

RECORD OF CHANGES

Revision/Edit Date	Approved by	Documents affected	Nature of change
19.05.22	Council	Chapter 1 - Introduction	Reference made to Principles of Decision-Making
		Chapter 2 – Responsibility for Functions	New document replacing Parts 3(a) and 3(b)
		Chapter 3 – Meeting Procedure Rules	<p>The principal changes are:</p> <ul style="list-style-type: none"> • amendment to Council Procedure Rule 1.2 to comply with the legal requirement that the executive arrangements must make provision for the term of office of the Leader. • Council Procedure Rule 15.3(a) has been corrected. • provision is made to regularise the attendance of non-members of the Executive or a Committee to attend meetings of the Executive or a Committee via Teams (Committee Procedure Rule 4(c); Executive Procedure Rule 6.1). • the addition of a Procedure Rule and further appendix setting out the Council's rules for the filming and recording of meetings and the use of social media during

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			<p>meetings (Council Procedure Rule 23 and Appendix F);</p> <ul style="list-style-type: none"> • Executive Procedure Rule 6 amended to clarify that all members of the Executive are entitled to notice of meetings of Executive Committees and to attend, whether they are members of the committee or not. The Rule also makes provisions about informal meetings of the Executive. • For consistency with Council Procedure Rule 1.2 for the purposes of Questions by Councillors (Appendix B) and Notices of Motion, the reference to meetings of the full Council do not include the Annual Meeting of the Council (Appendix B paragraph B1 and Appendix C paragraph C1). • Clarification that any notices of motion that are not moved and seconded due to the time limit imposed by CPR 8.3(b) expiring, lapse and must be submitted again if they are to be considered at a future meeting of the Council unless postponed with the Chairman's consent (Council Procedure Rule Appendix C Paragraph C8). • Clarification that all members of the Executive are entitled to notice of meetings of Executive Committees and to attend, whether they are members of the committee or not (Executive Procedure Rule 6). The Rule also makes provision about informal meetings of the Executive.

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			<ul style="list-style-type: none"> • Amendments are made so that requests for items and the reasons for them are considered by the Overview and Scrutiny Committee (Scrutiny Procedure Rules 6.1(a) and (b)). • Minor corrections to cross-references.
20.05.22	Monitoring Officer	Chapter 2 – Responsibility for Functions	<ul style="list-style-type: none"> • Table 5 paragraph 5.115 the words “for consideration by the Development Management Committee” inserted.
14.07.22	Council	Chapter – 4 Access to Information Procedure Rules	<ul style="list-style-type: none"> • Replaced
		Chapter – 5 Other Procedure Rules	<ul style="list-style-type: none"> • Budget and Policy Framework Procedure Rules; Contract Procedure Rules; Financial Procedure Rules and Section 151 Officer’s guidance and Officer Employment Procedure Rules replaced.
		Chapter 6 – Codes and Protocols	<ul style="list-style-type: none"> • Councillor Complaints Process added; Councillor and Officer Protocol and Protocol for Councillors and Officers in Planning Procedures replaced.
		Appendix 1 – Definitions	<ul style="list-style-type: none"> • Added
			<ul style="list-style-type: none"> • Changes to financial thresholds increased throughout.
15.07.22	Monitoring Officer	Section 151 Officer’s Guidance	<ul style="list-style-type: none"> • Introductory note added to explain guidance reflects shared officer arrangements with West Devon Borough Council.
		Code of Conduct	<ul style="list-style-type: none"> • Layout improved.

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15.12.22	Monitoring Officer	Chapter 2 – Responsibility for Functions	Table 5 paragraph 5.96 delete “(ii) the final decision on whether to submit any document to a referendum;”
			Table 5 paragraph 5.110 add “or sealing” after “signing”
		Definitions	Amend definition of “Budget and Policy Framework” to replace “Cabinet” with “Executive”
27.02.23	Monitoring Officer	Chapter 2 – Table 6 – Conditions on exercise of delegated powers	Add new paragraph 6.20 “Sealing of Documents. The affixing of the Council’s seal to a document shall be witnessed by a single authorised officer.”
11.05.23	Monitoring Officer	Chapter 2 – Responsibility for Functions	Table 1 paragraph 1.12 Add “So far as reasonably practicable, that the Members appointed will, between them, have special knowledge, experience and ability in a broad and complementary range of matters relevant to the efficient, effective and economic discharge by the Harbour Board of its function as an advisory body.”
		Chapter 5 – Financial Procedure Rules - Section 151 Officer’s guidance	In Table A5 delete the words “and submit it to the Executive (South Hams only) for approval.”