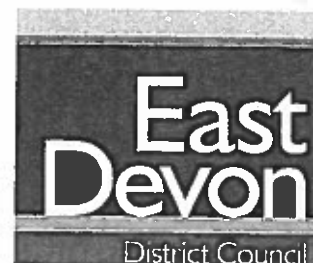


2 *haverton*

Date: 16 May 2011  
Contact name: Diana Vernon  
Contact number: 01395 517541  
E-mail: dvernon@eastdevon.gov.uk  
Our Reference: DV



To: Members of the Council  
Chief Executive  
Deputy Chief Executives

East Devon District Council  
Knowle  
Sidmouth  
Devon  
EX10 8HL

DX 48705 Sidmouth

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**Newly elected Councillors** please note that the meeting will be preceded at 5.30 pm with a briefing in the Council Chamber- the Chief Executive will outline the business of the annual meeting and the procedures.

Dear Sir/Madam

**Annual Meeting of the Council of the District of East Devon on  
Wednesday 25 May 2011 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.

**Members of the public are welcome to attend the annual meeting which will start at 6.30 pm.**

- A period of 15 minutes has been provided at agenda item 5 to allow members of the public to raise questions.
- All individual contributions will be limited to 3 minutes – where there is an interest group of objectors or supporters, a spokesperson should be appointed to speak on behalf of group.
- The public is advised that the Chairman has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.

**A hearing loop system will be in operation in the Council Chamber.**

Councillors and members of the public are reminded to switch off mobile phones during the meeting. If this is not practical due to particular circumstances, please advise the Chairman in advance of the meeting.

**Councillors are encouraged to invite a guest to the annual meeting of the Council and to join the Chairman for a buffet in the Members' Area following the close of the meeting.**

Yours faithfully

  
Chief Executive

Chief Executive: Mark Williams  
Richard Cohen – Deputy Chief Executive  
Denise Lyon – Deputy Chief Executive and Monitoring Officer

## AGENDA

		Order of Proceedings
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	Opening prayer	
		<b>Pages</b>
4	Public question time – standard agenda item (15 minutes)  Members of the public are invited to put questions to the Council through the Chairman. (The process is set out in the front of the agenda).	
5	To confirm as a true record the minutes of the meeting of the Council held on 13 April 2011.	6-10
6	Apologies.	
7	To receive the report of the Returning Officer as to the District Council elections held on 5 May 2011.	11-27
8	To receive any announcements from the Chairman.	
9	Election of Leader of the Council until the Annual Meeting following May 2015 elections.	
10	Leader's appointment of Deputy Leader of the Council.	
11	Leader's appointment to Executive Board/Cabinet (Article 6 of the Constitution as amended in April 2011). The Portfolios to be held by some of the Board/Cabinet will be recommended by the Leader.	
12a.	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 as amended at agenda item 13c. The proposal is to reduce the number of Overview/Scrutiny Committees to one plus the Housing Review Board as a means of streamlining the Council's scrutiny function.	
12b	To decide the size and terms of reference of Committees; (it is presently proposed these are as set out in Articles 7, 8 and 9 of the Constitution as amended at agenda item 13c).	
12c	To confirm the membership of the Standards Committee:  <b>Council representatives:</b> Chairman of the Council, Cllrs Peter Bowden, Geoff Chamberlain and Tim Wood.  and for a further year:  <b>*Independent representatives:</b> Mr E Butt, Mr R Davison, Ms A Willan  <b>*Parish/Town Council representatives:</b> Cllrs D Mason, C Richards and S Pollentine,  <b>*At the Annual Council meeting in 2010, Members agreed to amend the Standards Committee terms of reference to allow the independent and parish council members to serve two 4-year terms (as per the Standards for England's Guidance) instead of two 3-year terms. This enabled the Council to retain the experienced Chairman and the most experienced parish council member who had served 6 years. This agreement means that no change to the independent and parish council membership is needed this year.</b>	

12d To confirm the non District Council membership of the Housing Review Board:

**Tenant and/or Leaseholder representatives** – In 2011, the original representatives of the Board had served the full term of 5 years. An invitation was therefore issued to all tenants to apply to stand as representatives on the Housing Review Board. Five names were submitted by tenant/leaseholders for the five available places. The Council is asked to confirm their appointment for the coming year.

Victor Kemp, Sally Lancaster, Christine Morrison, Pat Rous and Sue Saunders.

**Independent Community representatives** (to serve a further year on the Board)

Julie Adkin and Rob Finch



- 13 To consider the report of the Chief Executive 28-46
- (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). 32 ✓  
*cabinet*
  - (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. 33-34
  - (c) To agree all the proposed amendments to the Constitution including the Scheme of Delegations and changes in respect of access to information. To follow
  - (d) To receive and note the annual report (2010/2011) of the Overview and Scrutiny Committees (Co-ordinating, Communities, Economy and Service Delivery/Performance) and of the Housing Review Board. 35-38  
39-42
- The Chairmen of the Co-ordinating Committee and the Housing Review Board are invited to address the Council on the work carried out during the year.
- (e) To receive the combined annual report of the Member Champions on their achievements and the key areas of work they have been involved with during the year and their plans and priorities for the future. 43-46

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 (43 Members) – 73%

Liberal Democrats Group (10 Members) – 17%

Independents (6 Members) – 10%

**Total 59**

- (b) that the allocation of seats on individual Overview/Scrutiny, Regulatory and Other Committees be as set out in **Appendix A**. 32 ✓
- (2) that for Sub-Committees, Advisory Panels/Forums the political balance be as set out in **Appendix B** be agreed. 33-34 ✓

(3)	that the proposed amendments to the Constitution, including the Scheme of Delegations, be approved as set out in <b>Appendix C</b> , with the Chief Executive being given delegated authority to make consequential drafting amendments to the Constitution.	To follow
(4)	that the annual report of the Overview and Scrutiny Committees and of the Housing Review Board, <b>Appendix D</b> , be received and noted,	35-38 39-42
(5)	that the combined report of the Member Champions <b>Appendix E</b> be received and noted.	43-46
14	To appoint the Chairmen and Vice-Chairmen of Committees. (The Chairman of the Housing Review Board to be appointed by the Council with the Vice Chairman being appointed by the Housing Review Board at its first meeting).	To follow
15	Appointment of  Champions, To Committees Portfolio Holders' 'Think Tanks'.	To follow
16	Appointment of Panels, Forum and Joint Bodies.	To follow
17	Appointment of representatives on Outside Bodies.	To follow
18	To approve a programme of ordinary meetings of the Council, Executive Board and Committee Meetings for 2011/12	47-50

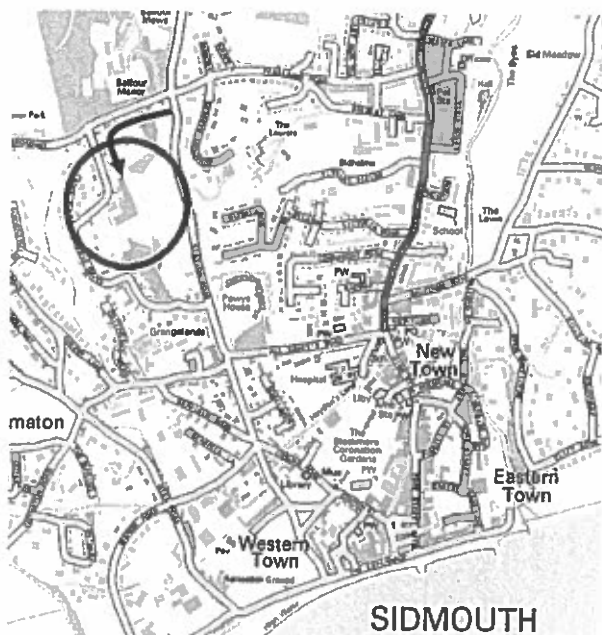
**Note:**

- Seating plan will be forwarded under separate cover
- The Order of Proceedings for agenda items 1 & 2 is enclosed for Members of the Council

**Members remember!**

- You must declare the nature of any personal or prejudicial interests in an item whenever it becomes apparent that you have an interest in the business being considered.
- Where you have a personal interest because the business relates to or is likely to affect a body of which you are a member or manager as an EDDC nominee or appointee, then you need only disclose the interest when (and if) you speak on the item. The same rule applies if you have a personal interest in relation to a body exercising functions of a public nature.
- Make sure you say the reason for your interest as this has to be included in the minutes.
- If your interest is prejudicial you must leave the room unless you have obtained a dispensation from the Council's Standards Committee or where Para 12(2) of the Code can be applied. Para 12(2) allows a Member with a prejudicial interest to stay for the purpose of making representations, answering questions or giving evidence relating to the business but only at meetings where the public are also allowed to make representations. If you do remain, you must not exercise decision-making functions or seek to improperly influence the decision; you must leave the meeting room once you have made your representation.

## Getting to the Meeting – for the benefit of visitors



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The entrance to the Council Offices is located on Station Road, Sidmouth. **Parking** is limited during normal working hours but normally easily available for evening meetings.

The following **bus service** stops outside the Council Offices on Station Road: **From Exmouth, Budleigh, Otterton and Newton Poppleford – 157**

The following buses all terminate at the Triangle in Sidmouth. From the Triangle, walk up Station Road until you reach the Council Offices (approximately ½ mile).

**From Exeter – 52A, 52B**

**From Honiton – 52B**

**From Seaton – 52A**

**From Ottery St Mary – 379, 387**

Please check your local timetable for times.

The Committee Suite has a separate entrance to the main building, located at the end of the visitor and Councillor car park. The rooms are at ground level and easily accessible; there is also a toilet for disabled users.

**For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546**

**EAST DEVON DISTRICT COUNCIL**  
**Minutes of the Meeting of the Council held at**  
**Knowle, Sidmouth, on Wednesday, 13 April 2011**

**Present:**

**Councillors:**

Graham Liverton (Chairman)  
Tony Reed (Vice Chairman)

Vivienne Ash  
David Atkins  
Ray Bloxham  
Roger Boote  
Peter Bowden  
Graham Brown  
Peter Burrows  
Geoff Chamberlain  
David Chapman  
Trevor Cope  
David Cox  
Andrew Dinnis  
Paul Diviani  
Christine Drew  
Vivien Duval Steer  
Jill Elson  
Ray Franklin  
Chris Gibbings  
Roger Giles  
Graham Godbeer  
Pat Graham  
Mike Green  
Steve Hall  
May Hardy  
Stuart Hughes

Douglas Hull  
John Humphreys  
John Jeffery  
Stephanie Jones  
David Key  
Jim Knight  
Ann Liverton  
Stuart Luxton  
Andrew Moulding  
Frances Newth  
Darryl Nicholas  
Barry Nicholson  
Marion Olive  
Helen Parr  
Bob Peachey  
Ken Potter  
Sara Randall Johnson  
Philip Skinner  
Pauline Stott  
Brenda Taylor  
Graham Troman  
Mark Williamson  
Tim Wood  
Eileen Wragg

**Honorary Alderman**  
Ron Mudge

**Also Present**

**Officers:**

Mark Williams, Chief Executive  
Denise Lyon, Deputy Chief Executive – Transformation & Systems Thinking  
Rachel Pocock, Corporate Legal and Democratic Services Manager  
Diana Vernon, Democratic Services Manager

**Apologies**

**Councillors:**

Derek Button  
Bob Buxton  
Iain Chubb  
Malcolm Florey  
Peter Halse  
Barry Nicholson  
Ian Thomas  
Steve Wragg

Diccon Pearse, Corporate Director

The meeting started at 6.30 pm and finished at 7.38 pm.

\*69 **Public question time**

There were no questions from the public or elected members raised at this point of the meeting.

\*70 **Minutes**

The minutes of the meeting of the Council held on 23 February 2011 were confirmed and signed as a true record.

\*71 **Long Service award – Councillor David Atkins**

The Chairman announced that at a recent public meeting at Lypstone, Councillor David Atkins had been presented with a certificate from the Devon Association of Local Councils for 42 years' service as a local parish councillor. The Chairman and those present congratulated Councillor Atkins on this significant achievement.

\*72 **Jurassic Coast**

The Chairman advised that he and Councillor Mrs Liverton had attended the Fine Foundation Beer Cliff Display at Beer. He recommended all Councillors to see this exhibition which he said was a good example of local self-help and was very interesting.

\*73 **Devon Youth Service Award**

The Chairman extended congratulations on behalf of the Council to Alan Fowler, Grounds Maintenance Team Leader – Sidmouth within Streetscene Services. This prestigious Devon County Council award was in recognition of Alan's outstanding contribution to youth work.

\*74 **Seaton Viewing Platform**

The Chairman encouraged Councillors to visit Seaton and take advantage of the temporary viewing platform. This had recently been erected to allow the public to observe the current works in raising the ground level at Seaton for development. The Chairman described the process as 'history in the making'.

\*75 **Appointment of Deputy Chief Executive**

The Leader advised that the Interviewing Committee had met on 29 March 2011 and had interviewed the 3 shortlisted candidates. The standard of applicant had been high and the process had benefited from the appointment of a recruitment consultant who had undertaken the initial processing of applications. The Interviewing Committee had agreed to offer the position of Deputy Chief Executive – Development and Regeneration and Partnerships to Richard Cohen who would start work at East Devon District Council in early May.

\*76 **Constitutional changes – Leader and Executive Governance Model**

Members considered the report of the Corporate Legal and Democratic Services Manager in respect of this Council's approval of the 'new style' Leader/Cabinet executive arrangements (in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007) and consequential Constitutional changes. The main requirements in summary were:

- The election of a Leader at the annual meeting of the new Council for a term of 4 years (subject to conditions of office);
- The Leader to be responsible for determining a scheme of delegations, appointment to Executive Board and areas of responsibility of portfolio holders;
- The Leader was responsible for appointing a portfolio holder to be Deputy Leader

Members noted procedural details in the case of the Leader's absence, removal of the Leader from office, transitional arrangements and local choice functions. The timetable for implementation of the changes was detailed in the report together with subsequent amendments to the Constitution to comply with the legislation.

**\*76 Constitutional changes – Leader and Executive Governance Model (cont)**

The report also included an up-date on the governance aspects of the Localism Bill, as requested by the Council. Legislation would allow councils to return to the committee system if they believed that this was the best arrangement.

In reply to concerns raised, the Leader confirmed that all Councillors were already encouraged to engage in decision making. She also advised that consideration in respect of adopting a committee style system would need to be fully researched and debated in the new Council taking into account the localism agenda and the need to avoid creating delays in the decision making process.

- RESOLVED**
- (1) that, subject to minor amendments to text discussed at the meeting, the changes to the Constitution set out in the report to Council to implement the new governance model be approved with delegated authority being given to the Corporate Legal and Democratic Services Manager to make any consequential amendments to the Constitution which may be required;
  - (2) that the transitional arrangements set out in the report (that the current Leader remains in office until the Annual Meeting after the May 2011 district council elections) be approved;
  - (3) that the 'Local Choice' functions specified in regulations under Section 13(3)(b) of the Local Government Act 2000 shall be discharged as currently set out in Section 1 of Part 3 of the Council's Constitution until revised by the Leader or Council under the new governance arrangements.

**\*77 Questions**

No questions had been submitted for consideration.

**\*78 Minutes of Executive Board and Committees**

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

Executive Board	Minutes	172-186,187-204
Development Management	Minutes	57-65,66-71,72-75
Planning Inspections	Minutes	9-10
Audit and Governance	Minutes	45-55
Standards Committee	Minutes	16-20
Licensing and Enforcement	Minutes	17-21
Licensing and Enforcement Sub	Minutes	30-35

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

The Executive Board (minutes 192 and 193) had noted or accepted the following Overview/Scrutiny Committees' recommendations with or without amendment.

O/S Co-ordinating Committee	Minutes	46-58
O/S Economy Committee	Minutes	33-39
O/S Service Delivery/ Performance	Minutes	34-43
O/S Communities	Minutes	32-40
Housing Review Board	Minutes	55-65



**Arising from consideration of the above minutes:-**

a) 'Called in' Portfolio Holder Decision (Executive Board Min 192)

The Board had agreed with the recommendation of the Overview and Scrutiny Co-ordinating Committee that consultation should help to find a way forward to minimise danger and disturbance associated with use of jet skis (personal water craft). Council discussed the inclusion of named statutory bodies within the decision.

- RESOLVED**
- (1) that further consultation be carried out with local residents and other interested bodies, including Exmouth Town Council, Natural England and the RSPB, on the jet ski (personal water craft) element of the concession only (if pursued);
  - (2) that the Coastal Special Interest Group of the Local Government Association be asked to lobby the Government to establish a relevant byelaw to cover jet ski (personal water craft) use.

b) Joint meeting of Board and Tenant and Leaseholder Customer Panel (Housing Review Board Min 64)

Councillor Pauline Stott, Chairman of the Housing Review Board, asked for her thanks to tenants on the Board and on the Customer Panel for their hard work and valued input over the years to be recorded.

c) Resignation (Development Management Committee Min 71)

To amend wording to 'Standards Committee' – this correction had also now been recorded in the minutes of the meeting of the Development Management Committee on 5 April 2011.

d) Local Development Framework and Core Strategy Preferred Approach Document – Feedback on Consultation (Development Management Committee Min 75)

The basis of calculations in respect of housing provision commitments was questioned and would be reconsidered at the next meeting of the Local Development Framework Panel.

e) Transformation Reserve (Audit and Governance Committee Min 48)

To amend typographical error – the opening balance of the fund was £2.517m.

f) Licensing and Enforcement Committee

When presenting the minutes, Councillor Chris Gibbings extended his thanks to the Licensing Team for the help and support given to him during his time as Chairman of the Licensing and Enforcement Committee.

**\*79 Retiring Members**

The Chairman of the Council presented plaques to the following members who were not seeking re-election to the District Council on 3 May 2011:-

Councillors	Marion Olive	(2 years service)
	Malcolm Florey	(4 years service)
	Darryl Nicholas	(4 years service)
	Chris Gibbings	(6 years service)
	Stuart Luxton	(12 years service)
	Barry Nicholson	(12 years service)
	Bob Peachey	(12 years service)
	Mike Green	(16 years service)
	Ann Liverton	(16 years service)
	Tony Reed	(16 years service)
	Vivienne Ash	(20 years service)
	Ray Franklin	(20 years service)
	Graham Liverton	(21 years service)

The Chairman paid tribute individually to the service given by each of the retiring Members and extended the Council's thanks and appreciation for their valued work over the years. In turn the Vice Chairman presented a plaque to the Chairman who was retiring after 21 years of service.

Retiring Councillors were given the opportunity to address Members present. Those who took this opportunity spoke about the satisfaction they had found in serving their local communities and the wider district, of the drive of all Councillors to achieve the best for East Devon and the support of fellow Councillors; all extended their thanks and good wishes to the Council.

Councillors Ray Franklin and Graham Liverton received a standing ovation.

Chairman .....

Date .....

# NOTICE OF UNCONTESTED ELECTION

East Devon Electoral Services

## Election of a District Councillor for Axminster Rural

on

**Thursday 5 May 2011**

I Mark R. Williams, being the Returning Officer at the above election, report that the person whose name appears below was duly elected District Councillor for Axminster Rural.

Name of Candidate	Home Address	Description (if any)
JEFFERY John	2 Combe Close, Axminster, EX13 5LN	Independent

## Election of a District Councillor for Dunkeswell

on

**Thursday 5 May 2011**

I Mark R. Williams, being the Returning Officer at the above election, report that the person whose name appears below was duly elected District Councillor for Dunkeswell.

Name of Candidate	Home Address	Description (if any)
BUXTON Bob	Courtmoor Farm, Upottery, Honiton, EX14 9QA	Conservative Party Candidate

## Election of a District Councillor for Newton Poppleford and Harpford

on

**Thursday 5 May 2011**

I Mark R. Williams, being the Returning Officer at the above election, report that the person whose name appears below was duly elected District Councillor for Newton Poppleford and Harpford.

Name of Candidate	Home Address	Description (if any)
POTTER Ken	Bayford Lodge, Exmouth Road, Newton Poppleford, EX10 0BE	Conservative Party Candidate

Dated Wednesday 6 April 2011

Mark R. Williams  
Returning Officer

# NOTICE OF UNCONTESTED ELECTION

East Devon Electoral Services

## Election of a District Councillor for Otterhead

on

**Thursday 5 May 2011**

I Mark R. Williams, being the Returning Officer at the above election, report that the person whose name appears below was duly elected District Councillor for Otterhead.

Name of Candidate	Home Address	Description (if any)
KEY David Reginald	Treetops, Upottery, Honiton, Devon, EX14 9PQ	The Conservative Party Candidate

## Election of a District Councillor for Raleigh

on

**Thursday 5 May 2011**

I Mark R. Williams, being the Returning Officer at the above election, report that the person whose name appears below was duly elected District Councillor for Raleigh.

Name of Candidate	Home Address	Description (if any)
BLOXHAM Ray	14 Villa Maison, 4 Cyprus Road, Exmouth, EX8 2DZ	Conservative Party Candidate

## Election of District Councillors for Sidmouth Sidford

on

**Thursday 5 May 2011**

I Mark R. Williams, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected District Councillors for Sidmouth Sidford.

Name of Candidate	Home Address	Description (if any)
DREW Christine Edith	41 Temple Street, Sidmouth, EX10 9BA	Conservative Party Candidate
HUGHES Stuart	102 Temple Street, Sidmouth, EX10 9BJ	Conservative Party Candidate
TROMAN Graham Michael	8 Bowd Court, Sidmouth, Devon, EX10 0ND	Conservative Party Candidate

Dated Wednesday 6 April 2011

Mark R. Williams  
Returning Officer

# NOTICE OF UNCONTESTED ELECTION

East Devon Electoral Services

## Election of a District Councillor for Yarty on Thursday 5 May 2011

I Mark R. Williams, being the Returning Officer at the above election, report that the person whose name appears below was duly elected District Councillor for Yarty.

Name of Candidate	Home Address	Description (if any)
DIVIANI Paul	Otterview, Yarcombe, Honiton, EX14 9ND	Conservative Party Candidate

Dated Wednesday 6 April 2011

Mark R. Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

## East Devon Election of District Councillors for Axminster Town on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
HULL, Douglas Rueben Henry	Liberal Democrat	838 Elected
LEAHY, Wendy Ann	Conservative Party Candidate	585
MOULDING, Andrew Timothy	Conservative Party Candidate	826 Elected
STEVENSON, John Hamilton Cochrane	Liberal Democrat	356
WALDEN, Jeremy William	The Labour Party Candidate	262

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	14
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		14

Vacant Seats: 2

Electorate: 3401

Ballot Papers Issued: 1628

Turnout: 47.9%

## Election of a District Councillor for Beer & Branscombe on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
POOK, Geoffrey Douglas Hall	Independent	430 Elected
RAGBOURN, Lewis Scott	Liberal Democrat	135
TRISTRAM, Barrington John	Conservative Party Candidate	270

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	5
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		5

Vacant Seats: 1

Electorate: 1519

Ballot Papers Issued: 842

Turnout: 55.4%

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

## East Devon Election of District Councillors for Broadclyst on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BOWDEN, Peter	Conservative Party Candidate	907 Elected
BUSCH, Karl	Conservative Party Candidate	679
BUTTON, Derek George	Liberal Democrat	975 Elected
SCHLICH, Stephen William	Liberal Democrat	584

\* If elected the word 'Elected' appears against the number of votes

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	55
E	rejected in part	
Total		55

Vacant Seats: 2

Electorate: 3727

Ballot Papers Issued: 1815

Turnout: 49%

## East Devon Election of District Councillors for Budleigh on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BROWN, Miriam	The Green Party Candidate	676
DENT, Alan	Conservative Party Candidate	1392 Elected
HALL, Stephen	Conservative Party Candidate	1900 Elected
HOOVER, Graham Alexander Vincent	United Kingdom Independence Party	725
SISMORE-HUNT, Carole Ann	Independent	938
WRIGHT, Thomas Dudson	Conservative Party Candidate	1290 elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	39
E	rejected in part	
Total		39

Vacant Seats: 3

Electorate: 4939

Ballot Papers Issued: 2999

Turnout: 60.7%

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

## East Devon Election of a District Councillor for Clyst Valley on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
HOWE, Michael	Conservative Party Candidate	710 Elected
MINARDS-GAMMELL, Marion Evelyn	Liberal Democrat	233

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	29
E	rejected in part	
Total		29

Vacant Seats: 1

Electorate: 1909

Ballot Papers Issued: 976

Turnout: 51.1%

## East Devon Election of District Councillors for Coly Valley on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ARNOTT, Paul	Independent	646
GODBEER, Graham Stuart	Conservative Party Candidate	1045 Elected
PARR, Helen	Conservative Party Candidate	1225 Elected
SMITH, Sheila Margaret	Independent	545
YATES, Alexander George	United Kingdom Independence Party	331

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	47
E	rejected in part	
Total		47

Vacant Seats: 2

Electorate: 3657

Ballot Papers Issued: 2176

Turnout: 59.5%

Dated: 5 May 2011

Mark R Williams  
Returning Officer



# DECLARATION OF RESULT OF POLL

## East Devon Election of a District Councillor for Exe Valley on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BUTTON, Susan Joan Edna	Liberal Democrat	324
CUSTANCE BAKER, Deborah	Conservative Party Candidate	491 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	31
E rejected in part	
Total	31

Vacant Seats: 1

Electorate: 1595

Ballot Papers Issued: 847

Turnout: 53.10%

## East Devon Election of District Councillors for Exmouth Brixington on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
CHAPMAN, David Buckeridge	Conservative Party Candidate	800 Elected
CHAPMAN, Madeleine Joan	Conservative Party Candidate	777 Elected
COPE, Trevor Andrew	Independent	894 Elected
FEGAN, Stuart Nicholas Welsman	The Labour Party Candidate	335
HONE, John Albert	United Kingdom Independence Party	366
NICHOLAS, Cherry	Conservative Party Candidate	714
TOYE, Andrew John	Liberal Democrat	408
TOYE, Brian John	Liberal Democrat	407
TRAIL, Jeffrey Michael	Independent	730

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	22
E rejected in part	
Total	22

Vacant Seats: 3

Electorate: 4878

Ballot Papers Issued: 2199

Turnout: 45%

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

## East Devon Election of District Councillors for Exmouth Halsdon on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
DUMPER, Timothy Roland	Liberal Democrats	1058
DUVAL STEER, Vivienne Bernice Anne	Conservative Party Candidate	1115 Elected
ELSON, Jill Marion	Conservative Party Candidate	1174 Elected
KELLY, John Peter	United Kingdom Independence Party	545
NEWTON, Carole Linda	The Labour Party Candidate	660
STOTT, Pauline	Conservative Party Candidate	1108 Elected

\* If elected the word 'Elected' appears against the number of votes

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	42
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		42

Vacant Seats: 3

Electorate: 5247

Ballot Papers Issued: 2545

Turnout: 48.5%

## East Devon Election of District Councillors for Exmouth Littleham on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
GWILLIAM, David	The Labour Party Candidate	764
HAWKINS, Mark	Independent	679
HUMPHREYS, John	Conservative Party Candidate	1577 Elected
KELLY, Lesley Magdelene	United Kingdom Independence Party	493
WILLIAMSON, Mark	Conservative Party Candidate	1548 Elected
WOOD, Timothy John Rogerson	Conservative Party Candidate	1474 Elected

\* If elected the word 'Elected' appears against the number of votes

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	65
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		65

Vacant Seats: 3

Electorate: 5603

Ballot Papers Issued: 2665

Turnout: 47.5%

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

East Devon  
**Election of District Councillors for**  
 Exmouth Town  
 on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ANDERSONOVA, Sarka	Independent	185
BENNETT, Paul Charles	The Green Party Candidate	397
GAZZARD, Steven Albert	Liberal Democrats	676 Elected
GRAHAM, Patricia Anne	Liberal Democrat	758 Elected
HARDY, May Lillias	Conservative Party Candidate	547
NASH, William Frederick	Conservative Party Candidate	467
TURNER, Thomas Richard	Conservative Party Candidate	478
WILSON, David John	United Kingdom Independence Party	270
WRAGG, Eileen Elizabeth	Liberal Democrat	833 Elected

\* If elected the word 'Elected' appears against the number of votes

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	53
E rejected in part	
Total	53

Vacant Seats: 3

Electorate: 4902

Ballot Papers Issued: 1839

Turnout: 37.5%

East Devon  
**Election of District Councillors for**  
 Exmouth Withycombe Raleigh  
 on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BROWN, Cecilia	Conservative Party Candidate	744
CHAMBERLAIN, Geoffrey Percy	Liberal Democrat	921 Elected
GREENHALGH, Alison	Conservative Party Candidate	672
SUTTON, Sandra	Conservative Party Candidate	661
TAYLOR, Brenda Olive	Liberal Democrat	1066 Elected
WRAGG, Stephen Christopher	Liberal Democrat	941 Elected

\* If elected the word 'Elected' appears against the number of votes

Dated: 5 May 2011

Mark R Williams  
 Returning Officer

# DECLARATION OF RESULT OF POLL

East Devon Election of District Councillors for Exmouth Withycombe Raleighon Thursday 5 May 2011 continued...

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	127
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		127

Vacant Seats: 3

Electorate: 5291

Ballot Papers Issued: 2034

Turnout: 38.4%

## East Devon Election of a District Councillor for Feniton & Buckerell on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BROWN, Graham	Conservative Party Candidate	512 Elected
TOMKINS, James Benjamin David	Liberal Democrat	394

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	15
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		15

Vacant Seats: 1

Electorate: 1763

Ballot Papers Issued: 921

Turnout: 52.2%

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

East Devon

## Election of District Councillors for

Honiton St. Michael's  
on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ALLEN, Michael Robert	Conservative Party Candidate	963 Elected
FOSTER, David	Independent	543
FOSTER, William Thomas Arthur	Liberal Democrat	215
GROVES, Susan	The Labour Party Candidate	375
HALSE, Peter	Conservative Party Candidate	998 Elected
HUCKLEBRIDGE, Geoffrey Dollen	Liberal Democrat	167
PAVEY, Sharon Dianne	The Green Party Candidate	676
TAYLOR, John Brandon	Independent	294
TWISS, Phillip Michael	Conservative Party Candidate	813 Elected
UNDERWOOD, Jonathan William Rowland	Liberal Democrat	307

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	42
E rejected in part	
Total	42

Vacant Seats: 3

Electorate: 5237

Ballot Papers Issued: 2170

Turnout: 41.4%

East Devon

## Election of District Councillors for

Honiton St. Paul's  
on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BOOTE, Roger William	Conservative Party Candidate	849 Elected
COOMBS, Roy Edwin	Liberal Democrat	455
HOLLOWAY, Sharon Ruth	The Labour Party Candidate	342
O'LEARY, John	Conservative Party Candidate	711 Elected
TOOTILL, Christine	The Green Party Candidate	336

\* If elected the word 'Elected' appears against the number of votes.

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

East Devon Election of District Councillors for Honiton St. Paul's on Thursday 5 May 2011  
continued...

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	8
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		8

Vacant Seats: 2

Electorate: 3704

Ballot Papers Issued: 1572

Turnout: 42.4%

## East Devon Election of a District Councillor for Newbridges on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
CHUBB, Iain R	Conservative Party Candidate	818 Elected
EDDY, Christina Lesley	Liberal Democrat	341

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	30
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		30

Vacant Seats: 1

Electorate: 1946

Ballot Papers Issued: 979

Turnout: 50.3%

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

East Devon

## Election of District Councillors for

Ottery St. Mary Rural  
on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BLACKWELL, Judith Mary	The Labour Party Candidate	263
HOWARD, Anthony Victor	Conservative Party Candidate	822 Elected
RANDALL JOHNSON, Sara Madeleine	Conservative Party Candidate	797
WRIGHT, Claire Louise	Independent	1364 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	11
E	rejected in part	
Total		11

Vacant Seats: 2

Electorate: 3279

Ballot Papers Issued: 2042

Turnout: 62.3%

East Devon

## Election of District Councillors for

Ottery St. Mary Town  
on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BLACKWELL, Andrew Varley	The Labour Party Candidate	417
COX, David John	Conservative Party Candidate	628 Elected
GILES, Arthur Roger	Independent	1546 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	15
E	rejected in part	
Total		15

Vacant Seats: 2

Electorate: 3781

Ballot Papers Issued: 1907

Turnout: 50.4%

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

## East Devon Election of District Councillors for Seaton on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ALLISON, Jeremy Patrick	United Kingdom Independence Party	494
BROMFIELD, Julian Neil	Conservative Party Candidate	805
BURROWS, Peter Warwick	Liberal Democrat	1039 Elected
FISHER, Mark Alan	Liberal Democrat	755
JONES, Stephanie	Conservative Party Candidate	983 Elected
KNIGHT, James	Conservative Party Candidate	1086 Elected
MCIVOR, Emily Rachel	The Green Party Candidate	593
SQUIRE, Dawn Ann	Liberal Democrat	789
WALSH, Alan	United Kingdom Independence Party	437
WILLIAMS, Stephen	The Labour Party	388

\* If elected the word 'Elected' appears against the number of votes

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	43
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		43

Vacant Seats: 3

Electorate: 5942

Ballot Papers Issued: 2847

Turnout: 47.9%

## East Devon Election of a District Councillor for Sidmouth Rural on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BARRATT, David Shaun	Independent	282
HOWE, Sharon Lesley	The Green Party Candidate	175
WALE, Christopher	Conservative Party Candidate	587 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	11
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		11

Vacant Seats: 1

Electorate: 1832

Ballot Papers Issued: 1036

Turnout: 56.5%

Dated: 5 May 2011

Mark R Williams  
Returning Officer



# DECLARATION OF RESULT OF POLL

East Devon

## Election of District Councillors for

Sidmouth Town  
on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BROWNLEE, Lawrence F	United Kingdom Independence Party	615
DYSON, John Geoffrey Thomas	Independent	999
KERRIDGE, Sheila Ruth	Conservative Party Candidate	1224 Elected
NEWTH, Frances	Conservative Party Candidate	1193 Elected
SULLIVAN, Peter Anthony	Conservative Party Candidate	1058 Elected
WALKER, Ian Stuart	The Labour Party Candidate	466

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	35
E	rejected in part	
Total		35

Vacant Seats: 3

Electorate: 4451

Ballot Papers Issued: 2492

Turnout: 55.9%

East Devon

## Election of a District Councillor for

Tale Vale  
on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ANSTIS, Gillian Elizabeth Audrey	The Green Party Candidate	332
SKINNER, Philip James	Conservative Party Candidate	703 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	9
E	rejected in part	
Total		9

Vacant Seats: 1

Electorate: 1959

Ballot Papers Issued: 1053

Turnout: 53.7%

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

East Devon

## Election of a District Councillor for

Trinity

on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
JORDAN, Robert William	Liberal Democrat	257
THOMAS, Ian Michael	Conservative Party Candidate	764 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	33
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		33

Vacant Seats: 1

Electorate: 2083

Ballot Papers Issued: 1055

Turnout: 50.6%

East Devon

## Election of a District Councillor for

Whimple

on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
DINNIS, Andrew Ernest John	Conservative Party Candidate	500
GAMMELL, Martin	Liberal Democrat	516 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	16
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		16

Vacant Seats: 1

Electorate: 1802

Ballot Papers Issued: 1031

Turnout: 57.2%

Dated: 5 May 2011

Mark R Williams  
Returning Officer

# DECLARATION OF RESULT OF POLL

East Devon

## Election of District Councillors for

Woodbury & Lymptone  
on Thursday 5 May 2011

I, Mark R. Williams, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ATKINS, David Graham	Conservative Party Candidate	894 Elected
INGHAM, Benjamin Oates	Independent	1081 Elected
MOORE, David	Conservative Party Candidate	264

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	44
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		44

Vacant Seats: 2

Electorate: 3367

Ballot Papers Issued: 1821

Turnout: 54.1%

Dated: 5 May 2011

Mark R Williams  
Deputy Returning Officer

## Annual Meeting of the East Devon District Council on 25 May 2011

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 Overview and Scrutiny Committees including the Housing Review Board
- Part E – To receive the feed-back from Member Champions on progress to-date, key achievement and future action.

### 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/Cabinet. The Leader appoints between 2 and 9 other Councillors to the Executive Board/Cabinet. In addition the political balance rules are applied to some advisory panels/forums but not to appointments to outside bodies.

# Annual Meeting of the East Devon District Council on 25 May 2011

## Report by the Chief Executive cont/..

### Part A cont/..

#### 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 current Committee Structure was reviewed by the Overview and Scrutiny Coordinating Committee with its recommendations being considered by the Executive Board on 9 February 2011. The recommendations for a single Overview and Scrutiny Committee structure (in addition to the Housing Review Board and utilising Task and Finish Forum as required) from May 2011, operating with monthly meetings held shortly before the Executive Board, were supported in principle subject to the approval of the Annual Meeting of the Council.

Proposed structure:

1 Overview and Scrutiny Coordinating Committee (21 seats),

1 Housing Review Board (5 Councillor seats)

Plus the following Regulatory and other Committees:

Licensing and Enforcement (15 seats), Development Management (16 seats), Planning Inspections (8 seats), Employment Appeals, (7 seats), Audit & Governance (8 seats), Interviewing – Chief Officers (7 seats)

The allocation of the total of 87seats on all of these Committees between 59 Members of the Council is as follows:-

Conservative Group (43 Members)	73 %	63
Liberal Democrats Group (10 Members) –	17 %	15
Independents plus One Group ( 6Members) –	10%	9

**Total seats**

**87**

## Annual Meeting of the East Devon District Council on 25 May 2011

### Report by the Chief Executive cont/..

#### Part A cont/..

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 but the political balance rules do not apply to this Committee.

#### (b) **Interviewing Committee (Chief Officers)**

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 new responsibilities to this Committee in regulating gambling.

It is proposed that the arrangement agreed in 2009 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 Corporate Legal, and Democratic Services Manager 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 Management and Planning Inspections Committees**

Membership is 16. Ward Members who are also members of the Development Management Committee have the right to vote in respect of applications within their own Ward. Ward Members who are not members of the Development Management 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 Management Committee has been unable to reach a decision without a site inspection. Membership is drawn from members of the Development Management Committee including the Chairman and Vice Chairman of Development Management. 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 Management Committee can be appointed to act as appropriate substitutes for the permanent members of Planning Inspections as required.

Report by the Chief Executive cont/..

**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**.

**Part C – Agree proposed changes to the Constitution.**

To agree (i) the proposed amendments to the Constitution and (ii) the scheme of delegations (with the concurrence of the Leader) - **Appendix C**.

**Part D - To receive and note the annual reports of the Overview and Scrutiny Committees, including 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 and planned by the Member Champions. The report is set out at **Appendix E**

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	(43 Members) – 73%	63
Liberal Democrats Group	(10 Members) – 17%	15
Independents plus One	(6 Members) – 10%	9
	<b>Total</b>	<b>87</b>

(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 report of the Overview and Scrutiny Committees, including the Housing Review Board (Appendix D) be received and noted,

(5) that the report on the work of the Member Champions (Appendix E) be received and noted.

## MEMBERSHIP OF COMMITTEES

## APPENDIX A

Number in Group % of Council Membership	21 seats: Overview/Scrutiny Committee	5 seats: Housing Review Board	16 seats: Development Management	8 seats: Planning Inspections	8 seats: Audit and Governance	7 seats: Interview (Chief Officers)	7 seats: Employment Appeals	15 seats: Licensing and Enforcement	87 Total seats
43 Conservatives (73 %)	15	4	11	6	6	5	5	11	63 72.4%
10 Liberal Democrats (17 %)	4	1	3	1	1	1	1	3	15 17.2%
6 Independents Plus One (10 %)	2		2	1	1	1	1	1	9 10.4%

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

1. For the **Executive Board/Cabinet**, it is not a legal requirement for the political balance rules to apply. Membership of the Board in 2011/12 is likely to comprise 10 Conservatives - 7 of whom will be Portfolio Holders (Strategic Development and Partnerships, Corporate Business, Corporate Services, Economy, Environment, Finance and Sustainable Homes and Communities) and 2 of whom will be Deputy Portfolio Holders (Environment and Sustainable Homes and Communities).
2. The political balance rules do not apply to the **Standards Committee**.

Note: The **Planning Inspections Committee** will consist of 8 Members (the Chairman and Vice Chairman of the Development Management Committee and 4 other Conservative Members, 1 Liberal Democrat and 1 Independent plus One Group from the Membership of the Development Management Committee.)



2011/12

	Largest Group	Other than Largest Group	Total Membership
<b>Advisory Panels/Steering Groups</b>			
Asset Management Forum	3		3
Axe Valley Sports Centre Advisory Forum	2	1	3
Broadclyst Sports Hall Advisory Forum	2	1	3
Colin Tooze Sports Centre Advisory Forum	1	2	3
Colyton Grammar School Sports Centre	3	*	3
Community Fund Panel	4	2	6
Corporate Risk Management Group	4		4
Disciplinary Panel	3		3
East Devon Indoor Tennis Centre	2	1	3
Elizabeth Hall Advisory Forum	2	1	3
Exmouth Pavilion Advisory Forum	2	1	3
Exmouth Sports Centre Advisory Forum	2	1	3
Honiton Sports Centre Advisory Forum	3	*	3
Local Development Framework Panel	4	2	6
Manor Pavilion Theatre and Arts Centre Steering Group	1		1
Member Development Working Party	4	2	6
Office Accommodation Working Party	5	1	6
Rates Consultation Forum	4	3	7
Sidmouth Sports Centre Advisory Forum	2	1	3
Sidmouth Traffic Forum	3		3
Thelma Hulbert Gallery Advisory Forum	3		3

\*Councillors in other than the largest group have been invited to have representation on these Forums.

<b>Joint Bodies</b>			
East and Mid Devon Community Safety Partnership			1
East and Mid Devon Crime and Disorder Scrutiny Panel	3		3
East Devon Business Forum	2	1	3
East Devon Highways & Traffic Orders Cttee	3		3
East Devon Local Strategic Partnership	3		3
East Devon 'Stakeholder' Panel re East Devon Strategic Housing Land Availability (SHLAA)	1		1
Exmouth and Seaton Regeneration Programme Boards (plus 2 local EDDC Councillors - Exmouth) (plus 3 local EDDC Councillors - Seaton)	2		2
Leisure East Devon	2		2
Local Joint Panel	4	1	5
Lower Exe Mooring Authority Management Committee	2		2
New Growth Point Delivery Team Steering Board	1		1
Recycling and Refuse Partnership Board	3	2	5
SWAP (South West Audit Partnership)	1 (with substitute)		1

## Annual Report of the Overview and Scrutiny Committees 2010/11

This was the second year of the four-committee structure for overview and scrutiny (excluding Housing Review Board which is submitted under a separate report). All four Committees have kept in mind the four main principles of scrutiny: provide a 'critical friend' challenge to the Executive Board 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; and make an impact on the delivery of public services

Over the past year the Committees have worked to build on their respective roles. The Chairmen and Vice-Chairmen of each committee have also met informally on a regular basis to debate issues, progress and assessing the workload of each Committee. The Committees have tackled a number of issues relating to the Council's Corporate Priorities:

### Thriving communities

#### Business Improvement Districts

The Economy Overview & Scrutiny Committee have looked in detail at the concept of BIDs, receiving a presentation from the project director of the Dorchester BID and questioning the work involved in creating a successful BID. Initial review has looked at how effective a BID for Exmouth would be, in discussion with the Exmouth Town Centre Manager; and some local representatives of other areas in the District gave their views for how it may apply in their area. The recommendation that went forward was approved by the Executive as "this Council supports the proposed Business Improvement District for Exmouth on the basis that Exmouth Town Council supports it as well, with the Portfolio Holder Economy providing a useful link between the Council and business community".

#### Crime and Disorder

Joint arrangements to run alongside the existing Community Safety Partnership (CSP) have been put in place between East Devon District Council and Mid Devon District Council to monitor the work of the CSP. This East and Mid Devon Crime and Disorder Scrutiny Panel meets at least twice a year, this year meeting quarterly, with feedback to the Co-ordinating Committee. Work to date has focussed on the roles of the Community Safety Officers from both authorities, in terms of barriers they faced and how reduced budgets for all partner agencies would impact on community safety work. The Panel has also looked at the third year of the Community Safety Partnership Plan, its drafting, and how effectively it is monitored. With proposed changes to replace Anti-Social Behaviour Orders with other measures, there will be further work for the joint scrutiny Panel in assessing the impact of those measures.

#### Leisure East Devon

The Co-ordinating Committee held a review of Leisure East Devon (LED) in June of 2010, hearing from LED's new Chief Executive on his work in reviewing how the service operated in the current economic climate, and the investment made by LED in equipment and facility improvements. Members were joined by Adam Ward of the East and Mid Devon Youth Parliament to debate pricing strategies, reviewing catering options and considering diversifying the use of the existing facilities. Members were also keen to see a reduction in the service payment to LED to move towards the service being self-financing in the longer term. Since the review, budget reduction has been agreed of a 5% year on year of service payment. Work is ongoing to combine some of the Exmouth advisory groups as recommended by the Committee. Members may wish to receive an update in the new civic year on progress by LED since that review.

#### Asset Management

Members considered the Asset Management Plan, Off-Street Car Park Review, and the Public Open Space, Sport & Recreation Policy. Debate on this topic led to a resolution for further work to be done in establishing the Council's approach to asset management. This covered improving return on assets towards the Council's revenue and capital budget, taking account of community value of assets; consider disposals, asset transfer and alternative use; and asset acquisition as a spend to save option. During debate on the draft budgets for 2011/12, the Committee also recommended a further report on the requirement and practicality of setting up a specialised proactive team to deal

with asset management. This report was considered by the Committee in March and an interim arrangement to assist the delivery of the Asset Management Plan and project delivery recommended.

### **Changes to Health provision**

Members have received a number of presentations relating to the planned changes to the provision of health care from 2013 when the Primary Care Trust is due to be disbanded, and how those changes may impact on a number of health issues for the District. Recommendations were made for a strong involvement of the Council in setting the permanent arrangements for management of local community hospitals.

### **Exeter and Heart of Devon Area Tourism Partnership**

Economy Overview and Scrutiny Committee received a presentation from Derek Phillips, Chairman of the Exeter & Heart of Devon and Victoria Hatfield from Exeter City Council, on the workings of the Exeter & Heart of Devon Area Tourism Partnership. Although the Council has not contributed financially to the Partnership, Members discussed other ways that tourism was supported in the District, such as the Regeneration work and EDDC's financial contribution to Town Management as a couple of examples.

### **Bicton College**

Economy Overview and Scrutiny Committee received a presentation from David Henley, Principal of Bicton College, on how the college was investing in the future, with a focus on agricultural business for the Committee. Members discussed how the Council could support the college as a facilitator in building stronger links with local schools and the rural community.

### **Localism Bill**

Members had received updates, both at Committee meetings and information papers online, on the implications of the Localism Bill, due for finalisation later in the year. Links with the Sustainable Communities Act had also been explored.

## **An outstanding environment**

### **Local Development Framework**

The Co-ordinating Committee was a 'consultee' on the proposed Core Strategy. Members were concerned that there had not been sufficient opportunity to debate the strategy and discuss the then increased figures of housing units despite the abolishment of the Regional Spatial Strategy figures. Many Members had not been able to attend LDF Panel meetings because of their daytime timings. The committee meetings attracted a number of public speakers representing both resident and business communities. The minutes of the meetings were submitted as a consultation response to the LDF consultation document. Specific issues, such as Farm Shops and the impact of business at Devon Cliffs, Exmouth, have also been reviewed to help inform the evidence base for the LDF.

### **Land Drainage**

Service Delivery and Performance Overview and Scrutiny Committee considered updates on continued work between the Council, Devon County Council, and the Environment Agency in dealing with land drainage issues. Members also debated the wider implications of the Flood and Water Management Act 2000, including costs. Darran Queenan, Team Manager for Flood Risk Management of Devon County Council, outlined the work undertaken and planned by the County Council as the lead Local Flood Authority.

## **Excellent Service for our Customers**

### **Budget Task and Finish Forum**

January 2011 brought a difficult day for Members and Officers in reviewing the draft budget proposals for 2011/12 at the Budget TaFF. Significant savings had to be achieved, and Members rose to that challenge, questioning officers on the impact of the reductions proposed. The Budget TaFF was well attended, with cross party co-operation, leading to informed debate on the budget difficulties facing the Council not just for that budget, but for future years. The Forum achieved a balanced budget over a two year period, with a view to making changes that would help realise increased income in future years. The recommendations by the Forum were effectively adopted in full by the Executive Board and Council, leading to a balanced budget without cutting frontline services.

### **Value for money from other agencies**

Funding and service level agreements have been under scrutiny during this year. Presentations have been received from the Community Council for Devon; the East Devon Citizens' Advice Bureau; and the East Devon Volunteer Support Agency, to demonstrate their activity and the benefits of their service. This has been of significant benefit in considering the funding level in the draft budget for 2011/12 by the Budget Task and Finish Forum.

### **Systems Thinking**

Measures reports for the Benefits and Planning service have been regularly presented to the Service Delivery & Performance Committee, demonstrating the continued improvement to each service. This has expanded to include Housing and Streetscene to keep Members informed of progress in improvements.

### **Quarterly Monitoring**

Improvements have been made to the presentation of the information for monitoring, in conjunction with Members, to provide reports that make performance issues quickly identifiable. Reports include comments from Service Heads and remedial action taken. Individual issues have therefore been easily identified and clear explanations sought in order to swiftly address any issues. These improvements have led to an improvement of the format of the monthly monitoring reports received by the Executive Board.

### **Place Survey Results**

Responding to the survey results of 2008, Members looked in depth at how to improve residents ability to influence local decisions. Martin Woods, Assistant Director from South Somerset District Council, went through the engagement strategies adopted at SSDC. A number of recommendations were made relating to improving communication with local communities on planning issues and ways that Members could raise their profile.

### **Ward Member Communications Task and Finish Forum**

Service Delivery and Performance Overview and Scrutiny set up a TaFF back in January 2010 to look specifically at communication issues between officers and Ward Members. The TaFF reported back in September 2010 with a number of recommendations that provided an excellent framework for driving improvements in communications. These were agreed by the Executive Board; many have already been implemented and work continues to help promote a culture of Ward Member involvement with the work undertaken by officers.

### **Joint Scrutiny with South Somerset District Council**

In response to the formation of the Joint Integration Committee, Members formed a joint Scrutiny arrangement with Members from the Scrutiny Committee of SSDC to follow closely the work of the JIC and offer recommendations for how the review of joint services should be undertaken. Members had in-depth debates over the proposed shared management structure, sharing of some services, and concerns over capacity during such a transition. The exploration of further sharing with SSDC is, as Members are aware, now on hold; however useful work undertaken by the joint Scrutiny Panel will be revisited when appropriate.

### **Scrutinising Scrutiny**

Members of the Co-ordinating Committee considered options for further improvement to the Scrutiny function in order to better hold the Executive to account as its "critical friend". The Committee made a number of resolutions to increase their effectiveness; and recommendations to include the Chairman of Housing Review Board as a main Overview and Scrutiny committee member; and a revised committee structure to help reduce costs and keep effective scrutiny through a single committee structure with scoped Task and Finish Forums undertaking specific reviews. Whilst the Executive Board supported the principle of a single Overview and Scrutiny Committee, the final decision rests with the newly formed Council in May 2011.

## **Call-ins**

**August** - A special meeting was called in August to handle two call-ins, covering a Portfolio Holder decision and an Executive Board decision.

**Transfer of land for reinforcing of rock revetment - Exmouth Docks (Portfolio Holder decision)**  
Public speakers and Member debate covered concerns about the loss of public beach, establishing clear responsibilities for maintenance and having dialogue with other agencies on the impact of developing the dock area. The OSCC recommended that a clear report be submitted to the Executive Board to consider if it was appropriate for authority to be given to open negotiations on the land strip, and to ensure consultation was carried out with local residents, Ward Members and other interested parties to consider impact. This report has yet to go back to the Executive Board.

### **Not to transfer land at Lace Walk car park, Honiton, to Honiton Town Council to facilitate a community centre (Executive Board decision)**

Representatives from the local community and Honiton Town Council voiced their concerns over the decision by the Executive and the impact of the location should it be approved. The Committee questioned the reasons for the decision by the Executive, and passionate debate took place on the issue. The recommendation was made for the Executive to revisit their decision for a number of reasons and to work with Honiton Town Council to clarify costs and timescale for a centre, regardless of its final location. Since that meeting, further consultation and negotiation has been undertaken with Honiton Town Council, and the feasibility of using the Dowell Street site is now being considered. In principle, the Council continues to support the delivery of a Community Centre in Honiton.

**March** - A call-in was accommodated at the March meeting of the Overview and Scrutiny Co-ordinating Committee, to scrutinise a Portfolio Holder decision.

### **East Devon Training Concession Application (Portfolio Holder decision)**

Ward Members and residents covered concerns about the application, called in to discuss at the Co-ordinating Committee due to insufficient information being available when the Portfolio Holder decision was published. The concession applicant was also at the meeting to respond to the concerns relating to the jet ski training element of the concession. The committee recommended that further consultation be carried out with local residents and other interested bodies, including Exmouth Town Council, on the jet ski (personal water craft) element of the concession only; and that Council agrees to a future review of jet ski use from all East Devon beaches to determine if there is any action that the Council can take to alleviate nuisance from jet ski use. The first recommendation was recommended by the Executive Board to full Council.

### **Other Work** - Other work by the Committees during the year has included:

- Presentation by Devon & Cornwall Constabulary on changes to the service provided, such as station opening hours. Further presentation will be made to an Overview and Scrutiny Committee in 2011/12 to cover the detail of service changes now that the Constabulary is aware of the budget reduction faced;
- Considering the implications of the Diversity Peer Challenge report and actions, and how they should be taken into account in all aspects of Council decision and policy making;
- Monitoring Equalities action plans, with a recommendation to include the responsibility for equality and diversity in the job description of a designated officer;
- Reviewing changes to legislation for education for 16 – 19 year olds and how that would impact on the skills agenda;
- Regular reports from the Economy Portfolio Holder;
- Reviewing the business plan for the East Devon Business Centre;
- Investigation into workshop provision for small businesses in East Devon;
- Updating on the A3052 and A376 transport corridors;
- Updates on the Devon Economic Assessment;
- Updates on Local Enterprise Partnerships;
- Examples of positive community engagement, including Open Door Exmouth and Exmouth Community Organisations Liaison Panel;
- Changes to Housing and Council Tax Benefits from April 2011;
- Publishing more information about Members online.

## **Annual Report of the Housing Review Board 2010/11**

May 2010 brought a change of Chairman to the Board, with Councillor Pauline Stott as Chairman. Councillor Douglas Hull remained Vice-Chairman.

### **Words from the Chairman**

"As Chair I would like to thank all the members for working together to improve all our tenants' homes by giving them a voice that can be listened to by the Council and its Members. With new council homes now being built, 17 this year, this brings hope to many people on our housing list, both young and elderly. So we look forward to the next year with anticipation over what we will be able to achieve together, along with our new Tenant Scrutiny Panel."

### **The Board**

The remit of the Board covers:

- Advising the Executive Board on the Council's landlord activities and functions affecting tenants and leaseholders;
- Maintaining an active involvement in the on-going review of the options for the future ownership and management of Council owned homes, and make recommendations;
- Promoting good practice and overseeing service improvements;
- Monitoring performance on core housing management activities and reporting to the Executive Board;
- Preparation of the Housing Revenue Account budget and Business Plan;
- Promoting tenant and leaseholder involvement and implementation of the Tenant Compact;
- Consulting with the Tenant and Leaseholder Customer Panel;
- Encouraging good practice in relation to equality and diversity issues, and ensuring that the needs of vulnerable tenants are satisfied.

The Board has continued in its role of monitoring throughout the year, liaising with the Tenant and Leaseholder Customer Panel (TaLCP) as appropriate, with particular focus on the following key areas:

#### **Self-financing for council housing**

The Housing Review Board's (HRB) year began with a detailed presentation from Tribal consultants to present the findings in researching and financial modelling of the government proposal for taking on a proportion of the national housing debt. This was the most significant housing consideration since the housing stock options appraisal carried out in 2005. The next steps are to build on the technical capability of the Council in dealing with asset management, business planning and debt management.

#### **Comprehensive Spending Review 2010- housing implications**

Housing implications arising from the 2010 Comprehensive Spending Review were considered. These included changes to security of tenure for new tenants, ability to charge higher rents, reduced funding for new affordable housing and Housing Revenue Account reform. Assistance was offered from a Board member to help the Board respond to the 'Local Decisions: a fairer future for social housing' consultation paper. The Board agreed that the spending review and subsequent consultation paper for housing should be considered by the Tenant and Leaseholder Customer Panel so that tenants could prepare their own response to the document. Later in the year further consideration was given to the guidance document 'Implementing self-financing for council housing' which signalled significant changes to the operation of social housing and increased levels of freedom and flexibility in managing social housing. Both the tenants and the Council responded positively to the idea of keeping decisions local. Following on from this the Board received a further report updating them on the revised arrangements that were working their way through legislation. The Board decided to appoint consultants to undertake further financial modelling and assistance in updating the HRA Business Plan. A working group would be set up following elections in May 2011 to oversee preparations for the self-financing of council housing. More urgently, a letter would be sent to the Government and local MPs stating the Board's views on the valuation of EDDC's housing stock and the percentage of receipts from sales under the Right to Buy Scheme being retained by Central Government.

### **Sheltered Housing Support Services – Cluster working model and single assessment process**

Changes were made to the way East Devon delivered its Housing Support Service to residents living in sheltered accommodation. These were in line with the Devon County Strategic Review of Older Persons Housing and Support Services, covering a Cluster Working model which was similar to that used by the current health and social care sector. The 'Single Assessment Process' as recommended by Devon Supporting People Team to ensure a standardised approach for assessing the support needs of clients in Devon was adopted. Later in the year the Board considered the results of a customer satisfaction survey with the Sheltered Housing Service since the introduction of cluster working and scheme rotation in Exmouth and the surrounding area. Following the positive responses from service users the Board recommended that the Sheltered Housing Support Service should be delivered through the cluster working model throughout the remainder of the district.

### **Decommissioning sheltered housing - Task and Finish Forum (TaFF)**

A report was received on Phase 1 of the decommissioning of sheltered housing. It was agreed that the Sheltered Housing TaFF should continue and align its objectives towards deploying some of the Council's housing support services into the private sector where there was capacity. New terms of reference for the continuation of a Sheltered Housing TaFF to explore the delivery of housing related support services in the wider community were proposed.

### **Housing Review Board self-assessment**

Following a HRB self assessment exercise undertaken in April 2010 the Board agreed to undertake another self assessment exercise, facilitated by the Council's Learning and Development Manager. This was carried out in January 2011 and reported back to the Board at its March 2011 meeting. The Board considered its strengths and weaknesses and how it might improve its effectiveness and raise its profile. This exercise is a sign of a maturing Board, where Board members can identify a series of goals and assess its contribution towards achieving those goals.

### **Housing Review Board training and induction pack**

A small subgroup was formed to create an induction pack for new members of the Board. This includes general information about the Council, procedural guidance on the running of meetings as well as detailed housing information. Training for new members will be combined with training for newly elected Council Members after the May 2011 local government elections.

### **Local offers/standards**

Local offers (standards) were required in relation to three of the six Tenant Services Authority (TSA) standards; the home, neighbourhood and community, and tenant involvement and empowerment. The Council will be measured on how well it performs against these local offers. Tenants were involved in deciding on the local offers and the proposed draft local offers. The draft local offers were included in the Annual Report to Tenants and will become effective from April 2011, being published alongside the Housing Customer Charter. A critical part of the local standards is monitoring. Regular reports will be made to the HRB to demonstrate how the housing service is meeting the standards. This is an ongoing process and will be reviewed. It provides a good area for tenant scrutiny.

### **Tenant Involvement Strategy update**

The Tenant Involvement Strategy, covering the period April 2010 to March 2012 was updated and approved.

### **Tenant scrutiny**

The Board approved the Tenant Scrutiny action plan and scrutiny role descriptions and recommended that the Tenant Scrutiny Panel initially report to the HRB.

### **Cash incentive scheme for tenants' under-occupying Council homes**

The Board did not consider the financial and other incentives available to tenants under-occupying Council homes to be at a level that maximised the opportunity for tenants to move to a smaller property and release larger homes for re-letting. It felt there was potential to increase the number of family homes available for letting through the scheme if the financial and support package was revised to meet the needs of tenants. A number of policy changes were recommended; the downsizing budget will be increased.



### **Council Own Build projects**

The Board continued to positively support the building of new Council homes in the District.

### **Car parking improvements – The Green, Littleham, Exmouth**

After much debate the Board decided that the car parking improvement scheme for The Green, Littleham, Exmouth should not be implemented in such a time when public spending was being reduced, particularly as many of the properties in the vicinity were no longer owned by the Council.

### **Housing Revenue Account 2011/12 budget pressures and draft budget**

Detailed consideration was given to budget pressures for the Housing Revenue Account (HRA) for the following year. The Board was aware of the need to set a balanced budget and maintain the recommended surplus, whilst responding to the new budget pressures of which the Council was aware and any unavoidable expenditure. The Board recommended areas of priority for the HRA budget and suggested that budget prioritisation should also be considered by the Tenant and Leaseholder Customer Panel. Later in the year the Board provided further input into the HRA budget process and increased the budget for dealing with tenants under occupying council homes (downsizing).

### **Responsive Repairs and Voids – Housing Maintenance contract**

The Board considered the preparations for re-tendering the housing maintenance contract, which set out the specification for responsive (day to day) repairs and work to bring void properties up to the EDDC lettable standard. The Board were invited to input into the initial stages of document preparation and the invitation to tender for responsive repairs and works to void properties. Following this, a further report invited the HRB to consider and comment upon what should be included in a draft Prior Information Notice (PIN) that would initiate the re-tendering of the responsive repairs and voids maintenance contract. The Board will continue to receive further reports during the subsequent stages of the tendering process.

### **Review of the provision of disabled adaptations for tenants**

The Board received a presentation from one of its Members giving a tenant's perspective on disability issues and some simple and cost effective solutions to specified disability problems. The Board considered a detailed report setting out proposals to make better use of the housing stock to meet the needs of disabled tenants and reduce expenditure on 'major' adaptations. The Board gave a steer on a number of issues surrounding disabled adaptations for tenants, and asked officers to consult tenants on these proposals. This informed an updated policy and procedure on adaptations to council homes.

### **Community Research Team – parking at Dray Court & Board Member Champions**

The role and effectiveness of Board Member Champions, and car parking problems were combined to illustrate the influence of tenants on the Board. It was agreed that the role and profile of Board Member Champions needed to be improved and promoted and should include Councillors who were Board members. The Board also supported the findings of the car parking survey carried out by the Community Research Team and recommended that these findings be implemented at Dray Court.

### **Affordable Housing – Phase 3 Bonners Glen, Axminster**

Board considered and recommended for approval the demolition of two existing Council houses to provide ten new affordable homes at Bonners Glen, Axminster, as well as the disposal of the site to a housing association partner.

### **Housing stock condition survey results**

A consultant's report indicated that the Council's stock was well maintained, but identified areas for future investment. The results will allow the Council to refresh elements of the HRA Business Plan. The Board decided it wanted further information on properties of particularly high investment needs and the options available; a report will be brought to the Board in the future.

### **Systems Thinking review**

Regular updates on progress of the Systems Thinking review of the Housing Service have been made to the Board throughout the year. The Board has been impressed with the work undertaken by the Service in redesign, experimentation and evaluation. Systems Thinking techniques will be rolled out in other areas of the Housing Service and the Board will be kept informed of progress.

### **Empty properties (voids) performance**

Throughout the year the Board received performance reports in respect of letting void properties. Performance for the year has been slightly under target, mainly due to poor contractor performance in one month. The Board requested further information when a particular month's performance figures raised concern.

Other issues reviewed by the Board during the year have included:

- Residents parking permits on Council housing car parking areas at Arcot Park and Lymebourne Park, Sidmouth
- Housing service formal complaints review
- Housing Revenue Account 2009/10 outturn
- Service restructuring
- Housing community development (youth) report
- Anti-social behaviour benchmarking report
- Contractor partners
- Gas servicing contract
- Review of social housing regulation
- Review of the individual garden maintenance scheme
- Asbestos management plan and procedure

## Annual Report of Member Champions 2010/11

Rather than individual Champion reports, this year Council is invited to consider a joint report of all EDDC's Member Champions. The aim is to show how the combined work of the Member Champions has benefitted the Council in terms of helping to progress its three Corporate Priorities.

### Thriving communities

#### Business – Iain Chubb

The Member Champion for Business has closely liaised with the Environment Portfolio Holder and the Economic Development Manager and has attended meetings of the East Devon Business Forum to help develop and support the local business sector. Lessons have been learnt from the Employment Skills and Development Group meetings where businesses look to share training and best practice. In order to better understand the business community, the Champion has toured employment sites, attended business events and met the major employers of the area. As a result he has been able to offer support to local businesses and facilitate networking.

#### Community Safety – Bob Buxton

The Member Champion for Community Safety has attended the East and Mid Devon Community Safety Partnership, which meets every six weeks, and has chaired the Honiton Local Action Group. Work has included continued involvement and support with both district and local initiatives in dealing with anti-social behaviour and other crime aspects, such as promotion of padlock alarms to help towards the reduction of rural crime. As chairman of the Honiton LAG, work has continued in supporting the valued work of the Heathpark project. Regular contributions to the Overview and Scrutiny Co-ordinating Committee, as the designated Crime and Disorder Committee, have helped to keep other Members informed of the continued work by the Community Safety Partnership and the Anti-Social Behaviour & Community Safety Co-ordinator.

#### Culture – Vivienne Ash

Continuing to keep the profile high for both Arts Development and Countryside during difficult economic times has been challenging but efforts to highlight their value to the Council and community resulted in the budget for both services being retained for the forthcoming year. The Culture Member Champion has continued to work to promote the work of the Thelma Hulbert Gallery, to embed it as a valued District-wide facility offering much to the community, including outreach and youth work. Continued support has also been given to the Villages in Action activities. East Devon now has a representative on the Jurassic Coast Strategy Group. This positive step will help to ensure that East Devon properly influences Jurassic Coast related decision-making.

#### Exmouth Town – Darryl Nicholas

This Champion has worked closely with the local community, Exmouth Town Council and EDDC's Economic Development Team to help progress the regeneration of Exmouth. Examples include the community involvement in the town centre and seafront master plan workshops. By attending Project Team meetings, the Champion developed a working knowledge of how the various plans and projects would be delivered. He gave positive support to the work of the Project Team and provided local people with a channel for their feedback; helping to improve communications between the community and council.

#### Post Offices – Ken Potter

Throughout the year the Post Offices Champion has continued to raise Council awareness of the value of the Post Office network and how local Post Offices are essential to local communities, particularly those in rural areas. He is in communication with the head quarters of the National Federation of Sub-postmasters and understands the aspirations of the membership. During the year, the Champion was successful in moving a resolution to write to the Postal Services Minister, seeking reassurances concerning the future of the Post Office Network. He has continued to help, where possible, a number of sub-postmasters who are struggling to survive in the District.

### **Seaton Town – Stephanie Jones**

Key work for the Member Champion this year has been to liaise closely with the agreed partner on the regeneration site. This has included securing a viewing platform alongside the construction site, to allow both locals and visitors to view progress, and see the unique engineering operation of pumping in fill from offshore ships to the site. Work has also been carried out with the Environmental Health team to ensure that noise from the operating pipes is not detrimental to local residents. Further work has continued with the Countryside Team in the ongoing progression of the Wetlands area that continues to see visitor numbers grow, with rare wildlife finds receiving national press coverage. Work for the next year will include continued liaison on bringing the Visitor Centre into construction and implementation.

### **Young People – Christine Drew**

Communication has been the main driver for the year, with the Member Champion facilitating links between a number of agencies and officers by holding quarterly meetings. These links have led to an improvement in how some services are delivered with partnership working. Notes from these meetings have been regularly shared with all Councillors.

Work through the year has included:

- Liaison with Police Youth Intervention Officer, with particular focus on safety on the internet;
- Youth Capital Fund promotion for bus passes for post 16 year olds;
- Play Areas utilising section 106 funds;
- Democracy Week and Local Development Framework consultation;
- 11 Million Takeover Day;
- Visiting local Youth Clubs;
- Assisting the Youth Trust in securing an additional youth worker;
- Taking part in Councillor "Speed Dating";
- Children's Conference at Bicton College.

## **An outstanding environment**

### **Design – Andrew Dinnis**

The main achievement for this Member Champion has been the acceptance of the role of Design Champion by Officers, including specialist planning officers who recognise the value of his input. He has undertaken extensive work in consulting with officers on design issues, including on pre-application work. Cranbrook is of particular note as being a town designed to a high standard and as a consequence will be set apart from other housing developments. This will provide practical evidence to influence future local and national design.

### **Sustainability – Frances Newth**

Varied work throughout the past year has included planting trees, being consulted on planning applications, and reviewing renewable energy options including micro-generation and wind turbines by attending a number of seminars and studying costs of implementation. The Cranbrook combined heat and power proposals are of particular note. This Member Champion has also attended each Shoreline Management meeting and worked closely with Exmouth College and the Countryside team as they have worked towards producing their informative DVDs used widely as geography curriculum modules. Work needs to continue in reducing the authority's energy costs and in promoting reduction in energy use to residents.

## **Excellent Service for our Customers**

### **Asset Management – John Humphreys**

When possible, this Champion has attended meetings of the Asset Management Forum. The profile of the Forum has risen over the last year with the Council recognising the importance of its assets and how these need to be managed in terms of reducing costs, maximising use and achieving most benefit to the community. Much work has been undertaken on delivery of the Asset Management Plan; with the aim of finalising the property register over the next year. When complete, the Council will be in a position to make informed decisions on its property portfolio.

### **Customer Services – Steve Hall**

The role of this Member Champion has been to liaise with Officers and continue to question how we treat our customers, and how these transactions can be improved. Continued work to improve services has led to the achievement of Customer Service Excellence Accreditations, including for Licensing, Council Tax and Housing Benefits. Lessons learnt from the high call demands during the inclement weather of last winter led to benchmarking work with neighbouring authorities. This includes a Mystery Shopper scheme, shared between authorities rather than contracting an outside firm to conduct the exercise. The Member Champion has also been supportive of Systems Thinking projects within the authority.

First piloted in Budleigh Salterton, an information scheme concerning communication to the local Clerk regarding works by this authority will be rolled out in the forthcoming year. All Heads of Service planning any activity, works or project in a particular area will provide information to the Customer Service Centre (CSC) – information such as start time, expected completion time and expected delays. The information will be relayed to the local Clerk and the Ward Member(s) on a weekly basis by the CSC. This gives the local Town or Parish Council the opportunity to comment on the work or project, perhaps offering alternative dates, if the work is required, or specific local elements that could be incorporated to make better, more responsive use of money in a local context. It is hoped that the scheme will help to strengthen communications between local Town and Parish Councils and the District Council.

### **Data Quality – Graham Troman**

With strong links to the Audit and Corporate Governance Committee, work has centred on improving security for use of mobile computers, and looking to the future of the “paperless” meeting. The Member Champion has worked closely with the Corporate ICT Manager on aspects such as:

- Network access controls;
- Data retention;
- Protective marking scheme for e-mail;
- Webmail facilities;
- Termination of contract processes for ceasing network access.

### **Equalities – Vivien Duval-Steer**

The Member Champion worked with the Equalities Officer and Corporate Director to embed equality and diversity within the culture of the Council. This aim was helped by incorporating equality considerations into the systems thinking review process. An external Equalities Forum was set up and enjoyed useful early meetings. This Forum shared a number of ideas and good practice, including the use of clear symbols that are now used in some Council publications to assist those with reading difficulties. An internal Equalities Forum also operates and continues to work well. The Member Champion was bitterly disappointed over the outcome of the Diversity Peer Challenge, especially in the light of the extensive work undertaken by both officers and Members in trying to reach 'Achieving' level. Going forward into the new Council year, it is vital to continue to keep equalities in the forefront of policy review and implementation.

### **Member Development – Ann Liverton**

Member Development is key to enabling Members to further develop their skills and knowledge to help them carry out their various roles and better serve their constituents. This Member Champion was extremely proud to collect the South West Charter for Member Development on behalf of the Council, following the excellent work by both Members and Democratic Services. 100% of Councillors had participated in the Member Development Interview process. Whilst there is still work to do in improving the communication culture in keeping Ward Members informed, the work of the Officer:Ward Member Communications Task and Finish Forum (Chaired by the Member Development Champion) resulted in a number of recommendations that received approval by the Executive and continue to be implemented. The Member Champion has also worked with Democratic Services to improve the layout and information held on the secure Member web pages.

## **Procurement – Mark Williamson**

Achievements for the year have included:

- £75,000 cashable saving target achieved through smarter procurement practices. These have led to a savings register being established that will be included in the quarterly budget monitoring reports. Significant non-cashable savings have also been achieved;
- Significant progress in embedding e-procurement as normal practice for tendering, alongside progress towards the use of e-cards to reduce administration costs and simplifying purchasing;
- Continued promotion and implementation of collaborative purchasing through DPP, Advantage South West, national and service specific frameworks. This has included delivering collaborative training to managers through involvement with RIEP.

Close working has continued between this Member Champion and the Portfolio Holder for Resources, meeting regularly alongside the Head of Finance, Head of Housing, Corporate ICT Manager and Procurement Officer.

## **Risk Management – Peter Bowden**

Following extensive work, the Council's Risk Register is now regularly updated and validated to provide a useful monitoring tool. The weekly up-dated register is now on the Member's secure web page. Other work for this Champion has revolved around improving security of data alongside the Data Quality Member Champion; and reviewing how the Regulation of Investigatory Powers Act is used in the Council, working closely with both the Audit and Governance Committee and the Overview and Scrutiny Committee. This work will continue in the coming year.

## **Going Forward**

The existing Member Champions met on the 13 April 2011 to share achievements and good practice and debate the future role of Member Champions. It was clear that Member Champions were justifiably proud of their work and had developed expertise and knowledge through their roles. The most positive outcomes had been achieved where Champions had been clear about their roles and remit and had developed close working relationships with the relevant service teams/Officers and Portfolio Holders. Building and improving communications within the Council and external bodies and community groups had been key in this success.

Suggestions for strengthening the value of Member Champion network included:

- To undertake a review of the current Member Champions and consider any new areas of responsibility – the suggestion for a Member Champion for each of the main towns in the District was supported;
- To provide each Member Champion with broad guidelines for their role to address concerns that some Champions potentially had impractically wide remits. However any guidelines needed to be balanced to avoid being too prescriptive as this could stifle interest and opportunity;
- To ensure that each Member Champion is aligned with a Portfolio Holder and service area/Officer for support and to make sure that the work of the Champion is integrated into the work and aims of the organisation;
- To hold meetings of the Member Champions (at least 2 each year) to share news, good practice and provide support;
- To take positive steps to promote and share the work of the Member Champions with the Council, Officers, partners and the public.

**EAST DEVON DISTRICT COUNCIL**  
**LIST OF DATES FOR COUNCIL, CABINET AND COMMITTEE**  
**MEETINGS 2011/2012**

(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 2011**

Wednesday	25		ANNUAL COUNCIL	6.30 pm
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**JUNE**

Thursday	9		Overview and Scrutiny Committee	6.30pm
Tuesday	14	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	14	†	Licensing and Enforcement Committee	9.30 am
Tuesday	14		Development Management	2.00 pm
Wednesday	15		Cabinet	5.30 pm
Tuesday	21	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	21		Standards Committee	10.00 am
Thursday	23		Housing Review Board	6.00 pm
Friday	24		Planning Inspections	#
Tuesday	28	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	30		Asset Management Forum	9.30 am
Thursday	30		Audit and Governance Committee (DO NOT MOVE)	2.30 pm

**JULY**

Tuesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	7		Overview and Scrutiny Committee	6.30pm
Tuesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	13		Cabinet	5.30 pm
Tuesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	26	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	26		Development Management	2.00 pm
Wednesday	27		COUNCIL	6.30 pm
Thursday	28		Asset Management Forum	9.30 am
Thursday	28		Overview and Scrutiny Committee (if required)	6.30pm

**AUGUST**

Tuesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	3		Cabinet (if required)	5.30 pm
Friday	5		Planning Inspections	#
Tuesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	23	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	23		Development Management	2.00 pm
Tuesday	30	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	30	†	Licensing and Enforcement Committee	9.30 am

**SEPTEMBER**

Thursday	1		Asset Management Forum	9.30 am
Thursday	1		Overview and Scrutiny Committee	6.30pm
Friday	2		Planning Inspections	#
Tuesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	7		Cabinet	5.30 pm
Thursday	8		Housing Review Board	6.00 pm
Tuesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	20		Development Management	2.00 pm
Thursday	22		Asset Management Forum	9.30 am
Tuesday	27	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	29		Audit and Governance Committee	2.30 pm
Thursday	29		Overview and Scrutiny Committee (inc service planning)	6.30pm
Friday	30		Planning Inspections	#

**OCTOBER**

Tuesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	5		Cabinet	5.30 pm
Tuesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	12		COUNCIL	6.30 pm
Tuesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	18		Development Management	2.00 pm
Tuesday	25	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	27		Asset Management Forum	9.30 am
Thursday	27		Overview and Scrutiny Committee	6.30pm
Friday	28		Planning Inspections	#

**NOVEMBER**

Tuesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	1		Standards Committee	10.00 am
Wednesday	2		Cabinet	5.30 pm
Tuesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	10		Audit and Governance Committee	2.30 pm
Tuesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	15		Development Management	2.00 pm
Tuesday	22	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	22	†	Licensing and Enforcement Committee	9.30 am
Thursday	24		Asset Management Forum	9.30 am
Thursday	24		Overview and Scrutiny Committee	6.30pm
Friday	25		Planning Inspections	#
Tuesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	30		Cabinet	5.30 pm

**DECEMBER**

Thursday	1		Housing Review Board	6.00 pm
Tuesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	6		Development Management	2.00 pm
Wednesday	7		COUNCIL	6.30 pm
Tuesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	15		Asset Management Forum	9.30 am
Friday	16		Planning Inspections	#
Tuesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am

**JANUARY 2012**

Tuesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	5		Overview and Scrutiny Committee	6.30pm
Tuesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	10		Development Management	2.00 pm
Wednesday	11		Cabinet	5.30 pm
Thursday	12		Housing Review Board	6.00 pm
Monday	16		Overview and Scrutiny Committee Service Planning and Budget (all day meeting)	9.00 am
Tuesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	19		Asset Management Forum	9.30 am
Thursday	19		Audit and Governance Committee	2.30 pm
Friday	20		Planning Inspections	#
Tuesday	24	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	24		Standards Committee	10.00 am
Thursday	26		Overview and Scrutiny Committee	6.30 pm
Monday	30	##	Rates Consultation	6.30 pm
Tuesday	31	††	Licensing and Enforcement Sub (if required)	9.30 am

**FEBRUARY**

Wednesday	1		Cabinet	5.30 pm
Tuesday	7	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	7		Development Management	2.00 pm
Tuesday	14	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	16		Asset Management Forum	9.30 am
Friday	17		Planning Inspections	#
Tuesday	21	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	22		COUNCIL – setting Council Tax and agreeing budgets	6.30 pm
Tuesday	28	†	Licensing and Enforcement Committee	9.30 am
Tuesday	28	††	Licensing and Enforcement Sub (if required)	9.30 am

**MARCH**

Thursday	1		Overview and Scrutiny Committee	6.30pm
Tuesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	6		Development Management	2.00 pm
Wednesday	7		Cabinet	5.30 pm
Thursday	8		Housing Review Board	6.00 pm
Tuesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	13		Standards Committee	10.00 am
Thursday	15		Asset Management Forum	9.30 am
Thursday	15		Audit and Governance Committee	2.30 pm
Friday	16		Planning Inspections	#
Tuesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	27	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	29		Overview and Scrutiny Committee	6.30pm



**APRIL**

Tuesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	3		Development Management	2.00 pm
Wednesday	4		Cabinet	5.30 pm
Tuesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	12		Asset Management Forum	9.30 am
Wednesday	11		COUNCIL	6.30 pm
Friday	13		Planning Inspections	#
Tuesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	24		Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	24		Development Management	2.00 pm
Thursday	26		Overview and Scrutiny Committee	6.30pm

**MAY**

Tuesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	2		Cabinet	5.30 pm
Thursday	3		Housing Review Board	6.00 pm
Thursday	10		Asset Management Forum	9.30 am
Friday	11		Planning Inspections	#

# 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 2012 (date to be confirmed)
- Meetings of the Assessment and Hearings Sub/Review Sub will be arranged as required.

## LIST OF MEETINGS 2011/2012

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.

Meeting	Day	Time	2011					2012												
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May					
Annual Council	Wed	6.30pm	25		27			12												
Council	Wed	6.30pm		15	13	3*		7												
Cabinet	Wed	5.30pm																		
Overview & Scrutiny Committee	Wed	6.30pm		9	7			1	29											
Overview & Scrutiny Service Plan & Budget Meeting	Mon	9.00am																		
Development Management Committee	Tue	2.00pm		14	26	23		20		18										
Planning Inspections Committee	Fri	tba		24		5		2	30	28										
Audit & Corporate Governance Committee	Thu	2.30pm		30				29												
Housing Review Board	Thu	6.00pm		23				8												
Licensing & Enforcement Committee †	Tue	9.30am		14		30														
Licensing & Enforcement Sub Committee ††	Tue	9.30am		14	5	2		6		4										
				21	12	9		13		11										
				28	19	16		20		18										
					26	23		27		25										
						30														
Standards Committee	Tue	10.00am		21																
Asset Management Forum	Thu	9.30am		30	28			1	22	27										
Rates Consultation (if requested by ED Business Forum)	Mon	6.30pm																		

### NOTES

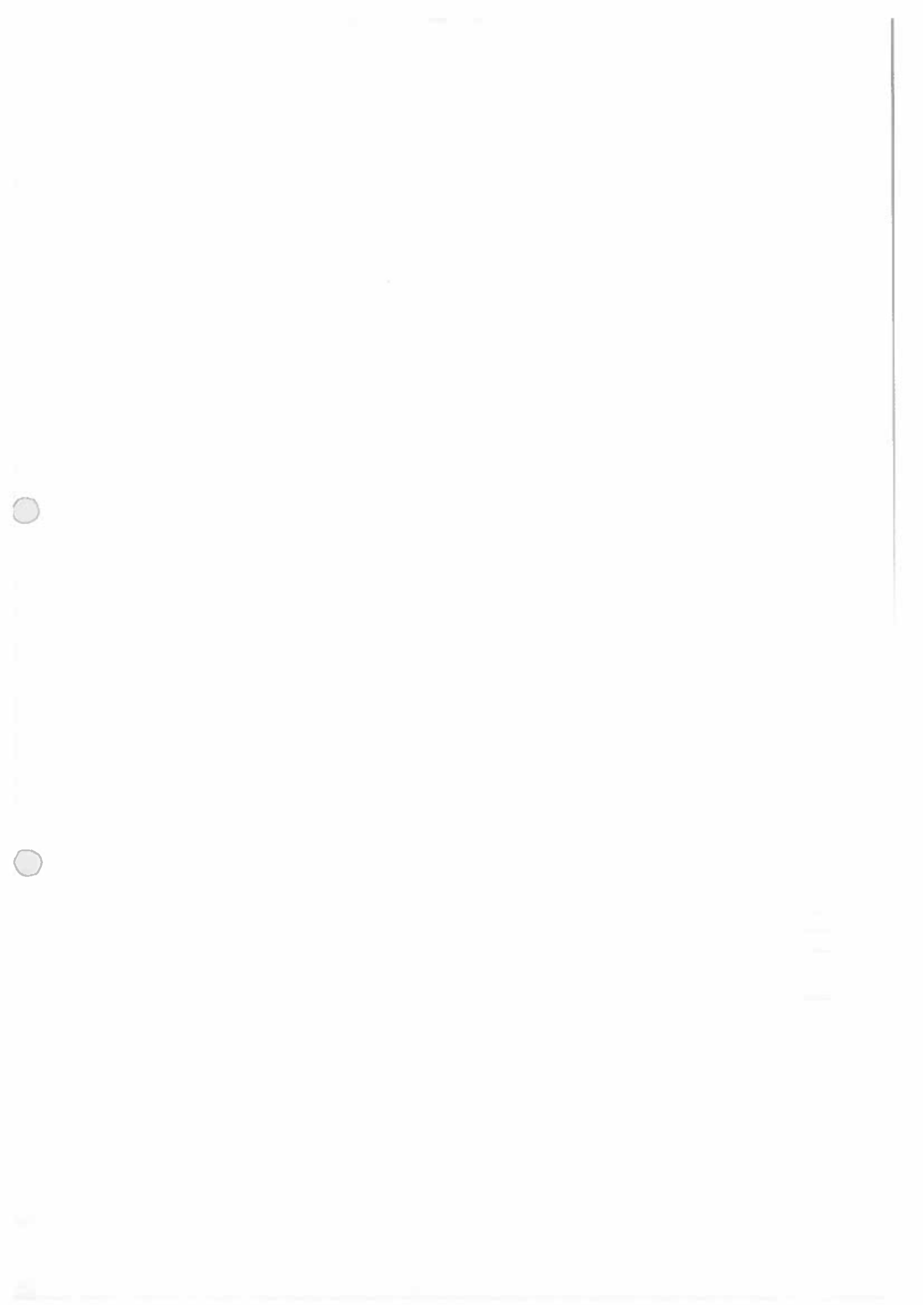
\* If required

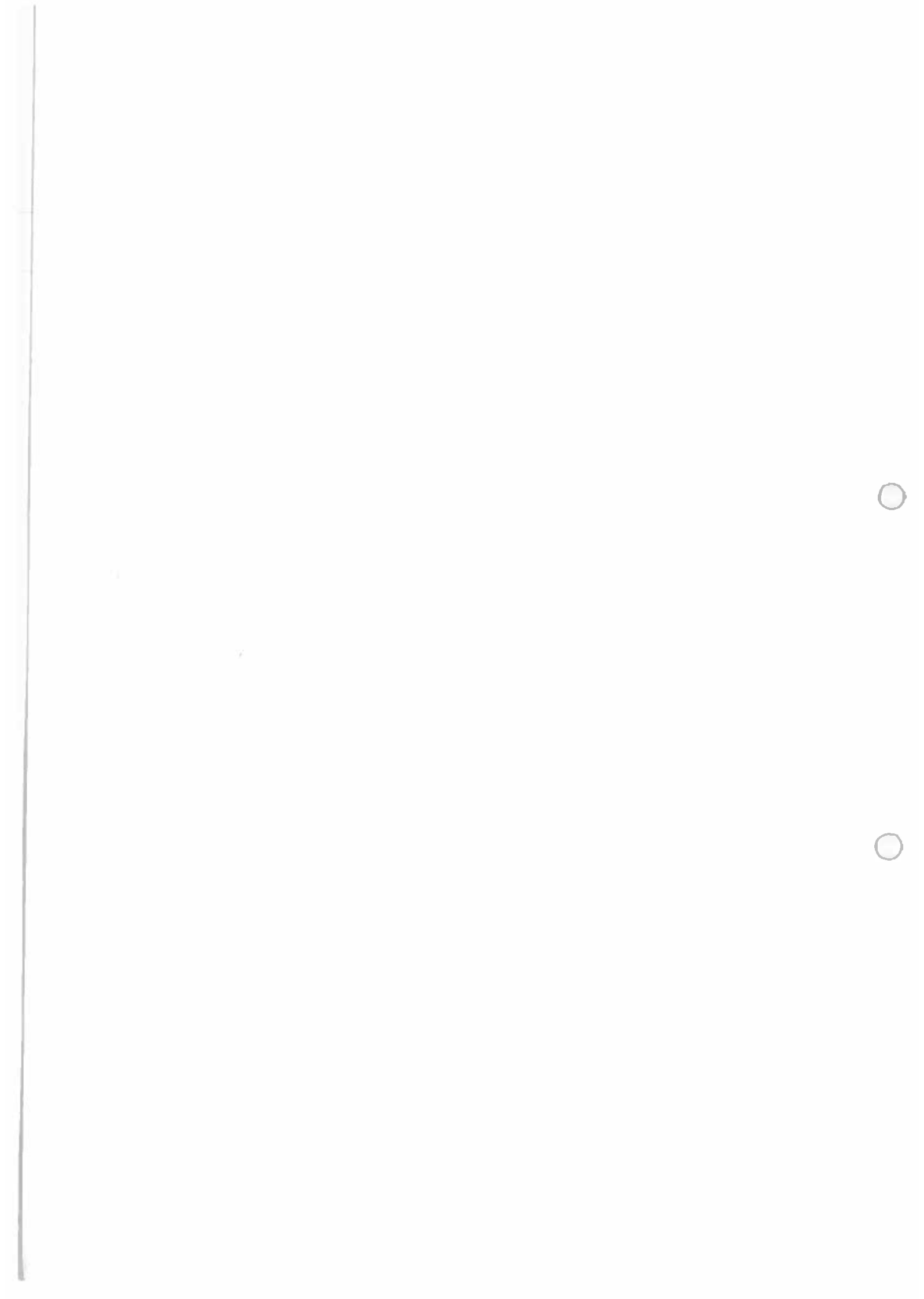
† The Licensing and Enforcement Committee includes within its functions the Licensing Act 2003, Gambling Act 2005, and all matters relating to hackney carriages and private hire.

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

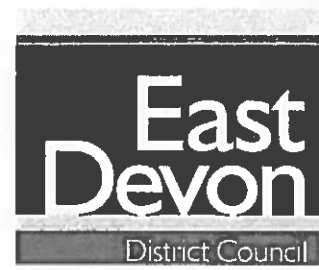
□ Devon County Council Budget meeting time tabled for February 2011 (date to be confirmed)

□ Meetings of the Standards Assessment and Hearings Sub/Review Sub will be arranged as required.





Date: 20 May 2011  
Contact name: Diana Vernon  
Contact number: 01395 517541  
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Our Reference: DV



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Dear Councillors

**Annual Meeting of the Council  
Wednesday 25 May 2011  
Additional agenda papers**

Further to the Annual Council agenda sent out earlier this week, please find attached reports that you had been advised would follow. These are:

Item:		Pages
Agenda Item 13 (c)	Proposed amendments to the Constitution Plus proposed Council structure	1-5 6
Agenda Item 14	Appointment of Chairmen and Vice-Chairmen of Committees	7
Agenda Item 15	➤ Appointment of Member Champions ➤ Appointment to Committees ➤ Appointment to Portfolio Holder Think Tanks	8 9-10 11
Agenda Item 16	Appointment of Panels, Forum and Joint Bodies	12-14
Agenda Item 17	Appointment of representatives on Outside Bodies	15-16
Council Chamber seating plan		17

Councillors are reminded that the Chief Executive will be giving a briefing on procedures at Council meetings in advance of the meeting at 5.30 pm in the Council Chamber. This is primarily intended for newly elected Councillors but all Councillors are welcome to attend.

Yours faithfully

Diana Vernon

Democratic Services Manager

## Appendix C

### Proposed changes to the Constitution at Annual Council May 25 2011

1. The Council's Constitution needs to be updated regularly to reflect legislative changes and decisions the Council makes about its own processes. A report is therefore made to Annual Council.

Section of Constitution	Proposed change
Part 1 (page 3)	Update Article 1 to reflect the purpose and priorities of the latest Corporate Strategy
Page 4 and throughout the Constitution	<p>Delete reference to Overview and Scrutiny Co-ordinating Committee, to reflect new Scrutiny arrangements</p> <p>Include explanation of role of Overview and Scrutiny :            'The Overview and Scrutiny Committee supports the work of the Executive and the Council as a whole. It allows citizens to have a greater say in Council matters by holding public inquiries into matters of local concern. These lead to reports and recommendations which advise the executive and the Council as a whole on its policies, budget and service delivery. Overview and Scrutiny Committee also monitors the decisions of the executive. It can call-in a decision which has been made by the executive but not yet implemented. It enables them to consider whether the decision is appropriate. It may recommend that the executive reconsider the decision. It may also be consulted by the executive or the Council on forthcoming decisions and the development of policy'. <i>[The Housing Review Board is also an Overview and Scrutiny Committee].</i></p>
Page 5 The Council's officers	Insert 'A protocol governs the relationships between officers and members of the Council'. [Protocol already included at Part 5).
Page 9 Para 2.02. Election and terms of councillors	Add 'Different arrangements apply to the term of office of the Leader'; see Article 6.
Page 11 -15	Update names of councillors following recent elections
Article 4. Para 4.01 (a) [Page 17]	Update the Constitution to reflect name changes to the main policy and strategy documents. [The Policy Framework].
Article 6 The Executive Board	Replace 'Executive Board' with 'Cabinet' here and throughout Constitution.
Executive Board Portfolios [Pages 25 - 26.]	To be updated in line with the Leader's appointments.
Member Champions [Page 27]	To be updated in line with Council's appointments.
Article 7 [Page 28] Article 7. Overview and Scrutiny Committees	Change terms of reference to reflect there are now two committees – Overview and Scrutiny and the Housing Review Board.
7.04 7.07 7.09 7.12	Article 7.03 to clarify that Overview and Scrutiny committees may also appoint councillors not on the committee to serve on

Part 3 section2 [page 65]	Task and Finish Forums [but as this is a Scrutiny function Executive Board members will not be eligible]. Updated to reflect a single Overview and Scrutiny committee of 21 members.
Article 11 officers [Pages 38, 39]; Part 7 Management Structure [Page 228] and consequential amendments throughout Constitution	Updated to reflect the new management structure already approved by Council.
Planning Inspections Committee [Page 52]	Remove requirement that membership includes the portfolio holder with responsibility for major projects and infrastructure.
Section 1: responsibility for functions [Table page 53]	Sets out the responsibilities of the Standards Committee in the table
Portfolio holders' delegations [page 61-63]	Names/contents of portfolios and delegations to be updated in line with the Leader's appointments/ decisions on delegations.
Think Tanks [Page 64]	Delete [meetings] 'will be divided as follows' and replace with 'will relate to the Leader/Portfolio structure [insert updated Think Tank structure].
Overview and Scrutiny Committee [Page 65]	Amend the Constitution to refer to one Overview and Scrutiny Committee only, removing references to Communities, Economy and Service Delivery/Performance Overview. Replace reference to Community Plan with 'Sustainable Community Strategy' (and throughout the Constitution). [Note: Housing Review Board remains unaltered].
Overview Procedure Rules Part 4 Section 4.5 [Page 137 -142]	Consequential amendments to reflect the new Overview and Scrutiny Committee structure
Interviewing (Chief Officers) Committee [page 68]	Delete 'appointments of the Chief Executive and Chief Officers' and replace with 'appointments of the Chief Executive and Senior Management Team'. [This change is necessary because only the Chief Executive and 3 others remain on Chief Officer terms and conditions as a result of the recent management restructure.]
Standards Committee [Page 69]	Makes clear that statutory functions now include considering reports from the Monitoring Officer relating to alleged breaches of the Code of Conduct, and conducting hearings.
Assessment and hearings Sub Committee and Review Sub Committee	Minor clarifications to terms of reference including the quorum being three members and reference to the statutory hearing function of the Assessment and Hearings sub Committee.
Audit and Governance Committee [page 74]	Include in its terms of reference 'The monitoring of the use of Regulation of Investigatory Powers Act'.
Officer delegations [Page 78 - 106]	Revised scheme of officer delegations to reflect responsibilities under new management structure.

	<p>Make explicit that should there be no Leader and Deputy Leader in office the Chief Executive discharges Executive functions.</p> <p>Add to part b) of Conditions of Limitation of Delegation 'Special arrangements for consultation of ward members on planning applications are set out in Part 3 Section 3 dealing with delegations to the Head of Economy'. <i>[To emphasise/cross-reference ward member consultation].</i></p>
Proper officer appointments	Revise to reflect changes in new job titles / management structure/responsibilities and update with references to any amending/replacing legislation where required. In addition:
Declaration of Acceptance of Office - Officer before whom made and to whom delivered	Add:Monitoring Officer and Deputy Monitoring Officer
Deputy Returning Officer	Replace with 'As nominated by Returning Officer'
Authority for court attendance	In addition to named officers, add 'Further officers may be authorised by the Chief Executive, Monitoring Officer or Deputy Monitoring Officer'.
4.7 Contract Standing Orders [Pages 150-173]	Removal of references to Contract Standing Order exemptions being routed through internal audit. <i>[Internal audit function has now been outsourced to the South West Audit Partnership.]</i> Inclusion of reference to keeping a file of approved exemptions for SWAP to review if wished. <i>[Exemptions will continue to be considered by finance and legal officers in the normal way and/or reported to Executive Board as required].</i>
Part 5 –Codes and Protocols 5.2 Code of Conduct for Employees	Update to reflect the Bribery Act 2010
Part 6 Members' Allowance scheme [Page 224 - 227]	Update as required in line with previous Council decisions
Part 7 Management Structure	Replace with new structure
Throughout the Constitution	Consequential amendments to insert correct job titles/responsibilities etc to reflect new structure, committees, changes in policy or procedure names

**Recommended:** the table of constitutional amendments be approved.



## **2. Enhanced role for Overview and Scrutiny Committee – Flood Risk Management Overview**

The Flood and Water Management Act 2010 inserts a new s.21F into the Local Government Act 2000 that increases the jurisdiction of existing local authority overview and scrutiny committees (OSCs) by extending the number of entities with duties to respond to the committees, to include all the flood risk management authorities, and the scope of enquiry of these committees. These regulations, which came into force on 6 April 2011, augment these duties by including a duty to attend before the OSC to give information orally, if requested by that committee. They also require responses to be made within 28 days, unless extended by agreement, and to include an indication of the action the authority proposes to take. The regulations also contain provisions to safeguard any confidential information provided to the OSC against disclosure. The regulations have a limited life of seven years.

**Recommended : the Constitution be updated to reflect the new role of Overview and Scrutiny in calling flood risk management authorities to account .**

## **3. Terms of reference of Local Development Framework Panel**

It is proposed these be formalised as:

1. **Advisory Function –** The LDF Panel exists in advisory capacity to provide a steer and opinion on matters that could feature in future planning policy documents, including matters that could be raised in public consultation documents. A key purpose of the Panel is to allow members of the District Council to understand themes, issues and challenges facing the Council in respect of future spatial planning matters and therefore to allow them to reflect on potential policy outcomes and choices. The recommendations of the Panel are reported to the Development Management Committee.
2. **Membership –** The membership of the six Members on the Panel is politically balanced and includes the Portfolio Holder responsible for Strategic Planning.
3. **The LDF Panel is not a council committee.** LDF Panel meetings are open to the public and press except when confidential/exempt information is being considered (as defined by the Local Government Act 1972). The Act's exemption classifications will be applied on a voluntary basis to determine whether or not items will be in the public part of the meeting. The agendas for Panel meetings and notes of meetings will be published on the Council's website.
4. **The public are invited to attend meetings of the Panel and to submit written evidence ; they may be invited to make verbal presentations on this evidence.** Council Partners, third parties, experts etc may be invited to Panel meetings to make relevant representations.

Footnotes: The Core Strategy and all other LDF Development Plan Documents have to go through a series of formal stages in their preparation, this includes public consultation. Objections to plans will be considered through the Examination in Public (inquiry).

In drawing up the agenda for the Panel meetings practical options and alternatives are presented to Members in respect of the matters to be discussed.

**Recommended: The terms of reference of the Local Development Framework Panel be approved**

#### **4. Axmouth Harbour Master**

The Axmouth Harbour Act 1830, passed for 'maintaining and governing' the harbour regulates the right of anchorage and mooring and enables byelaws to be made. The byelaws made in 2000 define the harbour master as the officer appointed by the Council under the 1830 Act. The harbour master is assisted by assistant harbour masters who are often local fishermen. The Chief Executive is willing to act as harbour master, on past experience the duties are not expected to be onerous.

**Recommended: The Chief Executive be appointed as harbour master under the Axmouth Harbour Act 1830**

#### **5. Minor and/or consequential amendments**

Further 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 Chief Executive/Monitoring Officer/Deputy Monitoring officer be given authority to further amend the Constitution to keep it updated to reflect minor/consequential amendments required by legislative change.**

Rachel Pocock  
Deputy Monitoring Officer

Annual Council  
May 2011

## Council structure:

Chief Executive	Dep. Ch. Exec. Transformation & Systems Thinking	Dep. Ch. Exec. Development, Regeneration & Partnerships	Head of Service Housing	Head of Service Economy	Head of Service Environment	Head of Service Finance
CX Corporate Services Corporate Managers of HR Legal and Licensing Democratic Services Elections IT Communications	Monitoring Officer Corp Business Corp Strategy Performance Service transformation Customer Focus	Contracts Assets Project Delivery Big Society Localism Partnerships	Homelessness Council homes Housing enabling Private Sector / Affordable Homes	Economy Planning Building Control Estates / Property Waste to power	Regulatory (Env. health/Protection) Car Parks Streetscene/waste Countryside/engineering Emergency Planning Health & Safety Culture and Arts	s.151 Officer Revs & Bens Land charges Audit & Corporate Governance Customer Service Centre Leisure East Devon

## Portfolio Holders (with Think Tanks)

Corporate Services	Corporate Business	Strategic Development & Partnerships	Sustainable Homes and Communities	Economy	Environment	Finance
Communication and Consultation Strategies Democratic Renewal Democratic Services & Cllr. Development Electronic Govt. HR ICT Strategy Legal Services Rural Broadband	Branding & Marketing Complaints and Ombudsman Corporate Strategy Data quality Equal access to services Equalities Service Delivery & Performance	Asset Transfer Big Society Growth Point LDF Localism Partnerships Project Delivery Regeneration Strategic Planning & Major Projects	Active Villages Affordable Homes Council Housing Community development Community transport Gypsies and Travellers Homelessness Housing enabling Independent Living Social inclusion	Agriculture Building Control Business enabling Climate Change Conservation Areas and Listed Buildings Economy Estates and Property Tourism Waste to power	Allotments Beaches & foreshores Burial Grounds Car Parks Culture and Countryside Emergency Planning Grounds maintenance Health and Safety [Employer capacity] Health equality Land Drainage Control Parks & pleasure grounds Public toilets Refuse & Recycling Streetscene Services Street cleaning Water safety	Asset management Benefits Council tax Customer Service Centre Investments Insurance Land Charges Procurement Revenue Value for money

## Champions

Member development & engagement Rural Broadband	Branding & Marketing Customer Service (Inc. equality of access) Plain English	Exmouth Town Localism & the Big Society Seaton Town	Affordable Homes Youth	Business & Tourism Planning Design & Heritage Rural Communities (inc. Post Office)	Culture Public amenity, beach and foreshore Recycling	Asset management Procurement
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**EAST DEVON DISTRICT COUNCIL**

**Nominations for Chairmen and Vice-Chairmen  
2011/2012**

<b>Committees</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Overview and Scrutiny Committee	Stuart Hughes	John Humphreys
Housing Review Board	Pauline Stott	To be appointed by Housing Review Board
Development Management and Planning Inspections Committee	Mark Williamson	Helen Parr
Audit & Governance	Ken Potter	Peter Bowden
Interviewing (Chief Officers)	Leader	Deputy Leader
Employment Appeals	Deputy Leader	David Cox
Licensing and Enforcement	Steve Hall	Jim Knight

**Notes**     Under the Constitution there are specified arrangements for chairing the Standards Committee.

## Member Champions

	Nominations 2011/12
<b>Affordable Homes</b>	David Key
<b>Asset Management</b>	Bob Buxton
<b>Branding and Marketing</b>	Alan Dent
<b>Business &amp; Tourism</b>	Graham Brown
<b>Culture</b>	John O'Leary
<b>Customer Services</b> (incorporating Equalities)	Deborah Custance Baker
<b>Exmouth Town</b>	Tim Wood
<b>Localism and the Big Society</b>	Graham Troman
<b>Member Development and Engagement</b>	Maddy Chapman
<b>Plain English Champion</b>	Trevor Cope
<b>Planning Design and Heritage</b>	Helen Parr
<b>Procurement</b>	Mark Williamson
<b>Public Amenity, Beach and Foreshore</b>	Eileen Wragg
<b>Recycling</b>	Roger Giles
<b>Rural Broadband</b>	Philip Skinner
<b>Rural Communities</b> (incorporating Post Offices)	Ken Potter
<b>Seaton Town</b>	Stephanie Jones
<b>Youth</b>	Christine Drew



# Membership of Committees 2011/12

Members of Cabinet and Committees 2011/12	Cabinet	Overview/Scrutiny	Housing Review Board	Development Management	Planning Inspections	Standards	Audit & Governance	Interviewing (Chief Officers)	Employment Appeals	Licensing & Enforcement
Kerridge Sheila										
Key David										
Knight Jim								Vice Chairman	Chairman	Vice Chairman
Moulding Andrew	Vice Chairman									
Newth Frances										
O'Leary John										
Parr Helen				Vice Chairman	Vice Chairman					
Pook Geoffery							Chairman			
Potter Ken										
Skinner Philip										
Stott Pauline										
Sullivan Peter			Chairman							
Taylor Brenda										
Thomas Ian										
Troman Graham										
Twiss Philip										
Wale Christopher										
Williamson Mark				Chairman	Chairman					
Wood Tim										
Wragg Eileen										
Wragg Steve										
Wright Claire										
Wright Tom										

Portfolio Holders: Strategic Development and Partnerships (and Deputy Leader) – Andrew Moulding, Corporate Business – Ray Bloxham, Corporate Services – Ian Thomas, Economy – Graham Godbeer, Environment – Iain Chubb (Deputy Environment – Chris Wale) Finance – David Cox, Sustainable Homes and Communities – Jill Elson (Deputy Sustainable Homes and Communities – Stephanie Jones).

Planning Inspections – Substitute Members: Vivien Duval Steer (for Mark Williamson), Phil Twiss (for Alan Dent and Peter Sullivan), Ken Potter (for David Key and Tony Howard), Stephanie Jones (for Helen Parr) Derek Button (for Geoff Chamberlain), Ben Ingham (for Geoff Pook Independent)

**PORTFOLIO HOLDERS' THINK TANKS**

		<b>Nominations 2011/12</b>
<b>1.</b>	<b>Strategic Development and Partnerships</b>  Andrew Moulding	Michael Allen David Atkins Derek Button Stephanie Jones (Seaton Champion) Geoff Pook Graham Troman (Localism & the Big Society Champion) Tim Wood (Exmouth Champion)
<b>2.</b>	<b>Corporate Business</b>  Ray Bloxham	Trevor Cope (Plain English Champion) Deborah Custance Baker (Customer Services Champion) Alan Dent (Branding and Marketing) Vivien Duval Steer Steve Hall Stuart Hughes Douglas Hull Phil Twiss
<b>3.</b>	<b>Corporate Services</b>  Ian Thomas	Maddy Chapman (Member Development & Engagement Champion) Pat Graham Tony Howard John Humphreys Philip Skinner (Rural Broadband Champion) Claire Wright
<b>4.</b>	<b>Economy</b>  Graham Godbeer	Graham Brown (Business & Tourism Champion) Martin Gammell Michael Howe Ben Ingham Sheila Kerridge Helen Parr (Planning Design & Heritage Champion) Ken Potter (Rural Communities Champion)
<b>5.</b>	<b>Environment</b>  Iain Chubb (Deputy: Chris Wale)	David Chapman Roger Giles (Recycling Champion) John O'Leary (Culture Champion) Eileen Wragg (Public Amenity, Beach and Foreshore Champion) Tom Wright
<b>6.</b>	<b>Finance</b>  David Cox	Roger Boote Peter Bowden Peter Burrows Bob Buxton (Asset Management Champion) Trevor Cope Mark Williamson (Procurement Champion)
<b>7.</b>	<b>Sustainable Homes and Communities</b>  Jill Elson (Deputy: Stephanie Jones)	Christine Drew (Youth Champion) Douglas Hull David Key (Affordable Homes Champion) Jim Knight Geoff Pook Pauline Stott Peter Sullivan

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



## PANELS AND FORUM

### Appointments 2010/11

### Nominations 2011/12 (border indicates where more nominations than places)

1.	<b>ASSET MANAGEMENT FORUM</b>	Resources Portfolio Holder Economy Portfolio Holder Champion – Asset Management	Portfolio Holder - Finance Portfolio Holder - Economy Champion – Asset Management
2.	<b>AXE VALLEY SPORTS CENTRE ADVISORY FORUM</b>	Cllrs: Iain Chubb Douglas Hull Andrew Moulding	Cllrs: Iain Chubb Douglas Hull Andrew Moulding
3.	<b>BROADCLYST SPORTS HALL ADVISORY FORUM</b>	Cllrs: Peter Bowden Derek Button Andrew Dinnis	Cllrs: Peter Bowden Derek Button Martin Gammell
4.	<b>COLIN TOOZE SPORTS CENTRE ADVISORY FORUM</b>	Cllrs: Ray Bloxham Roger Giles Sara Randail Johnson	Cllrs: Roger Giles Tony Howard Claire Wright
5.	<b>COLYTON GRAMMAR SCHOOL SPORTS CENTRE ADVISORY FORUM</b>	Cllrs: Graham Godbeer Andrew Moulding Heien Parr	Cllrs: Graham Godbeer Helen Parr Geoff Pook
6.	<b>COMMUNITY FUND PANEL</b>	Resources Portfolio Holder Graham Brown Derek Button Mike Green David Key Bob Peachey	Portfolio Holder - Finance Cllrs: Graham Brown Derek Button Trevor Cope David Key Jim Knight
7.	<b>DISCIPLINARY PANEL – to consider disciplinary matters relating to statutory officers</b>	Cllrs: David Atkins Andrew Moulding Pauline Stott	Cllrs: David Atkins David Cox Martin Gammell Pauline Stott
8.	<b>EAST DEVON BUSINESS FORUM</b>	Leader of the Council Economy Portfolio Holder Bob Buxton Pat Graham	Leader of the Council Portfolio Holder – Economy Cllrs: Pat Graham (Substitute: Eileen Wragg) Stephanie Jones
9.	<b>ELIZABETH HALL ADVISORY FORUM</b>	Cllrs: Vivien Duval Steer Jill Elson Brenda Taylor	Cllrs: Vivien Duval Steer Jill Elson Brenda Taylor
10.	<b>EXMOUTH COMBINED FACILITIES (LEISURE) ADVISORY FORUM (formerly East Devon Indoor Tennis Centre, Exmouth Pavilion and Exmouth Sports Centre Advisory Forum)</b>	Cllrs: David Chapman Pat Graham Darryl Nicholas	Cllrs: David Chapman Pauline Stott **vacancy

<b>PANELS AND FORUM</b>		<b>Appointments 2010/11</b>	<b>Nominations 2011/12 (border indicates where more nominations than places)</b>
11.	<b>HONITON SPORTS CENTRE ADVISORY FORUM</b>	Cllrs: Roger Boote Bob Buxton Peter Halse	Cllrs: Roger Boote Bob Buxton Peter Halse
12.	<b>LOCAL DEVELOPMENT FRAMEWORK PANEL</b>	Derek Button Bob Buxton Mike Green David Key Ray Franklin Tony Reed	Portfolio Holder – Strategic Development and Partnerships Cllrs: Mike Allen (Chairman) Ray Bloxham Peter Bowden Geoff Pook Steve Wragg
13.	<b>MANOR PAVILION THEATRE MANAGEMENT STEERING COMMITTEE</b>	Cllr Graham Liverton	Cllr Frances Newth
14.	<b>MEMBER DEVELOPMENT WORKING PARTY</b>	Cllrs: Vivienne Ash Christine Drew Graham Godbeer Pat Graham Ann Liverton Andrew Moulding	Portfolio Holder – Corporate Services Cllrs: Maddy Chapman Trevor Cope Christine Drew Pat Graham Stephanie Jones
15.	<b>OFFICE ACCOMMODATION WORKING PARTY</b>	Leader of the Council Portfolio Holder – Economy Design Champion Cllrs: David Atkins Vivien Duval Steer Steve Wragg	Leader of the Council Portfolio Holder – Economy Portfolio Holder – Corporate Business Design Champion Cllrs: Vivien Duval Steer Steve Wragg
16.	<b>RATES CONSULTATION FORUM</b>	Leader of the Council Resources Portfolio Holder Derek Button Geoff Chamberlain Andrew Dinnis Frances Newth	Leader of the Council Portfolio Holder - Economy Portfolio Holder – Finance Business & Tourism Champion Cllrs: Derek Button Geoff Chamberlain Geoff Pook
17.	<b>SIDMOUTH SPORTS CENTRE ADVISORY FORUM</b>	Cllrs: Trevor Cope Stuart Hughes Graham Troman	Cllrs: Trevor Cope Stuart Hughes Graham Troman
18.	<b>SIDMOUTH TRAFFIC FORUM</b>	Cllrs: Christine Drew Frances Newth Graham Troman	Cllrs: Christine Drew Frances Newth Graham Troman
19.	<b>THELMA HULBERT GALLERY ADVISORY FORUM</b>	Leader of the Council Vivienne Ash Bob Buxton	Leader of the Council Culture Champion Cllr Phil Twiss
<b>JOINT BODIES</b>			
1.	<b>EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP</b>	Community Safety Member Champion	Cllr Steve Gazzard
2.	<b>EAST AND MID DEVON CRIME AND DISORDER SCRUTINY PANEL</b>	Chairman of Co-ordinating Committee Cllr Christine Drew Cllr Steve Hall	Chairman of Scrutiny Committee Vice Chairman of Scrutiny Committee Cllr Christine Drew

## JOINT BODIES (cont)..

### Appointments 2010/11

### Nominations 2011/12 (border indicates where more nominations than places)

3. EAST DEVON HIGHWAYS & TRAFFIC ORDERS COMMITTEE

Cllrs:  
Iain Chubb  
Christine Drew  
Peter Halse

Cllrs:  
Douglas Hull  
Pauline Stott  
Ian Thomas  
Phil Twiss

4. EAST DEVON LOCAL STRATEGIC PARTNERSHIP

Leader of the Council  
Communities Portfolio Holder  
Cllr Bob Buxton

Leader of the Council  
Portfolio Holder – Strategic Development and Partnerships  
Portfolio Holder – Sustainable Homes and Communities

5. EAST DEVON 'STAKEHOLDER PANEL' re East Devon Strategic Housing Land Availability (SHLAA)

Rural Champion

Chairman of Local Development Framework Panel  
Derek Button

6. EXMOUTH AND SEATON REGENERATION PROGRAMME BOARDS

Exmouth – Economy Portfolio Holder  
Plus 2 local Ward Members (Darryl Nicholas & Tim Wood)  
Seaton – Planning and Regeneration Portfolio Holder  
2 Seaton Ward Members (Stephanie Jones and Jim Knight)  
1 Axmouth Ward Member (Ian Thomas)

Exmouth – Portfolio Holder – Strategic Development & Partnerships  
Plus 2 local Ward Members (Jill Elson & Exmouth Member Champion)  
Seaton – Portfolio Holder - Economy

2 Seaton Ward Members (Exmouth Member Champion) Jim Knight, Peter Burrows

1 Axmouth Ward Member (Ian Thomas)

7. LEISURE EAST DEVON

Cllrs:  
David Cox  
Darryl Nicholas

Portfolio Holder – Finance  
Cllr Peter Sullivan

8. LOCAL JOINT PANEL

Resources Portfolio Holder  
Cllrs:  
Geoff Chamberlain  
David Cox  
Sara Randall Johnson  
Philip Skinner

Leader  
Portfolio Holder – Finance  
Portfolio Holder – Corporate Services  
Cllrs:  
Geoff Chamberlain  
Vivien Duval Steer

9. LOWER EXE MOORING AUTHORITY MANAGEMENT COMMITTEE

Cllr John Humphreys  
DCC Cllr/Hon Alderman Bernard Hughes

Cllr John Humphreys  
DCC Cllr/Hon Alderman Bernard Hughes

10. NEW GROWTH POINT DELIVERY TEAM STEERING BOARD

Leader of the Council

Leader of the Council  
(Substitute: Deputy Leader)

11. RECYCLING AND REFUSE PARTNERSHIP BOARD

Cllrs:  
David Cox  
Mike Green  
Andrew Moulding  
Philip Skinner

Portfolio Holder – Environment  
Deputy Portfolio Holder - Environment  
Cllrs:  
David Cox  
Geoff Pook

12. SWAP (SOUTH WEST AUDIT PARTNERSHIP)

Hon Alderman Ron Mudge

Hon Alderman Ron Mudge

Chairman of Audit and Governance Committee  
(Substitute: Vice Chairman of A & G Committee)

Chairman of Audit and Governance Committee  
(Substitute: Vice Chairman of A & G Committee)

# REPRESENTATION ON OUTSIDE BODIES



the number of nominations exceeds the places available

	Name of Outside Body	Appointments 2010/11	Nominations 2011/2012
(a)	<b>APPOINTMENTS: GENERAL</b>		
1	Active Honiton	Cllrs Bob Buxton Peter Halse	Cllrs Bob Buxton Peter Halse
2	Blackdown Hills (AONB) Joint Advisory Committee	Cllr Paul Diviani	Cllr Paul Diviani
3	Budleigh Salterton Traffic Group	Cllr Steve Hall	Cllr Steve Hall
4	Campaign to Protect Rural England (Devon Branch)	Cllr David Key	Cllr David Key
5	Citizens' Advice Service East Devon (CASED)	Cllrs: Trevor Cope John Humphreys	Cllrs: Trevor Cope John Humphreys
6	Community Council of Devon and Advisory Committee	Christine Drew	Christine Drew
7	Devon and Exeter Area Rail Working Party	Cllr Mark Williamson Cllr David Atkins	Cllr Mark Williamson Cllr David Atkins
8	Devon Authorities Waste and Recycling Committee	Cllr David Cox	Cllr David Cox
9	Devon Conservation Group	Cllrs Philip Skinner Ian Thomas	Cllrs Philip Skinner Ian Thomas
10	Devon County Agricultural Association's Council	Cllr David Key	Cllr David Key
11	Devon Historic Buildings Trust	Chairman, Development Management Committee	Planning Design and Heritage Champion
12	Devon Playing Fields Association	Cllr Bob Buxton	Cllr Bob Buxton
13	Devon Youth Service	Youth Champion	Youth Champion
14	East Devon AONB Partnership	Cllrs: Graham Godbeer Tony Reed	Cllrs: Graham Godbeer Geoff Pook
15	East Devon Local Children's Trust (new appointment)	Youth Champion	Youth Champion
16	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	Cllr Stephanie Jones	Cllr Stephanie Jones
17	East Devon Volunteer Support Agency (EDVSA) – Trustee Board	Cllr Christine Drew	Cllr Tom Wright
18	Exe Estuary Management Group	Cllr Bob Peachey	Cllr Michael Howe Ben Ingham
19	Exeter International Airport Consultative Group	Cllr Andrew Dinnis	Cllr Phil Twiss
20	Exeter Science Park Board of Directors	Cllr Peter Halse	Cllr Peter Halse
21	Exmouth Town Management Partnership Board	Cllr Jill Elson	Cllr Jill Elson
22	Honiton Community & Arts Centre Project Working Group	Cllr Vivienne Ash	Cllr Mike Allen

	<b>Name of Outside Body</b>	<b>Appointments 2010/11</b>	<b>Nominations 2011/2012</b>
23	Honiton Development Trust (formerly Coastal and Market Town Initiative)	Cllr Peter Halse	Cllr Peter Halse
24	Local Government Association General Assembly	Cllr Mrs Christine Drew (substitute: Leader)	Portfolio Holder – Corporate Business (substitute: Leader)
25	Local Government Association Rural Commission and elected representative on LGA group	Cllr Paul Diviani (with vote) Cllr Peter Halse (who can vote in the absence of Cllr Diviani)	Cllr Paul Diviani (with vote) Cllr Ken Potter (Rural Communities Champion) who can vote in the absence of Cllr Diviani
26	Salisbury – Exeter Line side Consortium of Authorities	Cllr Mark Williamson	Cllr Mark Williamson Cllr Roger Giles
27	Seaton Town Hall Board of Management	New appointment	Stephanie Jones
28	South West Councils (formerly SW Branch of the Local Government Association)	Cllr: *Sara Randall Johnson (with vote) Deputy: Cllr Christine Drew	Leader (with vote) Deputy: Portfolio Holder – Corporate Business
29	South West Provincial Council	Resources Portfolio Holder	Portfolio Holder - Finance
30	SPARSE – Rural Special Interest Group	Rural Champion	Rural Communities Champion
31	World Heritage Site Management Plan Steering Group	Cllr Mike Green	Mike Green

<b>(b)</b>	<b>BODIES WITH A REPORTING LINK</b>	<b>Appointments 2010/11</b>	<b>Nominations 2011/12</b>
32	County Committees (by request from Devon County Council on a trial basis)	Ray Bloxham Iain Chubb	Cllrs: Christine Drew Peter Halse
33	Exmouth Local Nature Reserve Management Committee	Cllr Tim Wood (Chairman)	Cllr Tim Wood (Chairman)
34	Health and Wellbeing Board (part of the Government's proposed new NHS arrangements)		Leader/Chief Executive
35	Norman Lockyer Observatory Management Committee	Cllrs: Chris Gibbings Pauline Stott Tony Reed	Cllrs: Martin Gammell Sheila Kerridge Pauline Stott Chris Wale
36	PATROLAJC – Parking and Traffic Regulations Outside London Adjudication Joint Committee (re Traffic Management Act 2004)	Portfolio Holder – Economy	Portfolio Holder - Environment

# Council Chamber seating layout 2011/12

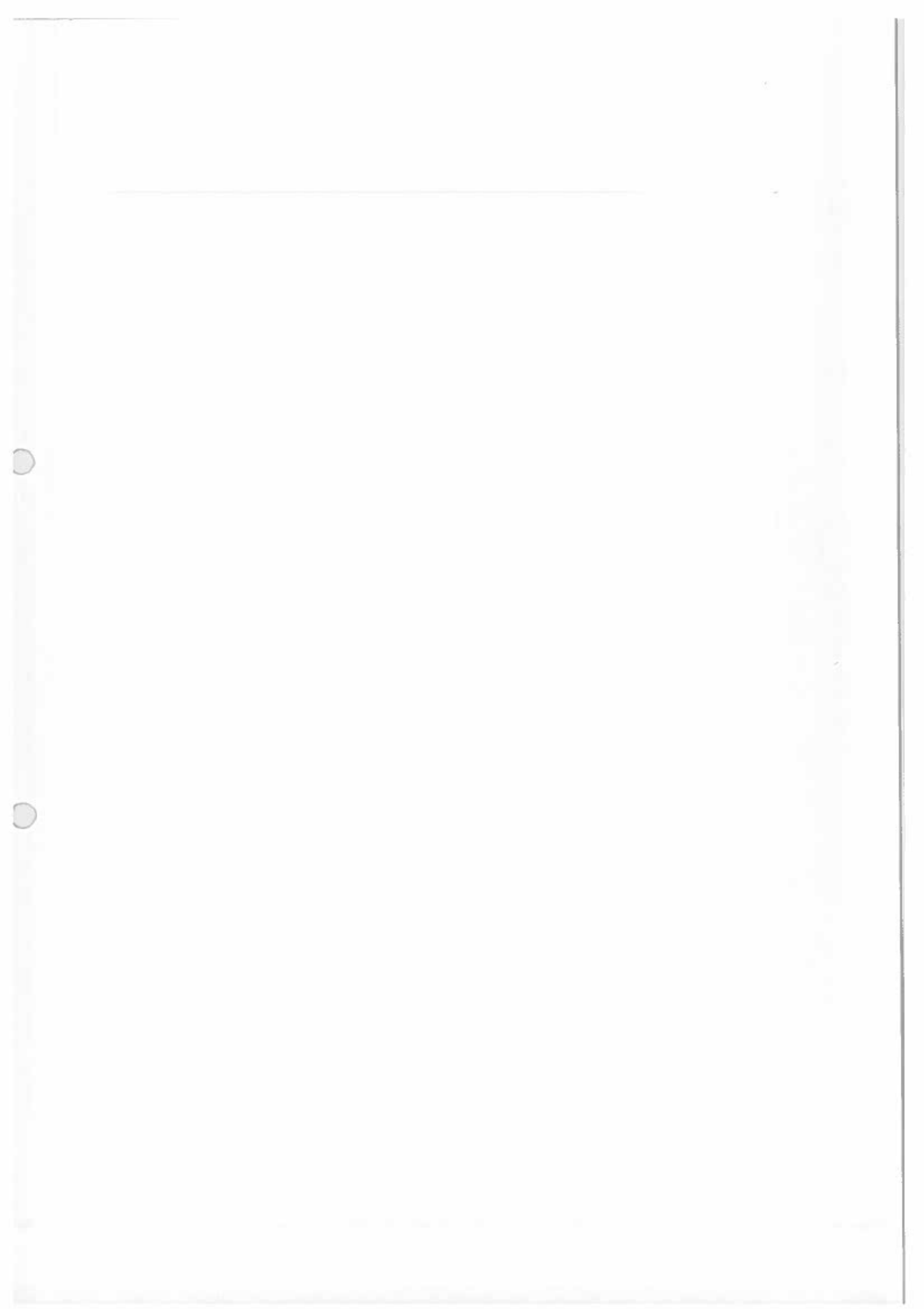


PUBLIC AND GUESTS			PUBLIC AND GUESTS			PUBLIC AND GUESTS			PUBLIC AND GUESTS			PUBLIC AND GUESTS			PUBLIC AND GUESTS				
Alan Dent	Philip Skinner	Bob Buxton	David Atkins	Michael Allen	Roger Boote	David Chapman	Shella Kerridge	Peter Sullivan	Tony Howard	Michael Howe	Tom Wright	John Jeffery	Claire Wright	Geoff Pook	Ben Ingham	Roger Giles	Martin Gammell		
Christine Drew	David Key	Graham Troman	Ken Potter	Peter Bowden	Stuart Hughes	John Humphreys	Pauline Stott	Steve Hall	Jim Knight	Mark Williamson	Helen Parr	Eileen Wrags	Steve Gazzard	Douglas Hull	Steve Wrags	Pat Graham	Brenda Taylor	Peter Burrows	
John O'Leary	Tim Wood	Paul Diviani	David Cox	Iain Chubb	Chris Wale	Jill Elson	Graham Godbeer	Trevor Cope	Ian Thomas	Geoff Chamberlain	Phil Twiss	Andrew Moulding	Derek Button	Steve Wrags	Steve Wrags	Pat Graham	Brenda Taylor	Peter Burrows	
Deborah Custance Baker	Maddy Chapman	Frances Newth	Iain Chubb	Chris Wale	Stephanie Jones	Ray Bloxham	Stuart Hughes	Stuart Hughes	Ray Bloxham	Stephanie Jones	Ray Bloxham	Stephanie Jones	Ray Bloxham	Stephanie Jones	Ray Bloxham	Stephanie Jones	Ray Bloxham	Stephanie Jones	Ray Bloxham
	Vivien Duval-Steer	Peter Halse	DEPT. CHIEF EXEC.	DEPT. CHIEF EXEC.	CHIEF EXECUTIVE	CHAIRMAN	VICE-CHAIRMAN	LEADER											

HONORARY ALDERMEN

ATTENDANCE REGISTER  
PRESS

DEMOCRATIC SERVICES MANAGER







## **Amendment to main agenda papers**

### **Page 9 – Membership of Committees**

Councillor Martin Gammell to be nominated onto the Employment Appeals Committee instead of Steve Gazzard.

## **Amendments to the additional agenda papers:**

### **Page 8 – Champions**

Councillor Eileen Wragg does not wish to be nominated as the Public Amenity, Beach and Foreshore Champion

### **Page 13 – Panels and Forum**

Item 11 – Honiton Sports Centre Advisory Forum – nominees: Bob Buxton, John O'Leary and Phil Twiss.

Item 12 Local Development Framework Panel – Independent's nomination is Cllr Claire Wright and not Cllr Geoff Pook as printed.

### **Page 14 – Joint Bodies**

Item 6 – Seaton Regeneration Programme Board to include Seaton Member Champion with a vote to be taken re Ward Member nominations – Jim Knight or Peter Burrows.

### **Page 15 – Outside Bodies**

Include Honiton Library Advice and Information Centre Committee to which Cllr Bob Buxton is nominated.

### **Page 16 – Outside Bodies**

Item 28 – South West Councils – Leader (with vote) and Deputy to be Portfolio Holder – Corporate Services.

## **Amendments to meetings timetable:**

Change Development Management from Tuesday 26 July to Tuesday 19 July.

Change Planning Inspections from Friday 5 August to Friday 29 July.

