

EAST DEVON DISTRICT COUNCIL

Minutes of the Annual Meeting of the Council held at Knowle, Sidmouth, on Wednesday, 27 May 2015

Attendance list at the end of document.

The meeting started at 6.30 pm and ended at 8.10 pm

***1 Election of Chairman**

Councillor Graham Godbeer (Chairman) invited nominations for the office of Chairman of the Council for the ensuing year.

Councillor Andrew Moulding proposed and Councillor Jill Elson seconded Councillor Stuart Hughes being elected Chairman of the Council for the ensuing Civic Year.

In proposing, Councillor Moulding said that Councillor Hughes represented local residents at all three levels of local government in Devon – town, district and county. Councillor Moulding spoke of Councillor Hughes' early political career as a Raving Loony and his election to district (1991) and county (1993) as the Raving Loony Green Giant Party candidate. Councillor Hughes joined the Conservative Party in 1997. As current Cabinet member for Highways and Transportation at Devon County Council, Councillor Hughes' commitment was unquestionable. Councillor Moulding said that he had no doubt that Councillor Hughes would bring the same dedication to the role of EDDC Chairman and this was sure to stand the Council in good stead for the future.

In seconding, Councillor Jill Elson said that she had first met Councillor Hughes when campaigning in 1987. She believed that he would be a good Chairman and therefore had no hesitation in seconding the proposal.

There were no other nominations.

RESOLVED

that Councillor Stuart Hughes be elected Chairman of the Council for the ensuing year.

Following the election Councillor Godbeer invested the new Chairman with the Chain and Jewel of Office. Councillor Hughes took the Chair, read, and signed the Declaration of Acceptance of Office. He then spoke in response to his election. He thanked his proposer and seconder for their kind words and for Council support for his election. He said that he was honoured to accept the position and was very conscious of the duties of the role and future challenges. He said that some change was good (particularly referring to improvements to technology and communications) and some was not (giving the example of Central Government imposing the change to Cabinet arrangements from the committee system). Over the years, as a serving member of the Council, Councillor Hughes said that he had observed many excellent Chairmen and Vice Chairmen who would be hard acts to follow. He assured Council that he would do his best and was looking forward to the challenge.

The Chairman thanked Councillor Godbeer as retiring Chairman for his services and presented him with the past Chairman's Badge and an East Devon District Council plaque. Councillor Hughes referred to him as a true ambassador for the Council and that he had represented East Devon at local and county-wide events

with courtesy and friendly charm. Councillor Godbeer had chaired some difficult meetings but had done so with skill and fairness.

Councillor Godbeer spoke in response, congratulating the Chairman and thanking him for his kind words. He said that he had enjoyed serving as Chairman of the Council for the past two years and thanked those who had helped to make it such an enjoyable experience. He firstly thanked the Chief Executive for his constant support. He thanked other officers and made special reference to the democratic services team. He expressed his appreciation of the help and support from past and present Members, for their encouragement and friendship. He thanked his Vice Chairman for working with him at meetings and attending events on behalf of the Council. He also extended thanks to Reverend Jeremy White who had said prayers before each Council meeting over the last two years and who had given constant support, encouragement and understanding. Councillor Godbeer said that his wife had been his stalwart and support throughout his two years. He encouraged all Members to give their backing to the new Chairman.

***2 Appointment of Vice Chairman**

The Chairman invited nominations for the appointment of Vice Chairman of the Council for the ensuing Civic Year.

Councillor Mark Williamson proposed and Councillor Graham Godbeer seconded Councillor Helen Parr being appointed Vice-Chairman of the Council for the ensuing year.

In proposing, Councillor Williamson said that he had known Councillor Parr since 2007 and that they had worked on a number of committees together. He said that she had chaired meetings with sensitivity and referred to her work on the Overview and Scrutiny - Communities and Development Management Committees. Since joining the Council in 1995, Councillor Parr had developed a wealth of experience on a range of committees, sub committees and working parties. He said that she would dignify the role of Vice Chairman with intelligence and perception. He believed that Stuart Hughes and Helen Parr would make a good team in chairing the Council for the next two years.

In seconding, Councillor Godbeer said that, as a fellow ward member, Councillor Parr fully understood the pressure of the role. He said that she always gave great attention to detail, information and procedures. He referred to her as a beacon of honesty and integrity.

The Chairman invited further nominations.

Councillor Peter Burrows proposed and Councillor Brenda Taylor seconded Councillor Douglas Hull being appointed Vice-Chairman of the Council for the ensuing year.

In proposing, Councillor Burrows referred to Councillor Hull as the father of the house. He said that Councillor Hull had worked hard for the benefit of Axminster and East Devon as a whole.

In seconding, Councillor Taylor said that as Councillor Hull was the father and a stalwart of the Council. He deserved acknowledgement for his years on the Council and the work he had done; being Vice Chairman would be achieve this.

The nominations were put to the vote.

RESOLVED

that Councillor Helen Parr be appointed Vice-Chairman of the Council for the ensuing year.

Councillor Hull congratulated Councillor Parr on her appointment as Vice Chairman and extended best wishes. He thanked those who had voted against his nomination because he said that in not being appointed Vice Chairman, he could continue to speak out freely at meetings.

Following the appointment, the Chairman invested the new Vice Chairman with the Badge of Office. Councillor Parr, read, and signed the Declaration of Acceptance of Office. She then spoke in response to her appointment, thanking her proposer and seconder and Councillors for their support. She said that serving the Council as Vice Chairman was a great honour and that she would do her best to support the Chairman and promote the district.

The Vice Chairman thanked Christine Drew as retiring Vice Chairman for her services. The Chairman presented Christine Drew with the past Vice Chairman's Badge and an East Devon District Council plaque.

The former Vice Chairman then spoke in response, congratulating the Chairman and Vice Chairman who she was certain would do a good job. She thanked Members for giving her the opportunity to represent the Council, which she said had been an honour and pleasure. She had particularly enjoyed meeting a whole range of people during her Vice Chairmanship. She said that the Council had its ups and downs but that she was proud of it and that she would miss her involvement. She extended thanks to everyone for the help given. She reminded the new Council that Members were elected to serve the whole of East Devon and its residents.

*3

Public Speaking

The Chairman welcomed Councillors, Honorary Aldermen and members of the public.

Jeremy Woodward referred to the ruling of the appeal tribunal into the Freedom of Information request to share documents relating to the proposed office move. He asked the new Council what it was going to do about this outcome. He said that the appeal had taken too long because the Council had failed to produce the information and had sometimes been unhelpful. He said that the case demonstrated the low reputation of the Council and drew attention to the Judge's comments. Mr Woodward said that the outcome had brought the Council into disrepute with its systematic withholding of information. He questioned whether the newly formed Scrutiny Committee would undertake a full review in an independent and transparent way.

Paul Freeman said that when Councillor Diviani was appointed Leader in 2011, he gave assurance of proper consultation. The judgement of the appeal tribunal was damning in respect of lack of transparency; the Council had kept finances confidential and this had proved wrong. There was a need to ensure the probity of the Council. He urged reflection on the judgement and allegations that he said flouted the law. He asked for the former Cabinet, Leader and Chairman to resign because of falsification and delay in complying with a Freedom of Information request and for misunderstanding the business case.

In response to the public speakers, the Chief Executive advised that the Monitoring Officer would report to the July Cabinet meeting when the issue would be fully debated.

***4 Minutes**

The minutes of the meeting of the Council held on 29 April 2015 were confirmed and signed as a true record.

***5 Declarations of interest**

Cllr Paul Diviani – Min no. 18

Personal interest

Reason: County member of East Devon AONB Partnership

Cllr Jim Knight - Min no. 18

Personal interest

Reason: County member of East Devon AONB Partnership

Councillor Eileen Wragg – Min no. 18

Personal interest

Reason: County representative on East Devon Citizens' Advice Bureau

***6 Report of the Returning Officer**

The report of the Returning Officer on the District Council elections held on 7 May 2015 was received.

Questions raised on the report:

What plans were in place to report on the administrative error that had occurred when the postal votes were issued – the wrong letter had been sent out to some multi-member wards. What steps were in place so that this did not happen again and what was the cost of correcting it?

The Chief Executive advised that he had submitted a full report to the Electoral Commission and was now waiting to hear the response.

Why was there a delay in publicising the town and parish election results on the Council website? Although the district count information had been published on the day of the district count (held on Friday 8 May), the parish and town results were not published until two days after the local council count (held on Saturday 9 May). This had caused some discontent.

The Chief Executive acknowledged the delay. Some local council representatives had attended the parish and town count and so knew the results on the Saturday. He said that the counts had taken longer than anticipated, leaving staff tired. The results had been posted within 2 hours on the first working day following the count.

The Leader referred to the high number of people standing at the May elections and the complicated and protracted counts. However, he did have sympathy with the parishes and towns and said that the issue would be addressed so that the delay did not occur in future.

***7 Chairman's announcements**

The Chairman invited Councillors, Honorary Aldermen and guests to a buffet in the Members' Area following the close of the meeting.

***8 Leader of the Council**

Councillor Philip Skinner proposed Councillor Paul Diviani as Leader of the Council for the ensuing year. This proposal was seconded by Councillor Marcus Hartnell.

In proposing, Councillor Skinner said that it was an honour and delight to have been asked to propose Councillor Paul Diviani as Leader. They had both been elected onto the Council at the same time and spoke of their early days. Councillor Skinner said that Councillor Diviani was devoted to public life and served at district and county levels and represented the Council at meetings of the Local Government Association and Local Enterprise Partnerships. He also regularly attended meetings of the parish councils within his patch. He said that Councillor Diviani had steered the Council through some difficult choices and always remained true to his beliefs – this he said was the trademark of good leadership.

In seconding, Councillor Hartnell echoed the words of the proposer. He said that Councillor Diviani offered the Council strong leadership, devotion and hard work. He added that Councillor Diviani gave support to new and experienced councillors.

In accepting his appointment, Councillor Diviani thanked his proposer and seconder and Members for their confidence in him. He said that he would do his best to deliver a decisive mandate and particularly referred to local homes for local people, holding the Council Tax at its low level, progressing regeneration whilst protecting and enhancing the environment, supporting healthy lifestyles, achieving value for money, settling the local plan and promoting local involvement.

***9 Appointment of Deputy Leader**

The Leader confirmed his appointment of Councillor Andrew Moulding as Deputy Leader of the Council. Councillor Diviani said that his Deputy was his rock and respected his sound advice based on his wide experience within the work place and in local government. He said that Councillor Moulding carried out his role with dignity and style.

***10 Cabinet Members and Portfolio Holders**

The Leader spoke in praise of the Members to be appointed Portfolio Holders and outlined the rationale behind these appointments, how they would help deliver the manifesto and work with the Strategic Officers.

He proposed no changes to the titles of the Portfolio Holders. However, there would no longer be Deputy Portfolio Holders (in recent years there had been two deputies), instead he advised that the membership of the Cabinet would include two Members who were not members of the ruling party; they would be Cabinet Members without Portfolio.

The Leader advised that, (in compliance with Articles 6.02 and 6.04 of the Constitution), he appointed the following Members (additional to the Leader and Deputy Leader) to the Cabinet, namely:

Corporate Business Portfolio Holder	Tom Wright
Corporate Services Portfolio Holder	Phil Twiss
Economy Portfolio Holder	Philip Skinner
Environment Portfolio Holder	Iain Chubb
Finance Portfolio Holder	Ian Thomas
Sustainable Homes and Communities Portfolio Holder	Jill Elson
Cabinet Member without Portfolio	Eileen Wragg (LD)
Cabinet Member without Portfolio	Geoff Pook (I)

The Deputy Leader was appointed Strategic Development and Partnerships Portfolio Holder

Minor amendments to the remit of Portfolio Holders were reflected in the updated Constitution (agenda item 15 c) refers).

***11 Committees**
RESOLVED:

1. that Committees be established for the municipal year as set out in Articles 7, 8, 9 and 10 of the Constitution,
2. that the size and terms of reference for those Committees be as set out in Articles 7, 8, 9 and 10 of the Constitution subject to amendments included within the Chief Executive report at agenda item 15(c) and the responsibility for crime and disorder issues being within the remit of the Scrutiny (and not Overview) Committee.
3. that the membership of the Standards Committee be confirmed, namely:

Council representatives:

Chairman of the Council, Councillors Graham Godbeer, Douglas Hull, Dawn Manley and Pauline Stott

Substitute members: Councillors Susie Bond, Alan Dent and Brenda Taylor.

Non-voting Independent representatives:

Ray Davison and Tim Swarbrick.

Non-voting Parish/Town Council representatives:

Councillors David Mason and Courtney Richards.

(Non-voting Independent persons – Alison Willan and John Walpole – not members of the Standards Committee but are consulted by the Monitoring Officer on Code of Conduct Complaints.)

4. To confirm the non District Council membership of the Housing Review Board:

Tenant and/or leaseholder representatives: (to serve a further year on the Board)

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

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

Julie Adkin plus one vacancy currently being advertised. When the appointment has been made, it will be reported to a future meeting of Council.

*12 **Report of the Chief Executive**

a) Allocation of seats to different political groups on Committees, Sub Committees, Advisory Panels/Forum

Appendices A and B – agenda pages 35-37 refer

b) Amendments to the Council's Constitution

The report and proposed amendments to the Constitution had been sent out in advance of the meeting. The main proposed amendments in the Constitution included:

- Councillor updates following the May elections
- the committee structure in respect of Overview and Scrutiny arrangements plus changes to the 'call in' procedure
- site inspection arrangements
- officer structure
- arrangements for dismissal of Chief Officers
- Scheme of delegations in respect of Portfolio Holders and Officers
- Planning Code of Good Practice
- Contract Standing Orders
- Arrangements in respect of STRATA
- Minor/consequential amendments

c) Annual report of Overview and Scrutiny

Councillor Mike Allen presented the annual report. He referred to the diverse and complex work undertaken by the Committee under the effective chairmanship of Tim Wood. Particular highlights included the Committee's recommendations to the new Devon Clinical Commissioning Group as part of the consultation process, its understanding of the work of the Portfolio Holders, the Police and Crime Commissioner, the East and Mid Devon Community Safety Partnership and the value of the Task and Finish Forum. Much effort had been given to monitoring budgets and performance.

Councillor Allen supported the Committee's recommendation to form two separate Committees in the new Council.

d) Annual report of Housing Review Board

Councillor Pauline Stott, Chairman of the Housing Review Board used the opportunity to explain the background of why the Housing Review Board had been set up, for the benefit of newly elected Councillors. She emphasised tenant involvement in decision-making and how the Council was now in a position to increase housing stock achieved through self-financing.

She urged Councillor to attend meetings of the Housing Review Board so that they could gain a better understanding of what the Council and its tenants were achieving in partnership.

e) Member Champions

Councillor Peter Bowden, Member Champion for Flood Alleviation spoke on behalf of the Council's Member Champions and highlighted the value of their work to the Council. Member Champions had first been appointed in 2007 to help the Council achieve its priorities by working with their relevant Portfolio Holders to promote and support their champion area. Whilst some of the Champion work, such as in respect of Post Offices was very high profile and reflected national issues, other work improved Council services, systems and the lives of local people. The report highlights the range of work of all Champions during 2014/15.

RESOLVED

- 1.a) that the allocation to different political groups of seats to be filled by the Council, in accordance with political balance rules, be determined as follows in respect of Overview/Scrutiny, Regulatory and other Committees:

Conservative Group	(37 Members)	63%	56
Independents Group	(15 Members)	25%	23
Liberal Democrats Group	(6 Members)	10%	10
Independent	(1 Member)	2%	-
Total	(59 Members)		<u>89 seats</u>

(The political balance rules do not apply to the Cabinet).

- 1.b) that the allocation of seats on individual overview, scrutiny, regulatory and other committees be as set out on page 35 of the agenda.
2. that the political balance for Advisory Panels/Forum/Steering Boards and Joint Bodies set out at pages 36-37 of the agenda, be agreed.
- 3.a) that the amendments to the Constitution as set out in the report and attachment be accepted subject to responsibility for crime and disorder issues being within the remit of the Scrutiny (and not Overview) Committee;
- 3.b) that delegated authority be given to the Monitoring Officer to amend the Constitution/Council's Contract Standing Orders as detailed in Paragraph 8.1 of the report;
- 3.c) that delegated authority be given to the Monitoring Officer to amend the Constitution to reflect the creation of STRATA as set out in Paragraph 9.1 of the report;
- 3.d) that delegated authority be given to the Monitoring Officer to amend the Constitution as necessary to reflect legislative changes.
4. that the annual reports of the Corporate Overview and Scrutiny Committee and the Housing Review Board be received and noted.
5. that the joint report of the Member Champions on key areas of work be received and noted,

13 Chairmen and Vice Chairmen of Committees*RESOLVED:**

that the following be appointed as the Chairmen and Vice-Chairmen of the Committees indicated below for the ensuing year:-

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

14 Appointment of Member Champions*RESOLVED**

that the following Councillors be appointed as Member Champions to assist the Portfolio Holders in driving service improvements in key areas:

Business	Marcus Hartnell
Culture	John O'Leary
Exmouth	John Humphreys
Employment	Mike Allen
Flood Alleviation	Peter Bowden
Health and Wellbeing	David Foster
Member Development & 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

***15 Appointment of Members to Committees**

Members of the Council considered the nominations, put forward by the political groups, for membership of various committees. An amendment from the printed proposal on the agenda was made by the Independents' Group Leader for Councillor Susie Bond's proposed place on Licensing and Enforcement Committee to be given instead to Councillor Megan Armstrong (in the same Group).

RESOLVED

that the membership of Committees for 2015/16 be as set out on **Appendix A** to these minutes.

***16 Appointment of Members to Leader's/Portfolio Holders 'think tanks'**

The Leader of the Liberal Democrats' Group asked for Councillor Steve Gazzard to be included in the Economy Think Tank instead of Finance and for Councillor Peter Burrows to change from Economy Think Tank (as printed) to Finance.

RESOLVED

that the membership of the Leader's/Portfolio Holders 'think tanks' for 2015/16 be as set out in **Appendix B** to these minutes.

***17 Appointment of Steering Boards, Forum, Panels, and Joint Bodies**

The Leader of the Liberal Democrats' Group asked for Councillor Pat Graham to be substitute member of the Lower Exe Mooring Authority Management Committee; Brenda Taylor would be the other representative (with John Humphreys) and not as printed on the agenda.

RESOLVED

that appointments be made to Steering Boards, Forum, Panels, Joint Bodies for 2015/16 as set out in **Appendix C** to these minutes.

***18 Outside Bodies**

The Chairman advised of one change in the list of Outside Bodies. This was in respect of the Exeter Science Park Board of Directors. The proposed change was for the Portfolio Holder for Economy to sit as the Shareholder representative instead of the Portfolio Holder for Strategic Development and Partnerships as printed on the agenda papers. The Portfolio Holder for Finance would remain as Director.

On the agenda report there were a number of instances of where nominations had exceeded the number of positions available. Before the Chairman took a vote on each nomination, the Leader of the Independents' Group advised that he had asked the Conservative Whip if they could negotiate on allocations before the meeting so that the Independents' Group could secure around 25% of the positions. This had not been successful resulting and therefore instances where nominations exceeded positions were put to the vote.

Councillor Roger Giles asked those appointed to report back to Members so that they could be better informed about the work of the Outside Bodies.

RESOLVED

that appointments be made to Steering Boards, Forum, Panels, Joint Bodies for 2015/16 as set out in **Appendix D** to these minutes.

*19 **Council and Committee Meetings 2015/16**

RESOLVED

that the programme of ordinary meetings of the Council, Cabinet and Committee meetings for 2015/16 be approved as set out in **Appendix E (a and b)** to these minutes.

Attendance list

Councillors present:

Mike Allen
Megan Armstrong
Brian Bailey
David Barratt
Dean Barrow
Susie Bond
Matthew Booth
Peter Bowden
Colin Brown
Peter Burrows
Paul Carter
David Chapman
Maddy Chapman
Iain Chubb
Matt Coppel
Alan Dent
Paul Diviani
John Dyson
Jill Elson
Peter Faithfull
David Foster
Cathy Gardner
Roger Giles
Graham Godbeer
Pat Graham
Alison Greenhalgh
Maria Hale
Ian Hall
Steve Hall
Marcus Hartnell
Mike Howe
Stuart Hughes
Douglas Hull
Ben Ingham
Geoff Jung
Jim Knight
Rob Longhurst
Dawn Manley
Andrew Moulding

Bill Nash
Cherry Nicholas
John O’Leary
Helen Parr
Christopher Pepper
Geoff Pook
Val Ranger
Marianne Rixson
Philip Skinner
Pauline Stott
Brenda Taylor
Phil Twiss
Mark Williamson
Eileen Wragg
Tom Wright

Honorary Aldermen:

Mike Green
Bernard Hughes
Ann and Graham Liverton
Bill Waterworth
Tony Wilkinson

Officers:

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

Councillor apologies:

Steve Gazzard
Simon Grundy
John Humphreys
David Key
Ian Thomas

Honorary Aldermen apologies:

Bob Peachey
Tony Reed

Chairman

Date

Appendix A - 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										

Appendix A - 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

Appendix B Leader's/Portfolio Holders' Think Tanks

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

Appendix C – Panels and Forum

Panels and Forum

Appointments 2015/16

- | | |
|--|--|
| 1. Asset Management Forum | 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
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 |
| 4. Community Fund
Panel | Portfolio Holder - Finance
Cllrs:
Matt Booth
Paul Carter
Matt Coppel
Douglas Hull
David Key |
| 5. Disciplinary Panel – to consider
disciplinary matters relating to
statutory officers | Cllrs:
Megan Armstrong
Jim Knight
Pauline Stott
Brenda Taylor |

Appendix C – Panels and Forum

Panels and Forum

Appointments 2015/16

- | | | |
|----|---|--|
| 6. | Manor Pavilion Theatre Management Steering Committee | John O’Leary
(Culture Champion)
Substitute: Stuart Hughes |
| 7. | Member Development Working Party | 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
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 |

Joint Bodies

Appointments 2015/16

- | | | |
|-----|---|--|
| 10. | Arts and Culture Forum | 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 |
| 12. | East and Mid Devon Crime and Disorder Scrutiny Panel | Chairman and Vice Chairman of Scrutiny Committee
Cllr John Humphreys
Ian Hall (Substitute) |

Appendix C – Panels and Forum

Joint Bodies

Appointments 2015/16

- | | | |
|-----|---|---|
| 13. | County Committees including:
East Devon Highways and Traffic
Orders Committee | Cllrs:
Brian Bailey
Matt Coppel
Pauline Stott |
| 14. | East Devon ‘Stakeholder Panel’
re East Devon Strategic Housing Land
Availability (SHLAA) | Portfolio Holder – Strategic Development and
Partnerships |
| 15. | Exmouth Regeneration Programme
Board | 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
(Peter Burrows and Marcus Hartnell)
Plus Axmouth Ward Member |
| 17. | LED Leisure Management Ltd | Peter Bowden
Phil Twiss |
| 18. | LED Leisure Joint Working Party | Culture Champion
Youth Champion
David Chapman
Pat Graham
Rob Longhurst
Geoff Pook |
| 19. | Local Joint Panel | Leader
Portfolio Holders:
Finance
Corporate Services
Cllr Steve Gazzard
Ben Ingham |
| 20. | Lower Exe Mooring Authority
Management Committee | John Humphreys
Brenda Taylor
(substitute: Pat Graham) |

Appendix C – Panels and Forum

Joint Bodies

Appointments 2015/16

- | | |
|---|--|
| 21. New Growth Point Delivery Team Steering Board | Leader of the Council
(substitute:
Deputy Leader) |
| 22. Recycling and Refuse Partnership Board | 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
Sidmouth Ward Members
Geoff Pook |
| 24. STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities) | Leader and Chief Executive of each partner authority |
| 25. STRATA Joint Scrutiny Committee ((EDDC, Exeter City and Teignbridge authorities) | <p>EDDC appointees:
David Chapman Alan Dent, (Conservative)
Geoff Jung (Independent)</p> <p>EDDC substitutes:
Mike Allen Mike Howe (Conservative Group),
Steve Gazzard (Liberal Democrats Group)
Geoff Pook (Independent)</p> |
| 26. Waste Project Board for Devon | Portfolio Holder - Environment |

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**, named councillors 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.

Appendix D REPRESENTATION ON OUTSIDE BODIES 2015/16

	Name of Outside Body	Councillor appointments 2015/16	Portfolio Holders/ Champion – reporting link
	APPOINTMENTS: GENERAL		
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani	Environment
2	Devon and Exeter Area Rail Working Party	Brian Bailey David Foster	Economy
3	Devon Authorities Waste and Recycling Committee	Environment Portfolio Holder	Environment
4	Devon Youth Service	Member Champion - Youth	Sustainable Housing/ Communities
5	East Devon AONB Partnership	Graham Godbeer Geoff Pook	Environment
6	East Devon Citizens' Advice Bureau	Brian Bailey Alan Dent	Sustainable Housing/ Communities
7	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	John O'Leary	Sustainable Housing/ Communities
8	East Devon Volunteer Support Agency (EDVSA) – Trustee Board	Tom Wright	Sustainable Housing/ Communities
9	Exe Estuary Management Group	Mike Howe (substitute: John Humphreys)	Environment
10	Exeter International Airport Consultative Group	Phil Twiss	Economy/ Environment
11	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder representative	PH – Finance (director) PH – Strategic Dev & Partnerships (shareholder rep)	PH – Finance (director) PH – Economy (shareholder rep)

	APPOINTMENTS: GENERAL		
12	Exmouth Town Management Partnership Panel	Jill Elson	Economy
13	Local Government Association General Assembly	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)	Council
15	Local Government Association People and Places Board	Leader* (substitute: Deputy Leader) *representing South West Districts.	Council
16	Police and Crime Panel – Devon and Cornwall	Tom Wright Substitute: Leader	Council
17	SWAP (South West Audit Partnership Ltd)	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	Council
19	SPARSE – Rural Special Interest Group	Leader Sub: Rural Champion	Council

OUTSIDE BODIES - NOTE:

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

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

Council representatives formally appointed to outside bodies will engage with the relevant Portfolio Holder to ensure information is both fed back, and fed into, each outside body, panel and forum that meets the criteria for formal appointment.

In the case of outside bodies falling outside the criteria (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