

Agenda for annual meeting of the Council

Wednesday, 27 May 2015; 6.30pm



To: [All elected Members of the Council](#); Honorary Aldermen

Venue: Council Chamber, Knowle, Sidmouth, EX10 8HL
[View directions](#)

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Prior to the formal start of the meeting, the Chairman will invite Revd Jeremy White, former vicar of Uplyme, to say a prayer.

Dear Sir/Madam

Annual meeting of the Council of the District of East Devon on Wednesday 27 May 2015 at 6.30 pm

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

Yours faithfully

A handwritten signature in black ink, appearing to read "Mark Williams", written in a cursive style.

Chief Executive

Note: This meeting is being audio recorded by EDDC for subsequent publication on the Council's website.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings that are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session that is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

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) (pages 5 - 6)
- 3 [Public speaking](#)
- 4 Minutes of the meeting of the Council held on 29 April 2015 (pages 7 - 11).
- 5 Apologies
- 6 [Declarations of interest](#)
- 7 [Matters of urgency](#) – none identified
- 8 To receive the report of the Returning Officer as to the District Council elections held on 7 May 2015 (pages 12 – 29).
- 9 Announcements from the Chairman
- 10 Confidential/exempt items – there are no items which Officers recommend should be dealt with in this way.
- 11 Election of Leader of the Council for the ensuing year.
- 12 Leader's appointment of Deputy Leader of the Council.
- 13 Leader's appointment to Cabinet (Article 6 of the Constitution). The Portfolios to be held by some of the Cabinet will be recommended by the Leader.
- 14 a) To confirm which other Committees to establish for the municipal year. The current Committee Structure is set out in Articles 7, 8, 9 and 10 of the Constitution. Proposed changes are included in the Chief Executive's report at agenda item 15.

b) To decide the size and terms of reference of Committees (it is proposed that these are as set out in Articles 7, 8, 9 and 10 of the Constitution subject to changes included within the Chief Executive's report at agenda item 15.

c) To confirm the membership of the **Standards Committee**:

Council representatives: Chairman of the Council, Graham Godbeer, Douglas Hull, Dawn Manley, Pauline Stott

Substitute members: Susie Bond, Alan Dent, Brenda Taylor

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 (Alison Willan and John Walpole) are consultees and not members of the Standards Committee. The Monitoring Officer consults with an Independent Person when dealing with Code of Conduct complaints.

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

Tenant and/or Leaseholder representatives (5) (to serve a further year on the Board)

Mike Berridge, Joyce Ebborn, John Powley, Harry Roberts and Pat Rous.

Independent Community representatives (2) Julie Adkin to serve a further year on the Board. The vacancy for the second position is currently being advertised. The appointment, when made, will be reported through Council.

15 To consider the report of the Chief Executive (Pages 30 - 34)

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 Cabinet). (page 35)

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 political balance rules. (pages 36 - 37)

c) To agree all the proposed amendments to the Constitution including the Scheme of Delegations. (To follow)

d) To receive and note the annual reports (2014/2015) of

- Overview and Scrutiny Committee (pages 38 - 43)
- Housing Review Board (pages 44 - 48)

The Chairman to call on an experienced Councillor to outline the work carried out by the Overview and Scrutiny Committee and Housing Review Board over the last year and to highlight their valued contribution to the Council's decision making.

e) To receive the annual report of the Member Champions on their achievements and key areas of work they have been involved with during the year. The report also includes the role and remit of Champions for the benefit of newly elected Councillors. (pages 49 - 53)

The Chairman to call on an experienced Councillor to present the annual report on behalf of the Council's Member Champions.

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	37 Members	63%
Independent Group	15 Members	25%
Liberal Democrats Group	6 Members	10%
Independent	1 Member	2%
Total	59 Members	

- b) that the allocation of seats on individual overview/scrutiny, regulatory and other committees be as set out in **Appendix A**.
 2. that for sub-committees, advisory panels/forums, the political balance be as set out in **Appendix B**.
 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 of the Housing Review Board, **Appendix D**, be received and noted,
 5. that the report of the Member Champions, **Appendix E**, be received and noted.
- 16 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). (page 54)
- 17 Appointment of:
- Champions (page 55)
 - Committee membership (page 56 - 57)
 - Portfolio Holders' Think Tanks (page 58)
- 18 Appointment of Panels, Forum and Joint Bodies (pages 59 - 63)
- 19 Appointment of representatives on Outside Bodies (pages 64 - 66)
- 20 To approve a programme of ordinary meetings of the Council, Cabinet and Committees for 2015/16 (pages 67 - 70)

Note:

- ❑ Seating plan attached (page 71)
- ❑ The Order of Proceedings for agenda items 1 & 2 is included in the agenda.

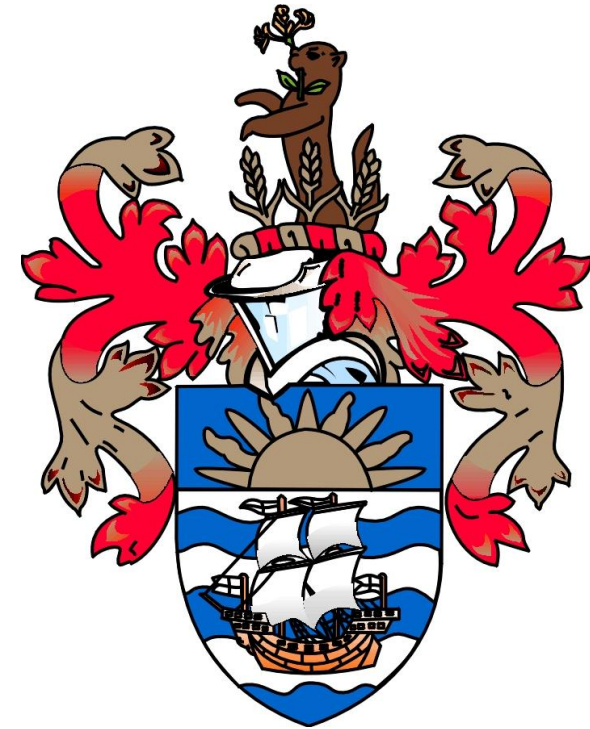
[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

The election of the

CHAIRMAN OF THE COUNCIL



and the appointment of the

VICE-CHAIRMAN

2015 – 2016

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 27 May 2015

1. Election of Chairman

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

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

2. Chairman's Declaration of Acceptance of Office

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

The Chairman will then speak in response to the election.

3. Past Chairman – thanks

The Chairman will thank the retiring Chairman for his services.

The Chairman will present the past Chairman's Badge to Councillor Graham Godbeer.

Councillor Godbeer will speak in response.

4. Appointment of Vice-Chairman

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

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

5. Vice-Chairman's Declaration of Acceptance of Office

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

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

6. Past Vice-Chairman

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

The Chairman will present the Vice Chairman's Badge to Councillor Christine Drew.

Councillor Drew will speak in response.

7. Ordinary Business of the Council

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

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

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of the Council held

at Knowle, Sidmouth on 29 April 2015

Attendance list at end of document

The meeting started at 6.30pm and ended at 7.36pm.

***63 Obituary – Alan Stephen Pascoe**

The Chairman announced with great sadness that former Councillor Alan Pascoe had passed away. Alan had been elected in 1999 and represented Sidmouth Town ward until he permanently moved to Cyprus in 2005. During his time on the District Council, Alan had served on a range of Committees including planning, housing (of which he was Vice Chairman) and a number of Overview Committees. He also served on Sub Committees and Panels and represented the Council at meetings of the Local Government Association.

The Chairman invited Members to stand in silence as a mark of respect.

***64 Public Speaking**

There were no questions raised.

***65 Minutes**

The minutes (with Council Tax Schedules 1,2 & 3) of the meeting of the Council held on 25 February 2015 and minutes of the Extraordinary meetings of the Council held on 25 March 2015 (Office Relocation) and 26 March 2015 (Local Plan) were confirmed and signed as a true record.

***66 Declarations**

There were none.

***67 Chairman/Leader notices/announcements**

- a) The Chairman congratulated officers who had raised a significant amount of money for charity by taking part in the London Marathon the previous Sunday.
- b) The Leader announced that following a detailed assessment the Council had been accredited with Member Development Charter Plus – this built on the previous Charter accreditation. He congratulated the Member Champion for Member Development, Councillors and Officers on this major achievement.

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

No questions had been submitted in accordance with Procedure Rule 9.2.

***69 Minutes of Cabinet and Committees**

Note:

Recommendation at Minute 191- Office relocation had already been referred to the Extraordinary meeting of Council on 25 March 2015

Recommendations at Minute 64 – proposed amendments and supporting evidence to the New East Devon Local Plan and at Minute 65 – amendments to the Community Infrastructure Levy (CIL) draft Charging Schedule had already been referred to the Extraordinary meeting of Council on 26 March 2015

Recommendations of the combined meeting of Audit and Governance Committee and Overview and Scrutiny Committee on office relocation had already been referred to the Extraordinary meeting of Council on 25 March 2015)

RESOLVED

1. that the under-mentioned minutes be received and the recommendations approved

Cabinet

Minutes 181 – 199, 200 – 218

Development Management Committee

Minutes 57 – 62, 63 – 65, 66 - 71

Planning Inspections Committee

Minutes 22 - 24

Audit and Governance Committee

Minutes 46 – 56

Licensing and Enforcement Committee

Minutes 10 - 13

Licensing and Enforcement Sub Committee

Minutes 26 – 28, 29 – 31, 32 - 36

Combined meeting of Audit and Governance Committee and Overview and Scrutiny Committee

Minutes 1 – 5

RESOLVED

2. that the under-mentioned minutes be received.

Cabinet (minutes 187, 207 and 208) had noted or accepted the following Overview/Scrutiny Committees' and Housing Review Board's recommendations with or without amendment.

Overview and Scrutiny Committee

Minutes 68 – 80, 81 - 88

Housing Review Board

Minutes 74 - 91

Arising from consideration of the above minutes:-

a) Cabinet (minute 188 – Recycling and Refuse Partnership Board)

The wording to be corrected to refer to Exmouth Town rather than the more colloquial reference to the Colony.

b) Overview and Scrutiny

In presenting the minutes, Councillor Tim Wood, took the opportunity to reflect on his time as Chairman of the Committee and as a member of the Council. He advised that he regretted the Council's decision to change the committee structure to a Cabinet structure as he felt this had resulted in the decision making process being less visible to the public and did not readily allow 'backbench' councillors to build up a body of expertise. He invited the Council to think carefully about how it

structured meetings to ensure there was public confidence in the work of the Council. He also spoke of the need for more rigorous scrutiny of the Council's processes in the future and of genuine consultation. He suggested that the annual report be referred to the April meeting of the Council in future, particularly during election years, to allow Councillors to note and recognise the work of the Committee.

c) Housing Review Board

In presenting the minutes, Councillor Pauline Stott, spoke of the excellent work of the officers within the housing teams.

d) Development Management Committee and Planning Inspections Committee

In presenting the minutes, Councillor Helen Parr, thanked the Committee members and officers for all their hard work during her chairmanship of the two Committees. She drew attention to the Council's outstanding appeal decision record, which was above the national average and reflected the good decision making of the Council in respect of planning applications.

e) Audit and Governance Committee

In presenting the minutes, Councillor Ken Potter, spoke proudly of the way in which the Council adhered to its governance arrangements and paid tribute to the excellent and valued work of Strategic Lead – Finance and his teams, along with the internal and external auditors.

f) Licensing and Enforcement Committee and Licensing and Enforcement Sub Committee

In presenting the minutes, Councillor Steve Hall, spoke of the good work of the Committee, particularly his Vice Chairman, and officers which was reflected in the decision making.

***70 Retiring Members of Council**

The Chairman of the Council presented plaques to the following members who were not seeking re-election to the District Council on 7 May 2015:-

Councillors	Deborah Custance Baker	(4 years service)
	Tony Howard	(4 years service)
	Claire Wright	(4 years service)
	Vivien Duval Steer	(8 years service)
	Ken Potter	(8 years service)
	Tim Wood	(8 years service)
	Chris Wale	(12 years service)
	David Cox	(12 years service)
	John Jeffery	(16 years service)
	Steve Wragg	(16 years service)
	Trevor Cope	(20 years service)
	Peter Halse	(21 years service)
	Geoff Chamberlain	(35 years service)

The Chairman paid tribute individually to the service given by each of the retiring Members and extended the Council's thanks and appreciation for their valued work over the years.

Retiring Councillors were given the opportunity to address Members present. Members spoke with fondness about their time on the Council and the fulfilment they had found in serving their local communities and the wider district. Thanks were paid to the officers of the Council for their valued work and to fellow Councillors for their support over the past years; good wishes were expressed to the Council for the future.

Councillor Geoff Chamberlain received a standing ovation.

Attendance list

Councillors present:

Graham Godbeer, Chairman
Christine Drew, Vice Chairman

Mike Allen
Ray Bloxham
Roger Boote
Susie Bond
Bob Buxton
Geoff Chamberlain
David Chapman
Maddy Chapman
Iain Chubb
Trevor Cope
David Cox
Deborah Custance Baker
Paul Diviani
Vivien Duval Steer
Jill Elson
Martin Gammell
Pat Graham
Steve Hall
Peter Halse
Tony Howard
Mike Howe
Stuart Hughes
Douglas Hull
Ben Ingham
John Jeffery
Stephanie Jones
Jim Knight
Andrew Moulding
Frances Newth
John O'Leary
Helen Parr
Geoff Pook

Ken Potter
Philip Skinner
Pauline Stott
Brenda Taylor
Ian Thomas
Graham Troman
Phil Twiss
Mark Williamson
Tim Wood
Eileen Wragg
Steve Wragg
Tom Wright

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Henry Gordon Lennox, Strategic Lead – Legal and Democratic Services
Debbie Meakin, Democratic Services Officer
Diana Vernon, Democratic Services Manager
Hannah Whitfield, Democratic Services Officer

Councillor apologies:

David Atkins
Alan Dent
Steve Gazzard
Roger Giles
John Humphreys
Sheila Kerridge
David Key
Peter Sullivan
Claire Wright

Honorary Aldermen apologies:

Trevor Ffoulkes
Bernard Hughes
Ann Liverton
Graham Liverton
Margaret Rogers
David Scott

Chairman

Date.....

DECLARATION OF RESULT OF POLL

East Devon

Election of a District Councillor for

Axminster Rural
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
HALL, Ian L	Conservative Party Candidate	1065 Elected
WALDEN, Jerry	Labour Party	403

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

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

Vacant Seats: 1

Electorate: 2077

Ballot Papers Issued: 1498

Turnout: 72.1%

East Devon

Election of District Councillors for

Axminster Town
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BAILHACHE, Lindy	UK Independence Party	450
HAYWARD, Paul G	Independent East Devon Alliance	819
HULL, Douglas R	Liberal Democrats	910 Elected
JONES, Stephanie C	Conservative Party Candidate	580
MOULDING, Andrew T	Conservative Party Candidate	1105 Elected
SPURWAY, Martin D	Liberal Democrats	352
TIPPING, Chris	Independent	298

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

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

Vacant Seats: 2

Electorate: 3566

Ballot Papers Issued: 2515

Turnout: 70.5%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of District Councillors for

Broadclyst
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
HALE, Maria	Conservative Party Candidate	1657 Elected
NEWMAN, Paul	Independent	1519
PEPPER, Christopher	Conservative Party Candidate	1799 Elected
SCHLICH, Stephen W	Liberal Democrats	1504

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	64

Vacant Seats: 2

Electorate: 5264

Ballot Papers Issued: 3822

Turnout: 72.6%

East Devon

Election of District Councillors for

Budleigh
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BARTON, Nick	Green Party	1244
COTTON, Les	Independent East Devon Alliance	1525
DENT, Alan	Conservative Party Candidate	1817 Elected
HALL, Steve	Conservative Party Candidate	1841 Elected
WRIGHT, Tom	Conservative Party Candidate	1681 Elected

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	82

Vacant Seats: 3

Electorate: 4973

Ballot Papers Issued: 3836

Turnout: 77.1%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon Election of District Councillors for

Coly Valley
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
ARNOTT, Paul	Independent East Devon Alliance	1133
GODBEER, Graham S	Conservative Party Candidate	1300 Elected
PARR, Helen E	Conservative Party Candidate	1478 Elected
SMITH, Sheila M	Independent East Devon Alliance	1159

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

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

Vacant Seats: 2

Electorate: 3760

Ballot Papers Issued: 2807

Turnout: 74.6%

East Devon Election of a District Councillor for

Dunkeswell
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BROWN, Colin	Conservative Party Candidate	595 Elected
BUXTON, Bob		450

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

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

Vacant Seats: 1

Electorate: 1659

Ballot Papers Issued: 1088

Turnout: 65.6%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of a District Councillor for

Exe Valley
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
GRUNDY, Simon P	Conservative Party Candidate	624 Elected
WHITCROFT, Erin B	Independent East Devon Alliance	573

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	13

Vacant Seats: 1

Electorate: 1569

Ballot Papers Issued: 1210

Turnout: 77.1%

East Devon

Election of District Councillors for

Exmouth Brixington
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
CHAPMAN, David	Conservative Party Candidate	1599 Elected
CHAPMAN, Maddy	Conservative Party Candidate	1644 Elected
DAUGHERTY, Mark O	Independent East Devon Alliance	1281
FEGAN, Stuart N	Labour Party	733
NICHOLAS, Cherry	Conservative Party Candidate	1511 Elected
TOYE, Andrew J	Liberal Democrats	855

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	70

Vacant Seats: 3

Electorate: 5018

Ballot Papers Issued: 3517

Turnout: 70%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of District Councillors for

Exmouth Halsdon
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
AJDERIAN, Hattie	Labour Party	983
ARMSTRONG, Megan	Independent East Devon Alliance	1631 Elected
DUMPER, Tim	Liberal Democrats	1419
ELSON, Jill M	Conservative Party Candidate	1644 Elected
GIBBONS, Emma V	Conservative Party Candidate	1418
STOTT, Pauline A	Conservative Party Candidate	1539 Elected

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	72

Vacant Seats: 3

Electorate: 5256

Ballot Papers Issued: 3802

Turnout: 72.3%

East Devon

Election of District Councillors for

Exmouth Littleham
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
CRICK, Robert	Independent East Devon Alliance	1224
DAVEY, Tim	UK Independence Party	1164
FENSOM, Daphne A	Liberal Democrats	1170
GREENHALGH, Alison	Conservative Party Candidate	1667 Elected
HUMPHREYS, John T	Conservative Party Candidate	1636 Elected
ROSSER, Mike	Green Party	1102
WILLIAMSON, Mark	Conservative Party Candidate	1489 Elected

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

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon Election of District Councillors for Exmouth Littleham on Thursday 7 May 2015
continued...

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

Vacant Seats: 3

Electorate: 5802

Ballot Papers Issued: 3941

Turnout: 67.9%

East Devon Election of District Councillors for Exmouth Town on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BOURGEIN, Roger	Liberal Democrats	737
DAVISON, Ray	Labour Party	714
DEAN, Paul M	Conservative Party Candidate	856
GRAHAM, Pat	Liberal Democrats	970 Elected
MASDING, Robert N	Green Party	804
NASH, Bill	Conservative Party Candidate	865 Elected
TRAIL, Jeff	Conservative Party Candidate	711
WRAGG, Eileen E	Liberal Democrats	1069 Elected

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

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

Vacant Seats: 3

Electorate: 4670

Ballot Papers Issued: 2925

Turnout: 62.6%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of District Councillors for

Exmouth Withycombe Raleigh
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BAILEY, Brian A	Conservative Party Candidate	1181 Elected
GAZZARD, Steve	Liberal Democrats	1239 Elected
JONES, Ben	Green Party	804
SCOTT, Richard	Conservative Party Candidate	1028
TAYLOR, Brenda O	Liberal Democrats	1317 Elected
TOYE, Brian J	Liberal Democrats	1004
YOULE, Ryan J	Conservative Party Candidate	940

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	159

Vacant Seats: 3

Electorate: 5347

Ballot Papers Issued: 3441

Turnout: 64.4%

East Devon

Election of a District Councillor for

Feniton & Buckerell
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BOND, Susie	Independent	1048 Elected
ZARCZYNSKI, John Z	Conservative Party Candidate	288

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

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

Vacant Seats: 1

Electorate: 1801

Ballot Papers Issued: 1345

Turnout: 74.7%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of District Councillors for

Honiton St. Michael's
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
ALDER, Ashley	UK Independence Party	734
ALLEN, Mike	Conservative Party Candidate	1390 Elected
FOSTER, David	Conservative Party Candidate	1400 Elected
SMITH, Brian	UK Independence Party	636
TAYLOR, John B	Independent	690
TWISS, Phil	Conservative Party Candidate	1304 Elected
WADSWORTH, Jackie	Independent East Devon Alliance	723
WALKER, Bernard	UK Independence Party	599

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	112

Vacant Seats: 3

Electorate: 5210

Ballot Papers Issued: 3359

Turnout: 64.4%

East Devon

Election of District Councillors for

Honiton St. Paul's
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BARROW, Dean	Conservative Party Candidate	910 Elected
BOOTE, Roger W	Independent	558
BROWN, Henry F	Labour Party	641
COOMBS, Roy E	UK Independence Party	598
O'LEARY, John	Conservative Party Candidate	915 Elected
SMITH, Leslie	UK Independence Party	475

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

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon Election of District Councillors for Honiton St Paul's on Thursday 7 May 2015
continued...

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		57

Vacant Seats: 2

Electorate: 3741

Ballot Papers Issued: 2566

Turnout: 69%

East Devon Election of a District Councillor for Newbridges on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
CHUBB, Iain	Conservative Party Candidate	1014 Elected
FOSTER, Bill	Liberal Democrats	661

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

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

Vacant Seats: 1

Electorate: 1991

Ballot Papers Issued: 1705

Turnout: 85.6%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of a District Councillor for

Newton Poppleford and Harpford
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
HAYMAN, Patsy	Conservative Party Candidate	486
RANGER, Val	Independent East Devon Alliance	764 Elected

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	23

Vacant Seats: 1

Electorate: 1736

Ballot Papers Issued: 1273

Turnout: 73.3%

East Devon

Election of a District Councillor for

Otterhead
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
KEY, David R A	Conservative Party Candidate	817 Elected
LONG, Graham G		554

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

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

Vacant Seats: 1

Electorate: 1784

Ballot Papers Issued: 1385

Turnout: 77.6%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of District Councillors for

Ottery St. Mary Rural
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BRUCE, Alasdair S	Conservative Party Candidate	896
CARTER, Paul R	Conservative Party Candidate	1255 Elected
COPPELL, Matt	Independent East Devon Alliance	1507 Elected
WINLOVE, Crawford I P	Independent East Devon Alliance	1226

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	60

Vacant Seats: 2

Electorate: 3422

Ballot Papers Issued: 2791

Turnout: 81.6%

East Devon

Election of District Councillors for

Ottery St. Mary Town
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BLACKWELL, Andrew V	Labour Party	513
FAITHFULL, Peter H	Independent	987 Elected
GILES, Roger	Independent	2087 Elected
PARTRIDGE, Nick	Conservative Party Candidate	561
VENNER, Tim	Conservative Party Candidate	763

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

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

Vacant Seats: 2

Electorate: 3848

Ballot Papers Issued: 2825

Turnout: 73.4%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of a District Councillor for

Raleigh

on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BLOXHAM, Ray	Conservative Party Candidate	525
JUNG, Geoff	Independent East Devon Alliance	950 Elected

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	7

Vacant Seats: 1

Electorate: 1650

Ballot Papers Issued: 1482

Turnout: 89%

East Devon

Election of District Councillors for

Seaton

on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BROWN, Jenni	Conservative Party Candidate	1124
BURROWS, Peter W	Liberal Democrats	1329 Elected
FISHER, Mark A	Liberal Democrats	680
HARTNELL, Marcus	Conservative Party Candidate	1856 Elected
KNIGHT, Jim	Conservative Party Candidate	1399 Elected
LEE, Stephen	UK Independence Party	828
PACKMAN, Jeffrey K	Independent	493
SHAW, Martin	Independent East Devon Alliance	1068
UNDERWOOD, Jonathan W R	Liberal Democrats	649
WALKER, John	UK Independence Party	817

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

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon Election of District Councillors for Seaton on Thursday 7 May 2015 continued...

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		100

Vacant Seats: 3

Electorate: 5997

Ballot Papers Issued: 4222

Turnout: 70%

East Devon Election of a District Councillor for

Sidmouth Rural
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BARRATT, David S	Independent	813 Elected
DREW, Christine E	Conservative Party Candidate	609

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

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		38

Vacant Seats: 1

Electorate: 1892

Ballot Papers Issued: 1460

Turnout: 77.2%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of District Councillors for

Sidmouth Sidford
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BROKENSHERE, Jack	Independent	898
HUGHES, Stuart	Conservative Party Candidate	1779 Elected
MANLEY, Dawn	Independent East Devon Alliance	1479 Elected
MCKENZIE-EDWARDS, Ian J	Conservative Party Candidate	1145
RAGBOURN, Lewis S	Liberal Democrats	526
RIXSON, Marianne P	Independent East Devon Alliance	1327 Elected
TALLIS, Debbie	Independent East Devon Alliance	1115
TROMAN, Graham M	Conservative Party Candidate	1022

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

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

Vacant Seats: 3

Electorate: 5353

Ballot Papers Issued: 3895

Turnout: 72.77%

East Devon

Election of District Councillors for

Sidmouth Town
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BOOTH, Matthew	Independent East Devon Alliance	1832 Elected
DYSON, John G T		1495 Elected
GARDNER, Cathy	Independent East Devon Alliance	1704 Elected
KERRIDGE, Sheila R	Conservative Party Candidate	1114
NEWTH, Frances I	Conservative Party Candidate	1068
SULLIVAN, Peter	Conservative Party Candidate	904

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

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon Election of District Councillors for Sidmouth Town on Thursday 7 May 2015
continued...

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	
E	rejected in part	
Total		75

Vacant Seats: 3

Electorate: 4563

Ballot Papers Issued: 3428

Turnout: 75.1%

East Devon Election of a District Councillor for

Tale Vale
on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
DINNIS, Andrew E J	Independent	486
SKINNER, Philip	Conservative Party Candidate	992 Elected

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

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	
B	voting for more Candidates than voter was entitled to	2
C	writing or mark by which voter could be identified	
D	being unmarked or wholly void for uncertainty	28
E	rejected in part	
Total		30

Vacant Seats: 1

Electorate: 1953

Ballot Papers Issued: 1508

Turnout: 77.2%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of a District Councillor for

Whimble

on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BOWDEN, Peter N	Conservative Party Candidate	792 Elected
GAMMELL, Martin	Liberal Democrats	673

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	48

Vacant Seats: 1

Electorate: 1893

Ballot Papers Issued: 1513

Turnout: 79.9%

East Devon

Election of District Councillors for

Woodbury & Lypstone

on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
ATKINS, David G	Conservative Party Candidate	1013
INGHAM, Ben	Independent East Devon Alliance	1841 Elected
LONGHURST, Rob	Independent East Devon Alliance	1526 Elected

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

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

Vacant Seats: 2

Electorate: 3482

Ballot Papers Issued: 2638

Turnout: 75.8%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

DECLARATION OF RESULT OF POLL

East Devon

Election of a District Councillor for

Yarty

on Thursday 7 May 2015

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

Name of Candidate	Description (if any)	Number of Votes*
BOYD, Colin	Green Party	168
DIVIANI, Paul A	Conservative Party Candidate	776 Elected
HORNER, Steve	Independent East Devon Alliance	473
JORDAN, Robert	Liberal Democrats	154

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	
E rejected in part	
Total	17

Vacant Seats: 1

Electorate: 1948

Ballot Papers Issued: 1588

Turnout: 81.5%

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

NOTICE OF UNCONTESTED ELECTION

East Devon

Election of a District Councillor for Beer & Branscombe on Thursday 7 May 2015

I, being the Returning Officer at the above election, report that the person whose name appears below was duly elected District Councillor for Beer & Branscombe.

Name of Candidate	Home Address	Description (if any)
POOK Geoff	Brereworde House, New Road, Beer, Seaton, EX12 3HS	Independent

East Devon

Election of a District Councillor for Clyst Valley on Thursday 7 May 2015

I, being the Returning Officer at the above election, report that the person whose name appears below was duly elected District Councillor for Clyst Valley.

Name of Candidate	Home Address	Description (if any)
HOWE Mike	24 Grindle Way, Clyst St. Mary, Exeter, EX5 1DF	Conservative Party Candidate

East Devon

Election of a District Councillor for Trinity on Thursday 7 May 2015

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

Name of Candidate	Home Address	Description (if any)
THOMAS Ian M	Ware Barn, Ware, Lyme Regis, DT7 3RH	Conservative Party Candidate

Dated Monday 18 May 2015

Mark R. Williams
Returning Officer

Annual meeting of the East Devon District Council on 27 May 2015

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 recommended 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 an update on the work and key achievements of the Member Champions.

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 minute number 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 committee structure agreed by Council at its meeting on 29 April is for the creation of separate Overview and Scrutiny Committees to replace the Overview and Scrutiny Committee, which had been in place since May 2011. The Overview and Scrutiny Committees plus the Housing Review Board will utilise Task and Finish Forum as required. The Overview Committee's ordinary meetings are scheduled 6 times per year. The Scrutiny Committee's ordinary meetings are scheduled to be held monthly. The meetings of these Committees have been scheduled sufficiently in advance of Cabinet meetings that their minutes can be referred to the next meeting Cabinet. Please see the timetable of meetings, included within these agenda papers.

2015/16 agreed committee structure:

Overview Committee	11 seats
Scrutiny Committee	15 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
Standards Committee	5 seats (including Chairman of the Council)

Report by the Chief Executive (part A) continued.

The allocation of the total of 89 seats on all of these committees between 59 members of the council is as follows:-

Conservative group	37 members	63 %	56 seats
Independent group	15 members	25%	23 seats
Liberal Democrats group	6 members	10 %	10 seats
Independent	1 member	2%	0
total seats			89

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 Strategic Lead – Legal, Licensing and Democratic Services, as and when required.

4 **Determining the allocation to different political groups of seats to be filled and appointments to give effect to groups' wishes**

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

Report by the Chief Executive (part A) continued

5 Development Management

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. The Committee may organise a Committee site inspection if Members feel that a site needs to be viewed before a decision can be made.

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.

The proposed changes are set out in the report of the Chief Executive.

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 – Report on the work of Member Champions

To receive an update on work carried out by Member Champions. The report is set out at **Appendix E**

Report by the Chief Executive continued

Part F- To agree the Council structure

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	(37 members) – 63%	56 seats
Independent group	(15 members) – 25%	23 seats
Liberal Democrats group	(6 members) – 10%	10 seats
Independent	(1 member) – 2%	0 seats
	Total	89 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,

MEMBERSHIP OF COMMITTEES

APPENDIX A

Number in Group % of Council membership	15 seats: Scrutiny	11 seats: Overview	5 seats: Housing Review Board	16 seats Development Management	8 seats Audit and Governance	*5 seats Standards	7 seats Interview (Chief Officers)	7 seats Employment Appeals	15 seats Licensing & Enforcement	89 total seats
37 Conservatives (63%)	10	7	3	10	5	3	4	4	10	56 63%
15 Independent Group (25 %)	4	3	1	4	2	1	2	2	4	23 26%
6 Liberal Democrats (10%)	1	1	1	2	1	1	1	1	1	10 11%
1 Independent (2%)										

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 Cabinet in 2015/16 to comprised 8 Conservatives - 7 of whom are Portfolio Holders (Strategic Development and Partnerships, Corporate Business, Corporate Services, Economy, Environment, Finance and Sustainable Homes and Communities) and 2 are Cabinet Members without Portfolio Holder.
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.

APPENDIX B Proportional representation on Panels and Forum 2015/16	Largest Group	Other than Largest Group	Total Membership
Advisory Panels/Steering Groups			
Asset Management Forum	3	1	4
Budget Working Party	7	3	10
Capital Strategy and Allocation Group	5		5
Community Fund Panel	3	3	6
Disciplinary Panel	2	2	4
Manor Pavilion Theatre and Arts Centre Steering Group	1		1
Member Development Working Party	3	3	6
New Homes Bonus Panel	5	3	8
New Office Executive Group	4		4
Joint Bodies			
Arts and Culture Forum	2	1	3
East and Mid Devon Community Safety Partnership		1	1
East and Mid Devon Crime and Disorder Scrutiny Panel	2	1	3
East Devon Highways & Traffic Orders Cttee (and other County Committees)	2	1	3
East Devon Stakeholder Panel – Strategic Housing Land Availability (SHLAA)	1		1

APPENDIX B (continued) Proportional representation on Panels and Forum 2014/15	Largest Group	Other than Largest Group	Total Membership
Exmouth Regeneration Programme Board Seaton Regeneration Programme Board (plus 2 local EDDC Councillors* - Exmouth) (plus 3 local EDDC Councillors – Seaton and Axmouth) *including Town Member Champion	3 2		3 2
LED Leisure Management Ltd	2		2
LED Leisure Joint Working Group	3	3	6
Local Joint Panel	2	2	4
Lower Exe Mooring Authority Management Committee	1	1	2
New Growth Point Delivery Team Steering Board	1		1
Recycling and Refuse Partnership Board	2	3	5
Sidmouth Main and East Beaches Working Party (plus Sidmouth Ward Members)	2	1	3
STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities)	1		1
STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities)	2	1	3
Waste Project Board for Devon	1		1

Annual Report of the Overview and Scrutiny Committee 2014/15

Foreword by Overview and Scrutiny Chairman, Councillor Tim Wood

Over the last couple of years efforts have been made to improve the accountability and transparency of the Council's decisions and actions. In the last year the Overview and Scrutiny committee and the Cabinet have operated within a timetable that has permitted the full Council to look at the minutes arising from those meetings within a reasonable timescale. Efforts have also been made both to look more closely at elements of the Council's budgets and to present to Councillors and members of the public more detail on how the Council's money is being spent and how many staff are employed on the various activities.

There have been some very useful TaFF activities, although on the very sensitive one, relating to business and the former business forum, there was a good of frustration as we could not proceed until police investigations had been completed. There were also delays in relation to the starting of the TaFF on trees because of staff shortages. Several TaFFs have been useful in relation to the Council's business but there have been some TaFF reports that, whatever the merits of the recommendations, have been rather inclined to gather dust.

One of the features of the Overview and Scrutiny Committee over the last few years is that it has the largest membership of any committee and it is attended by numerous other councillors including Portfolio Holders. In the last two years, controversy regarding several of the Council policies and actions has stimulated quite large attendances from the public. At some of these, members of the public have queried the detailed level of scrutiny that the committee provides.

My personal view is that it is difficult for members of a scrutiny committee, when only considering a particular activity of the Council perhaps once or twice a year, to develop the level of expertise really to challenge portfolio holders and officers regarding the implementation of particular policies. In this respect the position is quite different from parliamentary select committees where members of a committee do develop considerable expertise in their subject. To some extent TaFFs can and do offer the opportunity of close examination of an issue but in general they are designed to be short term in nature. The old committee structure, that applied until a past government required it to be changed, did allow for expertise to develop but it has been suggested that this led to slower and more expensive decision making.

The next Council needs to consider how most effectively to arrange its affairs so that proper detailed scrutiny is carried out to ensure that the most appropriate decisions are efficiently taken and seen to be taken in such a way as to convince both members of the council and the public that the interests of all are being reasonably served.

Tim Wood

Living in this Outstanding Place

NEW Devon Clinical Commissioning Group

The committee have continued to receive presentations from the CCG as their transformation agenda continues, including the examination of broad patient data usage of the hospitals in the district. Following on from a separate consultation event hosted by the Portfolio Holder for Sustainable Homes & Communities in September, the committee made a number of recommendations as part of the consultation process. The committee also expressed its anger at the bed changes announced by the North Devon Healthcare NHS Trust at a time of consultation by the CCG.

Campaigning on hospital bed locations still continues and some successes have been achieved. Further strategy meetings are taking place to reach some understanding on how the CCG funding will deliver the service required, and the relationship with the North Devon Healthcare Trust and the Royal Devon & Exeter Hospital.

Update from Portfolio Holder for Sustainable Homes and Communities

The Committee received a very informative presentation from the Portfolio Holder, outlining the key achievements of the services under her portfolio. Questions were put to Councillor Jill Elson and her team on issues such as houses of multiple occupation, and the building of affordable homes. News of a significantly reduced housing list, credited to both proactive work on homelessness and the far exceeded target of affordable homes provided (311 in 2013/14 exceeding the 100 target), was well received.

Update from Police and Crime Commissioner

The Committee welcomed Commissioner Tony Hogg to inform them of his work to date in post, and his main priorities for the coming year. Members robustly questioned him on a number of issues, including the problems experienced with the 101 telephone service and the closure of police stations.

An update from the work of the East and Mid Devon Community Safety Partnership confirmed the extensive work carried out by Local Action Groups and the Community Safety and Anti-Social Behaviour Co-ordinator, commended by the committee.

Portfolio Holder for Environment update

Members were treated to two visits from the Portfolio Holder for Environment, due to the portfolio size – one meeting to cover the Streetscene service, and one for everything else. The committee were brought up to speed on the plans in place for the replacement of the refuse and recycling contract, the current contract expiring in March 2016. Members from the committee (Councillors Deborah Custance Baker, Frances Newth and Tony Howard) had been part of a commissioning group working on the options for a new contract.

Working in this Outstanding Place

Portfolio Holder for Economy update

The Committee received a report on the work under the Economy portfolio, in February. Highlights included an update on the progression of work at Seaton, and a strong shift to commercial management of the Council's assets. The budget spend on economic development was also put into perspective, highlighted as half that spent on play equipment for the same year, and equal to the spend on public toilets. The committee were concerned at the staff resource issue for this team, with two key vacancies still to fill.

Business Task and Finish Forum

Due to the length of time that the Forum had been on hold, the Committee resolved that it should continue and reviewed the scope extensively.

The committee received a presentation on the work of Business Information Point and the service they provide on behalf of the council under a service level agreement.

Broadband Joint Task and Finish Forum

Although alternative to usual practice in holding a Task and Finish Forum across district boundaries, the Forum made up of representatives from both this Council and South Somerset District Council were hopeful at the outset of making a considerable impact on the delivery of superfast broadband in their respective areas. The Chairman expressed considerable frustration with the reality of dealing with the Connecting Devon and Somerset Project Team.

Enjoying this Outstanding Place

Portfolio Holder for Environment update

In the second of two visits from the Portfolio Holder for Environment, the committee received a very comprehensive report outlining the work of the remaining teams under his Portfolio. Highlights included Axe Wetlands plans to create a 200 acre nature reserve linking with the emerging Seaton Jurassic attraction and Stop Line cycleway; and continued Green Flag status for Connaught and Manor Gardens.

Exmouth beach management

A swift task and finish forum was executed, set up in response to concerns about the loss of beach material. A number of recommendations were made, and the Forum were content that sufficient monitoring is in place. The Forum was also a useful means of giving clarity on the funding mechanisms behind coastal projects.

Evaluation and protection of trees

A task and finish forum, after a difficult start, has considered the workload of the arboricultural officers, and how that is impacted by the needs of other services. It has also looked at the case for trees as set forward by the Forestry Commission, questioning representative issues such as the practical implications of planting in urban areas. A final report from the Forum is expected to be considered by the Committee at its first meeting of the new civic term.

National Parks debate

Councillor Sheila Kerridge, as Member Champion of Tourism, updated the committee on the stalled national park concept, instead focussing debate on how the council could consider promotion of its own attraction assets. The Committee agreed to look at the issue of tourism in relation to the assets the Council currently owns in the coming term.

Funding this Outstanding Place

Portfolio Holder for Finance update

The Committee received an update from the Portfolio Holder for Finance. This included a refreshed corporate property asset management plan, and the start of a serviced workspace demand and delivery appraisal.

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. A recent example of this relates to the request and supply of a report about the council promise relating to supporting new developments through investment in infrastructure. The report outlined a number of constraints, from both government guidance and legislation, which predicted to only increase the problem of meeting this performance measure, even after implementing a CIL charging structure and the adoption of the Local Plan.

Budget 2014/15

Each year for the past few years, improvements have been better made to inform Members in preparation for the draft budget presented in January. This year, the Budget Scrutiny Task and Finish Forum continued work on discretionary elements of the 2015/16 budget and beyond. The main Committee has been kept informed by the publishing of the Budget TaFF notes, and the ideas and debate from that Forum has been fed into the budget process.

In undertaking a continual review of budgets throughout the year, it is hoped that over time, Members will feel comfortable in their understanding of the budgets for each service area before agreeing to recommend the draft budget for approval, having most likely helped shaped the budget throughout the year.

The Beehive Centre

The committee debated how it could reasonably scrutinise the project from the view of the capital investment made by the Council. In discussing the topic, the committee agreed to further debate the measures used on contracts to protect the interests of the Council.

The topic was debated across two meetings, with most recent debate in February when the committee considered an extensive report on the contractual arrangements. Some members were satisfied that the safeguards adopted were appropriate, but a recommendation was made for the Deputy Chief Executive to explore good practices of contractual arrangements to inform future contracts.

Other areas

Portfolio Holder for Corporate Business update

The committee have certainly made use of both Portfolio Holders for Corporate Business, and Corporate Services, in assigning topics for debate at both joint and separate think tanks. Informal discussion has led to reports back to the committee with a number of recommendations; ranging from the format of the council meeting, to the creation of new committees. A number of recommendations on changes have already been agreed and put in place.

Portfolio Holder for Corporate Services update

With STRATA now in place and a new website live from 10 March, Councillor Phil Twiss has kept the committee updated on work from his portfolio, as well as discussing topics under joint think tanks with Councillor Ray Bloxham.

Office accommodation updates

The Committee has continued to receive updates on the office accommodation project and has questioned elements of the budget relating to it, culminating in a combined meeting with Audit and Governance Committee to scrutinise auditor reports on the relocation project.

Task and Finish Forum review

The committee debated, including through the use of the joint Think Tank of the Portfolio Holder – Corporate Business and Portfolio Holder – Central Services, changes to the way it sets up such forums to undertake detailed review of the topic. Scoping will now be

undertaken and agreed by the committee, so that work may immediately begin at the first meeting of the Forum. The number of members, taken from outside of the committee as necessary, will normally be seven, with a quorum of four.

Public speaking arrangements for Development Management Committee

The committee were tasked with debate on the suggested changes to public speaking arrangements and meeting management, in response to excessively long meetings of the DMC. The revised recommendations were adopted by Council on a trial basis of one year, ending in August 2015.

Portfolio Holder decision on concession for coffee van

Despite not meeting the criteria for a formal call-in under the Council's constitution, the committee were permitted, in the interests of transparency, to debate a decision by the Portfolio Holder for Environment. This allowed both interested parties and Ward members to voice their concerns. The issue raised some learning points for the handling of such decisions in the future, including consulting with all ward members in a multi-ward area.

Annual report of the Housing Review Board 2014/15

The Chairman and Vice Chairman of the Housing Review Board are Councillor Pauline Stott as Chairman and Mike Berridge as Vice Chairman of the Board.

The Board welcomed two new tenant representative members during autumn 2014, Joyce Ebborn and Harry Roberts.

Words from the Chairman

It has been a great privilege to have been your Chairman for the last 5 years. During that time so many things have changed for the better though there is always room for improvement and new challenges. We have all worked together both tenants, independents, officers and councillors to create better homes for people.

This year we have again seen some of our valued tenants leave the Board. We said goodbye to Sue Saunders and Victor Kemp both highly respected tenants, and we said hello to Joyce Ebborn and Harry Roberts.

We still have our grounds maintenance Task and Finish Forum (TaFF) going on with the areas of grass that StreetScene cut being measured, to see if there's any difference in those areas as this was last done in 1996. This work should be completed in May.

Our Garage TaFF last year that looked at garages not in use, we have now sold some off and are building houses on sites that are no longer used.

Our Parking TaFF has found several areas to extend or introduce new parking areas for our tenants.

The Handyman's TaFF has just finished looking at small jobs been done quickly for the vulnerable elderly and disabled tenants a pilot scheme will run for 6 months starting in April.

We have purchased some new homes in Axminster and some ex council homes and will start building some 3 new homes in Exmouth and Honiton - with more coming later in the New Year. I think this is one of our proudest moments, as our number one priority in the council was affordable homes for everybody. This year we have achieved over 560 families being housed. People now in bands C & D; providing they meet the criteria, could find themselves being housed after just 6 – 12 months. I would like to thank our officers for the great work they have done to achieve this goal.

The Tenants Scrutiny Panel work on Voids last year was taken on board and their valued work has been implemented.

Our Community Support Workers has now increased to 5; this has help to achieved much needed work in our rural areas as well as the towns. They have worked hard to fill some of the gaps left by the closures of Devon County Council Youth Clubs.

Their latest achievement with our tenants was to plant an apple orchard with help of the Countryside Team. This will be an orchard for tenants use at Littleham Estate.

I would like to thank our Community Support Officers, both at Home Safeguard and working on our estate for keeping this service, even when Supporting People money no longer pays for the service. It means many people owe their lives to either service which I believe living in shelter accommodation this is an essential part of the scheme.

As this year comes to a close I would like to thank all tenants who sit on various committees for the work they do on behalf of council tenants. I would also like to thank our very committed staff at East Devon for the excellent services from all departments headed by John Golding.

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. Some examples from the HRB work programme are summarised below:

Draft Housing Revenue Account 2015/16

The draft Housing Revenue Account for 2015/16 was a key document for the Board to influence. The annual HRA was underpinned and influenced by the 30 year HRA Business Plan, which was working as expected. 2012/13 saw the major reform to social housing finance and a move to self-financing, which involved the Council taking on debt rather than paying a subsidy to government from tenants' rents. As a result this showed a healthy HRA balance going into the new financial year. The budget has been produced in accordance with our Housing Revenue Account Business Plan assumptions.

HRA financial monitoring reports

A summary of the overall financial position on the Housing Revenue Account (HRA), HRA Capital Programme and the Business Plan for 2014/15 was provided at every meeting. Careful monitoring throughout the year indicated that the HRA was being maintained at/above the adopted level and the business plan position remained healthy.

Centenary Fields Programme

In June 2014 the Strategic Lead, Housing, Health and Environment invited the Board to nominate a piece of recreational space to be dedicated as a Centenary Field to commemorate World War 1. The Board agreed that the piece of land put forward was adjacent to Rodney Close, Exmouth be approved as a centenary field. It had previously been agreed for development, but it now had Village Green status which effectively prevented any development on the site. Members of the Board agreed that this was a worthwhile cause.

Standardised Tenants and Residents (STAR) Survey Results

The results from STAR surveys provided important information about how services are performing. The last STAR survey was in 2012. It was recommended that Councils undertake a satisfaction survey at least every two years. Unlike many other surveys, a more in depth analysis can be performed on STAR survey data since they are more statistically robust. This enabled a greater understanding of what the data is saying.

Survey Results

Overall, satisfaction scores were positive and EDDC housing service was performing well. However, compared to the 2012 survey there has been a slight decline in reported satisfaction with our services. This is in line with other landlords. Figures published in the year end accounts of the 50 biggest landlords (housing associations) reveals a drop in average overall customer satisfaction from 82.5% of tenants satisfied in 2012/13 to 81.5% in 2013/14. Despite a small decline in satisfaction, scores show that EDDC Housing Service was performing well. This success deserved to be celebrated. However, there were key areas which were worth exploring further and an improvement plan report would come back to the Board.

Men's Shed

The Housing Review Board was aware of the very successful project run by Opendoor; a Christian social action charity, and had established Men's Shed on the Littleham estate in Exmouth. The project Men's Shed was based around the increased and worrying social isolation amongst men in our society. Historically men that do not work tend not to join clubs or socialise in the same way as women. Men tend to stay indoors and have a tendency to become isolated. This can lead to depression and a low morale.

Towards the end of 2013 Opendoor proposed to set up a new project on the Littleham estate, and run it from the Clayton House Community Centre. The Community Development and Support Services teams worked with representatives from Opendoor and Men's Shed to set up the project and gave advice and provided the venue at a reduced rate for an initial period. The project has run for just 12 months and had proved to be so successful it had outgrown the Community Centre. The Housing Review Board agreed to Opendoor to rent a piece of land to erect a wooden shed on land at the side of the Community Centre.

Community Development Team

The team delivered a range of projects including SWITCH; structured clubs for young people in Axminster and the Littleham area of Exmouth, arranged and delivered community festivals and fun days across the district. In addition, the team recruited and trained volunteers, supported youth groups and other groups by providing advice and guidance, run trips and activities for young people some of which have been in partnership with the Countryside team. They support and work with the targeted families support project, were the

key players in the development of the Honiton Together initiative and in securing significant funds to develop this into a new and innovative way of working collaboratively in Honiton.

The team had worked to facilitate community groups in securing the future of youth centres in Axminster, Honiton and Sidmouth. They provided one to one and group support for young people and work with the Support Services team to promote and encourage the use of our community centres and support new users such as the very successful Men's Shed project.

A review of the work of the team was completed earlier this year. This recognised the valuable work the team does and so developed a Community Development plan to build on this. The team was committed to delivering what is required by tenants and their families. To develop the work further the team needed to increase the capacity of the team by an additional 0.6 (three days per week), and recruit and train a Community Development apprentice. Some new initiatives had been established, these included:

- Digital projects.
- Support group for parents on the targeted families register.
- Honiton Together.
- Projects to work with young people fitting the Not in Employment, Education or Training (NEETs) criteria.
- Joint working with the Countryside team to identify and develop at least one Community Orchard.
- Work experience, apprenticeships and training opportunities.
- Jobs fair.
- Supporting people into work by helping with training, CV's, skills and other costs.
- Building confidence with all residents by for example supporting young people to achieve the John Muir award.

Handy Person Scheme & TaFF

The Housing Needs and Strategy Manager introduced the Board to the Handy Person Scheme for Day to Day Repairs and minor works that were tenants' responsibility. The Board set up a time limited Task and Finish Forum to develop the scope and key criteria for a Handy Person Scheme. The TaFF met twice and would start a pilot scheme to run from April 2015 for 6 months. The TaFF would reconvene in November 2015 to discuss the pilot scheme's outcomes.

Tenant Repair Inspectors

The team supported the principle of tenant inspectors, for day to day repair maintenance service to help manage the quality of workmanship by contractors. This was also to gain a better understanding of tenant satisfaction with the service.

Right to Buy

Throughout the year the Board voiced their concerns over Right to Buy receipts. It was anticipated that the number of Right to Buy sales in 2013/14 would be around 30. This was a significant increase on the 14 homes sold the previous year, with only 22 properties being sold over the previous three year period. Government had made proposals to change the rules/criteria for Right to Buy sales and it was anticipated that this would increase the number of sales and result in a reduction in the East Devon Homes housing stock. The Board would continue to monitor the situation. There have been 26 Right to Buy sales and 1 garage sale completed so far this year.

Older persons targeted support

In November 2014 Sue Bewes, the Landlord Services Manager gave an update to the Board on the position regarding the impact of the termination of Devon County Council (DCC) Supporting People contract and options for the future of the Council's support service for sheltered housing residents. The service was in the process of conducting tenant consultations with over 400 people having already attended a roadshow session. In January 2015 the Housing Review Board was asked to choose option 1 (b) to take the support service forward from April 2015. Option 1 (b) involved charging for support by way of a flat rate of support to all sheltered tenants.

Home Safeguard

In November 2014 Amy Gilbert, Support Services Manager updated on the work of the Home Safeguard team due to changes to the service. It had been a challenging year especially the implementation of the new Operator working rota that changed staff times of work; this had led to some staff leaving. The new team was now in place and working well with a day team and a night team, set up to meet customer demand. Devon County Council cuts would affect Home Safeguard but the team was ready for these challenges.

There had been good marketing feedback on the new logo and publications with lots of talks with community groups. There is already an increase in business for installations and October was a record month with the highest number of installations for quite some time.

The Home Safeguard team had passed another Telecare Services Association (TSA) accreditation for the fourth year in a row and was now accredited to 2016; subject to a further successful annual inspection in 2015. The TSA accreditation provided a 'health check' in all areas of the service with particular focus on speed of response and customer satisfaction.

Tenants Leading Change

This was the DCLG's Tenants Leading Change initiative, promoting tenant involvement and its benefits to the delivery of improved services. The Council had good examples of this, including tenant scrutiny and mystery shoppers.

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

- Right to Buy update.
- Right to Move consultation.
- Rent Restructuring Scheme.
- Annual report to tenants 2013/14.
- Estate Management review.
- Devon Home Choice – policy changes and update.
- Decoration scheme for vulnerable elderly and disabled tenants.
- Gas safety checks.
- Fire risk assessments.
- Dampness eradication programme.
- Targeted families support project progress report and updates.
- Affordable homes programme 2015-18.
- Performance indicator reports.

List of 2014/15 Member Champions:

Asset Management	Bob Buxton
Business	Mike Allen
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 (including Post Offices)	Ken Potter
Seaton Town	Stephanie Jones
Tourism	Sheila Kerridge
Youth	Christine Drew

Why has the Council appointed Champions?

Member Champions have evolved in this Council to focus Member activity on certain aspects of the Council's business and functions. Although Champions are not permitted under the Local Government framework to make individual legally binding decisions themselves, they work closely with the Council's Cabinet, Overview and Scrutiny Committees and within the Council's Constitution to complement and enhance the work of the Council to help deliver its priorities. The appointment of Member Champions is reviewed at the annual meeting of the Council.

What is expected of Member Champions?

- ❑ to exert influence on those within the Council who make executive decisions and on other Members of the Council in the context of full Council, regulatory and overview and scrutiny functions,
- ❑ to exert influence on relevant external partners and bodies in their decision making and planning,
- ❑ to act as a catalyst for change and improvement
- ❑ to work with others within the Council to maintain efficient, effective and relevant services and policies

Examples of our current Champions' work and achievements:

Asset Management – Bob Buxton

- Regularly attends meeting of the Asset Management Forum, which looks to achieve better and more efficient use of assets.
- Effective work on streamlining systems for disposal of assets has included a review of procedures, best practice from other organisations and the private sector.

Business – Mike Allen

- Member of Development Management Committee making sure there is proper development of sustainable business units.
- Seeks feedback on business needs within the district and how best to provide support, particularly for small and start-up business.
- Maintains contacts with Chambers of Commerce and Federation of Small Businesses

Culture – John O'Leary

- Supports arts and culture within the district and highlights their value to the economy and well-being of local communities.
- Chairman of the Arts and Culture Forum which makes recommendations to Cabinet on matters relating to arts & culture in East Devon, including in respect of the Manor Pavilion, Thelma Hulbert Gallery, Countryside team events and the Villages in Action initiatives.

Customer Services – Vivien Duval Steer

- Member of the Council's Corporate Equalities Group, which discusses equality issues with the Council's Equality Partners (including Living Options and the Community Police Liaison Team) and provides feedback on service delivery. Some of the issues raised have had positive outcomes due to follow-up work – for example raising Devon Highway's awareness of the need for adjustments to street furniture and pavement parking which are particularly problematic for people with visual impairment.
- Through positive effort, the Council's equality duties have become increasingly embedded within the Council's business and its decision-making. There is greater awareness of the implications of the Equality Act and its implications for the community at large.

Exmouth Town – John Humphreys

- Meets regularly with local community groups and businesses for feedback and to see what can be achieved through people working together.
- Attends local events.
- Supports and promotes Exmouth regeneration to achieve the best for Exmouth.

Flood Alleviation – Peter Bowden

- Involvement in progressing flood-alleviation measures and related maintenance needed to lessen the impact of future storms and rainfall.
- Despite some delay in progress due to key Officer unavoidable absence, work on flood alleviation has benefited from an improved sense of co-operation and dialogue between critical partners including the Environment Agency, South West Water and Network Rail. This has helped to develop a better understanding of local problems and of schemes needed to be in place both locally and nationally. Member of Flooding Task Group to specifically review Strategic Risk Management in a Devon wide context
- Helping to keep Government aware of East Devon's ongoing flooding problems

Health and Wellbeing – Peter Sullivan

- Working to help support the Council's health and wellbeing responsibilities – this has involved attending numerous Clinical Commissioning Group meetings around the district to obtain information on how the changes to the NHS / Councils are working.
- Promoting the three main themes within the Council of - realising our health potential, connected resilient communities and influences on our health.
- Supporting the East Devon Health Plan, which will help the Council to be proactive and target health and wellbeing issues.

Member Development and Engagement – Maddy Chapman

- Empathising with EDDC Councillors in their personal development in their Council roles;
- Encouraging and supporting Councillors to adopt the paper-light initiative when dealing with Council work and at meetings. Moving away from reliance on paper copies has effectively reduced print and post costs and encouraged wider use of on-line sources of information.
- Chairman of the Member Development Working Party which reviews development opportunities and devised the induction/welcome programme for newly elected Councillors.
- Working on achieving reaccreditation of the South West Charter for Member Development, which reflects the standard of development and support given to elected members at EDDC.

Planning Design and Heritage – Alan Dent

- Member of Development Management Committee with special responsibility for commenting on applications from a design point of view - the NPPF (National Planning Policy Framework) requires all developers to provide a high standard of innovative design, make use of appropriate materials (for the locality) and progressively move towards zero carbon emissions.
- Highlights the importance of heritage in both buildings and landscape - helping to achieve a balance between development and conservation.

Procurement – Mark Williamson

- Meets regularly with Colin Slater, Corporate Procurement Officer and the Procurement & Efficiency Group to monitor work programmes, savings achieved, training and collaborative purchasing with other authorities.
- Working to promote SMARTER purchasing across the range of Council activities to bring in savings.
- Continuing to implant, where appropriate, the many initiatives of Government on procurement including the introduction of electronic tendering and responding proactively to the Government's Fighting Fraud Locally initiative.
- Encouraging local business owners and traders to work together.

Rural Broadband – Mike Howe

- Pushing for and highlighting the need for adequate Broadband coverage across the district to serve local residents and the business community and to progress improvements.
- Raising awareness in respect of national and local issues - work locally is focussing on identifying the 10% who won't be Broadband equipped and seeking solutions for them – this is highlighting the rural: urban divide.
- Meetings with Councillors, key officers and partners to keep up to date on a daily basis on Broadband news from around the world and the UK in particular.

Rural Communities (including Post Offices) – Ken Potter

- Supporting the 'Rural Fair Share Campaign' with the support of SPARSE and Local MP.
- Promoting Post Office business opportunities.
- Keeping members up to date in respect of Post Office initiatives.
- Helping where possible with Post Office Network problems in the district and highlighted the issues when appropriate at Council meetings.

Seaton Town – Stephanie Jones

- Taking every opportunity to promote and get best outcomes for Seaton.
- Keeping up to date with progress on the delivery of the Seaton Jurassic (Visitor Discovery Centre), recognising its importance to the town's regeneration and helping to ensure that well-thought out arrangements are in place to lessen the impact and disruption that will be caused by these works.

Tourism – Sheila Kerridge

- Helping to promote sustainable tourism within East Devon through regular meetings with the Jurassic World Heritage Team and the Jurassic Ambassadors; looking for opportunities to promote the Jurassic Coast.
- Referred a presentation from the manager of the Jurassic Coast World Heritage Team to a meeting of the Overview and Scrutiny Committee to promote the Jurassic Coast Marine Link to which all stakeholders were invited to attend.
- Forging closer working relationship with the Heart of Devon Tourism Partnership as a means of promoting business tourism in East Devon.

Youth – Cllr Christine Drew

- Represents young people in Council decision-making and listens to the youth voice.
- Chair of the Children and Young People's meetings and the Health and Social Care Groups for youth.
- Engages with youth workers and visits youth centres
- Attends and participates in a range of Local Democracy events.

EAST DEVON DISTRICT COUNCIL

**Nominations for Chairmen and Vice-Chairmen
2015/2016**

Committees	Chairman	Vice-Chairman
Overview Committee	Peter Bowden	Mike Allen
Scrutiny Committee	Roger Giles	Alan Dent
Housing Review Board	Pauline Stott	To be appointed by Housing Review Board
Development Management and Planning Inspections Committees	David Key	Mike Howe
Audit & Governance	Mark Williamson	Dean Barrow
Standards	Chairman of the Council	
Interviewing (Chief Officers)	Leader	Deputy Leader
Employment Appeals	Deputy Leader	
Licensing and Enforcement	Steve Hall	Jim Knight

Member Champions

	Leader nominations 2015/16
Business	Marcus Hartnell
Culture	John O'Leary
Exmouth	John Humphreys
Employment	Mike Allen
Flood Alleviation	Peter Bowden
Health and Wellbeing	David Foster
Member Development and Engagement	Maddy Chapman
Neighbourhood Planning	Mark Williamson
Planning Design and Heritage	Christopher Pepper
Procurement	Graham Godbeer
Rural	Paul Carter
Tourism	Alison Greenhalgh
Youth	Maria Hale

Membership of Committees 2015/16

Members of Cabinet and Committees 2015/16	Cabinet 10	Scrutiny 15	Overview 11	Housing Review Board 5	Development Management 16	Standards 5	Audit & Governance 8	Interviewing (Chief Officers 7	Employment Appeals 7	Licensing & Enforcement 15
Allen Mike			Vice Chairman							
Armstrong Megan										
Bailey Brian										
Barratt David										
Barrow Dean							Vice Chairman			
Bond Susie						Substitute				
Booth Matthew										
Bowden Peter			Chairman							
Brown Colin										
Burrows Peter										
Carter Paul										
Chapman David										
Chapman Maddy										
Chubb Iain										
Coppell Matt										
Dent Alan		Vice Chairman				Substitute				
Diviani Paul	Leader							Chairman		
Dyson John										
Elson Jill										
Faithfull Peter										
Foster David										
Gardner Cathy										
Gazzard Steve										
Giles Roger		Chairman								
Godbeer Graham										
Graham Pat										
Greenhalgh Alison										
Grundy Simon										
Hale Maria										
Hall Ian										
Hall Steve										Chairman
Hartnell Marcus										
Howe Mike					Vice Chairman					
Hughes Stuart						Chairman				
Hull Douglas										
Humphreys John										

Membership of Committees 2015/16

Members of Cabinet and Committees 2015/16	Cabinet 10	Scrutiny 15	Overview 11	Housing Review Board 5	Development Management 16	Standards 5	Audit & Governance 8	Interviewing (Chief Officers 7	Employment Appeals 7	Licensing & Enforcement 15
Ingham Ben										
Jung Geoff										
Key David					Chairman					
Knight Jim										Vice Chairman
Longhurst Rob										
Manley Dawn										
Moulding Andrew	Deputy Leader							Vice Chairman	Chairman	
Nash Bill										
Nicholas Cherry										
O'Leary John										
Parr Helen										
Pepper Christopher										
Pook Geoff										
Ranger Val										
Rixson Marianne										
Skinner Philip										
Stott Pauline				Chairman						
Taylor Brenda						Substitute				
Thomas Ian										
Twiss Phil										
Williamson Mark							Chairman			
Wragg Eileen										
Wright Tom										

Portfolio Holders: Strategic Development and Partnerships (and Deputy Leader) – Andrew Moulding, Corporate Business – Tom Wright, Corporate Services – Phil Twiss, Economy – Philip Skinner, Environment – Iain Chubb, Finance – Ian Thomas, Sustainable Homes and Communities – Jill Elson, Cabinet Members without Portfolio – Geoff Pook and Eileen Wragg

Leader's/Portfolio Holders' Think Tanks

		Appointments - 2015/16 (Champions indicated)
1.	<p>Strategic Development and Partnerships</p> <p>Andrew Moulding</p>	<p>John Humphreys (Exmouth Champion) Mike Allen (Employment Champion) Megan Armstrong Alan Dent Cathy Gardner Rob Longhurst David Key Bill Nash Brenda Taylor</p>
2.	<p>Corporate Business</p> <p>Tom Wright</p>	<p>Brian Bailey Peter Burrows John Dyson Simon Grundy Ian Hall Marcus Hartnell Geoff Jung</p>
3.	<p>Corporate Services</p> <p>Phil Twiss</p>	<p>Maddy Chapman (Member Development Champion) Susie Bond Pat Graham Steve Hall Dawn Manley Chris Pepper Geoff Pook</p>
4.	<p>Economy</p> <p>Philip Skinner</p>	<p>Mike Allen (Employment Champion) Paul Carter (Rural Champion) Alison Greenhalgh (Tourism Champion) Marcus Hartnell (Business Champion) Christopher Pepper (Planning Design & Heritage) Matt Booth Peter Burrows David Chapman Ben Ingham</p>
5.	<p>Environment</p> <p>Iain Chubb</p>	<p>Peter Bowden (Flood Alleviation Champion) Graham Godbeer (Neighbourhood Planning Champion) John O'Leary (Culture Champion) Peter Faithfull Mike Howe John Humphreys Val Ranger Marianne Rixson Eileen Wragg</p>
6.	<p>Finance</p> <p>Ian Thomas</p>	<p>Mark Williamson (Procurement Champion) Dean Barrow Colin Brown John Dyson Steve Gazzard Ben Ingham Cherry Nicholas</p>
7.	<p>Sustainable Homes and Communities</p> <p>Jill Elson</p>	<p>David Foster (Health & Wellbeing Champion) Maria Hale (Youth Champion) Megan Armstrong David Barratt Matt Coppell Douglas Hull Jim Knight Pauline Stott</p>

Panels and Forum	Appointments 2014/15	Nominations 2015/16
1. Asset Management Forum	Portfolio Holders – Strategic Development & Partnerships, Economy Finance ex officio: Leader Chairman of the Council	Portfolio Holders – Strategic Development & Partnerships, Economy Finance Geoff Pook 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 Economy Finance Sustainable Homes and Communities Deputy Environment Peter Burrows Geoff Chamberlain Tony Howard Geoff Pook Tim Wood	Leader of the Council Portfolio Holders: Strategic Development and Partnerships (Deputy Leader) Corporate Business Economy Finance Sustainable Homes and Communities Cllrs: Dean Barrow Colin Brown Peter Burrows John Dyson Geoff Pook
3. Capital Strategy and Allocation Group	Portfolio Holders: Strategic Development and Partnerships, Finance, Economy, Corporate Business Corporate Services	Portfolio Holders: Strategic Development and Partnerships, Finance, Economy, Corporate Business Corporate Services
4. Community Fund Panel	Portfolio Holder - Finance Cllrs: Derek Button Trevor Cope David Key Jim Knight Frances Newth	Portfolio Holder - Finance Cllrs: Matt Booth Paul Carter Matt Coppell Douglas Hull David Key
5. Disciplinary Panel – to consider disciplinary matters relating to statutory officers	Cllrs: David Atkins David Cox Martin Gammell Pauline Stott	Cllrs: Megan Armstrong Jim Knight Pauline Stott Brenda Taylor

Panels and Forum	Appointments 2014/15	Nominations 2015/16
6. Manor Pavilion Theatre Management Steering Committee	Cllr Frances Newth <i>Culture Champion invited to attend but is not a Member of the Committee</i>	John O'Leary (Culture Champion) Substitute: Stuart Hughes
7. Member Development Working Party	Portfolio Holder – Corporate Services Maddy Chapman Trevor Cope Christine Drew Pat Graham Stephanie Jones	Portfolio Holder – Corporate Services Maddy Chapman(Champion) Susie Bond Alan Dent Pat Graham Marianne Rixson
8. 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 Mike Allen David Barratt Marcus Hartnell Douglas Hull Geoff Jung Christopher Pepper
9. New Office Executive Group	Leader of the Council Portfolio Holders – Strategic Development and Partnerships Corporate Business Finance	Leader of the Council Portfolio Holders – Strategic Development and Partnerships Corporate Business Finance
Joint Bodies	Appointments 2014/15	Nominations 2015/16
10. Arts and Culture Forum	Deputy Portfolio Holder – Environment Culture Champion Customer Services Champion (plus 2 Community & 7 town representatives) ex officio Portfolio Holder – Corporate Services	Culture Champion (to be Chairman of the Forum) Peter Faithfull Cllr Alison Greenhalgh (plus 2 Community & 7 town representatives) ex officio Portfolio Holder – Corporate Services
11. East and Mid Devon Community Safety	Cllr Steve Gazzard	Cllr Steve Gazzard
12. East and Mid Devon Crime and Disorder Scrutiny Panel	Chairman and Vice Chairman of Overview and Scrutiny Committee, Peter Halse Substitute: Chris Wale	Chairman and Vice Chairman of Scrutiny Committee Cllr John Humphreys Ian Hall (Substitute)

Joint Bodies	Appointments 2014/15*	Nominations 2015/16
13. County Committees including: East Devon Highways and Traffic Orders Committee	Cllrs: Susie Bond Bob Buxton Pauline Stott	Cllrs: Brian Bailey Matt Coppell Pauline Stott
14. East Devon 'Stakeholder Panel' re East Devon Strategic Housing Land Availability (SHLAA)	Portfolio Holder – Strategic Development and Partnerships	Portfolio Holder – Strategic Development and Partnerships
15. Exmouth Regeneration Programme Board	Portfolio Holders Strategic Development & Partnerships and Sustainable Homes & Communities Plus 2 local Exmouth Members (Exmouth Member Champion and Tim Wood)	Portfolio Holders: Strategic Development & Partnerships Sustainable Homes & Communities Economy Plus 2 local Exmouth Members – Exmouth Champion and Mark Williamson
16. Seaton Regeneration Programme Board	Portfolio Holders – Economy and Environment Plus 2 Seaton Ward Members (Seaton Champion and Peter Burrows) (Portfolio Holder – Economy is Axmouth Ward Member)	Portfolio Holders: Economy and Environment Plus 2 Seaton Ward Members (Peter Burrows and Marcus Hartnell) Plus Axmouth Ward Member
17. LED Leisure Management Ltd	Peter Sullivan Tim Wood	Peter Bowden Phil Twiss
18. LED Leisure Joint Working Party	David Chapman Pat Graham Tony Howard Geoff Pook Tim Wood	Culture Champion Youth Champion David Chapman Pat Graham Rob Longhurst Geoff Pook
19. Local Joint Panel	Leader Portfolio Holders: Finance Corporate Services Geoff Chamberlain Vivien Duval Steer	Leader Portfolio Holders: Finance Corporate Services Cllr Steve Gazzard Ben Ingham
20. Lower Exe Mooring Authority Management Committee	Mike Howe Brenda Taylor (substitute: John Humphreys)	John Humphreys Pat Graham (substitute: Eileen Wragg)

Joint Bodies	Appointments 2014/15*	Nominations 2015/16
21. New Growth Point Delivery Team Steering Board	Leader of the Council (substitute: Deputy Leader)	Leader of the Council (substitute: Deputy Leader)
22. Recycling and Refuse Partnership Board	Portfolio Holder – Environment Deputy Portfolio Holder - Environment David Cox Steve Gazzard Geoff Pook	Portfolio Holder – Environment (Chairman) Steve Gazzard Simon Grundy Geoff Jung Geoff Pook
23. Sidmouth Main and East Beaches Steering Group	Deputy Leader of the Council Portfolio Holder - Environment Deputy PH Environment Sidmouth Ward Members Geoff Pook	Deputy Leader of the Council Portfolio Holder - Environment Sidmouth Ward Members Geoff Pook
24. STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities)	Leader and Chief Executive of each partner authority	Leader and Chief Executive of each partner authority
25. STRATA Joint Scrutiny Committee ((EDDC, Exeter City and Teignbridge authorities)	EDDC appointees: Alan Dent and Tim Wood, (Conservative) Martin Gammell (Liberal Democrat)	EDDC appointees: David Chapman and Alan Dent, (Conservative) Geoff Jung (Independent)
	EDDC substitutes: Mike Allen and Mike Howe (Conservative Group), Steve Gazzard (Liberal Democrats Group) Geoff Pook (Independent)	EDDC substitutes: Mike Allen and Mike Howe (Conservative Group), Steve Gazzard (Liberal Democrats Group) Geoff Pook (Independent)
26. Waste Project Board for Devon	Portfolio Holder - Environment	Portfolio Holder - Environment

***includes any amendments made to appointments agreed at Council meetings held during the civic year 2014/15**

NOTES:

1. It is anticipated that a Community Infrastructure Levy Working Group will be required during the year and will be set up through Council at the appropriate time.
2. **In 2014**, Councillors Deborah Custance Baker, Mike Howe and Sheila Kerridge were appointed as the Council's 'designated persons' to comply with the new arrangements for dealing with complaints by tenants – the designated persons to work alongside the Tenant Complaint Panel.

2015/16 nominated 'designated persons' are Ian Hall, Brian Bailey and Marianne Rixson.

3. Further to the 2012 review undertaken initially by the Corporate Business Portfolio Holder's Think Tank and recommendations of the Overview and Scrutiny Committee, supported by Cabinet at its meeting on 4 April 2012, the allocation of places to the various Leisure East Devon Partnership Forum throughout the district 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 2015/16

	Name of Outside Body	Councillor appointments 2014/15	Councillor nominations 2015/16	Portfolio Holders/ Champion – reporting link
(a)	APPOINTMENTS: GENERAL		Dark borders indicate where more nominations have been made than spaces available	
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani	Paul Diviani	Environment
2	Devon and Exeter Area Rail Working Party	David Atkins Peter Sullivan	Brian Bailey David Foster Roger Giles Ben Ingham	Economy
3	Devon Authorities Waste and Recycling Committee	David Cox	Environment Portfolio Holder	Environment
4	Devon Youth Service	Member Champion - Youth	Member Champion - Youth	Sustainable Housing/ Communities
5	East Devon AONB Partnership	Graham Godbeer Geoff Pook	Graham Godbeer Geoff Pook Val Ranger Marianne Rixson	Environment
6	East Devon Citizens' Advice Bureau	Trevor Cope Alan Dent	Megan Armstrong Brian Bailey David Barratt Alan Dent	Sustainable Housing/ Communities
7	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	Stephanie Jones	Matt Coppel John O'Leary	Sustainable Housing/ Communities
8	East Devon Volunteer Support Agency (EDVSA) – Trustee Board	Tom Wright	David Barratt Tom Wright	Sustainable Housing/ Communities
9	Exe Estuary Management Group	Mike Howe (substitute: Eileen Wragg)	Mike Howe Rob Longhurst (substitute: John Humphreys)	Environment
10	Exeter International Airport Consultative Group	Phil Twiss	Phil Twiss	Economy/ Environment

	Name of Outside Body	Councillor appointments 2014/15	Councillor nominations 2015/16	Portfolio Holders/ Champion – reporting link
11	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder representative	Portfolio Holder – Economy Portfolio Holder – Finance	PH – Finance (director) PH – Strategic Dev & Partnerships (shareholder rep)	Finance
(a)	APPOINTMENTS: GENERAL			
12	Exmouth Town Management Partnership Panel	Jill Elson	Jill Elson	Economy
13	Local Government Association General Assembly	Leader (substitute: Deputy Leader)	Leader (substitute: Deputy Leader)	Council
14	Local Government Association Annual Rural Assembly	Leader (with vote) Deputy Leader (who can vote in the absence of Leader)	Leader (with vote) Deputy Leader (who can vote in the absence of Leader)	Council
15	Local Government Association People and Places Board	Leader* (substitute: Deputy Leader) *representing South West Districts.	Leader* (substitute: Deputy Leader) *representing South West Districts.	Council
16	Police and Crime Panel – Devon and Cornwall	Tom Wright Substitute: Leader	Tom Wright Substitute: Leader	Council
17	SWAP (South West Audit Partnership Ltd)	Shareholder – Audit and Governance Chairman Director – Section 151 Officer	Shareholder – Audit and Governance Chairman Director – Section 151 Officer	Finance
18	South West Councils - including Employers' Panel	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Council
19	SPARSE – Rural Special Interest Group	Rural Communities Champion and Leader 65	Leader Sub: Rural Champion	Council

***above details include any amendments made to appointments agreed at Council meetings held during civic year 2014/15**

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 (including those 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 2015/2016

(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 most up to date details of forthcoming meetings.

MAY 2015

Wednesday	27		ANNUAL COUNCIL	6.30 pm
Thursday	28	**	STRATA Joint Scrutiny Committee (Knowle)	5.30 pm

JUNE

Wednesday	3		Development Management Committee	4.00 pm
Wednesday	10	**	STRATA Joint Executive Committee (Knowle)	5.30 pm
Tuesday	16		Development Management	2.00 pm
Wednesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	17		Cabinet	5.30 pm
Thursday	18		Housing Review Board	2.30 pm
Wednesday	24	†	Licensing and Enforcement Committee	9.30 am
Wednesday	24	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	25		Asset Management Forum	9.30am
Thursday	25		Audit and Governance Committee (DO NOT MOVE)	3.30 pm
Thursday	25		Scrutiny Committee	6.00 pm
Tuesday	30		Overview Committee	6.00 pm

JULY

Wednesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	7		Standards Committee	10.00 am
Wednesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	14		Development Management	2.00 pm
Wednesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	15		Cabinet	6.30 pm
Thursday	16		Asset Management Forum	9.30am
Wednesday	22	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	23	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	29	††	Licensing and Enforcement Sub (if required) (Cttee Room)	9.30 am
Wednesday	29		COUNCIL	6.30 pm
Thursday	30		Scrutiny Committee	6.00 pm

AUGUST

Tuesday	4		Development Management	2.00 pm
Wednesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	12		Cabinet (if required)	5.30 pm
Thursday	13		Asset Management Forum	9.30 am
Wednesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	20		Scrutiny Committee	6.00 pm
Wednesday	26	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	26	†	Licensing and Enforcement Committee	9.30 am

SEPTEMBER

Tuesday	1	**	STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	3		Asset Management Forum	9.30 am
Tuesday	8		Development Management	2.00 pm
Wednesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	9		Cabinet	5.30 pm
Thursday	10		Housing Review Board	2.30 pm
Wednesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	17		Scrutiny Committee	6.00pm
Tuesday	22		Overview Committee	6.00pm
Wednesday	23	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	24		Audit and Governance Committee	2.30 pm
Tuesday	29		Standards Committee	10.00 am
Wednesday	30	††	Licensing and Enforcement Sub (if required)	9.30 am

OCTOBER

Tuesday	6		Development Management	2.00 pm
Wednesday	7	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	7		Cabinet	5.30 pm
Thursday	8		Asset Management Forum	9.30 am
Wednesday	14	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	15		Scrutiny Committee	6.00pm
Wednesday	21	††	Licensing and Enforcement Sub (if required) (Cttee Room)	9.30 am
Wednesday	21		COUNCIL	6.30 pm
Thursday	22	**	STRATA Joint Scrutiny Committee (Knowle)	5.30 pm
Wednesday	28	††	Licensing and Enforcement Sub (if required)	9.30 am

NOVEMBER

Tuesday	3		Development Management	2.00 pm
Wednesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	4		Cabinet	5.30 pm
Thursday	5		Asset Management Forum	9.30 am
Thursday	5		Housing Review Board	2.30 pm
Wednesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	12		Scrutiny Committee	6.00 pm
Tuesday	17		Overview Committee	6.00 pm
Wednesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	18	†	Licensing and Enforcement Committee	9.30 am
Thursday	19		Audit and Governance Committee	2.30 pm
Tuesday	24	**	STRATA Joint Executive Committee (Knowle)	5.30 pm
Wednesday	25	††	Licensing and Enforcement Sub (if required)	9.30 am

DECEMBER

Wednesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	2		Cabinet	5.30 pm
Thursday	3	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Tuesday	8		Development Management	2.00 pm
Wednesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	10		Asset Management Forum	9.30 am
Thursday	10		Scrutiny Committee	6.00pm
Wednesday	16	††	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	16		COUNCIL	6.30 pm

JANUARY 2016

Wednesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	6		Cabinet	5.30 pm
Thursday	7		Asset Management Forum	9.30 am
Thursday	7		Audit and Governance Committee	2.30 pm
Tuesday	12	**	STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	13		Joint Overview & Scrutiny - Service Planning & Budget	9.00 am
Wednesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	14		Housing Review Board	2.30 pm
Tuesday	19		Development Management	2.00 pm
Wednesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	26		Standards Committee	10.00 am
Tuesday	26		Overview Committee	6.00 pm
Wednesday	27	††	Licensing and Enforcement Sub (if required)	9.30 am

FEBRUARY

Wednesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	4	**	STRATA Joint Scrutiny Committee (Knowle)	5.30 pm
Wednesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	10		Cabinet	5.30 pm
Thursday	11		Asset Management Forum	9.30 am
Tuesday	16		Development Management	2.00 pm
Wednesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	17	†	Licensing and Enforcement Committee	9.30 am
Thursday	18		Scrutiny Committee	6.00pm
Wednesday	24	††	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	24		COUNCIL – setting Council Tax and agreeing budgets	6.30 pm

MARCH

Wednesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	3		Audit and Governance	2.30 pm
Tuesday	8		Development Management	2.00 pm
Wednesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	9		Cabinet	5.30 pm
Thursday	10		Asset Management Forum	9.30 am
Thursday	10		Housing Review Board	2.30 pm
Wednesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	17		Scrutiny Committee	6.00pm
Tuesday	22		Overview Committee	6.00 pm
Tuesday	22		Standards Committee	10.00 am
Wednesday	23	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	23	**	STRATA Joint Executive Committee (Knowle)	5.30 pm
Wednesday	30	††	Licensing and Enforcement Sub (if required)	9.30 am

APRIL

Tuesday	5		Development Management	2.00 pm
Wednesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	6		Cabinet	5.30 pm
Thursday	7		Asset Management Forum	9.30 am
Thursday	7	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	14		Scrutiny Committee	6.00pm
Wednesday	20		Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	20		COUNCIL	6.30 pm
Wednesday	27		Licensing and Enforcement Sub (if required)	9.30 am

MAY

Wednesday	4		Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	4		Cabinet	5.30 pm
Tuesday	10		Development Management Committee	2.00 pm
Wednesday	11		Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	18		Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	18		Annual meeting of the Council – to be confirmed	6.30 pm

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

** STRATA Executive and Scrutiny meetings will be held either at the Civic Offices, Exeter or Knowle, Sidmouth – please check venue on agendas and in Knowledge.

Notes:

- Devon County Council Budget meeting time tabled for February 2016 (date to be confirmed)
- Meetings of the Standards Sub Committees will be arranged as required.
- Planned future meeting of STRATA Joint Scrutiny Committee are Thursdays 16 June (Knowle) and 29 September 2016 (Exeter).
- Planned future meetings of STRATA Joint Executive Committee are Tuesdays 24 May (Exeter), 5 July (Knowle) and 11 October 2016 (Exeter).

List of meetings 2015/2016

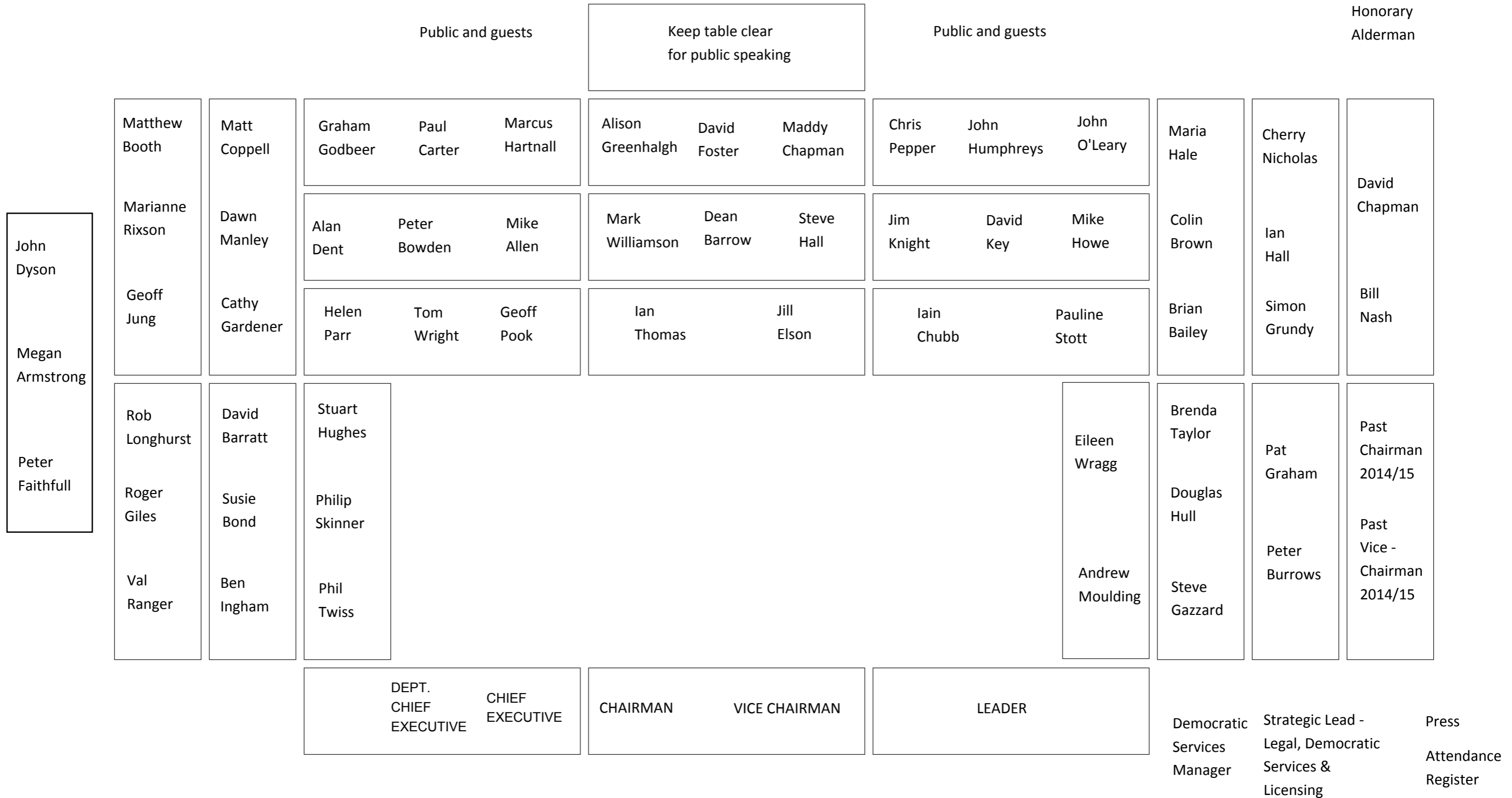
Unless otherwise indicated meetings will normally be held at Knowle, Sidmouth. Not all meetings are open to the public and the public can be asked to leave other meetings on specified grounds.

			2015								2016				
Meeting	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.30pm	27												18
Council	Wed	6.30pm			29			21		16		24		20	
Cabinet	Wed	5.30pm		17	15~	12	9	7	4	2	6	10	9	6	4
Scrutiny Committee	Thu	6.00pm		25	30	20	17	15	12	10		18	17	14	
Overview Committee & Scrutiny Committee joint Service Plan & Budget Meeting	Wed	9.00am									13				
Overview Committee	Tue	6.00pm		30			22		17		26		22		
Development Management Committee *	Tue	2.00pm		3** 16	14	4	8	6	3	8	19	16	8	5	10
Audit & Governance Committee	Thu	2.30pm		25~			24		19		7		3		
Housing Review Board	Thu	2.30pm		18			10		5		14		10		
Licensing & Enforcement Committee	Wed	9.30am		24		26			18			17			
Licensing & Enforcement Sub Committee	Wed	9.30am		17 24	1 8 15 22 29	5 12 19 26 30	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16	6 13 20 27	3 10 17 24	2 9 16 23 30	6 13 20 27	4 11 18
Standards Committee	Tue	10.00am			7		29				26		22		
Asset Management Forum (not open to public)	Thu	9.30am		25	16	13	3	8	5	10	7	11	10	7	
STRATA Joint Executive Committee	Wed	5.30pm		10			1#		24#		12#		23		
STRATA Joint Scrutiny Committee	Thu	5.30pm	28		23#			22		3#		4		7#	

- ❑ Sub-Committees of the Licensing and Enforcement Committee are timetabled for every Wednesday on a 'if required' basis
- ❑ # Held at Civic Centre, Exeter
- ❑ * Formal site visits as required will be held on the morning of the meeting date
- ❑ ** meeting starts at 4pm
- ❑ ~ starts an hour later due to briefing session not open to the public



Council Chamber seating layout



PART C

The detail below contains the main proposed amendments to the Constitution and the rationale behind the changes. There are in addition other minor and consequential amendments which are contained in the attached Table at the end of the report, with a brief reasoning for the change.

Councillor updates

- 1.1 The Councillor details, contained in the table at pages 11-15 have been updated following elections.
- 1.2 The Cabinet Portfolio Holders (table on page 25) have been updated to reflect the Leader's appointments and the scope of their work.
- 1.3 The Member Champions (table on page 26) have been updated to reflect the Leader's appointments.

Overview Committee and Scrutiny Committee

- 2.1 The committee structure agreed by Council at its meeting on 29 April 2015 is for the creation of separate Overview and Scrutiny Committees to replace the combined Overview and Scrutiny Committee. This has been reflected principally in amendments to Article 7, Section 2 of Part 3 (Terms of Reference and Delegated Powers of Committees), Section 4.2 of Part 4 (Access to Information Procedure Rules), Section 4.3 of Part 4 (Budget and Policy Framework Procedure Rules) and Section 4.5 of Part 5 (Overview and Scrutiny Procedure Rules).
- 2.2 In addition to the above general changes, the 'call-in' procedure (Paragraph 15 of Section 4.5 of Part 4) has been amended so that any four Members of the Council (excluding Cabinet Members) with the support of either the Chair or Vice Chairman of Scrutiny may call-in a decision of the Executive.

Planning Inspection Committee / Development Management Committee

- 3.1 Planning Inspections Committee is to be disbanded with the 'site inspection' role being subsumed into Development Management Committee. Amendments are made to Article 8, Section 1 of Part 3 (Responsibility for Council Functions), Section 2 of Part 3 (Terms of Reference and Delegated Powers of Committees), Section 5.3 of Part 5 (Code of good practice for Councillors and officers dealing with planning matters).

- 3.2 It was agreed by O&S that when the Development Management Committee was considering an application in the Chairman's ward, for that particular item the Chairman / Vice Chairman should swap roles so that the Chairman didn't have a casting vote on an item in their Ward. Amendments to Section 2 of Part 3 (Terms of Reference and Delegated Powers of Committees) and Section 4.1 of Part 4 (Procedural Standing Orders).

Officer Structure

- 4.1 As agreed by Full Council on 23rd July 2014, the Chief Executive has put in place a new Senior Management Structure. The chart showing the new structure is in Part 7 (page 235) and there are amendments throughout the Constitution to reflect the new titles and responsibilities, primarily to the Scheme of Delegations.

Dismissal of Chief Officers

- 5.1 There has been a change to the Regulations governing the process for the dismissal of the Head of Paid Service (Chief Executive), the Chief Finance Officer and the Monitoring Officer. Previously there was a requirement for the decision making body to make their decision following an investigation and in accordance with a report from a Designated Independent Person. This has now changed so that in the place of this process, the decision will be taken transparently by full council, who must consider any advice, views or recommendations from a panel of independent persons, the conclusions of any investigation into the proposed dismissal, and any representations from the officer concerned. This has necessitated changes to Part 4.8 of Part 4.

Scheme of Delegations

Portfolio Holders

- 6.1 Amendments to the General Delegations to Portfolio Holders (page 62) to clarify extent of authority between officers / Portfolio Holders particularly on property relates matters. See paragraphs 3(b), 7 and (new) 8 in particular.
- 6.2 Amendments to the Specific Delegations to Sustainable Homes and Communities Portfolio Holder in respect of the release of restrictive covenants applying to former Council owned properties (HRA housing). New paragraph 9.

- 6.3 Amendments to the Specific Delegations to Economy Portfolio Holder to clarify the extent of property related transactions. New paragraphs 2 – 4.

Officers

- 6.4 Amendments to the General Provisions of Section 3 of Part 3 to provide clarity and to avoid repetition throughout the Scheme of Delegation. The Scheme has been amended so that, where appropriate, a power exercisable by any of the Senior Officers may also be exercised by one of the Service Leads. This is to avoid having to give specific authority upon a change in the post or change to the delegations themselves.
- 6.5 Removing reference to Corporate ICT Manager following creation of Strata and management re-structure.
- 6.6 Amendments to the specific delegated powers for Waste, Streetscene, Countryside, Environmental Health and Housing to reflect the scope of current operational activity. In respect of Countryside this includes the moving of powers in respect of TPOs from Planning to Countryside, again reflecting current operating procedures. In respect of Environment this includes a new delegation to permit the appointment of 'Inspectors' under the Health and Safety at Work Act 1974, as only Inspectors have the powers under the Act and not the Council.
- 6.7 The Planning delegations have been revised to make them clearer to understand and delegated authorities that have previously been approved by Cabinet and DMC (in respect of designating Neighbourhood Areas and granting prior approvals) have been included.
- 6.8 The Property delegations to officers were not sufficient for the range / scope of transactions carried out. There was often ambiguity in the wording as to whether there was authority or not. These revised delegations are intended to make it expressly clear what the extent of the authority is.
- 6.9 There is an additional delegation to the Strategic Lead (Legal, Licensing and Democratic Services) which is to enable deeds of variation to S106 agreements to be entered into to ensure that borrowing can be obtained for purchasers of the units (there can be issues with some lenders in respect of specific mortgagee in possession clauses) provided that there is no change to the number of affordable houses to be provided or their specific tenure split (so proportion of shared ownership to rented). The power is exercisable in consultation with housing and planning.

Planning Code of Good Practice

- 7.1 The Planning Code of Good Practice (Section 5.3 of Part 5) has been updated with the amendments agreed by Standards Committee on 28th October 2014 and Full Council on 17th December 2014.
- 7.2 The Standards Committee (meeting of 20th January 2015) requested that the Deputy Monitoring Officer (as was) draft changes to the Planning Code of Good Practice to deal with concerns over the lobbying of Councillors and declaration of such lobbying (where not mentioned in the Committee report) by the Councillor at the meeting. The Standards Committee resolved to review and approve the proposed changes before recommending them to Council. There has not been a Standards Committee since this meeting at which such changes could be presented and so these changes to the Constitution will be progressed and presented to Council in due course.

Contract Standing Orders

- 8.1 The Public Contracts Regulations 2015 came into force on 26th February 2015 and replace the earlier Public Contracts Regulations 2006. The Contract Standing Orders need to be amended to reflect this change and to take account of the new requirements. Delegated authority is sought to revise the Contract Standing Orders after Annual Council and to incorporate the amended Orders into the Constitution. The Local Government (Transparency Requirements) (England) Regulations 2015 make it a requirement for Local Authorities to publish certain information regarding contracts above £5000 and so the Contract Standing Orders need to be amended to reflect this requirement. They also need to be amended to take account of name changes due to the revised Senior Management Structure.

Strata

- 9.1 The Constitution needs to be updated to reflect the creation and operation of Strata and involvement of Members and Officers in that regard. Full Council agreed to the formation of Strata on 15th October 2014. Delegated authority is sought to make appropriate amendments to the Constitution.

Others

Table of minor / consequential amendments

Reference	Proposed change	Reason
P18, para 4.02	Change 'Senior' to 'Chief'	Consistency in Constitution
P24	Amendment to Note	To make it clear that a Cabinet Member can also be a Member Champion
P27 para 7.03 and table at para 1.05 and Member	Deletion of para (ii) and deletion of some references to 'Best Value' in the table and text.	This related to best value reviews which have been abolished.

Allowances		
Part 3, Powers delegated to Strategic Lead (Housing, Health and Environment) - Authorisations	Delete 20.4 & 20.5 and amend 20.6 (as was in the 2014 Constitution)	Relevant section has been repealed
Constitutional diagram (para 1.105) Terms of Reference for Cabinet & Overview Procedure Rules	Deletion of Sustainable Community Strategy	No longer produced
Section 4.4 of Part 4	Change 'Chief' to 'Senior' and delete reference to '(and Heads of Service or equivalent)' and 'The Monitoring Officer'	Clarity / Consistency
Paragraph 98 of Section 5.4 of Part 5	Additional wording 'and in connection with Council duties. As a Councillor you will often receive information of a private nature which is not yet public or which perhaps would not be intended to be public. There are provisions in legislation on the categories of exempted information and confidential information and you must always respect and comply with the requirement to keep information private. Legislation gives you certain rights to obtain information not otherwise available to the public and you are entitled to exercise those rights where information is necessary for you to carry out your Council duties. Such information is, however, for your own use as a Councillor and must not be disclosed or in any way used for personal use or party political advantage or in such a way as to discredit the Council. This will also apply in cases where you hold the personal view that such information should be publicly available.'	To further confirm extent of use of confidential information and Councillor responsibility in respect of it.
Whole document	Minor amendments throughout	Clarity / Consistency

RECOMMENDATIONS

1. The Council accept the amendments to the Constitution as set out in the draft attached and detailed in the report, and
2. That Council delegate authority to the Monitoring Officer to amend the Constitution / Council's Contract Standing Orders as detailed in paragraph 8.1 above.
3. That Council delegate authority to the Monitoring Officer to amend the Constitution to reflect the creation of Strata as set out in paragraph 9.1 above.
4. That Council delegate authority to the Monitoring Officer to amend the Constitution as necessary to reflect legislative changes.