

# Agenda for annual meeting of the Council

## Wednesday, 18 May 2016; 6.30pm

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

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

### Contacts:

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(or group number 01395 517546);

Issued 9 May 2016

Prior to the formal start of the meeting, the Chairman will invite Reverend Canon Dr Philip Bourne to say a prayer.

Dear Sir/Madam

### **Annual meeting of the Council of the District of East Devon on Wednesday 18 May 2016 at 6.30 pm**

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

Yours faithfully



Chief Executive

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

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



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## **Agenda:**

- 1 Election of Chairman of the Council for the ensuing year (Order of Proceedings)
- 2 Appointment of Vice Chairman of the Council for the ensuing year  
(Order of Proceedings) (pages 5 - 6)
- 3 [Public speaking](#)
- 4 Minutes of the meeting of the Council held on 20 April 2016 (pages 7 - 12).
- 5 Apologies
- 6 [Declarations of interest](#)
- 7 [Matters of urgency](#) – none identified
- 8 Announcements from the Chairman – including Long Service Award to staff
- 9 Confidential/exempt items – there are no items which Officers recommend should be dealt with in this way.
- 10 Election of Leader of the Council for the ensuing year.
- 11 Leader's appointment of Deputy Leader of the Council.
- 12 Leader's appointment to Cabinet (Article 6 of the Constitution). The Portfolios to be held by some of the Cabinet will be recommended by the Leader.
- 13 a) To confirm which other Committees to establish for the municipal year. The current Committee Structure is set out in Articles 7, 8, 9 and 10 of the Constitution. Proposed changes are included in the Chief Executive's report at agenda item 14.  
  
b) To decide the size and terms of reference of Committees (it is proposed that these are as set out in Articles 7, 8, 9 and 10 of the Constitution subject to changes included within the Chief Executive's report at agenda item 14.  
  
c) To confirm the membership of the **Standards Committee**:

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

**Substitute members:** Susie Bond, Alan Dent, Brenda Taylor

**Non-voting independent representatives:** Martin Goscomb and Tim Swarbrick\*

**Non-voting parish/town council representatives:** Jessica Bailey (Ottery St Mary Town Council), Frances Newth (Sidmouth Town Council).

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

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

Their original appointment in 2012 was for a term of 4 years, Members are asked to approve a second 4-year term for both Independent Persons so that their experience and knowledge may continue to benefit this Council and support its governance arrangements.

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

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

Angela Bea, Mike Berridge, Joyce Ebborn, and Pat Rous (plus one vacancy currently being advertised).

**Independent Community representatives (2)** – to service a further year on the Board:

Julie Bingham and Christine Drew.

14 To consider the report of the Chief Executive (Pages 13 - 43)

- a) To decide the allocation to different political groups of seats to be filled by the Council in accordance with the political balance rules. (This does not apply to Cabinet). (page 18)
- b) To decide the allocation to different political groups of seats on Sub Committees, Advisory Panels/Forum to be filled by the Council in accordance with political balance rules. (pages 19 - 20)
- c) To agree all the proposed amendments to the [Constitution](#) including the Scheme of Delegations. (pages 21 - 28)
- d) To receive and note the annual reports (2015/2016) of
  - Overview Committee (pages 29 - 30)
  - Scrutiny Committee (pages 31 - 32)
  - Housing Review Board (pages 33 - 37)

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

- e) To receive the annual report of the Member Champions on their achievements and key areas of work they have been involved with during the year. (pages 38 - 44)

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

And approve the following **recommendations**:

- 1. a) that the allocation to different political groups of seats to be filled by the Council be determined as follows in respect of overview, regulatory and other committees:

Conservative Group	37 Members	63%
Independent Group	15 Members	26%
Liberal Democrats Group	6 Members	11%
Independent	1 Member	0%
Total	59 Members	

- b) that the allocation of seats on individual overview/scrutiny, regulatory and other committees be as set out in **Appendix A**.
  2. that for sub-committees, advisory panels/forums, the political balance be as set out in **Appendix B**.
  3. that the proposed amendments to the Constitution, including the Scheme of Delegations be approved as set out in **Appendix C**, with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution.
  4. that the annual report of the Overview and Scrutiny Committees and of the Housing Review Board, **Appendix D**, be received and noted,
  5. that the report of the Member Champions, **Appendix E**, be received and noted.
- 15 To appoint the Chairmen and Vice-Chairmen of Committees. (The Chairman of the Housing Review Board to be appointed by the Council with the Vice Chairman being appointed by the Housing Review Board at its next meeting). (page 45)
- 16 Appointment of:
- Champions/Lead Councillors (page 46)
  - Committee membership (page 47 - 48)
  - Portfolio Holders' Think Tanks (page 49)
- 17 Appointment of Panels, Forum and Joint Bodies (pages 50 - 54)
- 18 Appointment of representatives on Outside Bodies (pages 55 - 57)
- 19 To approve a programme of ordinary meetings of the Council, Cabinet and Committees for 2016/17 (pages 58 - 61)

**Note:**

- ❑ Seating plan attached (page 62)
- ❑ The Order of Proceedings for agenda items 1 & 2 is included in the agenda.

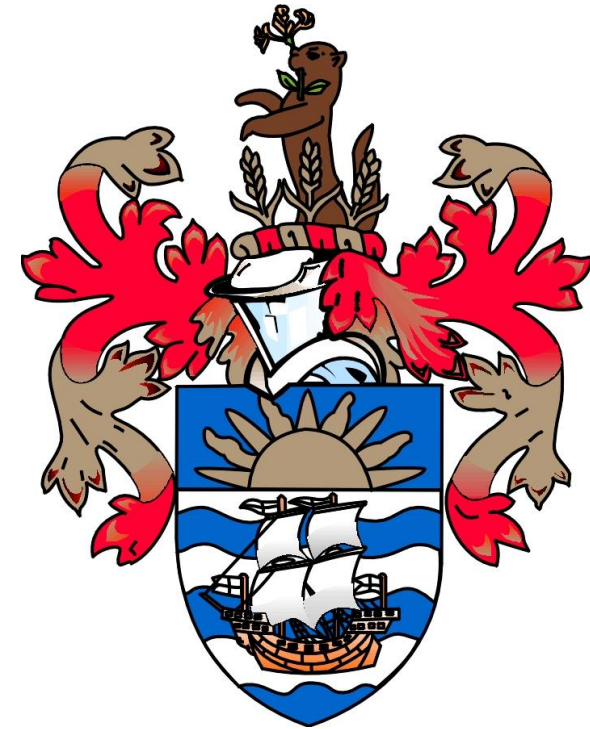
[Decision making and equalities](#)

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# **EAST DEVON DISTRICT COUNCIL**

The election of the

## **CHAIRMAN OF THE COUNCIL**



and the appointment of the

**VICE-CHAIRMAN**

**2016 – 2017**

# **East Devon District Council**

## **ORDER OF PROCEEDINGS**

### **Election of the Chairman of the Council and the appointment of the Vice-Chairman**

#### **Items 1 and 2 of the Annual Meeting agenda 18 May 2016**

#### **1. Election of Chairman**

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

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

#### **2. Chairman's Declaration of Acceptance of Office**

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

The Chairman will then speak in response to the election.

#### **3. Appointment of Vice-Chairman**

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

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

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

#### **4. Ordinary Business of the Council**

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

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

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## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the Meeting of the Council held at Knowle, Sidmouth, on Wednesday, 20 April 2016**

#### **Attendance list at the end of document.**

The meeting started at 6.30pm and ended at 7.20pm

#### **\*71 Public Speaking**

The Chairman welcomed those present and invited members of the public to speak to the Council.

Dot Turner spoke on the Devon Partnership Trust's (DPT) proposed closure and sale of St John's Court – a Mental Health and Recovery Unit - in Exmouth. As a mother of a service user of the Unit she knew firsthand the life line that the Unit provided. The closure was being driven by the DPT's need to make significant savings. However, the reasons for the closure of this particular unit were advised to be incorrect. The Unit was advised to be underused by the DPT, but there was currently a three month waiting list. She spoke of the disastrous consequences the closure would bring, particularly for Exmouth as a military town. She asked the Council to please support the campaign to save the Unit and advised that MP Hugo Swire was behind the campaign group.

The Chairman thanked the speaker for her contribution and invited Portfolio Holder – Sustainable Homes and Communities, Councillor Jill Elson to respond. Councillor Elson spoke of the importance of having a local facility. There were concerns about the DPT's proposal for current service users to use the GP services as many GP services were already at capacity. She advised that it was an issue 'being pushed up the agenda'.

#### **\*72 Minutes**

The minutes (with Council Tax Schedules 1, 2 and 3) of the Council meeting held on 24 February 2016 were confirmed and signed as a true record.

#### **\*73 Declarations of interest**

Councillor Geoff Pook; Minute No. 78 (Adoption and implementation of the Community Infrastructure Levy (CIL) Charging Schedule)

Type of interest – Pecuniary interest

Reason – Councillor's business involved the construction industry.

Councillor Pook left the Chamber during the discussion and voting on this item.

#### **\*74 Matters of urgency**

No matters of urgency had been identified.

#### **\*75 Chairman/Leader notices/announcements**

The Chairman spoke of the successful official opening of Seaton Jurassic by the Princess Royal the previous week. He advised that it was a marvellous attraction which would bring many visitors to Seaton.

**\*76 Questions (Procedure Rules 9.2 and 9.5)**

Five questions had been submitted in accordance with Procedure Rule 9.2 - the printed questions and answers were circulated at the meeting. Councillors submitting questions are entitled to put a related supplementary question (Procedure Rule 9.5). The responses to the supplementary questions are set out below.

- a) Question 1 - In response to the supplementary question the Deputy Leader advised that he had recently attended, on behalf of the Council, a meeting of the Devon Districts Forum where there had been an update on the Syrian VPR Scheme. He advised that the Government had already identified several dispersal areas and were looking to extend to other areas. He invited Councillors to feedback to the Council any suitable vacant properties in their wards.

Portfolio Holder – Sustainable Homes and Communities, Councillor Elson, advised there would be an update report on the Scheme, including proposed future steps, on the next Cabinet agenda. She spoke of the need to identify properties which could accommodate 4 – 5 people which had the necessary services nearby to support families – there was significant criteria which had to be met.

- b) Question 2 – In response to the supplementary question the Deputy Leader reiterated the consultation and partnership working to date as outlined in the response to the original question. He advised that there had been engagement with Exmouth Councillors throughout the process and that a meeting of Exmouth Town and District Councillors had been arranged the following week by Cllr Elson.
- c) Question 3 - In response to the supplementary question the Portfolio Holder – Environment referred to the current long beach hut waiting list in Seaton and advised that if there were a number of vacant huts at the end of the year then a review of the charges would be undertaken.
- d) Question 4 – No supplementary question was asked.
- e) Question 5 – In response to the supplementary question the Environment Portfolio Holder gave assurance that the transfer of Windsor Gardens to the Town Council would be progressed.

**\*77 Minutes of Cabinet and Committees**

**RESOLVED**

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

**Cabinet**

Minutes 189 - 202, 203 - 219

**Development Management Committee**

Minutes 63 - 67, 68 - 72

**Audit and Governance Committee**



Minutes 40 - 49

**Licensing and Enforcement Committee**

Minutes 19 - 22

that the under-mentioned minutes be received.

Cabinet (minutes 197, 206, 210, 212) had noted or accepted the following Overview/Scrutiny Committees' recommendations with or without amendment.

**Overview Committee**

Minutes 30 - 37

**Scrutiny Committee**

Minutes 45 - 53, 54 – 59 (The preamble of minute No.58 had been amended at the subsequent meeting of that Committee)

**Housing Review Board**

Minutes 64 - 77

Arising from consideration of the above minutes:-

**a) Scrutiny (minute 57– Beach hut update and minute 58 – Scope for Dunkeswell and Chardstock Built-up Area Boundary)**

In presenting the minutes, the Chairman, Councillor Giles, expressed disappointment that Cabinet had only noted the Committee's recommendations in respect of minutes 57 and 58. He thanked the Scrutiny Committee members and officers, particularly Debbie Meakin, Democratic Services Officer, for their hard work.

In response the Chief Executive advised that in respect of the recommendations regarding the scope for Dunkeswell and Chardstock Built-up Area Boundary (minute 58) the Committee had focused on a very small part of the Local Plan process and therefore to adopt the recommendations was premature (pending the review of process by Audit and Governance). In respect of recommendations regarding the beach hut update (minute 57) he advised that there were implications on existing policies and committee report timetables which didn't appear to have been taken into account. 'Noting' the recommendations was most appropriate response.

**b) Audit and Governance**

In presenting the minutes, the Chairman, Councillor Williamson, advised that KPMG were the Council's newly appointed external auditors and that the Council had made a significant saving from the appointment.

**c) Licensing and Enforcement Committee**

In presenting the minutes, the Chairman, Councillor Hall, reported that Steve Saunders had now taken over the role of Licensing Manager following John Tippin's retirement. He wished for John's valuable contribution to the Council to be noted.

\*78 **Adoption and implementation of the Community Infrastructure Levy (CIL) Charging Schedule**

The report to Members sought the necessary resolutions to satisfy the CIL regulations and enable the adoption of the CIL Charging Schedule and associated Regulation 123 List of infrastructure from September 2016. The content of the documents had been previously agreed by Members and were found to be sound at the CIL examination. An early review of the Schedule, which was already three years old, was also recommended, having been discussed at the examination.

The Chief Executive advised that Charging Schedule was recommended to come into effect from 1 September 2016. This would allow those affected to understand the implications of the Schedule before it was introduced.

Councillor Hull raised concerns about the standard of some of the new homes across the district and asked that this be looked into. In response the Deputy Leader advised that he would refer the matter to a joint Think Tank of Strategic Developments and Partnerships and Economy Portfolios, with an invitation to Building Control and NHBC to attend.

In response to a question from Councillor Allen, the Chief Executive advised that the Regulation 123 list sets out the strategic infrastructure that Council intends to be wholly or partly funded by CIL and any site specific infrastructure/services not included on the Regulations 123 list could be obtained through a Section 106 Agreement if appropriate. Infrastructure listed within the 123 list could not be secured in part or full through Section 106 contributions.

Councillor Dent proposed the recommendations, which were seconded by Councillor Twiss. The proposal was put to the vote and carried.

**RESOLVED:**

- 1. that the East Devon CIL Charging Schedule, the Regulation 123 List of infrastructure to be funded in whole or in part by CIL, and the Compliance Report which detailed how the adopted Charging Schedule had been amended in light of the Examiner's modifications be approved and adopted;**
- 2. that the Charging Schedule be brought into effect from 1 September 2016;**
- 3. that a budget of £30,000 to enable a review of the Charging Schedule and associated viability evidence underpinning it (which could be claimed back from future CIL receipts) be agreed.**

**Attendance list**

**Councillors present:**

Stuart Hughes (Chairman)  
Helen Parr (Vice Chairman)

Mike Allen  
Megan Armstrong  
Brian Bailey  
David Barratt  
Dean Barrow

Matthew Booth  
Susie Bond  
Peter Bowden  
Colin Brown  
Peter Burrows  
Paul Carter  
Iain Chubb  
Alan Dent  
Jill Elson  
Peter Faithfull  
David Foster  
Roger Giles  
Graham Godbeer  
Pat Graham  
Alison Greenhalgh  
Simon Grundy  
Maria Hale  
Steve Hall  
Marcus Hartnell  
Douglas Hull  
John Humphreys  
Ben Ingham  
Geoff Jung  
Jim Knight  
Dawn Manley  
Andrew Moulding  
Bill Nash  
Cherry Nicholas  
Chris Pepper  
Geoff Pook  
Val Ranger  
Marianne Rixson  
Philip Skinner  
Brenda Taylor  
Ian Thomas  
Phil Twiss  
Mark Williamson  
Eileen Wragg  
Tom Wright

**Honorary Aldermen:**

Frances Newth  
Tim Wood

**Officers:**

Richard Cohen, Deputy Chief Executive  
Ed Freeman, Service Lead – Strategic Planning and Development Management  
Henry Gordon Lennox, Strategic Lead – Legal and Democratic Services  
Mark Williams, Chief Executive  
Hannah Whitfield, Democratic Services Officer

**Councillor apologies:**

Maddy Chapman  
David Chapman  
Matt Coppell  
Paul Diviani  
Cathy Gardner  
Steve Gazzard  
Ian Hall  
Mike Howe  
David Key  
Rob Longhurst  
John O'Leary  
Pauline Stott

**Honorary Aldermen apologies:**

Trevor Cope  
Bob Peachey  
Ken Potter

Chairman .....

Date .....

## Annual meeting of the East Devon District Council on 18 May 2016

### Report by the Chief Executive on:

<b>Part A</b>	<b>Allocation to different political groups of seats on overview, regulatory and other committees in accordance with the political balance of the council.</b>
<b>Part B</b>	<b>Allocation of seats on sub-committees, advisory panels/forum in accordance with the political balance of the Council.</b>
<b>Part C</b>	<b>Agree recommended changes to the Constitution.</b>
<b>Part D</b>	<b>To receive and note the annual reports of the Overview and Scrutiny Committees and Housing Review Board.</b>
<b>Part E</b>	<b>To receive an update on the work and key achievements of the Member Champions.</b>

### Part A

#### **Allocation to different political groups of seats on overview, regulatory and other committees in accordance with the political balance of the Council.**

##### **1 Introduction**

The Local Government and Housing Act 1989 (sections 15-17) has implications in respect of the representation of political groups on committees, sub-committees of the Council and on specified joint bodies. A political group is treated as constituted when there is delivered to the Chief Executive the requisite notice signed by two or more Members of the Council who wish to be treated as a political group.

The Council is required at each annual meeting of the Council (or as soon as practicable afterwards and at such other times as detailed in regulations) to **review** the representation of political groups on committees, sub-committees and specified joint bodies.

The Council must as soon as practicable after such review, **determine** the allocation to different political groups of seats to be filled by it. Appointments must then be made to give effect to political groups' wishes as to who is to be appointed to the seats to be allocated to each group.

The Council decided (at Policy Committee minute number 29 of 10.10.90) that the review is carried out at each annual meeting (and at such other times as required by the relevant regulations) and a determination then be made as to the allocation to different political groups of seats to be filled by the Council.

##### **2 Scope of sections 15-16 of the 1989 Act**

The above provisions affect appointments to committees, sub-committees and specified joint bodies.

It is not a legal requirement for the political balance rules to apply to the Cabinet. The Leader appoints between 2 and 9 other Councillors to the Cabinet. In addition, the political balance rules are applied to some advisory panels/forums but not to appointments to outside bodies.

## Report by the Chief Executive (part A) continued.

### 2 **Scope of sections 15-16 of the 1989 Act continued**

Further details are set out below but, broadly, allocations of seats on committees and sub-committees need to be in proportion to a political group's representation on the Council. For ordinary committees and sub-committees, the general rule is that Section 15(4) and (5) provides for the following principles to apply as far as reasonably practicable:-

- (a) All the seats on a committee/sub-committee or a joint body must not be allocated to the same political group.
- (b) Any political group which has a majority on the full Council must be allocated the majority of seats on each committee, sub-committee and joint body.
- (c) Subject to the two principles in (a) and (b) above the number of seats, in total, for all the ordinary committees allocated to each political group must bear the same proportion to each group's proportion on the full Council.
- (d) Subject to the three principles in (a) to (c) above, the number of seats on each committee, sub-committee and joint body must be allocated to each political group in proportion to the political group's membership of the Council.

### 3 **A review of representation of political groups on committees and sub-committees**

#### (a) **Overview, regulatory and other committees**

The committee structure agreed by Council at its meeting on 29 April 2015 for the creation of separate Overview and Scrutiny Committees to replace the Overview and Scrutiny Committee is to be retained. The Overview and Scrutiny Committees plus the Housing Review Board will continue to utilise Task and Finish Forum as required. The Overview Committee's ordinary meetings are scheduled four times per year. The Scrutiny Committee's ordinary meetings are scheduled to be held monthly. The meetings of these Committees have been scheduled sufficiently in advance of Cabinet meetings that their minutes can be referred to the next meeting of Cabinet.

A Strategic Planning Committee is proposed as an additional committee. The Strategic Planning Committee's meetings are scheduled to be held four times per year; the Committee will report direct to Council. The Committee's remit will include:

- Dealing with all aspects of the Local Plan and Development Plan Documents (DPDs) from preparation to review and making recommendations to Council in terms of submission for examination and adoption;
- Dealing with preparation / review of Supplementary Planning Documents (SPDs) and making recommendations to Cabinet on their adoption (by law SPDs are for Cabinet to adopt). The above will include masterplanning (for example Cranbrook, Exmouth) either as DPD or SPD;
- Looking at Local Development Scheme, Statement of Community Involvement and Annual Monitoring Report and making recommendations to Council accordingly;
- Covering sustainability related matters in their planning policy context;
- Responsibility for receiving all reports and updates relating to planning policy matters including 5 year land supply.

## Report by the Chief Executive (part A) continued.

The Committee will not deal with any planning applications (this will remain the function of the Development Management Committee - DMC). However if an application is being considered where there appears to be no clear policy or there is a policy gap, then the Strategic Planning Committee should be consulted first and can pass its views to DMC before they make a decision on the application.

The Strategic Planning Committee will comprise of 15 Members:

- Portfolio Holders for Strategic Development and Partnerships, Economy and Sustainable Homes and Communities
- Chair, Vice Chair plus one other from DMC and Overview
- Six others to ensure political balance.

The Committee will be chaired by the Portfolio Holders for Strategic Development and Partnerships.

Please see the timetable of meetings, included within these agenda papers.

### 2015/16 agreed committee structure:

Overview Committee	11 seats
Scrutiny Committee	15 seats
Housing Review Board	5 councillor seats

### plus the following Regulatory and other Committees:

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

### Additional Committee (if agreed)

Strategic Planning Committee	15 seats
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The allocation of the total of **104 seats** on all of these committees between 59 members of the council is as follows:-

Conservative group	37 members	63 %	66 seats
Independent group	15 members	25%	27 seats
Liberal Democrats group	6 members	10 %	11 seats
Independent	1 member	2%	0
<b>total seats</b>			<b>104</b>

The allocation of seats on overview/scrutiny, regulatory and other committees between political groups is as set out on **Appendix A** to this report.

### (b) Standards

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

(c) **Licensing**

Under the Licensing Act 2003, it is a legal requirement for the Council's Licensing and Enforcement Committee to have a membership of between 10 and 15. The Gambling Act 2005 gave new responsibilities to this Committee in regulating gambling.

It is proposed that the arrangement agreed in 2009 of having one Licensing Sub-Committee be continued. Membership of the Sub-Committee to comprise 3 members of the Licensing and Enforcement Committee, empanelled by the Strategic Lead – Legal, Licensing and Democratic Services, as and when required.

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

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

5 **Development Management Committee**

Membership is currently 16. Ward members who are also members of the Development Management Committee (DMC) have the right to vote in respect of applications within their own ward. Ward members who are not members of the DMC can speak on applications in their own ward but are not entitled to vote. The Committee may organise a Committee site inspection if Members feel that a site needs to be viewed before a decision can be made.

**Part B – Allocation of seats on sub-committees, advisory panels/forum in accordance with the political balance of the council.**

The political balance rules are applied to sub-committees, advisory panels/forum as shown at **Appendix B**.

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

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

**To agree**

- a) the proposed amendments to the Constitution and,
- b) amendment to the scheme of delegations (with the concurrence of the Leader) - **Appendix C**.

**Part D - To receive and note the annual reports of the Overview and Scrutiny Committees, and Housing Review Board.**

Article 7.03 (d) requires the Council's Overview Committees to report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate. These reports are set out at **Appendix D**.

**Part E – Report on the work of Member Champions**

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



**RECOMMENDED**

- (1) (a) that the allocation to different political groups of seats to be filled by the Council be determined as follows in respect of overview, regulatory and other committees.

Conservative group	(37 members) – 63%	<b>66 seats</b>
Independent group	(15 members) – 25%	<b>27 seats</b>
Liberal Democrats group	(6 members) – 10%	<b>11 seats</b>
Independent	(1 member) – 2%	<b>0 seats</b>
	<b>Total</b>	<b>104 seats</b>

- (b) that the allocation of seats on individual overview/scrutiny, regulatory and other committees be agreed as set out on **Appendix A** to this report,
- (2) that for sub-committees, advisory panels/forums, the political balance be agreed as set out on **Appendix B** to this report,
- (3) that the proposed amendments to the Constitution, including the scheme of delegations be approved as set out in **Appendix C** with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution,
- (4) that the annual report of the Overview and Scrutiny Committee and Housing Review Board (**Appendix D**) be received and noted,
- (5) that the report on the work of the Member Champions (**Appendix E**) be received and noted,

## MEMBERSHIP OF COMMITTEES

## APPENDIX A

Number in Group % of Council membership	15seats: Scrutiny	11seats Overview	5 seats: Housing Review Board	15 seats Strategic Planning	16 seats Development Management	8 seats Audit and Governance	*5 seats Standards	7 seats Interview (Chief Officers)	7 seats Employ- ment Appeals	15 seats Licensing & Enforce- ment	104 total seats
<b>37 Conservatives (63%)</b>	10	7	3	10	10	5	3	4	4	10	66 63%
<b>15 Independent Group (24%)</b>	4	3	1	4	4	2	1	2	2	4	27 26%
<b>6 Liberal Democrats (10%)</b>	1	1	1	1	2	1	1	1	1	1	11 11%
<b>1 Independent (3%)</b>											0 0%

### NOTE:

1. The **Cabinet** is not shown on the above table as it is not a legal requirement for the political balance rules to apply. Membership of the Cabinet in 2015/16 to comprised 8 Conservatives - 7 of whom are Portfolio Holders (Strategic Development and Partnerships, Corporate Business, Corporate Services, Economy, Environment, Finance and Sustainable Homes and Communities) and 2, representing non-majority groups, are Cabinet Members without Portfolio Holder.
2. \*The political balance rules apply to the **Standards Committee** (in respect of elected members) in compliance with the requirements of the Localism Act and agreed by Council in June 2012.

<b>APPENDIX B Proportional representation on Panels and Forum 2016/17</b>	<b>Largest Group</b>	<b>Other than Largest Group</b>	<b>Total Membership</b>
<b>Advisory Panels/Steering Groups</b>			
Asset Management Forum	4	1	5
Budget Working Party	7	3	10
Capital Strategy and Allocation Group	5	0	5
Community Fund Panel	3	3	6
Disciplinary Panel	2	2	4
Manor Pavilion Theatre and Arts Centre Steering Group	1	0	1
Member Development Working Party	3	3	6
New Homes Bonus Panel	5	3	8
Office Accommodation Executive Group	4	0	4
<b>Joint Bodies</b>			
Arts and Culture Forum	2	1	3
East and Mid Devon Community Safety Partnership	0	1	1
East and Mid Devon Crime and Disorder Scrutiny Panel	3	1	4
East Devon Highways & Traffic Orders Cttee (and other County Committees)	2	1	3
East Devon Stakeholder Panel – Strategic Housing Land Availability (SHLAA)	1	0	1

<b>APPENDIX B (continued) Proportional representation on Panels and Forum 2016/17</b>	<b>Largest Group</b>	<b>Other than Largest Group</b>	<b>Total Membership</b>
Axminster Regeneration Programme Board	5	1	6
Exmouth Regeneration Programme Board (plus 2 local EDDC Councillors including Town Member Champion)	5	0	5
LED Leisure Management Ltd	2	0	2
Local Joint Panel	3	2	5
Lower Exe Mooring Authority Management Committee	1	1	2
Exeter and Heart of Devon Growth Board	1	0	1
Recycling and Refuse Partnership Board	2	3	5
Sidmouth Main and East Beaches Working Party (plus Sidmouth Ward Members)	3	1	4
STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities)	1	0	1
STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities)	2	1	3
South East Devon Habitats Regulations Executive Committee	1	0	1
Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board	1	0	1

## PART C

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

### **Strategic Planning Committee**

- 1.1 Officers are recommending the creation of a Strategic Planning Committee. It is recognised that delivery of the now adopted Local Plan was subject to delay and took longer to get to adoption than it should have done. Accordingly it is recognised that going forward the Council needs to deliver a Local Plan (and related policy documentation) in a proper and timely manner with strategic direction on policy development included from an early stage.
- 1.2 It is recommended that the Strategic Planning Committee be responsible for delivering / monitoring the Local Plan and all its related policy documentation. Although decision making on policy adoption will not be within the remit of this Committee it will carry out the vast majority of work of creating policy with only critical steps in the decision making process taken elsewhere upon recommendations from this Committee.
- 1.3 In order to ensure a wide range of views from across the Council and to ensure wider strategic thinking helps guide future policy development, the composition of the Strategic Planning Committee comprises Members from Cabinet, Overview and Development Management Committee and then a number of other Members to ensure appropriate representation. One of the advantages of involving a wider representation from other committees is that the process for delivering policy can be made more efficient but yet still be able to have regard to wider issues and how the policies are being applied / working in practice. While there is a good breadth of representation, the Committee will be subject to the same speaking rules as the other Committees and therefore there will be the opportunity for wide engagement from Members who are not on the Committee. In addition the public will be able to speak in accordance with the normal speaking rules and it is expected that, as with the Special Development Management Committee meetings which have occurred previously, special arrangements will be put in place for meetings that are likely to require / need additional public speaking time.

- 1.4 The above changes have been reflected principally in amendments to Articles 1.05, 4.01, 7.11, 8.01, Section 2 (page 55), Section 2 (page 60) and Part 4.5 (No.4) in respect of Overview's Terms of Reference and number of meetings, Section 2 (page 71) insertion of Terms of Reference, Section 2 (page 72) amendments to the Terms of Reference of Development Management Committee and Part 6 (although this will need updating following the Independent Remuneration Panel / Council later in the year).
- 1.5 It should be noted that at this time issues pertaining to the Community Infrastructure Levy have been included within the Terms of Reference of this Committee. This may need to be looked at depending on outcomes of CIL officer steering group and subsequent decisions by Members on how CIL is to be administered once the Charging Schedule comes into effect on 1<sup>st</sup> September 2016. A further report will come to Cabinet / Council on the CIL governance arrangements in due course.

## **Scheme of Delegations**

### Portfolio Holders

- 2.1 Amendments to the General Delegations to Portfolio Holders (page 60);
- to resolve a loophole where a lease is less than 7 years (which would normally fall to officer delegations) but where either the premium exceeds 30k or the fee / rent exceeds £15k which would, if not changed, result in the matter needing to be reported to Cabinet (No.7(i)),
  - to mirror the Specific Delegation given to the Economy Portfolio Holder (No.3) in respect of releasing restrictive covenants benefitting non-housing property, with the Economy Portfolio Holder's Specific Delegation then deleted to avoid duplication,
  - ability to seek the release for restrictive covenants affecting non-housing Council owned property (i.e. covenants we do not want to be encumbered by) subject to the cost being in Budget and in accordance with the Policy Framework (new No.9).
  - to include granting wayleaves and easements so that the granting of wayleaves / easements which go beyond the scope of officer delegations (see page 107 No.11 & 21) are now covered (new No.10).

- 2.2 Amendments to the Specific Delegations to Sustainable Homes and Communities Portfolio Holder in respect of the restrictive covenants benefitting Council owned (housing) property (No 9).
- 2.3 Addition to the Specific Delegations to Sustainable Homes and Communities Portfolio Holder (new No.10) to mirror the General Delegations to Portfolio Holders in respect of restrictive covenants affecting Council owned (non-housing) property.

### Officers

- 2.4 Issuing of Scrap Metal Dealer licenses is carried on by the Licensing Department but management / enforcement in respect of those dealers is carried on by Environmental Health. Amendments to the Strategic Lead (Legal, Licensing and Democratic Services) delegations (new No.36) and Strategic Lead (Housing, Health and Environment) (Environment No.1 and No.13) reflect this.
- 2.5 The Environment delegations to the Strategic Lead (Housing, Health and Environment) (see page 87) have been amended;
- Delegations No.1 and No.3 provided lists of legislation that the delegated powers relate to. It is unnecessary to have two lists and so a combined list is now contained in No.1, and No.3 simply refers back to the list in No.1. The list in No.1 needs to be reviewed to ensure that it is (a) up to date and (b) fit for purpose. This exercise will be carried out after the Annual Meeting and delegated authority is sought for the Strategic Lead (Legal, Licensing and Democratic Services) / Monitoring Officer to revise this list as appropriate following a review of the legislation contained in it.
  - Delegation No.2 has been amalgamated with No.13 as there are elements of duplication. It is further recommended that the list of legislation contained in No.2 is also reviewed and authority given for appropriate amendments to be made.
- 2.6 The Planning delegations (page 101) have been revised to make them clearer and more effective. In summary;
- No.13 has been amended to include reference to the situation where the land affected is owned by a district councillor or officer. Previously it only covered the situation where they were the applicant and in theory this safety mechanism could be subverted if someone was so inclined. There is additional wording in paragraph 3 of Part 5.3 (Good of Good Practice for Councillors and Officers Dealing with Planning Matters) to require the Monitoring Officer and Service Lead

(Planning Strategy and Development Management) to be notified of such applications. Clarity has also been given to what is meant by 'close relative'.

- The requirement for all departure applications to go to DMC (third bullet point) has been amended to include a previously agreed relaxation from this position which was set out in the wrong place (see deletion in No.15) but also now stops the automatic referral of a departure application where the principle of development has already been agreed (and the permission can still be implemented) and only minor changes are proposed. Please note that this change does not mean it won't go to Committee merely that referral is not automatic. Whether such an application goes to Committee will be determined by the application of the rules set out in No.12.

- The automatic referral of all applications in which EDDC has a financial interest to DMC has been changed so that only if there are any objections to the application must it go to DMC. If there are no objections and it can be a delegated decision (following the rules in No.12) then only the Service Lead (Planning Strategy and Development Management) may determine the application. This is a legally permissible approach, the only restriction in this respect being that an officer determining such an application may not be responsible for managing any of the land or buildings to which the application relates – hence the limitation to the decision being that of the Service Lead. The reason for this change is due to the number of applications the Planning Department process which are made by EDDC (predominantly by Housing) and which have no objections but which are taking up valuable committee time (and the time of officers from the relevant departments attending Committee) for no discernible benefit.

- Inclusion of a bespoke power of entry and power to authorise officers for that purpose under planning related legislation (new 10A). While Senior Officers have that power it is appropriate, given the way the Constitution is now organised for Service Leads to have this authority too and these powers were missing from the Service Lead for Planning Strategy and Development Management).

2.7 The Property delegations (page 107, No.s 19 and 20) have been revised to tie in with the new No.9 General Delegations to Portfolio Holders in respect of releasing restrictive covenants affecting non-housing Council owned land.



## Public Speaking Arrangements

- 3.1 It was agreed at Standards Committee (26<sup>th</sup> January 2016) and Council (24<sup>th</sup> February 2016) that the existing arrangements for public speaking at Development Management Committee be continued for another year. The arrangements have been updated to account for changes since their original adoption in July 2014 and the introduction of the Strategic Planning Committee and are attached to the end of this report. Council is asked to approve the revised document – there is no alteration to the arrangements generally.
- 3.2 Paragraph 8.1 of Part 4 (Rules of Procedure) has been updated to reflect that special arrangements can be put in place for meetings of the Strategic Planning Committee depending on the content of the meeting, otherwise normal committee speaking arrangements to apply.

## Scrutiny Practices

- 7.1 Part 4.5 has been updated to include the revision agreed by Council (16<sup>th</sup> December 15) that the Portfolio Holders present a report annually to Scrutiny and attend to answer questions on the content of the report (see new point 13(d)).

## AMF

- 9.1 This section is by way of update. The AMF is now sitting in public following Scrutiny Committee meeting 15<sup>th</sup> October 2015, Cabinet 4<sup>th</sup> November 2015 and Council 16<sup>th</sup> December 2015. It is not necessary to make any constitutional amendments to reflect this as the AMF is already governed by the rules set out therein.

## Others

### Table of minor / consequential amendments

Reference	Proposed change	Reason
P3, Article 1	Changes to Council priorities	To reflect Council Plan
P4, last paragraph	Insertion of 'may'	Clarity
P5	Amendments to 'Other Committees' and insertion of 'Outside Bodies' section.	To reflect current structures

P25, Member Champions	Inclusion of 'Neighbourhood Planning'	Missing from 2015 review and to confirm who the Champion is
P27, Article 7.05	Insertion of 'prior to the decision being taken'	To more clearly define the role of the Overview Committee
P29, Article 7.06	Change to 'Tenant and Council Partnership Statement' and 'Tenant Involvement Forum'	To reflect correct titles
P37, Article 10.07 and new Part 9	Insertion of detail relating to the Joint Habitats Committee plus other consequential amendments	To reflect the creation of this joint committee.
P40, Article 11.04 (j) & (l)	Insertion of 'District' and change from 15 to 14.	Clarity and consistency
P55, Contents and P78	Deletion of reference to Joint Integration Committee	No longer required
P55, Panels and Forums	Updated to reflect current Panels and Forums and position regarding LED Partnership Forum	Clarity
P67, Terms of Reference for Licensing and Enforcement	Insertion of 'Membership' and 'Meetings'	Clarity and consistency
P69, Terms of Reference for Licensing and Enforcement	Insertion of 'Membership' and 'Meetings' and deletion of reference to having two meetings per year.	Clarity and consistency
P84, Officer Delegations	Deletion of 'irrelevant'	No longer referred to in the relevant Act.
P105, Planning Delegations	Insertion of 'material'	To clarify that very minor / trivial breaches do not need to be reported to Chairman's delegations
P107, Property Matters No.3	Wording moved and 'under the Landlord and Tenant Act 1954'	Consistency / clarity
P107, Property Matters No.3	Insertion of 'non public utility companies and statutory undertakers'	To avoid conflict with authority at No.11
P108, Delegations to Economic Development	Change to 'Powers Delegated to'	Consistency

Manager		
P187, paragraph 2	In definition of 'meeting' typo correction so 'point' now says 'joint'	Typographical error
P192, paragraph 2.1	Change to 'Strategic Lead / Service Lead'	Consistency
Part 5.3	Replacement of 'Development Control Manager' with 'Development Manager'	Reflect correct title
Part 5.4 paragraph 17	Deletion of wording	Superfluous
Part 5.4 paragraph 72	Change to paragraph 70	To reflect correct paragraph
Whole document	Other minor amendments throughout	Clarity / Consistency

## **RECOMMENDATIONS**

1. The Council accept the amendments to the Constitution as set out in the draft attached and detailed in the report, and
2. That Council delegate authority to the Monitoring Officer to review and amend the Scheme of Delegation in respect of the Powers Delegated to the Strategic Lead (Housing, Health and Environment) under the Environment heading as detailed at paragraph 2.5 above, and
3. Council agree the revised public speaking arrangements document, and
4. That Council delegate authority to the Monitoring Officer to amend the Constitution as necessary to reflect legislative changes during the civic year.

### **Public speaking arrangements for Development Management Committee.**

- a) Pre-registration of all public wishing to speak at Development Management Committee (DMC) on planning applications so that the public (meaning those who have submitted written comment on an application prior to agenda publication) are required to register, with Democratic Services, their wish to speak on an item 3 or more working days before the meeting.
- b) We will welcome speakers but, due to time constraints the number of speakers is to be limited to:
  - Parish/Town Council representative, up to 2 objectors, up to 2 supporters, applicant or agent, Ward Member(s) on minor applications
  - Parish/Town Council representative up to 5 objectors, up to 5 supporters, applicant or agent, Ward Member(s) on major applications

Speakers will be registered on a first come, first served basis. Registered speakers will be advised that their contact details, unless they tell Democratic Services otherwise, will be posted on the Council's website to allow others, who may have wished to speak, to contact them. Speaking by the public to remain limited to 3 minutes per contribution and 5 minutes for Ward Member(s).

- c) Planning applications to be numerically ordered on the published agenda, with a revised order to be published by 12 noon the day before the meeting prioritising applications on which people have registered to speak (all items where there are registered speakers to be taken before items where there are no registered public wishing to speak. Where there are registered speakers for major applications these be taken first.)
- d) Non-committee members be allowed to speak on Part A non-planning applications, limited to 3 minutes per contribution.
- e) A maximum of two speakers from the public (to register 3 or more working days in advance of the meeting) to be permitted on non-planning application items on which DMC is making a decision (this does not include items where a recommendation will be made to Council, items for information or items responding to government guidance). To be made clear on the agenda the items on which the public can register to speak.
- f) In respect of planning applications, to hear from adjacent Ward Members or other non-committee members if there is time and subject to Chairman's discretion.

## Annual Report of the Overview Committee 2015/16

The committee started their civic year with Street trading – consultation on changing arrangements to build in flexibility. The committee debated the issues of retaining control of street trading consents with this more flexible approach to designation; as well as costs of enforcement being met by the fees involved. In conclusion the committee recommended to consult with town and parish councils before starting on the formal consultation process, but in principle supported the proposal.

Jointly with the Scrutiny Committee, the committee considered the consultation mechanism on the planned relocation to Honiton and Exmouth offices, offering constructive criticism of the questionnaire planned for a survey to the public at that time.

The committee were regularly updated on the proposal for an Exeter and East Devon Enterprise Zone. The submission was in response to the imbalance between the growth of housing against the slower growth of new jobs. The submission, made by the Heart of the South West Local Enterprise Partnership was successful, and the committee continue to be kept informed of work towards a detailed business case required before the zone can become operational.

South West Trains franchise consultation was also put to the committee for their debate and comment.

A main focus for the committee this year has been economic development. The committee looked at the work programme planned and debated how councillors could become more involved to help deliver that program, as well as what resources were needed by the team of officers. The committee also recommended, as part of the draft budget process, that one of the three posts requested under additional spending (known as special items) was put into immediate effect with a further review by Cabinet on the validity of the remaining two posts requested. The committee recommended that the top three aims for economic development in the district should be:

- Establish a robust, representative and transparent process of business engagement;
- Improve the Council's knowledge of local business needs across all sectors and provide a clear process for businesses to feedback into EDDC;
- Consider rural economic issues as a counterbalance to the Growth Point and urban related initiatives

These were agreed by Cabinet on 7 October 2015.

The Economic Development Manager updated the committee in March, showing the progress made in meeting the agreed Overview recommendations, highlighting the tangible business benefits of the Council's improved engagement, and what further growth and development would follow from improved investment.

In considering the electoral review programme, the committee commented on the proposed survey to councillors. They received back the results of that survey and recommended, based on the evidence provided, that there be no or minimal change to the number of councillors serving the District.

Following on work by the Portfolio Holder for Corporate Business' think tank, the committee helped shape the now adopted Council Plan.

Exmouth beach management plan was recommended by the committee for adoption, after receiving a presentation on the technical aspects of the Plan in November. The committee will continue to monitor the beach management plans and shoreline management plans.

The committee also received an update on the Devon Local Flood Risk Management Strategy from both County Council representatives and local officers. This included information about progress on a number of flood schemes in the District.

The Environmental Health service was recognised for their work by the committee, with a focus on new policy for dog boarding, covering home boarding and day care.

The committee, alongside the Scrutiny Committee, received feedback from the successful improved recycling trial held in Feniton and Exmouth (The Colony). In support of the successful trial, the committee also recommended that the assistance of town and parish councils is sought prior to the implementation of the new contract. The analysis of the tenders for the new contract was also discussed by the committee jointly with the Scrutiny Committee and a preferred bidder recommended.

The Committee Chairman acknowledges the support and assistance of the Vice Chairman and the Democratic Services team throughout the year, which has been invaluable in ensuring that the work of the committee has met the highest standards.

## Annual Report of the Scrutiny Committee 2015/16

Changes to the overview and scrutiny structure has reintroduced a separate Scrutiny committee, operating task and finish forums for specific issues. The Committee has continued to work in alignment with the Council's corporate priorities and regularly receive performance monitoring data. Topics have also debated following decision by the Cabinet and Portfolio Holders, as part of the scrutiny role as the "critical friend".

The civic term began with the completion of the evaluation and protection of trees task and finish forum. The report proposed a number of recommendations which ultimately had resource requirements for implementation, because of the small size of the Arboricultural service. The recommendations were incorporated into service plans for 2016/17; and the budget request for additional staff resource for 2016/17 was recommended by the committee and subsequently adopted.

Work continued in lobbying both local MPs and the County Council in respect of protecting community hospital bed numbers.

The committee continued to be involved, alongside the Overview Committee, in preparations for relocating. This included involvement in a consultation questionnaire, and regular updates on progress

The topic of beach huts was extensively covered by the committee this year, following the Cabinet resolutions of 7 January 2015 and subsequent public consultation on reaching market value rents. The committee heard from both public speakers and from their own membership including research by Scrutiny councillor into prices and demand in other coastal authorities. A further update was made in March 2016 on the implementation of the Cabinet decisions. The committee continued to push for the early involvement of local Ward Members and relevant town and parish councils in any matters that impact on their local area.

A crime and disorder update was provided to the committee as required under Section 17 of Crime and Disorder Act 1998. Concern was raised about budget cuts impacting on level of PCSOs. There continued to be issues with the 101 reporting service despite actions being taken, so the committee resolved to invite the Police and Crime Commissioner to a future meeting after the election for the position in May.

The committee made a recommendation, in the interests of transparency, for the Asset Management Forum to be held in public, with an option for public speaking. This has now been put in place and the Forum meets in public session.

Chardstock Parish Council called on the committee to review how the decision to include Chardstock and Dunkeswell in Strategy 27 of the Local Plan (as sustainable and having a built up area boundary) was made at such a late stage of the Local Plan process. The committee was unable to deal with it without impacting on the pending local plan, but once adopted, the committee worked swiftly to scope the issue and debate it, along with the assistance of a representative of Chardstock Parish Council. The committee recommended

that where there is a proposal contrary to officer advice, the onus is on the councillor to produce supporting evidence to their motion. The committee also called for further training for Chairmen and Vice Chairmen to help ensure robust decision making.

Following an issue raised with a press release relating to Mill Street, Sidmouth, the committee endorsed the existing media protocol and welcomed the use of a press release template.

Broadband was again discussed this year following an update from the Portfolio Holder – Central Services. The bid for funding by the Council to support a technical solution to provide a wider provision of broadband was not successful. The committee retained the view that the Council should not enter into a non-disclosure agreement which would prevent the council publishing where, when or how funding is spent on the broadband project. The committee recommended that Cabinet writes to the three Members of Parliament covering the District to lobby on the matter as an issue of transparency.

Joint debates with Overview Committee included:

- Devolution;
- Improved recycling trial feedback and informing the shape of the new recycling and refuse contract;
- Draft budget and service plans for 2016/17, including a recommendation for further investigation by Cabinet into requested additional staff resource for economic development.

Work for the coming civic term following scoping exercises includes specific work by the Vice Chairman working closely with web editors to resolve issues raised by Members in locating information from the Council's website; as well as further scoping into specific past consultation exercises. The Committee also wish to hear from the newly elected Police and Crime Commissioner once in post, to continue lobbying for improvements to the Police 101 service.

The Scrutiny Committee Chairman and Vice Chairman are very appreciative of the officer help received, particularly from Democratic Services, and also the diligent and enthusiastic way that Scrutiny Members have gone about fulfilling their important task.



## **Annual report of the Housing Review Board 2015/16**

The Chairman and Vice Chairman of the Housing Review Board are Councillor Pauline Stott and Pat Rous, respectively.

The Board welcomed a new tenant representative member (Angela Bea) and two new independent community representatives (Julie Bingham and Christine Drew) at its September 2015 meeting.

A new start time of 2:30pm (instead of 6.00pm) for meetings was trialled this year. Members were asked in January 2016 to vote for their preferred start time for the following civic year and agreed to continue with 2.30pm meetings. Since meetings have been held in the afternoons there has been an increase in attendance by tenants and officers as observers.

### **Words from the Chairman**

Another year has come to an end. This year we have had to say goodbye to some of our long standing committee members: the two independent community representatives Rob Finch and Julie Atkin and also two tenant members, Victor Kemp and John Powely. I thank them all on behalf of the Housing Review Board for all the work they did whilst on the committee. We have welcomed on to the Board two new independent community representatives, Julie Bingham and Christine Drew; new tenants Angela Bea and Harry Roberts; and Councillors Megan Armstrong and Ian Hall.

This year started well with aspirations of improving tenants' homes and increasing our housing stock, but our hopes were dashed when it was announced that we would lose 1% of the rents over the next four years. This has a damaging effect on our 30 year business plan, on the £84.5 million loan which we had to take on as part of the national housing debt. It equates to a loss of £7 million over 4 years.

This means we can only do limited things as we don't know what will happen after that. We have just set up a Task and Finish Forum to investigate what scope we have after our yearly loan is paid. For example, we have had to put on hold a decorating scheme until we can see how the funding goes.

We have just introduced the handy man scheme which has been piloted and proved so successful that it's now been extended across the district for all eligible tenants. This trial will last until August 2016.

I would like to thank the Tenant Scrutiny Panel for their excellent report on tenant recruitment and involvement. We hope that more tenants will become involved in the various tenant groups.

I would also like to congratulate the Tenants Conference team for an excellent day for tenants, officers and councilors. It was nice to meet you all.

Our community development team do wonderful work within our council estates and community centres. This year saw the first youth conference called 'The Shout', which was held for children of our tenants throughout East Devon. The team also hold 3 youth clubs called the Switch in Axminster, Honiton and Exmouth. I would also like to thank them for all the work that goes on within community halls and estates, including the Men's Shed in Exmouth.

This year we have sold 17 houses under the Right to Buy and have only replaced them with 1.

We have to sell 4 or 5 houses to build one as we only keep 40% of the money. The rest goes to the Government.

As you can see by the report we have had a very busy year once again and I would like to thank all tenants for paying your rents on time. Because of this we can upgrade your houses quicker.

At the moment we have 2397 people on the council house waiting list and had 139 affordable houses built - very much down on last year

Our thanks go out to the all the officers for the dedication to our tenants, especially John Golding. They certainly make a good team.

## **The Board**

The remit of the Board covers:

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

The Board has continued in its role of introducing service improvements and monitoring throughout the year, liaising with the Tenant Representative Group (TRG) as appropriate. Some examples from the HRB work programme are summarised below:

### **Draft Housing Revenue Account 2016/17**

The draft Housing Revenue Account for 2016/17 was a key document for the Board to influence. The annual HRA was underpinned and influenced by the 30 year HRA Business Plan. 2012/13 saw the major reform to social housing finance and a move to self-financing, which involved the Council taking on debt rather than paying a subsidy to government from tenants' rents. As a result this showed a healthy HRA balance going into the 2015/16 financial year. The budget is produced in accordance with Housing Revenue Account Business Plan assumptions. The big issue for the 2016/17 budget setting was addressing the government's new social rent policy.

### **Rent reduction implications and policy**

In September the Strategic Lead – Housing, Health & Environment explained the impact of one of the announcements contained in the Summer Budget on the Council's Housing Revenue Account (HRA) Business Plan, as well as the financial implications nationally. Government announced a 1% reduction in rents per annum for four years as part of the budget to assist towards achieving the savings required on the welfare budget. Council

representatives objected to the proposal and lobbied hard against the changes, to no avail. The Council's opposition to the 1% reduction was explained to the Board in November by the Strategic Lead – Housing, Health & Environment. He updated the Board on the damaging effect of a 1% rent reduction on the (HRA) Business Plan. The effect was particularly dramatic as the HRA Business Plan had presumed rent increases, so in real terms the reduction of rental income was far greater than 1%. As a result the HRA Business Plan needed to be reviewed to ensure future expenditure was aligned with reduced income expectations. In January the Board agreed to set up a Task and Finish Forum to review the HRA 30 year Business Plan.

### **Moving rents to target rents**

The Board agreed to move rents at tenancy change to formula/target rent levels for new tenants, with effect from 30 November 2015. This would lessen the severity of the 1% four year reductions without affecting current tenants.

### **HRA financial monitoring reports**

A summary of the overall financial position on the Housing Revenue Account (HRA), HRA Capital Programme and the Business Plan for 2015/16 has been regularly provided at meetings. Careful monitoring throughout the year indicated that the HRA was being maintained at/above the adopted level and the Business Plan position remained healthy. It was anticipated that the HRA would come in on budget. The Board were warned in January that the time scale for spending Right to Buy receipts was getting tighter.

### **Purchase of properties at Mudbank Lane, Exmouth**

Early in the civic year the Board agreed that the purchase of 13 affordable rented dwellings at a development at Mudbank Lane, Exmouth, would be a desirable addition to the Council's housing stock. Funding from the HRA, commuted sum monies and Right to Buy receipts would be used to fund the purchase.

### **Revisions to introductory, secure and flexible tenancy agreements**

A revised secure tenancy agreement was introduced and became effective on 1 January 2016. One tenancy document was produced which incorporated the introductory, secure and flexible tenancy agreements, ensuring that all the documents carried the same rights and obligations. Where the tenancy conditions varied due to the type of tenancy being used, these were clearly highlighted. Consultation outcomes and proposed changes were reported to the Board.

### **Tenant Scrutiny Panel report – customer recruitment and involvement**

The Tenant Scrutiny Panel (TSP) presented their report to the Board, which had been undertaken to promote new thinking and re-energise tenant/customer involvement. The TSP made five recommendations, each with a number of sub recommendations. Officers agreed to review the TSP report and recommendations, and respond in a future HRB report.

### **Tenant inspectors**

The Board agreed to a six month trial starting in July 2015 involving tenant inspectors working alongside the Property and Asset Management team in the void management of properties, acting as an additional resource. Details of the pilot scheme, including recruitment, training and monitoring were considered by the Board. The outcome of the review was awaited but it was anticipated that future approval would be sought for tenant inspectors to be a new addition to the tenant involvement strategy.

### **Repair timescales**

A new repairs timescale was trialed, changing repair time scale options from five to two, in line with the Systems Thinking approach to service delivery with the following purpose 'to do the right repair at the right time, get it right first time, and stay fixed'. Following completion of the pilot project, changes would be implemented to priority repairs time scales.

### **Fire safety update**

The Property and Asset Manager reported to the Board on how the Council was meeting current fire regulations in tenants' homes and communal areas. A 5 year programme of works in relation to fire safety was agreed.

### **Asbestos management survey and policy update**

The Property and Asset Manager reported on progress in relation to the management of asbestos within the housing stock. The asbestos control procedure and management plan were reviewed and reported back to the Board. The Board approved a two year programme of works to ensure asbestos management surveys were carried out across the Council housing stock and approved the revised asbestos management plan and procedures.

### **Extension to handy person scheme**

In November the Property and Asset Manager reported how successful the first two months of the trial of the handy person scheme had been. At this meeting the Board decided to extend the trial to a wider area and received an update report in January, when funding was agreed to continue the trial scheme for a further six months until the end of August 2016. The service provided free handy person service for specific tenants and carried out EDDC small scale repairs, under the value of £100.

### **Grounds maintenance TaFF final report**

The Board received the final report of the Grounds Maintenance TaFF and supported its five recommendations. They recognised that the grounds maintenance service provided by Street Scene was good value for money and agreed that the amount paid from the HRA for the service should not change. The Estate Management Service Review Group's remit was extended to ensure tenant involvement in the grounds maintenance service. It was decided not to charge future freeholders/leaseholders of Right to Buy properties for grounds maintenance services. Garden licences would be considered at a future HRB meeting.

### **Garage review**

A progress report was received on the agreed actions following the Garage Management Task and Finish Forum. Officers continued to work up schemes with development potential. Following the rent reduction announcements there was a need to consider where funding would come from to build schemes and the associated costs. A proactive approach would be taken to let some of the vacant garages. Three rural garage sites were recommended for disposal.

### **Longitudinal study**

The Board agreed in November 2015 to replace the STAR survey with a longitudinal study to enable better collection of tenant satisfaction and performance data. The longitudinal study offered a new and improved research approach for collecting information on tenants' experiences and expectations of their homes and the services the housing service provides.

## **Energy South West initiative**

The Board received a presentation from two representatives of Advantage South West on the Energy South West scheme, how the project had been developed and what the advantages would be for tenants and the Council. The Board supported the project and agreed that it should be encouraged and the benefits of the scheme should be advertised to tenants. However, the Board felt that consideration of the transfer of the energy supplier to void properties to Energy South West should be deferred until after the pilot had taken place and the results were available.

## **Draft Housing Service Plan 2016/17**

The Service Plan is produced annually and sets out the key achievements over the past year and the forthcoming issues to be faced by the service. A range of service improvements were identified, performance data reported, consultation proposals outlined and budget information provided to the Board.

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

- HRA Outturn report 2014/15 – final year end budget position and comparison against budgets set for the year.
- Annual report to tenants 2014/15 – demonstrated how much work was undertaken on tenants' homes and how this money contributed to the local economy. Widely distributed to tenants, staff and councillors during autumn 2015.
- Tenancy anti-fraud policy and tenancy anti-fraud strategy – approved.
- Pets' policy and leaflet – approved.
- Safeguarding vulnerable adults – policy refreshed in response to changes in legislation and learning.
- Homes & Communities Agency regulatory standards – information on standards expected in social housing and the HCA approach to regulating the sector.
- Membership of Advantage South West procurement consortium – 2014/15 savings noted and 2015/16 continued membership supported.
- Gas servicing contract – extended until March 2016.
- Provision of free and independent financial advice service for tenants – new contract to be entered into.
- Review of housing service complaints April 2014 – March 2015 – main messages and lessons learnt.
- Exmouth shared house update – information on position and progress for delivery.
- Extension request at a property in Exmouth – statement of need requested from Devon County Council Occupational Therapist before further consideration be given to alterations.
- 'Pay to stay' consultation for social housing tenants – Board's comments and concerns included in the Council's response to the Government consultation.
- Housing and Planning Bill – HRB alerted to implications of the Bill and kept updated.

**List of 2015/16 Member Champions:**

Business	Marcus Hartnell
Culture	John O'Leary
Exmouth Town	John Humphreys
Employment	Mike Allen
Flood Alleviation	Peter Bowden
Health and Wellbeing	David Foster
Member Development and Engagement	Maddy Chapman
Neighbourhood Planning	Mark Williamson
Planning Design and Heritage	Christopher Pepper
Procurement	Graham Godbeer
Rural	Paul Carter
Sport and Recreation (October appointment)	David Chapman
Tourism	Alison Greenhalgh
Youth	Maria Hale

**Why has the Council appointed Champions?**

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

**Appointment of Champions/Lead Councillors**

The appointment of Member Champions is reviewed at the annual meeting of the Council. To better reflect the work carried out through these appointments, a change of name from Champion to Lead Councillor has been proposed. This would not alter the remit of the current Champion role as set out in the Council's constitution.

**What is expected of Member Champions/Lead Councillors?**

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

## **Examples of our current Champions' work and achievements:**

### **Business – Marcus Hartnell**

- Worked/discussed with the Economic Development Officer to understand the demand for business workspace in the district and understand how this can be delivered and where it can be delivered, including visiting potential sites.
- Identified an opportunity for serviced office provision at the east of the district.
- Meet with the Economy Portfolio Holder regularly, including visiting local businesses.
- Maintain contact with local businesses and business organisations.
- Promote business support with providers such as BIP (Business Information Point)

### **Culture – John O'Leary**

- Continuing to support and enjoy the diversity of arts and culture within the district, highlighting their value to the economy and well-being of local communities. Championing EDDC cultural facilities and exploring ways of extending their attraction and viability.
- Chairman of the Arts and Culture Forum which makes recommendations to Cabinet on matters relating to arts & culture in East Devon, including in respect of the Manor Pavilion, Thelma Hulbert Gallery, Countryside team events and the Villages in Action initiatives.

### **Exmouth – John Humphreys**

- Meets regularly with local community groups and businesses for feedback and to see what can be achieved through people working together.
- Is very pleased with the progress on the improvements to Mamhead Slipway, providing a new longer and wider slipway which if all goes to plan will be completed by the end of August 2016.
- Works with the Regeneration Board on bringing forward the aims of the Exmouth Masterplan to provide 'an exciting new focus for leisure, recreation and entertainment' on Queen's Drive.

### **Employment – Mike Allen**

This is a new Champion role – it was introduced by the Leader in 2015 to promote employment issues across the district. Through discussion with outside organisations and our in-house economic development team, I have broadened my knowledge of the local and national issues and challenges. I recognise the importance of sustainable economic growth and the Council's drive to achieve this for the benefit of the district and all who live and work here.

EDDC is committed to creating 17,100 new jobs by 2031 in their Local Plan. We are also aiming to raise average income levels. This makes employment creation as important a target as housing but how is this being addressed?

### **Recognising Reality**

Local Government and Local Enterprise Partnership has a vital role in changing the low pay-low skills economy, particularly in Tourism, Retail and Food products, we are aiming for high technology and knowledge-based businesses to add to our

professions and manufacturing sectors. This is why the Science Park and local business parks are so vital for us

### **Growing Businesses**

With 99% of East Devon businesses in the “micro” category of below 5 employees, the main potential is to grow existing businesses. To that end BIP have been commissioned by us to provide support and help. There are Fast Growth mentor and grant programmes which they can access.

### **Retaining young talent**

There is a significant outflow of young people from East Devon. Add to this only 11.3% of Exeter graduates stay in Devon, many of them teachers. We need more to stay. Many graduates want to form new businesses or work in exciting business environments and many are offered salaries above £40,000 in London, so to keep them here we need exciting job placements or places to start businesses and good advice from BIP, FSB (Federation of Small Businesses) or Chambers of Commerce events and advice.

### **Providing Premises**

East Devon has a high number of self-employed or home-based companies. Many cannot grow because local availability of small offices or work units is low. Developers prefer to build houses for bigger profit margins. We are examining how intervening in this failing market by co-funding or other special measures might help the situation.

### **Improving careers advice**

Many people at school or university do not have clear objectives. Exeter University and Government websites now provide excellent career advice. Unfortunately, the schools are still struggling to get resources beyond careers fairs once or twice a year to help local students from secondary school get local jobs. It is unacceptable that 20% of East Devon students leave school with no qualifications. New effort needs to grow around vocational careers and training.

### **Over 50s and the Gap**

A key issue to be solved is the massive changes as people retire from the workforce. In some professions up to 90% of employees will retire over the next decade. Those over 50 form a talent pool of amazing potential for voluntary work in clubs and charities, but leave a big gap for local people to fill. Since many of our businesses are so small this means retiring directors are likely to close or sell on their business. Only 50% of 50-65s are employed and although retirement is no longer enforced by law, as far fewer remain at work, we need to sustain businesses. Much work is needed at all levels of Government to solve this. Therefore, co-working with our economic development team and community support groups is essential

### **Flood Alleviation – Peter Bowden**

- Involvement in progressing flood-alleviation measures and related maintenance needed to lessen the impact of future storms and rainfall. EDDC has now secured the services of an additional engineer to support this work.
- Work on flood alleviation has benefited from an improved sense of co-operation and dialogue between critical partners including the Environment Agency, South West Water and Network Rail. This has helped to develop a



better understanding of local problems and of schemes needed to be in place both locally and nationally. Particular reference can be made to effective Feniton and Axminster flood alleviation schemes. Member of Flooding Task Group to specifically review Strategic Risk Management in a Devon wide context

- Helping to keep Government aware of East Devon's ongoing flooding problems – including membership of the flood alleviation special interest groups in Westminster.

### **Health and Wellbeing – David Foster**

This year as the Council's Health and Wellbeing Champion I have focused on the home, community and the needs of our tenants.

I started the year with a scheme to increase the number of people with first aid skills in our communities - making both homes and communities safer, focusing on young people. Working in partnership with St John's Ambulance, we were able to deliver 1-hour first aid courses to 10 and 11 year olds in many East Devon primary schools. This was made possible through corporate sponsorship and the backing of local groups. We have also been giving new mums basic paediatric first aid training, helping to increase confidence in their own mothering skills.

Working with offices at EDDC I have been looking at tenant safety, particularly in regard to fire safety within our apartment buildings, and addressing antisocial behaviour and its effects on the wider community.

I welcome the news that the new community at Cranbrook was named one of 10 developments selected nationally by NHS England for the Healthy Towns Programme and recognise the opportunities this will bring.

### **Member Development and Engagement – Maddy Chapman**

- In April 2015, the Council was awarded South West Charter Plus for Member Development. As Member Development Champion, I was a member of the team of Council representatives who met with the Charter assessors. The award recognises the Council's commitment to continuous learning and the importance of using different approaches to learning and engagement.
- The Member Development Working Party, which I chair, carefully went through feedback from the 2011 programme as a way of trying to achieve further improvements. The 2015 programme was as interactive and varied as possible with learning and information being delivered in 'bite sized pieces'. The Working Party had stressed the importance of avoiding 'information overload' problems experienced in the past. The Working Party has met to discuss questionnaire feedback on the 2015 programme, so that further lessons can be learnt for 2019, and to discuss where any refreshers are needed.

## **Neighbourhood Planning – Mark Williamson**

I have found this new Champion role an exciting one as, with my officer colleagues, we try to promote localism in planning which the government saw as a logical next step after the NPPF. Three tasks can sum up my first year:

### **1. Monitoring**

I meet with Tim Spurway, Neighbourhood Planning Officer, monthly. At this meeting, we review the progress of the 33 parishes whose areas have been approved and whose steering groups are working at different stages of the process. EDDC has one of the highest proportion of parishes engaged in Neighbourhood Planning process compared with other LPAs across the country. I have found it particularly useful to examine and compare draft plans at the pre-consultation stage where the opportunity exists for the planning policy section to make constructive comments ensuring that the plan is sound in respect of policy and is within the terms of what is allowable within a Neighbourhood Plan. I am constantly impressed with the commitment, attention to detail and professionalism of the volunteers who make up our steering groups.

### **2. Dissemination**

The opportunity to look at the work of parishes across the District gives me an opportunity to discuss with officers the questions and problems which are raised by steering groups. These are often very similar and provide the opportunity to disseminate good practice not only within the District but by drawing attention to relevant plans elsewhere in the country – e.g. for settlements of a similar size and character. Common issues raised are cost, consultations and the legitimacy of local policy in the light of the adopted Local Plan and national guidance. The excellent Neighbourhood Planning Newsletter produced by Tim Spurway has been instrumental in highlighting good practice and providing essential information for steering groups. In recent months, I have also become more aware of the need to take into account changing governmental policies – starter homes is one example.

### **3. Involvement**

I have been pleased to have been invited to parishes, for example where District Members want to help their parishes to start the Neighbourhood Planning journey. I also think it is important for a Champion in this role to be actually involved with a steering group. I have, therefore, joined the Exmouth NPSG in an *ex-officio* capacity. This brings me up against the many practical issues which all steering groups have to face – establishing a robust evidence base, identifying the key areas through consultation, sorting the administration, ensuring full consultation and publicising the work locally. This has the added dimension of scale, the task being to develop a Neighbourhood Plan for a settlement of over 36,000.

I should like to take this opportunity of thanking our two Neighbourhood Planning officers, Tim and Claire, for answering my barrage of questions patiently and working with such professionalism to assist our steering groups succeed in their important task.

## **Planning Design and Heritage – Christopher Pepper**

- Member of Development Management Committee with special responsibility for commenting on applications from a design point of view
- Works to retain the unique defining characteristics of both the built and natural environment; helping to retain the identity of individual settings whilst embracing advances in technology which enhance modern living.
- Applies the N.P.P.F. (National Planning Policy Framework) in such a way as to deliver a high standard of innovative design, make best use of appropriate materials (for the locality) and progressively move towards zero carbon emissions.

## **Procurement – Graham Godbeer**

Having been appointed to this role last Annual Meeting I have tried to assimilate the issues involved.

- attended a PASS course on Introduction to Procurement.
- continue to meet with the EDDC Procurement Officer from whom I have learnt the procedures in place throughout the Council.
- attended a Procurement Forum in Torquay together with the Procurement Officer and the 151 Officer.

The challenge for the coming year is the Re-location of the Council and the requirement to control costs in all areas while providing the best facilities for the public, officers and elected Members.

## **Rural – Paul Carter**

In my first year in this post, I have worked closely with the Economy Portfolio Holder and his Think Tank – looking at ways in which we can help rural areas in terms of education, employment, health and well being and how to effectively link rural services.

Work has included:

- Attending the Rural Health Service conference in the Houses of Parliament to identify current main issues and what might be the plan for the future for our health services.
- Meeting up with local businesses to work out how we can help with business start-up or expansion, for example through employing apprentices.
- Linking up with Bicton College – understanding the training opportunities and qualifications to best serve businesses within and around East Devon. We are currently looking particularly at the Equine sector with the College and its potential.

## **Tourism – Alison Greenhalgh**

- My main priority, since being appointed in May 2015, has been to understand the visitor economy in all aspects including leisure, accommodation, catering and entertainment, in particular the challenges and characteristics of coastal towns that are dependent on tourism.
- I have tried to identify ways of raising the spend per visit for day and staying tourists and other visitors. To help with this work I have met with people in the tourist industry and key officers involved in regeneration.

- I have aimed to help identify specific areas for development, e.g. improved on-line advertising of East Devon Tourism attractions and events, collection of annual data about the tourist economy at the local level to establish baselines and impact of initiatives, and enhanced officer support for developing the tourism economy.
- In partnership with the Jurassic Coast Forum, we have been organising an information event in Exmouth about the Jurassic Coast and the role of ambassadors and business partners, with a particular focus on the branding of the Jurassic Coast.
- I have supported the aspiration to have Seaside Awards or Blue Flag Awards for all beaches in East Devon.
- I am a Member of Exmouth Coastal Community Team producing Exmouth's Economic Plan: Innovation, Aspiration, Distinctiveness. January 2016.

### **Youth – Maria Hale**

- continues to represent young people in Council decision-making and listens to the youth voice,
- engages with youth workers,
- has been liaising with various stakeholders to strive for appropriate youth provision, most recently exploring the issues concerning such provision within the new town of Cranbrook.

**EAST DEVON DISTRICT COUNCIL**

**Nominations for Chairmen and Vice-Chairmen  
2016/2017**

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

## Member Champions

	<b>Leader nominations 2016/17</b>
<b>Axminster</b>	Ian Hall
<b>Culture</b>	John O'Leary
<b>Exmouth</b>	John Humphreys
<b>Employment/Business</b>	Mike Allen
<b>Health and Wellbeing</b>	David Foster
<b>Member Development and Engagement</b>	Maddy Chapman
<b>Neighbourhood Planning</b>	Mark Williamson
<b>Planning Design and Heritage</b>	Christopher Pepper
<b>Procurement</b>	Graham Godbeer
<b>Rural</b>	Paul Carter
<b>Seaton</b>	Marcus Hartnell
<b>Sport and Recreation</b>	David Chapman
<b>Tourism</b>	Alison Greenhalgh
<b>Youth</b>	Maria Hale

## 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
Allen Mike											
Armstrong Megan											
Bailey Brian											
Barratt David											
Barrow Dean								Vice Chairman			
Bond Susie							Substitute				
Booth Matthew											
Bowden Peter			Chairman		Vice 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			Vice Chairman								
Graham Pat											
Greenhalgh Alison											
Grundy Simon											
Hale Maria											
Hall Ian											
Hall Steve											Chairman
Hartnell Marcus											
Howe Mike						Vice Chairman					
Hughes Stuart							Chairman				
Hull Douglas											

## 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
Humphreys John											
Ingham Ben											
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



## Leader's/Portfolio Holders' Think Tanks

	2016/17	Appointments - 2016/17 (Champions indicated)
1.	<b>Strategic Development and Partnerships</b>  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.	<b>Corporate Business</b>  Tom Wright	Brian Bailey Peter Burrows John Dyson Simon Grundy Ian Hall Marcus Hartnell Geoff Jung
3.	<b>Corporate Services</b>  Phil Twiss	Maddy Chapman (Member Development Champion) Susie Bond Pat Graham Steve Hall Dawn Manley Chris Pepper Geoff Pook
4.	<b>Economy</b>  Philip Skinner	Mike Allen (Employment/Business Champion) Paul Carter (Rural Champion) Alison Greenhalgh (Tourism Champion) Christopher Pepper (Planning Design & Heritage) Matt Booth Steve Gazzard David Chapman (Sport and Recreation Champion) Ben Ingham
5.	<b>Environment</b>  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.	<b>Finance</b>  Ian Thomas	Graham Godbeer (Procurement Champion) Dean Barrow Colin Brown Peter Burrows John Dyson Ben Ingham Cherry Nicholas
7.	<b>Sustainable Homes and Communities</b>  Jill Elson	David Foster (Health & 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.

<b>Panels and Forum</b>	<b>Appointments 2015/16</b>	<b>Nominations 2016/17</b>
1. <b>Asset Management Forum</b>	Portfolio Holders – Strategic Development & Partnerships, Economy Finance Geoff Pook  ex officio: Leader Chairman of the Council	Portfolio Holders – Strategic Development & Partnerships, Economy Finance Alan Dent Geoff Pook  ex officio: Leader Chairman of the Council
2. <b>Budget Working Party</b>	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	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. <b>Capital Strategy and Allocation Group</b>	Portfolio Holders: Strategic Development and Partnerships, Finance, Economy, Corporate Business Corporate Services	Portfolio Holders: Strategic Development and Partnerships, Finance, Economy, Corporate Business Corporate Services
4. <b>Community Fund Panel</b>	Portfolio Holder - Finance Cllrs: Matt Booth Paul Carter Matt Coppel Douglas Hull David Key	Portfolio Holder - Finance Cllrs: Matt Booth Paul Carter Matt Coppel Douglas Hull David Key
5. <b>Disciplinary Panel – to consider disciplinary matters relating to statutory officers</b>	Cllrs: Megan Armstrong Jim Knight Pauline Stott Brenda Taylor	Cllrs: Megan Armstrong Jim Knight Pauline Stott Brenda Taylor

<b>Panels and Forum</b>		<b>Appointments 2015/16</b>	<b>Nominations 2016/17</b>
6.	<b>Manor Pavilion Theatre Management Steering Committee</b>	John O’Leary (Culture Champion) Substitute: Stuart Hughes	John O’Leary (Culture Champion) Substitute: Stuart Hughes
7.	<b>Member Development Working Party</b>	Portfolio Holder – Corporate Services Maddy Chapman (Champion) Susie Bond Alan Dent Pat Graham Marianne Rixson	Portfolio Holder – Corporate Services Maddy Chapman (Champion) Susie Bond Alan Dent Pat Graham Marianne Rixson
8.	<b>New Homes Bonus Panel</b>	Portfolio Holders: Corporate Business Strategic Development and Partnerships Mike Allen David Barratt Marcus Hartnell Douglas Hull Geoff Jung Christopher Pepper	Portfolio Holders: Corporate Business Strategic Development and Partnerships Mike Allen David Barratt Marcus Hartnell Douglas Hull Geoff Jung Christopher Pepper
9.	<b>Office Accommodation Executive Group</b>	Leader of the Council Portfolio Holders – Strategic Development and Partnerships Corporate Business Finance	Leader of the Council Portfolio Holders – Strategic Development and Partnerships Corporate Business Finance
<b>Joint Bodies</b>		<b>Appointments 2015/16</b>	<b>Nominations 2016/17</b>
10.	<b>Arts and Culture Forum</b>	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	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.	<b>East and Mid Devon Community Safety</b>	Cllr Steve Gazzard	Cllr Steve Gazzard
12.	<b>East and Mid Devon Crime and Disorder Scrutiny Panel</b>	Chairman and Vice Chairman of Scrutiny Committee Cllr John Humphreys Ian Hall (Substitute)	Chairman and Vice Chairman of Scrutiny Committee Cllr John Humphreys Ian Hall (Substitute)

<b>Joint Bodies</b>	<b>Appointments 2015/16*</b>	<b>Nominations 2016/17</b>
13. <b>County Committees including: East Devon Highways and Traffic Orders Committee</b>	Cllrs: Brian Bailey Matt Coppell Pauline Stott	Cllrs: Brian Bailey Matt Coppell Pauline Stott
14. <b>East Devon 'Stakeholder Panel' re East Devon Strategic Housing Land Availability (SHLAA)</b>	Portfolio Holder – Strategic Development and Partnerships	Portfolio Holder – Strategic Development and Partnerships
15. <b>Axminster Regeneration Programme Board</b>		Portfolio Holders: Strategic Development & Partnerships Sustainable Homes & Communities Economy Plus 2 local Members (Douglas Hull and Graham Godbeer) Axminster Champion
16. <b>Exmouth Regeneration Programme Board</b>	Portfolio Holders: Strategic Development & Partnerships Sustainable Homes & Communities Economy Plus 2 local Exmouth Members – Exmouth Champion and Mark Williamson	Portfolio Holders: Strategic Development & Partnerships Sustainable Homes & Communities Economy Plus 2 local Exmouth Members – Exmouth Champion and Pauline Stott
17. <b>LED Leisure Management Ltd</b>	Peter Bowden Phil Twiss	Steve Hall Bill Nash
18. <b>Local Joint Panel</b>	Leader Portfolio Holders: Finance Corporate Services Cllr Steve Gazzard Ben Ingham	Leader Portfolio Holders: Finance Corporate Services Cllr Steve Gazzard Ben Ingham
19. <b>Lower Exe Mooring Authority Management Committee</b>	John Humphreys Brenda Taylor (substitute: Pat Graham)	John Humphreys Brenda Taylor (substitute: Pat Graham)

<b>Joint Bodies</b>	<b>Appointments 2015/16*</b>	<b>Nominations 2016/17</b>
20. <b>Exeter and Heart of Devon Growth Board</b>	Leader of the Council (substitute: Deputy Leader)	Leader of the Council (substitute: Deputy Leader)
21. <b>Recycling and Refuse Partnership Board</b>	Portfolio Holder – Environment (Chairman) Steve Gazzard Simon Grundy Geoff Jung Geoff Pook	Portfolio Holder – Environment (Chairman) Steve Gazzard Simon Grundy Geoff Jung Geoff Pook
22. <b>Sidmouth Main and East Beaches Steering Group</b>	Deputy Leader of the Council Portfolio Holder - Environment Deputy PH Environment Sidmouth Ward Members Geoff Pook	Deputy Leader of the Council Portfolio Holder - Environment Deputy PH Environment Sidmouth Ward Members Geoff Pook
23. <b>STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities)</b>	Leader and Chief Executive of each partner authority	Leader and Chief Executive of each partner authority Substitute: Deputy Leader
24. <b>STRATA Joint Scrutiny Committee ((EDDC, Exeter City and Teignbridge authorities)</b>	<b>EDDC appointees:</b> David Chapman and Alan Dent, (Conservative) Geoff Jung (Independent) <b>EDDC substitutes:</b> Mike Allen and Mike Howe (Conservative Group), Steve Gazzard (Liberal Democrats Group) Geoff Pook (Independent)	<b>EDDC appointees:</b> David Chapman and Alan Dent, (Conservative) Geoff Jung (Independent) <b>EDDC substitutes:</b> Mike Allen and Mike Howe (Conservative Group), Steve Gazzard (Liberal Democrats Group) Geoff Pook (Independent)
25. <b>South East Devon Habitat Regulations Executive Committee</b>	<b>EDDC appointee:</b> Andrew Moulding	<b>EDDC appointee:</b> Andrew Moulding
26. <b>Woodbury, Exmouth &amp; Budleigh (WEB) Community Health and Wellbeing Board</b>		Portfolio Holder - Sustainable Homes and Communities

\*includes any amendments made to appointments agreed at Council meetings held during the civic year 2015/16

## 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 2015/16	Councillor nominations 2016/17	Portfolio Holders/ Champion – reporting link
(a)	<b>APPOINTMENTS: GENERAL</b>		<b>Nominations made match the spaces available</b>	
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani	Paul Diviani	Environment
2	Devon and Exeter Area Rail Working Party	Brian Bailey David Foster	Brian Bailey David Foster	Economy
3	Devon Authorities Strategic Waste Partnership	Environment Portfolio Holder Substitute: Geoff Pook	Environment Portfolio Holder Substitute: Geoff Pook	Environment
4	Devon Youth Service	Member Champion - Youth	Member Champion - Youth	Sustainable Housing/ Communities
5	East Devon AONB Partnership	Graham Godbeer* Geoff Pook  Voted Chairman in November 2015	Graham Godbeer Geoff Pook	Environment
6	East Devon Citizens' Advice Bureau	Brian Bailey Alan Dent	Brian Bailey Alan Dent	Sustainable Housing/ Communities
7	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	John O'Leary	John O'Leary	Sustainable Housing/ Communities
8	East Devon Volunteer Support Agency (EDVSA) – Trustee Board	Tom Wright	Tom Wright	Sustainable Housing/ Communities
9	Exe Estuary Management Group	Mike Howe  (substitute: John Humphreys )	Mike Howe  (substitute: John Humphreys )	Environment
10	Exeter International Airport Consultative Group	Phil Twiss	Phil Twiss	Economy/ Environment

11	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder representative	PH – Finance (director) PH – Economy (shareholder rep)	PH – Finance (director) PH – Economy (shareholder rep)	Finance/ Economy/ Strategic Dev & Partnerships
(a)	<b>APPOINTMENTS: GENERAL</b>			
12	Exmouth Town Management Partnership Panel	Jill Elson	Jill Elson	Economy
13	Local Government Association General Assembly	Leader* (substitute: Deputy Leader) *Leader is SW representative on district councillor network executive	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)	Leader (with vote) Deputy Leader (who can vote in the absence of Leader)	Council
15	Local Government Association People and Places Board	Leader* (substitute: Deputy Leader) *representing South West Districts.	Leader* (substitute: Deputy Leader) *representing South West Districts.	Council
16	Police and Crime Panel – Devon and Cornwall	Tom Wright Substitute: Leader	Tom Wright Substitute: Leader	Council
17	Salisbury-Exeter Lineside Consortium of Authorities (SELCA)	David Foster Substitutes: Brian Bailey Phil Twiss	David Foster Substitutes: Brian Bailey Phil Twiss	Economy
18	SWAP (South West Audit Partnership Ltd)	<b>Shareholder</b> – Audit and Governance Chairman <b>Director</b> – Section 151 Officer	<b>Shareholder</b> – Audit and Governance Chairman <b>Director</b> – Section 151 Officer	Finance
19	South West Councils - including Employers' Panel	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Council



20	SPARSE – Rural Special Interest Group	Leader Sub: Rural Champion	Leader Sub: Rural Champion1	Council
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**\*above details include any amendments made to appointments agreed at Council meetings held during civic year 2015/16**

### **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 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.

### MAY 2016

Wednesday	18	<b>ANNUAL COUNCIL</b>	6.30 pm
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### 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	<b>COUNCIL</b>	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	<b>COUNCIL</b>	6.30 pm

**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		<b>COUNCIL</b>	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
<b>Wednesday</b>	<b>11</b>		<b>Joint Overview &amp; Scrutiny – Service Planning &amp; Budget</b>	<b>9.00 am</b>
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		<b>COUNCIL – setting Council Tax and agreeing budgets</b>	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

**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		<b>COUNCIL</b>	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		<b>Annual meeting of the Council – to be confirmed</b>	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.

## 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
<b>Annual Council</b>	Wed	6.30pm	18												17
<b>Council</b>	Wed	6.30pm			27			26		21		22		26	
<b>Cabinet</b>	Wed	5.30pm		8	13	10	14	12	9	7	11	8	8	5	10
<b>Scrutiny Committee</b>	Thu	6.00pm		9	7	4	1	6	3		5	2	2		4
									24			30			
<b>Overview Committee &amp; Scrutiny Committee joint Service Plan &amp; Budget Meeting</b>	Wed	9.00am									11				
<b>Overview Committee</b>	Tue	6.00pm		28			27		29				28		
<b>Strategic Planning Committee</b>	Tue	10.00 am			12			11			17			11	
<b>Development Management Committee *</b>	Tue	10.00am		7	5	2	6	4	1	6	10	7	7	4	2
<b>Audit &amp; Governance Committee</b>	Thu	2.30pm		30			22		17		5		2		
<b>Housing Review Board</b>	Thu	2.30pm		16			8		3		12		9		
<b>Licensing &amp; Enforcement Committee</b>	Wed	9.30am		29		24			16			15			
<b>Licensing &amp; Enforcement Sub Committee</b>	Wed	9.30am		8	6	3	7	5	2	7	4	1	1	5	3
				15	13	10	14	12	9	14	11	8	8	12	10
				22	20	17	21	19	16	21	18	15	15	19	17
				29	27	24	28	26	23		25	22	22	26	
						31			30			29			
<b>Standards Committee</b>	Tue	10.00am			19			18			24			25	
<b>Asset Management Forum</b>	Thu	9.30am		14	14	11	1	6	3	15	5	9	9	6	
<b>STRATA Joint Executive Committee</b>	Wed	5.30pm		21#			27#			14#			21#		
<b>STRATA Joint Scrutiny Committee</b>	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



# Council Chamber seating layout

