office of Alderman.*

3.2 Procedure

- 3.2.1 In accordance with section 249 of the 1972 Act, nominees would have to receive the support of not less than two-thirds of the Members voting thereon at a Special Council meeting convened for the purpose. It is suggested that nominations can be made by any Group Leader. However, before proceeding, officers and Members would, via the party groups, establish whether or not the nomination would be likely to receive sufficient support to proceed.

3.3 Rights of Honorary Aldermen

- 3.3.1 Whilst having no "legal or social precedence" in the community, it is custom and practice for Honorary Aldermen to be invited to Civic ceremonial events. This would be the Annual Council meeting, the Mayor's Civic Service, and other events such as any future appointment of Honorary Aldermen.

3.3.2 The status of Honorary Alderman carries no special right to attend or address meetings of the Council or its Committees or to receive any allowances or payments to which serving Members are entitled. However, at the discretion of the Mayor, a nominee for Honorary Alderman may (if present) be invited to respond to the vote conferring that status.

4. Options available and consideration of risk

4.1 Members are asked if they wish to recommend to Council that the criteria for appointing Honorary Aldermen of the Council be approved. Subject to approval of the criteria, nominations will be sought and agreed with Group Leaders prior to the arrangement of a Special Council meeting.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		The Local Government Act 1972: Section 249 sets out the provisions around conferring the title of 'Honorary Aldermen'.
Financial implications to include reference to value for money		There are no financial implications directly related to this report.
Risk		There would be a reputational risk to the Council of arranging a Special Council meeting to confer the title without the requisite two-thirds Member support already being assured for the proposal.
Supporting Corporate Strategy		Council Theme – <i>Efficient and Effective Council</i>
Consultation & Engagement Strategy		Group Leaders will be fully consulted and engaged prior to any nominations being made.
Climate Change - Carbon / Biodiversity Impact		N/A
Comprehensive Impact Assessment Implications		
Equality and Diversity		N/A
Safeguarding		N/A

Community Safety, Crime and Disorder		N/A
Health, Safety and Wellbeing		N/A
Other implications		N/A

Supporting Information

Appendices:

None

Background Papers:

None