



HOW DECISIONS ARE MADE - A GUIDE TO THE ROLE OF COUNCILLORS AND COMMITTEES

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There is an opportunity for members of the public to speak on planning applications at this meeting. Full details are available online at:

www.teignbridge.gov.uk/planningcommittee

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Teignbridge District Council's Committees and how they work

Councillors are elected from 24 wards in Teignbridge to represent you and take decisions on your behalf on all kinds of important issues affecting the everyday life of the District, including how to provide homes and car parks; sports, art and leisure facilities; how to care for Teignbridge's environment and ensure the Council has enough funds to provide essential services. Councillors (also known as Members) meet to set priorities for the present and plan for the future.

The Council, comprising 47 Members, meets several times each year in the Council Chamber to decide the Council's overall policies and set the budget.

In addition to recommending major strategies to the Council, the Executive is responsible for the most significant and day to day decisions which are not delegated to officers.

There are two Overview & Scrutiny Committees and an Audit Scrutiny Committee which supports the work of the Executive and the Council as a whole. They consider issues and review services within their remit and make recommendations to the Executive and the Council on its policies, budget and service delivery issues. These committees also monitor the decisions of the Executive and can in certain circumstances "call-in" a decision which has been made but not yet implemented.

In addition the Council has Planning, Licensing & Regulatory and Standards Committees.

Members of the public are welcome watch live streaming of Council, Executive, Scrutiny and other Committee meetings via you tube to listen to the debate. On some occasions, where confidential information is to be discussed, you will not be able to view the whole meeting.

There is also a facility to allow you to ask a question at Overview & Scrutiny Committees (see section headed *How you can ask a question at the Overview & Scrutiny Committees*).

You may also be able to speak either for or against planning applications at Planning Committee. Further details can be obtained from the Democratic Services Officer (Committees) on 01626 215159 or email comsec@teignbridge.gov.uk.

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How to find out what's on an agenda

What is an agenda and where can I see a copy?

An agenda is a list and order of things that will happen during the meeting. Each item on the agenda will usually have a report from officers which will contain recommendations.

The agenda for meetings of Council, the Executive, Overview and Scrutiny Committees and other Committees are available for inspection by members of the public at least five days before the date of the meeting. Agenda for meetings can be viewed on the Council's website.

How can I find out what meetings are taking place?

Information about forthcoming meetings is available on the [website](#). A [calendar of meetings](#) can also be found on the website.

What time do meetings start?

Full Council, Executive and other Committees generally start at 10am. Meetings are currently held remotely and live streamed on the [Council's you tube channel](#) or [Home - Teignbridge District Council Webcasting \(public-i.tv\)](#) – the exception is Annual Council which is at 2.15pm.

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What happens at meetings

All Committee meetings (exception where there is confidential papers) can be viewed on the council you tube channel and the agendas are available on the councils web site. At the top of the agenda you will find the email address comsec@teignbridge.gov.uk if you email with any queries before or after the meeting.

Who attends meetings?

All committee members will be named so you can identify them. There will also be other people at the meeting – these will be officers of the Council and are normally only there to advise the committee or answer questions – they are not allowed to take part in the decision making process.

The Chair is responsible for the orderly conduct of the meeting.

What happens at meetings?

First, the committee is asked to make sure the notes of the previous meeting (the minutes) are correct. If councillors agree they are correct, they are confirmed as the official record of that meeting.

The committee will usually debate the information in the report attached to the agenda for each item and will make a decision by taking a vote or everyone indicating they are happy with the proposal. Sometimes there is no debate on a matter before the vote is taken. This doesn't mean that the report hasn't received careful consideration; it means that no-one wants to question the recommendations.

A member of a committee may declare an interest as defined in the Code of Conduct for Members in the [Constitution](#).

Can I take part?

You are not allowed to take part in the discussion at the meeting, but members of the public may put questions directly to the Council, Executive, Overview & Scrutiny Committees and Audit Scrutiny Committee.

The public may be excluded from part of the meeting if it is likely that exempt information would be disclosed which details all necessary information. When this type of information is about to be discussed, the Chair will ask members of the public and press to leave the meeting. The business that is dealt with in public is usually taken at the start of the meeting to make it easier for you to know when to attend.

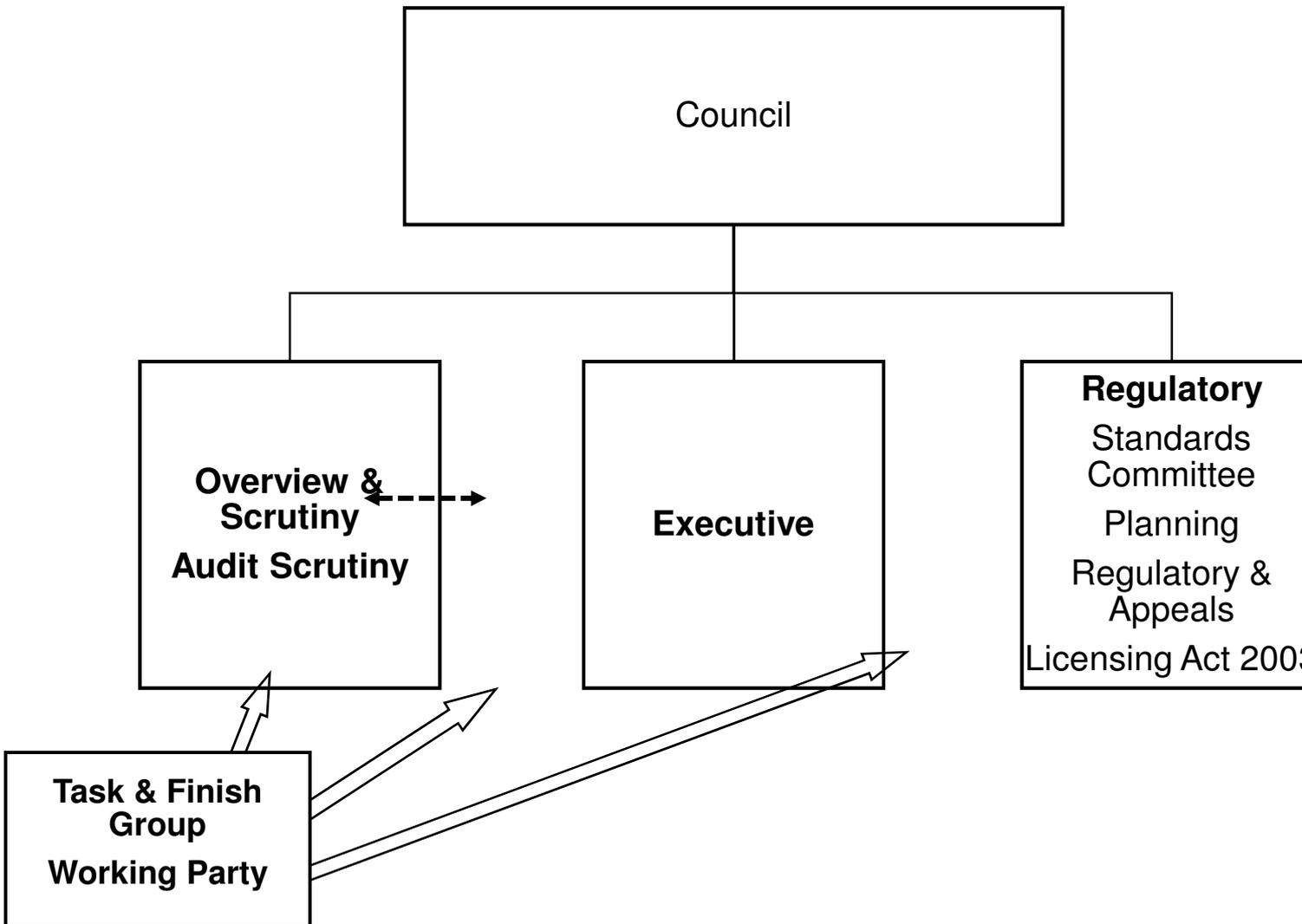
What happens after the meeting?

Following the meeting, the Democratic Services Officer will prepare the minutes, and officers will act on the decisions taken.

Decisions made at Executive will normally come into force five working days after publication on the website of the Statement of Decisions (which are normally published within two working days of the meeting) unless called in by an Overview & Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. You can also search for and view recent committee [agenda, reports and minutes](#) on the website.



The Council's Committee Structure



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EXECUTIVE MEMBER Roles

Strategic Direction Leader - Cllr Martin Wrigley	Corporate Resources Deputy Leader - Cllr Richard Keeling	Homes & Communities Cllr Linda Goodman- Bradbury	Planning Cllr Gary Taylor
<ul style="list-style-type: none"> • Communications • Human Resources • Strategic Partnerships • Community engagement - Towns and Parishes • Modern 25 • IT • Future High Street Fund 	<ul style="list-style-type: none"> • Finance • Legal • Revenue & Benefits • Procurement • Customer Service • Democratic Services • Audit 	<ul style="list-style-type: none"> • Housing and Homelessness • Communities • Voluntary Sector • Community Safety & Safeguarding • Equality, Diversity & Inclusivity • Refugees & Cost of Living 	<ul style="list-style-type: none"> • Spatial Planning including Local Plan Review • Development Mgmt • Building Control • Neighbourhood Planning • Regeneration and Major projects
Recycling, Household Waste & Environmental Health Cllr Charles Nuttall	Teignbridge 100 & Business	Climate Change, Trees, Coast and Flood Risk Management Cllr Jackie Hook	Open Spaces, Leisure, Sport, Resorts and Tourism Cllr John Nutley
<ul style="list-style-type: none"> • Refuse • Recycling • Street Cleansing • Environmental Health • Licensing 	<ul style="list-style-type: none"> • Teignbridge 100 - Delivering new council homes 	<ul style="list-style-type: none"> • Climate Change impact • Coastal Management • Flooding • Trees • Cultural strategy • (Future High St Fund) 	<ul style="list-style-type: none"> • Open Spaces • Cemeteries • Leisure • Sports Development • Resorts
Estates, Assets, Parking and Economic Development Cllr David Palethorpe			
<ul style="list-style-type: none"> • Parking • Estates & Assets • Economic Development Small, Medium Enterprise strategy 			

Agenda Item 5

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Your rights to attend meetings

The access to information rules for meetings of Teignbridge District Council and its Committees are set out under Sections 100A-H and Schedule 12A of the Local Government Act 1972, as amended and by the regulations under section 22 of the Local Government Act 2000 in relation to the Executive.

Teignbridge District Council supports the principles of transparency and openness in relation to its decision-making and will try to make as much information as possible available to the public.

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How a member of the public can ask a questions Committee Meetings

General

Members of the public may put questions directly to the Full Council, Executive, Overview & Scrutiny Committees, Audit Scrutiny Committee, and Standards Committee. These will usually be taken at the beginning of each Committee.

A meeting of 15 minutes will be allowed with a maximum period of three minutes per questioner.

Order of questions

Questions will be asked in the order in which notice was received but the Chair may group together similar questions.

Notice of questions

A question may only be asked if notice has been given. You can email send your question to comsec@teignbridge.gov.uk no later than three clear working days before the *meeting i.e should be meeting be on a Thursday the deadline would be Friday before at 5pm*

Number of questions

At any one meeting no person may submit more than three questions and no more than three such questions may be asked on behalf of one organisation.

Scope of questions

The question must relate to a matter to which the Council has powers or duties or which affects the district.

The Democratic Services Team Leader may reject a question if it:

- is a planning matter;
- is not about a matter for which the local authority has a responsibility or which affects the District;
- is defamatory, frivolous or offensive;

- is substantially the same as a question which has been previously put in the past six months; or
- requires the disclosure of confidential or exempt information.

The Chair has discretion to reject a public question subject to consultation with the Independent person, to assess the appropriateness of this discretion being exercised, given the circumstances and nature of the question.

Record of questions

When a question is submitted a copy will be sent to the Chair and the councillor to whom it is put if that is not the Chair. The person submitting the question will be advised that it has been accepted and when and where it may be asked. If the question is rejected the reasons for this will be given.

Copies of all questions will be circulated to all Committee Members and will be made available to the public attending the meeting.

Asking the question at the meeting

The Chair will invite the questioner to put the question. If a questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf.

Response to questions

The committee may respond in one of the following ways:

- A verbal response made at the meeting; or
- An officer will be asked to respond to the questioner in writing with a copy being sent to all Committee members; or
- The committee may decide to place the item on the agenda for a future meeting for further consideration and request a written report on the matter.

Right to respond

A questioner who has put a question in person may also put one supplementary question without notice.

A supplementary question must arise directly out of the original question or the reply. The Chair may reject a supplementary question on any of the grounds outlined above in *Scope of Questions*. The member of the public asking the question shall have the opportunity to respond for a maximum of two minutes. No further debate will be permitted.

Answers at the meeting

Responses may be given verbally by the Chair, Leader, other Councillor, e.g. Portfolio Holder, invited to do so by the Chair of the meeting, or in certain circumstances

questions may be referred to another Committee at the discretion of the Chair. In exceptional circumstances answers may be dealt with by written answer.

After the meeting

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Members to whom it was to be put, will be dealt with by a written answer.

Members of the public who submit a question or a request to speak at a committee will have their name published within the minutes and they will be recorded where a meeting is broadcast live. Should members of the public wish to remain anonymous then they should contact comsec@teignbridge.gov.uk in order to make this request.

The Local Government (Access to Information) Act 1985 requires us to publically publish Council meeting agendas and minutes and accompanying documentation. We have a duty to look after the information we hold about you. Council meetings are live streamed on you tube or the councils Pubic-I website. For more details on how we use your information please refer to our [privacy policy](#).

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