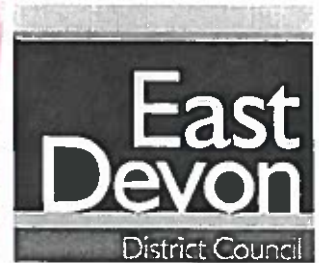
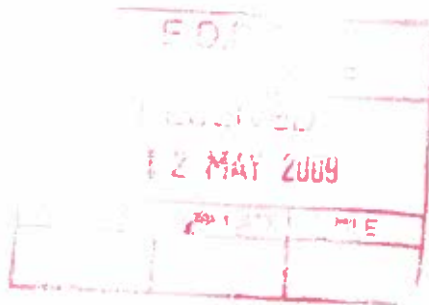


Diana Vernon

Date: 11 May 2009
Contact name: Diana Vernon
Contact number: 01395 517541
E-mail: dvernon@eastdevon.gov.uk
Our Reference: DV



To: Members of the Council
Chief Executive
Corporate Directors

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Dear Sir/Madam

**Annual Meeting of the Council of the District of East Devon on
Wednesday 20 May 2009 at 6.30 pm**

You are called upon to attend the above meeting to be held in the Council Chamber, Knowle, Sidmouth. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers expedient.

Yours faithfully

Chief Executive

AGENDA

	Pages
1 Election of Chairman of the Council for the ensuing year.	Order of Proceedings
2 Appointment of Vice-Chairman of the Council for the ensuing year.	Order of Proceedings
3 The Chairman to invite the Rev Rik Peckham to lead the new Council in prayer and seek God's guidance and blessing on its work.	
4 To confirm as a true record the minutes of the meeting of the Council held on 15 April 2009.	4-8
5 Apologies.	
6 To receive any announcements from the Chairman.	
7 Election of Leader of the Council for the ensuing year.	
8 Election of Deputy Leader of the Council for the ensuing year.	
9 To appoint members (additional to the Leader and Deputy Leader) to the Executive Board [Articles 6.02 and 6.04 of the Constitution provide for 8 other Councillors (nominated by the Leader). The Portfolios to be held by some of the Board Members will be recommended by the Leader.	

10a. To confirm which other Committees to establish for the municipal year. The proposed Committees are set out in Articles 7, 8 and 9 of the Constitution (pages 29 -35).

10b To decide the size and terms of reference of Committees; (it is presently proposed these are as set out in pages 29-35 (Articles 7, 8 and 9), 48-55 and 56-73 of the Constitution.

10c To confirm the membership of the Standards Committee:

Council representatives:

Chairman of the Council, Cllrs Geoff Chamberlain, Ann Liverton and Peter Bowden,

and for a further term Independent representatives: Mr E Butt, Mr Ray Davison and Ms A Willan and Parish/Town Council representatives: Councillors S Pollentine C Richards and Mrs K Tomkins.

10d To confirm the non District Council membership of the Housing Review Board for a further term:

Tenant and/or Leaseholder representatives: Mr T Brown, Mr V Kemp, Mrs C Morrison, Mrs S Saunders and Mrs A Bickham.

Independent Community representative: Mr R Finch

Mrs H Williamson has tendered her resignation from the Board. A vacancy for an independent community representative now exists. The appointment when made will be reported to a future meeting of the Council.

✓	11	To consider the report of the Chief Executive	9-58
✓	(a)	To decide the allocation to different political groups of seats to be filled by the Council in accordance with the political balance rules. (This does not apply to the Executive Board or the Standards Committee).	13
✓	(b)	To decide the allocation to different political groups of seats on Sub Committees, Advisory Panels/Forum to be filled by the Council in accordance with the political balance rules.	14
✓	(c)	To agree all the proposed amendments to the Constitution including the scheme of delegations and changes in respect of access to information.	Report to follow*
✓	(d)	To receive and note the annual reports of the Corporate Overview and Scrutiny Committees and of the Housing Review Board.	15-36
154 ✓	(e)	To receive the feed-back from Member Champions on key areas of work they have been involved with during the year and future plans.	37-56
✓	(f)	To note the report setting out the role and remit of Members appointed to Outside Bodies.	57-58

To consider the report of the Chief Executive continued.

and approve the following recommendations:

- (1) (a) that the allocation to different political groups of seats to be filled by the Council be determined as follows in respect of Overview, Regulatory and other Committees.

Conservative Group	(40 Members) – 67.80%	80
Liberal Democrats Group	(11 Members) – 18.64%	21
Independents	(8 Members) – 13.56%	16
Total		117

- (b) that the allocation of seats on individual Overview/Scrutiny, Regulatory and Other Committees be as set out on **Appendix A** to this report,
- (2) that for Sub-Committees, Advisory Panels/Forums the political balance be as set out on **Appendix B** to this report be agreed,
- (3) that the proposed amendments to the Constitution, including the Scheme of Delegations be approved as set out in **Appendix C (to follow)** with the Chief Executive being given delegated authority to make consequential drafting amendments to the Constitution.
- (4) that the annual report of the Corporate Overview and Scrutiny Committees and of the Housing Review Board (**Appendix D**) be received and noted,
- (5) that the feedback from Member Champions on key areas of work they have been involved with, be noted, **Appendix E**
- (6) that the report setting out the role and remit of Members appointed to Outside Bodies be noted. **Appendix F**

- 12 ✓ To appoint the Chairmen and Vice-Chairmen of Committees. (The Chairmanship and Vice-Chairmanship of the Overview Scrutiny Coordinating Committee and of the Overview/Scrutiny Communities and Service Delivery/Performance Overview Committees and the Chairmanship of the Overview/Scrutiny Economy Committee to be held by members of the Conservative Group. The Vice-Chairmanship of the Overview/Scrutiny Economy Committee to be held by a Member of the Liberal Democrats Group. The Housing Review Board will elect its own Chairman and Vice Chairman). 59
- 13 ✓ Appointment of Members to Committees, as Champions, and Leader/Portfolio Holders' 'think tanks'. 60-63
- 14 ✓ Appointment of Panels, Forum and Joint Bodies. 64-66
- 15 ✓ Appointment of representatives on Outside Bodies. 67-69
- 16 ✓ To approve a programme of ordinary meetings of the Council, Executive Board and Committee Meetings for 2009/10 70-72

business
culture
community safety
customer service
data quality
design
equalities
examination of officers
incumbent
local
leisure
sustainability
transport

Note:

- Seating plan will follow
- The Order of Proceedings for agenda items 1 & 2 is enclosed for Members of the Council.

EAST DEVON DISTRICT COUNCIL
Minutes of the Meeting of the Council held at
Knowle, Sidmouth, on Wednesday, 15 April 2009

Present:

Councillors:

Paul Diviani (Chairman)
Pauline Stott (Vice Chairman)

Vivienne Ash	Stephanie Jones
David Atkins	David Key
Ray Bloxham	Jim Knight
Peter Bowden	Ann Liverton
Graham Brown	Graham Liverton
Bob Buxton	Stuart Luxton
Geoff Chamberlain	Andrew Moulding
David Chapman	Frances Newth
Iain Chubb	Darryl Nicholas
Trevor Cope	Barry Nicholson
David Cox	Marion Olive
Jill Elson	Helen Parr
Malcolm Florey	Bob Peachey
Ray Franklin	Ken Potter
Ken George	Sara Randall Johnson
Chris Gibbings	Margaret Rogers
Roger Giles	Philip Skinner
Graham Godbeer	Brenda Taylor
Pat Graham	Graham Troman
Mike Green	Mark Williamson
Steve Hall	Tim Wood
Stuart Hughes	Eileen Wragg
Douglas Hull	Steve Wragg
Ben Ingham	

Also Present

Honorary Aldermen

Bernard Hughes
David Scott

Officers:

Mark Williams, Chief Executive
Denise Lyon, Deputy Chief Executive
Karime Hassan, Corporate Director
Diccon Pearse
Diana Vernon, Democratic Services Manager

Apologies

Councillors:

Roger Boote	Peter Halse
Derek Button	May Hardy
Andrew Dinnis	John Humphreys
Christine Drew	John Jeffery
Vivien Duval-Steer	Tony Reed

Hon Aldermen Dr Waterworth
and Barry Willoughby
Peter Jeffs – Corporate Director

The meeting started at 6.30 pm and finished at 7.26 pm.

***61 Public question time**

Honorary Alderman Scott asked for information on the future of Rolle College, Exmouth. He had represented Exmouth Town for many years and was concerned of the possible loss of this valuable educational resource. The Leader advised that, together with the Portfolio Holder – Communities and the local MP, she was liaising with the County Council for the retention of an educational provision in Exmouth, particularly for young people of 16-18 years.

***62 Minutes**

The minutes of the meeting of the Council, held on 18 February 2008 and the minutes of the Council Tax Setting Committee, were confirmed and signed as a true record.

***63 Honiton St Michael's Ward – new Councillor**

The Chairman introduced and welcomed Marion Olive of Honiton St Michael's Ward. Councillor Olive had been elected on 26 February 2009. As a result of Councillor Olive's election, the political balance of the Council had changed and this would be reflected in the allocation of committee seats at the annual meeting of the Council.

***64 Chairman's announcement**

The Chairman welcomed Councillor Trevor Cope to the meeting. Councillor Cope had been absent at the February meeting following a serious injury in December.

The Chairman advised that Councillor Christine Drew was currently recovering from illness. The Councillor extended their best wishes to her for a full and speedy recovering.

***65 Development Trusts Association community 'hero' award**

The Chairman announced that Councillor Jim Knight was to be presented with a Local Government community 'hero' award from the Development Trusts Association. Councillor Knight had been nominated by the Seaton Development Trust in recognition of his work in helping the local community, particularly in a time of economic downturn.

***66 National John Connell Award**

The Chairman formally congratulated the Environmental Health Team on achieving the Customer Service Excellence Award and also the Environmental Health and Licensing Teams for the national John Connell Award for the work they had done with smokers in beer gardens in East Devon. The Council warmly applauded these successes.

***67 Natural Environment Awareness Grants**

The Chairman congratulated the following successful recipients of the Natural Environment Awareness Grants.

- Deepway Meadow Millennium Green (proposed by Sir John Cave (Chairman of the Millennium Committee) towards pond restoration and dipping platform creation.
- Feniton Youth Centre (proposed by John Partridge (Youth Worker)) – for planting a Devon hedge-bank with native species.
- Broadhembury Primary (proposed by Susette Barrett (Teacher)) towards a school quiet area and environment zone.
- Marpool Primary (proposed by Adam Tomlin (Teacher)) – towards school grounds improvement and an environmental area laboratory.
- Longshore Drift (proposed by Jon Croose (Common Players) towards an initial stage education resource for the coast linked to 2010 cultural Olympiad.

Sir John Cave, John Partridge and Jon Croose addressed the Council on the projects that the grants were helping to fund and thanked the Council, and particularly the Countryside Team, for its valued support.

***68 Leisure East Devon Board – retiring members**

Andrew Moulding gave Members a brief outline of the success achieved through the Council's transfer of Council leisure services to Leisure East Devon in early 2006. The Leisure East Devon Board had met regularly since 2006 to look at the organisation of leisure services within East Devon. Leisure East Devon had benefited from the abilities and experience of the Members of the Board which had helped the not-for-profit organisation to achieve significant success and maintain the quality of the service previously provided by East Devon District Council. The valued work of the Board was also supported by Councillors Peter Bowden, David Cox and Peter Halse.

The Chairman presented certificates as a gesture of thanks to the independent members for their time and commitment, given voluntarily, who were retiring from the Leisure East Devon Board after 3 years of service. He thanked them for their valued efforts for the benefit of East Devon.

Mr J Micklethwait (Chairman)
Mr D Harrison (Vice Chairman)

Board Members:
Mr T Alexander
Ms Sarah Peacock
Ms Jackie Clarke

In response John Micklethwait addressed the Council saying that it had been a pleasure to serve on the Board and had enjoyed working with the Council and the Leisure East Devon Management Team.

***69 Australian Youth Olympic Festival 2009 – gold medal**

Anthony Wood had won Gold in the men's archery team at the Australian Youth Olympic Festival 2009.

Councillor Iain Chubb, Member Champion for Young People outlined Anthony's successes to date. Anthony had started to learn archery when he was 10 years old and had joined the Exmouth Archers, taking part in their competitions. He was selected at 13 to shoot for Great Britain and since then had competed at venues around the world. He hoped to represent Great Britain in the 2012 Olympics. On behalf of the Council, Councillor Chubb wished him every success for the future.

The Chairman presented Anthony with a certificate in recognition of his achievements at the Australian Youth Olympic Festival.

***70 Long Service Awards**

The Chairman awarded Long Service Awards to East Devon District Council staff:

Sue Parkinson, Secretary to Peter Jeffs, Corporate Director	- 40 years
Nigel Barrett, Senior Planning Officer	- 20 years
Ian Craigie, Growth Point Projects Manager	- 10 years

***71 Questions**

No questions were raised by Members under this item.

***72 Minutes of Executive Board and Committees**

RESOLVED (1) that the under-mentioned minutes be received and the recommendations approved

Executive Board	Minutes	182-229
Development Control	Minutes	55-70
Planning Inspections	Minutes	21-24
Audit and Governance	Minutes	30-42
Standards Committee	Minutes	7-12
Licensing and Enforcement	Minutes	18-21
Licensing and Enforcement Sub	Minutes	30-33

(2) that the under-mentioned minutes be received.

The Executive Board (minutes 188 and 214) had noted or accepted the Overview Committees' recommendations with or without amendment.

Scrutiny	Minutes	51-66
Corporate Overview	Minutes	34-39
Housing Review Board	Minutes	59-82

Arising from consideration of the above minutes:-

a) Structural Review of Devon (Executive Board Minute 217 refers)

On behalf of the Liberal Democratic Group, Councillor Chamberlain expressed concern about the money and effort the Council was spending on the legal challenge of the Boundary Committee's recommendations. He was strongly opposed to the Exeter and Exmouth unitary and remainder unitary option and continued to support a Devon unitary solution.

The Leader reminded Members that both unitary options had been put forward by the Boundary Committee from the start but that this Council continued to support a third option, namely that of enhanced two-tier working. She believed that this third option would achieve significantly more savings without the risk of considerable 'up-front' expenditure than could be achieved through either of the other two proposed options.

b) Proposed Ham Redevelopment (Executive Board Minute 197 refers)

Councillor Stuart Hughes spoke in support of the decision made by the Board to defer the commissioning of a development brief until additional resources became available. This approach would enable the Council to include other factors in a full study when the time was right. The Leader confirmed that the Ham was an important site within Sidmouth and its development needed to be properly planned so that it could deliver the best for the town, its tourists and to provide desperately needed affordable homes.

c) Recycling and Refuse Partnership Board (Executive Board Minute 215 refers)

Councillor David Cox, Portfolio Holder – Streetscene Services reported that the Council had made the right decision to progress with the roll out of Phase 2 of the recycling and refuse initiative based on the success of Phase 1. Despite incorrect local press coverage, Councillor Cox confirmed that the initiative provided an improved service but that problems had arisen because of time constraints in respect of the Devon County Council tip facilities.

Arising from consideration of the above minutes (cont)..

d) Vice Chairman for the meeting (Scrutiny Minute 62 refers)
Councillor Roger Giles advised that the Scrutiny Vice Chairman had been unable to attend the meeting of the Committee on 11 March following an operation but that his health and mobility had improved to the extent that he had attended the meeting in April.

e) Devon Primary Care Trust (Scrutiny Minute 63 refers)
Councillor Trevor Cope raised serious concerns about the Devon Primary Care Trust's withdrawal of funding of APAUSE (a sex and relationship education programme). He stressed the importance of the mentoring provision within the programme which could now no longer be funded. The decision was affecting schools across the whole of the Trust. He reminded Members that teenage pregnancy rates in this area were higher than they needed to be and that it was a serious error on the part of the Trust to withdraw the funding.

Councillor Roger Giles, Chairman of the Scrutiny Committee, confirmed that the Committee minute was clear in its criticism of the Devon PCT decision, particularly as no apparent consultation had taken place. As the funding had been cut mid-term, it suggested there had been poor forward planning on the part of the Trust. The Committee had recommended that it would ask the Devon PCT to reconsider its funding decision and would do all it could to get the funding re-instated.

f) Audit of ICT Services (Audit and Governance Committee Minute 42 refers)
In answer to concerns raised as a result of the audit of ICT Services, the Portfolio Holder – Communications agreed to hold a meeting of his Think Tank to discuss issues raised through the audit, access to emails and other related matters.

g) Licensing Act 2003, Gambling Act 2005, taxis and general licensing (Licensing and Enforcement Committee Minute 19 refers)
Councillor Trevor Cope added his concern to that of the Committee on the extent of faults identified during an evening 'spot' safety check of taxis in Exmouth in February.

Councillor Graham Godbeer, Chairman of the Committee, recognised the importance of addressing the serious issue of vehicle faults and the licensing team would be working in partnership with taxi operators, drivers and the Police. He advised that the situation would be monitored to make sure significant improvements were achieved. This intention, together with a suggested 'dress code' would be raised at a meeting with all taxi operators on the following day.

Chairman

Date.....

Annual Meeting of the East Devon District Council on 20 May 2009

Report by the Chief Executive on:

- Part A – Allocation to different political groups of seats on Overview, Regulatory and other Committees in accordance with the political balance of the Council.**
- Part B – Allocation of seats on Sub-Committees, Advisory Panels/Forum in accordance with the political balance of the Council.**
- Part C – Agree proposed changes to the Constitution**
- Part D – To receive and note the annual reports of the Corporate Overview and Scrutiny Committees and of the Housing Review Board**
- Part E – To receive the feed-back from Member Champions on key areas of work they have been involved with since their appointment**
- Part F - To receive and note the report setting out the role and remit of Members appointed to Outside Bodies.**

Part A

Allocation to different political groups of seats on Overview, Regulatory and other Committees in accordance with the political balance of the Council.

1 Introduction

The Local Government and Housing Act 1989 (Sections 15-17) has implications in respect of the representation of political groups on Committees, Sub-Committees of the Council and on specified joint bodies. A political group is treated as constituted when there is delivered to the Chief Executive the requisite notice signed by two or more members of the Council who wish to be treated as a political group.

The Council is required at each Annual Meeting of the Council (or as soon as practicable afterwards and at such other times as detailed in regulations) to review the representation of political groups on Committees, Sub-Committees and specified joint bodies.

The Council must as soon as practicable after such review, **determine** the allocation to different political groups of seats to be filled by it. Appointments must then be made to give effect to political groups' wishes as to who is to be appointed to the seats to be allocated to each group.

The Council decided (at Policy Committee Min No 29 of 10.10.90) that the review is carried out at each such Annual Meeting (and at such other times as required by the relevant regulations) and a determination then be made as to the allocation to different political groups of seats to be filled by the Council.

2 Scope of Sections 15-16 of the 1989 Act

The above provisions affect appointments to Committees, Sub-Committees and specified joint bodies.

It is not a legal requirement for the political balance rules to apply to the Executive Board. The Constitution provides for the Executive Board to consist the Leader, Deputy Leader and 8 other members. The Leader has decided that the Board shall be constituted by 8 members of the majority party plus the Leaders from the Liberal Democrats and Independents Groups. In addition the political balance rules are applied to some advisory panels/forums but not to appointments to outside bodies.

Part A

Allocation to different political groups of seats on Overview, Regulatory and other Committees in accordance with the political balance of the Council.

2 Scope of Sections 15-16 of the 1989 Act (cont)..

Further details are set out below but, broadly, allocations of seats on Committees and Sub-Committees need to be in proportion to a political group's representation on the Council. For ordinary Committees and Sub-Committees, the general rule is (the Standards Committee being an exception) that Section 15(4) and (5) provides for the following principles to apply as far as reasonably practicable:-

- (a) All the seats on a Committee/Sub-Committee or a joint body must not be allocated to the same political group.
- (b) Any political group which has a majority on the full Council must be allocated the majority of seats on each Committee, Sub-Committee and joint body.
- (c) Subject to the two principles in (a) and (b) above the number of seats, in total, for all the ordinary Committees allocated to each political group must bear the same proportion to each group's proportion on the full Council.
- (d) Subject to the three principles in (a) to (c) above, the number of seats on each Committee, Sub-Committee and joint body must be allocated to each political group in proportion to the political group's membership of the Council.

3 A Review of Representation of Political Groups on Committees and Sub-Committees

(a) Overview, Regulatory and Other Committees

The Committee Structure for 2009/2010 which is being submitted to the Council for approval is of 1 Overview and Scrutiny Coordinating Committee (21 seats), 1 Housing Review Board (5 seats) and 3 Overview/Scrutiny Committees (Communities, Economy and Service Delivery/Performance (10 seats each) and includes the following Regulatory and other Committees:

Licensing and Enforcement (15 seats), Development Control (16 seats), Planning Inspections (8 seats), Employment Appeals, (7 seats), Audit & Corporate Governance (8 seats), and Interviewing – Corporate Directors (7 seats).

The allocation of the total of 117 seats on all of these Committees between 59 Members of the Council is as follows:-

Conservative Group (40 Members)	67.80%	80
Liberal Democrats Group (11 Members) –	18.64%	21
Independents Group (8 Members) –	13.56%	16
Total seats		<u>117</u>

The allocation of seats on Overview/Scrutiny, Regulatory and Other Committees between political groups is as set out on **Appendix A** to this report.

The Constitution also provides for a Standards Committee and a Standards (Parish Councils) Sub-Committee but the political balance rules do not apply to either of these.

(b) Interviewing Committee (Corporate Directors)

In addition to the Committees set out in the Constitution, it is proposed that the above Committee of 7 Members again be appointed.

(c) Licensing

Under the Licensing Act 2003 it is a legal requirement for the Council's Licensing and Enforcement Committee to have a membership of between 10 and 15. The Gambling Act 2005 gave this Committee new responsibilities in regulating gambling.

It is proposed that the arrangement agreed last year of having one licensing sub-committee only be continued. Membership of the Sub-Committee to comprise 3 members of the Licensing and Enforcement Committee empanelled by the Head of Legal, Licensing and Democratic Services as and when required

4 Determining the Allocation to different Political Groups of seats to be filled and appointments to give effect to Groups' wishes

By virtue of Section 16(1) of the 1989 Act the Council must as soon as practicable after determining the allocation to different political groups of seats to be filled by it on any body to which Section 15 above applies (or after a subsequent vacancy on such a body) make appointments to give effect to political groups' wishes as to who is to be appointed to the seats allocated to the group.

5 Development Control and Planning Inspections Committees

Membership is 16. Ward Members who are also members of the Development Control Committee have the right vote in respect of applications within their own Ward. Ward Members who are not members of the Development Control Committee can speak on applications in their own ward but are not entitled to vote

A similar arrangement is in place in respect of the Planning Inspections Committee which considers planning applications and other matters where the Development Control Committee has been unable to reach a decision without a site inspection. Membership is drawn from members of the Development Control Committee including the Chairman of Development Control and Portfolio Holder – Strategic Planning and Regeneration. Ward Members who are not members of this Committee will be entitled to speak at the Committee meetings on applications within their own Ward, but not to vote. Council has previously agreed that members of the Development Control Committee can be appointed to act as appropriate substitutes for the permanent members of Planning Inspections as required.

The Planning Delegations Working Group recommended that Ward Members become Members of the Development Control Committee and Planning Inspections Committee when an application within their Ward was being considered by the Committee – the Ward Member not being entitled to make the recommendation on how the application would be determined.

Members of the Work Group were aware that this arrangement would require a unanimous vote at Council for it to be adopted and implemented as it would affect the political balance of the Development Control and Planning Inspections Committees.

Part B – Allocation of seats on Sub-Committees, Advisory Panels/Forum in accordance with the political balance of the Council.

The political balance rules are applied to Sub-Committees, Advisory Panels/Forum as shown at **Appendix B**.

Report by the Chief Executive (cont)..

Part C – Agree proposed changes to the Constitution.

To agree the proposed amendments to the Constitution including the scheme of delegations - **Appendix C.**

Part D - To receive and note the annual reports of the Corporate Overview and Scrutiny Committees and of the Housing Review Board.

Article 7.03 (d) requires the Council's Overview Committees to report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate. These reports are set out at **Appendix D.**

Part E - Feed-back from Member Champions on key areas of work

To receive an up-date on work carried out by the individual Member Champions since the 2008 annual meeting. The reports also included an indication of future plans. They are set out at **Appendix E**

Part F - Role and remit of Members appointed to Outside Bodies and the clarification of reporting links.

To receive and note the report setting out the role and remit of Members appointed to serve on Outside Bodies.

RECOMMENDED (1) (a) that the allocation to different political groups of seats to be filled by the Council be determined as follows in respect of Overview, Regulatory and other Committees.

Conservative Group	(40 Members) – 67.80%	80
Liberal Democrats Group	(11 Members) – 18.64 %	21
Independents	(8 Members) – 13.56 %	16
	Total	117

- (b) that the allocation of seats on individual Overview/Scrutiny, Regulatory and Other Committees be as set out on Appendix A to this report,
- (2) that for Sub-Committees, Advisory Panels/Forums the political balance be as set out on Appendix B to this report be agreed,
- (3) that the proposed amendments to the Constitution, including the Scheme of Delegations be approved as set out in Appendix C with the Chief Executive being given delegated authority to make consequential drafting amendments to the Constitution,
- (4) that the annual reports of the Corporate Overview and Scrutiny Committees and of the Housing Review Board (Appendix D) be received and noted,
- (5) that the report on work of the individual Member Champions be noted,
- (6) that the report on the role and remit of Members appointed to Outside Bodies be noted.

PROVISIONAL INDICATIVE MEMBERSHIP OF COMMITTEES

APPENDIX A

	21 seats: Overview/ Scrutiny Coordinating Committee	30 seats (3x10): Overview/ Scrutiny Committees: ➤ Economy ➤ Service delivery/ performance ➤ Communities	5 seats: Housing Review Board	16 seats Development Control	8 seats Planning Inspections	8 seats Audit and Governance	7 seats Interview (Corporate Directors)	7 seats Employment Appeals	15 seats Licensing and Enforce- ment	117 Total seats
40 Cons (67.80% of Council Membership	14	7 (Economy) 7(Service delivery/ performance) 6(Communities)	3	11	6	6	5	5	10	80
11 Lib Dems (18.64%)	4	2 seats on each	1	3	1	1	1	1	3	21
8 Independents (13.56%)	3	1 (Economy) 1(Service delivery/ performance) 2 (Communities)	1	2	1	1	1	1	2	16

The following member bodies are not shown on the above table:

1. For the **Executive Board**, it is not a legal requirement for the political balance rules to apply. Membership of the Board in 2008/09 comprised 8 Conservatives (7 of whom were Portfolio Holders – Strategic Planning and Regeneration, Environment, Communications, Communities, Economy, Resources and Streetscene) and the Leaders of the 2 Opposition Groups – Liberal Democrats and Independents.
2. The political balance rules do not apply to the Standards Committee nor to the Standards (Parish Councils) Sub Committee

Note: The **Planning Inspections Committee** currently consists 8 Members (comprising the Strategic Planning and Regeneration Portfolio Holder, the Chairman and Vice Chairman of the Development Control Committee and 3 other Conservative Members, 1 Liberal Democrats and 1 Independents Group Members of the Development Control Committee).

2009/2010

	Largest Group	Other than Largest Group	Total
Advisory Panels/Steering Groups			
Axe Valley Sports Centre	2	1	3
Broadclyst Sports Hall	2	1	3
Colin Tooze Sports Centre	2	1	3
Colyton Grammar School Sports Centre	2	1	3
Community Fund Panel	4	2	6
Corporate Risk Management Group	4		4
Disciplinary Panel	2	1	3
East Devon Business Forum	3	1	4
East Devon Indoor Tennis Centre	2	1	3
Elizabeth Hall Advisory Forum	2	1	3
Exmouth Pavilion	2	1	3
Exmouth Sports Centre	2	1	3
Honiton Sports Centre	2	1	3
Local Development Framework Panel	4	2	6
Mackarness Hall	3	2	5
Manor Pavilion Theatre and Arts Centre Steering Group	1		1
Member Development Working Party	4	2	6
Rates Consultation	4	2	6
Seaton Town Hall	2	1	3
Sidmouth Sports Centre	2	1	3
Sidmouth Traffic Forum	3		3
Thelma Hulbert Gallery	2	1	3
Joint Bodies			
Exmouth and Seaton Jurassic Coast Interpretation Centres (Board of Trustees)	1		1
Exmouth and Seaton Regeneration Programme Boards	2		2
East Devon Highways & Traffic Orders Cttee	3		3
Leisure East Devon	2		2
Local Government re-organisation in Devon	3	2	5
Local Joint Panel	4	1	5
Recycling and Refuse Partnership Board	3	2	5

Annual Report of the Corporate Overview Committee 2008/09

The Corporate Overview Committee has a role, as set out by the Council's constitution, to look at policy development and policy review; and review topics when requested to do so by the Executive Board.

The Corporate Overview Committee undertakes:

- assisting the Council and the Executive Board in the development of its budget and policy framework by in-depth analysis of policy issues;
- research and consultation in the analysis of policy issues and possible options;
- consideration and proposal of mechanisms to encourage and enhance community participation in the development of policy options;
- questioning of members of the Executive Board and/or committees and Chief Officers about their views on issues and proposals affecting the area;
- liaises with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

In 2008/09, the Corporate Overview Committee has conducted work linked with five of the Council's seven priorities:

Affordable Homes

Sustainable Construction Task and Finish Forum

The Sustainable Construction Task and Finish Forum was formed in light of the Government's requirement that all homes built met sustainable construction requirements from 2016. Meeting the requirements could prove difficult for local developers and push up the cost of homes, making the building of affordable homes even more difficult.

The Forum was fortunate to be able to consider a local case study of the construction of two Council owned special needs bungalows, and how the plans could be adapted to incorporate the requirements of the Code for Sustainable Construction. Member input had direct impact on the re-design and it was hoped that Level 4 of the Code could be achieved.

The Sustainable Communities Act 2007 was also considered by the Forum on how best to utilise the legislation to obtain funding towards sustainable construction. Information from experts on sustainable construction and other case studies was considered by the Forum.

East Devon Strategic Housing Land Availability Assessment

The Committee has continued to be consulted on the Strategic Housing Land Availability Assessment, and suggested that a 'Stakeholder' Panel be set up to vet potential development sites.

Thriving Economy

Master Plan for Exeter Airport

The Draft Master Plan for Exeter Airport was presented to the Committee, and Members took the opportunity to debate the future expansion of the site. Although in supported in principle, Members were concerned that there was a lack of detail on how more challenging targets for the modal shift from car to public transport would be achieved; and that the master plan indicated a potential increase in noise frequency for more households. The Executive Board subsequently agreed with this view.

Employment Land Supply

The Committee considered progress on the Draft Devon Employment Space Strategy, looking in particular at the shortage of serviced employment sites in the District. The Committee recommended that until such time as the LDF Core Strategy had been approved, the Development Control Committee give urgent and significant weight to the need to provide sufficient employment

land and premises to meet the needs of business in East Devon when determining planning applications for employment.

Work of the Country Land and Business Association and a profile of rural tourism business needs

Members received a joint presentation by Angela Wright of Crealy Park and Nicola Poultney Chief Executive of Visit Devon, on the work of the Country Land and Business Association and a profile of rural tourism business needs. Members noted the importance of tourism for the economy of East Devon and the need to support and sustain tourism in times of unprecedented change. The Committee debated the need for quality holiday accommodation and the role the Tourist Information Centres had to play.

Draft Asset Management Plan

The Committee considered the Corporate Property Asset Management Plan 2009 – 2012. The plan sought to ensure that assets were used in the most effective and efficient way to support the delivery of the Corporate Strategy. In addition the Asset Management Plan supported Government policy and in particular the requirements of the Audit Commission. The Committee recommended that the plan be approved for adoption, with the Principal Estates Surveyor being given delegated authority as Corporate Property Officer to make any required minor amendments in consultation with the Portfolio Holder – Resources. This recommendation was subsequently endorsed by the Executive Board.

Seaton Business Development Unit feasibility study

The study was commissioned by the Council acting on behalf of the Seaton Development Trust, Seaton Town Council and other stakeholders. It envisaged the creation of nine offices, seven workshops and other facilities from a building constructed within the Harepath Road Mixed Use Area (East Devon Local Plan Policy LSE2). The conclusions of the study were seen to place too great a dependence on the Council's financial and technical resources. The Committee also received a presentation from the Seaton Development Trust, and recommended that discussions continued with the Seaton Development Trust, Seaton Town Council and other stakeholders following the completion of the Seaton Business Development Unit Feasibility Study. This view was endorsed by the Executive Board.

World Heritage Coast Draft Management Plan for the Jurassic Coast

Members of the Committee considered a presentation by Dr Sam Rose, Leader of the Jurassic Coast World Heritage team, on the draft management plan. A number of issues were raised, particularly that related to the Local Development Framework, so further work has been commissioned on those issues before a final response is made to the consultation process of the plan.

Loss of public houses in rural areas

The Committee heard about the problem currently being experienced of the loss of public houses in rural areas, with up to 39 pubs closing nationally every week, an average of 2,000 per annum. Concern was raised on how this impacted on the local community both socially and economically. Members supported plans for specific supplementary planning guidance on public houses and that the issue be highlighted in the emerging planning core strategy.

Safe, Clean and Green Environment

Section 106 Monitoring Officer

The Committee welcomed the appointment of the Section 106 Officer and the subsequent income received in the first six months of the post being filled. The recommended that a fee for unilateral undertakings be put in place, to make the post self-supporting.

Carbon Management Programme

Working towards a reduction in carbon emissions has been a key element of the work carried out by the Committee in the past year. Members discussed a number of options that could be undertaken to help move towards a reduction in CO2 emissions, including providing a display

panel to remind officers and customers of the current usage of the building; and reducing the thermostat setting. Many agreed that 45% reduction was a stretching target, and that either a more achievable target, or different targets for differing projects, could be put in place. A robust review process also needed to be in place, and further consultation would be made with the Housing Review Board on how the measures would affect tenants.

Renewable Energy

A local businessman presented the benefits of locating wind turbines, following his research into how the energy generated could cut electricity bills and help serve the surrounding town. Members were keen to explore the idea, looking at both the positive aspects and the limitations. The Committee plans to review the issue again once further research has been undertaken.

East Devon Strategic Flood Risk Assessment

The Policy and Conservation Manager presented a report to the Committee on the East Devon Flood Risk Assessment in September 2008. Members noted that the report advised of the completion of a Strategic Flood Risk Assessment for the District. Planning Policy Statement 25: Development and Flood Risk (PP25), introduced a requirement for Local Planning Authorities to produce a Strategic Flood Risk Assessment (SFRA) to form a key component of the evidence base for the Local Development Framework and to inform the development control process. Members debated the importance of assessing the risk of flooding before development proceeded; this was needed as a part of the planning core strategy.

Pitt report on flooding Issues

The Committee considered the recommendations that came out of the Sir Michael Pitt Review following the summer floods of 2007. There would be an enhanced role and greater responsibilities for local authorities in the future management of local flood risk. The Committee recommended that the Executive Board be requested to prioritise the implications of the Pitt review for the role and responsibilities of the District Council in the future management of local flood risk, particularly with respect to financial and work load considerations; that representatives from the Environment Agency and Devon County Council be invited to a future meeting of the Corporate Overview Committee to understand the steps that are being taken by both organisations to address the recommendations of the Pitt Review; and that the recommendations and views of the Flood Recovery Group be brought to both the Corporate Overview Committee and Executive Board for consideration. A subsequent presentation was made by the Environment Agency and Devon County Council about their roles and the need for continued joint working on the issues.

Definition of Zero Carbon Homes and Non-Domestic Buildings

The Committee looked at the Department of Communities and Local Government's consultation on the definition of zero carbon homes. The government proposal was for a hierarchy of measures for meeting the zero carbon standard; and the possible review of the Code for Sustainable Homes. The cost of allowable solutions could be significantly high per home if it had to include some form of power source, such as generating electricity. The Committee recommended that in principle Members support the Government's approach of a hierarchy of measures for meeting the zero carbon standard and agree that the Code for Sustainable Homes should be revised to reflect the approach to zero carbon homes described in the hierarchy; and The Council was keen to work with the Government on delivering a practical example of a site wide solution to providing low and zero carbon homes within Cranbrook new community, a prototype Eco-Town, and would welcome a dialogue with the DCLG and the HCA on how this may be taken forward. The recommendations were endorsed by the Executive Board.

Exe Estuary Study

The Committee received presentations by Graeme Smith, Estuary Officer from Teignbridge District Council on the Shoreline Management Plan and Dan Fox from Halcrow Consultants on the Exe Estuary Study. Members noted that the Exe Estuary Study fed into the South Devon and Dorset module of the national Shoreline Management Plan (SMP). Public consultation on the plan was due to start in March 2009 and would help to shape the coastal protection measures taken by official agencies in the coming years. Members discussed at length the detail of the Study and made a number of suggestions for changes that could be fed into the Shoreline Management Plan.

The Strand Gardens, Exmouth

Members received a presentation from Alan Stone from Devon County Council's Environment, Economy and Cultural Directorate on proposed developments at The Strand Gardens, Exmouth. A more detailed design would be produced by Devon County Council incorporating all the comments made in Stages 1 and 2 and this detailed design would come back to the District Council for detailed comment before the scheme was finalised.

Dog Control Orders

The Committee undertook a lively debate on a report on consolidating existing dog control orders. The recommendations made were to confirm without validation the Fouling of Land by Dogs Order, the Dogs on Leads by Direction Order and the Dogs (Specified Maximum) Order; that the Dogs on Leads Order be confirmed for all areas currently subject to equivalent controls within existing byelaws; and that the Dogs Exclusion Order be confirmed for all designated children's play areas and all other areas currently subject to equivalent controls within existing byelaws.

Excellent Service for our Customers

Draft integrated Equality scheme statement and policy

Members considered an integrated equality scheme statement and revised policy which pulled together statements on race, gender and disability into one document, linked clearly to Local Authority Equality Standards. The Committee recommended that in order to improve its performance against the Local Authority Equality Standard, the Draft integrated Equality scheme statement was adopted.

Place Survey Results

The Committee considered the early results of the Place Survey, although the comparison with other authorities had not yet been available. The Committee recommended that the high percentage of residents satisfied with doorstep recycling scheme be welcomed, but concern be expressed over the reduction in satisfaction with the Leisure Service provision over the last 8 years, and the Scrutiny Committee be requested to investigate the issue.

Inspirational Council

Thelma Gallery, Honiton

A consultancy report had been commissioned to look at options for the expansion and long term sustainability of the Thelma Hulbert Gallery. The consultants had concluded that the best solution for the Thelma Hulbert Gallery was for it to take over the ground floor of the building from the Registrar service with effect from the break in the lease in June 2009. The Committee recommended that finances be found to allow the authority (after taking over the ground floor of Elmfield House from the current lease holder) to expand the gallery and staffing to cover new activity throughout the whole building and ancillary areas. This would follow a business plan that, over four phases, and with grant aid, creates better financial viability and better opportunity, enhance Honiton, provide a better learning environment, better engagement with the local community, and create a cultural hub for future activity across East Devon. This recommendation was approved by the Executive Board.

Sustainable Communities Act 2007

The Executive Board, at its meeting on 1 October 2008, asked the Committee to explore how proposals for East Devon might be more effectively developed under the Sustainable Communities Act. The Act provided a statutory framework for councils and community organisations to enable them to promote the sustainability of their own area, such as transferring the functions of one public body to another. Its scope was broad, covering economic, social and environmental issues based on the premise that local people should decide what it needed to promote sustainability in their own area. Members debated some schemes and agreed for the Sustainable Construction Task and Finish Forum to explore the legislation further, before a report with recommendations was made back to the Committee.

Annual Report of the Scrutiny Committee 2008/09

The Scrutiny Committee has a role, as set out by the Council's constitution, to scrutinise decisions made by the Executive Board; and review topics when requested to do so by the Executive Board. In the past year, the Committee has begun to move towards area-based performance and to reviewing bodies external to the Council which have a significant impact on local communities.

The Scrutiny Committee operates on the following four main principles of scrutiny:

- Provide "critical" friend challenge to executive as well as external authorities and agencies;
- Reflect the voice and concerns of the public and its communities
- Take the lead and own the scrutiny process on behalf of the public;
- Make an impact on the delivery of public services.

In 2008/09, the Scrutiny Committee has conducted work linked with all of the Council's seven priorities:

Affordable Homes

The Executive Board referred the issue of the five year land supply for housing to the Scrutiny Committee. The Council were required to produce an Annual Monitoring Report which concluded that a supply of sites for the District totalled 5.29 years. A recent decision by the Secretary of State, approving permission on appeal for 300 dwellings at Exminster had raised concern in case the Council found itself to be vulnerable to appeal if the supply figure could not be defended. In the Exminster case, the view was taken that Teignbridge District Council had an inadequate land supply.

The Committee agreed to consider the robustness of the Council's figures by setting up a Task and Finish Forum. The Land Supply for Housing TaFF took a detailed look at the sites identified in the Annual Monitoring Report and some sites that were identified in the Local Plan. At the time of writing this report, the Forum were due to meet once more to finalise their recommendations.

Thriving Economy

Poltimore House

The Committee have regularly invited in representatives from the Poltimore House Trust to discuss how to bring the House back into use. The Members have been supportive of the restoration work and have visited the site in the past, appreciating that restoration work by the volunteers can be a slow and extensive process. The Trust has explained to Members the planned outcome of the site as consisting of a college for heritage construction; commercial room let; and community use.

The Committee have kept the pressure on the Trust to produce a viable Business Plan for the house and grounds, as the Committee had concerns that progress on the house was slow and wanted to protect the financial interest of the Council in terms of the loan provided to the Trust some years before.

A draft business plan has now been produced, and the Trust is working on bids for funding from English Heritage and from the Architectural Heritage Fund to go towards the restoration and a part time Projects Officer. If successful, the Trust will be able to make considerable improvements to the House in order to help realise income and work towards a commercial plan for the House and site as a whole.

Safe, Clean and Green Environment

Anti-Social Issues in Council Car Parks

In September 2008, the Committee considered the issue of anti-social behaviour in council owned car parks, most notably in Ottery St Mary. The item raised considerable public interest, with a plea from local residents to tackle the issues of litter and to enforce the alcohol ban that was in place.

Representatives from both the Streetscene service and from Devon and Cornwall Constabulary explained measures that had been undertaken, including providing additional litter bins and considering traffic calming measures. The Committee recognised that the anti-social behaviour was caused by a minority and that the majority of young people were law abiding. The Committee was also encouraged to see a good partnership approach to dealing with the issue and recommended lights being turned off between 23.00 hrs and 06.00 hrs on a trial basis.

The trial proved successful enough to be continuing for the Hind Street and Land of Canaan car parks in Ottery St Mary, with no complaints about lack of light and a reduction in anti-social behaviour. The initiative will also be considered for application to all the Council's car parks, helping to deal with issues of anti-social behaviour and reducing costs for lighting.

Civil Parking Enforcement

On-street parking enforcement became the joint responsibility of Devon County Council and East Devon District Council on 5 May 2008. The Scrutiny Committee challenged the financial aspects of the new arrangements in March 2008, obtaining an assurance that consideration would be given to additional staff if a need was clearly identified, once the new operations were in place.

Adverse media coverage of the legality of issued tickets nationally, prompted the Scrutiny Committee to review the arrangements of enforcement soon after implementation in June 2008. They found that officers had handled the anomaly of the Traffic Management Act well and that the transfer of operations had been successful, with a press release issued to publicise these facts.

A full review of the change in operations was made at the March 2009 meeting of the Committee, where the Committee found that an excellent service was being provided and the co-operation between the authorities was to be commended.

Bathing Water Quality in East Devon

Adverse media coverage about bathing water quality at Exmouth and Seaton prompted the Committee to consider the issue of bathing water quality in the District. Despite media reports, only four incidents of poor bathing water quality, monitored by the Environment Agency, had occurred in 2008 caused by storm surges. A revised EC Directive on the subject meant that information boards detailing the water quality were required for installation at the beaches monitored by the EA. The Committee recommended that money be found from existing budgets to provide the information signs in 2009/10 to meet the directive requirements.

Recycling

The Committee robustly questioned officers on the first phase of the new Refuse and Recycling contract, debating issues such as the type of materials that could be included in the recycling scheme, and learning from difficulties from the first phase to assist in a smooth introduction for the following phases of the contract.

The Committee recognised the work achieved by the Recycling and Refuse Partnership Board and the improved rate of recycling collection. Recommendations were made for minimising the number of missed collections, especially for assisted collections; and that the local knowledge of Ward Members be fully utilised for the future phases.

Young People

Engaging and Involving Young People TaFF

Peter Jeffs reported on alternative ways of engaging young people. A Task and Finish Forum was set up, with the main areas of consideration being:

- existing measures for engaging young people – was the TaFF satisfied with the Council's current arrangements or should new approaches be adopted?
- Existing facilities for young people – were these being utilised and if not, what could be done?
- Addressing the adverse community perception of young people – ways of changing to a positive perception.

A total of 16 recommendations were made; including:

- Employ young people as press officers to specifically tackle the issue of negative press, whilst providing a personal development opportunity. Guidance and advice would be provided by the Council's press officers. A bid was made during the budget process for £2,000 which was supported by the Committee and Joint Committees but had to be funded from existing budgets.
- Ideas and concerns raised during Local Democracy Week each year are reported to the Corporate Overview or Scrutiny Committee to decide on how to progress action where possible for those ideas and concerns. The actions can then be reported back to the relevant Committee and fed back to the schools who participated, inviting them to attend the meeting, and include more widespread feedback;
- A web presence for young people, with link to useful information about venues, and opportunity to give views on specific consultation, run in parallel to the Council's website.

Excellent Service for our Customers

Performance Monitoring and monitoring of service plan delivery

The Scrutiny Committee receive reports every quarter on Performance Indicators and Service Plans, to review how the Council is performing against the key targets. Over the past committee cycle, the Committee has robustly challenged where performance has not been meeting the targets, and praised the commitment and hard work of the services where improvements have been made. Service Heads have regularly attended meetings to provide explanations and detail the steps being taken to take action where performance falls short.

Interim review of Planning Service following systems thinking review

The Committee received an interim report on the Planning Service, and robustly questioned the process of the review and the use of best practice. The Committee was keen to take into account the views of the Town and Parish Councils, who gave feedback on their perception of the changes and how they had impacted on their area. It was recognised that Ward Members needed to work closely with their local parishes and help explain planning reasons for the determination of applications.

The Committee would undertake a full review when the planning systems thinking review process had been completed. In the interim the Committee recommended that Ward Members have the ability to call in a planning application relevant to their ward under the new system; and that the advertising of an application by means of site notice be continued. The Executive Board set up a Working Group to review the delegation process of planning applications, with the Scrutiny Committee's recommendations being included in its remit. The Working Group was due to report back to the Annual Meeting of the Council in May.

Improvements to the Scrutiny Function

The Scrutiny Committee has taken the opportunity in the past year to analyse its function and effectiveness. Changes have been introduced to undertake a rolling review of services, work more closely with the Corporate Overview Committee, and build on the Members experiences of effective challenge and scrutiny. The Committee also recommended a combined function of the Scrutiny and Corporate Overview Committees; consideration of items before a decision taken at the Executive Board; a dedicated Scrutiny officer; and regular meetings between the Chairman of the two Committees.

The Executive Board deferred a decision on the recommendations which would require constitutional changes and would be considered at the Annual Meeting. The current freeze on recruitment meant the request for a dedicated officer was deferred.

Inspirational Council

Enhance the role of Scrutiny to consider other agencies and partnerships

The Scrutiny Committee has looked at two of its partners in the last year; the East Devon Council for Voluntary Service; and the Devon Primary Care Trust.

East Devon Council for Voluntary Service

The Committee visited the EDVSA, questioning on issues such as finance, and further promotion to the voluntary sector and other groups who could benefit from their expertise. The District Council, along with other core funders, provides funds annually to the EDVSA and therefore the Committee was keen to see that the service's operations were transparent and achieved value for money. The Committee recommended that a service level agreement was drafted between the EDVSA and the District Council; subsequently agreed by the Executive Board.

Work has been carried out on a draft service level agreement but not yet completed, because the EDVSA have not requested a grant for the forthcoming year.

Devon Primary Care Trust

The Devon PCT attended the Committee on a number of occasions whilst consulting on their strategic framework document "The Way Ahead – The Next Steps".

The Committee took the opportunity to raise a number of issues with the Devon PCT that impact on the residents of the District, including specialist accommodation for recovering patients, adequate resources to cover the Trust's plans, and most recently on the introduction of parking charges at community hospitals.

Clarification was obtained from the Devon PCT that only Honiton Hospital was under review for car parking charges in the District; and Members offered alternative suggestions to how the parking area could be managed; and put pressure on the DPCT to consult fully before undertaking any charging measures. Recent withdrawal of APAUSE funding was also challenged by the Committee, recommending that the DPCT reconsider the decision. The Committee are keen to see financial reports from the Devon PCT on how their new strategy will be funded.

Members have also debated the recent changes to the Minor Injury Service and the provisions made for Mental Health in the district.

Housing Review Board Annual Report

The Housing Review Board consists of 5 Council Members, 5 tenant and leaseholder representatives and 2 independent community representatives. Councillor membership reflects the Council's political balance. The non-councillor members are co-opted members. The Board elects its own chair and vice-chair. Councillor Ann Liverton is currently Chairman and Ted Brown is currently Vice-Chairman. Normally Board members will serve for a maximum of six years, subject to annual reappointment by the Council, with the objective that every three years one third of the committee will stand down.

The role of the Housing Review Board is to:

- Consider matters relating to the Council's landlord and housing management functions.
- Advise the Council's Executive Board on housing policy and operational practice, where this affects the Council's tenants and leaseholders.
- Keep under review the housing stock options appraisal and monitor the conditions which will influence the future arrangements for the ownership and management of the Council's housing stock.
- Promote good practice and monitor service delivery
- Examine subjects and issues as directed by the Executive Board

The Board is also responsible for examining any matters that arise from portfolio holders.

The Board operates under the Best Value Framework and reviews service delivery options, following consultation exercises.

The Housing Review Board (HRB) met six times during 2008/09. Key areas considered by the Board since June 2008 are set out below. At the start of most Board meetings an informal question and answer session preceded the main items of business. Public speaking at Board meetings was introduced in September 2008 and there is now a standard item on agendas for public questions. The first members of the public spoke at a meeting on 5 March 2009. Two individuals spoke on the item on the River Otter – Tipton St John, whilst another member of the public raised a concern over a planning application made by her Council tenant neighbour.

Forward plan

The Board has a Forward Plan which is discussed at each meeting, with members being made aware of key future issues and being given the opportunity to suggest areas for future consideration.

Performance monitoring and improvement

A number of regular performance monitoring reports were considered, discussed and noted by the Board during the year. A number of other annual performance reports were considered throughout the year.

Audit Commission Delivery Plan: The Audit Commission Delivery Plan on the inspection of housing management services was discussed at each meeting and members noted progress made against the Audit Commission's recommendations and improvements made.

Empty properties (voids): A quarterly performance monitoring report on letting void properties was presented to the Board. The Board noted that performance had improved over the year. The third quarter of 2008/09 demonstrated an average relet time of 20 days, with the national target being 28 days for the 2008/09 financial year.

Repairs performance monitoring report: Performance in relation to routine or responsive repairs undertaken to Council homes, together with evidence of contractors' performance against targets was reported. A consistent level of good performance and high tenant satisfaction had been achieved although one contractor demonstrated poor performance. The report also provided feedback on a Partnering Day which involved tenants and contractors working together on ideas for improving the Partnership Agreement for responsive repairs. On 27 November 2008 the arrangements for the preparation for the renewal or replacement of partnering arrangements for responsive repairs to tenants' homes was approved.

12 June 2008

Topic	Discussion/decision	Outcome
Choice Based Lettings Regional Scheme	The Board noted the progress being made towards implementing a Devon wide Choice Based Lettings Scheme and Allocations Policy (Devon Home Choice).	Noted and approved by Executive Board on 3 September 2008. Reported to the HRB on 4 September 2008
Systems Thinking Update	It was explained to the Board that the 'systems thinking' approach was all about focusing on the customer and filtering out irrelevant tasks and obstacles. This resulted in significant improvements to the delivery of services and staff morale. The use of Systems Thinking in housing was approved and £10,000 from the Housing Revenue Account was allocated to the project.	Noted and approved by Executive Board on 3 September 2008. Update given to the HRB on 5 March 2009.
Customer Insight	The concept of customer insight was promoted by the Audit Commission and the Chartered Institute of Housing and regarded as good practice. The Board recommended that the Council made use of customer insight techniques when gathering and using information on customer needs to influence housing services.	Approved by Executive Board on 3 September 2008.
STATUS survey 2008	STATUS survey was a standardised survey that the Council was obliged to carry out. It was to be carried out by November 2008, not 2009 as scheduled. The Government had given the Council £8,000 towards the costs of the unscheduled work. The Board recommended that an officer with particular experience in market research be asked to propose the wording of 5 discretionary questions.	Approved by Executive Board on 3 September 2008.

Topic	Discussion/decision	Outcome
Housing Review Board training and development	Concern was raised by Tenant Members that there was no structured HRB plan for training. They felt that the skills required to scrutinise and challenge were of key importance to Tenant Members who felt ready to take on more responsibilities and a more active role on the Board. It was recommended that a Task and Finish Forum (TaFF) be established, to include a representative from Human Resources, to look at task specific training for present and future Board members. It was also recommended that contact be made with the Member Development Group (MDG) to discuss training and development for the HRB.	<p>Approved by Executive Board on 3 September 2008.</p> <p>Reported at 27 November 2008 HRB meeting that there was no funding available from the MDG for HRB members. The Chairman of the MDG considered the forthcoming TaFF to be the appropriate place to receive the necessary advice.</p> <p>In the meantime Board members were included in relevant training offered to Councillors included budget/service planning. The TaFF was included in the TaFF forward plan.</p>
Energy Performance of buildings	From October 2008 Energy Performance surveys were to be carried out on Council owned properties in the case of sale or reletting.	<p>Approved by Executive Board on 3 September 2008.</p> <p>Update given to the HRB on 5 March 2009.</p>
New National Indicators	New National Indicators performance measurement had changed from the previously termed Best Value Performance Indicators. The new national performance indicators were noted.	Noted by Executive Board on 3 September 2008.

Topic	Discussion/decision	Outcome
Housing Revenue Account 2007/08	The Housing Revenue Account (HRA) was presented to the Board for their comments and questions. Under spends, overspends and an increase in income were all discussed. The HRA report was noted and a request was made for a report on overspend in the Tenant Participation budget.	HRA 2007/08 noted by Executive Board on 3 September 2008 and approved that a report be prepared for the HRB in September regarding overspend in the Tenant Participation budget.

4 September 2008

Topic	Discussion/decision	Outcome
Local Government Review in Devon	The Board considered a report setting out the latest position on the Boundary Committee review of local government in Devon. It also considered some of the implications for housing if major reform of local government occurred. A number of issues were raised and the Board resolved that the Head of Housing and Social Inclusion and the Solicitor should prepare a response to the Boundary Committee, incorporating all the points made by the Board with members being sent a copy for comment before it was submitted to the Boundary Committee.	Noted by Executive Board on 1 October 2008.
Review of sheltered housing	The Board considered the issues and implications relating to the need to separate housing related support from the tenancy agreement by 2011. A review of sheltered housing was needed in order to embark on a decommissioning exercise for sheltered housing that wouldn't meet the expectations of residents (a Service Plan commitment for 2008-2011). The Board recommended that the transition to a full Mobile Support Officer support service be completed by April 2010. By then there should also be the separation of housing related support from the tenant agreement and the introduction of a 'stand alone' housing related support agreement. This would be provided to each sheltered housing scheme and reviewed in accordance with a range of agreed criteria and a decision made on the future level of support to be provided. Finally the Board recommend that a sheltered housing TaFF be established.	Approved by Executive Board on 1 October 2008. A sheltered housing TaFF first met on 3 December 2008. It was expected that by September 2009 the TaFF would have met 10 times. The TaFF would report its findings and recommendations back to the HRB (anticipated in September 2009).

Topic	Discussion/decision	Outcome
Resident inspectors	The Board considered a report summarising the interest expressed by tenants in being trained and equipped to act as Resident Inspectors for the Housing Service. One of the actions in the Tenant and Council Partnership Agreement was to explore the feasibility of appointing voluntary tenant inspectors for empty properties, repairs and communal cleaning. The cost of comprehensive training for a team of 8-10 tenants and a member of the Tenant Participation Section was around £5,000, as well as some ongoing costs. The Board supported the method for training Resident Inspectors set out in the report and recommended that the funding required be approved.	The Executive Board at its meeting on 1 October 2008 referred this matter back to the HRB with greater emphasis on the costs and time implications involved and asked for consultation with a wider number of tenants.
East Devon Housing Strategy Consultation Draft	The Board's comments were sought on and included in the draft Housing Strategy. The revised strategy had a comprehensive action plan with SMART objectives. The report was presented to the Board to ensure that it was satisfied that the areas under its remit were adequately reflected in the draft Housing Strategy before it was presented to the Executive Board	Reported to Executive Board on 3 December 2008, which recommended that the draft Housing Strategy 2008-2011 be approved with the Head of Housing and Social Inclusion being given delegated authority to make any required minor amendments in consultation with the Portfolio Holder – Communities, and that that the Head of Housing and Social Inclusion review the level of compensation paid to tenants downsizing their family accommodation. Approved by Council on 18 February 2009.

Topic	Discussion/decision	Outcome
Weycroft Hall, Axminster - update	<p>The Head of Housing and Social Inclusion gave details of the work undertaken so far on the Hall and feedback from two meetings of local representatives. The Board agreed to make the following response to the questions posed at the Weycroft Hall meeting held on 11 July 2008: 'that it was not possible to answer all of the questions posed at the meeting. However, it could be confirmed that East Devon District Council would be prepared to be flexible on the regular user and one off hire charges while the state of the building and future management was under consideration'. The Board hoped that the Project Group would put their efforts into fund raising for a replacement hall.</p>	<p>Noted by Executive Board on 1 October 2008.</p>
Regional Choice Based Lettings	<p>The Regional Choice Based Lettings Scheme – Devon Home Choice was reported to members. The report outlined the proposals for a county wide allocation policy and choice based lettings scheme by October 2009. The report sought the approval of the acquisition of the Abrisas system to maintain the Council's Housing Register and to deliver the Devon Home Choice and associated benefits. It recommended that the proposed new Allocation Policy be amended in light of Devon Home Choice, that the Council sign up to the Northern Housing Consortium, with the appointment of Abrisas as supplier of the required Choice Based Letting and Housing Register software and website and that in principle the Council sign up to the Memorandum of Understanding prior to final approval of the detailed document by the Council's solicitor.</p>	<p>Approved by Executive Board on 1 October 2008.</p>
Rent management performance	<p>The Board considered and noted details on the performance of collecting rent due and the amount of rent arrears outstanding. 6% of tenants were in 7 weeks or more arrears.</p>	<p>Monitoring report.</p>
53 Foxhill, Axminster	<p>Members noted the recent need to undertake cleaning and building work to the property prior to reletting. Also noted were the details of the property/tenancy history.</p>	<p>Noted by Executive Board on 1 October 2008.</p>

27 November 2008

Topic	Discussion/decision	Outcome
Showers and water meters in Council homes	As there was insufficient information on this at the meeting it was recommended that the Housing Team produce statistics on the number of water meters and showers fitted into Council owned properties. This data would be fed back to Diane Berry, Carbon Management Programme Officer who was looking at the carbon footprint of a Council home. Diane Berry was invited to talk to the Board on specific housing stock matters.	Diane Berry, Carbon Management Programme Officer to attend the meeting of the HRB on 30 April 2009. Approved by Executive Board on 14 January 2009.
STATUS Survey familiarisation	A presentation was received from Natasha Kendall, Senior Research Executive at BMG Research, outlining the key results of the 2008 STATUS Survey. There were higher levels of satisfaction in rural areas and lower levels in urban areas. There were high levels of dissatisfaction in Honiton. The Board recommended that a special item on anti-social behaviour be added to a future agenda and that Peter Jeffs, Corporate Director, Sally Jones, Housing Community Development Worker (Youth) and a representative from the police be invited to attend. The Board felt that the Council should continue to focus attention on improving satisfaction among the residents of Honiton and that Council engagement sessions should target young families in order to improve engagement, such as seen with elderly residents in day time coffee mornings.	An item on anti-social behavior issues is scheduled for the June 2009 meeting. Approved by Executive Board on 14 January 2009.
Leadership in housing	The Board noted the principles of good leadership for both individuals and leadership groups. Leadership had come out well in the Audit Commission's report.	Noted by Executive Board on 14 January 2009.
Resident inspectors update	The Executive Board had proposed to delay a decision to authorise the resident inspectors initiative, until the outcome of the Boundary Commission's proposals was known. A provisional sum of £5,000 for this training had been included in the budget for 2009. The Executive Board's comments were noted and decision to approve funding was deferred.	Decision to defer approval of funding noted by Executive Board on 14 January 2009.

Topic	Discussion/decision	Outcome
Housing Review Board Member Champions	The Board was reminded of the champions among the HRB and the role of a member champion was clarified. The progress on the member champion scheme was noted.	Noted by Executive Board on 14 January 2009.
St Paul's Honiton – review of enhancement work	The Housing Projects Officer advised the Board that the work currently being carried out to improve the St Paul's area of Honiton was particularly relevant in light of the results and feedback from the recent STATUS survey. A proposal to draw up initial design plans for a play area for further consultation was made. Funding for a new play area was discussed. The Board agreed that a working party should be established with local Councillors, key officers, young people and social landlords to discuss the area of the square around the day nursery.	Noted by Executive Board on 14 January 2009.
Housing Revenue Account – Garages	This report was brought to the HRB in response to a member's request for further information. The Board recommended that the Council continued to market the availability of garages, that the Council ensured that the primary use for rented garages be for the storage of motorised vehicles, that the policy be implemented to ensure that when garages became available they were offered to council tenants first, and that a monthly termination period be added to garage rental contracts – designed to reduce void times between tenants.	Approved by Executive Board on 14 January 2009.
The Housing and Regeneration Act 2008	The Housing and Regeneration Act 2008 established two new statutory agencies. The Tenant Services Authority (TSA) would regulate English social housing providers and the Homes and Communities Agency (HCA) which would take on the funding function of the Housing Corporation, as well as the remit of the English Partnerships and some functions of the Communities and Local Government department. The Board recommended that the Head of Housing and Social Inclusion sought clarification on the powers of the HCA with regard to planning matters. It also recommended that the report be noted.	Approved by Executive Board on 14 January 2009.
Housing Revenue Account – monitoring report	The Board considered a monitoring report on the Housing Revenue Account. It was noted that there was a good improvement in collection of rates for rental arrears. The income and expenditure within the Housing Revenue Account for 2008/09 was noted.	Monitoring report.

28 January 2009

Topic	Discussion/decision	Outcome
Millwey Rise Senior Citizens' Centre	A survey had been carried out by a team of independent surveyors who found the building failed a number of current regulations and thermal efficiency expectations. Due to its age and condition, the cost of refurbishment was almost as much as it would be to re-build. However, a number of residents felt that some of the report was 'damning' and that some of the work was unnecessary. The Board recommended that the Millwey Rise Senior Citizens' Centre working party meet again to report their recommendations and/or concerns to the HRB.	Noted by Executive Board on 4 February 2009.
Council Housing Group Enquiry at Westminster, London	The Board was informed that there was to be an inquiry at Westminster on 25 February to look at evidence from local authorities in support of the need for increased allowances for the management and maintenance of council owned properties. The Tenant and Leaseholder Customer Panel had agreed to send a delegation to Parliament and extended the invitation to Board members, other councillors and EDDC officers.	Noted by Executive Board on 4 February 2009. A group attended the enquiry on 25 February and the Vice Chairman reported back to the HRB on 5 March 2009.
Housing and Social Inclusion Service Plan 2009-2012	The Board noted the contents and approved the Housing and Social Inclusion Service Plan for 2009-2012.	The recommendations of the HRB in respect of the Service Plan were taken into account when considered by the Executive Board on 4 February 2009. Approved by Council on 18 February 2009.

Topic	Discussion/decision	Outcome
Housing Revenue Account 2009-2012	The Board received and approved the draft Housing Revenue Account for 2009/10.	<p>The recommendations of the HRB were taken into account during the budget setting process in February 2009.</p> <p>The Executive Board recommended that a review into the current Home Safeguard scheme be undertaken with a view to the service becoming self-financing in the future.</p>

5 March 2009

Topic	Discussion/decision	Outcome
Invitation from the Tenant and Leaseholder Customer Panel (TLCP)	The TLCP invited members of the HRB to an eco-friendly housing project. One member agreed to endeavour to arrange a visit to the South Molton Devon and Cornwall Housing Association project and the TLCP would liaise with its officer to find some mutually convenient dates.	N/A
Westminster Council Housing Group Inquiry	The Vice Chairman reported on the Council Housing Group Inquiry held at the Houses of Parliament, Westminster on 25 February 2009, chaired by Austin Mitchell MP. Five tenants, two councillors and one officer from EDDC attended the inquiry.	N/A
Tenant Services Authority National Conversation	The National Conversation initiative was being run by the Tenant Services Authority (TSA), and was intended to be the biggest ever consultation with tenants of social housing. The TSA was consulting a wide range of interested parties before developing a new set of regulatory standards for the housing sector. There would be more formal consultation over the summer, with the new standards being put into place in autumn 2009. The HRB resolved to support the Council's approach to its involvement in the TSAs National Conversation.	Noted by Executive Board on 1 April 2009.

Topic	Discussion/decision	Outcome
River Otter – Tipton St John	<p>The Board considered the report of the Housing Services Manager which gave details of the actions taken to deal with the potential risk to the Council's bungalows due to the erosion of the riverbank in the Tipton Vale area, Tipton St John. The cost of the consultant's preliminary investigatory work was noted and concern was expressed over the potential cost of the works that would be required and whether this could be met from the Housing Revenue Account. The Board resolved to approve the actions taken to date, including expenditure on consultants to undertake the investigation and reporting, and requested that a further report be made to the HRB on receipt of the initial findings and recommendations from the consultant engineer.</p>	<p>Noted by Executive Board on 1 April 2009.</p>
Systems Thinking in housing – progress report	<p>The Head of Housing and Social Inclusion reported on the work undertaken to date on the first phase of Systems Thinking in housing. This had been a five week period of Check involving a team of eight officers from different sections of housing working intensely with the Deputy Chief Executive to understand the work involved in the activities being examined. The approach presented an opportunity to look at the existing systems afresh and critically question why things were done in a particular way. The team agreed on 'matching the right people with the right home' as the systems thinking purpose. Two types of demand had been identified. Capability charts showed variations in the systems, rather than just average performance. They showed capability and predictability. The comments made by the HRB on the Check presentation were noted, before the Systems Thinking review in housing moved onto the redesign phase.</p>	<p>Noted by Executive Board on 1 April 2009.</p>

Topic	Discussion/decision	Outcome
Official complaints	Members considered a report which reviewed the formal complaints received to help reduce the amount of official complaints received in the future. More clarity was needed over what was a service request and what was a complaint. The information on the official complaints contained within the report was noted and it was agreed that an official complaints report would be bought to the HRB annually.	Noted by Executive Board on 1 April 2009.
Improvement plan	The Improvement Plan was made up of three separate parts. It was constantly changing as targets were achieved, amended or superseded and new targets added. Following comments from the Audit Commission inspectors the Plan had been shortened and streamlined to avoid duplication of targets and monitoring from other action plans. Most of the key documents referenced in the Plan had their own action plans which were separately monitored and updated. These action plans would form part of the Improvement Plan so that individual targets would not be duplicated. Where possible a traffic light system would be used to highlight progress with targets in all the Action Plans. The HRB recommended that the new format for the Improvement Plan be approved and noted the ongoing work to monitor the Improvement Plan targets.	Noted and approved by Executive Board on 1 April 2009.
Tenant handbook	The new Tenant Handbook was presented to the HRB. All tenants would receive a copy in booklet format and these would be sent out with the next Housing Standard in April/May 2009. New tenants would continue to receive the handbook in their welcome pack. Members discussed how much of the handbook should be in colour. The HRB noted and formally agreed the new format of the Tenant Handbook, to be distributed to all Council housing tenants.	Noted by Executive Board on 1 April 2009.

Topic	Discussion/decision	Outcome
Landshare initiative	An initiative to use housing land for growing produce under a landshare initiative/gardening scheme was considered. Members felt that the initiative was a brilliant idea and discussed the potential implications. It was suggested that a pilot scheme be run to 'iron out' any issues which might arise and make sure suitable protections for tenants were in place. The Board recommended that the proposal set out in the report for the promotion of a housing landshare scheme to tenants be agreed in principle. They also agreed that the matter should be considered by the TLCB and that in addition, the officer look into and come back with a more detailed report concerning the security, legal and resource details and implications of a housing landshare scheme.	Approved by Executive Board on 1 April 2009.
Energy Performance Certificates (EPC) update	Since October 2008 111 EPCs had been produced at a cost of £5,500. The EPC listed recommendations to improve the energy rating of a specific dwelling that were cost effective. It also contained recommendations to achieve the highest possible standard. The key individual elements that made an impact on a home's energy performance rating were those that were undertaken by the Council as landlord over many years. The progress on implementing the requirement to produce EPCs in respect of specific homes within the Council's portfolio of properties was noted.	Noted by Executive Board on 1 April 2009.

The Housing Review Board has a Forward Plan of items for their 2009/10 cycle of meetings and will be considering a wide range of housing management issues, new initiatives and service enhancements as well as developing its performance monitoring role. The Board will continue to support the improvement processes that are being worked upon and subsequently reported back to the Audit Commission.

The Board is keen to help promote the important work that is being carried out by the Council's Housing and Social Inclusion Service and be involved with the mentoring and consultation processes, which will only serve to strengthen the Board's role and tenant participation in the work of the Service, and the management of the Council's housing stock.

The increase in tenant participation, both at Board and community level is proving to be an extremely positive way of team working. Specific measures such as user choice and community coffee mornings serve to bring Council and Tenants together. Tenant Welcome procedures will strengthen with the addition of multi-skilled officers in the Service.

The Board acts as an advisory body to the Executive Board on housing management and landlord issues.

Full details of the Housing Review Board and other committees and their terms of reference are set out in the EDDC Constitution.

Member Champion – Business

Name: Malcolm Florey

Involvement since May 2008 / Key activities:

Assumed responsibility for the role in June 2008 following Graham Brown. First step to get copy of Member Champion Protocol and Role Description. Wanted to be clear about function.

- Joined East Devon Business Forum.
- Involvement with emerging LDF Strategy
- Attend Development Control meetings where business applications are coming forward.
- Attend Executive Committee meetings to be clear about key issues and strategic activity.
- Instrumental in moving the Corporate Overview Committee to agree key resolution to ensure the provision of sufficient employment land and premises and of vital importance for EDDC to respond to business needs through departure applications. Dated 23 October 2008. Subsequently supported and adopted by full Council.
- A high proportion of time working with businesses on the A3052 corridor. Working closely with key officers to broker meetings and encourage productive dialogue with Officers, Members and business owners. Significant progress made at key locations to enable new businesses to locate in the west of East Devon.
- Responding to specific requests from businesses, large and small, across the District to support, advise and work to resolve problems. Majority of issues linked with planning.

Using my strengths to build a team approach to resolving issues and to endeavour to reinforce the view with the business community that EDDC and businesses must work closely together.

Conferences/Workshops attended:

No specific attendance to report.

Partnership Working:

- Positive working relationship with Nigel Harrison, Economic Development Manager
- Working closely with Peter Halse [Portfolio Holder – Economy], Ray Franklin [Portfolio Holder – Strategic Planning and Regeneration] and Karime Hassan [Corporate Director]. Attend Economy Briefing meetings with Karime Hassan and Peter Halse's Economy Think Tank meetings.

Future plans:

- Start to attend the Local Development Framework meetings as final policy is developed.
- Monitor and continue to support the departure applications as they emerge along the A3052 corridor.
- Allocate some time to establish to scope and diversity of education and training provision for adults across East Devon.
- Continue to be available to respond to requests for help and advice from businesses.

Member Champion – Community Safety

Name: Chris Gibbings

Involvement since May 2008 / Key activities:

I was the appointed EDDC Councillor to sit on the “Napoli Enquiry”, which had serious community safety implications. There were many meetings with Officers and members of the public and I sat on the actual enquiry for a week. I introduced a “notice of motion” to full Council supporting the main recommendations of the enquiry and I forwarded the report and our recommendations to our MP Hugo Swire. He subsequently managed a debate in the House of Commons and the Government agreed too many of the findings; including changing immediately the way the Receiver’s of Wreck works by appointing a number of senior Coastguards as Deputy Receiver’s of Wreck, to work more closely with the Police in any future incident.

I am a member and now vice chairman of the East and Mid Devon Community Safety Partnership, meeting regularly at Knowle and Tiverton and liaising with the diverse membership.

I was elected by that Committee as its representative on the Devon wide partnership. I was a prime mover for the scrapping of the executive of the Devon wide partnership as it was just a “talking shop” and a waste of time and money. Therefore the catalyst for the reorganisation of that group.

Having re-vamped the “Anti Social Behaviour” policy with assistance of officers and another Councillor, I introduced a “Domestic Violence and Abuse” policy, again with much assistance from Senior Officers. I had further meetings with Officers which resulted in Managers attending Domestic Violence and Abuse awareness training, enabling them to assist our staff and hopefully reduce sick reporting levels and efficiency. If still the Community Safety Champion I intend to follow this up in the new season.

I attend a number of LAGS (local action groups) meetings dealing with local matters of community safety.

Instituted a meeting with Officers of EDDC Licensing, the Community Safety Officer Gerry Moore, the Vice Chairman of Licensing and Police Licensing Officers. At the meeting a frank discussion took place on what could and could not be achieved towards community safety with licensing and possible licensing reviews.

Attended a number of meetings on beach safety and the TaFF on Beach Concessions. Supported the RNLI taking over the patrol of Exmouth beach which resulted in considerable cash savings to this Council. I have visited the RNLI staff on the beach at Exmouth a number of times to ensure a smooth transition and to make them more aware they had recourse to a Member if they had unresolved problems – there were none.

Attended meetings on Pennington Point, Sidmouth and had input with the Portfolio Holder and Officers of the safety aspect in respect to the crumbling cliffs.

Attended other meetings on the re-allocation of areas of Sidmouth beach for boat parking and safe launching as a result of shingle loss at the east end of the beach and therefore

helping to save the Council money by not replacing lost shingle. I have attended further meetings on Pennington Point where safety aspects were discussed and assisted the Portfolio Holder in the decisions concerning signs.

Conferences/Workshops attended:

Health and Safety Training (May 08)

Attended launch of Domestic Violence and Abuse Employer Policy Campaign 2008 (June 08)

LGA Urban Commission (July 08)

Safety for Senior Executives (July 08)

Local Authority Members & Managers Annual Health & Safety Forum 2008 (October 08)

Service Excellence for our Customers – Diversity & Equalities training (January 09)

Licensing Training (February 09)

Citizen's Advice Bureau Trustee Induction (February 2009)

Alcohol Enforcement Seminar (March 09)

Partnership Working:

As above

Future plans:

Follow up on management training in Domestic Violence and Abuse awareness and its effectiveness or otherwise on the welfare of staff. Try to evaluate any savings made in a reduction in sickness and improvement in efficiency where staff are assisted in this very sensitive subject.

Listen to and assist officers and members of the public where any community safety matters arise and raise the profile with officers of all "champions".

Make sure that where safety matters are discussed within the Council I have an input as "Champion".

There appears to be a lack of awareness in the Council of "what Champions do" and that if there is Champion for a particular subject he/she must be consulted. I believe I have made the "safety" point quite strongly and am now involved on most related matters but it has been an uphill task. Portfolio Holders as well must remember that "Champions" are appointed by the Council and they must be kept informed where decisions affect their particular Champion role.

I believe there must be a culture change within the Council so that members are kept informed of things happening in their Portfolios, within their Champion roles and in their wards and I am pleased to say I see evidence of this happening.

Member Champion – Culture Name: Vivienne Ash

Involvement since May 2008 / Key activities:

Culture covers a wide brief. During the year it has included:

Arts Development

I have been heartened by the support that Councillors have given to cultural activities during this year. One of the highlights has been Council's approval of the expansion of the Thelma Hulbert Gallery and part funding of the proposal. I have been involved in all the key stages of this including appointing consultants to carry out a feasibility analysis of the expansion.

In January the Council held a Jurassic Coast Arts Strategy seminar which I initiated. It followed discussions that I had with Daisy Sutcliffe, the co-ordinator and John Somers a Fellow of Exeter University and a cultural animateur. The seminar brought together a lot of professionals in the cultural field. Ways were explored of sharing information, encouraging involvement in the arts etc

Countryside

There has been liaison with the Countryside Service on several issues. In particular, there is the creation of a nature play trail at Honiton Bottom.

Dance

Ishbel and myself are working with the umbrella group 'Dance in Devon' to support and promote dance in the District. This has included hosting a youth dance event at the Sidmouth Folk Festival last August. It was great seeing young people learning how to break-dance etc and the excellent demonstrations from students of Exmouth Community College.

Museums

In September Pauline Stott and myself co-hosted a celebration of the 20th Anniversary of the East Devon Museum Group.

In preparation, I visited several of the museums in East Devon. I was very impressed by the range and quality of the work they do and the exhibitions they put on. The event itself was well attended and was most informative.

Play

The Council has two excellent play workers. They have done a great job in encouraging volunteers to become play workers in their local areas. A celebration evening was held last autumn to recognise their achievements.

Policy Formulation

During the year I have kept a watching brief on policy and strategy documents to ensure that culture has a proper voice and is not inadvertently excluded.

Sports

Active East Devon is a multi-agency partnership whose aim is to help improve the health and well-being of people across the district through physical activity.

Peter Jeff's has been instrumental in forming and supporting this group as a way of promoting sport and exercise in the District, given the limited resources available.

I have been participating in these meetings as well as those of LED. The Council still has an important role to play with regard to our sports centres. We are responsible for the infrastructure and are paying a large sum of money to LED each year to deliver the service.

Conferences/Workshops attended:

Included above.

Partnership Working:

- Partnership working is a vital part of promoting culture as the examples above demonstrate.
- Also during the year support has been offered to individuals and organisations seeking help with cultural projects.

Future plans:

Amongst the plans for 2009/10 are:

- A meeting with the Director of Dance in Devon to plan further activities for promoting Dance in East Devon
- Successful implementation of expansion of the Thelma Hulbert Gallery
- Continuation work from the Jurassic Coast seminar. This will rely heavily on partnership working with professionals.
- Lobbying to ensure that East Devon sports centres are fit for the future
- To ensure that cultural services are not neglected and are properly funded if a Unitary Devon goes ahead.

I am extremely fortunate in working with a team of officers who are enthusiastic about, and dedicated to, promoting excellent cultural services in East Devon – thanks to you all.

Member Champion Report -

Member Champion – Customer Services

Name: Steve Hall

Involvement since May 2008 / Key activities:

There have been two main areas where my involvement has been required. During lengthy and major road works in parts of the District, I have acted as the liaison between Balfour Beatty and Streetscene regarding the collection of rubbish and recycling when access to certain roads has been in doubt.

The other involved being the focus of criticism of the Vanguard review of planning. It assisted greatly that I was part of the Systems Thinking meetings with Denise Lyon. Many of the perceived flaws are now being ironed out as a result of the recent Development Control Working Party on Vanguard of which I was a member.

Conferences/Workshops attended:

South West Focused Transformation Network – Conference held in Exeter on 12 December 2008.

Partnership Working:

I have continued liaison with Sally McAuley and Karen Jenkins regarding staff training methods which ultimately support the Investors in People theme. I have continued involvement with Denise Lyon through Systems Thinking meetings where I receive report updates in areas of planning, benefits and housing.

Future plans:

Looking forward to the new challenges ahead as System Thinking is applied to other services.

My objective is to be able to assist whenever and wherever to ensure EDDC is delivering the right service, at the right price at the right time.

Member Champion – Data Quality

Name: Cllr G M Troman

Involvement since May 2008 / Key activities:

East Devon District Council data and Information Quality Policy has now been superseded by:-

Local Government Data Modelling Guidelines LGA Summer 2008. This document reflects good practice set out in 150/IEC 2700 (Information Security Management System) series and aligned with Central Government Information Assurance Policy.

Data Handling Procedures in Government Final Report Cabinet Office June 2008

The report sets out how Government aims to improve its arrangements around information and data security. Arrangements include improving protective measures and controls, promoting a culture and values, protect and use data and improving the accountability and scrutiny of performance.

The main structure of the LGA report:-

- People
- Places
- Processes
- Procedures

People

All Councils should seek to develop a culture that properly values, protects and uses information for the Public good. Councils should reinforce that information is a key business asset and that its proper use is not simply an IT issue. There should be clear lines of accountability throughout the organisation together with a programme of staff awareness raising, starting at introduction but continually updated, which clearly sets out the expectations of staff.

Places

All Councils should ensure the security of their information through the physical security of their buildings, premises and systems. There should be regular assessments of information risks, which are discussed by Senior Management.

Processes

All Councils should check that they have proper document systems in place and that their suppliers are contractors, when handling their information, work to the same standards. Councils should also monitor and audit the effectiveness of their policies and where appropriate engage independent experts to test ICT systems and make recommendations.

Procedures

All Councils should produce a corporate information risk policy which sets out how they will implement the measures in this document, as well as produce policies and risk reporting and risk recovery. They should ensure that there are mechanisms in place to test, monitor and audit the policies and procedures of the Council.

External Audit and Governance gives this Council a good report for data, which is constantly monitored and updated.

Conferences/Workshops attended:

Meetings with internal departments – ICT – Chris Powell

Partnership Working:

Local Government Association on uses of Resources Auditor Guidance KLOE 2.2

Future plans:

To progress the implementation of good practice as set out in the Local Government Data Modelling Guidelines.

**Member Champion – Design and Heritage
Name: Andrew Dinnis**

Involvement since May 2008 / Key activities:

- Development Control and Planning Inspections – driving up awareness in better design.
- Talking to other Champions within EDDC
- Speaking with planning officers to help them to drive up design issues.
- Pre-application work.
- Whenever possible talking about design.

Conferences/Workshops attended:

Working with the Commission for Architecture and the Built Environment (CABE).
English Heritage conference - Building in Context
Workshop in Gloucester – working on a regeneration project around Black Friars.

Partnership Working:

Design review panels – 3 per year - one with each planning team.
Privately making fellow councillors more aware of good design.
Networking with other Design Champions.
Speaking with Parish Councils (just started).

Future plans:

- More meetings with CABE and English Heritage.
- More networking.
- Extending review panels.
- Getting the word out there.
- Spreading the word to all involved in the planning process including front line staff and parish and town councils.

The hope – together we can make a difference.

Member Champion – Vivien Duval Steer
Name: Equalities and Diversity

Involvement since May 2008 / Key activities:

Have had meetings with Sally McAuley, Learning & Development Manager to discuss the way forward for EDDC to reach Level 2 of the Equality Standard for Local Government.

I have also met with Peter Jeffs Corporate Director, to increase my understanding as regards the direction in which Equalities needs to be driven.

Conferences/Workshops attended:

I have attended 2 workshops the first was run for Members by Sally which was very well presented one topic was the clear definition of the differences between Prejudice and Discrimination, the second was facilitated by Jackie Heasman of JCH Consultancy, again presented to Members and well attended.

Partnership Working:

Heads of Service are taking seriously the Equality Needs Impact Assessments I give some examples below:

- Environmental Health have completed a number of initial assessments on their services.
- Organisation Development have nearly completed assessments on each of their policies.
- Streetscene have begun prioritising and impact assessing their services.
- Planning have completed assessments on their recent process change.
- Housing have appointed a person to head their Equalities lead assessments have already been done on the Housing Strategy.
- Revenues – Following assessments changes to information going to the public.

Future plans:

Peter Jeffs has updated the Equalities Action Plan.

The Government has replaced the Equalities Standard for Local Government by the new Equalities Framework the aim being to simplify the process 1-3 levels instead of 5.

1)	Developing old level	1 & 2
2)	Achieving	3
3)	Excellent	5

We are currently in 'developing'.

I would like to have the opportunity to continue to support this worthwhile work and to play my part in helping Sally to drive Equalities forward to enable us as a Council to attain the 'achieving' level; this will take a great deal of commitment by Senior Management and Members alike.

**Member Champion – Exmouth Town
Name: Darryl Nicholas**

Involvement since May 2008 / Key activities:

It is an exciting time for Exmouth, with several large projects nearing completion and many more close to commencing.

I have worked hard with officers from Exmouth Town Council, Exmouth Town Management, EDDC and DCC to ensure that Exmouth can begin realising its full potential. This means that I attend a wide range of meetings, with the aim always being to look at the bigger picture. For the regeneration of Exmouth's key sites to be successful then it is absolutely vital that they link into a coherent strategy that works in conjunction with Exmouth's triple offering of Arts, Leisure and the Environment. Keeping these in mind will enable Exmouth to develop its growing reputation as the 'Quality of Life' town.

The town centre is key to upgrading the town. The Strand project is a joint enterprise between EDDC, DCC and Exmouth Town Council. EDDC has proven its commitment by agreeing to up to £1 million of investment to this important site. It has the potential to be a world class space that could be a much loved focal point for Exmouth residents and visitors alike.

Parking has for many years been an issue in Exmouth Town Centre. The lack of town centre parking has put many of our retailers at a competitive disadvantage and may be a factor in the Town's inability to attract a broader range of shops. We have some great national, regional and local shops but unfortunately there is still a vast amount of 'leakage' from local consumers to other shopping destinations- with lack of parking in our town being one of their major concerns. The members of EDDC have taken the bold decision to agree in principal the sum of £4.5 million to increase parking capacity in the vicinity of the London Inn. This is a massive step forward and members must be congratulated for their determination to see the regeneration of Exmouth succeed.

I could probably keep writing for page after page but will just briefly sum up just a few of the other projects that have been completed and some that are in the pipeline-

- Truro Drive Play Park- reopened and refurbished by EDDC using S106 money.
- St Sevan Play Park- EDDC holding an open day for the local residents to choose new equipment for their local play park.
- New environmental play area proposed by EDDC for the Maer using S106 money. This will be a magnificent asset to the town.
- Superb new brochure co-ordinated by EDDC to encourage inward investment in Exmouth.
- Bowling Alley and complex is well underway.
- New RNLI building nearing completion.
- The Strand - creating a world class focal point for the town centre.

Conferences/Workshops attended:

-

Partnership Working:

Included above

Future plans:

We all have ambition and high aspirations for Exmouth- the future of our town is unquestionably bright.

A final word for all the officers I work with and meet regularly. I cannot praise highly enough their commitment and determination to make the regeneration projects in Exmouth a success.

Member Champion – Post Offices

Name: Ken Potter

Involvement since May 2008 / Key activities:

During 2008, the Post Office Network Change Programme in the Devon Area resulted in 41 Post Office closures outright and 37 more Post Offices replaced with an outreach service . 7 Post Offices were closed in the EDDC area with one replaced with an outreach service.

A Devon and Torbay Task Force Group was set up to deal with the Change Programme . I represented EDDC on this group.

Throughout the year I have consulted with the secretariat of the National Federation of Subpostmasters who have been pleased to provide help and information concerning the future of Royal Mail and Post Office Ltd. I have also had many conversations with Hugo Swire (East Devon's MP) with a view to persuading him that a Postbank is the key to a profitable future for Post Office Ltd and just what is needed when the public has lost confidence in the current banking system .

We were not able to save Post Offices during the Network Change Programme but with hard work and determination we aim to prevent further closures and indeed restore the current network to a profitable future.

Conferences/Workshops attended:

2008

- 14th May Conference at the LGA (Smith Square) re Post Office Network Change .
- 21st May Devon and Torbay Post Office Task Force meeting (Tiverton)
- 5th June Millway Rise (Axminster) Public Meeting to save the local Post Office .
- 11th June Devon and Torbay Post Office Task Force Meeting (Tiverton)
- 12th June Tipton St John Public Meeting to save the village Post Office .
- 24th June Plymtree Parish Council . (To help with saving the village Post Office)
- 25th June Devon and Torbay Post Office Task Force Meeting (County Hall)
- 30th June EDDC photo call at Tipton St John Post Office .
- 30th July Devon and Torbay Task Force meeting (Tiverton)
- 26th Aug Devon and Torbay Task Force meeting (Tiverton)
- 2nd Sept Devon Conservation Forum (Presentation on the future of the Post Office)
County Hall .
- 5th Nov Devon and Torbay Task Force meeting (Totnes)
...submitted a report on recent events leading up to the closure programme for Post Offices .
- 16th Dec Devon and Torbay Task Force meeting (Tiverton)

2009

- 28th Jan Devon and Torbay Task Force meeting (Tiverton)
- 17th Mar Devon and Torbay Task Force to give evidence to the BERR select committee concerning the future of Royal Mail and Post Office Ltd (County Hall)
- 6th April DCC hosted a visit to Devon by POSTCOMM to see how Devon has been affected by and has responded to the Post Office Network Change Programme.

Partnership Working:

Included in section above.

Future plans:

The European Parliament has voted to introduce full competition in Postal Services across the EU by 2011 . It is therefore an urgent matter to make the UK's Postal services profitable as soon as possible.

I hope EDDC will encourage me to play a part in that process .

**Member Champion – Procurement
Name: Mark Williamson**

Involvement since May 2008 / Key activities:

- Monthly minuted meeting with relevant officers and Portfolio Holder: Resources.
- Areas examined for potential savings through efficiencies using the DCLG's five component model have included: housing (repairs & maintenance, procurement), I.T., postage, stationery, energy/fuel, street lighting. Also procurement and payment systems.
- Ongoing monitoring of all expenditure across the Council to ensure that EDDC is meeting government's targets both on an annual basis and across the longer term to ensure that by 2014 we are operating at 80% of the 2006 baseline budget. Backward looking efficiency statement detailing cashable savings achieved submitted on time and accepted by DCLG.
- Meeting with officers at Teignbridge to discuss collaboration at officer level; also involving South Hams and West Devon. Sharing of strategies including contract monitoring, procurement practices, e-purchasing and payment systems, wider use of procurement cards, savings register.
- Development of strategy to achieve greater efficiency and further cashable savings through collaborative practice led by newly created officer post, working to senior EDDC officer but within a collaborative enterprise involving Teignbridge, South Hams and West Devon. Job description and person specification drawn up. Cost and post agreed by Council.

Conferences/Workshops attended:

- Autumn 2008. Conference/workshop arranged by SW LIFT, Sandy Park, Exeter. Opportunity to share best practice in areas such as spend analysis, efficiencies of scale, procurement clubs, inter-Authority collaboration.
- Regular scrutiny of RIEP bulletins to identify conferences etc. relevant to our work.

Partnership Working:

(This could include working with officer teams)

- Procurement and Efficiency Group is cross-departmental with officers from all departments invited depending on spend area to be scrutinised.
- Two meetings have taken place with officers from Teignbridge, one at Teignbridge, the other at Knowle. Teignbridge has shared documentation on its procurement policies and practices. This has informed our thinking about our own direction and priorities.

Future plans:

1. Procurement Officer to be recruited. Working arrangements with Teignbridge to be finalised and implemented.
2. Action Plan to be developed, agreed and monitored.
3. Savings register to be established and updated.
4. Reporting schedule to Executive agreed.

**Member Champion – Risk Management
Name: Cllr Peter N Bowden (Broadclyst)**

Involvement since May 2008 / Key activities:

'Promoted' to Champion status in May 2008. Elected to Chairmanship of the Corporate Risk Management Group in September 2008 and promptly charged with the revision and updating of the Corporate Risk Register.

Meetings were held internally, with Devon County Council, RSM Bentley and others and a way forward determined that was considered cost effective and straightforward.

The 'Toolkit' has been revised, format and procedures agreed and once some minor updates to the SPAR system are completed the system will be ready for population. The full support of the SMT and Council Leadership has been secured and we trust that a revised register will be operational by the end of July 2009. The Risk Register will be placed before the Executive in September.

We were obliged to review security in the Members Area so to ensure that 'confidential' documents were not left for anyone else to read.

Conferences/Workshops attended:

Partnership Working:

The process of consultation included presentations to Corporate Directors and also the Leader and Resource Portfolio holder. Discussion with DCC proved invaluable and because we already use the SPAR system upgrades will be handled by ITC at little cost. The register is to be populated by Directors in the first instance, followed by Heads of Service. This process is designed to ensure that strategic and visionary decisions taken by council are properly reviewed.

Future plans:

It is planned that before the end of 2009 the Risk Register will be open to perusal and inspection by all members and officers of council who will then be able to question the executive on both successes and failures of council related to our corporate and strategic objectives. We trust that the format we have adopted will find favour with external auditors.

Cllr. P.N.Bowden

April 2009.

**Member Champion – Rural
Name: Philip Skinner**

Involvement since May 2008 / Key activities:

- Has worked with different departments to promote affordable housing and different schemes across the District.
- Worked with Peter Halse, Portfolio Holder – Economy and the Economy Team. Attended Think Tanks and Economy Briefings to help drive forward economy and rural businesses.
- Worked alongside Corporate Director, Karime Hassan to look at business issues.
- Working with the Planning Team to set an agenda for live/work units and to see how they are best put together and how they can best work.
- Working on the Local Development Framework Panel and driving this and the Core Strategy work forward.
- Chairman of the 5 Year Land Housing Supply TAFF (set up by Scrutiny Committee) to look at our housing land supply, to check that it is live and real on the ground as well as the plan to ensure we are not at risk by a challenge from developers. Final report to be completed but due in near future.

Conferences/Workshops attended:

Represents the Council on the Devon Conservation Forum which meets regularly and sits on their Planning and Transportation Committee which meets on a monthly basis.

Partnership Working:

Member of East Devon 'Stakeholder Panel' re East Devon Strategic Housing Land Availability – body made up of developers, land agents, relevant organisations and agencies which advise on SHLAA (Strategic Housing Land Availability Assessment).

Working with East Devon parishes re promoting affordable housing and businesses.

Future plans:

In the new term, as Government guidelines change with affordable housing practices and the re-distribution of RSL funding, and stakeholder participation, I believe the agenda for affordable housing could be greatly improved with a will to drive and succeed.

Employment land and 3052 corridor - help drive potential improvement for employment uses. Need to help facilitate this for the benefit of the district.

Would like to pursue the economic growth in rural areas of the district, working in balance with the villages and smaller towns to help them to flourish.

**Member Champion – Sustainability
Name: Frances Newth**

Involvement since May 2008 / Key activities:

- 30.07.2008 Carbon Management Conference, Exeter
- 03.09.2008 Green Drill, Knowle
- Shoreline Management, Newton Abbot
- 18.11.2008 Sustainable Construction TaFF
- 09.12.2008 " " "
- 15.01.2009 " " "
- 17.02.2009 " " "

Conferences/Workshops attended:

- 24.11.2008 Sustainable Building, Okehampton

Partnership Working:

(This could include working with officer teams)

- Lesley Garlick, Devon County Council
- Graham Liverton, Portfolio Holder, Environment
- Karime Hassan, Corporate Director, Environment

Future plans:

- 31.03.2009 Sustainable Construction TaFF
- 16.04.2009 Sustainable Workshop, Exeter University

Member Champion Report

**Member Champion – Seaton
Name: Stephanie Jones**

Involvement since May 2008 / Key activities:

Visited Tesco's latest environmentally friendly store in Shrewsbury, on way home from North Wales, and had a tour round. I wanted to see what an environmentally store would look like both internally and externally and also see what eco friendly initiatives they have used.

Attended a meeting with two representatives from Tesco's who outlined their vision for Seaton.

Requested a meeting with Mark Reilly concerning various issues in Seaton concerning condition of litter bins, litter bin collection, overflowing of recycling banks and chance to trial UV lighting when refurbishing the toilets at West Walk. Also had a meeting with the Seaton Beat Manager and a Response Officer concerning various issues affecting Seaton.

Conferences/Workshops attended:

None

Partnership Working:

I have attended meetings with Karime Hassan concerning the regeneration of Seaton and discussed how we can proceed with this scheme.

Also had a meeting with the Business Champion concerning how we can attract companies to come to Seaton and encourage remaining businesses to remain in the town. Have also contacted the Chairman of the newly formed Chamber of Commerce asking to be involved in the organisation

Had a meeting with a private investor to discuss what vision they had for the regeneration of Seaton and whether any of their plans were viable.

Have attended any public consultations that have taken place in the town. So far Tesco, Sainsburys and Magna Housing have carried out consultations to show the public what their plans involved.

Attended meetings of the Seaton Regeneration Board.

I have had a couple of short meetings with Ray Franklin in his role as Portfolio Holder for Strategic Planning and as Chair of the Seaton Regeneration Board concerning issues in Seaton.

Also attended the April meeting of the East Devon Business Forum and was able to discuss

issues particularly relating to Seaton. I will try and make contact with the Chamber of Commerce in Seaton and see if they are interested in knowing more about a business support programme and also see if one or two of them might be interested in coming to future meetings of the forum as they may feel that it will be of interest and help to their members and also see and find out a little more about business networking events.

Have also attended and spoken at meetings both as a Ward Member and Seaton Champion.

Future plans:

Trying to organise with the Countryside team a day's event at the Axe Wetlands which we are hoping may coincide with the start of Seaton carnival.

Would like to work with Officers to deliver better employment opportunities, more affordable housing, promote tourism, especially the Axe Wetlands project and help deliver opportunities that will regenerate the area and help Seaton once again become a town with a thriving economy and one which the area and East Devon can be proud of.

Councillor Representation on Outside Bodies

Appointment

Councillors are appointed to a number of outside bodies at the annual meeting of the Council. Many of the outside bodies support and advance the broad objectives of the authority. Sometimes the authority itself initiates the appointment, and other times, it is the organisation which asks the authority to put forward a nominee.

EDDC's Partnership Policy encourages effective partnership working wherever appropriate to help deliver the Council's goals and overcome constraints. The Policy aims to ensure that the Council's time is spent productively and effectively.

When a councillor is appointed to an outside body, they act on behalf of that body, and may participate fully in the activities.

Liability

Councillors of local authorities can incur personal, civil and criminal liability as a result of their actions carried out on behalf of an outside body. However, councillors enjoy statutory immunity from civil liability where they act within the powers of the authority, with good faith and without negligence. Where the outside body is not itself a local authority, this statutory immunity does not apply, nor does it apply where the councillor goes beyond the powers of the authority or acts in bad faith or negligently. Therefore the Council has provided an indemnity which will protect the position of councillors on outside bodies in most situations.

The basic position is therefore that where a councillor on an outside body is acting in good faith, not fraudulently, criminally or out of malice, nor for an improper motive nor as a deliberate or reckless act of wrongdoing, the councillor indemnity will normally apply.

All councillors are recommended to make sure that when they take up their appointment with the outside body they have access to the key documents regulating the organisation such as its constitution or terms of reference since these will set out what the body can and cannot do.

(For full details on Indemnity, please refer to the Standards Committee report considered on 28 September 2005).

Indemnity

The Council has agreed to indemnify a councillor it has appointed to a position on an outside body where the councillor has suffered loss as a result of actions on that outside body and the councillor is on the outside body as a formal council nominee under the Indemnity to Officers and Members Order 2004. The councillor must have reasonably believed that the action s/he took was within powers of the outside body. The indemnity does not extend to a councillor who commits a criminal offence, fraud or other deliberate wrong-doing. The council also carries insurance which covers councillors for the indemnity given to members.

The Councillor Code of Conduct

All councillors must sign up to the Councillor Code of Conduct when they are elected. East Devon councillors comply with the East Devon code. If the outside body is also a local authority, a councillor must comply with that local authority's Code when dealing with its business.

On any other body which does not have its own Code of Conduct, you must, when acting for the outside body, comply with East Devon's Code of Conduct, except to the extent to which the East Devon code conflicts with the legal requirements of the outside body. You should also enter membership of an outside body in your register of interests.

Councillor Representation on Outside Bodies – Code on Conduct (cont)..

Where you are at a meeting of East Devon Council where a matter is being considered which affects the outside body, you will need to consider whether to declare a personal and/or prejudicial interest under the code. If the decision concerning the outside body might reasonably be regarded as affecting the body's wellbeing or financial position to a greater extent than the majority of council tax payers or inhabitants in your ward, then you will have a personal interest which should be disclosed to the meeting when you address the meeting on the business. For example, if East Devon District Council is considering a grant to the Citizens' Advice Bureau on whose management committee you are the District Council nominee, you should declare that interest.

You will also have to declare a prejudicial interest if a member of the public with knowledge of the relevant facts would reasonably regard your interest as so significant that it is likely to prejudice your judgement at the public interest and the matter in question also affects the body's financial position or the determining of an approval (for example planning permission, consent or licence). Again, the normal rules on prejudicial interests apply and you must declare a prejudicial interest and withdraw from the meeting room while the matter is considered.

However at meetings of the Council where the public have a right to speak, a councillor with a prejudicial interest arising out of their appointment on the outside body will then be allowed to make representations, answer questions, and give evidence about the issue before leaving the meeting. The reason for this is to enable councillors on outside bodies, who may have a very good knowledge of that body's operation, to share that knowledge with the rest of the committee, but they must then leave before a decision is made and not improperly influence the outcome.

Annual Review of Outside Bodies

Prior to the annual meeting, a letter is sent to all East Devon district councillors who have been appointed to represent the council on an outside body, asking members to provide information to assess the value of continued representation. Sometimes groups can persist or drift beyond their original remit or cease to be effective and so regular reviews are important. Questions asked include:

- Does the council continue to gain benefit from representation on this outside body?
- Do you think that the council or local residents would be potentially disadvantaged if it ceased to nominate an elected member onto this outside body?

Feedback from Outside Bodies

Currently members on outside bodies are asked to provide feedback and updates on the activities, initiatives and issues of the outside body to help keep all of our members informed. On receipt of this information a note is included in the Knowledge to advise members that it is available in the Members' Area. Members are also asked to report back to the relevant portfolio holder/champion and/or key officer and where appropriate for the matter to be referred to the Scrutiny/Corporate Overview Committee.

EAST DEVON DISTRICT COUNCIL

**Nominations for Chairmen and Vice-Chairmen
2009/2010**

Committees	Chairman	Vice-Chairman
Overview and Scrutiny Coordinating Committee	Ray Bloxham	Bob Peachey
Overview/Scrutiny - Communities Committee	Helen Parr	Graham Troman
Overview/Scrutiny - Economy Committee	Iain Chubb	Trevor Cope
Overview/Scrutiny - Service Delivery/Performance Committee	Steve Hall	Frances Newth
Development Control and Planning Inspections Committee	Paul Diviani	Andrew Dinnis
Audit & Governance	Ken Potter	Tim Wood
Interviewing (Chief Officers)	Leader	Deputy Leader
Employment Appeals	Andrew Moulding	Peter Halse
Licensing and Enforcement	Graham Godbeer	Chris Gibbings

- Notes**
- Under the Constitution there are specified arrangements for chairing the Standards Committee.
 - The Housing Review Board will nominate its own Chairman and Vice Chairman.

Membership of Committees

Members of Executive Board and Committees 2009/10	Executive Board	Overview/Scrutiny Coordinating Committee	Ov/Sc Communities Committee	Ov/Sc Economy Committee	Ov/Sc Service delivery/performance	Housing Review Board	Development Control	Planning Inspections	Standards	Audit & Governance	Interviewing (Corporate Directors)	Employment Appeals	Licensing & Enforcement
Jones S													
Key D R A													
Knight J A													
Liverton A E													
Liverton G K													
Luxton S C													
Moulding A T												Chairman	
Newth F I					Vice Chairman								
Nicholas K D													
Nicholson B													
Olive M													
Parr H E			Chairman										
Peachey R C													
Potter K C		Vice Chairman								Chairman			
Randall Johnson S M	Chairman										Chairman		
Reed A W J													
Rogers M													
Skinner P J													
Slott P A													
Taylor B O													
Troman G M			Vice Chairman										
Williamson J M													
Wood T J R										Vice Chairman			
Wragg E E													
Wragg S C													

Portfolio Holders: Strategic Planning and Regeneration – R G Franklin, Resources – A T Moulding, Communities – Miss J M Elson, Communications – S Hughes, Economy – P Halse, Street Scene – D Cox, Environment – G Brown

Planning Inspections – Substitute Members: (R Buxton for I Chubb) (S Hall for A E J Dinnis, Mrs H E Parr and P A Diviani), (G Troman for R G Franklin and P A Stott) D G Button (for G P Chamberlain), M J L Green (for K W George)

Member Champions

	Current Member Champion 2008/9	Nominations 2009/10
Business	Malcolm Florey	Malcolm Florey
Community Safety	Chris Gibbings	Chris Gibbings
Culture	Vivienne Ash	Vivienne Ash
Customer Services	Steve Hall	Steve Hall
Design	Andrew Dinnis	Andrew Dinnis
Data Quality	Graham Troman	Graham Troman
Equalities	Vivien Duval-Steer	Vivien Duval-Steer
Exmouth Town	Darryl Nicholas	Darryl Nicholas
Member Development		John Humphreys
Post Offices	Ken Potter	Ken Potter
Procurement	Mark Williamson	Mark Williamson
Risk Management	Peter Bowden	Peter Bowden
Rural	Philip Skinner	Philip Skinner
Sustainability (Eco issues)	Frances Newth	Frances Newth
Seaton Town	Stephanie Jones	Stephanie Jones
Young People	Iain Chubb	Iain Chubb

LEADER'S/PORTFOLIO HOLDERS' THINK TANKS

		Membership 2008/09	Nominations 2009/10
1.	Leader's Sara Randall Johnson	Geoff Chamberlain Christine Drew Malcolm Florey Mike Green Stephanie Jones Tim Wood	Geoff Chamberlain Ray Bloxham Christine Drew Malcolm Florey Mike Green Tim Wood
2.	Strategic Planning and Regeneration Ray Franklin	David Atkins Andrew Dinnis Chris Gibbings Helen Parr	David Atkins Bob Buxton Andrew Dinnis Steve Hall Helen Parr
3.	Resources Andrew Moulding	Ray Bloxham Ben Ingham Stuart Luxton A W Reed	Peter Bowden Ben Ingham Stuart Luxton Tony Reed
4.	Communities Jill Elson	Vivienne Ash Douglas Hull Jim Knight John Humphreys Frances Newth Ken Potter Pauline Stott	Vivienne Ash Douglas Hull Jim Knight Ann Liverton Ken Potter Pauline Stott Mark Williamson
5.	Communications Stuart Hughes	Iain Chubb Roger Giles Steve Hall Bob Peachey Graham Troman	Iain Chubb Ken George Chris Gibbings Bob Peachey Graham Troman
6.	Economy Peter Halse	Peter Bowden Graham Brown Paul Diviani Ben Ingham Mark Williamson	Paul Diviani Ben Ingham Stephanie Jones Darryl Nicholas Philip Skinner
7.	Street Scene David Cox	Roger Boote David Chapman Mike Green May Hardy Douglas Hull John Jeffery Ann Liverton Barry Nicholson	David Chapman Vivien Duval-Steer Frances Newth Barry Nicholson John Humphreys May Hardy Douglas Hull
8.	Environment Graham Brown	D G Atkins R Buxton G P Chamberlain G Godbeer P J Skinner	Geoff Chamberlain Roger Giles Graham Godbeer Graham Liverton David Key

The Chairman and Vice Chairman of the Council to be ex-officio and can attend any meetings of the think tanks.

PANELS AND FORUM

2008/09

Nominations 2009/10

- | | 2008/09 | Nominations 2009/10 |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. AXE VALLEY SPORTS CENTRE ADVISORY FORUM | Cllrs:
Iain Chubb
Douglas Hull
Andrew Moulding | Cllrs:
Iain Chubb
Douglas Hull
Andrew Moulding |
| 2. BROADCLYST SPORTS HALL ADVISORY FORUM | Cllrs:
Peter Bowden
Derek Button
Andrew Dinnis | Cllrs:
Peter Bowden
Derek Button
Andrew Dinnis |
| 3. COLIN TOOZE SPORTS CENTRE ADVISORY FORUM | Cllrs:
Ray Bloxham
Roger Giles
Sara Randall Johnson | Cllrs:
Ray Bloxham
Roger Giles
Sara Randall Johnson |
| 4. COLYTON GRAMMAR SCHOOL SPORTS CENTRE ADVISORY FORUM | Cllrs:
Graham Godbeer
Stephanie Jones
Helen Parr | Cllrs:
Graham Godbeer
Helen Parr
Margaret Rogers |
| 5. COMMUNITY FUND PANEL | Resources Portfolio Holder
Cllrs:
Graham Brown
Derek Button
Mike Green
David Key
Bob Peachey | Resources Portfolio Holder
Cllrs:
Graham Brown
Derek Button
Mike Green
David Key
Bob Peachey |
| 6. CORPORATE RISK MANAGEMENT GROUP | Cllrs:
Peter Bowden
Ray Bloxham
Ken Potter
Tim Wood | Cllr:
Peter Bowden
Ray Bloxham
Ken Potter
Tim Wood |
| 7. DISCIPLINARY PANEL – to consider disciplinary matters relating to statutory officers | Cllrs:
David Atkins
Andrew Moulding
Pauline Stott | Cllrs:
David Atkins
Andrew Moulding
Pauline Stott |
| 8. EAST DEVON BUSINESS FORUM | Leader of the Council
Economy Portfolio Holder
Clls:
Paul Diviani
Pat Graham | Leader of the Council
Economy Portfolio Holder
Clls:
Paul Diviani
Pat Graham |
| 9. EAST DEVON FLOODS RECOVERY GROUP | Cllrs:
Ray Bloxham
Peter Bowden
Graham Brown
Derek Button
David Cox
Andrew Dinnis
Malcolm Fiorey
Ray Franklin
Roger Giles
Steve Hall
Ann Liverton
Ken Potter
Sara Randall Johnson
Philip Skinner | Cllrs:
Ray Bloxham
Peter Bowden
Graham Brown
Derek Button
David Cox
Andrew Dinnis
Malcolm Fiorey
Ray Franklin
Roger Giles
Steve Hall
Ann Liverton
Ken Potter
Sara Randall Johnson
Philip Skinner |
| 10. EAST DEVON INDOOR TENNIS CENTRE ADVISORY FORUM | Cllrs:
Geoff Chamberlain
Pauline Stott
Tim Wood | Cllrs:
Geoff Chamberlain
Pauline Stott
Tim Wood |
| 11. ELIZABETH HALL ADVISORY FORUM | Cllrs:
Vivien Duval Steer
Jill Elson
Brenda Taylor | Cllrs:
Vivien Duval Steer
Jill Elson
Brenda Taylor |

PANELS AND FORUM**2008/09****Nominations 2009/10**

12. EXMOUTH PAVILION ADVISORY FORUM <i>Representing Exmouth</i>	Cllrs: Geoff Chamberlain John Humphreys Pauline Stott	Cllrs: Geoff Chamberlain John Humphreys Pauline Stott
13. EXMOUTH SPORTS CENTRE ADVISORY FORUM	Cllrs: David Chapman Pat Graham Darryl Nicholas	Cllrs: David Chapman Pat Graham Darryl Nicholas
14. HONITON SPORTS CENTRE ADVISORY FORUM	Cllrs: Vivienne Ash Roger Boote Barry Nicholson	Cllrs: Roger Boote Bob Buxton Peter Halse
15. LOCAL DEVELOPMENT FRAMEWORK PANEL (previously Local Plan Panel)	Deputy Leader Cllrs: Derek Button Paul Divian Mike Green David Key Tony Reed	Deputy Leader Cllrs: Derek Button Paul Divian Mike Green David Key Tony Reed
16. MACKARNESS HALL ADVISORY FORUM	Cllrs: Vivienne Ash Roger Boote Bob Buxton Peter Halse Barry Nicholson	Cllrs: Bob Buxton Paul Divian Peter Halse Barry Nicholson Marion Olive
17. MANOR PAVILION THEATRE MANAGEMENT STEERING COMMITTEE	Cllr Graham Liverton	Cllr Graham Liverton
18. MEMBER DEVELOPMENT WORKING PARTY	Cllrs: Vivienne Ash Christine Drew Graham Godbeer Pat Graham John Humphreys Andrew Moulding	Cllrs: Vivienne Ash Christine Drew Graham Godbeer Pat Graham John Humphreys Andrew Moulding
19. RATES CONSULTATION FORUM	Leader of the Council Resources Portfolio Holder Cllrs: Derek Button Andrew Dinnis Frances Newth Bob Peachey	Leader of the Council Resources Portfolio Holder Cllrs: Derek Button Geoff Chamberlain Andrew Dinnis Frances Newth
20. SEATON TOWN HALL ADVISORY FORUM <i>Representing Seaton</i>	Cllrs: Stephanie Jones Jim Knight Margaret Rogers	Cllrs: Stephanie Jones Jim Knight Margaret Rogers
21. SIDMOUTH SPORTS CENTRE ADVISORY FORUM	Cllrs: Trevor Cope Stuart Hughes Graham Troman	Cllrs: Trevor Cope Stuart Hughes Graham Troman
22. SIDMOUTH TRAFFIC FORUM	Cllrs: Christine Drew Frances Newth Graham Troman	Cllrs: Christine Drew Frances Newth Graham Troman
24. THELMA HUBERT GALLERY ADVISORY FORUM	Leader of the Council Vivienne Ash Roger Boote	Leader of the Council Cllrs: Vivienne Ash Bob Buxton

JOINT BODIES

	2008/09	Nominations 2009/10
1. EXMOUTH AND SEATON JURASSIC COAST INTERPRETATION CENTRES (BOARD OF TRUSTEES)	(Membership to include 1 representative from DCC, EDDC, Exmouth and Seaton Town Councils plus 8 independent persons)	Cllr Mark Williamson (Membership to include 1 representative from DCC, EDDC, Exmouth and Seaton Town Councils plus 8 independent persons)
2. EXMOUTH AND SEATON REGENERATION PROGRAMME BOARDS	Exmouth – Economy Portfolio Holder Seaton – Planning and Regeneration Portfolio Holder	Exmouth – Economy Portfolio Holder Seaton – Planning and Regeneration Portfolio Holder
3. EAST DEVON HIGHWAYS & TRAFFIC ORDERS COMMITTEE	Cllrs: Paul Diviani Christine Drew Peter Haise	Cllrs: Paul Diviani Christine Drew Peter Haise
4. INTEGRATED DEVON JOINT COMMITTEE		Leader of the Council Cllrs: Jill Elson Ray Franklin (Plus 3 Mid-Devon Councillors)
5. LEISURE EAST DEVON	Cllrs: Peter Bowden David Cox	Cllrs: Peter Bowden David Cox
6. LOCAL GOVERNMENT RE-ORGANISATION IN DEVON	Leader of the Council Planning and Regeneration Portfolio Holder Chairman of the Council Leaders of the two opposition groups Resources Portfolio Holder	Leader of the Council Planning and Regeneration Portfolio Holder Chairman of the Council Leaders of the two opposition groups Resources Portfolio Holder
7. LOCAL JOINT PANEL	Cllrs: David Cox Christine Drew Sara Randall Johnson Philip Skinner	Cllrs: Geoff Chamberlain David Cox Sara Randail Johnson Philip Skinner
8. RECYCLING AND REFUSE PARTNERSHIP BOARD	Cllrs: David Cox Mike Green Andrew Moulding Philip Skinner Hon Alderman Ron Mudge	Cllrs: David Cox Mike Green Andrew Moulding Philip Skinner <i>Graham Trokan</i> Hon Alderman Ron Mudge

REPRESENTATION ON OUTSIDE BODIES

(outside bodies which have more nominations than places are highlighted)

	Name of Outside Body	No	Current (2008/09)	Nominations 2009/10
(a)	APPOINTMENTS: GENERAL			
1	Active Honiton	2	Cllrs: Roger Boote Bob Buxton	Cllrs: Roger Boote Bob Buxton Peter Halse
2	Blackdown Hills Joint Advisory Committee	1	Cllr Paul Diviani	Cllr Paul Diviani
3	Budleigh Salterton Traffic Forum	1	Cllr Steve Hall	Cllr Steve Hall
4	Citizens' Advice Service East Devon (CASED)	2	Cllrs Chris Gibbings John Humphreys	Cllrs: Chris Gibbings John Humphreys
5	Community Council of Devon and Advisory Committee	1	Cllr Bob Buxton	Cllr Bob Buxton
6	Council for the Protection of Rural England	1	Cllr David Key	Cllr David Key
7	Devon and Exeter Area Rail Working Party	1	Cllr John Jeffery	Cllr John Jeffery
8	Devon Conservation Forum (Group 7)	2	Cllrs Bob Buxton Philip Skinner	Cllrs Bob Buxton Philip Skinner
9	Devon County Agricultural Association's Council	1	Cllr Malcolm Florey	Cllr Malcolm Florey
10	Devon Historic Buildings Trust	1	Chairman, Development Control	Chairman, Development Control
11	Devon County Council Community Services – Health Overview / Scrutiny Committee (NB Executive members are excluded from nomination as are non executive members who do not serve on an overview / scrutiny committee. DCC request that, if feasible, the nominee should not serve on more than one local authority tier)	1	Cllr Christine Drew	Cllr Christine Drew
12	Devon Authorities Waste and Recycling Committee	1	Cllr David Cox	Cllr David Cox
13	Devon Playing Fields Association	1	Cllr Bob Buxton	Cllr Bob Buxton
14	Devon Primary Care Trust – Health and Care Teams:			
	(a) Honiton	1	Cllr Peter Halse	Cllr Peter Halse
	(b) Sidmouth	1	Cllr Frances Newth	Cllr Frances Newth
	(c) Axminster	1	Cllr Ken George	Cllr Ken George
	(d) Exmouth	1	Cllr Pauline Stott	Cllr Pauline Stott
	(e) Budleigh Salterton	1	Cllr Steve Hall	Cllr Steve Hall
	(f) Ottery St. Mary	1	Cllr David Cox	Cllr David Cox
	(g) Exe	1	Cll Derek Button	Cll Derek Button
	(h) Clyst	1	Cllr Ken Potter	Cllr Ken Potter
	(i) Seaton	1	Cllr Stephanie Jones	Cllr Stephanie Jones
15	Devon Youth Service	1	Cllr Iain Chubb	Cllr Iain Chubb
16	East and Mid Devon Community Safety Partnership	1	Community Safety Member Champion	Community Safety Member Champion
17	East and Mid Devon Sports Management and Projects Team	3	Cllrs: Andrew Moulding Darryl Nicholas Pauline Stott	Cllrs: Andrew Moulding Darryl Nicholas Pauline Stott
18	East Devon and North Devon College Corporation Board	1	Cllr Jill Elson	Cllr Mark Williamson

	Name of Outside Body	No	Current (2008/09)	Nominations 2009/10
19	East Devon AONB Partnership	2	Cllrs: Malcolm Florey Tony Reed	Cllrs: Malcolm Florey Tony Reed
20	East Devon District Scout Council	1	Cllr Mrs A E Liverton	Cllr Mrs A E Liverton
21	East Devon Local Strategic Partnership	3	Leader of the Council Communities Portfolio Holder Cllr Bob Buxton	Leader of the Council Communities Portfolio Holder Cllr Bob Buxton
22	East Devon 'Stakeholder Panel' re East Devon Strategic Housing Land Availability	1	Rural Champion	Rural Champion
23	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	1	Cllr Vivienne Ash	Cllr Vivienne Ash
24	East Devon Volunteer Support Agency (EDVSA) – Trustee Board	1	Cllr David Chapman	Cllr Christine Drew
25	Exe Estuary Management Group	1	Cllr Bob Peachey	Cllr Bob Peachey
26	Exeter Airport Consultative Group	1	Cllr Barry Nicholson	Cllr Andrew Dinnis
27	Exeter and District RELATE	1	Vacancy	No nominations received
28	Exeter Science Park Board of Directors	1	Cllr Peter Halse	Cllr Peter Halse
29	Exmouth Town Management Partnership Board	1	Cllr Jill Elson	Cllr Jill Elson
30	Honiton Coastal and Market Town Initiative	1	Cllr Peter Halse	Cllr Peter Halse
31	Honiton Community & Arts Centre Project Working Group	1	Cllr Vivienne Ash	Cllr Vivienne Ash
32	Honiton Library Advice and Information Centre Committee	1	Cllr Barry Nicholson	Cllr Bob Buxton
33	Honiton Street Market Advisory Forum	1	Cllr Barry Nicholson	Cllr Graham Brown Cllr Barry Nicholson
34	Lower Exe Mooring Authority Management Committee	2	Cllr John Humphreys DCC Cllr/Hon Alderman Bernard Hughes	Cllr John Humphreys DCC Cllr/Hon Alderman Bernard Hughes
35	Local Government Association General Assembly	1	Cllr Mrs Christine Drew (substitute: Leader)	Cllr Mrs Christine Drew (substitute: Leader)
36	Local Government Association Rural Commission and elected representative on LGA group	2	Cllr Paul Diviani (with vote) Cllr Peter Halse (who can vote in the absence of Cllr Diviani)	Cllr Paul Diviani (with vote) Cllr Peter Halse (who can vote in the absence of Cllr Diviani)
37	Local Government Association Urban Commission	2	Cllrs: Christine Drew (with vote) Chris Gibbings (who can vote in the absence of Cllr Mrs Drew)	Cllrs: Christine Drew (with vote) Tim Wood (who can vote in the absence of Cllr Mrs Drew)
38	New Growth Point Delivery Team Steering Board	1	Leader of the Council	Leader of the Council
39	Royal Devon and Exeter Health Care NHS Foundation Trust – Council of Governors	1	Cllr Ray Bloxham	Of limited benefit – EDDC to no longer have a representative on this body.

	Name of Outside Body	No	Current (2008/09)	Nominations 2009/10
40	Salisbury – Exeter Lineside Consortium of Authorities	1	Cllr Mark Williamson	Cllr Mark Williamson
41	South West Branch of the Local Government Association (*voting power)	1* 2	Cllrs: *Sara Randall Johnson and Ray Franklin Deputy: Cllr Christine Drew	Cllrs: *Sara Randall Johnson and Ray Franklin Deputy: Cllr Christine Drew
42	South West Coast Path Forum	1	Cllr Graham Troman	No longer functioning.
43	South West Provincial Council	1	Resources Portfolio Holder	Resources Portfolio Holder
44	South West Regional Assembly	1	Leader of the Council (substitute Deputy Leader)	Leader of the Council (substitute Deputy Leader)
45	South West Regional Standing Committee on Safety of Small Craft	1	Cllr Mike Green	Cllr Mike Green
46	Supporting People Joint Commissioning Body	1	Cllr Jill Elson	Cllr Jill Elson
47	University of Exeter – University Court	1	Cllr Graham Godbeer	No longer functioning
48	Villages in Action	1	Cllr Graham Brown	Councillor representative no longer required

(b)	BODIES WITH A REPORTING LINK			
49	Devon Area Environment Group	1	Environment Portfolio Holder	Discontinued. Function now served by a communications network
50	Exmouth Local Nature Reserve Management Committee	1	Cllr Tim Wood (Chairman)	Cllr Tim Wood (Chairman)
51	Norman Lockyer Observatory Management Committee	3	Cllrs: Chris Gibbings Pauline Stott Tony Reed	Cllrs: Chris Gibbings Pauline Stott Tony Reed
52	South West Regional Planning Conference	1	Cllr Ray Franklin	Cllr Ray Franklin
53	PATROLAJC – Parking and Traffic Regulations Outside London Adjudication Joint Committee (re Traffic Management Act 2004)	1	Portfolio Holder – Economy	Portfolio Holder - Economy

EAST DEVON DISTRICT COUNCIL
LIST OF DATES FOR COUNCIL, EXECUTIVE BOARD AND COMMITTEE
MEETINGS 2009/2010

(Unless otherwise indicated meetings will normally be held at Knowle, Sidmouth. Rates Consultation and Panel meetings are not open to the public. The public can be asked to leave other meetings on specified grounds.)

MAY 2009

Wednesday	20		ANNUAL COUNCIL	6.30 pm
Thursday	21		Leader's Service Transformation Group	5.30 pm
Thursday	28		Leader's Service Transformation Group	5.30 pm

JUNE

Tuesday	2		Development Control (to be held at Exmouth Town Hall)	2.00 pm
Tuesday	9	†	Licensing and Enforcement Committee	9.30 am
Tuesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	9		Leader's Service Transformation Group	5.30 pm
Wednesday	10		Executive Board	5.30 pm
Thursday	11		Overview/Scrutiny - Economy	6.30 pm
Friday	12		Planning Inspections Committee	#
Monday	15		Asset Management Forum	9.30 am
Tuesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	17		Overview/Scrutiny - Service delivery/performance	6.30 pm
Thursday	18		Leader's Service Transformation Group	5.30 pm
Tuesday	23	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	23		Leader's Service Transformation Group	5.30 pm
Tuesday	23		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Wednesday	24		Overview/Scrutiny - Communities	
Thursday	25		Audit and Governance Committee	2.30 pm
Thursday	25		Housing Review Board	6.30 pm
Tuesday	30	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	30		Development Control	2.00 pm

JULY

Wednesday	1		Overview/Scrutiny Coordinating Committee	6.30 pm
Thursday	2		Leader's Service Transformation Group	5.30 pm
Tuesday	7	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	9		Leader's Service Transformation Group	5.30 pm
Friday	10		Planning inspections	#
Monday	13		Asset Management Forum	9.30 am
Tuesday	14	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	15		Executive Board	5.30 pm
Tuesday	21	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	21		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Tuesday	28	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	28		Development Control	2.00 pm
Wednesday	29		COUNCIL	6.30 pm

AUGUST

Tuesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	5		Executive Board (if required)	5.30 pm
Friday	7		Planning Inspections	#
Monday	10		Asset Management Forum	9.30 am
Tuesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	18		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Tuesday	25	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	25		Development Control	2.00 pm

SEPTEMBER

Tuesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	2		Executive Board	5.30 pm
Thursday	3		Overview/Scrutiny - Economy	6.30 pm
Friday	4		Planning inspections	#
Monday	7		Asset Management Forum	9.30 am
Tuesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	9		Overview/Scrutiny Service delivery/performance	6.30 pm
Thursday	10		Housing Review Board	6.30 pm
Tuesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	15		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Wednesday	16		Overview/Scrutiny - Communities	

SEPTEMBER**cont..**

Tuesday	22	†	Licensing and Enforcement Committee	9.30 am
Tuesday	22	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	22		Development Control	2.00 pm
Wednesday	23		Overview/Scrutiny Committee re service planning	6.30 pm
Thursday	24		Audit and Governance Committee	2.30 pm
Tuesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am

OCTOBER

Friday	2		Planning inspections	#
Monday	5		Asset Management Forum	9.30 am
Tuesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	7		Executive Board	5.30 pm
Thursday	8		Overview/Scrutiny - Economy	6.30 pm
Tuesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	13		Assessment and Hearings Sub/Review Sub (if required)	TBA
Wednesday	14		COUNCIL	6.30 pm
Tuesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	20		Development Control	2.00 pm
Wednesday	21		Overview/Scrutiny Service delivery/performance	6.30 pm
Tuesday	27	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	28		Overview/Scrutiny - Communities	6.30 pm
Friday	30		Planning Inspections	#

NOVEMBER

Monday	2		Asset Management Forum	9.30 am
Tuesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	3		Standards Committee	10.00 am
Wednesday	4		Executive Board	5.30 pm
Tuesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	10		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Thursday	12		Audit and Governance Committee	2.30 pm
Tuesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	17		Development Control	2.00 pm
Wednesday	18		Overview/Scrutiny Coordinating Committee	6.30 pm
Tuesday	24	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	26		Housing Review Board	6.30 pm
Friday	27		Planning inspections	#
Monday	30		Asset Management Forum	9.30 am

DECEMBER

Tuesday	1	†	Licensing and Enforcement Committee	9.30 am
Tuesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	2		Executive Board	5.30 pm
Tuesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	8		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Tuesday	8		Development Control	2.00 pm
Wednesday	9		COUNCIL	6.30 pm
Tuesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Friday	18		Planning Inspections	#
Monday	21		Asset Management Forum	9.30 am

JANUARY 2010

Tuesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	5		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Wednesday	6		Executive Board	5.30 pm
Thursday	7		Scrutiny/Overview - Economy	6.30 pm
Tuesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	12		Development Control	2.00 pm
Wednesday	13		Scrutiny/Overview- Service delivery/performance	6.30 pm
Thursday	14		Housing Review Board	6.30 pm
Monday	18		Service Planning & Budget Task and Finish Forum	9.00 am
Tuesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	20		Scrutiny/Overview - Communities	6.30 pm
Thursday	21		Audit and Governance Committee	2.30 pm
Friday	22		Planning inspections	#
Monday	25		Asset Management Forum	9.30 am
Tuesday	26	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	27		Overview/Scrutiny Committee -Service Planning/ Budget	6.30 pm

FEBRUARY

Monday	1	##	Rates Consultation	6.30 pm
Tuesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	2		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Tuesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	9		Development Control	2.00 pm
Wednesday	10		Executive Board	5.30 pm
Tuesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	17		Overview/Scrutiny Service delivery/performance	6.30 pm
Friday	19		Planning Inspections	#
Monday	22		Asset Management Forum	9.30 am
Tuesday	23	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	24		COUNCIL – setting Council Tax and agreeing budgets	6.30 pm
Thursday	25		Overview/Scrutiny - Economy	6.30 pm

MARCH

Tuesday	2	†	Licensing and Enforcement Committee	9.30 am
Tuesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	2		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Wednesday	3		Executive Board	5.30 pm
Thursday	4		Housing Review Board	6.30 pm
Tuesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	9		Development Control	2.00 pm
Wednesday	10		Overview/Scrutiny - Communities	6.30 pm
Tuesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	16		Standards Committee	10.00 am
Wednesday	17		Overview/Scrutiny Coordinating Committee review of year	6.30 pm
Thursday	18		Audit and Governance Committee	2.30 pm
Friday	19		Planning Inspections	#
Monday	22		Asset Management Forum	9.30 am
Tuesday	23	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	30	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	30		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Wednesday	31		Executive Board	5.30 pm

APRIL

Tuesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	6		Development Control	2.00 pm
Tuesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	14		COUNCIL	6.30 pm
Friday	16		Planning Inspections	#
Monday	19		Asset Management Forum	9.30 am
Tuesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	20		Assessment and Hearings Sub/Review Sub (if required)	10.00 am
Tuesday	27		Licensing and Enforcement Sub (if required)	9.30 am
Thursday	29		Housing Review Board	6.30 pm

MAY

Tuesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	4		Development Control	2.00 pm
Wednesday	5		Executive Board	5.30 pm
Tuesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Friday	14		Planning Inspections	#
Monday	17		Asset Management Forum	9.30 am
Tuesday	18		Assessment and Hearings Sub/Review Sub (if required)	10.00 am

Time to be arranged
If requested by the East Devon Business Forum

† The Licensing and Enforcement Committee includes within its functions the Licensing Act 2003, Gambling Act 2005, and all matters relating to hackney carriages and private hire.

†† Sub-Committees of the Licensing and Enforcement Committee whose functions are primarily to deal with hearings under the Licensing Act 2003 and Gambling Act 2005.

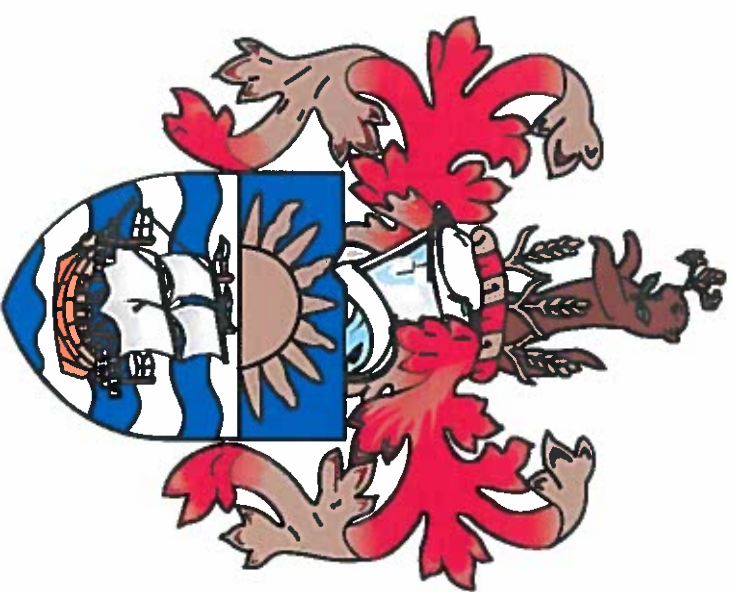
Note:

□ Devon County Council Budget meeting time tabled for February 2009 (date to be confirmed)

EAST DEVON DISTRICT COUNCIL

The election of the

CHAIRMAN OF THE COUNCIL



and the appointment of the

VICE-CHAIRMAN

2009 – 2010

East Devon District Council - ORDER OF PROCEEDINGS

Election of the Chairman of the Council and the Appointment of the Vice-Chairman

Items 1 and 2 of the Annual Meeting Agenda 20 May 2009

1. Election of Chairman

The retiring Chairman will ask for nominations for the Office of Chairman of the Council for the ensuing Civic Year.

Following the election he will invest the new Chairman with the Chain and Jewel of Office.

2. Chairman's Declaration of Acceptance of Office

The Chairman will take the Chair and read and sign the Declaration of Acceptance of Office.

The Chairman will then speak in response to the election.

3. Past Chairman – thanks

The Chairman will, on behalf of the Council thank the retiring Chairman for his services.

The Chairman will present the past Chairman's Badge to Councillor P A Diviani.

Councillor Diviani will speak in response

4. Appointment of Vice-Chairman

The Chairman will ask for nominations for the appointment of Vice-Chairman of the Council for the ensuing Civic Year.

Following the appointment, the Vice-Chairman will be invested with the Badge of Office by the Chairman

The Vice Chairman will read and sign the Declaration of Acceptance of Office.

The Vice-Chairman will speak in response to the appointment.

5. Past Vice -Chairman – thanks

The Vice-Chairman will, on behalf of the Council, thank the retiring Vice-Chairman for her services.

The Chairman will present the past Vice-Chairman's Badge to Councillor Pauline Stott.

Councillor Pauline Stott will speak in response

6. Ordinary Business of the Council

The ordinary business of the Council will then proceed commencing at Item No 3 of the Agenda.

The Chairman invites his guests, Honorary Aldermen and partners, Members and immediate family to a buffet in the Members' Area at the conclusion of the meeting.

Amendments to agenda papers:

Page 60	Membership of Committees chart	<p>Re: Interviewing (Corporate Directors):</p> <p>Omit Malcolm Florey Add Graham Brown Graham Brown to be Vice Chairman</p> <p>Re: Overview/Scrutiny – Communities Committee</p> <p>Omit Jim Knight Add Christine Drew</p>
Page 62	Champions	<p>Councillor Ann Liverton to be nominated Member Development Champion not John Humphreys as printed.</p> <p>Member Champion – Young People report was omitted from the agenda and has been sent under separate cover. Paper copies are available.</p>
Page 63	Think Tanks	Tim Wood to be on Economy Think Tank rather than Leader's.
Page 64 Page 65	Panels and Forum	<p>8. East Devon Business Forum Omit Paul Diviani Add Bob Buxton</p> <p>18. Member Development Working Party Omit John Humphreys Add Ann Liverton</p>
Page 70	Timetable of meetings	<ul style="list-style-type: none"> ➤ Time of Overview/Scrutiny – Communities meetings on 24 June and 16 September has been omitted and should be 6.30 pm start. ➤ Please note that meeting of Overview/Scrutiny – Economy meeting on 8 October 2009 will be held in the East Devon Business Centre.

Member Champion Report -

Member Champion – “Young People Champion”

Name: Iain Chubb

Involvement since May 2008 / Key activities:

I attended the “Off The Sofa Days” at Millwey Rise with Polly Mercer and Jane Sharp, this was just one of the many venues that hosted these events. The play workers have put a lot of hard work into training local people to help run these play activities and inspire the youth to get out and play, rather than just staying in playing electronic games or watching TV. Polly and Jane have a very enthusiastic approach to their job and I suggest that maybe the Councillors should attend an event to get some motivation.

I helped in the 11 Million Takeover Day in November where four local Primary Schools took part in simulated council events at the Knowle, the forty children who attended had a great time and the adults who were supervising had an even better time, as the children were very entertaining. The day went really smoothly and the teams at East Devon did a great job of entertaining and educating the children. I learnt a lot that day about the waste and recycling programme.

Local Democracy week was interesting and I attended Colyton Grammar and Sidmouth College for a question answer session with the students. This was a real eye opener, to find out some of the issues facing local young people. One of the big problems they have is transport and meeting places, obviously there were loads of issues which the many councillors took on board and offered to look into.

Political Speed Dating at Sidmouth College during February managed to take place amongst the weeks of snow and cold weather; the ever popular Darryl Nicholas won the crown amongst stiff opposition of me and eight other councillors. At the end of the event we were all worn out from smiling and answering the challenging questions that the students had posed to us that afternoon.

Conferences/Workshops attended:

None

Partnership Working:

I have attended all but one of the Youth TAFF meetings which have been very well supported and loads of ideas have been bounced around, with input from members, officers and staff to bring together a paper which will help young people in East Devon.

I have been attending meetings at Seaton to try and help with input for young people in the future plan of Seaton and its town hall.

Future plans:

I would like to try and organise a musical type event for young people in East Devon, with a number of local bands in the form of maybe an open mic night. This would be a promotion to get the young people to use the town halls.

Constitution Changes 2009/10

1. Overview and Scrutiny Committees

Members are aware it is proposed to replace the Corporate Overview Committee and the Scrutiny Committee with four Overview/Scrutiny committees. The reason for this is to give more members the opportunity to become involved in policy development and/or scrutiny, support the Council's performance improvement drive and provide the means for greater community engagement.

The new Overview and Scrutiny committees will be:

1.1 Overview and Scrutiny Co-ordinating Committee

This Committee will co-ordinate the work of the other three new Overview and Scrutiny committees: Communities, Economy, Service Delivery and Performance. It will ensure that the Council develops its partnership working and helps achieve integrated Devon service delivery. Its remit will include service delivery across the Local Government family Devon-wide, achieving savings through remote working with neighbouring authorities (Mid Devon, Exeter, West Dorset, AONBs/Blackdown Hills), working with parish councils, Police, Fire, and the Primary Care Trust, Comprehensive Area Assessment issues and Local Strategic Partnership service commissioning. It will also be the Council's statutory crime and disorder committee.

1.2 Economy Overview and Scrutiny Committee

to include:

- recession recovery,
- town services, high street future,
- skills and training, school provision for leavers and achievers, Further Education provision,
- property based decisions
- Local Government Association issues.
- Sustainability

1.3 Communities Overview and Scrutiny Committee

to include

- affordable housing, housing availability,
- urban, rural and Safe Communities.
- developing, reviewing and monitoring the effectiveness of the Council's work on equality and diversity
- developing and implementing the community empowerment vision
- Scrutinise community engagement and empowerment initiatives and governance arrangements, with input from communities to drive improvement

1.4 Service Delivery and Performance Overview and Scrutiny Committee

Remit to include: right sized establishment, systems thinking and on-target delivery.

1.5 The Housing Review Board remains a Council Overview and Scrutiny Committee and no changes are proposed to its terms of reference.

Recommended:

The new Overview and Scrutiny structure be approved and the constitution be updated to include the new terms of reference and consequential amendments.

2. Overview and Scrutiny Co-ordinating Committee will become the Council's statutory Crime and Disorder Committee for the purposes of section 19 of the Police and Justice Act 2006 which came into force on 30 April 2009

- 2.1 The committee will have the power to review or scrutinise the decisions made, or other action taken, by the responsible authorities in respect of their crime and disorder functions. Any recommendations made as a result can be referred to the Executive Board with respect to the discharge of those functions. Where a report or recommendation results from a review, a copy must be sent to the responsible authorities and other persons or bodies the committee thinks appropriate. The recipients of the report or recommendations must give consideration, and respond to the committee indicating what (if any) action it proposes to take, and have regard to the report or recommendations in exercising its functions.

The statutory changes also require arrangements to be made to enable a member who is not a member of the Crime and Disorder Committee to refer a local crime and disorder matter to the committee. Local crime and disorder matters are those affecting the member's ward including anti-social behaviour and alcohol and substance misuse. If the committee decides not to make a report or recommendations in relation to a matter raised by a ward member, the committee must make clear the reasons why.

2.2 Crime and Disorder (Overview and Scrutiny) Regulations 2009 provide for:

- The choice of co-opting additional members from those persons and bodies who are responsible authorities under the Crime and Disorder Act 1998; who may have voting rights on crime and disorder matters if the Committee decides this. The Committee may co-opt either employees or non-executive members of a responsible authority;
- Minimum of one meeting per calendar year on crime and disorder;
- Responsible authorities must provide information requested of them by the Crime and Disorder Committee. The Committee may require an officer of a responsible authority or a co-operating body to attend a meeting, on reasonable notice;
- Responses to any reports or recommendations made must be in writing within one month from the date of the report/recommendation, or, if this is not reasonably possible, as soon as possible, back to the Crime and Disorder Committee;
- The Committee shall review such responses and monitor the action (if any) taken.

The Home Office will be publishing guidance to assist in the implementation of these provisions, originally due at the end of April 2009 but now has no set publishing date.

The Scrutiny Committee has considered the practical impact of these changes; including working with the Community Safety Partnership, the Community Safety Partnership and Anti-social Behaviour Co-ordinator, and ward members.

Recommended

That the Overview and Scrutiny Co-ordinating Committee have the right to co-opt additional members permanently and/or for particular issues (with voting rights on crime and disorder matters if the committee so wishes).

3. Local Authorities (Functions and Responsibilities) (England) Regulations

The constitution needs to be kept updated to reflect changes in the regulations.

Development Plan Documents will be referred for consultation purposes to the Overview and Scrutiny Co-ordinating Committee and then to Development Control Committee to recommend approval by full Council. Executive Board will receive, for consultation purposes, the Local Development Scheme, Statement of Community Involvement and Annual Monitoring Report.

Recommended:

That the consequential changes to the terms of reference of the Overview and Scrutiny Co-ordinating Committee, the Executive Board and the Development Control Committee be made.

4. Other changes in Overview and Scrutiny

As from 1 April 2009, section 21A(1)(c) of the Local Government Act 2000 (inserted by section 119 of the Local Government and Public Involvement in Health Act 2007) requires the executive arrangements of a local authority in England to include provision enabling those of its members who are not members of the authority's overview and scrutiny committee to refer to that committee any "local government matter" relevant to the committee's functions.

A "local government matter" is defined in section 21A(10), in relation to a member of a local authority, as a matter which relates to the discharge of any function of the authority, affects all or part of the electoral area for which the member is elected or any person who lives or works in that area, and is not an "excluded matter".

Section 21A(11) defines "excluded matter" as a matter which is a local crime and disorder matter within the meaning of section 19 of the Police and Justice Act 2006 [the arrangements for local crime and disorder matters are set out earlier in this report] or as set out by statutory Order.

A member may not refer to the authority's overview and scrutiny committee any matter relating to a licensing decision or a planning decision; a matter relating to an individual or entity where there is already a statutory right to a review or appeal (other than the right to complain to the Local Government Ombudsman); or a matter which is vexatious, discriminatory or not reasonable to be included on the agenda for, or to be discussed at, a meeting of an overview and scrutiny committee or any of its sub-committees.

A matter which consists of an allegation of systematic failure of an authority to discharge a function for which the authority is responsible may be referred to an overview and scrutiny committee, notwithstanding that the allegation specifies matters which would otherwise be excluded.

Recommended: that the necessary changes be made to the Constitution

5. Housing Functions - Officer delegations

The Head of Environmental Health and Health Equalities recommends a 'tidying up' exercise in the drafting of private sector housing powers and duties. Existing paras 12.31 to 12.40 would be replaced as follows:

12.31 To undertake enforcement of housing standards and exercise the powers of a Housing authority

12.32 To serve improvement notices, prohibition orders, hazard awareness notices, emergency remedial action, emergency prohibition, demolition orders (s.265 Housing Act 1985), clearance areas (s.289 Housing Act 1985). Suspended improvement notices, suspended prohibition orders

12.33 With the Chief Executive's authority institute legal proceedings in cases where owners or occupiers fail to comply with statutory notices within the time specified in the notice

12.34 To institute the undertaking of works in default in appropriate circumstances

12.35 To grant, refuse, vary, revoke licences for Houses in Multiple Occupation (HMO) subject to mandatory licensing as appropriate; to add licence conditions (in line with statutory guidance) and to serve Temporary. Exemption Notices. To serve/revoke HMO declarations

12.36 To determine applications for disabled facilities' and other home improvement grants and administer or cause to be administered any loan or other scheme set out within the policy agreed by the Council and to authorise interim and final payments of approved grants

12.37 To make applications to the Residential Property Tribunal for rent repayment orders.

12.38 To make/vary/revoke interim (special interim) and final management orders.

12.39 To serve/vary/revoke overcrowding notice if having regard to the rooms available, an excessive number of persons is being/likely to be. accommodated in a property.

12.40 To make interim and final empty dwelling management orders.

12.45 Delete

Recommended:

The changes to delegations to officer delegations in respect of housing powers and duties as set out in this report be made.

6. Development Control to become Development Management

In line with developing best practice and to reflect better the role of a proactive planning service, it is proposed to change the name of the Development Control Committee to Development Management Committee. The names of related posts will also change, for example there will be a Development Manager.

Recommended:

That Development Control Committee be renamed Development Management Committee and related officer posts be similarly renamed.

7. Agreement of redundancy terms

The Chief Executive as Head of Paid Service recommends he is given, in consultation with the Leader of the Council and the Portfolio Holder for Resources, authority to agree individual staff redundancies in accordance with the Council's adopted policy and procedure. This is not intended to allow major changes to team structures or significant/strategic redundancies – these decisions will be taken by the Executive Board.

Recommended:

Authority for the Chief Executive as Head of Paid Service, in consultation with the Leader of the Council and the Portfolio Holder for Resources, to agree individual staff redundancies in accordance with the Council's adopted policy and procedure. There will be a quarterly summary report for information to the Executive Board, Overview and Scrutiny Co-ordinating Committee and Audit and Governance Committee of any such redundancies that have been made.

8. Second job restrictions on council employees

The Code of Conduct for Employees, part of the Constitution, requires all staff to get permission from the Chief Executive or Corporate Director before taking on a second job, which will not be given if there is a conflict with the Council's interests. Staff on SCP 26 and above are expected to work only for the Council unless specific consent has been obtained.

The Employee Handbook contains slightly different provisions and the Head of Organisational Development suggests these are more practical for her team to monitor.

It is recommended that:

Section 6 of the Code of Conduct for Employees be replaced with;

- 6.1 As an employee you should be clear about your contractual obligations and you should not take any outside employment, which conflicts with the Council's interests. You are advised to discuss the matter with your Manager if you have any doubts at all.
- 6.2 It is also a requirement that employees graded above (SCP 30) must speak to their Head of Service if they wish to engage in any other business or to take up any other additional appointment. Heads of Service have the right to consent to, or refuse, any such request.

9. Minor and/or consequential amendments

Minor and/or consequential amendments will be needed to the Constitution to implement the changes in this report, and to give effect to on-going changes in the legislative framework, and to ongoing changes, including councillor details.

Recommended:

The Head of Legal, Licensing and Democratic services be given authority to amend the Constitution in line with this report and to keep it updated to reflect minor/ consequential amendments required by legislative change.

Rachel Pocock
Head of Legal, Licensing and Democratic Services
May 2009