

Agenda for annual meeting of the Council

Wednesday, 17 May 2017; 6.30pm

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

Venue: Council Chamber, Knowle, Sidmouth, EX10 8HL

[View directions](#)

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Issued 8 May 2017

Prior to the formal start of the meeting, the Chairman will invite
Revd Handel Bennett to say a prayer.

Dear Sir/Madam

Annual meeting of the Council of the District of East Devon on Wednesday 17 May 2017 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.

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

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



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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 6-7)
- 3 [Public speaking](#)
- 4 Minutes of the meeting of the Council held on 26 April 2017 (pages 8-12).
- 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, Stuart Hughes, Douglas Hull, Dawn Manley.

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 approved a second 4-year term in 2016 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 approved a second 4-year term in 2016 for both Independent Persons so that their experience and knowledge could 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, Victor Kemp and Pat Rous.

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 13-17 plus appendices)

- 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 21-24)
- d) To receive and note the annual reports (2016/2017) of
 - Overview Committee (pages 25-26)
 - Scrutiny Committee (report to follow – the Committee meeting to finalise this report had to be rescheduled due to the General Elections)
 - Housing Review Board (pages 27-31)

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 Lead Councillors on their achievements and key areas of work they have been involved with during the year. (pages 32-38)

The Chairman to call on an experienced Councillor to present the annual report on behalf of the Lead Councillors.

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	35 Members	59%
Independent Group	15 Members	26%
Liberal Democrats Group	7 Members	12%
Independent	2 Members	3%
Total	59 Members	

- b) that the allocation of seats on individual overview/scrutiny, regulatory and other committees be as set out in **Appendix A** (Page 18)
 2. that for sub-committees, advisory panels/forums, the political balance be as set out in **Appendix B** (Pages 19-20)
 3. that the proposed amendments to the Constitution, including the Scheme of Delegations be approved as set out in **Appendix C** (Pages 21-24), 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**, (Pages 25-31) be received and noted,
 5. that the report of the Lead Councillors, **Appendix E**, (Pages 32-38) 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 39)
- 16 Appointment of:
- Lead Councillors (page 40)
 - Committee membership (pages 41-42)
 - Portfolio Holders' Think Tanks (page 43)
- 17 Appointment of Panels, Forum and Joint Bodies (pages 44-48)
- 18 Appointment of representatives on Outside Bodies (pages 49-51)
- 19 To approve a programme of ordinary meetings of the Council, Cabinet and Committees for 2017/18 (pages 52-56)
- 20 **Motion: Sustainability and Transformation Plan**

At the Council meeting held on 26 October the following motion, proposed by Councillor Peter Burrows and seconded by Councillor Douglas Hull, was passed unanimously:

RESOLVED: that this Council register its extreme concern at the impending loss of 71 Community beds in this part of Devon. It is a well-known fact, particularly in coastal and rural Devon, that there is an above average population of elderly people. Older people take longer to recuperate from illness, hospital admission and operations. Community services are already overstretched and there is an acute lack of appropriate carers to care for people in their own homes. Our District General Hospitals increasingly find it difficult to keep up with demand due to the fact that they cannot discharge people when they are ready because of the lack of community services. All the Government advice has been to encourage the care of people close to their homes. We thank Devon MPs, including Sir Hugo Swire and Neil Parish, who secured a debate at Westminster on the 18 of October, to air their concerns about proposed changes to community bed provision in East Devon, and that this Council write to them urging them to continue speaking on behalf of all

residents in East Devon, so that an ill thought out decision which has come about only for financial reasons, is urgently re-considered by the Devon CCG.

A further motion has been proposed by Councillor Cathy Gardner, seconded by Councillor Marianne Rixson and supported by Councillors Val Ranger, Matt Coppel and Megan Armstrong for consideration:

“That this Council condemns the decision of the NEW Devon CCG to close community hospital beds in Seaton and Honiton and calls on our County Councillors and MPs to oppose further cuts to services in East Devon as part of the ongoing Sustainability and Transformation Plan.”

Note:

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

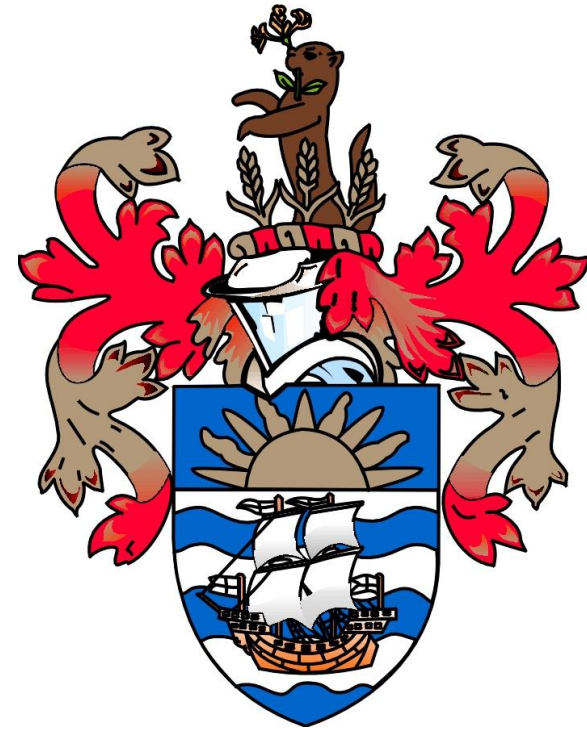
[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

The election of the

CHAIRMAN OF THE COUNCIL



and the appointment of the

VICE-CHAIRMAN

2017 – 2018

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 17 May 2017

1. Election of Chairman

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

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

2. Chairman's Declaration of Acceptance of Office

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

The Chairman will then speak in response to the election.

3. Past Chairman – thanks

The Chairman will thank the retiring Chairman for his services.

The Chairman will present the past Chairman's Badge to Councillor Stuart Hughes.

Councillor Hughes will speak in response.

4. Appointment of Vice-Chairman

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

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

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

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

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

6. Past Vice-Chairman

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

The Chairman will present the Vice Chairman's Badge to Councillor Helen Parr.

Councillor Parr will speak in response.

7. Ordinary Business of the Council

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

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

EAST DEVON DISTRICT COUNCIL

Minutes of the Meeting of the Council held at Knowle, Sidmouth, on Wednesday, 26 April 2017

Attendance list at the end of document.

The meeting started at 6.30pm and ended at 7.05pm.

***63 Honorary Alderman Margaret Rogers – obituary**

The Chairman advised that it was with great sadness that he formally reported the death of Honorary Alderman Margaret Rogers earlier in the month.

Margaret, a Liberal Democrat, had first been elected to East Devon District Council in 1982. She had served for 4 years and was re-elected in 1995 and served as Seaton Ward Member until her resignation in 2010 – a total of 19 years.

Margaret had served on a range of Committees including the Policy, Tourism and Transportation, Amenities and Scrutiny Committees and had been a member of the Executive Board from 2003-2005. During her time as Member of EDDC, Margaret had been particularly active in promoting Seaton and sustainability issues. She had been committed to serving the local area and was held in high regard by the community that she served at both district and county levels. She often spoke up for the most vulnerable in society. Margaret was not afraid to debate, raise controversial issues or challenge the status quo.

The Council unanimously voted for Margaret to be conferred with the title of Honorary Alderman in July 2010 because of her invaluable service and dedication. In accepting the honour, Margaret said that she accepted it on behalf of herself and her late husband, Noel, with whom she had served along-side for many years.

In retirement, Margaret moved to a new life in Harrogate to be closer to her family but never completely cut ties with East Devon and retained a special affection for Seaton and Branscombe.

The Chairman invited Councillor Douglas Hull to say a few words. Cllr Douglas Hull spoke fondly of Margaret, remarking that she had always enjoyed a challenge and been robust in putting across her point of view. He said that she had a heart of gold and spoke of the people she had helped and assisted over the years. She would be greatly missed.

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

***64 Public speaking**

The Chairman welcomed those present. There were no members of the public that wished to speak.

***65 Minutes**

The minutes (with Council Tax Schedules 1, 2 and 3) of the meeting of the Council held on 22 February 2017 were confirmed and signed as a true record.

***66 Declarations of interest**

There were none.

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

There were none.

***68 Leisure East Devon (LED) Community Engagement - presentation**

Cllr Steve Hall, Council nominated representative on LED Leisure Management Limited, introduced Lottie Edwards, Leisure East Devon's Community Engagement Manager, to the Members.

Lottie presented an overview of the large number of community sports and health development projects that LED supported, created and promoted within East Devon. She advised that these projects were often delivered through partnership working which helped to ensure that a wide range of activities were provided for all ages and abilities. She highlighted a number of successes, including being a Devon Sports Award finalist for East Devon Walk This Way, a silver National Sport England Award for the disability rounders' project and a County Sports Partnership Network Impact Award for Physical Wellbeing for the Active Mums' project.

Looking forward to the future, LED would continue to look for more funding opportunities from Sport England, introduce a new LED Innovation Group with the input from Public Health Leads from the three East Devon areas and continue to promote healthy lifestyles and wellbeing through sports and health development projects and initiatives.

In response to the presentation, Cllr Tom Wright spoke of the enthusiasm, support and encouragement offered by the staff of LED and how the Council's association with the Company was one to be proud of.

On behalf of Members, the Chairman thanked Lottie for taking the time to come and talk to them about her valuable and inspirational work within the District.

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

Four 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 response to the supplementary question asked is set out below.

- a) Question 1 – In response to the supplementary question by Cllr Cathy Gardener about the membership and reporting lines of the Housing Company Sub-Committee, the Chief Executive advised that the membership would be five Cabinet members (as set out in the Cabinet minutes, 8 March 2017); the Sub-Committee would report to Cabinet.
- b) Question 2 – In response to the supplementary question about resources for developing the Business Plan for the Local Housing Company, the Chief Executive advised that existing staff would develop the Business Plan, however as and when projects came forward, resourcing would be reviewed.

- c) Question 3 – In response to the supplementary question about an ongoing police investigation relating to undue influence being placed on a site allocation within the Villages Plan, the Leader responded by saying that the Villages Plan was subject to examination by an Inspector and that he reserved judgement as to what, if any, action would be taken.
- d) Question 4 – No supplementary question was asked.

***70 Minutes of Cabinet and Committees**

RESOLVED

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

Cabinet

Minutes 154 – 181, 182 - 214

Strategic Planning Committee

Minutes 40 - 47

Development Management Committee

Minutes 39 – 42, 43 - 46

Audit and Governance Committee

Minutes 46 - 57

Licensing and Enforcement Sub Committee

Minutes 16 – 18, 19 - 23

that the under-mentioned minutes be received.

Cabinet (minutes 162, 191 & 193) had noted or accepted the following Overview/Scrutiny Committees' recommendations with or without amendment.

Scrutiny Committee

Minutes 33 - 40, 41 - 46

Audit and Governance, Overview and Scrutiny Committees – Joint meeting

Minutes 1 - 4

Housing Review Board

Minutes 37 - 58

Arising from consideration of the above minutes:-

➤ **Cabinet, 8 March – Minute *166 – Establishing a Local Housing Company for East Devon District Council**

Cllr Douglas Hull asked for the membership of the Housing Company Sub-Committee to be reviewed to include, when necessary, input from ward members as he felt it was important to have the involvement of those with a good knowledge of the areas where development was proposed. He also spoke of the importance of Building Control being able to monitor any development to ensure it was of the highest quality and something the Council could be proud of. In response, the Leader advised Cllr Hull that he welcomed his comments and they had been noted. It was a fantastic initiative and was crucial that it was done properly.

- **Audit and Governance, Overview, and Scrutiny Committees – joint meeting, 18 April**
RESOLVED: that Council agrees the minutes of the joint meeting of the Audit and Governance, Overview, and Scrutiny Committees subject to the inclusion of the following declaration of interest:
Councillor Bruce de Saram: minute 4; personal interest; member of Exmouth Town Council

***71 Councillor resignations**

The Chairman formally reported the resignations of Peter Bowden and Maria Hale from the Council. The by-elections for the two seats would be held at the same time as the County elections on 4 May 2017.

Attendance list

Councillors present:

Stuart Hughes (Chairman)

Mike Allen
Megan Armstrong
Brian Bailey
Dean Barrow
Susie Bond
Colin Brown
Jenny Brown
Peter Burrows
Paul Carter
Maddy Chapman
Iain Chubb
Alan Dent
Paul Diviani
Bruce de Saram
Peter Faithfull
Cathy Gardner
Steve Gazzard
Roger Giles
Graham Godbeer
Pat Graham
Simon Grundy
Ian Hall
Steve Hall
Marcus Hartnell
John Humphreys
Ben Ingham
Geoff Jung
David Key
Jim Knight
Rob Longhurst
Andrew Moulding
Bill Nash

Cherry Nicholas
John O'Leary
Christopher Pepper
Geoff Pook
Val Ranger
Marianne Rixson
Pauline Stott
Brenda Taylor
Ian Thomas
Phil Twiss
Mark Williamson
Eileen Wragg
Tom Wright

Honorary Aldermen:

Christine Drew
Frances Newth
Steve Wragg

Officers:

Richard Cohen, Deputy Chief Executive
Simon Davey, Strategic Lead - Finance
John Golding, Strategic Leader – Housing, Health and Environment
Henry Gordon Lennox, Strategic Lead – Governance and Licensing
Jay Lambe, Service Lead – Regeneration and Property
Steve Pratten, Relocation Manager
Julia Waddington, Project and Facilities Manager
Mark Williams, Chief Executive
Hannah Whitfield, Democratic Services Officer

Councillor apologies:

David Barratt
Matt Booth
John Dyson
Jill Elson
Mike Howe
Dawn Manley
Darryl Nicholas
Helen Parr

Honorary Aldermen apologies:

Trevor Cope
Stephanie Jones
Bob Peachey
Ken Potter
Tim Wood

Chairman Date

Annual meeting of the East Devon District Council on 17 May 2017

Report by the Chief Executive on:

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

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 so that their minutes can be referred to the next meeting of Cabinet.

Please refer to the Committee membership chart (Agenda item 16 – pages 41-42), and the list of Panels, Forum and Joint Bodies (Agenda item 17 – pages 44 – 48) for details of all Committees, Sub Committees and Boards.

Report by the Chief Executive (part A) continued.

2017/18 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)
Strategic Planning Committee	15 seats

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

Conservative group	35 members	59 %	62 seats
Independent group	15 members	26%	27 seats
Liberal Democrats group	7 members	12 %	12 seats
Independent	2 members	3%	3
total seats			104

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 – Governance and Licensing, as and when required.

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

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

Report by the Chief Executive (part A) continued.

5 Development Management 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** (Page 18)

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** (Pages 21-24)

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** (Pages 22 - 31)

Part E – Report on the work of Lead Councillors

To receive an update on work carried out by Lead Councillors. The report is set out at **Appendix E** (Pages 32 - 38)

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	(35 members) – 59%	62 seats
Independent group	(15 members) – 26%	27 seats
Liberal Democrats group	(7 members) – 12%	12 seats
Independent	(2 members) – 3%	3 seats

Total 104 seats

- (b) that the allocation of seats on individual overview/scrutiny, regulatory and other committees be agreed as set out on **Appendix A** to this report,

- (2) that for sub-committees, advisory panels/forums, the political balance be agreed as set out on **Appendix B** to this report,
- (3) that the proposed amendments to the Constitution, including the scheme of delegations be approved as set out in **Appendix C** with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution,
- (4) that the annual report of the Overview and Scrutiny Committee and Housing Review Board (**Appendix D**) be received and noted,
- (5) that the report on the work of the Lead Councillors (**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
35 Conservatives (59%)	9	6	3	9	10	5	3	4	4	9	62 60%
15 Independent Group (26%)	4	3	1	4	4	2	1	2	2	4	27 26%
7 Liberal Democrats (12%)	2	1	1	1	2	1	1	1	1	1	12 12%
2 Independent (3%)		1		1						1	3 2%

NOTE:

1. The **Cabinet** is not shown on the above table as it is not a legal requirement for the political balance rules to apply. Membership of the Cabinet in 2017/18 to comprise 8 Conservatives – the Leader plus 6 Portfolio Holders (Strategic Development and Partnerships, Corporate Services, Economy, Environment, Finance and Sustainable Homes and Communities), and one Deputy Portfolio Holder – Environment. The other 2 members represent the non-majority groups and 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.

APPENDIX B Proportional representation on Panels and Forum 2017/18	Largest Group	Other than Largest Group	Total Membership
Advisory Panels/Steering Groups			
Asset Management Forum	4	1	5
Budget Working Party	7	4	11
Capital Strategy and Allocation Group	4	0	4
Community Fund Panel	3	3	6
Community Infrastructure Levy Working Group	3	2	5
Disciplinary Panel	2	2	4
Member Development Working Party	3	3	6
New Homes Bonus Panel	5	3	8
Office Accommodation Executive Group	4	0	4
Joint Bodies			
Arts and Culture Forum	2	1	3
East and Mid Devon Community Safety Partnership	0	1	1
East Devon Highways & Traffic Orders Cttee (and other County Committees)	2	1	3
Exeter and East Devon Enterprise Zone Board	1		1

APPENDIX B (continued) Proportional representation on Panels and Forum 2017/18	Largest Group	Other than Largest Group	Total Membership
Exeter and Heart of Devon Growth Board	1	0	1
Greater Exeter Strategic Plan Steering Group	1	0	1
Greater Exeter Strategic Plan Joint (informal) advisory reference forum	3	2	5
LED Leisure Management Ltd	2	0	2
Local Joint Panel	3	2	5
Lower Exe Mooring Authority Management Committee	1	1	2
Recycling and Waste Partnership Board	3	2	5
Regeneration Board – Axminster (includes 2 local ward members)	5	1	6
Regeneration Board – Exmouth (includes 2 local ward members)	5	0	5
Sidmouth Main and East Beaches Working Party (plus Sidmouth Ward Members)	3	1	4
Sidmouth Port Royal project reference group	0	2	2
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.

Panels and Forums

- 1.1 The Constitution was not entirely clear regarding the setting up of Panels and Forums and their purpose. Accordingly the 'Role of Operation' section has been moved from the end of Article 7 (Overview and Scrutiny Committees) and placed in Part 3 Section 2 relating to Terms of Reference. In addition Article 6.08 has been amended to include similar wording to that contained in the Overview and Scrutiny section (Article 7.12) regarding the setting up of Panels and Forums by moving it from Cabinet's Terms of Reference on p57. There are consequential amendments too.

Cabinet Portfolios

- 2.1 There are changes to the Cabinet Portfolios – Corporate Services has merged with Corporate Business but will remain as Corporate Services. Consequential changes throughout. There are changes to the Portfolio Holders and there will now be a deputy Environment Portfolio holder. Licensing has been included within the Environment Portfolio as it was missing from the list.

Scheme of Delegations

Portfolio Holders

- 2.1 Amendments to the General Delegations to Portfolio Holders (page 58);
 - to avoid confusion, reference to 'disposals' has been removed from No.7 and detailed separately (No.11). Small changes to the wording and its order in No.7 for clarity and to provide a consistent delegations framework.
 - reference to wayleaves and easements (previous No.11) has been removed as it is duplicatory / better covered elsewhere.
- 2.2 Amendments to the Specific Delegations to Sustainable Homes and Communities Portfolio Holder No.2 to remove reference to leases (as this conflicts with the delegations to the Strategic Lead for Housing) and to include '(housing)' to ensure consistent delegations framework.
- 2.3 Addition to the Specific Delegations to Economy Portfolio Holder (No.2) to include reference to easements and wayleaves and deletion of monetary threshold to allow effective delegations framework.

Officers

- 2.4 Issuing of Scrap Metal Dealer licenses has been carried out by the Licensing Department but management / enforcement in respect of those dealers is carried on by Environmental Health. Authority to issue the licences has therefore moved to the Strategic Lead (Housing, Health and Environment) under a new paragraph 4.8.
- 2.5 The Environment delegation to the Strategic Lead (Housing, Health and Environment) have been amended;
No.14.4 (P92) amended to provide increased flexibility to amend the Parking Places Order except where the changes are more than minor and there are unresolved objections.

No.17.8 (P93) amended to give greater flexibility to operational matters in relation to the running of theatres and galleries.

No.17.16 (P94) due to a service redesign this authority now needs to sit under the Strategic Lead (Housing, Health and Environment) rather than the Deputy Chief Executive. Reference to the Hedgerow Regulations included.

- 2.6 The Housing delegation No.29 to the Strategic Lead (Housing, Health and Environment) amended to include reference to 'wayleaves' for completeness and consistency in the delegation framework.
- 2.7 The Property delegations (P104) to the Deputy Chief Executive have been amended to include reference to the Service Lead (Regeneration and Property) as this post has now been filled. Nos.12&14 have been revised to tie in with the Portfolio Holder delegations and to provide an effective delegations framework. 'Wayleave' is added to No.21 for completeness and comprehensive approach.

Housing enforcement powers / tools

- 3.1 The Housing and Planning Act 2016 introduced a number of new enforcement powers. Some of the relevant provisions came into effect from the beginning of April this year, while others are yet to be brought in to force. Essentially the new tools / options comprise;
 - (i) The ability to impose civil penalties (up to £30,000) as an alternative to prosecutions in relation to certain specified offences (e.g. failing to comply with an improvement notice, offences in relation to licensing HMOs, offences in relation to selective licensing of other residential accommodation, contravention of overcrowding notices and failure to comply with management regulations in respect of HMOs).
 - (ii) In relation to rogue landlords and property agents, the ability to apply for and enforce (through prosecution or imposition of a financial penalty of up to £30,000) a 'banning order' where a person is convicted of a 'banning order offence'. What constitutes a 'banning order offence' is yet to be decided but a banning order will allow the authority to ban someone from letting housing, engage in letting agency and / or property management work. In addition there is a requirement to keep up to date a register of rogue landlords and property agents who are the subject of a banning order or where convicted of a banning order offence.
 - (iii) The ability to seek 'rent repayment orders' where a landlord has committed a specified offence in respect of housing they have let. The offences are similar to those listed in (i) above but also include others like violence securing entry or eviction or harassment of occupiers and breach of banning orders. The repayment, as far as it relates to an order sought by the Council, would only relate to the amount of universal credit paid during the period to which the order relates.
- 2.3 There are other requirements too, regarding tests for fitness for holding an HMO licence and requirements around public authority land (registers relating to surplus land).
- 2.4 It is necessary to amend the officer delegations to allow these powers to be used and to ensure that the other requirements can be dealt with, so delegated authority is sought to allow these changes to be made to the Constitution.

Others

Table of minor / consequential amendments

Reference	Proposed change	Reason
Throughout	Member Champions are now Lead Members	
Throughout	Strategic Lead (Legal, Licensing and Democratic Services) is now Strategic Lead (Governance and Licensing)	Change to Service title
P6	Replacement of Diana Vernon with Sue Howl	DV retiring.
P11 & 14	Update to Councillors following in year changes and recent by-elections	
P26 Article 7.03	Streamlining of wording and more accurate reflection of remit	
P37 Article 10.07	Inclusion of 'Strategic Development and Partnerships'	Missing detail
P54 & P74	Housing Sub-Committee included	Following Cabinet's decision to establish a Local Authority Housing Company.
P54	Under Panels and Forums; Wording relating to LED deleted Arts and Culture Forum moved to Joint Bodies section Capital Strategy and Allocation Group included Manor Pavilion and Arts Centre Steering Group removed	Simply historic detail To accurately reflect status To reflect status of group
P54	Under Joint Bodies; Included - Exeter and East Devon Enterprise Zone Board, the Greater Exeter Strategic Plan (Steering Group and Joint Advisory Reference Forum) and the Sidmouth Port Royal Project Reference Group Deleted - East and Mid Devon Crime and Disorder Scrutiny Panel and the East Devon Stakeholder Panel	To reflect current position.
P56 & P72	Amendments to the Terms of Reference of Cabinet (No.9) and A&G	To accurately reflect roles in respect of the Council's Code of Corporate Governance and the Annual

		Assurance Statement and avoid ambiguity
P63 - P75	Changes to formatting and presentation of information including quorum details for all committees.	Consistency / ease of use of Constitution
P65	Changes to HRB Terms of Reference in terms of appointment process for Tenant and Leaseholder representatives – now by interview.	As agreed by Cabinet / Council at the beginning of 2017
P145	In addition quorum requirements changed to refer to 'Committee Members' rather than 'Councillors'	To ensure meetings will be quorate
P68	Number of Standards Committee meetings reduced from 4 to 2	Not necessary to have 4 scheduled but if additional meetings required then they can be called.
P70	Changes to membership of Strategic Planning Committee – now permits additional Cabinet member	To permit more specific input to Committee.
P77	Change to Ministry of Justice and most up to date guidance in respect of cautioning	To keep up to date
P85 & 86	Changes to the list of legislation	To keep this up to date and remove obsolete legislation
P137	In rule 24.3 amendment to change '23' to '24'	Incorrect reference
P239	Although not shown, a new structure chart will be required to reflect the recent appointment of Service Lead (Regeneration and Property)	

RECOMMENDATIONS

1. Council accept the amendments to the Constitution as set out in the [draft](#) and detailed in the report, and
2. Council authorises the Monitoring Officer to amend Section 2 of Part 3 (Delegated Powers to Officers) to ensure that the new enforcement powers and requirements introduced by the Housing and Planning Act 2016 are appropriately covered, and
3. That Council delegate authority to the Monitoring Officer to amend the Constitution as necessary to reflect legislative changes during the civic year.

Annual Report of the Overview Committee 2016/17

The Committee started their civic year in discussing the Local Government Boundary Committee for England Electoral Review Programme. For the purposes of debate, the committee looked at a reduction in councillors to 45 and how that would impact on the workload of a councillor, as well as how it would be received by constituents. The role of a councillor had changed greatly in recent years, including social media communication and expectation of speed of response. The committee recommended that the Council's view be to increase the number of councillors for the District to 60, in order to meet current demands of the District that continued to grow in population, particularly with the new town of Cranbrook.

The Council put forward that view to the LGBCE and this was put out to consultation, along with proposed new electoral ward boundaries, between the 7 February and 3 April 2017. The LGBCE aim to publish final recommendations in June of this year with the aim, subject to parliamentary scrutiny, for the new arrangements to come into effect at the 2019 district elections.

The Overview Committee were also consulted on the Heart of the South West Formal Devolution Bid back in June 2016 and endorsed the principle of creating a combined authority as the basis for negotiation with central Government towards a devolution deal for the area.

In September, the committee considered a discussion paper on housing delivery from the Strategic Lead Housing, Heath & Environment and Service Lead Planning Strategy and Development Management. Members recognised the success to date in delivering homes, but were acutely aware that delivery was still not meeting demand for private or for social housing. There were a number of complex issues to explore, including changes to legislation. On balance, the Committee resolved to set up a Housing Delivery Task and Finish Forum, chaired by Councillor Ian Hall.

The committee also endorsed a proposed response to Government to encourage action on issues of poor quality of cosmetic finishes to new buildings on some developments.

The [Forum final report](#), published in March, outlined positive steps the Council could take to help improve the rate of delivery of the homes needed by the District. The recommendations were endorsed by the Overview Committee and put to Cabinet on the 10 May 2017.

The committee were also involved extensively this year in the ongoing street markets and trading consultation, looking at the results. These showed overall that there was a desire to extend street trading opportunities in the district with the exception of Sidmouth. The issue is back before Cabinet on the 10 May with an update on the latest round of consultation.

Overview also continued work on examination of the local economy, with a report following up on previous work in March 2016. The committee were able to examine economic intelligence and see what projects the Council had in progress and planned for the future.

They recommended that the report formed the basis of an action plan of local economic development activity, with the direction and detail being agreed by Cabinet. The committee expects to undertake further work in this area over the next civic term.

The committee also discussed the approved Culture Plan for 2017 – 2022, which demonstrated how cultural activities could make a difference to social and economic wellbeing for the District. They also welcomed the year on year income generation opportunities being explored to help fund the delivery of such services.

Finally the committee said farewell to their Chairman, Peter Bowden, who resigned as a District Councillor in March.

Annual report of the Housing Review Board 2016/17

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

The Board welcomed a new member Councillor Brenda Taylor at its June meeting and returning tenant representative member (Victor Kemp) at its September 2016 meeting.

Words from the Chairman

It has been a great privilege to be the Chairman of the Housing Review Board for another year. This year we have said goodbye to Harry Roberts one of our respected tenants and hello to Victor Kemp again. Also one of our long standing councillors, Douglas Hull stood down. He had worked tirelessly over the years for all tenants and will be missed. We also welcomed Councillor Brenda Taylor onto the Board.

This year has seen some ups and downs, with different challenges for us to face. Tenants, independent members, officers and councillors have all worked together to create better homes for our housing stock tenants.

This year saw our general needs housing tenants get a 1% reduction in their rents for the next four years. Unfortunately for the Council this has impacted by £7million on the 30 year business loan (£84.5m) that we were forced to have by the Government in order to keep our housing stock. So, we have set up a Housing Revenue Account Business Plan Task and Finish Forum (TaFF) to look at how we can manage the 30 year business plan with another £7 million added to it. This TaFF is ongoing.

Despite the impact of the rent reduction the Council has managed to build or buy 13 new homes with part of its Right to Buy money (of which 60% goes back to Government) to add to the housing stock. This was much less than last year. 17 homes have been sold under Right to Buy this year so we are not keeping pace with trying to increase the Council housing stock.

St Andrews House, Exmouth was a new venture for ourselves with six single ensuite bedrooms with shared facilities. This shared house has won lots of energy awards and we are one of the first authorities in the country to have done this type of accommodation. It is hoped that with these high energy saving standards residents won't have to use much, if any heating.

With the people on the waiting list going up nearly 500 a year it now stands that there are 1485 people requiring houses in just A-D band and another 1641 in E band requiring homes. It is interesting that 450 want 1 bedroom accommodation and the next requirement is for 2 bedroom accommodation. Now there is the exciting news that we are looking into ways of building more council homes and into setting up our own East Devon Homes.

The handy man service has proved a very valuable service for many of our tenants helping them with small jobs that they could no longer do themselves.

Our community development workers have yet again done vital work on estates both in the towns and rural areas. This is very important especially for our young people, with the closure of youth clubs. Switch is going from strength to strength with more children becoming involved in all their activities.

Our tenants now have a new apple orchard in Budleigh Salterton planted by themselves with help of the Countryside Team. The one at Littleham is continuing to thrive.

I would also like to thank all our Mobile Support Officers working on our estates and Home Safeguard. Many people owe their lives to these services. I believe if you live in sheltered accommodation then this is an essential part of the scheme.

As this year comes to a close I would like to thank all the tenants who sit on various committees for all the work they do on behalf of all the tenants. Also I would like to thank our own very committed staff at East Devon for all the excellent housing services, managed by John Golding.

Thank you.

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 and Council Partnership Statement;
- Consulting with the Tenant Involvement Forum, who liaise with tenant groups and representatives;
- 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 2017/18

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 2016/17 financial year. The budget was produced in accordance with Housing Revenue Account Business Plan assumptions. A big issue for the 2017/18 budget setting was addressing the government's rent reduction policy. The second year of the 1% rent reduction had been factored into the next year's budget.

Draft Housing Service Plan 2017/18

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.

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 2016/17 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 have carefully monitored the time scale for spending Right to Buy receipts.

Right to Buy spending updates

Throughout the year the Board received regular update reports on the strategy and options for spending Right to Buy receipts, within the guidance and deadlines set by Government. The Portfolio Holder Sustainable Homes and Communities, Chair of the Housing Review Board and the Strategic Lead – Housing, Health and Environment were given delegated authority to approve a programme of individual property purchases to meet the short term Right to Buy spending deadline.

New models of housing delivery

In January 2017 the Board received a presentation exploring the emerging options for development and stock holding which were being considered by some councils in response to the complex operating environment. They looked at the merits of a joint venture company and a local housing company for the delivery of affordable housing funded by the Council. The Board welcomed this exciting opportunity and supported the local housing company approach. A proposal for the local housing company would be drawn up to deliver a wider range of homes (including market rent and sale) to deal with housing issues in the district, and brought back to the Board later in the year.

Shared house: 102 St Andrews Road, Exmouth

A proposal and business case for a shared house in Exmouth was originally presented to the Board in June 2013 and the Board has been kept updated on progress. In January 2017 the Property and Asset Manager reported to the Board that the works to the property at 102 St Andrews Road were complete and the property was let. There had been tenant involvement in the project since the beginning and both local and national publicity. The building was retrofitted to enerPhit standards and had been shortlisted for an award.

Gas servicing contract 2016 – 2020

The Board received reports throughout the year on the retendering of the gas servicing contract. The first report requested an extension to the existing contract, the second explained the joint procurement approach undertaken with Mid Devon District Council and the final report updated the Board with the outcome and the successful contractor.

Alternative model to deliver housing repairs and maintenance

In January the Board recommended that the Strategic Lead – Housing, Health and Environment should appoint consultants to undertake a focussed piece of work looking at the current trends in the sector, options for alternative service delivery models and the opportunities for providing tenants with a more cost efficient, high performing service. It presented an opportunity to have greater control over the repairs and maintenance of tenants' homes whilst drawing on the experience of contractors' expertise and sharing the risks with them.

Handy person scheme

A review of the outcomes from the first six months of the handy person service trial scheme (October 2015-March 2016) was undertaken. The scheme had been very popular with the tenants that used the service, although take up hadn't been as high as anticipated. The cost savings expected had not been achieved. A further report was presented to the Board which asked them to consider whether to continue to provide the service and outlined ways the service could work to ensure best value for money and best service for current and future customers. It was decided to continue the service with various scenarios being explored.

Sewage treatment plants

Following a survey of the 15 sewage treatment plants (STPs) that the housing service owned and managed, three were identified as needing urgent attention. The 12 remaining STPs did not need replacing for at least ten years. The Board were advised that a full review of costs involved in managing STPs would be undertaken to ensure that tenants and private users were paying equal costs for the provision of sewage treatment, with compensation being paid to tenants if they had paid considerably more for their sewage than private owners linked to the same STP. Although it would involve more expenditure, bringing the sites up to the required standard, officers would investigate with South West Water whether they would consider adopting any of the plants.

Insurance claim settlement for storm damp/water penetration to Council homes from 2013/14

This was settled for the total of £1.5million. There had also been an update report on the three phases of work undertaken as a result of the 2013/14 storms and the knowledge gained from the extreme incidents.

Review of recruitment process for co-opted Board members

A review of the recruitment process for both tenant/leaseholders and independent community representative was undertaken to ensure that it was consistent for all co-opted Board members. The revised process also avoided the necessity for holding an election, which was a costly exercise. Three Board members put their names forward to be involved with officers in the selection process when a vacancy on the Board occurred.

Housing Revenue Account Business Plan Task and Finish Forum

The Housing Revenue Account Business Plan Task and Finish Forum (TaFF) was set up in 2016 and meetings had been held on 17 June and 2 September. The review of the HRA Business Plan was ongoing. More guidance was awaited on 'selling off the stock' – a government proposal for sales on council houses in high value areas to finance and a new right to buy for housing association tenants.

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

- HRA Outturn report 2015/16 – final year end budget position and comparison against budgets set for the year.
- Housing and Planning Act 2016 - this would create radical changes to how the Council operated as a social landlord. Regard of the Act would be needed when revising and refreshing the Housing Revenue Account Business Plan.
- Home Safeguard annual report 2014/15 – this demonstrated a high performing and highly valued service.

- Estate Management Service Review Group report – highlighted the many ways the group had been involved in a variety of issues.
- Annual report to tenants 2015/16 – widely distributed to tenants, staff and councillors during autumn 2016.
- Community Development update – presentations were received on the work of the Community Development team.
- Review of housing service complaints April 2015 – March 2016 – main messages and lessons learnt.
- Condensation awareness - an update report about on-going issues relating to condensation and mould in Council properties, as well as how the Council was addressing condensation, thermal efficiency and fuel poverty.
- Support service charges - the Board decided not to implement the final year of a three year introduction of support charges in sheltered housing
- Extension of responsive repairs and voids contract for one year – to allow for a full options appraisal of future arrangements for responsive repairs and void work to property.
- Tenancy strategy and tenancy policy – these were reviewed and changes approved
- Asbestos policy and procedures – these were reviewed and approved, along with an additional £100,000 for the management of asbestos in the housing stock.
- Legionella management plan and procedures – approved by the Board.
- Review of landlord disabled adaptation policy – a revised policy was agreed, along with an increase of £100,000 to the revenue budget for adaptations. The policy would be reviewed at least every two years.
- Normandy Close, Exmouth – on the advice of the Housing Enabling and Allocation Manager the Board sought to change a decision it had previously made and enable officers to proceed to dispose of 24 & 26 Normandy Close, with planning permission to construct an additional dwelling on the open market.
- Lift replacements – the Board recommended the replacement of the lifts at Albion Court and Morgan Court in Exmouth, with the lift size being increased where possible.
- Installation of air source heat pumps at Rodney Close, Exmouth – this heating upgrade scheme was approved, which gave officers the ideal opportunity to explore the benefits that renewable energy could bring.
- Housing senior management structure - this report considered the interim senior management structure in the housing service and confirmed a more permanent structure suitable for delivery of services to the Council's tenants and customers in the private rented sector.
- HouseMark benchmarking report – housing costs and performance among peers was considered.

List of 2016/17 Lead Councillors

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

Why has the Council appointed Lead Councillors (Champions)?

Lead Councillors have evolved in this Council to focus Member activity on certain aspects of the Council's business and functions. Although Lead Councillors 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 Lead Councillors

The appointment of Lead Councillors is reviewed at the annual meeting of the Council. Lead Councillors were formerly known as Champions but to better reflect the work carried out through these appointments, a change of name from Champion to Lead Councillor has been adopted. This has not altered the remit of the role as set out in the Council's constitution.

What is expected of 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 Lead Councillors' work and achievements:

Axminster – Ian Hall

This was a new Lead Councillor appointment in 2016 to link in with the establishment of the Axminster Regeneration Programme Board and the Town Council's work on the Neighbourhood Plan.

I have been working with EDDC and DCC Officers and Andrew Moulding on the 'Axminster Together' initiative to help build a stronger and more resilient community. I am trying to make contact with the most 'difficult to reach' members of the community and understand that this is a challenge particularly in the more remote parts of my Ward (Axminster Rural).

A highlight has been working with the excellent 'Switch' team who work continuously to provide activities for the youngsters of our communities – this has included planting 10 apple trees at Millwey Rise – we now have our own community orchard.

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.
- I have continued to serve as 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. Since it has been set up, this Forum has grown in significance and prestige with increased involvement of people from within the arts environment who speak to the Forum and contribute to its work. This is helping to broaden the understanding of the significance of culture within the district and its vital importance to health and wellbeing. We are also learning through the cultural network about how we can work more effectively with other authorities.

Exmouth – John Humphreys

- is involved with a number of community groups and seeks opinions and feedback through these - and is always inspired by seeing what people can achieve by working together.
- is delighted to see the improved and refurbished Mamhead Slipway now opened as an important leisure facility for both locals and visitors.
- is pleased to work with the Regeneration Board which is bringing forward the aims in the Exmouth Masterplan to provide "an exciting new focus for leisure, recreation and entertainment" on Queen's Drive on the sea front.
- is pleased to work on the Neighbourhood Plan which looks ahead to prepare for the future of Exmouth.

Business and Employment – Mike Allen

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?

Developing Policy and Capital commitments

- Continued work with Asset Management and the Economic Development Officers to agree the site demand for business workspace from the district's assets and understand what types of workspace can be delivered and where it can be delivered, including visiting potential sites.
- Agreed Seaton workshops strategy opportunity for serviced office provision at the east of the district.
- Encouraged Regeneration and Neighbourhood Plans to include small business objectives

Mobilising Business

- Direct contact business shows and meetings of Chambers of Commerce help maintain contact with local businesses and business organisations. Our new database will be used for specific messages of relevance
- Promoted business support from providers such as BIP (Business Information Point) and the HOTSW Business support projects
- Because 99% of East Devon businesses have below 5 employees, the main potential is to grow existing businesses. BIP have been commissioned by us to provide support and help. There are Fast Growth mentor and grant programmes which are available as well as "Making it Local" in the Blackdown Hills AONB.

Skills and Sectors

- 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. So we are encouraging high technology and knowledge-based businesses to add to our professions and manufacturing sectors. Not only in the Science Park and local business parks which are so vital for us, but in rural areas to improve sustainability.
- A new Apprenticeship levy for 5% of the wage bill in larger companies will improve training but not affect 99% of our Businesses
- Encouraging Businesses and Universities to use interns and degree apprenticeships should build and recruit more local people

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
- Recommended EDDC Talent Development Plan to Council

Improving careers advice

- Many people at school or university do not have clear objectives. Exeter University and Government websites now provide excellent career advice. The LEP has introduced excellent guidance projects to help career advice

Retaining Over 50s and the Employee Gap

- A key issue to be solved is the massive change as people retire from the workforce. In some local professions up to 90% of employees will retire over the next decade. We must encourage people to work past 65. Those over 50 also form a talent pool of amazing potential for voluntary work in clubs and charities, but leave a big gap for local people to fill.

Health and Wellbeing – Cherry Nicholas

I have served a year as the Council's Health and Wellbeing Champion. I support and appreciate the local innovative ideas within East Devon which are helping young people seeking work and those who are re-training following redundancy. These initiatives aim to address the damaging psychological effect of being without work. Local examples include the Men's Shed and Glenorchy Church Job Club which help practically with CVs and computer literacy and to rebuild individual's self-esteem. During the year I have attended meetings of the Woodbury, Exmouth and Budleigh WEB Community Health and Wellbeing Board when the Portfolio Holder – Sustainable Homes and Communities has been unable to attend. The WEB consortium has been in existence since it was decided to turn Budleigh Salterton Hospital into a community hub with day treatment facilities, co-working with Exmouth Hospital. The emphasis of WEB is care at home for the elderly – this grass roots approach is effective only when an underlying care network is in place. Also encouraging representation from a wide and diverse group of people, so that their concerns and objectives can also be heard.

Such as:

Student mental health issues, self- help courses run by students who have attended training courses and are now in the process of training other students so that the good work can continue in all of the year groups at Exmouth Community College.

The Open Door in Exmouth who have been working for years with people who need a helping hand.

NHS representatives from various departments.

I am going to attend a Health and Work Conference in June on behalf of the Council where workshops will cover many aspects of wellbeing, mental health and best practice both in the workplace and outside of work. I will share learning from the event with all Councillors.

Member Development and Engagement – Maddy Chapman

- I continue to actively listen to issues raised by Councillors and help to find solutions so that they can carry out their Councillor responsibilities as effectively as possible. As a result, I arranged for a number of workshop sessions on Office 365 to help increase Councillors' confidence in using the system – I realised that some people were struggling with Office 365 and needed more individual attention and support.
- We have two new councillors elected in the by-election this year and they will need support in getting up to speed quickly – it is always a challenge when councillors are elected mid-term as they miss out on the full induction/welcome programme.
- Further to the April Scrutiny Committee meeting, I am working with Gerry Moore and Democratic Services to set up Councillor training and awareness on slavery and child exploitation within East Devon and how we as Councillors can support the Police and victims in our everyday work.

On a personal note, I would like to thank everyone who has supported me and helped me through a hard year.

Neighbourhood Planning – Mark Williamson

- I continue to meet monthly with Tim Spurway, Neighbourhood Planning Officer. This provides an opportunity to:
 - assess the stage at which steering groups are so we can monitor the situation across the Authority;
 - prepare for the final stages for those steering groups that are at the point of submission;
 - discuss the implications of changes to Government regulation and guidance;
 - discuss any procedural problems which may appear in respect of particular steering groups;
 - monitor the financial support we are giving to steering groups and the overall financial arrangements.
- East Devon has seen the formation of 40 steering groups which we believe to be the highest proportion of parishes/communities in any Local Planning Authority. Of those 3 plans have now been 'made' and at the date of writing this several others are post-submission and one preparing for referendum.
- In order to be as 'hands on' as possible in this role I attend wherever possible meetings of the Exmouth Neighbourhood Plan Steering Group which gives me an insight into the challenges a steering group faces, particularly one working on a plan for a large town.
- Whenever possible I try to attend Cabinet when it receives the Comments of the LPA prior to submission to the Independent examiner.

- I should like to place on record my appreciation of the hard work of Tim Spurway and Claire Rodway in supporting our steering groups, given the scale of the uptake of Neighbourhood Planning in this Authority.

Planning Design and Heritage – Christopher Pepper

- Member of Development Management Committee with special responsibility for commenting on applications from a design point of view
- This year, I have worked closely with the National Trust in respect of relevant applicants to comply with their stringent design requirements particularly in respect of Listed Buildings.
- I work 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. I recognise the importance of listening to applicants and consultees, looking at applications from design point of view.
- I apply 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

At the beginning of the civic year, the re-location project was the major feature of EDDC procurement. Then our Procurement Officer retired – I would like to thank him for his good services and his help to me. The Lead Officer, Simon Davey, looked to out-source our requirement and Devon County Council, having looked at our policies and protocols, agreed to provide the services for EDDC. A meeting with their officers has yet to be arranged.

Rural – Paul Carter

In my second year in this post, I have continued to work closely with the Economy Portfolio Holder, looking at how best to support our local rural businesses and organisations. A main focus has been helping to create a strong link between Bicton College and the Donkey Sanctuary. This initiative has included meetings with the College Principal and the Sanctuary's learning and development managers to explore opportunities for training courses, staffing the Sanctuary's new 200 seat restaurant and possible apprenticeships. This approach will be further expanded within the district – building relationships with key employers in the area to open up opportunities for students. Creating a mutually beneficial link between Bicton College and prospective employers will help to achieve a more sustainable local economy, retaining a young, trained workforce in the area.

I have also started to work with the Economy Portfolio Holder on looking at rural small local businesses and how they can achieve further growth; how to remove any blocks to their expansion. We have held a series of think tanks to help address various issues – how to move existing businesses on to provide opportunities for new start-up businesses. My role is to talk to businesses and officers to help work out a sustainable and positive way forward.

I am also looking to help achieve a greener local economy, particularly in respect of recycling and disposal of waste to generate power. This is still work in progress but my aim is to meet the operators, assess what has been achieved so far, sustainability issues and job opportunities. There are pockets of positive work across the district; it will be helpful for everyone involved to have a broader, over-all understanding so that others can appreciate the bigger picture, best practice and innovations. I intend to compile a report and potentially facilitate workshops. Others can learn from efforts achieved so far and see what works well and how we can help create a greener district.

Seaton – Marcus Hartnell

- Continue to work towards delivering strategy compliant playing pitches at Harepath Road, alongside employment opportunities.
- Chaired the Seaton Beach Management Plan Stakeholder Group.
- Continued to champion the business workshop development at Colyford Road that will provide important employment opportunities.
- Supported planning applications that will deliver affordable homes in Seaton.
- Supported the Premier Inn application for a 75-bed hotel on the regeneration site that will boost the local economy.

Tourism – Jenny Brown

I was appointed Tourism Lead Councillor in July 2016. It has been a brilliant time to be involved with Tourism with all the major players recognising the need for a fresh approach and bringing new websites to the marketplace - promoting staycations and British activity Holidays to the European market. It has been realised that we need to be attracting the millennials (who are generally the children of the baby boomers – representing a major surge in birth rates in the 1980s and 1990s) and 30 somethings, these will be our visiting families of the future.

It is now all about connectivity and joined up thinking. The tourist attractions and accommodation providers are working together to provide an all-round exceptional experience that will bring the visitors back again. We have extended the season with activity offerings - shorter stays are more the norm so enabling more holidays a year. As Tourism Lead Councillor, I have several projects in the pipeline listed below.

1. Exmouth - Visit Devon retro style poster of beach and kite surfing. This is being sponsored by GWR and Devon and Cornwall Rail Partnership and is to be displayed at the following stations - London Paddington, Ealing Broadway, Slough, Reading, Newbury, Westbury, Didcot Parkway, Swindon, Bristol Parkway, Bath Spa, Bristol Temple Meads, Taunton, Exeter St. Davids, Exeter Central, Barnstaple, Newton Abbot, Totnes, Plymouth, St. Austell and Truro. These should be up before the end of May and will be launched with a photo call.
2. Set up The East Devon Line CRP (community rail partnership) adopting the line from Axminster to Exeter. Honiton has been furnished with galvanised cattle troughs planted with shrubs, funded from SWT.

EAST DEVON DISTRICT COUNCIL

Nominations for Chairmen and Vice-Chairmen 2017/2018

Committees	Chairman	Vice-Chairman
Overview Committee	Graham Godbeer	Ian Hall
Scrutiny Committee	Roger Giles	Alan Dent
Housing Review Board	Pauline Stott	To be appointed by Housing Review Board
Strategic Planning Committee	Phil Twiss	Graham Godbeer
Development Management	Mike Howe	Colin Brown
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	John O'Leary

Lead Councillors/Member Champions

	Leader nominations 2017/18
Axminster	Ian Hall
Culture	John O'Leary
Exmouth	John Humphreys
Employment/Business	Mike Allen
Health and Wellbeing	Cherry Nicholas
Member Development and Engagement	Maddy Chapman
Neighbourhood Planning	Mark Williamson
Planning Design and Heritage	Alan Dent
Procurement	Graham Godbeer
Rural	Paul Carter
Sport and Recreation	Darryl Nicholas
Tourism	Jenny Brown
Youth	Mark Evans-Martin

Membership of Committees 2017/18

Members of Cabinet and Committees 2017/18	Cabinet 10	Housing Company Sub 5	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												
Brown Colin							Vice Chairman					
Brown Jenny												
Burrows Peter												
Carter Paul												
Chapman Maddy												
Chubb Iain												
Coppell Matt												
Dent Alan			Vice Chairman					Substitute				
De Saram Bruce												
Diviani Paul	Leader	Chairman								Chairman		
Dyson John												
Elson Jill												
Evans-Martin Mark												
Faithfull Peter												
Gardner Cathy												
Gazzard Steve												
Giles Roger			Chairman									
Godbeer Graham				Chairman		Vice Chairman						
Graham Pat												
Grundy Simon												
Hall Ian				Vice Chairman								
Hall Steve												Chairman
Hartnell Marcus												
Howe Mike							Chairman					
Hughes Stuart												
Hull Douglas												
Humphreys John												
Ingham Ben												

Membership of Committees 2017/18

Members of Cabinet and Committees 2017/18	Cabinet 10	Housing Company Sub 5	Scrutiny 15	Overview 11	Housing Review Board 5	Strategic Planning 15	Development Management 16	Standards 5	Audit & Governance 8	Interviewing (Chief Officers) 7	Employment Appeals 7	Licensing & Enforcement 15
Jung Geoff												
Key David												
Knight Jim												
Longhurst Rob												
Manley Dawn												
Moulding Andrew								Chairman				
Nash Bill												
Nicholas Cherry												
Nicholas Darryl												
O'Leary John												Vice Chairman
Parr Helen												
Pepper Christopher												
Pook Geoff												
Ranger Val												
Rixson Marianne												
Rylance Eleanor												
Skinner Philip												
Stott Pauline					Chairman							
Taylor Brenda								Substitute				
Thomas Ian												
Twiss Phil	Deputy Leader	Vice Chairman				Chairman				Vice Chairman	Chairman	
Williamson Mark									Chairman			
Wragg Eileen												
Wright Tom												

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

Leader's/Portfolio Holders' Think Tanks

	2017/18	Appointments-2017/18 (Lead Councillors indicated)
1.	Strategic Development and Partnerships Phil Twiss	Mike Allen (Employment/Business Lead) Megan Armstrong Alan Dent Cathy Gardner Ian Hall (Axminster Lead) Marcus Hartnell (Seaton Lead) John Humphreys (Exmouth Lead) Rob Longhurst Brenda Taylor
2.	Corporate Services Iain Chubb	Maddy Chapman (Member Development Lead) Brian Bailey Susie Bond Peter Burrows John Dyson Pat Graham Geoff Jung Dawn Manley Geoff Pook
3.	Economy Philip Skinner	Mike Allen (Employment/Business Lead) Jenny Brown (Tourism Lead) Paul Carter (Rural Lead) Alan Dent (Planning Design & Heritage Lead) Darryl Nicholas (Sport and Recreation Lead) Matt Booth Steve Gazzard Steve Hall Ben Ingham
4.	Environment Iain Chubb Deputy: Marcus Hartnell	John O'Leary (Culture Lead) Mark Williamson (Neighbourhood Planning Lead) Peter Faithfull Mike Howe John Humphreys Helen Parr Val Ranger Marianne Rixson Eleanor Rylance Eileen Wragg
5.	Finance Ian Thomas	Graham Godbeer (Procurement Lead) Dean Barrow Colin Brown Peter Burrows Bruce De Saram John Dyson Ian Hall Ben Ingham Bill Nash
6.	Sustainable Homes and Communities Jill Elson	Cherry Nicholas (Health & Wellbeing Lead) Mark Evans-Martin (Youth Lead) Megan Armstrong David Barratt Matt Coppell Simon Grundy Stuart Hughes Douglas Hull Jim Knight Chris Pepper Pauline Stott

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

Panels and Forum	Appointments 2016/17	Nominations 2017/18
1. Asset Management Forum	<p>Portfolio Holders – Strategic Development & Partnerships, Economy Finance Alan Dent Geoff Pook</p> <p>ex officio: Leader Chairman of the Council</p>	<p>Portfolio Holders – Strategic Development & Partnerships, Economy Finance Alan Dent Geoff Pook</p> <p>ex officio: Leader Chairman of the Council</p>
2. Budget Working Party	<p>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</p>	<p>Leader of the Council Portfolio Holders: Strategic Development and Partnerships (Deputy Leader) Corporate Services Economy Finance Sustainable Homes and Communities Cllrs: Dean Barrow Colin Brown Peter Burrows John Dyson Geoff Pook</p>
3. Capital Strategy and Allocation Group	<p>Portfolio Holders: Strategic Development and Partnerships, Finance, Economy, Corporate Business Corporate Services</p>	<p>Portfolio Holders: Strategic Development and Partnerships, Finance, Economy, Corporate Services</p>
4. Community Fund Panel	<p>Portfolio Holder - Finance Cllrs: Paul Carter Douglas Hull Geoff Jung David Key Marianne Rixson</p>	<p>Portfolio Holder - Finance Cllrs: Paul Carter Douglas Hull Geoff Jung David Key Marianne Rixson</p>
5. Community Infrastructure Levy (CIL) Working Group		<p>Susie Bond Colin Brown Graham Godbeer Mike Howe Brenda Taylor</p>
6. Disciplinary Panel – to consider disciplinary matters relating to statutory officers	<p>Cllrs: Megan Armstrong Jim Knight Pauline Stott Brenda Taylor</p>	<p>Cllrs: Megan Armstrong Brian Bailey Pauline Stott Brenda Taylor</p>

Panels and Forum		Appointments 2016/17	Nominations 2017/18
7.	Member Development Working Party	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.	New Homes Bonus Panel	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 Simon Grundy Douglas Hull Geoff Jung Christopher Pepper
9.	Office Accommodation Executive Group	Leader of the Council Portfolio Holders – Strategic Development and Partnerships Corporate Business Finance	Leader of the Council Portfolio Holders – Strategic Development and Partnerships Corporate Services Finance
Joint Bodies		Appointments 2016/17	Nominations 2017/18
10.	Arts and Culture Forum <i>As this Forum already considers art and culture across the district including the Thelma Hulbert Gallery and Manor Pavilion Theatre – the Manor Pavilion Theatre Management Steering Committee is no longer required but users may choose to retain a user group and invite the Culture Lead Member to their meetings.</i>	Culture Champion (to be Chairman of the Forum) Tourism Champion Peter Faithfull (plus 2 Community & 7 town representatives) ex officio Portfolio Holder – Corporate Services	Culture Champion (to be Chairman of the Forum) Tourism Champion Peter Faithfull (plus 2 Community & 7 town representatives) ex officio Portfolio Holder – Corporate Services
11.	East and Mid Devon Community Safety Partnership	Cllr Steve Gazzard	Cllr Steve Gazzard
12.	County Committees including: East Devon Highways and Traffic Orders Committee	Cllrs: Brian Bailey Matt Coppell Pauline Stott	Cllrs: Brian Bailey Matt Coppell Pauline Stott

Joint Bodies	Appointments 2016/17*	Nominations 2017/18
13. Exeter and East Devon Enterprise Zone Board		Leader
14. Exeter and Heart of Devon Growth Board	EDDC appointee Leader of the Council (EDDC substitute: Deputy Leader)	EDDC appointee Leader of the Council (EDDC substitute: Deputy Leader)
15. Greater Exeter Strategic Plan a) Member Steering Group which includes a representative from each of the five councils (Devon, East Devon, Exeter, Mid Devon and Teignbridge)	EDDC appointee a) Portfolio Holders: Strategic Development & Partnerships (EDDC substitute: Portfolio Holder – Economy)	EDDC appointee a) Portfolio Holders: Strategic Development & Partnerships (EDDC substitute: Portfolio Holder – Economy)
<i>(This includes HELAA (Housing and Employment Land Availability Assessment which replaced SHLAA (Strategic Housing Land Availability) to include employment land.)</i>		
b) *Joint Advisory Reference forum <i>(*an informal politically balanced forum comprising 5 councillors each from the five councils to consider and make comments on draft plan proposals before they are formally considered by each council)</i>	Economy Portfolio Holder, Mark Williamson (West of EDDC area) with Mike Howe as substitute Colin Brown (East of EDDC area) with Graham Godbeer as substitute Geoff Jung Brenda Taylor	Economy Portfolio Holder, Mark Williamson (West of EDDC area) with Mike Howe as substitute Colin Brown (East of EDDC area) with Graham Godbeer as substitute Geoff Jung Brenda Taylor
16. LED Leisure Management Ltd	Steve Hall Bill Nash	Steve Hall Bill Nash
17. Local Joint Panel	Leader Portfolio Holders: Finance Corporate Services Cllr Steve Gazzard Ben Ingham	Leader Portfolio Holders: Finance Corporate Services Cllr Steve Gazzard Ben Ingham

Joint Bodies		Appointments 2016/17*	Nominations 2017/18
18.	Lower Exe Mooring Authority Management Committee	John Humphreys Brenda Taylor (substitute: Pat Graham)	John Humphreys Brenda Taylor (substitute: Pat Graham)
19.	Recycling and Waste Partnership Board	Portfolio Holder – Environment (Chairman) Steve Gazzard Simon Grundy Geoff Jung Geoff Pook	Portfolio Holder – Environment (Chairman) Deputy Portfolio Holder - Environment Brian Bailey Steve Gazzard Geoff Jung
20.	Regeneration Board - Axminster	Portfolio Holders: Strategic Development & Partnerships Sustainable Homes & Communities Economy Plus 2 local Members (Douglas Hull and Graham Godbeer) Axminster Champion	Portfolio Holders: Strategic Development & Partnerships Sustainable Homes & Communities Economy Plus 2 local Members (Douglas Hull and Graham Godbeer) Axminster Champion
21.	Regeneration Board - Exmouth	Portfolio Holders: Strategic Development & Partnerships Sustainable Homes & Communities Economy Plus 2 local Exmouth Members – Exmouth Champion and Pauline Stott	Portfolio Holders: Economy (Chairman) Strategic Development & Partnerships (Vice Chairman) Sustainable Homes & Communities Exmouth Champion Tourism Champion
22.	Sidmouth Main and East Beaches Steering Group	Deputy Leader of the Council Portfolio Holder - Environment Deputy PH Environment Sidmouth Ward Members Geoff Pook	Deputy Leader of the Council Portfolio Holder - Environment Deputy PH Environment Sidmouth Ward Members Geoff Pook
23.	Sidmouth Port Royal Project Reference Group	Councillors David Barratt John Dyson	Councillors David Barratt John Dyson
24.	STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities)	EDDC appointees: Leader and Chief Executive of each partner authority EDDC substitute: Deputy Leader	EDDC appointees: Leader and Chief Executive of each partner authority EDDC substitute: Deputy Leader

Joint Bodies	Appointments 2016/17*	Nominations 2017/18
25. STRATA Joint Scrutiny Committee ((EDDC, Exeter City and Teignbridge authorities)	EDDC appointees: Alan Dent and Mike Howe, (Conservative) Geoff Jung (Independent) EDDC substitutes: Mike Allen and Cherry Nicholas (Conservative Group), Steve Gazzard (Liberal Democrats Group) Geoff Pook (Independent)	EDDC appointees: Alan Dent and Darryl Nicholas, (Conservative) Geoff Jung (Independent) EDDC substitutes: Mike Allen and Cherry Nicholas (Conservative Group), Steve Gazzard (Liberal Democrats Group) Geoff Pook (Independent)
26. South East Devon Habitat Regulations Executive Committee	EDDC appointee: Portfolio Holder - Strategic Development and Partnerships	EDDC appointee: Portfolio Holder - Strategic Development and Partnerships
27. Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board	EDDC appointee: Portfolio Holder - Sustainable Homes and Communities EDDC substitute: Health and Well Being Champion	EDDC appointee: Portfolio Holder - Sustainable Homes and Communities EDDC substitute: Health and Well Being Champion

***includes any amendments made to appointments agreed at Council meetings held during the civic year 2016/17**

NOTES:

1. The Council is required to appoint '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.

2017/18 nominated 'designated persons' are Councillors Ian Hall, Simon Grundy 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 2017/18

	Name of Outside Body	*Councillor appointments 2016/17	Councillor nominations 2017/18	Portfolio Holders/ Champion – reporting link
	APPOINTMENTS: GENERAL			
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani	Paul Diviani	Environment
2	Devon and Exeter Area Rail Working Party	Brian Bailey Rob Longhurst	Brian Bailey Rob Longhurst	Economy
3	Devon Authorities Strategic Waste Committee	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	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 Committee	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

	Name of Outside Body	*Councillor appointments 2016/17	Councillor nominations 2017/18	Portfolio Holders/ Champion – reporting link
12	Exmouth Town Management Partnership Panel	Jill Elson	Jill Elson	Economy
13	Greater Exeter Strategic Sports Board		Economy Portfolio Holder (substitute Lead Councillor – Sport and Recreation)	Economy/ Sustainable Housing/ Communities
14	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
15	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
16	Local Government Association People and Places Board	Leader* (substitute: Deputy Leader) *representing South West Districts.	Leader* (substitute: Deputy Leader) *representing South West Districts.	Council
17	Police and Crime Panel – Devon and Cornwall	Tom Wright Substitute: Leader	Tom Wright Substitute: Leader	Council
18	SWAP (South West Audit Partnership Ltd)	Shareholder – Audit and Governance Chairman Director – Section 151 Officer	Shareholder – Audit and Governance Chairman Director – Section 151 Officer	Finance
19	South West Councils - including Employers' Panel	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Leader Deputies: Portfolio Holders – Corporate Services	Council
20	SPARSE – Rural Special Interest Group	Leader Sub: Rural Champion ⁵⁰	Leader Sub: Rural Champion	Council

***above details include any amendments made to appointments agreed at Council meetings held during civic year 2016/17**

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 2017/2018

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 Please check the weekly newsletter 'The Knowledge' for most up to date details of forthcoming meetings

MAY 2017

Wednesday	17	Licensing and Enforcement Committee	9.30am
Wednesday	17	ANNUAL COUNCIL	6.30 pm

JUNE

Tuesday	6	** STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	7	†† Licensing and Enforcement Sub (if required)	9.30 am
Monday	12	Development Management Committee	10.00am
Tuesday	13	Overview Committee	6.00 pm
Wednesday	14	Cabinet	5.30pm
Thursday	15	Asset Management Forum	9.30 am
Thursday	15	Housing Review Board	2.30pm
Tuesday	20	** STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	21	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	22	Scrutiny Committee	6.00 pm
Wednesday	28	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	28	SED Habitat Regulations Exec Comm (Civic Centre, Exeter)	6.00 pm
Thursday	29	Audit and Governance Committee (DO NOT MOVE)	2.30 pm

JULY

Tuesday	4	Development Management	10.00 am
Wednesday	5	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	11	Strategic Planning Committee	10.00 am
Wednesday	12	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	13	Cabinet	5.30pm
Wednesday	19	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	20	Scrutiny Committee	6.00 pm
Wednesday	26	†† Licensing and Enforcement Sub (if required) (Cttee Room)	9.30 am
Wednesday	26	COUNCIL	6.30 pm

AUGUST

Wednesday	2	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	2	Cabinet (if required)	5.30 pm
Monday	7	Development Management Committee	10.00 am
Wednesday	9	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	16	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	23	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	23	† Licensing and Enforcement Committee	9.30 am
Thursday	24	Scrutiny Committee (if required)	6.00 pm
Wednesday	30	†† Licensing and Enforcement Sub (if required)	9.30 am

SEPTEMBER

Tuesday	5	Development Management	10.00 am
Wednesday	6	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	6	** STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	6	Cabinet	5.30pm
Thursday	7	Asset Management Forum	9.30 am
Thursday	7	Housing Review Board	2.30 pm
Tuesday	12	Overview Committee	6.00 pm
Wednesday	13	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	19	Strategic Planning Committee (if required)	10.00 am
Wednesday	20	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	21	Audit and Governance Committee	2.30 pm
Thursday	21	Scrutiny Committee	6.00 pm
Tuesday	26	** STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	27	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	28	SED Habitat Regulations Exec Comm (Civic Centre, Exeter)	6.00 pm

OCTOBER

Tuesday	3		Development Management	10.00 am
Wednesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	4		Cabinet	5.30 pm
Tuesday	10		Strategic Planning Committee	10.00 am
Wednesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	17		Standards Committee	10.00 am
Wednesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	19		Scrutiny Committee	6.00 pm
Wednesday	25	††	Licensing and Enforcement Sub (if required) (Cttee Room)	9.30 am
Wednesday	25		COUNCIL	6.30 pm
Tuesday	31		Development Management	10.00 am

NOVEMBER

Wednesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	1		Cabinet	5.30 pm
Thursday	2		Housing Review Board	2.30 pm
Tuesday	7		Overview Committee	6.00 pm
Wednesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	14		Strategic Planning Committee (if required)	10.00 am
Wednesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	15	†	Licensing and Enforcement Committee	9.30 am
Thursday	16		Audit and Governance Committee	2.30 pm
Thursday	16		Scrutiny Committee	6.00 pm
Wednesday	22	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	29		Cabinet	5.30 pm
Thursday	30	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm

DECEMBER

Tuesday	5		Development Management	10.00 am
Wednesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	7		Asset Management Forum	2.00 pm
Thursday	7		Strata Joint Executive (Civic Centre, Exeter)	5.30 pm
Wednesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	13		COUNCIL	6.30 pm
Wednesday	20	††	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am

JANUARY 2018

Wednesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	3		Cabinet	5.30 pm
Tuesday	9		Development Management	10.00 am
Wednesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	11		Housing Review Board	2.30 pm
Tuesday	16		Strategic Planning Committee	10.00 am
Wednesday	17		Joint Overview & Scrutiny – Service Planning & Budget	9.00 am
Wednesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	18		Audit and Governance Committee	2.30 pm
Wednesday	24	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	28		SED Habitat Regulations Exec Comm (Civic Centre, Exeter)	6.00 pm
Wednesday	31	††	Licensing and Enforcement Sub (if required)	9.30 am

FEBRUARY

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	†	Licensing and Enforcement Committee	9.30 am
Wednesday	21	††	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Thursday	22		Scrutiny Committee	6.00 pm
Wednesday	28	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	28		COUNCIL – setting Council Tax and agree budgets	6.30 pm

MARCH

Tuesday	6	Development Management	10.00 am
Wednesday	7	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	7	Cabinet	5.30 pm
Thursday	8	Asset Management Forum	9.30 am
Thursday	8	Housing Review Board	2.30 pm
Tuesday	13	Overview Committee	6.00 pm
Wednesday	14	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	15	Audit and Governance Committee	2.30 pm
Thursday	15	** STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Tuesday	20	Strategic Planning Committee (if required)	10.00 am
Tuesday	20	** STRATA Joint Executive (Civic Centre, Exeter)	5.30 pm
Wednesday	21	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	22	Scrutiny Committee	6.00 pm
Wednesday	28	†† Licensing and Enforcement Sub (if required)	9.30 am

APRIL

Tuesday	3	Development Management	10.00 am
Wednesday	4	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	4	Cabinet	5.30 pm
Tuesday	10	Strategic Planning Committee	10.00 am
Wednesday	11	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	18	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	19	Scrutiny Committee	6.00 pm
Tuesday	24	Standards Committee	10.00 am
Wednesday	25	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	25	COUNCIL	6.30 pm

MAY

Tuesday	1	Development Management	10.00 am
Wednesday	2	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	2	Cabinet	5.30 pm
Wednesday	9	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	16	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	16	Annual meeting of the Council – to be confirmed	6.30 pm

Time to be arranged

† The Licensing and Enforcement Committee includes within its functions the Licensing Act 2003, Gambling Act 2005, and all matters relating to hackney carriages and private hire.

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

** STRATA Executive and Scrutiny meetings will be held at the Civic Offices, Exeter unless advised otherwise – please check the Knowledge.

Notes:

- ☐ Devon County Council Budget meeting time tabled for February 2018 – yet to be confirmed
- ☐ Meetings of the Standards Sub Committees will be arranged as required.
- ☐ Dates of Housing Company Sub Committee are yet to be agreed.

List of meetings 2017/2018

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.

			2017							2018					
Meeting	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.30pm	17												16
Council	Wed	6.30pm			26			25		13		28		25	
Cabinet	Wed	5.30pm		14	13	2	6	4	1 29		3	7	7	4	2
Scrutiny Committee	Thu	6.00pm		22	20	24	21	19	16			22	22	19	
Overview Committee & Scrutiny Committee joint Service Plan & Budget Meeting	Wed	9.00am									17				
Overview Committee	Tue	6.00pm		13			12		7				13		
Strategic Planning Committee	Tue	10.00 am			11		19	10	14		16		20	10	
Development Management Committee *	Tue	10.00am		12	4	7 (Mon)	5	3 31		5	9	6	6	3	1
Audit & Governance Committee	Thu	2.30pm		29			21		16		18		20		
Housing Review Board	Thu	2.30pm		15			7		2		11		8		
Licensing & Enforcement Committee	Wed	9.30am	17			23			15			14			
Licensing & Enforcement Sub Committee	Wed	9.30am		7 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16
Standards Committee	Tue	10.00am						17						24	

Asset Management Forum	Thu	9.30am		15			7			7			8		
STRATA Joint Executive Committee	Wed	5.30pm		20#			26#			7#			27#		
STRATA Joint Scrutiny Committee	Thu	5.30pm		6#			6#		30#				15#		
South East Devon Habitat Regulations Executive Committee	Wed	6.00pm		28#			27#				24#				

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