

Date: 13 May 2013
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To: Members of the Council
Chief Executive
Deputy Chief Executives

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Dear Sir/Madam

**Annual Meeting of the Council of the District of East Devon on
Wednesday 22 May 2013 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 3 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.

Yours faithfully

A handwritten signature in black ink, appearing to read "Mark Williams".

Chief Executive

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

Prior to the formal start of the meeting, the Chairman will invite the Reverend Mark Barrett, Curate of All Saints Church, Sidmouth and a member of the Sid Valley Ministry Team, to say a prayer.

AGENDA

- | | | |
|-----|---|----------------------|
| 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 | 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). | |
| 4 | To confirm as a true record the minutes of the meeting of the Council held on 10 April 2013 – pages 8-14) | |
| 5 | Apologies. | |
| 6 | Feniton and Buckerell – new Councillor
The Chairman to introduce and welcome Susie Bond of Feniton and Buckerell Ward. Councillor Bond was elected on 2 May 2013. As a result of Councillor Bond's election, the political balance of the Council has changed and this is reflected in Appendix A of this agenda. | |
| 7 | To receive any announcements from the Chairman. | |
| 8 | To note that Paul Diviani was elected Leader of the Council at the 2011 Annual Meeting for a 4 year term – that is until the Annual Meeting following the May 2015 elections. | |
| 9 | Leader's appointment of Deputy Leader of the Council. | |
| 10 | Leader's appointment to Cabinet (Article 6 of the Constitution as amended in April 2011). The Portfolios to be held by some of the Cabinet will be recommended by the Leader. | |
| 11a | To confirm which other Committees to establish for the municipal year. The proposed Committees are set out in Articles 7, 8, 9 and 10 of the Constitution. | |
| 11b | To decide the size and terms of reference of Committees; (it is presently proposed these are as set out in Articles 7, 8, 9 and 10 of the Constitution). | |
| 11c | To confirm the membership of the Standards Committee: | |

Council representatives: Chairman of the Council, Councillors Peter Bowden, Geoff Chamberlain, Frances Newth and Susie Bond,

Substitute members: Councillors Alan Dent and Douglas Hull

Non-voting Independent representatives: Ray Davison and Tim Swarbrick

Non-voting Parish/Town Council representatives: David Mason and Courtney Richards

For information - The Council's non-voting appointed Independent Persons are consultees and not members of the Standards Committee - Alison Willan and John Walpole (Reserve). The Monitoring Officer consults with the Independent Person when dealing with Code of Conduct complaints.

11d To confirm the non District Council membership of the Housing Review Board:

Tenant and/or Leaseholder representatives (to serve a further year on the Board)
Victor Kemp, Christine Morrison, Pat Rous and Sue Saunders plus one vacancy.

Independent Community representatives (to serve a further year on the Board)
Julie Adkin and Rob Finch

12 To consider the report of the Chief Executive **Pages**
15-43

- (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 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.
- (c) To agree all the proposed amendments to the Constitution including the Scheme of Delegations and changes in respect of access to information.
- (d) To receive and note the annual reports (2012/2013) of
 - Overview and Scrutiny Committee
 - Housing Review Board

The Chairmen of the Overview and Scrutiny Committee and the Housing Review Board are invited to address the Council on the work carried out during the year.

- (e) To receive the annual report of the Member Champions on their achievements and the key areas of work they have been involved with during the year.
- (f) The Council structure with minor amendments - attached for information.

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 (42 Members) – 71%

Liberal Democrats (10 Members) – 17%
Group

Independents (7 Members) – 12%

Total 59

- (b) that the allocation of seats on individual Overview/Scrutiny, Regulatory and Other Committees be as set out in **Appendix A.** 20

(2)	that for Sub-Committees, Advisory Panels/Forums the political balance be as set out in Appendix B be agreed,	21
(3)	that the proposed amendments to the Constitution, including the Scheme of Delegations, be approved as set out in Appendix C , with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution.	22-25
(4)	that the annual report of the Overview and Scrutiny Committees and of the Housing Review Board, Appendix D , be received and noted,	26-29
(5)	that the report of the Member Champions, Appendix E , be received and noted.	30-34
(6)	that the Council structure (with minor amendments) as set out in Appendix F be agreed.	35-42
13	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 next meeting).	43
14	Appointment of	
	Champions	45
	Committee membership	46-47
	Portfolio Holders' 'Think Tanks'	48
15	Appointment of Panels, Forum and Joint Bodies.	49-52
16	Appointment of representatives on Outside Bodies.	53-55
17	To approve a programme of ordinary meetings of the Council, Cabinet and Committee Meetings for 2013/14	56-59

Note:

- Seating plan attached (page 60)
- The Order of Proceedings for agenda items 1 & 2 is enclosed for Members of the Council

Decision making and equality duties

The Council will give due regard under the Equality Act 2010 to the equality impact of its decisions. An appropriate level of analysis of equality issues, assessment of equalities impact and any mitigation and/or monitoring of impact will be addressed in committee reports. Consultation on major policy changes will take place in line with any legal requirements and with what is appropriate and fair for the decisions being taken. Where there is a high or medium equalities impact, Members will be expected to give reasons for decisions which demonstrate they have addressed equality issues.

Members and co-opted members remember!

- You must declare the nature of any disclosable pecuniary interests. [Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners]. You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
Make sure you say what your interest is as this has to be included in the minutes. [For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.]
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Council's Monitoring Officer or Standards Committee.

Getting to the Meeting – for the benefit of visitors



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.

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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

The election of the

CHAIRMAN OF THE COUNCIL



and the appointment of the

VICE-CHAIRMAN

2013 – 2014

East Devon District Council
ORDER OF PROCEEDINGS

Election of the Chairman of the Council and the Appointment of the Vice-Chairman
Items 1 and 2 of the Annual Meeting Agenda 22 May 2013

1. Election of Chairman

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

(The Chairman if nominated may not vote on his own election)

2. Chairman's Declaration of Acceptance of Office

Following election, the Chairman will read and sign the Declaration of Acceptance of Office.

The Chairman will then speak in response to the election.

3. Appointment of Vice-Chairman

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

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

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

4. Ordinary Business of the Council

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

EAST DEVON DISTRICT COUNCIL
Minutes of the Meeting of the Council held at
Knowle, Sidmouth, on Wednesday, 10 April 2013

Present:

Councillors:

Peter Halse (Chairman)
Frances Newth (Vice Chairman)

David Atkins	John Humphreys
Ray Bloxham	Ben Ingham
Roger Boote	John Jeffery
Peter Bowden	Sheila Kerridge
Peter Burrows	David Key
Derek Button	Jim Knight
Bob Buxton	Andrew Moulding
Geoff Chamberlain	John O'Leary
David Chapman	Helen Parr
Maddy Chapman	Geoff Pook
Trevor Cope	Ken Potter
David Cox	Philip Skinner
Iain Chubb	Pauline Stott
Deborah Custance Baker	Peter Sullivan
Alan Dent	Ian Thomas
Paul Diviani	Graham Troman
Jill Elson	Phil Twiss
Steve Gazzard	Chris Wale
Roger Giles	Tim Wood
Graham Godbeer	Eileen Wragg
Pat Graham	Steve Wragg
Steve Hall	Claire Wright
Douglas Hull	Tom Wright

Hon Aldermen:

Ron Mudge

Officers:

Mark Williams, Chief Executive
Karen Jenkins, Corporate Organisational Development Manager
Rachel Pocock, Corporate Legal & Democratic Services Manager
Diana Vernon, Democratic Services Manager

Apologies

Councillors:

Christine Drew
Vivien Duval Steer
Martin Gammell
Tony Howard
Mike Howe
Stuart Hughes
Stephanie Jones
Brenda Taylor
Mark Williamson

Honorary Aldermen:

Vivienne Ash
Bernard Hughes
Margaret Rogers
Barry Willoughby

The Chairman introduced Revd John Sibley from the Crossroad Christian Fellowship, Seaton and invited him to say a prayer.

The meeting then started at 6.36 pm and ended at 7.50 pm.

***62 Public question time**

The Chairman welcomed members of the public to the meeting and invited their questions.

Richard Eley referred to the Local Plan which was shortly to be submitted to the Planning Inspectorate. He said that the Council needed to make changes to the Sidmouth section to reflect concerns raised through the process. He said that the amendments could be submitted along with the 'original' text without requiring the Plan to be delayed for further public consultation.

Kelvin Dent said that following the Special Development Management Committee on 1 March 2013 where the Knowle application had been refused, the Chief Executive had advised him in a letter that the Council would now consider options. Mr Dent asked what the options were so that he could advise the Knowle Residents Association accordingly.

Tony Green asked the Leader of the Council to correct misleading comments made in the 22 March 2013 edition of the Sidmouth Herald. Mr Green had called for the Chief Executive to resign at both the March meeting of the Business Task and Finish Forum and the Overview and Scrutiny Committee. The spokesperson quoted in the Herald article referred to a 'trial by hear-say' which Mr Green said was insulting as he had undertaken research on which to base his allegations. He said that the Chief Executive had failed to respond fully to these allegations. Although the Council spokesperson had said that the complainant could refer the matter to the Local Ombudsman, this was in fact inaccurate; the Ombudsman could not deal with complaints that affected all or most of the people living in a Council's area. Mr Green asked who the spokesperson was and who had briefed him. He asked for a meeting with the Communications Officer so that the Council could issue a press release to put the record straight.

Mr M Temple referred to the current investigation involving the former councillor, Graham Brown. The Chairman stopped Mr Temple from speaking further, warning that this could affect the police investigation. The Chairman adjourned the meeting for 5 minutes to restore order.

Paul Hayward referred to Devon's recycling campaign. Although its slogan was 'Don't let Devon go to Waste', as East Devon did not recycle cardboard, local residents were currently obliged to make a round trip to the local recycling centres - this was increasing the carbon footprint locally. Mr Hayward said that East Devon's neighbouring authorities were now all recycling cardboard. He understood that East Devon was tied into its current recycling and refuse contract until 2016, but asked the Council to make sure that the inclusion of cardboard recycling was put at the forefront in its negotiations for a new contract when the time came.

The Leader advised that much of what Mr Hayward was asking for was already in the pipeline.

The Leader said that those members of the public who had not been given an answer to their questions at the meeting would be sent a written reply. In response to a request, he agreed that copies would also be sent to all Councillors.

In response to a question about the legal definition of 'sub judice', the Corporate Legal and Democratic Services Manager said that the term normally applied when proceedings had been instituted but stressed the key point was that her advice to the Council had been that it should act with caution to avoid prejudicing any Police investigation.

*63 **Minutes**

The minutes of the meeting of the Council held on 27 February 2013 were confirmed and signed as a true record.

*64 **Councillor resignation**

Graham Brown's resignation from the Council on 13 March 2013 was formally recorded. The by-election for the Feniton and Buckerell Ward would be held on the day of the Devon County elections – 2 May 2013.

*65 **Chairman/Leader notices/announcements**

a) Honiton Fire

With great sadness, the Chairman reported on a fire in one of our Honiton Council homes last Friday. Tragically three people died in hospital as a result of the fire. He gave assurance that the Council had taken appropriate action and would invite the Portfolio Holder – Sustainable Homes and Communities to address the Council following his notices.

b) Death of former Prime Minister, Baroness Margaret Thatcher

The Chairman spoke warmly and with respect about Baroness Margaret Thatcher who had died on Monday.

c) Telegraph Family Friendly Museum Award

The Chairman invited Councillors to support the Thelma Hulbert Gallery by putting it forward for the Telegraph Family Friendly Museum Award. This would help achieve wider recognition of the excellent work carried out by the curator of the Gallery and the staff and volunteers.

Nominations for the Award would close on 10 May 2013 and the long-list would be announced in The Sunday Telegraph and on the Kids in Museums website in May 2013. (award@kidsinmuseums.org.uk)

d) Civic Service

The Chairman invited all Members to the Civic Service on 21 April 2013 at 3pm at St Giles Parish Church, Kilmington – the service would be followed by afternoon tea in the village hall.

e) Housing Service up-date

The Chairman invited the Portfolio Holder – Sustainable Homes and Communities, Councillor Jill Elson, to up-date Councillors on a range of housing issues including the rent collection rate, work being carried out in respect of the 'bedroom tax', downsizing and prevention of homelessness.

Councillor Elson began by expressed deep sympathy and sadness for the loss of life in the Honiton house fire. The Housing Team was now working with the Police Liaison Officer and the family to secure alternative housing in their preferred location.

Councillor Elson was able to reassure Members that all of the Council's housing properties had hard wired smoke alarms (some properties also have heat detectors and carbon monoxide detectors fitted) and all had their annual gas safety check undertaken this year.

65 Chairman/Leader notices/announcements (continued)*Housing Service up-date (continued)**

She stressed that the Council took safety in the home very seriously and the Housing Service was completing Fire Risk Assessments on all of the Council's flats with communal areas. The Service provided advice to tenants on home safety in the Tenant Handbook and various publications such as the Housing Matters magazine.

Councillor Elson went on to report that the Housing Revenue Account was in a good position; this had been helped by the housing rental section collecting 99.72% of rent due – one of the best collection rates nationally. This would help the Council to mitigate the effects of Welfare Reform. Councillor Elson gave credit to the rental team and East Devon tenants.

The rate of downsizing had increased and the service now had an officer proactively working with applicants. The Local Welfare Support scheme had been introduced at the beginning of the month (as an alternative to the Department of Work and Pensions Crisis Loan scheme) – the service was prepared to meet the demands of clients in crisis.

Councillor Elson referred to the Council's homeless prevention initiatives and effective multi-agency working. Only 35 households had been accepted as homeless during the last financial year against a recorded 302 cases of homelessness prevention. This was against the national trend of increase in homelessness.

Councillor Elson thanked all staff in the Housing Teams for their work. In reply to a question she gave details of the incentives for downsizing - these had been reported to the Housing Review Board at its last meeting.

The Chairman thanked Councillor Elson for her valued work. He said that the Housing Service was a tremendous asset to the Council.

***66 Equalities**

The Chairman invited the Portfolio Holder – Corporate Business, Councillor Ray Bloxham to introduce this item.

Councillor Bloxham said that the Corporate Organisational Development Manager, Karen Jenkins would advise how the Council was dealing with Equalities legislation and the impact of non-compliance. It was the Council's duty to consider the 10 protected characteristics - age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation – in its decision making.

He said that the Council had a duty to consider whether any changes to service delivery or policies impacted on these protected characteristics. He referred to the importance of undertaking Equality Impact Assessments where the potential impact was high or medium. The work was being supported by the Council's Member Champion for Customer Services and an Officer Equalities Group. The Officer Group was helping to ensure the Equalities legislation was embedded within the organisation. Externally contact was made with the protected groups for the purpose of ongoing consultation.

*66 **Equalities (continued)**

The Corporate Organisational Development Manager, Karen Jenkins, outlined the key issues Members needed to take into account in relation to the Equality Act 2010 in light of recent Judicial Review cases. A paper had been included with the agenda and this, together with the presentation given at the meeting, indicated the progress made by the Council in advancing and promoting equalities.

Members were advised that the Council had a general duty to:

- o Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- o Advance equality of opportunity between people who share a protected characteristic (as defined in the Act).
- o Foster good relations between people who share a protected characteristic and those who do not.

And a specific duty to:

- o Publish information to show compliance with the equality duty across all services on an annual basis.
- o Prepare and publish SMART (specific, measureable, achievable, realistic and time bound) equality objectives.
- o Review and revise equality objectives every 4 years.
- o Take legal responsibility for equality when commissioning or procuring services.

The Council was obliged to ensure that equality information and the outcome of consultation was consistently factored into decision making and to consider practical steps to mitigate any adverse impact. Progress was being made to raise awareness and embed equalities into the everyday work of the Council.

Members were reminded that if a public authority did not comply with the Equality Act 2010 it could be challenged through the High Court for judicial review. It was important and good practice for the Council to keep records of its decision making and give clear reasons for any departures from the equality code or guidance.

In reply to a question the Corporate Organisation Development Manager confirmed that the Union was involved in all work affecting staff and policy changes.

The Chairman thanked Councillor Bloxham and Karen Jenkins for the helpful information.

*67 **Questions (Procedure Rules 9.2 and 9.5)**

Eight questions had been submitted and these, with printed answers, had been circulated before the start of the meeting.

In reply to a supplementary question referring to information provided to the Development Control Committee on the day of meeting, the Leader said that the information had previously been provided by email to a member of the Council and it was thought to be helpful to provide the Committee with the same information.

***67 Questions (Procedure Rules 9.2 and 9.5) (continued)**

In reply to a supplementary question, the Leader advised that the majority of planning authorities did not have Local Plans in place. The Council was progressing the Local Plan as a matter of priority. The Council should be in a position to calculate and report the land supply balance in June.

The Chairman made reference to the 2 recent Feniton area planning applications which had been refused with valid planning reasons at the last meeting of the Development Management Committee. He agreed with concerns expressed that the Government's proposal to relax planning laws would mean certain development would be permitted without input from local councils and neighbours.

In reply to a supplementary question in respect of confidentiality clauses, the Leader confirmed that he was in regular discussion with the Chief Executive but could not always divulge what these were about.

In reply to a supplementary question about the chairmanship of the Local Development Framework Panel (LDFP), the Leader explained that the role had historically been linked with the position of Deputy Leader. When former Councillor Brown was appointed Deputy Leader, he became chairman of the LDFP – this arrangement was changed as soon as possible.

In reply to a supplementary question, the Chairman apologised for the delayed response to Councillor Hull's request for information from the Monitoring Officer. The Chairman had confidence in the Monitoring Officer and assumed that there must be a valid reason for the delay. He would see that a response was made.

***68 Minutes of Cabinet and Committees**

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

Cabinet	Minutes	167-188, 189-207
Development Management	Minutes	54-56, 57-60
Audit and Governance	Minutes	41-50
Licensing & Enforcement	Minutes	15-18
Licensing & Enforcement	Minutes	37-42
Sub		

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

The Cabinet (minutes 173, 194 and 195) had noted or accepted the following Overview/Scrutiny Committees' recommendations with or without amendment.

Overview and Scrutiny Committee	Minutes	57-63
Housing Review Board	Minutes	59-73

Arising from consideration of the above minutes:-

a) Housing Review Board

In presenting the minutes of the Board, Councillor Pauline Stott advised that details of house sales made through the Right to Buy scheme were included at Minute 59.

b) Audit Plan & Interim Audit report (Audit & Governance Min 44)

In presenting the minutes of the Audit and Governance Committee meeting of 14 March 2013, the Committee Chairman, Councillor Ken Potter spoke of the importance of user-friendly information and clearly presented accounts.

***69 Arts and Culture Forum - Constitution**

RESOLVED that the Constitution of the recently formed Arts and Culture Forum which had been included with the agenda papers be approved.

Chairman

Date.....

Annual Meeting of the East Devon District Council on 22 May 2013

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 Committee and Housing Review Board.
Part E	To receive the feed-back from Member Champions on progress to-date and key achievements.
Part F	To agree the Council structure (minor amendments)

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

Report by the Chief Executive (Part A) continued.

2 Scope of Sections 15-16 of the 1989 Act continued

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 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, which has been in place since May 2011, is a single Overview and Scrutiny Committee (in addition to the Housing Review Board and utilising Task and Finish Forum as required). The Overview and Scrutiny Committee's ordinary meetings are scheduled to be held monthly in the week preceding the meetings of the Cabinet.

Current structure:

Overview and Scrutiny Committee	21 seats
Housing Review Board	5 Councillor seats

Plus the following Regulatory and other Committees:

Audit & Governance	8 seats
Development Management	16 seats
Employment Appeals	7 seats
Interviewing – Chief Officers	7 seats
Licensing and Enforcement	15 seats
Planning Inspections	8 seats
Standards Committee	5 seats (inc Chairman of Council)

Report by the Chief Executive (Part A) continued.

The allocation of the total of 92 seats on all of these Committees between 59 Members of the Council is as follows:-

Conservative Group	42 Members	71 %	65 seats
Liberal Democrats Group	10 Members	17 %	16 seats
Independents Group	7 Members	12%	11 seats
Total seats			92

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

(b) **Standards**

Changes in the structure of the Standards Committee were agreed in June 2012 in compliance with the requirements of the Localism Act. The Standards Committee is now politically balanced (4 Councillors plus Chairman of the Council) with 2 substitute Council Members, 2 non-voting independent members and 2 non-voting parish council members.

(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 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.

Report by the Chief Executive (Part A) continued

5 Development Management and Planning Inspections Committees

Membership is currently 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.

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

- a) the proposed amendments to the Constitution and,
- b) amendment to 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 Committee, and 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 in 2012/13 by the Member Champions. The report is set out at **Appendix E**

Part F- To agree the Council structure

Appendix F includes minor amendments to the Council structure agreed in 2011. These are in respect Rural Broadband being included under the remit of the Economy Portfolio Holder and to reflect changes in Member Champions.

Report by the Chief Executive continued

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	(42 Members) – 71%	65seats
Liberal Democrats Group	(10 Members) – 17%	16 seats
Independents Group	(7 Members) – 12%	11 seats
	Total	92 seats

- (b) that the allocation of seats on individual Overview/Scrutiny, Regulatory and Other Committees be agreed as set out on **Appendix A** to this report,
- (2) that for Sub-Committees, Advisory Panels/Forums, the political balance be agreed as set out on **Appendix B** to this report,
- (3) that the proposed amendments to the Constitution, including the Scheme of Delegations be approved as set out in **Appendix C** with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution,
- (4) that the annual report of the Overview and Scrutiny Committee and 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.
- (6) that the amendments to the Council structure be noted and approved (**Appendix F**)

MEMBERSHIP OF COMMITTEES

APPENDIX A

Number in Group % of Council Membership	21 seats: Overview /Scrutiny	5 seats: Housing Review Board	16 seats Development Management	8 seats Planning Inspections	8 seats Audit and Governance	*5 seats Standards	7 seats Interview (Chief Officers)	7 seats Employment Appeals	15 seats Licensing & Enforcement	92 Total seats
42 Conservatives (71 %)	15	3	11	6	6	3	5	5	11	65 72.8%
10 Liberal Democrats (17 %)	4	1	3	1	1	1	1	1	3	16 17.4%
7 Independents (12%)	2	1	2	1	1	1	1	1	1	11 9.8%

NOTE:

1. The **Cabinet** is not shown on the above table as it is not a legal requirement for the political balance rules to apply. Membership of the Board in 2013/14 will 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 now apply to the **Standards Committee** in compliance with the requirements of the Localism Act and agreed by Council in June 2012.
3. The **Planning Inspections Committee** will consist of 8 Members (the Chairman and Vice Chairman of the Development Management (DM) Committee and 4 other Conservative Members, 1 Liberal Democrat and 1 Independent plus One Group from the Membership of the DM Committee.) Substitute members of the DM Committee will be appointed to provide cover for Planning Inspection Committee Members.

APPENDIX B Proportional representation on Panels and Forum 2013/14	Largest Group	Other than Largest Group	Total Membership
Advisory Panels/Steering Groups			
Asset Management Forum	4		4
Budget Working Party	9	3	12
Community Fund Panel	4	2	6
Disciplinary Panel	3	1	4
Manor Pavilion Theatre and Arts Centre Steering Group	1		1
Member Development Working Party	4	2	6
New Homes Bonus Panel	4	2	6
Office Relocation Working Party	11	2	13
Joint Bodies			
Arts and Culture Forum	3		3
East and Mid Devon Community Safety Partnership		1	1
East and Mid Devon Crime and Disorder Scrutiny Panel	3		3
East Devon Highways & Traffic Orders Cttee	3		3
East Devon Stakeholder Panel – Strategic Housing Land Availability (SHLAA)	1		1
Exmouth Regeneration Programme Board Seaton Regeneration Programme Board (plus 2 local EDDC Councillors* - Exmouth) (plus 2 local EDDC Councillors* – Seaton) *including Town Member Champions	2 2		2 2
LED Leisure Management Ltd	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
Sidmouth Main and East Beaches Working Party (plus Sidmouth Ward Members)	3	1	4
Waste Project Board	1		1

Appendix C

Annual Council 22 May 2013

Agenda Item : Proposed changes to the Constitution

1. The Council's Constitution needs to be updated regularly to reflect legislative changes and decisions the Council makes about its own processes. This responsibility rests with the Monitoring Officer.

Section of Constitution	Proposed change
Part 2 - Articles of the Constitution Article 7	<ul style="list-style-type: none"> • Overview and Scrutiny Committees Statutory Instrument 1022 of 2012 limits the matters which may be referred
Article 9	<ul style="list-style-type: none"> • Standards Committee – include the ability to grant dispensations where, unless a dispensation is granted, each member of the Cabinet would be unable to participate in the matter because of a disclosable pecuniary interest. [Reason: To ensure that all the circumstances in which dispensations can be granted are included in the Constitution.]
Part 3- Functions	Officer delegations
To Head of Economy/Development Manager [or other senior officer]	Add to current delegations: <ul style="list-style-type: none"> • Departure applications that are such because of non-conformity of the Local Plan with the National Planning Policy Framework, subject to consultation with the Chairman of Development Management Committee who may refer the matter to committee if s/he thinks fit. [Reason: the introduction of the NPPF has resulted in an increase in this category of application and to manage the size of the Committee agenda it is recommended these relatively minor departures do not go to committee] • Consultation responses to other authorities on development and policy proposals • Dealing with certificates of lawful use for proposed development. (Removes requirement to consult the legal service in every case). • Service of planning contravention notices

	<ul style="list-style-type: none"> • Obtaining independent viability appraisals • Obtaining independent agricultural appraisals
To Head of Economy/Economic Development Manager	<ul style="list-style-type: none"> • Authority to grant licences, agreements and leases providing they are in accordance with Council policy, where the term is a period of 3 years or less, and the consideration is less than £10,000. (This is an increase in term granted from one to three years and an increase in the premium from £3,000 to £10,000. [Reason: to enable quicker letting of property]. • Authority to dispose of small parcels of land which have a market value of less than £10,000 and only after consultation with the relevant Portfolio Holder. • Authority to 'grant 'lift and shift' arrangements with utility companies to place plant and equipment in/on the Council's land
To Head of Housing	<ul style="list-style-type: none"> • With the agreement of the Chief Executive or Corporate Legal and Democratic Services Manager the power to institute legal proceedings against landlords of private sector housing who have failed to comply with statutory notices
Part 5 – Codes and Protocols	<ul style="list-style-type: none"> • Code of Conduct for employees The law changes from 25 June 2013 so that whistle blowing disclosures are only given legal protection if they are in the public interest.
	<ul style="list-style-type: none"> • Council's petition scheme Minor amendments to reflect the government repeal of requirement to have an on line petition facility

Recommended: the table of constitutional amendments be approved.

2. The future of Overview and Scrutiny

Regulations exclude from the ambit of Overview and Scrutiny (with limited exceptions) the following:

- (a) any matter relating to a planning decision;
- (b) any matter relating to a licensing decision;
- (c) any matter relating to a person in respect of which that person has a right of recourse to a review or right of appeal conferred by or under any enactment;
- (d) any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the overview and scrutiny committee.

Recommended: The Constitution be updated to reflect Overview and Scrutiny legislative changes

3. Public speaking

Council approved public speaking arrangements in 2008, which gave the public and councillors additional opportunities for public speaking. Some members have asked that these arrangements be reviewed for a number of reasons, including shortening the period during which a question may be asked to allow more people the chance to speak, and whether speaking on matters other than planning applications could be included at Development Management Committee.

Recommended: That Standards Committee consider public speaking issues further, and make recommendations to Council as due course.

4. Recording of meetings

The following Overview and Scrutiny Committee recommendations stand referred by Cabinet of 30 January 2013 for decision to Annual Council:

Recording of meetings – **Recommendations for consideration by Annual Council**

- (1) The Monitoring Officer be requested to review the Constitution with a view to making recommendations for the changes that would be required to Council proceedings to enable audio recording to take place;
- (2) To implement audio recording of specified Council proceedings using existing equipment;
- (3) To adopt and implement the Audio Recording Protocol; [\[link\]](#)

- (4) To permit audio recording of Council; Cabinet: Development Management Committee; Planning Inspections Committee; Overview and Scrutiny Committee; Audit and Governance Committee; Housing Review Board; Licensing and Enforcement Committee and Standards Committee (when held in the Chamber) for the public parts of the meetings only. Private (Part B) sections and closed meetings will not be recorded;
- (5) To publish recordings online to be publicly available within seven days of each recorded meeting. Post production editing to be limited to the separation of a meeting recording into individual agenda items, for ease of access.

Should Council approve the above recommendations, the appropriate Constitutional revisions can be drafted. Early experience with the first recording suggests proceeding on a trial basis, to enable technical and resource issues to be assessed, with members first receiving appropriate briefing, may be the best way forward, so an **additional recommendation** is made to that effect:

- (6) To implement recording with a pilot programme initially to enable technical quality, user friendliness and resource issues to be properly assessed, with members being offered a short seminar on the practical implications of recording meetings.

5. Localism Act changes to the term of office of Leader

The Local Government and Public Involvement in Health Act of 2007 introduced the requirement for the Leader to have a four year term, the reason for this was stated to be to promote stability in the leadership of local authorities, although the arrangement did not override the ability of full Council to remove the Leader at an earlier time by following the procedure set out in the Constitution.

The Localism Act has now abolished the requirement for the Leader to have a four year term. The Council therefore has the option to remain with its current arrangement of the Leader holding a four year term running from district council elections, or to revert to yearly appointments, or even biannually.

For the future, Members will be asked to express their preference from these options.

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 [such as the Localism Act], and to information such as councillor details.

Recommended: The Monitoring Officer be given authority to further amend the Constitution to keep it updated to reflect consequential amendments required by legislative or organisational change.

**Rachel Pocock
Deputy Monitoring Officer
Annual Council May 2013**

Annual Report of the Overview and Scrutiny Committee 2012/13

Living in this Outstanding Place

GP Commissioning

The Committee received presentations from the Head of Locality Commissioning and some of the doctors heading up the local commissioning groups across the District on the new health arrangements from April 2013 and their approach to patient care. The Committee will develop a clearer health scrutiny relationship over the coming months.

Car park assets and parking operational services review

The Committee welcomed the opportunity to be consulted on the proposals arising from the operational review of parking services in the District, looking at comparative data from other authorities and options of alternative tariffs.

The Committee also considered the strategic car park recommendations for a number of the District's car parks.

Crime and Disorder

The East and Mid Devon Crime and Disorder Scrutiny Panel have met through the year, monitoring the progress of the Community Safety Partnership in preparing for the newly elected Police and Crime Commissioner.

Sustainable Communities Act

The Committee considered the implications of the Act in terms of resource and impact in accepting applications, and recommended that the Council does participate in the scheme.

Post Office network upgrade

POL are undertaking a number of pilot "Local" post offices in the County, with some located in East Devon. The Member Champion for Rural Communities has worked closely with the Chairman to raise awareness of the schemes through the Overview and Scrutiny Committee and continues to update the Committee on progress in pushing for services in the post offices that will sustain them for the long term – such as the concept of a Post Office Bank.

Five Year Land Supply – Housing Land

The Committee debated the issue of not having a five year land supply (now a five year with 20% buffer supply, equating to six years) until the Local Plan had been adopted. The Committee recommended that the Cabinet support the Local Government Association's lobbying of Government to extend the period allowed for Local Plans to be adopted. The Committee also requested the adoption of a disaggregation approach to housing provision and consideration of a policy to require strategic housing planning approvals to be commenced within two years.

Working in this Outstanding Place

Rolle Centre

The Committee received a presentation from the Board of Rolle Exmouth Limited to hear about their progress towards bringing the former Rolle College site to fruition as the Rolle Centre. The centre is planned to provide vocational training for both young people in the area and those wishing to retrain to find other employment.

East Devon Business Forum

The Committee agreed to look at the relationship between business and the Council, in particular at the East Devon Business Forum. The Committee felt that the Forum needed some revitalising, looking to extending membership and self-financing. A Business Task and Finish Forum is underway to look at different methods for the Council and business to communicate and exchange views.

Community Infrastructure Levy

A Task and Finish Forum, under the Chairmanship of Councillor Graham Troman, has considered the governance arrangements required for the implementation of a community infrastructure levy, reporting its findings at the end of this civic term.

Vitality of High Streets and Town Centres

A Task and Finish Forum began in 2012, looking at recent reviews such as the Mary Portas Review. The Forum has also looked into the costs to local businesses, discussing with the Valuation Office how the National Non-Domestic Rates are calculated. The Forum worked over several months, arriving at thirteen recommendations that were approved by Council in December 2012.

Enjoying this Outstanding Place

Blackdown Hills Community Plan

The Committee considered and supported the Blackdown Hills Community Plan, which held a number of priorities that related to the Council's own plan.

Arts and Culture review

The Committee commissioned an Arts and Culture Task and Finish Forum to look at how the Council delivers art and culture to both residents and visitors. The Forum looked closely at the Manor Pavilion, the Thelma Hulbert Gallery, and other areas that received subsidy from the Council. Not all their recommendations were adopted by Cabinet, but referred to the Environment Think Tank, resulting in an Arts and Culture Forum being set up to oversee the future direction of art and culture provision by the Council.

Excellent service for customers

Quarterly monitoring of performance

The Committee receives quarterly reports, outlining key service issues identified and what action is being taken as a result. The Committee regularly offer other suggestions for actions, and raise questions on performance indicators showing concern.

Improving Ward Member interaction with Planning

Monitoring of quarterly performance led to the Committee identifying a need to analyse the working relationship between Ward Members and the planning service. A Task and Finish Forum was set up, under the chairmanship of Councillor Peter Bowden. A total of nine recommendations were agreed by Cabinet. The Committee have received reports on the implementation of these recommendations and subsequent adjustments to the process.

Recording of Meetings

The Committee considered the benefits of webcasting meetings of the Council, in light of the encouragement by government to allow "citizen journalists" to record meetings. Costs and predicted low viewing figures outweighed the benefits of webcasting, so the Committee considered a low cost option of audio recording the main Council meetings and producing a protocol to cover the legal requirements needed to allow recording to take place. The resulting recommendations and implementation needs final agreement at Annual Council.

Budget 2013/14

The Committee continued their approach to scrutinising the draft budget for 2013/14. Financial information on the breakdown of each service was presented visually to the Committee, with the opportunity to discuss service detail with individual officers. The Committee then approached the budget with a balanced view on how reducing or increasing expenditure impacted on other services.

Annual Report of the Housing Review Board 2012/13

The Chairman and Vice Chairman of the Housing Review Board remained unchanged, with Councillor Pauline Stott as Chairman and Sue Saunders as Vice Chairman of the Board.

Words from the Chairman

“This year has started a new era for our Council homes and landlord services by taking on part of the National Housing Debt, our share being £84.50000 million, financed by a loan to be repaid over 30years. This is instead of paying £6million of our Council rents to the Government. This provides us the freedom to be equal to housing associations by begin able to build or buy new houses.

“In our first year we have managed to purchase 11 new houses in Axminster , which in the future could see us increasing our Council stock depending on the impact of the Right to Buy. We have also been in a position to increase this year (by several million pounds) the money that will be spent on improving our Council homes.

“This year the Board have overseen the work of several Task & Finish Forums. We have had two very successful ones running, the Car Parking Review which has achieved more parking for our tenants in several areas. Also the Garage Review, which made us look at ‘hard to let’ garages and ones in poor repair, and how we can get better use of some areas. The latest is the Grounds Maintenance Review looking at ways we can improve the service on our estates, which is ongoing at the moment

“Our new Tenant Scrutiny Panel did a magnificent job on their first assignment looking at the Community Centres, and following their findings we now have an officer to oversee the centre administration and activities.

“I would like to take this opportunity to thank all 99.7% of you that paid your rent on time we are in the top 10 in the country for the collection of our rents.

“We have had to say goodbye to two of our Housing Review Board members; Christine Morrisson and Sally Lancaster who unfortunately both had to retire due to ill health. They will both be missed and we thank them for their time on the Board.

“Please remember in this time of the new Welfare Reforms we are always here to help our tenants so please contact our housing team and we will do our best to help you. We are here to try and give tenants the best home we can do to give you a secure family life, as without a home it’s very difficult for family life to exist.

“And finally I would like to thank all of the tenants, independent members and Councillors and most of all the housing team lead by John Golding for their hard work over the last year.”

The Board

The remit of the Board covers:

- Advising the Cabinet 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 to recommendations;
- Promoting good practice and overseeing service improvements;
- Monitoring performance on core housing management activities and reporting to the Cabinet;
- 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 Representative Group;
- Encouraging good practice in relation to equality and diversity issues, and ensuring that the needs of vulnerable tenants are satisfied.
- Advise on any other matters affecting the Council's landlord duties and responsibilities.

The Board has continued in its role of introducing service improvements and monitoring throughout the year, liaising with the Tenant Representative Group (TRG) as appropriate, with particular focus on the following key areas:

Self-financing for Council housing

This formed a considerable amount of the HRB's work over the preceding year. The new regime presented many opportunities and allowed for reinvestment in homes and services in the future. However, it needed to be very carefully managed. The self-financing regime presented a complete change of culture for the Board and for officers. Financial monitoring reports were brought to every meeting, giving a summary of the overall financial position of the Housing Revenue Account (HRA), Capital Programme and the Business Plan for 2012/13. Every meeting showed an increasingly positive picture with the HRA balance being maintained well above the adopted level.

Draft Housing Revenue Account 2013/14

The draft Housing Revenue Account for 2013/14 was a key document for the Board to influence. The annual HRA was underpinned and influenced by the 30 year HRA Business Plan. The draft HRA showed higher investment into housing stock, a greater provision made for bad debts, and that the surplus had significantly increased (£4.4million surplus projected for the end of 2013/14 financial year). The budget proposals for 2013/14 were cautious due to the unknown effects of Welfare Reform. The Board noted the refreshed Housing Service Plan, which was updated annually and sat alongside the budget.

Audit of the Housing Revenue Account Business Plan

The HRA Business Plan was updated in June 2012 to reflect the changes that had taken place the previous year, with the introduction of self-financing and the Council taking on significant debt to escape the HRA subsidy system. The Business Plan highlighted the careful preparations that had been made for self-financing. South West Audit Partnership (SWAP) were invited to scrutinise the Business Plan and made recommendations for improvement. These were reported to the Board in November 2012 where it was agreed to endorse the changes made to the HRA Business Plan risk assessment and sensitivity analysis.

Threats to future income – Welfare Reform

Regular reports were brought to the Board highlighting threats to Housing's rent collection service and performance, and tenants' ability to pay their rents, as a result of the national Welfare Reforms. Efficient rent collection was a core housing management activity and enabled the service to manage and maintain Council homes to a good standard. An increased bad debt provision had been built into the HRA Business Plan and a cautious approach had been taken to servicing the debt taken on through the self-financing regime. Actions and initiatives taken to assist tenants were reported to the Board throughout the year and included:

- Promoting Credit Unions
- Stop the loan sharks campaign
- Promoting the downsizing scheme
- Discretionary Housing Payments

In January the Board considered the impact of the 'bedroom tax' element of Welfare Reform on Council tenants and the measures that had been put in place to mitigate the effects on tenants and maintain high levels of rent collection.

Right to Buy

Throughout the year the Board voiced their concerns over Right to Buy receipts. Although the Council had purchased 11 new homes in the district through the reinvestment of Right to Buy receipts, overall 14 homes had been sold under the Right to Buy scheme in 2012/13. This resulted in a deficit of three Council homes for 2012/13.

Changes to support services/decommissioning of sheltered housing

A recurring theme throughout 2012/13 was the future of Housing support services for older people in East Devon. A number of reports were brought to the Board and the work of the Sheltered Housing Task and Finish Forum (TaFF) was finally completed. The result was:

- Decommissioning of some sheltered housing.
- Sheltered housing schemes being placed in a programme of suitability.
- Development of criteria for sheltered housing in order to meet the needs of people with support needs.
- A new Targeted Support Spot Contract with Supporting People, from April 2013.

Work continued to be ongoing and future reports would be brought to the Board.

Tenancy strategy and tenancy policy

A new tenancy strategy and tenancy policy, including the introduction of a flexible tenancy agreement was brought to the Board. These were discussed in detail, and then reviewed and minor amendments made before they came into effect on 1 April 2013.

STAR survey and benchmarking of housing costs and performance

In September 2012 the Board received a presentation on the Standardised Tenants and Residents (STAR) survey results. It provided a summary of the survey methodology and an overview of the satisfaction results. Overall the Board were very pleased with the results, which showed an improvement on earlier STATUS survey results. Measures would be put in place in areas where it was shown there was room for improvement.

STAR survey and benchmarking of housing costs and performance (cont'd)

Following on from this, the results of a (HouseMark) cost and performance benchmarking exercise were presented to the Board in November 2012. The report compared EDDC with its peers in a number of key areas of housing management service delivery. Highlighted areas would be further investigated by service managers.

Housing Community Development (Youth) report

The Board received a presentation and update on community development work and future plans. They were reminded of the remit of the posts of the Community Development Workers and were given an update on current projects. The Board recognised the achievements and continued to support funding for community development work for youth within the District in 2013/14.

Fire risk assessments

The Council was required to undertake Fire Risk Assessments (FRA) of '225' blocks of flats in the housing stock, including sheltered schemes and community centres. A common assessment form was used for each block. The assessment identified the fire precaution measures in place and recommended any further changes or improvements to the fire safety at individual blocks of flats. Once completed the FRAs would be held on the Council's IT system and be available to all Housing staff. Progress so far was reported and issues of concern discussed.

Task and Finish Forums

The Board had set up Task and Finish Forums (TaFFs) to look in detail at specific areas:

Sheltered Housing TaFF

This ongoing TaFF had undertaken a great deal of work over the past few years with detailed feedback reports being taken to the Board. Phase 2 of the Sheltered Housing TaFF continued in August 2011 with a fresh set of terms of reference and the objective of deploying some of the Council's housing related support services into the wider community where there was capacity. The TaFF also:

- examined business models to enable support services to maintain Supporting People income and expand;
- considered the threats and opportunities in relation to the Supporting People budgets;
- explored good practice in the delivery of support services and the creation of a new support contract in addition to the tenancy agreement;
- considered income generation opportunities through the application of support charges, equipment charges and service charges for services to residents in need of support; and
- examined the links between support services and Home Safeguard and proposed improvements in service delivery.

The Board considered the final report of the TaFF and approved its closure in March 2013.

Task and Finish Forums (cont'd)

Garage management review TaFF

The Board decided to set up a Task and Finish Forum to carry out a review of garages and their management. This commenced in March 2012. There were site visits to almost all Council owned garages in the district. The work of the TaFF was presented to the September meeting of the Board, along with a schedule of recommendations for each garage site. This included various opportunities for alternative use of garage sites. The three main categories of recommendations were:

- Garages to be retained.
- Garage sites that should be developed now or in the foreseeable future.
- Garage sites that should be sold on the open market.

Review of Grounds Maintenance TaFF

Following a report on grounds maintenance work on Housing land undertaken by Street Scene Services on behalf of Housing, to keep communal areas clean and tidy (grass and hedges), including the communal gardens, it was agreed to set up a TaFF to review how the contract operated in practice, expectations on the service and to agree a way forward for the future. The first meeting of the TaFF was held on 15 March 2013.

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

- Response to Tenant Scrutiny Panel recommendations following their review of Housing community centres - Officers and Councillors reviewed the TSP report on scrutinising community centres and invited the Chairman of the TSP to attend and discuss the Council's positive response.
- Landlord disabled adaptations policy – not to charge for adaptations to tenants' homes.
- Advantage South West procurement club annual review.
- Disposal of two Council properties in Exmouth.
- Devon Home Choice – changes to the allocation policy.
- Development Statement for increasing Council housing stock.
- Equalities and Diversity Charter for housing.
- Land adjoining the Knapp, Dalwood – provision of affordable housing.
- The Green Deal, fuel poverty and energy efficiency issues.
- Housing Revenue Account 2013/14 - programmed improvement works review.
- Formal adoption of the Chartered Institute of Housing Repairs Charter for Housing.
- Car parking improvement schemes update.
- Rent setting options for the future - to be considered again in the future.
- Resident Involvement Strategy update.
- Antisocial behaviour service and the Respect Charter for Housing.
- Review of Housing and HRB drop in sessions and surgeries – to be discontinued, with ad hoc sessions held as and when required.
- Home Safeguard equipment in sheltered housing replacement and upgrades, including the retention of smoke alarms in sheltered housing.
- Safeguarding vulnerable adults' policy.
- Get Digital project update.
- Housing management software system procurement.
- Performance indicator reports.

Affordable Homes – Cllr David Key

- Attends the Rural Housing Enablers Meeting at the Community Council Devon with the Housing Enabling Officer; looking at potential sites for affordable housing in East Devon. Work has also included taking steps to identify suitable funding sources, including newly emerging funding streams, to create a Local Authority Housing Grant budget to help ‘pump prime’ potentially affordable housing schemes in East Devon that were stalled or otherwise not financially viable.
- In respect of large scale developments, continues to find opportunities push for a higher percentage of affordable homes through Member Champion role
- Despite disappointments, such as the new development in Seaton, there have been positive results including Bonners Glen (Axminster) – 10 houses, Holmdale (Sidmouth – 12 affordable flats) and Colyton’s affordable homes for rent. 124 affordable homes were completed in East Devon last year, with more than this expected this year.

Asset Management – Cllr Bob Buxton

- Regularly attends meeting of the Asset Management Forum which looks to achieve better and more efficient use of assets to help the Council to deliver its priorities and best serve its customers. The drive is to be more proactive and forward looking.
- Working with Forum and Officers to improve the system for disposal of assets – for this process to be streamlined through review of procedures, best practice and lessons learnt from other organisations and the private sector.
- Working with the Council’s Estates Team to help facilitate realignment and disposal of assets.

Culture – Cllr John O’Leary

- Elected chairman of the Arts and Culture Taff that evaluated the financial provision by the District Council on arts and culture. The Forum explored the Council’s involvement with the arts and considered alternative ways of providing support. The range of recommendations reflected the practical and positive discussions of the Forum and recognised the economic benefit of cultural activities to the District.

Culture (continued)

- Member and elected Chairman of the recently formed Arts and Culture Forum which includes representatives from each of the District's towns and two community representatives. The remit of the Forum is to develop draft plans and strategies for arts and culture provision across East Devon.
- During the year I have used opportunities to be involved in cultural activities and discussions throughout the district. I have attended meetings of the Manor Pavilion Steering Committee, the Beehive Steering Group Committee and Exmouth Pavilion Advisory Forum. I am a keen supporter of the work of the Thelma Hulbert Gallery, attending exhibitions and taking part in its programme of activities.

Equalities and Diversity – Cllr Vivien Duval Steer

- Attended several training sessions which have ranged from Plain Communication for those with hearing and visual impairments to communicating with people with learning difficulties. I now understand just how hard and frustrating it is to try to communicate with someone when you have limited or no vocabulary.
- A highlight was being invited to meet members of the Axminster and Honiton Hikmat group. Hikmat is a group based in Exeter who bring together people from various ethnic backgrounds; this particular meeting was with the Chinese, Japanese and Filipino community. Without organisations like Hikmat, such communities can so easily become isolated. I am currently working to raise awareness within the Council of Hikmat and the work it carries out.
- I attend the very useful meetings of the Council's Corporate Equalities Group and Equalities meetings with outside partners. Senior Management Team and particularly Karen Jenkins are working very hard to find ways of communicating with all residents whether from ethnic minorities or hard to reach groups in ways that are best for them. This effective work is on-going and clearly shows the importance that the Council gives to promoting equalities and diversity.

Exmouth Town – Cllr Tim Wood

As Exmouth Member Champion I have attended fortnightly regeneration project team meetings and have numerous meetings with various community groups in the town.

I have been involved with Exmouth's 4 priority projects:

- Elizabeth Hall site – being kept informed of the competitive tendering process and criteria involved,
- The Estuaryside Redevelopment and associated arrangements including those involving Exmouth Rugby Club, the former Rolle College, the Sea Cadets and Sea Scouts and improvements to the Exmouth transport exchange.
- Queens Drive play area and associated protracted discussions with the existing leaseholders of the several facilities on the site, environment and highways investigations.
- The collapse of the Mamhead slipway and how this facility can be replaced.

I continue to seek the best outcomes for the residents of Exmouth and visitors. I attend most meetings of the Cabinet and positively contribute to discussions involving Exmouth and its future.

Localism and the Big Society – Cllr Graham Troman

- Chair of Business Task and Finish Forum. The aim of this Forum is to recommend improvements on how all types and sizes of business can work together across East Devon and how the Council can support the local economy.
- Chair of the Community Infrastructure Levy Task and Finish Forum. The aim of this Forum is to outline the principles of the governance arrangements required to deal with the Levy fund. Also to increase awareness of the change from Section 106 agreements to the Community Infrastructure Levy concept of funds being used across the District.
- Member of New Homes Bonus Panel which works with the Community Engagement and Funding Officer and the DCC Locality Officer to distribute funds. The initiative requires communities to work together and submit joint bids for funding.
- Recognises the importance of Localism in action and of listening to local communities.

Member Development and Engagement – Cllr Maddy Chapman

- Involved in preparing the content of the Member Development Refresher programme which included planning and building control open evenings, a housing seminar, tours of Exmouth and the Growth Point, licensing, code of conduct and Plain English workshops and a presentation by the Chief Executive on how East Devon District Council works and is structured.
- Raised the importance of licensing training for councillors, specifically Temporary Event Notices as these were areas of concern for some councillors.
- Attends the joint meetings of the Corporate Business and Services Think Tanks to progress the 'martini project' – move to paper-light meetings and use of cloud technology. Throughout has emphasised the importance not coercing Councillors into use of i-pads or similar devices. Led a session at one of the Think Tank meetings on the need for coaching, encouragement and mentoring to suit individual needs and abilities.

Plain English – Cllr Trevor Cope

- Introduced the 2 day training course attended by Officers and Councillors – this was extremely well received and effective.
- Encourages the use of Plain English in all communications. The groundwork is being done and the value of Plain English is recognised as helping to make a big difference, helping to put over points clearly without jargon
- Reports are becoming clearer and easier to understand. The Council has taken on feedback from its customers.

Planning Design and Heritage – Cllr Helen Parr

- Works closely with officers on design and heritage issues and is involved in the design panels reviewing projects and applications;
- Draws Development Management Committee's attention to design matters, driving better design in the District whilst conserving and enhancing the outstanding environment of the area;
- As Vice Chairman of Development Management Committee and Planning Design and Heritage Champion, attends weekly planning delegation meetings.

Procurement – Cllr Mark Williamson

- I continue to meet with key officers monthly. This entails a one to one meeting with the Procurement Officer, Colin Slater, in one month and in the following month a meeting of the Procurement and Efficiency Group which includes the Portfolio Holder for Finance, the Head of Finance, Head of ICT and key Heads of Department who control the largest budgets. These meetings focus on monitoring of work programme, savings achieved, introduction of SMART purchasing practices and resolution of any problems.
- 2012 saw the endorsement by Council of our new Procurement Strategy (last revised in 2007). This was developed as a working document and presented in an accessible form so that it could be used on a daily basis by all spending managers and their staff. It incorporates the latest European legislation, the Government's guidance on best practice (e.g. the 'Big Wins' and 'Quick Wins' Strategies) and practical steps to ensure that all purchasing is highly cost-efficient.
- Take-up of on-line training by staff continues to be strong and our procurement 'messages' are supported by regularly updated intranet information. This includes training on the new Contract Standing Orders.
- As a District Council we are among the most active in our collaborative work. This includes partnerships through Devon Procurement, Advantage South West and procurement networks in the north and east of England. The recently formed Devon Districts Group provides a forum for purchasing authorities on a similar scale to us.
- We are now working on a Procurement Forward Plan. This will include the embedding of e-procurement, the further exploitation of the Pro-Spend Analysis tool, the completion of our Contracts Register and the identification of further opportunities for both big and small savings. No area of the Council spend remains off limits.

Public Amenity, Beach and Foreshore – Cllr Tom Wright

- Effective Partnership working:
 - continued to work with the Foreshore Forum to co-ordinate all beach matters
 - Worked with the Beach Safety Officer in liaison with the users of Private Water Craft/Jet Skis to develop an acceptable code of conduct to promote the safety of all water users.
 - Active involvement and campaigning at meetings of the Environment Agency, South West Water and other parties including the National Farmers Union and land owners to raise understanding and awareness of actions affecting bathing water quality and the impact on the local tourist

Public Amenity, Beach and Foreshore (continued)

economy. Recently attended Bathing Water Quality Conference where advised that Budleigh Beach was to be given special attention with a member of Environment Agency having been appointed to champion Budleigh beach.

- Helping to develop better liaison between the Council and a range of local organisations including the district's seaside Town Councils and Chambers of Commerce, River Exe Partnership and landowners.
 - Attended 'Foreshore Grumble Walks' at Exmouth, Budleigh and Seaton and as a result very low cost improvements (such as to signage) have been identified.
- Heightened awareness and importance of the dog fouling issue with additional officers trained as enforcement officers. More signs are in place reminding dog-owners of their responsibilities and penalties for not cleaning up.
 - Attends meetings of the Environment Think Tank where issues relevant to the whole Environment Portfolio were effectively discussed.

Recycling - Cllr Roger Giles

- The key role of the EDDC Recycling Champion is to help promote the benefits (economic and environmental) of recycling waste, and to help reduce the amount of waste going to landfill (and save countryside and finite resources).
- The key to recycling success is partnership working: between Devon County Council and EDDC; between EDDC and East Devon's Town and Parish Councils; and between EDDC and the people of East Devon.
- Encouraging people to recycle even more of their waste is creating a big challenge for EDDC, as more and more people make clear they want doorstep collections of cardboard. To collect cardboard would be very expensive; but not to do so is also expensive, as well as having adverse environmental consequences.
- The key objective of the Recycling Champion is to work with the excellent recycling team and the portfolio holder at EDDC to inspire all the very different communities in East Devon to play their part in saving the planet, and do even better in recycling than we have been doing so far.

Reputation and Marketing – Cllr Alan Dent

- Devised a press release for Exmouth/Budleigh Sidmouth Journals supporting job creation and new home development. Published in May 2012.
- Member of Corporate Business Think Tank and fully involved with development of the Council Plan, progress of the 'Martini' project and review of committee report template.
- The remit of my champion role has an impact on all aspects of council work. I keep a high profile within my own community and help local councils understand the reasoning behind decisions made. I emphasise the legacy this council will leave our children and the important aim of a sustainable future.

Rural Broadband – Cllr Mike Howe

- The remit of this Champion role is to highlight the need for adequate broadband coverage across the district to serve local residents and the business community. I have been working with the Portfolio Holder – Corporate Services and Corporate ICT Manager to try to improve the broadband coverage in the district and harness the opportunities of improved communications – if residential broadband speeds are too slow, users are going to get fed up with trying to access information.
- The Council is working towards providing an improved web presence to give customer choice, to increase the number of on-line transactions, reduce cost to the Council and customer, and achieve efficiencies. This move is reliant on good broadband provision which is still inadequate, particularly in the east of the district. Improved provision will help to address the urban/rural divide; we need to protect and stimulate the rural economy as there is a 20% productivity gap between us and London where broadband speeds are great - that is we could find an extra day per week to be more productive.
- Local up-grades to services already in the pipeline are Exmouth, Sidmouth, Honiton and Lyme Regis (next year). Exchange/provision gaps are significant in the Seaton/Colyton/Axminster areas but the lack of definitive information coming from Connecting Devon and Somerset as to what 10% of the population will not be served is making it almost impossible to target these areas that will need the most help.

Rural Communities (including Post Offices) – Cllr Ken Potter

- Worked with Local Government Association (LGA) by
 - Publishing a letter concerning the future of the Post Office Network in the LGA's fortnightly journal
 - Promoting a letter sent by EDDC to the LGA concerning the future of the Post Office Network – the letter in response signed by the Chief Executive of the LGA welcomed EDDC's input,
 - Attending a Rural Services Network meeting at the LGA in London to promote a fairer deal for rural areas in the distribution of Government formula grant.

- Attended a meeting in Birmingham focusing on the modernisation of the Post Office Network

- Helped where possible with Post Office Network problems in the district and highlighted the issues when appropriate at Council meetings and the Economy Think Tank.

Seaton Town – Cllr Steph Jones

- Takes opportunities to promote and get best outcomes for Seaton for the benefit of the local residents and visitors. For example addressing Cabinet at its meetings when there is a Seaton item for discussion.

- Supported the extensive improvement works up-dating and improving the historic Jubilee Gardens.

- Continues to liaise with partner agencies and promote the delivery of the Seaton Visitor Discovery Centre – this is very important for the town's tourism and wider economy.

Youth – Cllr Christine Drew

- Chair of the Children and Young People's meeting which explores how East Devon District Council works with young people in partnership with the Thelma Hulbert Gallery, Countryside teams, Democratic Services, Parks Teams, Housing Community Development Workers and the Community Engagement and Funding Officer.

- Attended and participated in Local Democracy events including:
 - Political Speed Dating at Kings College Ottery and Sidmouth with over 100 students;
 - A visit to the Council by Otterton Primary School who took part in activities such as a planning debate for a new takeaway shop, deciding where to spend £5000 in their local village, and building their own Councillor!

- Attended a two day course with Y-Smart on Drug and Alcohol Abuse for Young People

Council structure:

APPENDIX F

Chief Executive	Dep. Ch. Exec. Transformation & Systems Thinking	Dep. Ch. Exec. Development, Regeneration & Partnerships	Head of Service Housing	Head of Service Economy	Environment Managers: Environmental Health& Parking, Countryside & Culture and Streetscene	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	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(inc rents and estates' revenue streams /pricing including re car parks) Rural Broadband Tourism Waste to power	Allotments Beaches & foreshores Burial Grounds Car Parks(see also Economy) 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	Customer Service (Inc. equality of access)	Exmouth Town Seaton Town	Health and Wellbeing Youth	Business Tourism Planning Design & Heritage Rural Broadband Rural Communities	Culture Flood Alleviation	Asset management Procurement
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EAST DEVON DISTRICT COUNCIL

Nominations for Chairmen and Vice-Chairmen 2013/2014

Committees	Chairman	Vice-Chairman
Overview and Scrutiny Committee	Tim Wood	Graham Troman
Housing Review Board	Pauline Stott	To be appointed by Housing Review Board
Development Management and Planning Inspections Committees	Helen Parr	David Key
Audit & Governance	Ken Potter	Peter Bowden
Standards	Chairman of the Council	
Interviewing (Chief Officers)	Leader	Deputy Leader
Employment Appeals	Deputy Leader	David Cox
Licensing and Enforcement	Steve Hall	Jim Knight

Member Champions

	Nominations 2013/14
Asset Management	Bob Buxton
Business	Mike Allen
Tourism	Sheila Kerridge
Culture	John O'Leary
Customer Services	Vivien Duval-Steer
Exmouth Town	John Humphreys
Flood Alleviation	Peter Bowden
Health and Wellbeing	Peter Sullivan
Member Development and Engagement	Maddy Chapman
Planning Design and Heritage	Alan Dent
Procurement	Mark Williamson
Rural Broadband	Mike Howe
Rural Communities (incorporating Post Offices)	Ken Potter
Seaton Town	Stephanie Jones
Youth	Christine Drew

Membership of Committees 2013/14

Members of Cabinet and Committees 2013/14	Cabinet 10	Overview/ Scrutiny 21	Housing Review Board 5	Development Management 16	Planning Inspections 8	Standards 5	Audit & Governance 8	Interviewing (Chief Officers 7	Employment Appeals 7	Licensing & Enforcement 15
Allen Michael										
Atkins David										
Bloxham Ray										
Bond Susie										
Boote Roger										
Bowden Peter							Vice Chairman			
Burrows Peter										
Button Derek										
Buxton Bob										
Chamberlain Geoff										
Chapman David										
Chapman Madeleine										
Chubb Iain										
Cope Trevor										
Cox David									Vice Chairman	
Custance Baker Deborah										
Dent Alan						substitute				
Diviani Paul	Chairman							Chairman		
Drew Christine										
Duval Steer Vivien										
Elson Jill										
Gammell Martin										
Gazzard Steven										
Giles Roger										
Godbeer Graham						Chairman				
Graham Pat										
Hall Steve										Chairman
Halse Peter										
Howard Anthony										
Howe Michael										
Hughes Stuart										
Hull Douglas						substitute				
Humphreys John										
Ingham Ben										
Jeffery John										
Jones Stephanie										

Membership of Committees 2013/14

Members of Cabinet and Committees 2013/14	Cabinet 10	Overview/ Scrutiny 21	Housing Review Board 5	Development Management 16	Planning Inspections 8	Standards 5	Audit & Governance 8	Interviewing (Chief Officers) 7	Employment Appeals 7	Licensing & Enforcement 15
Kerridge Sheila										
Key David				Vice Chairman	Vice Chairman					
Knight Jim										Vice Chairman
Moulding Andrew	Vice Chairman							Vice Chairman	Chairman	
Newth Frances										
O'Leary John										
Parr Helen				Chairman	Chairman					
Pook Geoffrey										
Potter Ken							Chairman			
Skinner Philip										
Stott Pauline			Chairman							
Sullivan Peter										
Taylor Brenda										
Thomas Ian										
Troman Graham		Vice Chairman								
Twiss Phillip										
Wale Christopher										
Williamson Mark										
Wood Tim		Chairman								
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 – Phil Twiss, Economy – Ian Thomas, Environment – Iain Chubb (Deputy Environment – Tom Wright) Finance – David Cox, Sustainable Homes and Communities – Jill Elson (Deputy Sustainable Homes and Communities – Stephanie Jones).

Planning Inspections – Substitute Members: Mike Allen (for Helen Parr), Vivien Duval Steer (for David Key), Tony Howard (for Alan Dent and Peter Sullivan), Ken Potter (for Mark Williamson and David Atkins), Martin Gammell (for Geoff Chamberlain Lib Dem), Ben Ingham (for Geoff Pook Independent)

PORTFOLIO HOLDERS' THINK TANKS

		2012/13 Membership	Nominations 2013/14 (Champions indicated)
1.	Strategic Development and Partnerships Andrew Moulding	Michael Allen David Atkins Peter Bowden Derek Button Steve Gazzard Stephanie Jones Graham Troman Tim Wood	David Atkins Susie Bond Derek Button Steve Gazzard John Humphreys - Exmouth Champion Stephanie Jones - Seaton Champion Frances Newth Geoff Pook
2.	Corporate Business Ray Bloxham	Geoff Chamberlain Trevor Cope Deborah Custance Baker Alan Dent Vivien Duval Steer Steve Hall Tony Howard Douglas Hull	Geoff Chamberlain Trevor Cope Deborah Custance Baker Vivien Duval Steer - Customer Services Steve Hall Tony Howard Douglas Hull
3.	Corporate Services Phil Twiss	Maddy Chapman Pat Graham John Humphreys Mike Howe Chris Wale	Maddy Chapman - Member Dev & Engagement Pat Graham Graham Troman Chris Wale Tim Wood
4.	Economy Ian Thomas	Graham Brown Martin Gammell Michael Howe Sheila Kerridge Helen Parr Geoff Pook Ken Potter	Mike Allen - Business Champion Alan Dent - Planning Design & Heritage Martin Gammell Peter Halse Michael Howe - Rural Broadband Champion Sheila Kerridge - Tourism Champion Helen Parr Ken Potter - Rural Communities Champion
5.	Environment Iain Chubb (Deputy: Tom Wright)	David Chapman Roger Giles John O'Leary Eileen Wragg Claire Wright Tom Wright	Peter Bowden - Flood Alleviation David Chapman Roger Giles Stuart Hughes John O'Leary - Culture Champion Eileen Wragg Claire Wright
6.	Finance David Cox	Roger Boote Peter Burrows Bob Buxton Ben Ingham Mark Williamson	Roger Boote Peter Burrows Bob Buxton - Asset Management Champion Ben Ingham Philip Skinner Mark Williamson - Procurement Champion
7.	Sustainable Homes and Communities Jill Elson (Deputy: Stephanie Jones)	Christine Drew Douglas Hull David Key Jim Knight Geoff Pook Pauline Stott Peter Sullivan Chris Wale	Christine Drew - Youth Champion Douglas Hull David Key Jim Knight Geoff Pook Pauline Stott Peter Sullivan - Health & Wellbeing Champion

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 2012/13	Nominations 2013/14
1. Asset Management Forum	Portfolio Holders – Strategic Development & Partnerships, Economy Finance Asset Management Champion ex officio: Leader Chairman of the Council	Portfolio Holders – Strategic Development & Partnerships, Economy Finance Asset Management Champion ex officio: Leader Chairman of the Council
2. Budget Working Party		Leader of the Council Portfolio Holders: Strategic Development and Partnerships (Deputy Leader) Corporate Business Corporate Services Economy Environment Finance Sustainable Homes and Communities Deputy Environment Peter Burrows Geoff Chamberlain Geoff Pook
3. Community Fund Panel	Portfolio Holder - Finance Cllrs: Derek Button Trevor Cope David Key Jim Knight vacancy	Portfolio Holder - Finance Cllrs: Derek Button Trevor Cope David Key Jim Knight Frances Newth
4. Disciplinary Panel – to consider disciplinary matters relating to statutory officers	Cllrs: David Atkins David Cox Martin Gammell Pauline Stott	Cllrs: David Atkins David Cox Martin Gammell Pauline Stott
5. Manor Pavilion Theatre Management Steering Committee	Cllr Frances Newth <i>Culture Champion to be invited to attend as a valued contributor but is not a Member of the Committee</i>	Cllr Frances Newth <i>Culture Champion to be invited to attend as a valued contributor but is not a Member of the Committee</i>

Panels and Forum**Appointments 2012/13****Nominations 2013/14****6. Member Development Working Party**

Portfolio Holder – Corporate Services
Cllrs:
Maddy Chapman
Trevor Cope
Christine Drew
Pat Graham
Stephanie Jones

Portfolio Holder – Corporate Services
Cllrs:
Maddy Chapman
Trevor Cope
Christine Drew
Pat Graham
Stephanie Jones

7. New Homes Bonus Panel

Portfolio Holders:
Corporate Business
Strategic Development and Partnerships
Trevor Cope
Douglas Hull
Stephanie Jones
Graham Troman

Portfolio Holders:
Corporate Business
Strategic Development and Partnerships
Trevor Cope
Douglas Hull
Stephanie Jones
Graham Troman

8. Office Relocation Working Party

Leader of the Council
Portfolio Holders:
➤ Corporate Business
➤ Corporate Services
➤ Economy
➤ Finance
➤ Strategic Development & Partnerships
➤ Sustainable Homes and Communities

Leader of the Council
Portfolio Holders:
➤ Corporate Business
➤ Corporate Services
➤ Economy
➤ Finance
➤ Strategic Development & Partnerships
➤ Sustainable Homes and Communities

Asset Management
Champion
Cllrs:
Steve Gazzard
Douglas Hull
Frances Newth
Pauline Stott

Asset Management
Champion
Cllrs:
Steve Gazzard
Douglas Hull
Frances Newth
Pauline Stott

Joint Bodies	Appointments 2012/13	Nominations 2013/14
1. Arts and Culture Forum	Deputy Portfolio Holder – Environment Culture Champion Customer Services Champion (plus 2 Community & 7 town representatives)	Deputy Portfolio Holder – Environment Culture Champion Customer Services Champion (plus 2 Community & 7 town representatives) ex officio Portfolio Holder – Corporate Services
2. East and Mid Devon Community Safety Partnership	Cllr Steve Gazzard	Cllr Steve Gazzard
3. East and Mid Devon Crime and Disorder Scrutiny Panel	Chairman of Scrutiny Committee Cllrs Tony Howard Tom Wright Substitute: Vivien Duval Steer	Chairman and Vice Chairman of Overview and Scrutiny Committee Vivien Duval Steer Substitute: To be nominated by O&S Committee
4. County Committees including: East Devon Highways and Traffic Orders Committee	Cllrs: Pauline Stott Ian Thomas Phil Twiss	Cllrs: Jim Knight Andrew Moulding Pauline Stott
5. East Devon ‘Stakeholder Panel’ re East Devon Strategic Housing Land Availability (SHLAA)	Portfolio Holder – Strategic Development and Partnerships	Portfolio Holder – Strategic Development and Partnerships
6. Exmouth Regeneration Programme Board	Portfolio Holder Strategic Development & Partnerships Plus 2 local Ward Members (Jill Elson and Exmouth Member Champion)	Portfolio Holders Strategic Development & Partnerships and Environment Plus 2 local Ward Members (Exmouth Member Champion and Jill Elson)
7. Seaton Regeneration Programme Board	Portfolio Holder - Economy 2 Seaton Ward Members (Seaton Champion and Jim Knight) 1 Axmouth Ward Member (Ian Thomas)	Portfolio Holders – Economy and Environment Plus 2 Seaton Ward Members (Seaton Champion and Jim Knight) (Portfolio Holder – Economy is Axmouth Ward Member)

Joint Bodies continued	Appointments 2012/13	Nominations 2013/14
8. LED Leisure Management Ltd (Formerly Leisure East Devon Ltd)	Peter Sullivan Tim Wood	Portfolio Holder Strategic Development and Partnerships Peter Sullivan
9. Local Joint Panel	Leader Portfolio Holders: Finance Corporate Services Geoff Chamberlain Vivien Duval Steer	Leader Portfolio Holders: Finance Corporate Services Geoff Chamberlain Vivien Duval Steer
10. Lower Exe Mooring Authority Management Committee	Mike Howe John Humphreys (substitute: Hon Alderman Bernard Hughes)	Mike Howe John Humphreys (substitute: Hon Alderman Bernard Hughes)
11. New Growth Point Delivery Team Steering Board	Leader of the Council (Substitute: Deputy Leader)	Leader of the Council (Substitute: Deputy Leader)
12. Recycling and Refuse Partnership Board	Portfolio Holder – Environment Deputy Portfolio Holder - Environment David Cox Steve Gazzard Geoff Pook	Portfolio Holder – Environment Deputy Portfolio Holder - Environment David Cox Steve Gazzard Geoff Pook
13. Sidmouth Main and East Beaches Working Party	Deputy Leader of the Council Portfolio Holder, Environment Deputy PH Environment Sidmouth Ward Members Geoff Pook	Deputy Leader of the Council Portfolio Holder, Environment Deputy PH Environment Sidmouth Ward Members Geoff Pook
14. Waste Project Board for Devon	Portfolio Holder - Environment	Portfolio Holder - Environment

NOTE:

Further to the 2012 review undertaken initially by the Corporate Business Portfolio Holder's Think Tank and recommendations of the Overview and Scrutiny Committee which were supported by Cabinet at its meeting on 4 April 2012, the allocation of places to the Leisure East Devon Partnership Forum is no longer made formally through Council. Instead Leisure East Devon is provided with a list of Ward Members and meeting arrangements are made direct.

REPRESENTATION ON OUTSIDE BODIES 2013/14

	Name of Outside Body	Councilor Appointments 2012/13	Councillor Nominations 2013/14	Portfolio Holders/ Champion – reporting link
(a)	APPOINTMENTS: GENERAL			
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani	Paul Diviani	Environment
2	Citizens' Advice Service East Devon (CASED)	Trevor Cope Alan Dent	Trevor Cope Alan Dent	Sustainable Housing/ Communities
3	Community Council of Devon and Advisory Committee	Christine Drew	Stephanie Jones	Sustainable Housing/ Communities
4	Devon and Exeter Area Rail Working Party	Mark Williamson David Atkins	David Atkins Peter Sullivan	Economy
5	Devon Authorities Waste and Recycling Committee	David Cox	David Cox	Environment
6	Devon Playing Fields Association	Bob Buxton	Bob Buxton	Environment
7	Devon Youth Service	Member Champion - Youth	Member Champion - Youth	Sustainable Housing/ Communities
8	East Devon AONB Partnership	Graham Godbeer Geoff Pook	Graham Godbeer Geoff Pook	Environment
9	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	Stephanie Jones	Stephanie Jones	Sustainable Housing/ Communities
10	East Devon Volunteer Support Agency (EDVSA) – Trustee Board	Tom Wright	Tom Wright	Sustainable Housing/ Communities
11	Exe Estuary Management Group	Michael Howe (substitute: Hon Alderman Bernard Hughes)	Michael Howe (substitute: Hon Alderman Bernard Hughes)	Environment
12	Exeter International Airport Consultative Group	Phil Twiss	Phil Twiss	Economy/ Environment
13	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder representative	Portfolio Holder – Economy Portfolio Holder – Finance	Portfolio Holder – Economy Portfolio Holder – Finance	Economy

	Name of Outside Body	Councillor Appointments 2012/13	Councillor Nominations 2013/14	Portfolio Holders/ Champion – reporting link
(a)	APPOINTMENTS: GENERAL			
14	Exmouth Town Management Partnership Board	Jill Elson	Jill Elson	Economy
15	Local Government Association General Assembly	Portfolio Holder – Corporate Business (substitute: Paul Diviani)	Leader (substitute: Deputy Leader)	Council
16	Local Government Association Rural Commission and elected representative on LGA group	Paul Diviani (with vote) Rural Communities Champion (who can vote in the absence of Paul Diviani)	Leader (with vote) Rural Communities Champion (who can vote in the absence of Leader)	Council
17	Police and Crime Panel – Devon and Cornwall	Leader Substitute: Tom Wright	Leader Substitute: Tom Wright	Council
18	Seaton Town Hall Board of Management	Seaton Champion	Seaton Champion	Economy
19	SWAP (South West Audit Partnership) has been dissolved (Council meeting 27 February 2013). The new Governance arrangements are South West Audit Partnership Ltd.	(Appointee to SWAP was Chairman of Audit & Governance Committee with the Committee Vice Chairman as substitute.)	SWAP Ltd Shareholder – Audit and Governance Chairman SWAP Ltd Director – Section 151 Officer	Finance
20	South West Councils (formerly SW Branch of the Local Government Association) Including Employers' Panel	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Council
21	SPARSE – Rural Special Interest Group	Rural Communities Champion and Paul Diviani	Rural Communities Champion and Leader	Council

OUTSIDE BODIES - NOTE:

Further to the 2012 review undertaken initially by the Corporate Business Portfolio Holder's Think Tank and recommendations of the Overview and Scrutiny Committee which were supported by Cabinet at its meeting on 4 April 2012, formal appointment of Councillor representatives to Outside Bodies will only now be made where the Outside Body meets one or more of the following criteria:

- a) The Council makes a financial contribution to the outside body;
- b) There is a clear need for the business of the outside body to be reported back to Council;
- c) The Council has a partnership relationship with the outside body

Council representatives formally appointed to Outside Bodies will engage with the relevant Portfolio Holder to ensure information is both fed back, and fed into, each Outside Body, Panel and Forum that meets the criteria for formal appointment.

In the case of outside bodies falling outside the criteria (listed below), the Democratic Services Team will provide the contact details of the ward member(s)/Member Champion so that arrangements can be made direct;

- Active Honiton
- Budleigh Salterton Traffic Group
- Campaign to Protect Rural England (Devon Branch)
- Devon Conservation Group
- Devon County Agricultural Association's Council
- Devon Historic Buildings Trust
- East Devon Local Children's Trust
- Exmouth Local Nature Reserve Management Committee
- Honiton Community & Arts Centre Project Working Group
- Honiton Development Trust
- Norman Lockyer Observatory Management Committee
- Salisbury – Exeter Line side Consortium of Authorities
- Sidmouth Traffic Management Plan
- World Heritage Site Management Plan Steering Group

PATROLAJC – Parking and Traffic Regulations Outside London Adjudication Joint Committee (re Traffic Management Act 2004). No Member appointment but the Council will continue to subscribe to this quasi-judicial body which appoints adjudicators to hear formal appeals against parking tickets in all councils (including EDDC) that use civil parking enforcement process.

DATES FOR COUNCIL, CABINET & COMMITTEE MEETINGS 2013/2014

(Unless otherwise indicated meetings will normally be held at Knowle, Sidmouth. Not all meetings are open to the public and not all business at other meetings can be considered in the public part of the meeting - members of the public can be asked to leave meetings on specified grounds.

Please check the weekly newsletter 'The Knowledge' for details of forthcoming meetings.

MAY 2013

Wednesday	22		ANNUAL COUNCIL	6.30 pm
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JUNE

Thursday	6		Overview and Scrutiny Committee	6.30pm
Tuesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	11	†	Licensing and Enforcement Committee	9.30 am
Tuesday	11		Development Management	2.00 pm
Wednesday	12		Cabinet	5.30 pm
Tuesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	18		Standards Committee	10.00 am
Thursday	20		Housing Review Board	6.00 pm
Friday	21		Planning Inspections	#
Tuesday	25	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	27		Asset Management Forum	9.30am
Thursday	27		Audit and Governance Committee (DO NOT MOVE)	2.30 pm

JULY

Tuesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	11		Overview and Scrutiny Committee	6.30 pm
Tuesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	16		Development Management	2.00 pm
Wednesday	17		Cabinet	5.30 pm
Tuesday	23	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	24		COUNCIL	6.30 pm
Thursday	25		Overview and Scrutiny Committee	6.30pm
Friday	26		Planning Inspections	#
Tuesday	30	††	Licensing and Enforcement Sub (if required)	9.30 am

AUGUST

Tuesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	15		Asset Management Forum	9.30 am
Tuesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	20		Development Management	2.00 pm
Tuesday	27	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	27	†	Licensing and Enforcement Committee	9.30 am
Friday	30		Planning Inspections	#

SEPTEMBER

Tuesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	4		Cabinet	5.30 pm
Thursday	5		Housing Review Board	6.00 pm
Tuesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	12		Asset Management Forum	9.30 am
Tuesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	17		Development Management	2.00 pm
Tuesday	24	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	26		Audit and Governance Committee	2.30 pm
Thursday	26		Overview and Scrutiny Committee	6.30pm
Friday	27		Planning Inspections	#

OCTOBER

Tuesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	2		Cabinet	5.30 pm
Tuesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	9		COUNCIL	6.30 pm
Thursday	10		Asset Management Forum	9.30 am
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
Thursday	24		Overview and Scrutiny Committee	6.30pm
Friday	25		Planning Inspections	#
Tuesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	29		Standards Committee	Time to be confirmed
Wednesday	30		Cabinet	5.30 pm

NOVEMBER

Tuesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	7		Asset Management Forum	9.30 am
Thursday	7		Audit and Governance Committee	2.30 pm
Thursday	7		Housing Review Board	6.00 pm
Tuesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	12		Development Management	2.00 pm
Tuesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	19	†	Licensing and Enforcement Committee	9.30 am
Thursday	21		Overview and Scrutiny Committee	6.30pm
Tuesday	26	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	27		Cabinet	5.30 pm
Friday	29		Planning Inspections	#

DECEMBER

Tuesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	4		COUNCIL	6.30 pm
Thursday	5		Asset Management Forum	9.30 am
Tuesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	10		Development Management	2.00 pm
Tuesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Friday	20		Planning Inspections	#

JANUARY 2014

Thursday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	2		Overview and Scrutiny Committee	6.30pm
Tuesday	7	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	7		Development Management	2.00 pm
Wednesday	8		Cabinet	5.30 pm
Thursday	9		Asset Management Forum	9.30 am
Thursday	9		Housing Review Board	6.00 pm
Tuesday	14	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	15		Overview and Scrutiny Committee Service Planning and Budget (all day meeting)	9.00 am
Thursday	16		Audit and Governance Committee	2.30 pm
Friday	17		Planning Inspections	#
Tuesday	21	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	21		Standards Committee	10.00 am
Tuesday	28	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	30		Overview and Scrutiny Committee	6.30 pm

FEBRUARY

Tuesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	4		Development Management	2.00 pm
Wednesday	5		Cabinet	6.00 pm
Tuesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	13		Asset Management Forum	9.30 am
Friday	14		Planning Inspections	#
Tuesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	19		COUNCIL – setting Council Tax and agreeing budgets	6.30 pm
Tuesday	25	†	Licensing and Enforcement Committee	9.30 am
Tuesday	25	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	27		Overview and Scrutiny Committee	6.30pm

MARCH

Tuesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	4		Development Management	2.00 pm
Wednesday	5		Cabinet	5.30 pm
Thursday	6		Housing Review Board	6.00 pm
Tuesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	13		Asset Management Forum	9.30 am
Thursday	13		Audit and Governance Committee	2.30 pm
Friday	14		Planning Inspections	#
Tuesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	25	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	27		Overview and Scrutiny Committee	6.30pm

APRIL

Tuesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	1		Development Management	2.00 pm
Wednesday	2		Cabinet	5.30 pm
Tuesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	8		Standards Committee	10.00 am
Wednesday	9		COUNCIL	6.30 pm
Thursday	10		Asset Management Forum	9.30 am
Friday	11		Planning Inspections	#
Tuesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	22		Licensing and Enforcement Sub (if required)	9.30 am
Thursday	24		Overview and Scrutiny Committee	6.30pm
Tuesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am

MAY

Tuesday	6		Development Management	2.00 pm
Wednesday	7		Cabinet	5.30 pm
Thursday	8		Asset Management Forum	9.30 am
Thursday	8		Housing Review Board	6.00 pm
Friday	16		Planning Inspections	#

Time to be arranged

† 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 2014 (date to be confirmed)
- Meetings of the Standards Sub Committees will be arranged as required.
- Budget/ Rates Consultation with the Business Community – to be arranged as required in January.

LIST OF MEETINGS 2013/2014

Unless otherwise indicated meetings will normally be held at Knowle, Sidmouth. Not all meetings are open to the public and the public can be asked to leave other meetings on specified grounds.

Meeting	Day	Time	2013								2014					
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Annual Council	Wed	6.30pm	22													
Council	Wed	6.30pm			24				9		4		19		9	
Cabinet	Wed	5.30pm		12	17			4	2	27		8	5	5	2	7
Overview & Scrutiny Committee	Thu	6.30pm		6	11			26	24	21		2	27	27	24	
Overview & Scrutiny Service Plan & Budget Meeting	Wed	9.00am										15				
Development Management Committee	Tue	2.00pm		11	16	20	17	15	12	10	7	4	4	1	6	
Planning Inspections Committee	Fri	tba		21	26	30	27	25	29	20	17	14	14	11	16	
Audit & Corporate Governance Committee	Thu	2.30pm		27			26		7		16		13			
Housing Review Board	Thu	6.00pm		20			5		7		9		6		8	
Licensing & Enforcement Committee †	Tue	9.30am		11		27			19			25				
Licensing & Enforcement Sub Committee †† *	Tue	9.30am		11	2	6	3	1	5	3	2	4	4	1		
				18	9	13	10	8	12	10	7	11	11	8		
				25	16	20	17	15	19	17	14	18	18	15		
					23	27	24	22	26		21	25	25	22		
					30			29			28			29		
Standards Committee	Tue	10.00am		18				29			21			8		
Asset Management Forum	Thu	9.30am		27		15	12	10	7	5	9	13	13	10	8	
Rates Consultation (as part of ED Business Forum AGM)	Mon	6.30pm									2					

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 elections scheduled for 2 May 2013

□ Updated 19/12/12



Council Chamber seating layout – Annual Council 2013



PUBLIC AND GUESTS			KEEP TABLE CLEAR FOR PUBLIC SPEAKING	PUBLIC AND GUESTS			HONORARY ALDERMEN							
Peter Sullivan	Alan Dent	David Atkins	Stuart Hughes	Roger Boote	David Chapman	Chris Wale	Tony Howard	Deborah Custance Baker	Philip Skinner	Roger Giles	Claire Wright	Ben Ingham		
	Mike Allen	Ken Potter	Peter Bowden	Tim Wood	Graham Troman	Steve Hall	Jim Knight	Helen Parr	David Key	Trevor Cope	Geoff Pook	John Jeffery		
	Bob Buxton	Ian Thomas	David Cox	Tom Wright	Ray Bloxham	Stephanie Jones	Jill Elson	Pauline Stott	Iain Chubb	Eileen Wragg	Susie Bond	Peter Burrows		
Maddy Chapman	Sheila Kerridge	Temporary seating for:									Geoff Cham- berlain	Steve Wragg	Martin Gammell	
Vivien Duval-Steer	John O'Leary	CHARMAIN									Derek Button	Steve Gazzard	Pat Graham	
Mike Howe	Mark Williamson	VICE- CHAIRMAN									Douglas Hull	Brenda Taylor		
DEPT. CHIEF EXEC.			DEPT. CHIEF EXEC.	CHIEF EXECUTIVE	CHAIRMAN	VICE-CHAIRMAN	LEADER			DEMOCRATIC SERVICES MANAGER			ATTENDANCE REGISTER	
												PRESS		