

EAST DEVON DISTRICT COUNCIL
Minutes of the Annual Meeting of the Council held at
Knowle, Sidmouth, on Wednesday, 18 May 2016

Attendance list at the end of document.

The meeting started at 6.30 pm and ended at 7.30 pm

***1 Election of Chairman**

Councillor Stuart Hughes (Chairman) invited nominations for the office of Chairman of the Council for the ensuing year.

Councillor Tom Wright proposed and Councillor Dean Barrow seconded Councillor Stuart Hughes being elected Chairman of the Council for a second year.

In proposing, Councillor Wright said that Councillor Hughes was an exemplary Chairman and ambassador for the Council. In seconding, Councillor Barrow echoed the comments of the proposer.

There were no other nominations.

RESOLVED

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

Following the election, Councillor Hughes read, and signed the Declaration of Acceptance of Office. He then spoke in response to his election. He thanked his proposer and seconder and the other Members for putting their trust in him to continue to fly the flag for the Council at the various events he attended, which he did with pride. He advised that the Council was held in very high regard by other dignitaries in the area and paid thanks to the Chief Executive, and those officers who helped and supported him in fulfilling his role as 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 Mike Howe proposed and Councillor Jill Elson seconded Councillor Helen Parr being appointed Vice-Chairman of the Council for a second year.

In proposing, Councillor Howe praised Councillor Parr for her work on behalf of the Council which she approached in a quiet, commendable and considered way.

In seconding, Councillor Elson said that Councillor Parr was a very well respected and knowledgeable Councillor.

There were no further nominations.

RESOLVED

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

Following the appointment, 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 other Members for putting their confidence in her. She said that she had very much enjoyed supporting the Chairman and that it would be a pleasure to continue to represent to the Council in the role of Vice-Chairman, which she would do so to the best of her ability.

***3 Public Speaking**

The Chairman welcomed Councillors, Honorary Aldermen and members of the public. There were no questions.

***4 Urgent item**

The Chairman advised of the resignation from the District Council of David Foster due to family and work commitments.

He also announced, with sadness, that Alison Greenhalgh had passed away at the weekend. He said that Alison has been elected to the District Council in 2015 and represented Exmouth Littleham Ward. She had served on a number of Committees – Development Management Committee, Scrutiny Committee, and Licensing and Enforcement Committee – and was also Member Champion for Tourism. He advised that in her short time on the Council Alison had gained a lot of respect from both her fellow Councillors and Officers and would be greatly missed by many. He offered sympathy and best wishes to her family and friends at this very sad time.

The Chairman invited Councillor Jill Elson to address the Council. Councillor Elson spoke of Alison's commitment to her role as both an Exmouth Town and District Councillor. Alison was well-respected and her loss would be felt deeply by many, but particularly her Exmouth colleagues. Her thoughts went to her family and friends.

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

***5 Minutes**

The minutes of the meeting of the Council held on 20 April 2016 were confirmed and signed as a true record.

***6 Declarations of interest**

There were none.

***7 Chairman's announcements**

a) Long Service awards

The Chairman advised that from now on, Long Service awards would be presented to staff at the annual meeting of the Council. He welcomed the opportunity to present service awards to long-serving staff; it was a chance for the Council to thank them for their valued contribution. He highlighted the achievements of Amy Gilbert, Property and Asset Manager, Housing, who had worked for EDDC for 10 years. Amy was then awarded with a certificate by the Vice Chairman.

Councillor Douglas Hull took the opportunity to announce that that Councillor Jill Elson had been a member of the Council for 35 years and thanked her for all her hard work on behalf of the Council.

b) Invitation

The Chairman invited Councillors, Honorary Aldermen and guests to a buffet in the Members' Area following the close of the meeting. He also extended the invitation to Amy Gilbert and her guests.

*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 Maria Hale.

In proposing, Councillor Skinner offered his full support to Councillor Diviani who continued to lead the Council in an exceptional manner and with dignity.

In seconding, Councillor Maria Hale echoed the comments of the proposer.

In accepting his appointment, Councillor Diviani thanked his proposer and seconder and spoke of the need to continue to work hard for the ongoing success of the Council.

He said that he was deeply saddened by the untimely death of Alison Greenhalgh. He advised that her impact in her one year as a District Councillor had been considerable and that they all, but especially her Exmouth colleagues, would miss her considered insights and well-reasoned debates. He added his condolences to those already expressed and that his thoughts were with her family.

During his speech the Leader referred to:

- The successful opening of the Jurassic Coast visitor centre, which even after a few short weeks was absolutely "flying". It was a key part of the resurgence in Seaton which, when combined with the Axe Valley wetlands, beach area and Seaton Tramway made it a true destination town. He advised that the economic spin-off in to the town itself could not be underestimated.
- The new EDDC waste and recycling service contract which would be rolled out in the next financial year and would include the collection of recyclable cardboard and mixed plastics.
- Communications - In 2015 there were 570,000 visitors to the Council's website, which was available 24/7 for business transactions on-line.

He advised that 2016/17 would see the Council face new challenges in service delivery. New projects would be started and existing one completed, not least in Exmouth, Sidmouth and Axminster which would deliver new jobs and improved economic prosperity. He stated that East Devon truly was a good place to live, work and enjoy.

*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 a natural choice and that he continued to be highly supportive in his role.

In response, Councillor Moulding thanked the Leader and advised that he relished the challenge of the role.

*10 **Cabinet Members and Portfolio Holders**

The Leader proposed no changes to the titles of Portfolio Holders and that the Cabinet would again include two Members who were not members of the ruling party as 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

*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, subject to the addition of a Strategic Planning Committee which would report direct to Council,
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 14(c) - the remit of the Strategic Planning Committee was set out in Chief Executive's report . The Committee would have 15 seats.
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:

Martin Goscomb and Tim Swarbrick*.

*Tim Swarbrick (non-voting independent representative) was originally appointed in 2012 for a 4-year term. Council approved a second 4-year term to retain Mr Swarbrick's experience and knowledge.

Non-voting Parish/Town Council representatives:

Councillors Jessica Bailey (Ottery St Mary Town Council and Frances Newth (Sidmouth Town Council).

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. Their original appointment in 2012 was for a term of 4 years. Council approved a second 4-year term so that their experience and knowledge could continue to be used for the benefit of the Council and support its governance arrangements.

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)

Angela Bea, Mike Berridge, Joyce Ebborn and Pat Rous. There was currently a vacancy for a tenant and/or leaseholder representative which was being advertised. When the appointment had been made, it would be reported to a future meeting of the Council.

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

Julie Adkin and Christine Drew.

*13 **Report of the Chief Executive**

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

Appendix A (revised and circulated at the meeting to reflect the current two vacancies on the Council – Councillor David Foster who had resigned and Councillor Alison Greenhalgh who had passed away on 15 May 2016) and Appendix B – agenda pages 19-20 refers.

b) Amendments to the Council's Constitution

The main proposed amendments in the Constitution included:

- The creation of a Strategic Planning Committee – remit, membership and terms of reference
- Amendments to the delegations to Portfolio Holders
- Amendments to Officer delegations
- Public speaking arrangements – Development Management Committee and Strategic Planning Committee
- Scrutiny practices
- Asset Management Forum

The report also included a table of minor/consequential amendments.

The Leader of the Independent Group proposed that this item be deferred for the Overview Committee to consider. The Chief Executive advised that this was inappropriate as the Scheme of Delegations had to be adopted at his meeting. Either the Chief Executive or the Monitoring Officer would liaise with the Leader of the Independent Group after the meeting to understand his concerns and assess the most appropriate means of dealing with such concerns.

c) Annual reports:

Overview Committee

Councillor Peter Bowden, Chairman of the Overview Committee presented the annual report, commenting that nothing could be achieved without the hard work of the Committee and paid particular thanks to the Vice-Chairman of the Committee, Councillor Graham Godbeer.

Scrutiny Committee

Councillor Roger Giles, Chairman of the Scrutiny Committee presented the Committee's annual report. He thanked the Committee and the officers for their hard work and drew attention to the Committee's role as a critical friend.

Housing Review Board

Councillor Pauline Stott, Chairman of the Housing Review Board presented the Board's annual report. She praised the work of the Board and the Housing Team.

Councillor Douglas Hull praised the Chairman of the Board, its Members, the Housing Team, and the Portfolio Holder – Sustainable Homes and Communities for their work supporting the Council's tenants. He encouraged Members to read the Board's annual report if they had not already done so.

The Leader advised that he had recently attended a conference in London with the Chief Executive where EDDC was seen as the market leader in housing. He thanked all those who had made it possible.

d) Member Champions/Lead Councillors

Councillor Mark Williamson, Member Champion for Neighbourhood Plans spoke on behalf of the Council's Member Champions/Lead Councillors and highlighted the value of their work to the Council. He urged Members to read the report if they had not already done so in order to understand the breadth and value of the work undertaken.

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)	61%	63
Independents Group	(15 Members)	26%	27
Liberal Democrats Group	(6 Members)	13%	14
Independent	(1 Member)	0%	-
Total	(57* Members)		<u>104 seats</u>

*currently 2 vacancies.

(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 the revised Appendix A to the agenda which was tabled at the meeting.
2. that the political balance for Advisory Panels/Forum/Steering Boards and Joint Bodies set out at pages 19 and 20 of the agenda, be agreed.
- 3.a) that the amendments to the Constitution as set out in the report and attachment be accepted;
- 3.b) 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 Overview and Scrutiny Committees 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,

14 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	Graham Godbeer
Scrutiny	Roger Giles	Alan Dent
Housing Review Board	Pauline Stott	To be appointed by the HRB
Strategic Planning	Andrew Moulding	Peter Bowden
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

15 Appointment of Member Champions/Lead Councillors*RESOLVED:**

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

Axminster	Ian Hall
Culture	John O'Leary
Exmouth	John Humphreys
Employment/Business	Mike Allen
Flood Alleviation	Peter Bowden
Health and Wellbeing	Cherry Nicholas
Member Development & Engagement	Maddy Chapman
Neighbourhood Planning	Mark Williamson
Planning Design and Heritage	Christopher Pepper
Procurement	Graham Godbeer
Rural	Paul Carter
Seaton	Marcus Hartnell
Sport and Recreation	David Chapman
Tourism	vacancy
Youth	Maria Hale

***16 Appointment of Members to Committees**

Members of the Council considered the nominations for membership of various committees put forward by the political groups and amended at the meeting to reflect the 2 vacancies as reported earlier and subsequent changes to the political balance of the Council. A revised Committee membership chart was circulated to all Members at the meeting. The Chairman advised of one further update at the meeting.

RESOLVED

that the membership of Committees for 2016/17 be as set out on **Appendix A** to these minutes.

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

RESOLVED

that the membership of the Leader's/Portfolio Holders 'think tanks' for 2016/17 be as set out in **Appendix B** to these minutes, reflecting changes to the Champion/Lead Councillor appointments.

***18 Appointment of Forum, Panels, and Joint Bodies**

RESOLVED

that appointments be made to Forum, Panels, Joint Bodies for 2016/17 as set out in **Appendix C** to these minutes.

***19 Outside Bodies**

The Chairman advised a number of amendments to the printed nominations.

RESOLVED

that appointments be made to Outside Bodies for 2016/17 as set out in **Appendix D** to these minutes.

***20 Council and Committee Meetings 2016/17**

RESOLVED

that the programme of ordinary meetings of the Council, Cabinet and Committee meetings for 2016/17 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

Peter Bowden
Colin Brown
Peter Burrows
Paul Carter
Iain Chubb
Matt Coppel
Alan Dent
Paul Diviani
John Dyson
Jill Elson
Peter Faithfull
Steve Gazzard
Roger Giles
Graham Godbeer
Pat Graham
Simon Grundy
Maria Hale
Ian Hall
Steve Hall
Marcus Hartnell
Mike Howe
Stuart Hughes
Douglas Hull
John Humphreys
Ben Ingham
Geoff Jung
David Key
Jim Knight
Rob Longhurst
Dawn Manley
Andrew Moulding
Bill Nash
Cherry Nicholas
John O'Leary
Helen Parr
Christopher Pepper
Val Ranger
Marianne Rixson
Philip Skinner
Pauline Stott
Ian Thomas
Phil Twiss
Mark Williamson
Eileen Wragg
Tom Wright

Honorary Aldermen:

Christine Drew
Frances Newth
Ann and Graham Liverton
Tim Wood

Officers:

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

Councillor apologies:

Matthew Booth
David Chapman
Maddy Chapman
Cathy Gardner
Dawn Manley
Geoff Pook
Brenda Taylor

Honorary Aldermen apologies:

Vivienne Ash
Trevor Cope
David Cox
Stephanie Jones
Bob Peachey
Ken Potter
Steve Wragg

Chairman Date

Appendix A Membership of Committees 2016/17

Members of Cabinet and Committees 2016/17	Cabinet 10	Scrutiny 15	Overview 11	Housing Review Board 5	Strategic Planning 15	Development Management 16	Standards 5	Audit & Governance 8	Interviewing (Chief Officers) 7	Employment Appeals 7	Licensing & Enforcement 15
Jung Geoff											
Key David						Chairman					
Knight Jim											Vice Chairman
Longhurst Rob											
Manley Dawn											
Moulding Andrew	Deputy Leader				Chairman				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

	2016/17	Appointments - 2016/17 (Champions indicated)
1.	Strategic Development and Partnerships Andrew Moulding	Mike Allen (Employment/Business Champion) Megan Armstrong Peter Bowden Alan Dent Cathy Gardner Ian Hall (Axminster Champion) Marcus Hartnell (Seaton Champion) John Humphreys (Exmouth Champion) 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/Business Champion) Paul Carter (Rural Champion) (Tourism Champion) Christopher Pepper (Planning Design & Heritage) Matt Booth Steve Gazzard David Chapman (Sport and Recreation Champion) Ben Ingham
5.	Environment Iain Chubb	Mark Williamson (Neighbourhood Planning Champion) John O'Leary (Culture Champion) Peter Faithfull Mike Howe John Humphreys Val Ranger Marianne Rixson Eileen Wragg
6.	Finance Ian Thomas	Graham Godbeer (Procurement Champion) Dean Barrow Colin Brown Peter Burrows John Dyson Ben Ingham Cherry Nicholas
7.	Sustainable Homes and Communities Jill Elson	Cherry Nicholas (Health and Wellbeing Champion) Maria Hale (Youth Champion) Megan Armstrong David Barratt Matt Coppell Douglas Hull Jim Knight Pauline Stott

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

Appendix C – Panels, Forum and Joint Bodies

Panels and Forum

Appointments 2016/17

1. **Asset Management Forum**
Portfolio Holders – Strategic Development & Partnerships, Economy Finance
Alan Dent
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 Coppell
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, Forum and Joint Bodies

Panels and Forum

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. **Office Accommodation Executive
Group**

Leader of the Council
Portfolio Holders –
Strategic Development and Partnerships
Corporate Business
Finance

Joint Bodies

10. **Arts and Culture Forum**

Culture Champion (to be Chairman of the
Forum)
Peter Faithfull
Vacancy

(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)

Appointments 2016/17

Appendix C – Panels, Forum and Joint Bodies

Joint Bodies

Appointments 2016/17

- | | | |
|-----|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. | County Committees including:
East Devon Highways and Traffic
Orders Committee | 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 |
| 15. | Axminster Regeneration
Programme Board | Portfolio Holders: Strategic Development &
Partnerships
Sustainable Homes & Communities
Economy
Plus 2 local Members (Douglas Hull and
Graham Godbeer)
Axminster Champion |
| 16. | Exmouth Regeneration
Programme Board | Portfolio Holders: Strategic Development &
Partnerships
Sustainable Homes & Communities
Economy
Plus 2 local Exmouth Members – Exmouth
Champion and
Pauline Stott |
| 17. | LED Leisure Management Ltd | Steve Hall
Bill Nash |
| 18. | Local Joint Panel | Leader
Portfolio Holders:
Finance
Corporate Services
Cllr Steve Gazzard
Ben Ingham |
| 19. | Lower Exe Mooring Authority
Management Committee | John Humphreys
Brenda Taylor
(substitute: Pat Graham) |
| 20. | Exeter and Heart of Devon Growth
Board | Leader of the Council
(substitute:
Deputy Leader) |
| 21. | Recycling and Refuse Partnership
Board | Portfolio Holder – Environment
(Chairman)
Steve Gazzard
Simon Grundy
Geoff Jung
Geoff Pook |

Appendix C – Panels, Forum and Joint Bodies

Joint Bodies

Appointments 2016/17

- | | | |
|-----|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22. | Sidmouth Main and East Beaches Steering Group | Deputy Leader of the Council
Portfolio Holder - Environment
Deputy PH Environment
Sidmouth Ward Members
Geoff Pook |
| 23. | STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities) | Leader and Chief Executive of each partner authority
Substitute:
Deputy Leader |
| 24. | STRATA Joint Scrutiny Committee ((EDDC, Exeter City and Teignbridge authorities) | 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) |
| 25. | South East Devon Habitat Regulations Executive Committee | EDDC appointee:
Andrew Moulding |
| 26. | Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board | Portfolio Holder - Sustainable Homes and Communities |

NOTES:

1. In 2015/16 Councillors Ian Hall, Brian Bailey and Marianne Rixson were appointed as the Council's 'designated persons' to comply with the arrangements (introduced in 2014) for dealing with complaints by tenants – the designated persons to work alongside the Tenant Complaint Panel.

2016/17 nominated 'designated persons' are Councillors Ian Hall, Brian Bailey and Rob Longhurst.

2. 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 2016/17

	Name of Outside Body	Councillor appointments 2016/17	Portfolio Holders/ Champion – reporting link
(a)	APPOINTMENTS: GENERAL		
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani	Environment
2	Devon and Exeter Area Rail Working Party	Brian Bailey Rob Longhurst	Economy
3	Devon Authorities Strategic Waste Partnership	Environment Portfolio Holder Substitute: Geoff Pook	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 – Economy (shareholder rep)	Finance/ Economy/ Strategic Dev & Partnerships

Appendix D – Outside Bodies 2016/2017

(a)	APPOINTMENTS: GENERAL		
12	Exmouth Town Management Partnership Panel	Jill Elson	Economy
13	Local Government Association General Assembly	Leader* (substitute: Deputy Leader) *Leader is SW representative on district councillor network executive	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	Salisbury-Exeter Lineside Consortium of Authorities (SELCA)	Phil Twiss	Economy
18	SWAP (South West Audit Partnership Ltd)	Shareholder – Audit and Governance Chairman Director – Section 151 Officer	Finance
19	South West Councils - including Employers' Panel	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Council
20	SPARSE – Rural Special Interest Group	Leader Sub: Rural Champion1	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.

Appendix E (a) – timetable of meetings

DATES FOR COUNCIL, CABINET & COMMITTEE MEETINGS 2016/2017

(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.

JUNE

Tuesday	7		Development Management	10.00 am
Tuesday	7	**	STRATA Joint Scrutiny Committee (Knowle)	5.30 pm
Wednesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	8		Cabinet	5.30 pm
Thursday	9		Scrutiny Committee	6.00 pm
Tuesday	14		Asset Management Forum	9.30 am
Wednesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	16		Housing Review Board	2.30 pm
Tuesday	21	**	STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	22	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	28		Overview Committee	6.00 pm
Wednesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	29	†	Licensing and Enforcement Committee	9.30 am
Thursday	30		Audit and Governance Committee (DO NOT MOVE)	2.30 pm

JULY

Tuesday	5		Development Management	10.00 am
Wednesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	7		Scrutiny Committee	6.00 pm
Tuesday	12		Strategic Planning Committee	10.00 am
Wednesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	13		Cabinet	5.30 pm
Thursday	14		Asset Management Forum	9.30am
Tuesday	19		Standards Committee	10.00 am
Wednesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	27	††	Licensing and Enforcement Sub (if required) (Cttee Room)	9.30 am
Wednesday	27		COUNCIL	6.30 pm

AUGUST

Tuesday	2		Development Management	10.00 am
Wednesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	4		Scrutiny Committee	6.00 pm
Wednesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	10		Cabinet (if required)	5.30 pm
Thursday	11		Asset Management Forum	9.30 am
Wednesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	24	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	24	†	Licensing and Enforcement Committee	9.30 am
Wednesday	31	††	Licensing and Enforcement Sub (if required)	9.30 am

SEPTEMBER

Thursday	1		Asset Management Forum	9.30 am
Thursday	1		Scrutiny Committee	6.00pm
Tuesday	6		Development Management	10.00 am
Wednesday	7	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	8		Housing Review Board	2.30 pm
Wednesday	14	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	14		Cabinet	5.30 pm
Thursday	15	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	21	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	22		Audit and Governance Committee	2.30 pm
Tuesday	27	**	STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm
Tuesday	27		Overview Committee	6.00pm
Wednesday	28	††	Licensing and Enforcement Sub (if required)	9.30 am

OCTOBER

Tuesday	4		Development Management	10.00 am
Wednesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	6		Asset Management Forum	9.30 am
Thursday	6		Scrutiny Committee	6.00pm
Tuesday	11		Strategic Planning Committee	10.00 am
Wednesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	12		Cabinet	5.30 pm
Tuesday	18		Standards Committee	10.00 am
Wednesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	26	††	Licensing and Enforcement Sub (if required) (Cttee Room)	9.30 am
Wednesday	26		COUNCIL	6.30 pm

Appendix E (a) – timetable of meetings

NOVEMBER

Tuesday	1		Development Management	10.00 am
Wednesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	3		Asset Management Forum	9.30 am
Thursday	3		Housing Review Board	2.30 pm
Thursday	3		Scrutiny Committee	6.00 pm
Wednesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	9		Cabinet	5.30 pm
Wednesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	16	†	Licensing and Enforcement Committee	9.30 am
Thursday	17		Audit and Governance Committee	2.30 pm
Wednesday	23	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	24		Scrutiny Committee	6.00 pm
Tuesday	29		Overview Committee	6.00 pm
Wednesday	30	††	Licensing and Enforcement Sub (if required)	9.30 am

DECEMBER

Thursday	1	**	STRATA Joint Scrutiny Committee (Knowle, Sidmouth)	5.30 pm
Tuesday	6		Development Management	10.00 am
Wednesday	7	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	7		Cabinet	5.30 pm
Wednesday	14	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	14	**	STRATA Joint Executive (Civic Centre, Exeter)	5.30 pm
Thursday	15		Asset Management Forum	9.30 am
Wednesday	21	††	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	21		COUNCIL	6.30 pm

JANUARY 2017

Wednesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	5		Asset Management Forum	9.30 am
Thursday	5		Audit and Governance Committee	2.30 pm
Thursday	5		Scrutiny Committee (if required)	6.00 pm
Tuesday	10		Development Management	10.00 am
Wednesday	11		Joint Overview & Scrutiny – Service Planning & Budget	9.00 am
Wednesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	11		Cabinet	5.30 pm
Thursday	12		Housing Review Board	2.30 pm
Tuesday	17		Strategic Planning Committee	10.00 am
Wednesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	24		Standards Committee	10.00 am
Wednesday	25	††	Licensing and Enforcement Sub (if required)	9.30 am

FEBRUARY

Wednesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	2		Scrutiny Committee	6.00pm
Tuesday	7		Development Management	10.00 am
Wednesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	8		Cabinet	5.30 pm
Thursday	9		Asset Management Forum	9.30 am
Wednesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	15	†	Licensing and Enforcement Committee	9.30 am
Wednesday	22	††	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	22		COUNCIL – setting Council Tax and agreeing budgets	6.30 pm

MARCH

Wednesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	2		Audit and Governance Committee	2.30 pm
Thursday	2		Scrutiny Committee	6.00pm
Tuesday	7		Development Management	10.00 am
Wednesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	8		Cabinet	5.30 pm
Thursday	9		Asset Management Forum	9.30 am
Thursday	9		Housing Review Board	2.30 pm
Wednesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	16	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Tuesday	21	**	STRATA Joint Executive (Civic Centre, Exeter)	5.30 pm
Wednesday	22	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	28		Overview Committee	6.00 pm
Wednesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	30		Scrutiny Committee	6.00pm

Appendix E (a) – timetable of meetings

APRIL

Tuesday	4		Development Management	10.00 am
Wednesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	5		Cabinet	5.30 pm
Thursday	6		Asset Management Forum	9.30 am
Tuesday	11		Strategic Planning Committee	10.00 am
Wednesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	19		Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	25		Standards Committee	10.00 am
Wednesday	26		Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	26		COUNCIL	6.30 pm

MAY

Tuesday	2		Development Management	10.00 am
Wednesday	3		Licensing and Enforcement Sub (if required)	9.30 am
Thursday	4		Scrutiny Committee	6.00pm
Wednesday	10		Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	10		Cabinet	5.30 pm
Wednesday	17		Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	17		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 16 February 2017
- Meetings of the Standards Sub Committees will be arranged as required.

Appendix E(b) meetings matrix

List of meetings 2016/2017

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

Meeting	Day	Time	2016								2017				
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.30pm	18												17
Council	Wed	6.30pm			27			26		21		22		26	
Cabinet	Wed	5.30pm		8	13	10	14	12	9	7	11	8	8	5	10
Scrutiny Committee	Thu	6.00pm		9	7	4	1	6	3 24		5	2	2 30		4
Overview Committee & Scrutiny Committee joint Service Plan & Budget Meeting	Wed	9.00am									11				
Overview Committee	Tue	6.00pm		28			27		29				28		
Strategic Planning Committee	Tue	10.00 am			12			11			17			11	
Development Management Committee *	Tue	10.00am		7	5	2	6	4	1	6	10	7	7	4	2
Audit & Governance Committee	Thu	2.30pm		30			22		17		5		2		
Housing Review Board	Thu	2.30pm		16			8		3		12		9		
Licensing & Enforcement Committee	Wed	9.30am		29		24			16			15			
Licensing & Enforcement Sub Committee	Wed	9.30am		8 15 22 29	6 13 20 27	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17
Standards Committee	Tue	10.00am			19			18			24			25	
Asset Management Forum	Thu	9.30am		14	14	11	1	6	3	15	5	9	9	6	
STRATA Joint Executive Committee	Wed	5.30pm		21#			27#			14#			21#		
STRATA Joint Scrutiny Committee	Thu	5.30pm		7			15#			1			16#		

- Sub-Committees of the Licensing and Enforcement Committee are timetabled for every Wednesday on an 'if required' basis
- # Held at Civic Centre, Exeter
- * Formal site visits as required will be held on the morning of the meeting date