

E-mail: [democraticservicesd@teignbridge.gov.uk](mailto:democraticservicesd@teignbridge.gov.uk)

7 January 2026

## FULL COUNCIL

To all Members of Teignbridge District Council

A meeting of the **Full Council** will be held on **Thursday, 15th January, 2026** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **11.00 am**



Phil Shears  
Managing Director

**Please Note:** Filming is permitted during Committee meeting with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public. By entering the Council Chamber you are consenting to being filmed.

## A G E N D A

### Part I

#### Full Council Terms of Reference

Full Council's Terms of Reference is attached to the agenda pack for reference.

#### Public participation and attending meetings

Information pertaining to public participation rules and attending Council and Committee meetings can be found on the following webpage:[Public participation and attending meetings - Teignbridge District Council](#)

#### 1. **Apologies for absence**

#### 2. **Minutes** (Pages 9 - 24)

To approve as a correct record and sign the minutes of the previous Council meeting on 23<sup>rd</sup> October 2025 and the two extraordinary meetings on 25<sup>th</sup> November 2025.

**3. Announcements (if any)**

Announcements only from the Chair of Council, Leader, Members of the Executive or the Managing Director.

**4. Declarations of interest (if any)**

Information pertaining to the Members' Code of Conduct and guidance relating to declaring interests can be found on the following webpage: [Teignbridge District Council - Councillor-conduct](#)

**5. Public Questions (if any)**

Members of the public may ask questions. A maximum period of 15 minutes will be allowed with a maximum period of three minutes per questioner.

**6. Councillor Questions (if any)**

Members of the Council may ask questions of the Council subject to procedural rules.

**7. Recommendation from the Appointments and Remuneration Committee - Appointment of the Monitoring Officer**

To receive the recommendation of the Appointments and Remuneration Committee on 6<sup>th</sup> January 2026, to appoint the Council's Monitoring Officer pursuant to the Local Government and Housing Act 1989.

The agenda and minutes of this meeting can be found: [Agenda for Appointments & Remuneration Committee on Tuesday 6th January 2026](#)

**RECOMMENDATION**

The Committee recommends to Full Council the appointment of Charlie Fisher to the position of Interim Monitoring Officer, and that the Committee notes that should efforts to recruit for the role be unsuccessful that he continues on in the role.

**8. Recommendation from the Executive - Council Tax Reduction Scheme**

At the Executive Meeting on Tuesday 6<sup>th</sup> January 2026, the Executive recommended to Full Council that:

1. The Council Tax Reduction Scheme (attached as Appendix A) is adopted for the year 2026-27 with the income amounts uprated in line with annual uprating of welfare awards which are usually confirmed before the end of this calendar year.
2. Delegated authority is given to the Council Tax Lead Officer to amend the income bands within the scheme to align with the uprated amounts, once confirmed by Government.

The associated documents can be found at: [Agenda for Executive on Tuesday 6th January 2026 - Teignbridge District Council](#)

9. **Recommendation from the Governance Committee - Recommendations from the Independent Remuneration Panel (IRP)** (Pages 25 - 28)

To consider the recommendations from Independent Remuneration Panel, as recommended by the Governance Committee at its meeting on 8<sup>th</sup> January 2026.

The agenda and minutes for this meeting can be found: [Agenda for Governance Committee on Thursday 8th January 2026](#)

The report of the IRP is attached.

10. **Recommendations from the Constitution Review Working Group - Amendments to the Constitution**

To consider a number of amendments to the Constitution, as agreed by the Constitution Review Working Group.

a) Section 4 - Procedural Rules

Within the Procedural Rules (Section 4) that the Monitoring Officer be named to determine the acceptance of Questions by Members of the Public (4.7.1 (f)) and Questions from Members of the Council (4.7.3) instead of the Managing Director to ensure consistency across all processes.

b) 4.8.6 Amendments to Motions procedures (Pages 29 - 30)

To agree the proposed changes to the Amendments to Motions procedure.

c) Petitions Process (Pages 31 - 32)

To agree a petitions process to be inserted into Section 4 – Council Meeting Procedural Rules.

d) Section 8a - District Councillor Role Profiles (Pages 33 - 42)

To agree the proposed Councillor Role Profiles to replace the current Section 8a and those role profiles documented in other parts of the Constitution.

11. **Notices of Motion**

a) Notice of Motion - Torquay Custody Centre

The following motion on the proposed closure of Torquay Police Custody Centre has been proposed by Councillor Jane Taylor, seconded by Councillor Horner and supported by the requisite number of Members within the procedural rules.

**Background**

I am proposing a notice of motion regarding the proposed 'pilot' closure of Torquay Custody Centre, on the grounds of efficiency. As I am sure you will have seen in the press, Police Officers will have to transport prisoners arrested

in Torbay or Teignbridge, to Exeter or Plymouth. It has been reported that more than 5,000 detainees are processed each year. Some sources put it as high as 7000, either way it is a lot of detainees being transported across the County.

Torquay is one of the busiest custody centres in the force and is frequently full, having to divert Officers to other custody centres. There are at least 36 cells and numerous other functions are carried out in custody suites, including breath and blood tests for drink and drug drivers. This is a time crucial process with a serious risk of offenders providing samples under the limit, if not done as soon as possible. Strip and intimate searches, swabs, bail returnees, interviews, fingerprinting and DNA are also conducted there, to name a few.

In a previous life, I served 30 years with Devon and Cornwall Constabulary, starting in Torquay and spending most of my career in South Devon, including a stint as a Custody Sergeant. This is an issue which is very close to my heart because first and foremost it is about the welfare and safety of our police officers. There are many obvious consequences of closure and some less, which I have listed below to assist you in your letter to the Chief Constable.

In relation to the proposed closure of Torbay Custody Centre, the Council notes that:

1. **Officer Safety** - Violent prisoners need to be transported the shortest possible distance for the safety of Officers and the detainees. Currently violent prisoners can be restrained in prison vans for long periods of time when Torquay Custody Centre is full. The detainee will remain restrained while they are transported to the nearest custody centre with availability, in some cases first going to Exeter and then being redirected to Plymouth.
2. **Detainee Safety** - It is well documented that prolonged restraint of detainees can contribute to deaths in custody, as was the finding of the Coroner in the sad case of Thomas Orchard. On arrival at a custody centre the waiting times to process detained persons are regularly longer than two hours and up to 7/8 hours, the whole of the officer's shift!
3. **Officer Abstraction** - Officers would be out of area for longer, leaving little or no response capability. The effectiveness of any policing response will be seriously impacted. The consequence of this will be incurred overtime cost, increased time in lieu being accrued and officers being refused time off and annual leave.
4. **Response Times** - Response times will increase with fewer officers available locally they could be dispatched from as far away as Plymouth and Exeter, leaving other areas exposed. It is impossible to attend incidents within target times if travelling 40 minutes to get to the scene.
5. **Injury Prevention** - There is a strong causal link between response time and the increased likelihood of injury, particularly in domestic violence. (HMICFRS The police response to domestic abuse). On

average two women a week are murder by a partner or ex partner

6. **Impact on arrest and investigation** - The odds of the arrest of an offender decrease with every minute of the police response, as well as the reduced likelihood of detecting crime. Delays may result in rushed and poor quality investigations. Also, specialists such as CID and Domestic Abuse officers will have to travel out of area to process and interview detainees.

In summary, any perceived savings cannot and must not be to the detriment of public safety and safeguarding. You cannot put a cost on a life.

The Council **resolves to:**

1. Write to Mr James Vaughan, the Chief Constable of Devon and Cornwall Police, opposing his proposal to close Torquay Custody Centre.

If you would like this information in another format, please telephone 01626 361101 or e-mail [info@teignbridge.gov.uk](mailto:info@teignbridge.gov.uk)

This page is intentionally left blank

### **3.3 Full Council**

3.3.1 **Membership:** The Full Council consists of all Councillors who represent the wards of the District of Teignbridge.

3.3.2 **Areas of work:** The primary areas of work which Full Council undertakes comprise:

- (a) Adopting and making substantive changes to the Constitution;
- (b) Approving or adopting the policy framework and the budget (including approving the Annual Budget and setting the Council Tax);
- (c) Creating committees and sub committees (such decisions not to be undertaken by committees) and approving joint arrangements as necessary, with one or more local authorities to carry out such functions as it considers appropriate, including the appointment of a Joint Committee;
- (d) Appointing the Leader; Chair and Vice Chair of Council; Committee membership including the Chair and Vice Chair of Committees;
- (e) Assessing the performance of the Leader and passing a resolution if necessary removing the Leader from his position of Leader;
- (f) Adopting a Members' Allowances Scheme;
- (g) Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation or personal Bills;
- (h) to receive any report by the Chief Finance Officer (Section 151) and/or the Monitoring Officer;

and additionally, all other matters which, by law, must be reserved to Council.

This page is intentionally left blank

**FULL COUNCIL****23 OCTOBER 2025**Present:

Councillors Atkins, Bullivant, Buscombe, Clearance, Cox, Foden, Gearon, Hall, Hayes, Hook, Horner, Jackman, James, Keeling, MacGregor, Major (Vice-Chair), Morgan, Mullone, Nutley, Palethorpe, P Parker, Parrott, Peart, Radford, Rogers, Rollason, Ryan, Sanders, Smith, Smith, Steemson (Chair), Swain, G Taylor, J Taylor, Thorne, Williams and Wrigley

Apologies:

Councillors Bradford, Daws, Dawson, Farrand-Rogers, Goodman-Bradbury, Henderson, Nuttall, C Parker, Purser and Webster

Officers in Attendance:

Trish Corns, Democratic Services Officer  
Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer  
Tammy Hayes, Housing Solutions Lead, Housing Options  
Christopher Morgan, Assistant Democratic Services Officer  
Jon Lloyd Owen, Head of Housing  
Phil Shears, Managing Director  
Chris Trowell, Housing Enabling and Development Manager

**130. MINUTES**

It was proposed by the Leader Councillor Keeling and seconded by the Deputy Leader Councillor Palethorpe and

RESOLVED

That the minutes of the meeting of Thursday 29 July 2025 be approved and signed by the Chair as a correct record.

**131. ANNOUNCEMENTS**

The Chair advised on his attendance at recent civic engagements which included the Devon Civic Service attended by the High Sheriff of Devon at Exeter Cathedral, and Newton Abbot Town Council Civic Service.

The Leader welcomed Councillor Kevin Smith recently elected at the Kenn Valley Ward by-election on 9 October 2025.

Councillor Nutley announced that following public campaigning the Cardiac services at Torbay Hospital would not be reallocated to the Royal Devon and Exeter Hospital.

## **132. DECLARATIONS OF INTEREST**

None.

## **133. PUBLIC QUESTIONS**

In accordance with the Council's procedural rules, the Chair of the Council, and the Leader responded to six members of the public, who asked questions relating to the Notice of Motion (NOM) at Minute 136a below, the refurbishment of Dawlish Leisure Centre and how values and compassion are built into our community.

The questions and responses were published prior to the meeting and made available to the questioners.

Supplementary questions were raised and can be viewed at the link below  
<https://democracy.teignbridge.gov.uk/ieListDocuments.aspx?CId=165&MId=3652&Ver=4>

## **134. PETITIONS**

None.

## **135. COUNCILLOR QUESTIONS**

In accordance with the Council's procedural rules, the Leader responded to one councillor question.

The question and response were published prior to the meeting and related to the closure of the A382 in connection with housing development.

A supplementary question was asked and can be viewed at the link below  
<https://democracy.teignbridge.gov.uk/ieListDocuments.aspx?CId=165&MId=3652&Ver=4>

## **136. NOTICES OF MOTION**

### **a) Notice of Motion - Safeguarding Local Communities from Unconsulted Migrant Placements**

The Chair referred to the Notice of Motion (NOM) as set out on the agenda, proposed by Councillor Horner, seconded by Councillor Hall and supported by the requisite number of Councillors within the procedural rules to enable it to be considered at the meeting.

The Head of Housing responded to the NOM advising that:

- The term migrant referred to those moving to a local authority area from

other parts of the country, those moving to the UK from abroad, refugees and those seeking asylum in the UK. The NOM specifically related to asylum-seekers.

- Asylum seekers are not entitled to welfare benefits or allowed to undertake paid work. The Home Office is responsible for their accommodation and for their subsistence while their asylum claim is considered.
- Local authorities are not consulted on the individuals placed in such accommodation. Such placements are made directly by the Home Office or its approved contractor. The Council is notified of the name of the individuals placed in the accommodation.
- Where asylum is granted, they will at this point be entitled to welfare benefits, to seek paid employment and be entitled to assistance under homelessness legislation.
- The Council is responsible for safeguarding all residents, regardless of background or immigration status. Where safeguarding concerns are identified, they are addressed through established statutory processes embedded within public services, in line with our legal duties.
- 0.02% of Teignbridge population are Asylum Seekers in dispersal accommodation (no hotels are being used for dispersal).
- The NOM identifies three areas: transparency, safeguarding and refusing placements and challenging external placements:
- The Council is committed to transparency in all matters relating to migrant placements, but this must be within relevant legal bounds, and whilst continuing to support the welfare of all residents. Publicly providing the address of an individual property that is being or to be used for asylum dispersal would be in breach of UK GDPR.
- There are established safeguarding arrangements in place within the Council and across relevant agencies, applied to support the welfare of all residents in Teignbridge including asylum-seekers.
- The Council does not have the ability to refuse the placement of any individual person or household in asylum-seeker accommodation in the District.

Councillor Horner presented his NOM as set out on the agenda, adding that there had been a net migration of 2.6 million in the last 2 years, an unsustainable demand on the NHS, and all immigration should be positive.

During the debate issues raised included: the focus is on safeguarding and integration, the safety of all residents including immigrants, legal responsibilities including compliance with GDPR and that the NOM is contrary to the Council's core responsibilities.

In response, Cllr Horner advised on 2024 statistics relating to offences by immigrants.

In accordance with section 4.13.5 of the Constitution a recorded vote was taken on the NOM and the Members voting for, against or abstaining from voting is as follows:

FOR the NOM: Councillor Horner - 1

AGAINST the NOM: Councillors Atkins, Bullivant, Buscombe, Cox, Foden, Gearon, Hall, Hayes, Hook, Jackman, James, Keeling, Macgregor, Major, Morgan, Mullone, Nutley, Palethorpe, P Parker, Parrott, Peart, Rollason, Rogers, Ryan, Sanders, K Smith, M Smith, Steemson, Swain, G Taylor, J Taylor, Thorne, Williams and Wrigley – 34

ABSTENTIONS: Councillors Clearance, Radford – 2

The NOM was declared as LOST.

b) **Notice of Motion - Celebrating the Contribution of Overseas-Born and Asylum-Seeking Residents**

The Chair referred to the Notice of Motion (NOM) as set out on the agenda, proposed by Councillor Palethorpe, seconded by Councillor Hook and supported by the requisite number of Councillors within the procedural rules to enable it to be considered at the meeting.

The Head of Housing responded to the NOM advising that the data provided in relation to persons born outside of the UK and humanitarian arrivals under Ukraine and Afghan resettlement schemes have been verified as accurate against the data sources provided within the NOM.

Councillor Palethorpe presented his NOM as set out on the agenda.

During the debate issues raised included: 8.4% of the armed forces are non-nationals, the NOM gives no action, and other comments of support for the NOM was expressed.

An amendment to the NOM was proposed by Councillor M Smith and seconded by Councillor Hall that:

*The title of the NOM *Celebrating the Contribution of Overseas-Born and Asylum-Seeking Residents* be amended to read *Celebrating the Contribution of legal overseas-born, and refugee residents*; an additional 6 under the heading *The Council notes to read the Council notes that the majority of migrants to the UK are by legal means*, and an additional 7 to read *the Council notes that asylum seekers have a reasonable style of living while awaiting asylum*.*

The amendment was LOST by 4 votes for and the majority against.

An amendment was proposed by Councillor J Taylor and seconded by Councillor Macgregor that the 8 recommendations of the NOM be deleted and the NOM is rewritten as one overarching statement.

The Chair confirmed that the amendment was not permitted under the Procedure Rules relating to NOMs because it materially altered and changed the meaning of the NOM.

*Councillor P Parker left the meeting and was not present for the remainder of the meeting.*

A further amendment was proposed by Councillor Macgregor and seconded by Councillor J Taylor that the Council investigates supporting migrants in the District with induction on laws, values and community integration providing a full guide to newcomers to the District.

The amendment was LOST 8 votes for, the majority against and 8 abstentions.

A vote was taken on the original NOM as set out on the agenda, proposed by Councillor Palethorpe and seconded by Councillor Hook.

In accordance with section 4.13.5 of the Constitution a recorded vote was taken on the NOM and the Members voting for, against or abstaining from voting is as follows:

FOR the NOM: Councillors Buscombe, Cox, Foden, Gearon, Hayes, Hook, James, Keeling, Major, Morgan, Nutley, Palethorpe, Parrot, Radford, Rollason, Sanders, K Smith, Steemson, Swain, G Taylor, Williams, Wrigley - 22

AGAINST the NOM: Nil

ABSTENTIONS: Councillors Atkins, Bullivant, Clearance, Hall, Horner, Jackman, Macgregor, Mullone, Peart, Rogers, Ryan, M Smith, J Taylor, Thorne -14

The NOM was declared CARRIED

RESOLVED

That the Council:

1. Commits to work with Government to ensure Teignbridge continues to play its part in welcoming those seeking asylum in our country.
2. Formally recognise and celebrate the contributions of all overseas-born residents to Teignbridge's economy, culture, and public life — especially in the tourism, health, safety, and education sectors.
3. Express its gratitude to overseas-born members of the Armed Forces, including the Gurkhas and Fijian personnel, for their service and sacrifice.
4. Acknowledge the essential role of international health and social care staff in sustaining our NHS and care services across South Devon.
5. Recognise the dedication of international teachers and education professionals who help nurture and inspire our young people.
6. Reaffirm the Council's commitment to equality, human dignity, and inclusion under the International Law, Equality Act 2010 and the Council's own

Equality, Diversity and Inclusion Policy.

7. Stand in solidarity with local charities, voluntary groups, and community organisations that support refugees, asylum seekers, and other vulnerable individuals, and explore opportunities for partnership and recognition.
8. Reject discrimination in all forms, affirming Teignbridge as a district that is open, welcoming, and enriched by the diversity of its residents.

*The meeting adjourned for a short comfort break.*

*Councillor James left the meeting and was not present for the remainder of the meeting.*

*The meeting reconvened.*

#### **137. ONE TEIGNBRIDGE COUNCIL STRATEGY ACTION PLAN 2025-2030**

Consideration was given to the agenda report explaining the content of the Action Plan which contained specific projects and business initiatives that would be the priority of the Council for the next five years. These projects and initiatives were designed to achieve the 6 strategic priorities agreed in the One Teignbridge Council Strategy of: Community; Economy; Environment; Homes; Infrastructure; and The Way We Will Work.

It was proposed by the Leader, Councillor Keeling and seconded by the Deputy Leader Councillor Palethorpe that the action plan be adopted as set out in the agenda report.

In response to points raised, the Head of Strategy and Partnerships advised that projects would progress with available funding.

The proposal was put to the vote, and it was

**RESOLVED**

That the Council adopts the One Teignbridge Council Strategy Action Plan 2025-2030 as the document to be used to guide the strategic priorities and projects of the Council for the next 5 years.

#### **138. SCALE OF ELECTION FEES AND COSTS**

The Council considered the report to seek agreement to the updated Scale of Costs and to delegate future changes to uplift fees in line with Government guidance and national pay agreements to the Section 151 Officer. Councillor Keeling introduced the item.

It was proposed by Councillor Keeling and seconded by Councillor MacGregor and

RESOLVED

That the Council:

1. Apply the updated Scale of Costs (Appendix A) to District and Parish Council elections within the Teignbridge local authority area; and
2. Agree to amend the Council's Constitution to delegate approval of future changes to uplift fees in line with government guidance and national pay agreements to the Section 151 Officer.

#### **139. COMMITTEE SEAT ALLOCATION**

The Council considered the report in accordance with the Local Government and Housing Act 1989, to seek approval of the Committee seat allocations as result of the Kenn Valley by-election on Thursday 9<sup>th</sup> October 2025.

Councillor MacGregor spoke to this item regarding the legal implications and Section 17 of the Act. The Democratic Services Manager and Deputy Monitoring Officer responded orally to this.

It was proposed by Councillor Keeling and seconded by Councillor Palethorpe and

RESOLVED

That the Council:

1. Approve the Committee seat allocations as set out in the Appendix.
2. Asks Group Leaders to advise the Democratic Services Manager of any changes required to Committee Membership within 24 hours of the change occurring.

#### **140. RECOMMENDATION FROM THE APPOINTMENTS AND REMUNERATION COMMITTEE - APPOINTMENT OF SECTION 151 OFFICER**

The Council considered the recommendation from the Appointments and Remuneration Committee from its meeting on 1<sup>st</sup> September 2025.

It was proposed by Councillor Bullivant and seconded by Councillor Radford and

RESOLVED

That the Head of Financial Services and Audit is appointed as the Section 151 Officer to cover the period from the retirement of the current post holder and to the appointment of their successor.

**141. RECOMMENDATION FROM THE EXECUTIVE - 2024/25 DRAFT FINAL ACCOUNTS AND TREASURY MANAGEMENT**

The Council considered the recommendation from the Executive at its meeting on 9<sup>th</sup> September 2025 and noted the Draft Treasury Management results for 2024/25.

**142. RECOMMENDATION FROM THE LICENSING AND REGULATORY COMMITTEE - STATEMENT OF LICENSING POLICY**

The Council considered the recommendation from the Licensing and Regulatory Committee at its meeting on 14<sup>th</sup> October 2025 to approve the Statement of Licensing Policy.

Councillor MacGregor spoke to this item in relation to service level agreements with stakeholders and service users.

It was proposed by Councillor Hayes, seconded by Councillor Radford and

**RESOLVED**

That the Council approves the Statement of Licensing Policy.

**143. SHERBORNE HOUSE CAR PARK PROJECT, NEWTON ABBOT - APPROVAL TO AWARD CONSTRUCTION CONTRACT**

The Council considered the report to seek Members' agreement to progress the Sherborne House car park affordable housing project into construction, and to request delegated authority to enter into a building contract provided that the financial condition is met.

Sherborne House Car Park is a council-owned brownfield site, located in Newton Abbot town centre. Historically this was the location of a bus station. More recently the land has been used for private car parking. The site is now vacant awaiting redevelopment.

On 29 November 2022 Full Council agreed to progress the site to a submitted planning application as part of the Teignbridge 100 housing development programme. Planning permission (reference: 23/01897/MAJ) was granted, on 23 August 2024, to provide "23 dwellings including outside amenity space" on the Sherborne House Car Park site.

On 4 November 2024 the Executive agreed to progress the project to a stage where the proposed development could be put out to tender.

Councillor Buscombe introduced the report and gave an overview of the project, highlighting the types of dwellings and their energy efficiency and the financial elements of the project. Particular attention was drawn to the brownfield site and the provision of one and two bed accommodation.

Councillor Bullivant spoke against the project on the financial elements and length of time to build the project as opposed to buying open market properties.

Councillors MacGregor, Wrigley, Hook, Sanders and Swain spoke in support of the project, thanking Councillor Buscombe and the Housing Team, highlighting the involvement of Shadow Executive Members and drawing attention to the project reducing waiting lists for social housing, the energy efficient home, that it is on a brownfield site, the provision of accommodation and opportunities for downsizing.

Councillors Rogers and Mullone asked for further clarification on the funding arrangements with Homes England with Councillor Rogers asking additionally about the Council's approach to promoting downsizing of properties. Officers responded to these points orally, stating that grants would be applied for if the project was approved and that these homes would be attractive for those seeking to downsize and the Council would work to facilitate this.

Councillor Atkins asked for clarification on the public notice of the project and preferred contractor. Officers responded to this point orally highlighting the Council's procurement policy.

Councillor Hall asked for clarification on the value of the current site.

**144. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC**

It was proposed by the Leader Councillor Keeling, seconded by Councillor Rogers and

**RESOLVED**

The press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act.

**145. SHERBORNE HOUSE CAR PARK PROJECT, NEWTON ABBOT - APPROVAL TO AWARD CONSTRUCTION CONTRACT**

In response to Member questions, advice was given on the value of the land, the contract and tender procedure.

*Councillor M Smith left the meeting.  
Councillor Keeling left the meeting.*

Following the conclusion of the discussion on the report it was proposed by Councillor Palethorpe, seconded by Councillor Sanders and

**RESOLVED**

That the press and public be re-admitted to the meeting.

It was proposed by Councillor Buscombe, seconded by Councillor Jackman and

**RESOLVED**

That the Council:

1. Approve the Sherborne House car park project for the design and construction of twenty-three Social Rented flats, associated infrastructure and external works.
2. Approve the update of this project within the Capital Programme and accordingly to increase the Capital Programme and allocation of expenditure for the project to £7,243,317.
3. Authorise the Director of Customer Experience & Transformation, in consultation with the Executive Member for Housing and Homelessness and the Chief Finance Officer and following the determination of the grant applications set out in the report, to enter into the contract for the development with Nevada Construction provided that the project achieves a minimum 1% return on the Council borrowing.

Councillor R Steemson  
Chair

**FULL COUNCIL**

**25 NOVEMBER 2025**

**Present:**

Councillors Atkins, Bradford, Bullivant, Buscombe, Clearance, Cox, Daws, Dawson, Foden, Gearon, Goodman-Bradbury, Hayes, Henderson, Hook, Horner, Jackman, James, Keeling, MacGregor, Major (Vice-Chair), Morgan, Mullone, Nutley, Nuttall, Palethorpe, C Parker, Parrott, Peart, Purser, Radford, Rogers, Rollason, Ryan, Sanders, Smith, Steemson (Chair), Swain, G Taylor, Thorne and Williams

**Apologies:**

Councillors Hall, P Parker, M Smith, J Taylor, Webster and Wrigley

**Officers in Attendance:**

Trish Corns, Principal Democratic Services Officer

Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

Christopher Morgan, Assistant Democratic Services Officer

Phil Shears, Managing Director

**146. DECLARATIONS OF INTEREST**

None.

**147. RECOMMENDATION FROM THE APPOINTMENTS AND  
REMUNERATION COMMITTEE - APPOINTMENT OF DIRECTOR OF  
CORPORATE SERVICES AND SECTION 151 OFFICER**

The Executive Member for Corporate and Finance, Cllr Parrott referred to the recommendation of the Appointments and Remuneration Committee (A&RC) of 4 November 2025. In recommending the appointment of Ellie Wilcocks as the Council's Section 151 Officer statutory post under the Local Government Act 1972, and Director of Corporate Services, the A&RC considered Ellie to be suitably qualified and have the breadth of knowledge and experience to undertake the role.

It was proposed by Cllr Parrott, seconded by the Leader Cllr Keeling, and CARRIED by a majority vote for, 0 against and 2 abstentions.

RESOLVED

That Ellie Willcocks is appointed as Director of Corporate Services and Section 151 Officer.

CLLR R STEEMSON  
Chair



## **FULL COUNCIL**

### **25 NOVEMBER 2025**

#### Present:

Councillors Atkins, Bradford, Bullivant, Buscombe, Clearance, Cox, Daws, Dawson, Foden, Gearon, Goodman-Bradbury, Hayes, Henderson, Hook, Horner, Jackman, Keeling, MacGregor, Major (Vice-Chair), Mullone, Nutley, Nuttall, Palethorpe, C Parker, Parrott, Peart, Purser, Radford, Rogers, Rollason, Ryan, Sanders, Smith, Steemson (Chair), Swain, G Taylor and Thorne

#### Apologies:

Councillors Hall, James, Morgan, P Parker, Smith, J Taylor, Webster, Williams and Wrigley

#### Officers in Attendance:

Gordon Bryant, Head of Financial Services and Audit  
Trish Corns, Principal Democratic Services Officer  
Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer  
Christopher Morgan, Assistant Democratic Services Officer  
Phil Shears, Managing Director

### **148. DECLARATIONS OF INTEREST**

The Chair advised that a dispensation had been granted to Members of the Council who are County Councillors or MPs to enable them to take part in matters relating to Devolution and/or Local Government Reorganisation. Those Councillors are Councillors Cox, Dawson, Keeling, Morgan, Rogers and Wrigley.

The dispensation also applied to any Members employed by or are the spouse/partner of an employee of another District or County Council in Devon.

Members were also referred to the email from the Democratic Services Manager and Deputy Monitoring Officer sent Friday 21 November regarding declarations of Interest, and that it is an Executive function to respond to the Government's invitation to decide on the Council's submission of proposals for local government reorganisation. The view of the Council was sought to inform the Executive's response to the statutory invitation. The Executive would be meeting at 2pm that afternoon to respond to the Minister's invitation.

Cllr Palethorpe advised that he would not be taking part in the discussion or vote because he was a member of the Executive which would be deciding on the matter later that day.

### **149. LOCAL GOVERNMENT REORGANISATION**

The Chair thanked staff for their work in putting the agenda report together, and staff and Cllrs who had attended the many meetings involving representatives of

Devon County Council, Districts and Unitaries to discuss the potential LGR options for Devon.

The Executive Member for LGR, Cllr Nuttall referred to the agenda report which set out 3 recommendations at agenda page 3.

The Managing Director presented the agenda report advising that the Council was tasked in February 2025 to put together the 4/5/1 model with the other Devon local authorities (LA) to provide unitaries of around 500k population working with the existing LA boundaries. The public and stakeholders were consulted including the NHS, police, town and parish councils, universities, transport, bus and trains, and businesses. Over 1,750 responses were received from the public which was greater than any other Devon LA.

Teignbridge would be the first of the Devon Councils to make a decision which should be based on what is the best option for residents and communities. Other LAs would decide in the next few days and proposals conveyed to Government. The Government would then take the lead with a public consultation expected February/March 2026, followed by a decision June/July 2026, and the setting up of shadow authorities.

The financial assessments were undertaken by PIXEL and KPMG, companies with national experience of LGR and results were supported by all Section 151 Officers across the Devon LAs.

The 4/5/1 model would support around 234 Cllrs across Devon each representing around 4,500 residents each.

The Leader thanked the Managing Director, supporting staff and the Executive Member and referred to Local Area Committees (LACs) which would play an important role in connecting communities to the unitaries.

Cllr Bullivant referred to Devon County Council's published report the previous day on a 9/1/1 One Devon model and why this would result in an improvement for Devon residents.

Cllr Bullivant proposed that the Council endorses the 9/1/1 One Devon model and not the 4/5/1 model. The proposal was seconded by Cllr Rogers.

Comments that followed included:

- 9/1/1 model would result in a huge unitary and more electorate to each Cllr and is not a balanced model.
- The NHS support the 4/5/1 model.
- Universities are concerned that they will have a voice going forward and wish reorganisation to be actioned as soon as possible to minimise disruption.
- LACs work well in other areas of the country.
- Full savings of the reorganisations will be seen in year 6/7.
- The Government can only approve a proposal put forward.

The Section 151 Officer confirmed the financial appraisal which had been supported by all Devon Section 151 Officers.

Cllr Macgregor proposed an amendment that recommendations 1 and 3 as set out on the agenda report supporting the 4/5/1 model be approved as the best option for the residents of Teignbridge. This was seconded by Cllr G Taylor.

A procedural matter was raised as to whether the amended proposal by Cllr MacGregor and seconded by Cllr G Taylor could be taken as an amendment or constituted a new proposal.

*At this juncture the meeting adjourned for a short comfort break.  
The meeting reconvened.*

The Democratic Services Manager and Monitoring Officer referred to the relevant paragraph of the Constitution and advised that the proposal by Cllr MacGregor and seconded by Cllr G Taylor Constituted an amendment and would be voted on first.

Cllr Macgregor proposed a further amendment that recommendation 1 and 3 of the agenda report as a recommendation to the Executive with a revised recommendation 2 of the agenda report to read:

*2. Teignbridge District Council only support the option of 4/5/1.*

The amendment was seconded by Cllr G Taylor.

The amendment to recommendation 2 would ensure that Dartmoor National Parke in its entirety would remain in one unitary authority.

A recorded vote in accordance with paragraph 4.13.5. of the Constitution was taken as follows:

For the proposal: Cllrs Bradford, Daws, Gearon, Goodman-Bradbury, Hayes, Macgregor, Mullone, C Parker, Radford, Rollason, Ryan, Sanders, K Smith, Swain, G Taylor, Major **Total 16**

Against the proposal: Cllrs Atkins, Bullivant, Dawson, Foden, Peart, Purser, Rogers, Thorne **Total 8**

Abstention: Cllrs Buscombe, Clearance, Cox, Henderson, Horner, Hook Jackman, keeling, Nutley, Nuttal Palethorpe, Parrott, Steemson **Total 13**

The proposal was CARRIED and in accordance with paragraph 4.13.5. of the Constitution as recorded vote was taken on the substantive motion as follows and CARRIED:

For the proposal: Cllrs Bradford, Gearon, Goodman-Bradbury, Hayes, Macgregor, C Parker, Radford, Rollason, Ryan, Sanders, K Smith, Swain, G Taylor, Major **Total 14**

Against the proposal: Cllrs Atkins, Bullivant, Dawson, Peart, Purser, Rogers, Thorne **Total 7**

Abstention: Cllrs Buscombe, Clearance, Cox, Daws, Foden, Henderson, Horner, Hook, Jackman, Keeling, Mullone, Nutley, Nuttal, Palethorpe, Parrott, Steemson  
**Total 16**

RECOMMENDED to the Executive that

1. Teignbridge District Council endorses the submission of 'Reimagining Devon – Believe in Better' (Appendix 4) as the Council's response to the invitation from the Secretary of State for Housing, Communities and Local Government for Local Government Reorganisation in Devon, with two new unitary authorities and Plymouth as a 'continuing authority'.
2. Teignbridge District Council only support the option of 4/5/1.
3. Delegated power be given to the Managing Director, in consultation with the Executive Member for Local Government Reorganisation to submit the proposals and covering letter (Appendix 5) to the Secretary of State for Housing, Communities and Local Government by the deadline of 28th November 2025.

(14 votes for, 7 against and 16 abstentions)

CLLR R STEEMSON  
Chair

## **Report of the Independent Remuneration Panel**

### **Meeting held on 17 October 2025**

Present: D Phillips (Chair), G Dyke, G Russell, M Millman

Officers present: C Fisher (DS Manager and MO), T Corns (DSO)

#### **1. Travel for those receiving SRA**

The Panel considered if the SRA should cover travel for duties undertaken by the Cllr in relation to the role for which they are receiving SRA.

It was noted that at a recent meeting of IRP Chairs of the southwest region, hosted by SW Councils, Bryony Holden the CEO of SW Councils, who is a member of several IRP Panels advised on this. The norm is that SRAs include travel within the council boundaries. Outside the boundary a separate travel claim can be made.

It was considered that Teignbridge should be consistent with the norm of other SW Councils as above.

The existing practice as set out in Section 8f of the Constitution – Members Allowance Scheme as below is therefore confirmed.

*“The SRA is paid to recognise the additional commitment and time required to fulfil each role and covers subsistence and travel for attending meetings not listed in Appendix A.”*

#### **Recommended**

The existing practice as set out in Section 8f of the Constitution – Members Allowance Scheme as below be confirmed.

*“The SRA is paid to recognise the additional commitment and time required to fulfil each role and covers subsistence and travel for attending meetings not listed in Appendix A.”*

Outside the boundary of the District a separate travel claim can be made.

Justification - *The Council should be consistent with the norm of other SW Councils as above.*

#### **2. Pay for Independent people on Committees**

The panel reviewed the remuneration for Independent Persons which is currently:

Governance Committee - half day £50, full day £100

Audit Committee £250 per meeting.

It was noted that the Audit Independent Person post had recently been advertised and appointment made. The Panel expressed surprise that this process had occurred without referral to and consultation with the Panel, contrary to constitutional and legal process.

The Panel considered that it was not in a position to consider alternative recommendations to the remuneration currently being paid or the standardisation of payment to all Independent Persons without further evidence relating to the posts. It was understood however that the independent post for the Audit Committee required a person with finance expertise.

### **3. SRA for the Chair of the new Governance Committee**

The panel considered evidence to assess the SRA for this recently formed Committee which is the amalgamation of the former Standards Committee and the Procedures Committee. The temporary Chair SRA was currently £3,159.71 the SRA for the past Chair of Standards Committee. There was no previous SRA for either the Procedures or Standards Committee. Comparison was made with other Committees SRAs.

#### **Recommended**

The SRA for the Chair of the Governance Committee continue and be set at the current SRA of £3,159.71.

*Justification – This is a reasonable remuneration given comparison with and responsibility of other SRA positions.*

### **4. Annual review of expenditure and benchmarking Basic Allowance**

To Panel reviewed the BA in comparison to other southwest Districts. The BA is increased in line with staff pay increase. For benchmarking purposes The BA for the Council was benchmarked with other SW Districts. 7 of the 14 Districts have a BA less than TDC and 6 greater than TDC.

The panel were satisfied that the BA for Teignbridge is acceptable given comparisons with other surrounding Districts. 7 of the 14 SW Districts have a BA less than the Council and 6 greater.

#### **Recommended**

There be no increase in the Council's Basic Allowance other than the annual increase in line with Local Authority employee pay increase.

*Justification - The BA for Teignbridge is acceptable given comparisons with other SW Districts. Benchmarking evidence 7 of the 14 SW Districts have a BA less than the Council and 6 greater.*

Appendix (Note 1 above refers)

**Appendix A of Section 8f of the Constitution - Members Allowance Acheme**

**Approved Duties**

The following duties are recognised as approved duties for the payment of Travel and Subsistence Allowances and Childcare and Dependent Carers' Allowances.

- i) attendance at meetings either as:
  - As an observer or
  - A duly appointed member of:
    - (a) the Council and any committee of the Council; (b) any sub-committee appointed by a committee;
    - (c) the Executive or committee of the Executive (if appointed);
    - (d) working parties (including the Member Development Group and Leadership Group); (e) scrutiny review panels;
    - (f) policy development groups;
    - (g) any outside organisation and their sub-groups appointed by the Council or the Cabinet, provided that the organisation does not pay any such expenses (these are listed at Appendix B below).
  - (ii) attendance at site visits for planning or licensing purposes or as part of overview and scrutiny by committee members;
  - (iii) attendance at member development sessions;
  - (iv) attendance at seminars and all member briefings organised by Teignbridge Council, except for those held immediately prior to a meeting of Council;

(v) attendance at non-political conferences/seminars, subject to prior approval by the relevant Group Leader and Director for Corporate Finance and finance for the conference being available.

(vii) attendance at a meeting of the Council.

## **Representation on Outside Bodies**

Representation on the following organisations will qualify as an approved duty. Travel may be claimed for these:

- Connecting Devon and Somerset Board
- Dartmoor National Park Authority
- Dartmoor National Park Community Forum
- Dartmoor National Park Site Inspections
- Devon Authorities Strategic Waste Committee
- Devon Building Control Partnership
- Devon playing Fields Association
- Devon Rail Authority
- Exe Estuary Steering Committee
- Heart of SW Coastal Productivity Plan-Coastal Strategy Group
- Local Government Association
- Local Government Association Coastal Special Interest Group
- Local Government Association District Councils' Network Assembly
- Newton Abbot Community Interest Company
- PATROL (Parking and Traffic Regulations Outside London)
- Police and Crime Panel
- South East Habitats Mitigation Executive Committee
- South West Councils
- South West Provincial Council
- Stover Canal Trust
- Stover Park Advisory Board
- Teign Estuary & Coastal Partnership
- Teignbridge Citizens Advice Bureau
- Teignbridge Highways and Traffic Order Committee (HATOC)
- Teignbridge Rural Aid Committee
- Teignmouth Town Centre Partnership
- Torbay and South Devon NHS Foundation Trust

## Revised Procedures to Amendments January 2026

### 4.8.6 Amendments to motions

An amendment to a motion must be relevant to the motion ~~and cannot negate the motion and~~ will either be:

- to refer the matter to an appropriate body or individual for consideration or reconsideration; or
- ~~to leave out words;~~
- to leave out words ~~and or~~ insert or add others.
- ~~to insert or add words as long as the effect is not to negate the motion.~~

Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.

The Chair will invite amendments at the end of each discussion. Members wishing to put forward an amendment must then indicate their intention to do so. The Chair will invite each member wishing to make such a proposal to set out their proposal in the order received. The Chair may seek to eliminate any duplicity through collaboration with those presenting a proposal to amend and by being mindful of paragraph 4.8.7 and paragraph 4.8.8.

If an amendment is not carried, other amendments to the original motion may be moved.

If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

This page is intentionally left blank

## Teignbridge District Council Petitions Process

To be added into Section 4 (Council Meeting Procedural Rules)

1. Members of the Public and Members of the Council may present and submit a petition at ordinary meetings of Full Council.
2. A petition may only be presented if notice has been given by in writing or by email to Democratic Services ([democraticservicesd@teignbridge.gov.uk](mailto:democraticservicesd@teignbridge.gov.uk)) no later than five clear working days before the meeting i.e. Should the meeting be on a Thursday the deadline would be the Wednesday before at 5pm.
3. Petitions must include a clear and brief paragraph about the subject matter and ideally what action the Council is being asked to take.
4. The petition organiser must ensure they provide their name, address and contact details.
5. In order to be accepted, petitions must include at least fifty signatories (name, address and signature) from residents of Teignbridge. The petition organiser is responsible for the validity of the signatories.
6. In order to be accepted, the Monitoring Officer must be satisfied that the petition: relates to matters for which the Council is responsible for or which directly affect the District; does not relate to the personal affairs or conduct of individual members, planning or licensing matters; is trivial, offensive or frivolous or relates to a matter that has been debated in the last six months.
7. The petition must be presented in person and the petition formally handed to the Chair of the Council at a Full Council Meeting as part of a "Petitions" agenda item. The petition organiser will have an opportunity to address the Council for three minutes to present their petition before formally handing it to the Chair of the Council. If the petition organiser is unavailable to present the petition, they may nominate an alternative person to present the petition.
8. After being presented, the petition organiser will receive a written response from the relevant Member (e.g. the Leader, Member of the Executive or Chair of a Committee) no later than ten working days after the meeting to advise how the petition will be dealt with.
9. Democratic Services will store any presented petitions and retain the information contained within the petition until the subject matter of the petition has been dealt with.

10. This petitions process does not apply to valid petitions to change the Council's governance arrangements, which are instead governed by the Local Authorities (Referendums) (Petitions) (England) Regulations 2011.

### Example of a Petition Template

Petition to Teignbridge District Council			
Petition subject:			
Name of petition organiser:			
Address:		Email Address:	Contact number:
Use this space to include petition wording / call to action. We the undersigned....			
No.	Name	Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## 8. Member Procedures

### (a) Teignbridge District Councillor Role Definitions

#### All Members

**Definition:** A Member or Elected Member or Councillor is elected representative, elected by their local community to serve and represent them on Teignbridge District Council.

**Role:**

- To champion your ward.
- To be the interface between the public and the Council.
- To represent individual constituents and local organisations, undertaking casework and enquiries on their behalf.
- To represent the community, their ambitions and aspirations within the Council and other agencies.
- To campaign on local issues.
- To communicate to residents on behalf of the Council.

**Duties:**

- To be prepared for meetings, reading agendas and any reports in advance.
- To participate in Council and Committee meetings.
- To make decisions based on the best interest of the whole District.
- If appointed, to represent the Council on outside bodies and organisations.
- To liaise with any Town and Parish Councils in your ward and attend Town and Parish Council Meetings.
- To uphold the Council's Constitution, Codes of Conduct and Protocols that the Council may adopt and to act at all times with respect and the highest standards.

**Expectations as a Councillor to the Council:**

- To keep in touch with community issues and be accessible to constituents.
- To be able to engage with all groups within your Community.
- To contribute actively to the running of the Council.
- To declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests as and when appropriate.

- To not make public information which is confidential or exempt or divulge information given in confidence to anyone other than a Councillor or officer entitled to know it.
- To develop and maintain a general working knowledge of the Council and other organisations and services within the District.
- To develop good working relationships with Council officers.
- To prioritise and manage your own workload, managing conflicting demands on your time.
- To understand, challenge and interpret information.
- As data controllers in your own right, to maintain confidentiality in all relevant Council business and constituent casework.
- To communicate effectively with different audiences.
- To participate in training and development provided for Councillors.
- To feedback information to the other Councillors from representation on an outside body or from any relevant training.
- To find a substitute for a meeting for which substitution is permissible, when personal attendance is not possible and to brief the substitute on the meeting to be attended.

**Rights and Expectations from the Council to Councillors:**

- To access to such documents, information, land and buildings and resources of the Council as are necessary for the proper discharge of their functions as is permissible by the law and in accordance with the Constitution.
- To receive an allowance for your role as per the Members Allowance Scheme.
- To expect support and guidance from Council's officers, particularly the Senior Leadership Team, Senior Management Team and the Democratic Services Team.
- Subject to procedural rules, to submit Notices of Motion and/or Questions to Council or Committee meetings.
- To participate in debates and ask questions in Council and Committee meetings.
- To question and challenge any reports or decisions but ensure these are constructive and not personal attacks.
- Subject to the Call in Procedure rules, to use the 'call-in' facility in respect of Executive or Executive Member decisions.
- Subject to the Planning Call in Procedure rules in your capacity as a Ward Councillor, to call in a planning application to the Planning Committee if there is an appropriate material planning consideration.
- To keep ward Members informed.
- To provide suitable training opportunities to assist Councillors in their role and carrying out their duties.

## Leader of the Council

**Definition:** The Councillor elected at Full Council by other Councillors to provide political and strategic leadership of the Council.

Role and Duties in addition to those of all Members, and those of Executive Members.

### **Role:**

- To provide overall strategic and political leadership of the Council, on behalf of all Councillors.
- To set the strategic direction of the Council.
- To act as the principal spokesperson of the Council and represent the Council at a national or local level, on outside bodies or in partnerships with other agencies.
- To ensure the effective working of the Executive and oversight of the delivery of services.
- To keep Members informed about issues affecting the Council.

### **Duties:**

- To appoint a Deputy Leader of the Council.
- To appoint Members to the Executive and assign remits to Executive Members.
- To preside over meetings of the Executive and ensure the work of the Executive is carried out effectively.
- To lead and direct the work of other Executive Members to ensure the strategic direction of the Council is carried out.
- To work closely with other Executive Members to ensure close working relationships, the development of Council policies and the delivery of high-quality services.
- To work closely with the Managing Director and Senior Leadership Team to ensure close working relationships, the development of Council policies and the delivery of best value, high-quality services.
- To work with the Managing Director, Senior Leadership Team and other Executive Members to draw up a Forward Plan of decisions that the Executive is expected to take in the coming months.
- To liaise with the Group Leaders to ensure the effective and proper management of the Council's business in the best interests of local people.
- To lead on the development of the Council's policy framework in any defined area(s) of responsibility and make recommendations to the Executive as appropriate.
- To be responsible to the Council for the overall strategic direction of the Council and decisions taken by the Executive.

## Deputy Leader of the Council

**Definition:** The Councillor appointed by the Leader of the Council to act as their Deputy.

Role and Duties in addition to those of all Members, and those of Executive Members.

**Role:**

- To serve in the Executive.
- To deputise for the Leader as and when required.

**Duties:**

- To assist, support and work with the Leader of the Council in delivering their responsibilities to the Executive and the Council.
- To act as the Vice Chair of the Executive Committee meetings.
- To deputise for the Leader of the Council in their absence from Executive meetings.
- To lead on the development of the Council's policy framework in any defined area(s) of responsibility and make recommendations to the Executive as appropriate.
- To carry out such other duties as delegated by the Leader of the Council.

## Executive Member

**Definition:** Councillors appointed by the Leader of the Council to serve in the Executive and are given specific areas of responsibility.

Role and Duties in addition to those of all Members.

### **Role:**

- To serve in the Executive.
- Act as the Executive Member for particular areas of responsibility as determined by the Leader of the Council.
- To act as champion for the portfolio concerned within a strategic context.

### **Duties:**

- To participate effectively as an Executive Member at Executive Meetings taking joint responsibility for all actions and be collectively accountable to decisions.
- To take Executive Member Decisions within the agreed procedural, constitutional and legal rules and ensure those are reported formally.
- To act as the spokesperson and advocate for the Council in respect of any areas of responsibility assigned to them by the Leader of the Council.
- To lead the development of the Council's policy framework within their areas of responsibility and make recommendations to the Leader of the Council.
- To provide guidance to the Leader of the Council and other Executive Members on the management and implementation of functions in relation to activities within their areas of responsibility.
- To represent the Council politically at national and local level, on outside organisations or in partnership with other agencies.
- To work closely with the Managing Director, Senior Leadership Team and Officers to ensure close working relationships and the delivery of best value, high-quality services.
- To lead on the presentation of reports at Executive or other Council meetings in relation to their portfolio.
- To work with and engage with other Councillors in respect of future decisions, especially if they are ward specific decisions to ensure meaningful engagement and awareness of other Councillors in advance of decisions being taken.
- To adhere to the Shadow Executive Member Protocol in respect of working with any Shadow Executive Members.
- If required, to deputise for the Leader of the Council and/or the Deputy Leader.

## Chair of the Council

**Definition:** The Councillor elected by the Council at the Annual Meeting to serve as the civic and ceremonial leader of the Council.

Role and Duties in addition to those of all Members.

**Role:**

- To be the Civic Head of the Council.
- To uphold the democratic and moral values of the Council.
- To represent the Council at civic and ceremonial functions.
- To uphold and promote the Constitution.

**Duties:**

In respect of chairing Full Council meetings:

- To preside over meetings of Full Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community, ensuring that all Members have an opportunity to make a relevant contribution and that the objectives of the meeting are fulfilled.
- To ensure that the Council meeting is a forum for debate of matters of concern to the local community.
- To interpret the Constitution where necessary and provide rulings on how to proceed with the business of the meeting.

In respect of their Civic Role:

- To be the Civic Leader of the Council, representing the Council at civic and ceremonial events.
- To be the principal ambassador of the District.

Other duties:

- To be consulted on any matter in relation to which consultation with the Chair of the Council is required under the Constitution.

## Vice Chair of the Council

**Definition:** The Councillor elected by the Council at the Annual Meeting to serve as the deputy civic and ceremonial leader of the Council.

Role and Duties in addition to those of all Members.

**Role:**

- To support the Chair of the Council as the civic and ceremonial Head of the Council.

**Duties:**

- To act as the Vice Chair of Full Council meetings.
- To deputise for the Chair of the Council in their absence, and act according to the role of Chair of the Council.

## Committee Chair

**Definition:** The Councillor elected at the Annual Council meeting to Chair a particular Committee for the municipal year.

Role and Duties in addition to those of all Members.

**Role:**

- To provide leadership and direction for the Committee to ensure that the Committee transacts its business effectively.
- Ensure that the Committee takes balanced decisions based on all relevant evidence, always with impartiality, transparency and fairness.

**Duties:**

- To preside over meetings and manage the business of the Committee, ensuring that all Committee members have an opportunity to make a relevant contribution and that the objectives of the meeting are fulfilled.
- To preside over meetings in accordance with their terms of reference and the Council's Constitution and meeting procedural rules.
- Promote the role of the Committee both within and outside the Council.
- Represent the Council and the Committee on relevant external bodies as required.
- Guide Members through those functions delegate by the Council to the Committee.
- To manage the business of the Committee and be available for and take part in consultation on matters of business between meetings.
- To undertake the necessary preparation prior to Committee meetings to lead the Committee effectively including familiarising yourself with the agenda, reports and attending any pre-meetings.
- Ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Committee.
- Ensure that Committee decisions are properly recorded with full justifications.
- To build good working relations with and liaise and consult with relevant Officers wherever appropriate on the business of the Committee.
- To define and manage appropriate Member and Officer conduct at the meeting.
- To attend any relevant training for the role and to liaise with officers as to the training and development requirements for Committee members.
- To have an understanding and be aware of legislation, guidance and best practice that impacts on the Council, especially in the areas for which they have responsibility.

## Group Leader

**Definition:** The Councillor chosen by their respective Political Group to act as their Group Leader.

Role and Duties in addition to those of all Members.

**Role:**

- To provide strong, fair and visible leadership and direction to the Group within the Council.
- To promote high standards amongst the Members of their political Group and adherence to the Code of Conduct and Member/Officer Relations protocol.
- To promote the culture of good governance of the Council.

**Duties:**

- To lead the group and facilitate the development of the strategic priorities for the Group.
- To represent the Group as its spokesperson in Council and Council Meetings.
- To act as a spokesperson for the Group and as a representative of the Council to external bodies and organisations as appropriate.
- To represent the interests of the Group in any discussions with the Leader of the Council, other Group Leaders and Senior Leadership Team.
- To be the Group's principal consultee on Council business in general and establish and represent the views of the Group on issues of policy and probity.
- To communicate between Members of the Group and the Council.
- To work with the other Group Leaders and the Senior Leadership Team on relevant corporate matters.
- To support the learning, development, health and wellbeing needs of all Members of the Group.
- To be responsible for the appointment of Group Members to seats on Committees in accordance with the Council's political balance apportionments.
- To be responsible for the appointment of Shadow Executive Members and their remits in accordance with the Shadow Executive Member Protocol.
- To support the Monitoring Officer, where appropriate, in any resolution of disputes where consultation with the Group Leader is required by the Council's Code of Conduct complaint process.
- To apply the rulings of the Standards/Code of Conduct process to Members of the Group.

## Shadow Executive Member

**Definition:** Councillors appointed by their Group Leader to ‘shadow’ an Executive Member.

Role and Duties in addition to those of all Members.

**Role:**

- To provide an effective political counter-balance to the Executive Member(s) in which they shadow.

**Duties:**

- To lead the development of policy and strategy on behalf of the Group.
- To act as the Group’s Lead Spokesperson for their remit and area(s) of responsibility.
- To keep other Members of the Group informed and appraised of relevant information within their area of responsibility.
- To contribute affectively to the formation of the Council’s policies, budget and strategies and service delivery for their area of responsibility.
- To have a clear understanding and knowledge of their area of responsibility.
- To establish a good working relationship with the Executive Member(s) they shadow and Senior Officers of the Council.
- To adhere to the Shadow Executive Member Protocol in respect of working with Executive Members.
- To undertake specific tasks and responsibilities as requested by the Leader of the Group.