

Agenda for annual meeting of the Council Wednesday, 16 May 2018; 6.30pm

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

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

Contacts:

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(or group number 01395 517546);
Issued 8 May 2018

Prior to the formal start of the meeting, the Chairman will invite Reverend Simon Holloway to say a prayer.

Dear Sir/Madam

Annual meeting of the Council of the District of East Devon on Wednesday 16 May 2018 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 5 - 6)
- 3 [Public speaking](#)
- 4 Minutes of the [Council Meeting](#) held on 25 April 2018 (pages 7 - 14).
- 5 Apologies
- 6 Declarations of interest - Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 7 [Matters of urgency](#) – none identified
- 8 Announcements from the Chairman – including Long Service Awards 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, Susie Bond.

Substitute members: Dawn Manley, Paul Diviani, Brenda Taylor

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

Non-voting parish/town council representatives: Jessica Bailey (West Hill Parish 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 Person (Alison Willan) is a consultee and not a member of the Standards Committee. The Monitoring Officer consults with an Independent Person when dealing with Code of Conduct complaints. Her original appointment in 2012 was for a term of 4 years, Members approved a second 4-year term in 2016 for the Independent Person so that her 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:

Mike Berridge, Sue Saunders, and Peter Sullivan (plus two vacancies currently being advertised).

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

Julie Bingham and Christine Drew.

14 To consider the report of the Chief Executive (Pages 15 - 26)

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 20)

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 21 - 22)

c) To agree all the proposed amendments to the [Constitution](#) including the Scheme of Delegations. (pages 23 - 26)

d) To receive and note the annual reports (2015/2016) of

- Overview Committee (pages 27 – 28)
- Scrutiny Committee (pages 29 - 31)
- Housing Review Board (pages 32 - 36)

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 37 - 43)

The Chairman to call on an experienced Councillor to present the annual report on behalf of the Council's 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 Member	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**.
 2. that for sub-committees, advisory panels/forums, the political balance be as set out in **Appendix B**.
 3. that the proposed amendments to the Constitution, including the Scheme of Delegations be approved as set out in **Appendix C**, with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution.
 4. that the annual report of the Overview and Scrutiny Committees and of the Housing Review Board, **Appendix D**, be received and noted,
 5. that the report of the Lead Councillors, **Appendix E**, be received and noted.
- 15 To appoint the Chairmen and Vice-Chairmen of Committees. (The Chairman of the Housing Review Board to be appointed by the Council with the Vice Chairman being appointed by the Housing Review Board at its next meeting). (page 44)
- 16 Appointment of:
- Lead Councillors (page 45 - 46)
 - Committee membership (page 47 - 48)
 - Portfolio Holders' Think Tanks (page 49 - 51)
- 17 Appointment of Panels, Forum and Joint Bodies (pages 52 - 57)
- 18 Appointment of representatives on Outside Bodies (pages 58 - 60)
- 19 To approve a programme of ordinary meetings of the Council, Cabinet and Committees for 2018/19 (pages 61 - 64)

Note:

- ❑ Seating plan attached (page 65)
- ❑ The Order of Proceedings for agenda items 1 & 2 is included in the agenda.

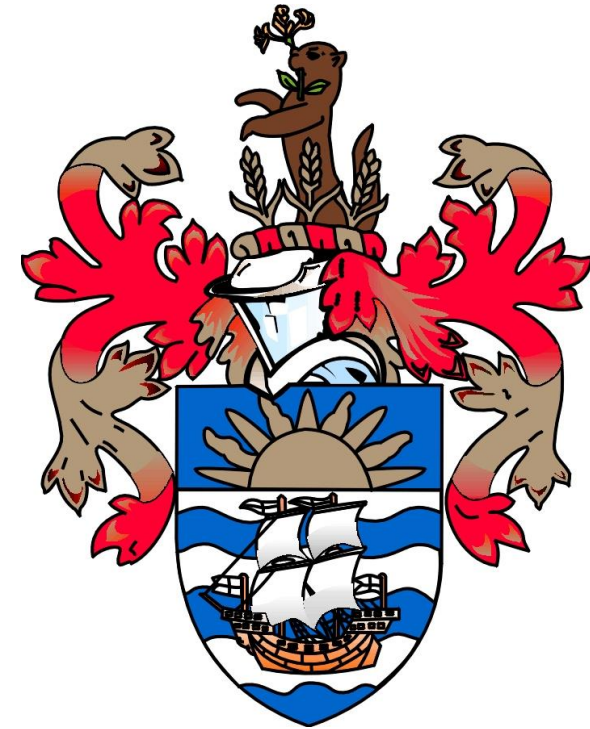
[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

The election of the

CHAIRMAN OF THE COUNCIL



and the appointment of the

VICE-CHAIRMAN

2018 – 2019

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 16 May 2018

1. Election of Chairman

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

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

2. Chairman's Declaration of Acceptance of Office

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

The Chairman will then speak in response to the election.

3. Appointment of Vice-Chairman

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

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

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

4. Ordinary Business of the Council

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

EAST DEVON DISTRICT COUNCIL

Minutes of the Meeting of the Council held at Knowle, Sidmouth, on Wednesday, 25 April 2018

Attendance list at the end of document.

The meeting started at 6.30pm and ended at 8.10pm

***68 Public speaking**

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

Jack Rowland, Chairman of Seaton Town Council referred to the Motion under Agenda item 10 of the proposal to support the development of place-based health care. He gave an update on Seaton hospital asking that the request made to EDDC in February 2018 for the hospital to be registered as an asset of community value be considered. It was important to maintain the various clinics held there and should be left to the people who support it and its services. Seaton Town Council were proactive with working with Action East Devon and provided a hub for relevant healthcare voluntary groups. He stated that community hospitals would alleviate chronic-care beds being taken up in the region's main hospitals.

Jeremy Walden, Axminster Town Mayor referred to the Motion under Agenda item 10 of the proposal to support the development of place-based health care. He stated that he fully supported the motion with one caveat to support all community hospitals in East Devon. These facilities would prevent less travel and offer the best use of time as well as freeing up appointments for local people living near RD&E hospital. All local hospitals were preparing plans with the support of the League of Friends to get any initiatives up and running.

Diana Nason referred to the Motion under Agenda item 10 of the proposal to support the development of place-based health care. She spoke of the strong support given a year ago by the Council to the saving of hospital beds and that it was not too late to reinstate closed hospital beds. Some clinics were already being lost from local hospitals. She stated that parking the RD&E hospital was expensive with limited spaces which increased stress and anxiety in people's lives. Many local hospitals were and had been funded and supported by local people, groups and organisations. She said it was not acceptable for local hospitals to be sold as this led to discrimination against the residents of eastern part of East Devon. CCGs plans forced people to travel into Exeter causing traffic chaos. She stated that this was good for communities and local hospitals which were valuable and necessary community assets.

Di Smith, a walk leader for LED and a volunteer at Seaton Wetlands referred to the Motion under Agenda item 10 of the proposal to support the development of place-based health care. She said she saw the value of keeping services for local people and asked that services especially local health services. It was vital for local communities that health hubs were kept on to provide services, clinics and out-patients' facilities locally. It was essential for the well-being of local people that their needs were met and not have to endure long and complicated journeys to hospital; rural communities had different transport issues to people living in cities and densely populated towns.

Tony Smith, a volunteer at Seaton Wetlands referred to the Motion under Agenda item 10 of the proposal to support the development of place-based health care. He stated he supported the issue of keeping services in the local community. He reminded the Council that many people had to rely on public transport which could be long and difficult in order to get to hospital appointments. He asked that health hubs be set up to maintain the health of local communities in Seaton and Axminster.

Rob Mackenzie, Ottery St Mary Support Refuges Group referred to the Motion under Agenda item 11 Syrian Vulnerable Person Scheme. He stated that in 2015 the Council pledged to support Syrian families, since then 3 families had been settled leaving 5 families needing to be. He stated it was a matter of honour as well as to reaffirm the Council's commitment and resolve to offer a helping hand at a time of dire need.

***69 Minutes**

The minutes of the meeting of the Council held on 28 February 2018 were confirmed and signed as a true record.

***70 Declarations of interest**

Councillor Phil Twiss Minute No. *74

Type of interest – Personal interest

Reason – Councillor sits on DCC Healthcare Scrutiny Committee

Councillor Douglas Hull; Minute No. *74

Type of interest – Personal interest

Reason – Councillor is a member of the League of Friends Axminster Hospital and Governor of the RD&E Hospital

Councillor Darryl Nicholas; Minute No. *74

Type of interest – Personal interest

Reason – Councillor was a former employer of New Devon CCG and current role in NHS Digital.

Councillor Ian Hall; Minute No. *74

Type of interest – Personal interest

Reason – Councillor is a DCC Member

***71 Chairman/Leader notices/announcements**

The Chairman had no announcements.

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

Two 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 to what were the short, medium and longer term benefits to the tax payers of East Devon considering the bus service in question would be running from Exeter, the Chief Executive advised that the criteria set for the Enterprise Zone projects were designed to overcome barriers to delivery or act as catalysts to accelerate the development of new

commercial space. The programme was named Exeter and East Devon Enterprise Zone and as so there were benefits for people living in Exeter but coming to work in East Devon.

b) Question 2 – There was no supplementary question.

***73 Minutes of Cabinet and Committees**

RESOLVED

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

Cabinet

Minutes 176-192, 193-207

Overview

Minutes 27-31

Housing Review Board

Minutes 50-60

Strategic Planning Committee

Minutes 28-36

Development Management Committee

Minutes 41-44, 45-48

Audit and Governance Committee

Minutes 47-58

Licensing and Enforcement Committee

Minutes 13-15

Licensing and Enforcement Sub Committee

Minutes 48-52, 53–56, 57-60

that the under-mentioned minutes be received.

Arising from consideration of the above minutes:-

- **Cabinet, minute number 205 – Exeter and East Devon Enterprise Zone**
Councillor Eleanor Rylance stated that the enhanced bus service would not actually improve the bus services to rural villages as it might do. It would be of a huge benefit to these villages and the people living there to benefit from enhanced bus services. The Leader stated the District Council looked after the whole district and in this case it was for the greater good of the area in question.

***74 Motion – Proposal of the Devon Clinical Commissioning Groups (CCGs)**

The following motion was proposed by Councillor Marianne Rixson seconded by Councillor Val Ranger and supported by Councillor Susie Bond, Councillor Megan Armstrong, Councillor Dawn Manley and Councillor Matt Coppell.

“That this Council resolves to welcome the proposal of the Devon CCGs to develop place-based health care, the RD&E's launch of community health conversations in Eastern Locality towns, and the aim of community involvement in supporting statutory services.

Noting also the CCGs' intention to announce their Estates Strategy following these conversations, this Council requests the NHS organisations to observe the following principles:

1. All community hospitals which have lost beds should be maintained as health hubs.
2. Wherever possible, services and clinics should be moved out of Exeter to local community hospitals.
3. More outpatient services should be provided in each community hospital, with no overall cuts to the level of services in any town in order to minimise complex journeys between towns.”.

The proposer of the motion, Councillor Marianne Rixson, informed the Council that there had been important policy development in Devon with the CCG working with South Devon and Torbay and had introduced an integrated care system (ICS) for health and social care including DCC social care. Part of the ICS would be a local care partnership for each locality with funding being on an equal per capita basis for each locality. With CCG claiming they wished to save £30M this year this increased the risk to the area’s community hospitals. ICS key principal is place-based care which was welcome providing it led to people be care for and treated in their own communities. Health hubs in local areas need to be supported by the Council. The need for less travelling and difficult local bus services needed to be taken into consideration. If place-based care was to be effective then the level of out-patient services need to be increased overall or at least maintained in every town.

The seconder of the motion, Councillor Val Ranger reported that early discharge from hospital, children and elderly living with long-term health conditions should be able to access out-patient services locally in every community. There was an assumption that everyone had access to a car, if councillors gave up their cars for a week and had to rely on public transport they would see first-hand the difficulties and expense experienced by people needing to rely on these services. Ring and ride services could not necessarily guarantee a ride.

The following issues were raised by Councillors during consideration of the motion:

- The need to look into the finances of all hospitals in the South West
- The League of Friends were a main investor to many local hospitals
- People wanted to be independent and close to home for longer
- The need to work closely with DCC and CCG
- There was a long history of EDDC opposing the closure of local hospital beds
- Health hubs were not one size fits all – evidence of community needs was required.

Councillor Mike Allen proposed an amendment that read as follows:

“That this Council resolves to welcome the proposal of the Devon CCG’s to develop placed-based health care where strong evidence suggested that it would deliver high-quality patient care and sustainable services.

That this Council further;

- Notes the emerging Devon Sustainability and Transformation Plan (STP) process and supports the principal of NHS organisation coupled with local authorities, voluntary and charitable organisations, and local communities working more closely together, to provide better integrated health and social care services.
- Supports the use of digital and emerging technologies, to improve the patient experience, enable healthcare provision to be better directed

towards the needs of the communities they serve, and enhance the ability of residents in rural areas to access the services they need.

However, due to lack of supporting clinical evidence and clear future planning, the Council had strongly opposed closure and removal of community hospital beds and hospital-based services throughout East Devon.

This Council requests that;

1. All effort was made, in consultation with local communities, to ensure the existing estate of community hospitals was retained for health care purposes.
2. Where appropriate, the potential development of 'Health Hubs' was investigated.
3. Council Members received from the Clinical Commissioning Group (CCG);
 - a. A review of service changes (bed-based to home/community-based care) made during 2017/2018 in East Devon, to include clinical evidence highlighting levels of patient safety and outcomes achieved.
 - b. An evidence-based forward plan of proposed changes to health services in East Devon, for initial discussion at a future Cabinet."

Councillor Alan Dent seconded the amendment.

The Chairman put the amendment to the vote and by a show of hands it was carried with 33 in favour, 6 against and 8 abstentions.

The Chairman put the substantive motion to the vote and by a show of hands the motion was carried.

RESOLVED

1. That this Council welcomes the proposal of the Devon CCG's to develop placed-based health care where strong evidence suggested that it would deliver high-quality patient care and sustainable services

That this Council further;

- Notes the emerging Devon Sustainability and Transformation Plan (STP) process and supports the principal of NHS organisation coupled with local authorities, voluntary and charitable organisations, and local communities working more closely together, to provide better integrated health and social care services.
- Supports the use of digital and emerging technologies, to improve the patient experience, enable healthcare provision to be better directed towards the needs of the communities they serve, and enhance the ability of residents in rural areas to access the services they need.

However, due to lack of supporting clinical evidence and clear future planning, the Council has strongly opposed closure and removal of community hospital beds and hospital-based services throughout East Devon.

2. That this Council requests;
 1. all effort was made, in consultation with local communities, to ensure the existing estate of community hospitals was retained for health care purposes,
 2. where appropriate, the potential development of 'Health Hubs' was investigated, and

3. Council Members received from the Clinical Commissioning Group (CCG);
 - a. a review of service changes (bed-based to home/community-based care) made during 2017/2018 in East Devon, to include clinical evidence highlighting levels of patient safety and outcomes achieved,
 - b. an evidence-based forward plan of proposed changes to health services in East Devon, for initial discussion at a future Cabinet.

***75 Motion – Syrian Vulnerable Persons Scheme**

The following motion was proposed by Councillor Roger Giles, seconded by Councillor Peter Faithfull and supported by Councillor Megan Armstrong, Councillor Susie Bond and Councillor Ben Ingham.

“That this council recognises the dire situation in Syria, and agrees to fulfil its stated commitment to resettle at least 8 families under the Syrian Vulnerable Persons Scheme which runs from 2015 to 2020.”

The proposer of the motion, Councillor Roger Giles, stated that the Motion concerned all Members and not just Cabinet. This was a humanitarian catastrophe with the UNHCR claiming that since the start of the war 5.1m Syrian refugees had fled the country, 6.1m Syrians were displaced within Syria; this equalling half the country’s pre-war population. EDDC was a caring Council and had to date resettled 3 families in the area. These families had been well received within these communities with the children being well looked after in the schools and contributing to educating other pupils about their country’s plight. Councillor Giles reiterated to press forward to deal with any problems and to put pressure on the Government to finance this scheme properly. As one of the MPs for East Devon was a former special minister for the Middle East, he proposed the Council communicate the need to making the scheme more effective through him.

The seconder of the motion, Councillor Peter Faithfull stated that the Council had agreed to offer its services to the Syrian Vulnerable Persons Scheme. He suggested placing articles in the press as and when new homes were needed and not relying on the information given on the Council’s website. With more information given out there was the likelihood for more suitable homes to come forward. One to two homes were needed a year to follow the Council’s commitment.

The following issues were raised by Councillors during consideration of the motion:

- Make the article for accommodation required for Syrian refugees more accessible on the Council’s website.
- Debate should be on the EU safe routes for refugees.
- The Council was still committed to all its refugees.
- Vital that the right help is on hand for these families once resettled.

Councillor Bruce de Saram proposed an amendment that this Council recognised the dire situation in Syria and other countries and agreed to settle families in East Devon fairly and in a way that managed the impacts on local communities and services. That this Council also acknowledged the view of the Government which was to commit a significant amount of international aid to assistance programmes in the regions neighbouring Syria. This was because the Council believed that this was preferable to encouraging Syrian refugees to make dangerous journeys to

Europe with no safe routes to sanctuary in place as the evidence from Amnesty International and other reliable sources suggested.

The Chief Executive advised that the Motion restated the Council's existing policy aiming to resettle eight families by up to 2020. The debate had just provided the opportunity to expand wider consideration in addition to the existing policy.

A revised motion agreed by the proposer and mover of the amendment was put to the vote and carried unanimously.

RESOLVED

That whilst noting the previous stated commitment to resettle at least 8 families under the Syrian Vulnerable Persons Scheme (which runs from 2015 to 2020) the Council recognised the dire situation not just in Syria but also other countries and agreed to settle families in East Devon fairly and in a way that manages the impacts on local communities and services. This Council also acknowledged the view of the Government which was to commit a significant amount of international aid to assistance programmes in the regions neighbouring Syria. This was because the Council believed that this was preferable to encouraging Syrian refugees to make dangerous journeys to Europe with no safe routes to sanctuary in place as the evidence from Amnesty International and other reliable sources suggested.

Attendance list

Councillors present:

Andrew Moulding (Chairman)

David Key (Vice 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

Tim Dumper

Jill Elson

Peter Faithfull

Steve Gazzard

Roger Giles

Ian Hall

Steve Hall

Marcus Hartnell

Mike Howe

Stuart Hughes

Douglas Hull

John Humphreys

Geoff Jung

Rob Longhurst

Bill Nash
Dawn Manley
Cherry Nicholas
Darryl Nicholas
John O'Leary
Christopher Pepper
Geoff Pook
Val Ranger
Marianne Rixson
Pauline Stott
Ian Thomas
Phil Twiss
Mark Williamson
Eileen Wragg
Tom Wright

Honorary Aldermen:

Frances Newth

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Simon Davey, Strategic Lead - Finance
Henry Gordon Lennox, Strategic Lead – Governance and Licensing
Andy Wood, East of Exeter Projects Director
Naomi Harnett, Principal Projects Manager
Amanda Coombes, Democratic Services Officer

Councillor apologies:

David Barratt
Matthew Booth
Mark Evans-Martin
Cathy Gardner
Graham Godbeer
Simon Grundy
Jim Knight
Helen Parr
Brenda Taylor
Phil Skinner

Honorary Aldermen apologies:

Vivienne Ash
Trevor Cope
David Atkins
Ann Liverton
Graham Liverton
Ken Potter
David Cox
Bob Peachey
Tim Wood
Stephanie Jones

Chairman Date

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 Forums as required.

The Overview Committee's ordinary meetings are scheduled eight 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 (pages 47 - 48), and the list of Panels, Forum and Joint Bodies (pages 52 - 57) for details of all Committees, Sub Committees and Boards.

Report by the Chief Executive (part A) continued.

2018/19 agreed committee structure:

Overview Committee	13 seats
Scrutiny Committee	15 seats
Housing Review Board	5 Councillor seats

plus the following Regulatory and other Committees:

Audit & Governance	10 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 **108 seats** on all of these committees between 59 members of the council is as follows:-

Conservative group	35 members	59 %	64 seats
Independent group	15 members	26%	28 seats
Liberal Democrats group	7 members	12 %	13 seats
Independent	2 members	3%	3 seats
Total seats			108

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 21 - 22)

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 23 - 26)

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 27 - 36)

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 37 - 43)

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%	64 seats
Independent group	(15 members) – 26%	28 seats
Liberal Democrats group	(7 members) – 12%	13 seats
Independent	(2 members) – 3%	3 seats
	Total	108 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 – SEATS AND PROPORTIONAL BALANCE 2018/19

APPENDIX A

Number in Group % of Council membership	15seats: Scrutiny	13seats Overview	5 seats: Housing Review Board	15 seats Strategic Planning	16 seats Development Management	10 seats Audit and Governance	*5 seats Standards	7 seats Interview (Chief Officers)	7 seats Employ- ment Appeals	15 seats Licensing & Enforce- ment	108 total seats
35 Conservatives (59%)	9	8	3	9	9	6	3	4	4	9	64 59%
15 Independent Group (26%)	4	3	1	4	4	3	1	2	2	4	28 26%
7 Liberal Democrats (12%)	2	2	1	1	2	1	1	1	1	1	13 12%
2 Independent (3%)	0	0	0	1	1	0	0	0	0	1	3 3%

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.

APPENDIX B Proportional representation on Panels and Forum 2018/19	Largest Group	Other than Largest Group	Total Membership
Advisory Panels/Steering Groups			
Asset Management Forum	4	1	5
Budget Working Party	8	3	11
Capital Strategy and Allocation Group	8	3	11
Community Fund Panel	3	3	6
Community Infrastructure Levy Working Group	6	3	9
Disciplinary Panel	2	2	4
Member Development Working Party	3	3	6
New Homes Bonus Panel	6	3	9
Office Accommodation Executive Group	5	0	5
Joint Bodies			
Heart of South West Joint Committee	2	0	2
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	0	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	2	2	4
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.

Cabinet Portfolios and Lead Members

- 1.1 There are changes to the Cabinet Portfolios. There are new Asset Management and Transformation Portfolios and Strategic Development and Partnerships is now Strategic Development. The areas of responsibility have been changed as detailed. Consequential changes throughout. There are changes to the Portfolio Holders.
- 1.2 The Lead Member areas and holders have been changed / revised as detailed.

Overview Committee

- 2.1 The Committee membership has increased to 13 (leading to consequential revisions to the political balancing as dealt with elsewhere on the agenda) and number of meetings increased to 8.

Scheme of DelegationsOfficers

- 3.1 Issuing of Street Trading consents included within the delegations for the Strategic Lead (Governance and Licensing) under a new paragraph 36 on page 85.
- 3.2 The Environment delegation to the Strategic Lead (Housing, Health and Environment) have been reordered (changes within No.s 7, 9 and 16) to better reflect where the authority should sit. No substantive changes have been made to these powers.

No.14 (P91) has been amended to allow car parking spaces to be leased out by the relevant service. Authority to amend charges for permits / general charges by upto 5% to afford flexibility to running the function.

The Tree Preservation Order delegations have been renumbered (to No.18) and due to a service redesign the delegation process has been streamlined to make the decision making process more efficient. The 'Other Specific Powers' have been renumbered as a consequence.

Inclusion of authority to issue export certificates, which reflects current practice.

- 3.3 The Planning and Building Control delegation No.11 has been amended to include reference to two types of application that officers consider should not need to go before DMC – being applications that comply with paragraph 55 of the NPPF in relation to the optimal viable use of historic assets but which would still represent a departure from the Local Plan and also extensions of residential curtilages within the countryside.

There is a new delegation (No.18) in relation to the administration and enforcement powers in relation to the Community Infrastructure Levy Regulations 2010 which were missing.

The Property delegations (P104) to the Deputy Chief Executive have been amended to delete reference to the Service Lead (Regeneration and Property) as this post no longer exists and the paragraphs renumbered (they were incorrectly numbered). There is a new delegation (No.25) to permit officers to allow tenants to charge our property – this is a permitted term of the lease where our consent is given.

Portfolio holders

- 3.4 There is no need to amend any of the delegations given to Portfolio Holders specifically. However, with the addition of two new portfolios and change to the areas of responsibility, amendments may be required to the scheme of delegations to ensure that they are aligned. Delegated authority to make these changes is sort noting that there will be no change to the scope of the delegations themselves.

Financial Regulations

- 4.1 Part 4.6 is replaced in its entirety. The Strategic Lead (Finance) has reviewed the Regulations, which are the broad policy statements in respect of the Council's financial affairs, and has updated them in accordance with current best practice.

Members Code of Conduct

- 5.1 The Members Code of Conduct has been amended to include a mandatory requirement regarding training following the regular election of Members or upon election. Wording from paragraph 8 in respect of personal interests has moved to paragraph 7 where it is more appropriately located to make what is a personal interest more understandable. A good practice guidance note has been included at the end of the Code of Conduct to give guidance on bias and

predetermination. This follows the recommendation from the October 2017 Standards Committee.

- 5.2 Requirements in respect of gifts and hospitality has been made clearer by additional wording in paragraph 1.3(f) and a new Part 3 (with deletion of wording from paragraph 7). This follows the recommendation of Standards Committee from January 2018.
- 5.3 Changes to notification requirements (section 6) to reflect current practice.

Employee Code of Conduct

- 6.1 The employee code has been updated to include reference to the Nolan principles and to make the requirements in respect of gifts and hospitality clearer and more robust. This is following recommendations from the Serious and Organised Crime Audit (Sept 17). Requirements in respect of register of interests updated to reflect current practice.

Others

Table of minor / consequential amendments

Reference	Proposed change	Reason
P12	Update to Councillor details following in year change and recent by-election	
P20 Article 6.03(d)	Motion regarding removing the Leader moved to Part 4 (procedural rules paragraph 10.1)	To ensure requirements regarding motions are all in the same place and can be easily followed
P33	Change to the meetings to four	Detail not picked up in 2017 changes.
P48 Local Area Arrangements	Change in number of Councillors.	To reflect numbers of Councillors on Overview and Scrutiny committees.
P55 Joint Bodies	Amendments to names.	To correctly reflect names.
P63	Changes to list of Think Tanks.	To reflect changes to Portfolios
P71 Strategic Planning Committee	Deletion of requirement for Vice Chairman of Strategic Planning Committee to be the Overview Chairman.	To enable a different vice chairman.
P73 Audit and Governance Committee	Change to Audit and Governance Committee size to 10.	To reflect Council's decision during 2017 to increase the size.
P86 Officer Delegations	Changes to the list of legislation to include reference to sunbed legislation.	To keep enforcement list up to date

P115 Rules of Procedure	Additional committees added to paragraph 8.1 due to the nature of what those committees deal with.	Clarifying the committees where public speaking not permitted by right
P117 Rules of Procedure	Inclusion of details regarding motions to remove the Leader in paragraph 10.1.	As detailed above.
P184 Contract Standing Orders	Amended in Section 16.1.	To properly reflect importance of data protection and concerns identified during an audit about the mandatory nature of the requirements of Section 16.1.4.
P207 Good Practice Planning Guide	Updated to reflect that Members who have not attended the site visit should not be involved in the decision making.	To ensure that Members are fully informed when taking the decision.
P251 Council's petition scheme	Amended / reordered, but no substantive changes.	To make it clearer to understand what is required and how the Council will deal with petitions.
P261	Member allowances updated	
P266	Although not shown, a new structure chart will be required to reflect the recent deletion 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. That Council delegate authority to the Monitoring Officer to amend the Constitution as necessary to reflect legislative changes during the civic year.
3. That Council delegates authority to Cabinet to revise / update the Lead Members as and when necessary and to the Monitoring Officer to update the Constitution accordingly.
4. That Council delegates authority to the Monitoring Officer to revise the Leader's Scheme of Delegations to Portfolio Holders (Part 3 Section 2) so that specific powers align with the changed portfolios where necessary.

Annual Report of the Overview Committee 2017/18

1. The Committee started their civic year in discussing the Council Plan, which was facing a refresh in 2018. The committee discussed aspects such as public expectations of neighbourhood plans, the forthcoming Greater Exeter Strategic Plan (GESP), and how health and wellbeing must be a consistent thread through all services. The format of the plan was discussed in how it could be presented to fit the social media appetite.
2. The Local Government Boundary Committee for England Electoral Review Programme was in its final stages, and the committee recommended to Cabinet some suggestions for raising awareness of the pending boundary changes, which Cabinet agreed.
3. The committee spend some time getting up to speed on local economic development activity, following up on work done in the previous civic term. The committee were pleased to see an increase in resource in this area of work, and the development of a Business Engagement Strategy. The progress in delivery of economic development was welcomed by Members, and a recommendation went forward to the Strategic Planning Committee for that committee to receive a report which covered developing the practical advantages of closer working between Economic Development and Development Management functions.
4. Progress on implementation of the Housing Delivery Task and Finish Forum was provided to the committee, who will continue to keep a watching brief on the recommendations agreed.
5. The Heart of the South West Productivity Strategy was up for consultation in late 2017, which the committee commented on. Comments included the need to increase productivity for the research and development sector, need for more business space and infrastructure to facilitate growth, and include mechanisms for improving financing that would help small and medium enterprises source funding and manage expansion.
6. In terms of policy work, the committee considered the work undertaken under the People Strategy Action Plan. A recent South West Audit Partnership (SWAP) report had given substantial assurance that the strategy in place was well managed and was operating effectively.
7. The main drive for the committee, which will continue into the new civic term, centres on income generation and savings. The committee were reminded of the Medium Term Financial Plan and the expected funding gaps expected, alongside the

Transformation Strategy that looks to address these gaps as well as transform how services are delivered. Work was already underway by a number of services in both identifying and delivering additional income streams and savings.

8. The committee have scoped the extent of this work and have received extensive background information on the possibilities and limitations that local authorities have in exploring new income streams. In particular, an informative and extensive presentation from Link Asset Services was appreciated by Members in understanding a number of issues, ranging from borrowing funds to trading companies and due diligence requirements. Some examples of income generation by other authorities have been given a preliminary review and will continue to be explored in the next civic term. Some ideas and concepts have been put forward by both officers and Members which will be explored, working closely with the Budget Working Party for reviewing business cases.
9. The committee also heard from JLL specifically in relation to investment in commercial property, and where the market currently stood in terms of areas showing growth. They shared a number of examples of working with other local authorities in securing industrial space, retail space and offices.
10. The committee welcomed a presentation on the Naturally Healthy Devon Schools project, hearing from the Countryside Team Leader and Education Ranger. The project was to stimulate the demand for schools for outdoor learning, supporting teachers to build learning outdoors into everyday practice by providing training and networking opportunities. The project also looked to increase the understanding of the learning and health benefits that outdoor learning could provide. The service by the Education Rangers does attract an income through fees, which was expected to increase in future years due to a charging restructure. Members engaged with the team to help spread the word on the service and the benefits that the work brought.
11. The committee has not been fully attended through the year. With coming work on income generation, Members assigned to this committee are encouraged to attend to contribute to the debate. Members not on the committee continue to be welcome to attend.

Annual Report of the Scrutiny Committee 2017/18

1. The Committee has continued to work in alignment with the Council's corporate priorities and regularly considers and comments on performance monitoring data, as well as monitoring decisions by the Cabinet and Portfolio Holders, as part of the scrutiny role as the "critical friend".
2. The Chairman continues to seek agreement from key councillors at Devon County Council that the committee can discuss mental health issues, even if the recognised statutory scrutiny body is DCC. The committee are keen to keep pursuing the issue and will work with Chairman of Honiton Dementia Alliance, Mrs Penwarden again in the future, once officers from DCC and the DPT can be secured to attend a meeting to answer questions.
3. The Governing Body of the NEW Devon CCG have decided to reduce the number of community hospital inpatient beds from 143 to 72. The Deputy Chief Operating Officer and the Chairman of the Eastern Locality of the New Devon spoke to the committee about unpopular but, as the CCG considered necessary decision, making assurances that no bed closures would be made until the new method of care was in place. The meeting attracted a number of public speakers challenging the quality of evidence used to make the decision. The committee questioned on a number of issues, relating to staffing levels, cost of delivery of the new model, inconsistencies with statistics and the user of carers being linked with the care at home model. The committee made a number of resolutions, still retaining the view that the existing level of community hospital beds in the District should be retained, with letters by the Chairman sent to the Devon County Council Health and Adult Care Scrutiny Committee.
4. The committee welcomed representatives from Citizens Advice East Devon, who outlined the valued work of the service and the challenges facing them, such as the introduction of Universal Credit. Questions from the committee established the funding issues facing the service, resulting in a recommendation for the Cabinet to investigate a longer term arrangement for grant funding in order to give more security to CAED. The recommendation was agreed.
5. Implementation of Phase 2 of the new Recycling and Waste contract was reviewed in September 2017. The committee questioned aspects such as missed collections, health and safety of crews and the market pricing for recycled materials. The committee congratulated the staff and crews for the successful implementation and look to receive a further update from the Portfolio Holder for Environment in the next committee cycle covering some specific elements from the second phase.
6. Following a suggestion by a committee member, the Scrutiny Committee received a report on complaints and Freedom of Information (FOI) requests for the year 2016/17.

The committee welcomed the excellent response times of the Council, but had concern of the impact in cost to the authority as the number of requests under FOI legislation and Environmental Information Regulations (EIR) increased. The committee recommended to Cabinet that petition is made through the LGA to government to either exclude land charge requests from the EIR, or that EIR are scrapped as part of the exit from the European Union. This recommendation was approved.

7. The Service Lead – Planning Strategy and Development, updated the committee on the systems thinking refresh for Development Management. Changes in ways of working had helped free up resource to move to an improvement in meeting targets for the determination of planning applications. The committee also took the opportunity to discuss small internal room sizes in new builds and the methodology behind the Housing and Employment Land Availability Assessment (HELAA). The committee recommended to Cabinet that the minimum standards of internal room sizes, as issued by government, is adopted as a matter of priority by the authority. Cabinet amended and agreed this as “the minimum standard of internal room sizes, as issued by Government, be considered by the Strategic Planning Committee in terms of the costs and timing of introducing minimum standards”.
8. Continuing a watching brief on Broadband delivery, the Committee heard about the story behind Talaton seeking a local solution to their poor broadband speed, beginning in 2016. Working with Voenus, they ended up with 120 residents coming forward to be part of the scheme. With infrastructure set up at the Exeter Science Park, Talaton was now able to see speeds between 20 and 25 MB/s which made a considerable difference to the local community.

The Committee also received an update from Connecting Devon and Somerset. Since that meeting in February, the current voucher scheme for those not covered by Phase 2 has now been reopened. Members questioned representatives present on a number of both practical issues and on expected implementation of the Council’s wish for all properties to be connected, be they residential or business, or rural. The Committee recommended to Cabinet to continue pursuing 100% delivery with local MPs, publicise the voucher scheme further and seek continued support from the Diocese in using local churches as infrastructure for broadband, particularly for rural parishes.

9. Laurence Whitlock, IT Director for Strata reported on the delivery of savings to the three authorities that the service covered. A number of key solutions had been put in place and continued to be rolled out across the three authorities, including global desktop and Skype telephony, in order to deliver a modernised infrastructure and a better level of resilience. The committee acknowledged the savings to the Council made by Strata and thanked the Strata staff for their continued efforts, in particular in keeping the council operating during recent inclement weather.

10. The committee had received a comprehensive paper on the background to the Exmouth Pavilion Car Park at their February meeting. A consultation exercise for a number of car parks was approved by Cabinet in February, covering such aspects as extending charges to throughout the year, and on concessions to support events. This consultation will now include the concession proposed for the Exmouth Pavilion car park. The committee discussed a number of aspects, again raising concern on a lack of involvement of local Ward Members, as has been raised by the committee on a number of occasions in the past. The committee recommended this be amended to the Cabinet alongside a request to have the temporary concession of part refunding be a permanent one for the Exmouth Pavilion car park.
11. An election update was provided to the committee from the Returning Officer. The committee discussed ideas around decentralised counts and helping to recruit more staff for polling day duties. The committee have made a number of recommendations to Cabinet that have, at the time of writing this report, yet to be considered.
12. Joint debate with the Overview Committee covered the draft budget and service plans for 2018/19. Members of the committee held concern that the process of considering the draft plans and budget in January each year was not sufficient to scrutinise fully and effectively. In the coming civic term, the Chairman and Vice Chairman will work with the Chairman and Vice Chairman of the Overview Committee to reach an agreed solution of a rolling programme of review.

Annual report of the Housing Review Board 2017/18

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

The Board welcomed new Board member Councillor Jenny Brown in June 2017 and new (returning) tenant representative members Sue Saunders and Peter Sullivan at its January meeting. It also said goodbye to tenant representatives Victor Kemp and Angela Bea during the year.

Words from the Chairman

It has been my great privilege and honour to be the Chairman of the Housing Review Board for another year and also thanks to my Vice Chairman Pat Rous.

This year we have said goodbye to two of our tenants on the board Angela Bea and Victor Kemp. We also said goodbye to councillor Jim Knight who had been on the board since it was formed in 2006. The board welcomed member councillor Jenny Brown, and our replacement tenants were Peter Sullivan and Sue Saunders – welcome to both.

This year we see new challenges from the government with Universal Credit soon to be upon us. We have prepared tenants and ourselves with the best information available to alleviate any problems.

This year also sees a slight increase in our stock with 27 purchases of both flats and houses in the district, with a slight reduction in right to buy. Our housing stock is at this present time 4225. We are now up 11 in our stock on last year's total with 3332 people still on our waiting list. But the fight goes on to keep all the right to buy money from the sales of our homes so that we can purchase like for like homes instead of having to find match funding, with the government only giving us 40% back from the sale of our homes. Though this year we are in the early stages of starting to form our own East Devon Housing Company, we hope this will help young people to be able to buy an affordable home of their own. St Andrews House, the six bedsits for residents, has been working well so we are now looking to see if we can expand our stock of bedsits, which is great news for single people.

This year we are still making good progress eradicating asbestos from some of our homes. This has been one of our top priorities. When we have an empty property (a void) we upgrade to our high standard - though this takes longer it's better done when a property is empty. Fire safety has also been a top priority with making sure that no hazards are left in corridors, not always popular but the safety of our tenants is paramount.

Home safeguard is a life saver for so many people, not just for emergencies but the peace of mind to know somebody is there 24 hours a day at the end of a phone. This service goes from strength to strength both with our own tenants but also expanded into the private sector. The handy man scheme is also very much needed for many wanting that small job done. This service I am sure is invaluable to a lot of our older generation tenants, I hope in the future that this service can be expanded into the private sector.

I must mention also our wonderful Community Development workers who all do such wonderful work on our estates and who now have joined up with the Countryside team. They do lots of great projects together like the community orchard at Axminster and Littleham, with the cider making as an end product and many more things together. The Community Development workers also run the Switch youth clubs at the Thelma Hubert Galley, Honiton, Clayton House, Exmouth and Millway Rise, Axminster. This is for children aged 3-12 years

old, they have such a great variety of activities from arts and crafts workshops to healthy eating and even overnight stays.

This year also see our repairs and maintenance contract coming to an end so we are going out to tender for a ten year contract to try and improve our service to you.

To all the tenants who pay their rent on time, with 99.8% collection rate; because of this we are able to maintain the best level of service to all of you. Thanks.

Lastly I would like to thank all the representatives of the tenants for the work that they do behind the scenes in their different forums. I would also like to thank all the members of the Housing Review Board for the commitment of the tenants to achieve the best standard of homes possible. Also our thanks on behalf of all the tenants for the dedication of all the housing team including John Golding for all the work they do to provide the best service for our residents.

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 2018/19

The draft Housing Revenue Account for 2018/19 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 2018/19 financial year. The budget was produced in accordance with Housing Revenue Account Business Plan assumptions. A big issue for the 2018/19 budget setting was addressing the government's rent reduction policy, this had reduced the anticipated level of income.

Draft Housing Service Plan 2018/19

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. The Homelessness Reduction Act was highlighted as being a

challenge for the year ahead, although preparations were advanced for this this. Other challenges included maintaining the supply of local affordable housing and the impacts of Universal Credit.

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 2017/18 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.

Housing Revenue Account outturn report 2016/17

The Board considered the final year end budget position and comparison against budgets set for 2016/17. The outturn position showed an underspend of £1.722m against the budget. A new reserve called the 'future housing development fund' was created. This would be used to provide additional dwellings within the HRA and to match fund the one to one replacement capital receipts (Right to Buy) required to be spent within set deadlines or required to be returned to Government with an interest payment.

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, as well as the property acquired using Right to Buy and Commuted Sums. 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 purchases to meet 2017/18 and 2018/19 Right to Buy spending deadlines using the Housing Revenue Account funding, or other such funding, as match funding.

Local Housing Company

A Local Housing Company for East Devon District Council was established and met for the first time in October 2017. It was wholly owned by the Council with the purpose of providing a range of housing including in the general market (outside the Revenue Account) and to generate a profit to provide income to the Council's general fund.

Homelessness Reduction Act

Preparations were made throughout the year for changes as a result of the Homelessness Reduction Act, with more onerous homelessness duties being enacted. There were greater resource implications for the Council.

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 – procurement of the housing response repairs and works to void properties contract

Throughout the year the Board received reports on the project to appoint procurement consultants, Echelon Consultancy Ltd, 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 was 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. Reports on a procurement strategy and the preferred outsourcing service delivery option were also considered by the Board. A 'price per property/price per void model' was being studied. A further six month extension was awarded to the current responsive day to day repairs and void works to council housing stock contract, to allow for the completion of the drafting of a new specification and the procurement process to place, to secure future contracting arrangements for responsive repairs and void work to properties.

Stock condition survey

The Board agreed for a new stock condition survey to be undertaken on 100% of the Council's housing stock to inform the financing requirements of future repair and maintenance programmes. The data would also support a planned works approach, obtaining efficiency savings and procuring works.

Decommissioning of sheltered housing

The Board agreed to cease the process of decommissioning certain sheltered properties and to re-commission suitable properties already decommissioned as they became void. This followed change to the way sheltered housing was funded, with the criteria being based of the support needs of the tenant and the removal of an age criteria.

Fire safety precautions

Following the terrible Grenfell tower block fire the Board received reassurance on the Council's fire safety procedures and practices. In September 2017 the Board considered an updated fire safety policy which outlined the Council's approach to fire safety in housing.

Sewage treatment plants – works progress

The Board had previously received a report following the survey of the 15 sewage treatment plants (STPs) that the housing service owned and managed. An update was given in September 2017 on the current position regarding the STPs and approval was sought on proceeding with steps to transfer properties onto the public sewerage system. Engineers had found a way to transfer 10 of the 15 STPs. Further consideration was being given to options for the transfer of the sites that were not eligible for 'first time sewerage' (at 10 locations) or 'sewer requisitions' (at 3 locations).

Universal Credit update

The Board were given latest information on the roll out of Universal Credit (UC) and the actions being taken to mitigate, as far as possible, the potential loss to Housing Revenue Account income. UC would go live for tenants with new claims with a Honiton postcode on 4 July 2018, and for those with Exeter postcodes on 26 September 2018. A proactive approach to preparations was underway. Two full time equivalent members of staff from Housing Benefits would support the Housing Service as vulnerable tenants were likely to require intensive support to help them manage their income effectively.

Hillcrest, Exmouth bungalow purchase

Authority was sought to enter into negotiations to purchase a surplus Devon County Council property using Right to Buy receipts and Housing Revenue Account funding. Purchasing the

site would allow the Council to develop purpose built housing to meet specific needs. If the purchase was successful a further report would be brought to seek Board support on the type of accommodation that should be provided.

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

- SWAP review of the Housing Revenue Account Business Plan 2016/17 – recommendations included aligning the risks identified in the Business Plan with the corporate risk register. Also, information on stock condition was missing along with identification of a future spending pattern.
- Housing Revenue Account Business Plan update – a review of the Business Plan had been taken and an updated draft Plan 2017-2020 was recommended for approval.
- Annual report to tenants 2016/17 – widely distributed to tenants, staff and councillors during autumn 2017.
- Housing Strategy 2017-2020 approved.
- Charging private users of sewage treatment – 15% management fee to be charged on top of the amount charged for actual costs incurred.
- Communal cleaning – agreed the need for an enhanced service specification and service provision, with the appointment of two further members of cleaning staff.
- Compliance review – the Board received a report on an internal review of property and asset related compliance.
- Tenancy succession policy – a new tenancy succession policy was introduced, with an article raising tenants' awareness of the policy included in the Housing Matters magazine.
- Revision of the tenancy agreement – revisions were required to update the tenancy agreement and bring it into line with current practice and legislation.
- Tenancy fraud prevention – there was an amnesty throughout January 2018 to hand back keys. There was also an anonymous 24 hour service to report tenancy fraud.
- Rental exchange scheme – it was agreed that the Council should join this free, independent service provided by Experian, whereby social housing tenants were able to build a positive credit history to gain equal access to financial services.
- Rent deposit and bond scheme – amendments were made to the rent deposit and bond scheme to allow bonds to become lifetime bonds rather than fixed term. This was to ensure the scheme was up to date and fit for purpose.
- Quarterly monitoring reports – measuring performance across the housing service.
- HouseMark benchmarking report – housing costs and performance among peers was considered.

List of 2017/18 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	Alan Dent
Procurement	Graham Godbeer
Rural	Paul Carter
Sport and Recreation	Darryl Nicholas
Tourism	Jenny Brown
Youth	Mark Evans - Martin

Why has the Council appointed Lead Councillors?

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.

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

It has been as always, a very interesting and busy Council year, with positive developments regarding the North/South relief road in Axminster.

As always and as I stated during the 2015 election, I have and will continue to engage with those whom I represent mainly through Social Media - to make all aware of news from our District 'be it good or not so good'.

This calendar year has been an eye opener for me, dealing directly with homelessness and becoming more aware of possible contributing factors regarding Alcohol and Drug dependency.

This was my last year on the Housing Review Board (three years) and have very much enjoyed my time as a Board member.

I am still working with members and officers to establish options regarding a much needed new 'Millwey Community Hall'.

I as always, will endeavour to do my best for all that I have been so fortunate to represent for the past three years.

Many thanks for all the help from the dedicated officers and my colleagues.

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.

Business and Employment – Mike Allen

2017/18 has been a breakthrough year as the Science Park and other industrial estates found strong interest and new businesses growing through the efforts of the Economic Development and Growth Point teams. However employment numbers have not grown in line with our policy of one new job for each new home. Growth has been made more difficult by planning restrictions on the expansion of 2 major employment estates. There are developers bringing forward proposals, one excellent design on a greenfield site and another new estate in Seaton but both were refused permission.

The efforts to create an integrated career counselling and apprenticeship strategy has stalled but is being revamped by the Local Strategic Partnership. Degree apprenticeships started by Exeter University look to be one solution for students who want to earn and learn.

The Asset Management Committee is set on opening new workshops on two sites in Seaton and proposals are coming forward for further market interventions by the Council since any “Brexit” effect has been more to create caution than have any real effect.

Over the next 20 years there will be 15,300 more over 65s and those over 80 will double, yet in that time the population below 65 is estimated to grow only by 700. Therefore East Devon and Exeter have a key issue in growing employment and either attracting or retaining the workforce. Recommendations are being made for a multi-million investment fund to create offices and workshops to grow new businesses in the coastal and all towns. The developments in Exmouth Queen’s Drive and the excellent Jurassic Coast tourism attraction in Seaton have been complemented by plans for hotels and further Regeneration actions.

The East Devon attraction remains one that businesspeople can thrive here and actually have a life instead of endless commuting. We are open for business!

Health and Wellbeing – Cherry Nicholas

2017/18 was the second year that I served as the EDDC Health and Wellbeing Lead Councillor.

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.

It is a pleasure to report that despite the four year wait to bring the Budleigh Hub to fruition, the hub is now open for business and working. Independent business’ are now in situ as well as various NHS The project has attracted the attention of other communities whose hospitals are under threat. Budleigh Hospital League of Friends has been busy raising funds for the Hub and the purchase of a bus to travel between Exmouth and Budleigh taking people to their appointments at either end. The Hub itself is run by the charity Westbank. I attach a link to their website from which you can go to the link for Budleigh Salterton Hub. www.westbank.org.uk

Student mental health issues. The self-help courses are run by students in year 11 and a new team is now taking part with plans to train up more students to act as mentors. It has been a very successful innovation over the last few years and is gradually being cascaded downwards at Exmouth Community College. Interest has been expressed by some primary schools and other Colleges in the East Devon area.

In September 2017, I attended the Devon Armed Forces (Community) Wellbeing Partnership annual conference.

The aim of the conference was to reaffirm local commitment to the **Armed Forces Community Covenant**. Devon County Council established an Armed Forces (Community) Wellbeing Partnership in 2013. The vision, agreed by this partnership, is to: *Ensure services, particularly in their design and delivery, are centred around the ‘whole person’ and their needs; where the whole person includes the individual and the family and spans the dimensions of health, housing, employment, education, welfare and criminal justice (H2E2WCJ).*

The Conference gave an opportunity to listen to representatives of other partners, discuss in work groups the work that was being done in a variety of areas and generally put forward ideas and thoughts re improvements that could possibly be made to the process throughout. All partners represented were actively engaged in improving the health and wellbeing of the armed forces, veterans, reservists and their families.

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Member Development and Engagement – Maddy Chapman

I continue to listen to issues raised by councillors and help to find solutions to carry out their responsibilities. I arranged a number of IT Training sessions hosted by Strata at Knowle, to help increase councillors confidence in using our system, and showing how IT will help them when representing the council .Some councillors needed more support, we will of course offer more sessions when needed.

Following discussions at scrutiny committee I worked with Gerry Moore and Democratic Services to set up training on awareness about modern day slavery and child exploitation within East Devon. This event was presented by Jessica Wilde from the organisation "UNSEEN", showing the challenging situations which exist. We also had scrutiny training to show members which areas should be considered at Scrutiny Committee.

I convened a Member Development Brainstorming Event, which enabled councillors to outline training and development they felt would assist them, from Regulatory and Enforcement aspects to practical day to day skills and problems, such as trying to assist members of the public with mental health issues. I hope to hold another meeting in the autumn to prepare for training following the elections in 2019.

A major conference was organised and hosted by members at EDDC in partnership with Strata and the Federation of Small Businesses, with external speakers. This covered the threat to Local Authorities and the role of councillors in addressing and mitigating the risks of fraud, IT Security and Cyber Crime, to the reputation and smooth running of the council.

In November we held the young people's Takeover Challenge Day which involved holding a debate in the chamber, supported by several council departments, and profiled the skills and cooperation between councillors who managed the debate on topical issues such as housing development in our area. We also had the Political Speed dating Events at Ottery St Mary which demonstrated councillors' skills in answering questions from students.

More recently we organised a session on planning issues extending our invitation to local Town and Parish councillors and staff.

On a personal note, to those of you who have had a difficult year, I wish you well for the year ahead.

Neighbourhood Planning – Mark Williamson

- I continue to meet monthly with our Neighbourhood Planning Officer, who is now Philip Twamley. This provides an opportunity to:
Assess the stage at which steering groups are so we can monitor the development of Neighbourhood Planning across the Authority;
Prepare for the final stages for those steering groups that are at the point of submission;
Discuss the implications of any changes to Government regulation and guidance;
Discuss any procedural problems which may appear in respect of particular steering groups and any particular policy issues which may have implications for the Local Plan.
- East Devon continues to be one of the leading planning authorities in the country in terms of Neighbourhood Planning activity. As of April 2018 we have 37 parishes which have been or are engaged with the Neighbourhood Planning with 8 plans already 'made' and several others at inspection or preparing for referendum.
- In order to be as 'hands on' as possible in this role I attend when 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.
- When possible I 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 Philip Twamley and Claire Rodway in supporting our steering groups, especially given the scale of Neighbourhood Planning activity in this Authority. I am also hugely appreciative of the time and commitment of the many residents involved with our steering groups which are working to develop evidence-driven policies to shape their own communities.

Planning Design and Heritage – Alan Dent

The year has been one of huge variety with several major housing development applications including Exmouth, Withycombe and Gittisham at Haynes Lane; The FAB (France, Alderney, Britain) Inter-Connector Electrical Project; redevelopment of the Exmouth seafront including the Observation Wheel and encouraging better broadband service via wifi (Talatton).

As a large part of the district is in the AONB we have a duty to protect the landscape against sprawling development but balanced against this is the government's requirement to build more homes - particularly affordable ones, as well as the needs of our local communities amongst which we live and work on their behalf. This is a constant challenge which we need to take account of whilst at the same time encouraging developers to be

both imaginative as well as maintaining the character of our outstanding towns and villages.

We are now studying a proposed policy for Conservation and the recognition and protection of the many heritage assets across the district. Within this there are a number of 'non-designated local heritage assets' which also deserve protection indicating the wide scope of the work of our conservation team.

Procurement – Graham Godbeer

Since the retirement of our own Procurement Officer we have joined Devon CC Procurement Services giving us access to a procurement team over 30 individuals with many specialists. We have adopted their protocols and practices to bring us in line with best practice and ensuring we are compliant with the latest regulations. I have had two meetings with the Procurement Strategic Manager heading up this function and have seen that we now comply with all relevant requirements. All service areas have received refresher procurement training and contract managers have had detailed training on the ProContract Tendering system which is now being used for all tenders over £10,000. I am due to open the Going Local 'Meet the Local Buyer' event at The Beehive on 24th May organised by Devon and Cornwall Procurement Partnership.

Rural – Paul Carter

This year, I have been continuing to work with the Economy Portfolio Holder and with small rural businesses trying to find new ways of locating and acquiring small office space in rural areas where the demand is growing for a better working environment in quieter and more appropriate surroundings.

I am also continuing to drive our efforts to achieve a greener local economy, particularly in respect of recycling and disposal of waste to generate power. I have been able to meet some of operators of the recycling and anaerobic digestive plants to assess what has been achieved so far in terms of sustainability, job opportunities and future growth. There are significant and major factors involved in relation to these huge operations and how the materials are moved around the countryside. This results in the Anaerobic digesters using waste manures to help generate gas to power large generators which then can feed power to local areas and direct excessive power into the National grid. There are some areas moving forward faster than others, with great results in generating power through the disposal of waste. Across the District, it will be helpful for everyone involved, and the general public to have a broader understanding so that we can all appreciate the bigger picture and what is required to develop best practices and innovations going forward.

I am also working with colleagues and within existing parameters to understand how planning and the countryside can move forward more in harmony with each other. With the ever increasing drive from Westminster to build more housing we have to be smart with our thinking and keep one step ahead of what is achievable and required by local communities and businesses. This is going to take everyone working together including EDDC's planning department, Councillors and the general public, collectively having a positive approach to the ever changing situation regarding planning and building in the countryside.

I am committed to working towards a sustainable future.

Tourism – Jenny Brown

I'm now in my second year as lead Councillor for Tourism.

The railway project continues to grow with The East Devon Line Partnership set up, last year we had the planters installed at Honiton station, this year we have the two shelters on Axminster and Honiton stations being vinyl wrapped with stunning photographs from a local artist of our beautiful county, we are showcasing Beer, Axmouth, Branscombe and the South West coast path, Seaton Wetlands and Sidmouth. The shelters will attract attention from train travellers passing through the stations and give a pictorial taster of what East Devon has to offer. The vinyls should be installed by the end of May, there will be an official unveiling with press coverage, date to be confirmed.

A group has now been formed for Friends of Honiton Station.

I've spent a lot of time working on The Apple Trail, a new branded walk of approx 60 miles from Taunton to Sidmouth, passing through 18 parishes and raising awareness of the culture and history surrounding our Apple heritage. This would have been a wonderful opportunity to boost the economy through the Blackdown Hills, unfortunately we were unsuccessful with our application for funding of £27,000 from the Making it Local and rural payments agency

The Jurassic Centre is continuing to attract visitors to the area, part of the fact is that the story of Mary Anning the Victorian fossil hunter is now part of the school curriculum around Great Britain and children are bringing their parents to the area to see our World Heritage Coast and perhaps find their own dinosaur.

Youth – Mark Evans - Martin

Appointed as Youth Lead May 2017, getting involved alongside the fantastic work the East Devon Community Development Team has been a challenge for me. I am entirely new to my role and the priority for me has been to find my feet initially as a Councillor. I have however, maintained an overview and interest whenever possible with the team and their work.

There has been an amazing amount of hard work and effort put into the community this year by 'SWITCH' and the Countryside Team. Positive and rewarding for all concerned, holiday clubs and other events during the school holidays for our youth have all had good attendance and continue into 2018. A key focus as 'youth lead' for this term will be to improve communication and 'reach out' more to our communities, ensuring that participation involvement and support continues to grow. Support for these events from local organisations and businesses to contribute some form of mentor connection and participation is something I will be working on to inspire and focus our youth. We have fantastic opportunities within East Devon to ensure our youth of today maintain a positive and focused lifestyle. The impetus and foundations already laid must be maintained and expanded into 2018.

**Nominations for Chairmen and Vice-Chairmen
2018/2019**

Committees	Chairman	Vice-Chairman
Overview Committee	Graham Godbeer	Ian Hall
Scrutiny Committee	Roger Giles	Cherry Nicholas
Housing Review Board	Pauline Stott	(Appointed by the Committee)
Strategic Planning Committee	Paul Diviani	Mike Allen
Development Management	Mike Howe	Colin Brown
Audit & Governance	Mark Williamson	John Dyson
Standards	Chairman of the Council	-
Interviewing (Chief Officers)	Leader	Deputy Leader
Employment Appeals	Deputy Leader	-
Licensing and Enforcement	Steve Hall	John O'Leary

	Leader nominations 2018/19	Associated Portfolio
Axminster	Ian Hall	Sustainable Homes and Communities
Culture	John O’Leary	Environment
Exmouth	Bill Nash	Strategic Development
Business and Employment	Mike Allen	Strategic Development
Flooding	Susie Bond	Environment
Health and Wellbeing	Cherry Nicholas	Sustainable Homes and Communities
Member Development and Engagement	Maddy Chapman	Corporate Services
Neighbourhood Planning	Bruce De Saram	Strategic Development
Building Design and Heritage	Helen Parr	Economy
Procurement	Colin Brown	Finance
Rural Economy	Paul Carter	Economy
Sport and Recreation	Mark Evans-Martin	Economy
Tourism	Jenny Brown	Economy
Youth	Ian Hall	Corporate Services
Community Safety	Brian Bailey	Environment
NPPF	Mark Williamson	Strategic Development
Environmental Health	Maddy Chapman	Environment
Council Housing	Pauline Stott	Sustainable Homes and Communities

Affordable Homes	Simon Grundy	Sustainable Homes and Communities
Parks and Open Spaces	John Humphreys	Environment
Consultation	Helen Parr	Corporate Services
Branding and Marketing	Jenny Brown	Corporate Services
Customer Services	Pauline Stott	Corporate Services
Estates and Property Services	Bill Nash	Asset Management
Commercial Property	Mike Allen	Asset Management

Membership of Committees - Item 16

Members of Cabinet and Committees 2018/19	Cabinet 10	Housing Company Sub 5	Scrutiny 15	Overview 13	Housing Review Board 5	Strategic Planning 15	Development Management 16	Standards 5	Audit & Governance 10	Interviewing (Chief Officers) 7	Employment Appeals 7	Licensing & Enforcement 15
Allen Mike						Vice Chairman						
Armstrong Megan												
Bailey Brian												
Barratt David												
Barrow Dean												
Bond Susie												
Booth Matthew												
Brown Colin							Vice Chairman					
Brown Jenny												
Burrows Peter												
Carter Paul												
Chapman Maddy												
Chubb Iain												
Coppell Matt												
Dent Alan												
De Saram Bruce												
Diviani Paul						Chairman		Substitute				
Dumper Tim												
Dyson John									Vice Chairman			
Elson Jill												
Evans-Martin Mark												
Faithfull Peter												
Gardner Cathy												
Gazzard Steve												
Giles Roger			Chairman									
Godbeer Graham				Chairman								
Grundy Simon												
Hall Ian				Vice Chairman								
Hall Steve												Chairman
Hartnell Marcus												
Howe Mike							Chairman					
Hughes Stuart												
Hull Douglas												
Humphreys John												
Ingham Ben												

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Jung Geoff												
Key David												
Knight Jim												
Longhurst Rob												
Manley Dawn									Substitute			
Moulding Andrew									Chairman			
Nash Bill												
Nicholas Cherry												
Nicholas Darryl												
O'Leary John												
Parr Helen												
Pepper Christopher												
Pook Geoff												
Ranger Val												
Rixson Marianne												
Rylance Eleanor												
Skinner Philip	Deputy Leader	Vice Chairman									Vice Chairman	Chairman
Stott Pauline												
Taylor Brenda												
Thomas Ian	Leader	Chairman										
Twiss Phil												
Williamson Mark												
Wragg Eileen												
Wright Tom												

Portfolio Holders: Strategic Development – Paul Diviani, Corporate Services – Alan Dent, Economy – Philip Skinner, Environment – Tom Wright, Deputy Environment – Marcus Hartnell, Finance – Dean Barrow, Sustainable Homes and Communities – Jill Elson and Transformation – Iain Chubb

	2018/19	Appointments-2018/19	Portfolio (PH) or Lead Councillor (LM) role indicated
1.	Leaders Chair	Ian Thomas Paul Diviani Philip Skinner Jill Elson Tom Wright Marcus Hartnell Alan Dent Iain Chubb Geoff Pook Dean Barrow Steve Gazzard Ben Ingham	PH Strategic Development PH Economy PH Sustainable Homes & Communities PH Environment PH Environment (Deputy) PH Corporate services PH Transformation PH Asset Management PH Finance
2.	Strategic Development Chair Deputy	Paul Diviani Mike Allen Bruce De Saram Stuart Hughes Graham Godbeer Bill Nash Mark Williamson Megan Armstrong Rob Longhurst	LM Business & Employment LM Neighbourhood Planning LM Exmouth LM NPPF
3.	Economy Chair Deputy	Philip Skinner Mike Howe Jenny Brown Mark Evans-Martin Helen Parr Paul Carter Chris Pepper Steve Gazzard Matt Booth Ben Ingham	LM Tourism LM Sports & recreation LM Planning Design & Heritage LM Rural Economy
4.	Sustainable Homes and Communities Chair Deputy	Jill Elson Pauline Stott Cherry Nicholas Simon Grundy Phil Twiss Ian Hall David Key Darryl Nicholas Douglas Hull Megan Armstrong Jim Knight	LM Council Housing LM Health & Wellbeing LM Affordable Homes LM Axminster

5.	Environment Chair Deputy	Tom Wright Marcus Hartnell Steve Hall John Humphreys John O’Leary Maddy Chapman Brian Bailey Colin Brown Eleanor Rylance Susie Bond Val ranger	LM Parks & Open Space LM Culture LM Environmental Health LM Community safety LM Flooding
6.	Corporate Services Chair Deputy	Alan Dent Maddy Chapman Helen Parr Ian Hall Bruce De Saram Jenny Brown Pauline Stott John O’Leary Tim Dumper Susie Bond Dawn Manley	LM Member Development LM Consultation LM Youth LM Branding & Marketing LM Customer Service
7.	Transformation Chair Deputy	Iain Chubb Graham Godbeer Paul Carter David Key Stuart Hughes Mike Howe Phil Twiss Marcus Hartnell Eleanor Rylance Cathy Gardner David Barratt	
8.	Asset Management Chair Deputy	Geoff Pook Chris Pepper Bill Nash Brian Bailey Mike Allen Cherry Nicholas John Humphreys Tim Dumper John Dyson Marianne Rixson	LM Estates & Property Services LM Commercial Property Investment DE Audit & Governance
9.	Finance Chair Deputy	Dean Barrow Mark Williamson Darryl Nicholas Colin Brown Mark Evans-Martin Simon Grundy Steve Hall	LM Procurement

		Peter Burrows John Dyson Ben Ingham	
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The Chairman and Vice Chairman of the Council to be ex-officio and can attend any meetings of the Think Tanks.

Panels and Forums	Current Appointments 2017/18	Nominations 2018/19
1. Asset Management Forum	Portfolio Holders – Strategic Development & Partnerships, Economy Finance Cllrs: Alan Dent Geoff Pook ex officio: Leader Chairman of the Council	Portfolio Holders: Asset Management (Chair) Economy Strategic Development Finance Transformation ex officio: Leader Chairman of the Council
2. Budget Working Party	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	Leader (Chair) Portfolio Holders: Asset Management Economy Strategic Development Finance Transformation Sustainable Homes & Communities Environment Corporate Services Deputy Portfolio Holder: Environment Cllrs: John Dyson Peter Burrows
3. Capital Strategy and Allocation Group	Portfolio Holders: Strategic Development and Partnerships, Finance, Economy, Corporate Services Cllrs: Geoff Pook	Leader (Chair) Portfolio Holders: Asset Management Economy Strategic Development Finance Transformation Sustainable Homes & Communities Environment Corporate Services Deputy Portfolio Holder: Environment Cllrs: Megan Armstrong Tim Dumper
4. Community Fund Panel	Portfolio Holder - Finance Cllrs: Paul Carter	Portfolio Holder Finance (Chair) Cllrs:

	Douglas Hull Geoff Jung David Key Marianne Rixson	Paul Carter David Key Geoff Jung Marianne Rixson Douglas Hull
5.	Community Infrastructure Levy (CiL) Working Group	Cllrs: Susie Bond Colin Brown Graham Godbeer Mike Howe Brenda Taylor
		Portfolio Holders: Strategic Development Economy Sustainable Homes & Communities Cllrs: Mike Howe (Chair) Colin Brown David Key Susie Bond Geoff Jung Eleanor Rylance
6.	Disciplinary Panel – to consider disciplinary matters relating to statutory officers	Cllrs: Megan Armstrong Brian Bailey Pauline Stott Brenda Taylor
		Cllrs: Brian Bailey Pauline Stott Brenda Taylor Megan Armstrong
7.	Member Development Working Party	Portfolio Holder – Corporate Services Cllrs: Maddy Chapman Susie Bond Alan Dent Vacancy (Pat Graham) Marianne Rixson
		Portfolio Holder – Corporate Services (Chair) Cllrs: Maddy Chapman Helen Parr Susie Bond Marianne Rixson Tim Dumper
8.	New Homes Bonus Panel	Portfolio Holders: Corporate Services, Strategic Development and Partnerships Cllrs: Mike Allen David Barratt Simon Grundy Douglas Hull Geoff Jung Christopher Pepper
		Portfolio Holders: Finance (Chair) Environment Strategic Development Cllrs: Mike Allen Simon Grundy Christopher Pepper David Barratt Geoff Jung Douglas Hull
9.	Office Accommodation Executive Group	Leader of the Council Portfolio Holders – Strategic Development and Partnerships Corporate Services
		Leader of the Council Portfolio Holders: Strategic Development Corporate Services Finance

	Finance	Transformation
Joint Bodies	Appointments 2017/18	Nominations 2018/19
10. Heart of the South - West Joint Committee	EDDC Appointees Leader of the Council Deputy Leader of the Council (substitute Tbc)	EDDC Appointees Leader of the Council Deputy Leader of the Council (substitute: Portfolio Holder Strategic Development)
11. Arts and Culture Forum	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 Lead Member (Chair) Tourism Lead Member Peter Faithfull (plus 2 Community & 7 town representatives) ex officio Portfolio Holder – Corporate Services
12. East and Mid Devon Community Safety Partnership	Cllr Steve Gazzard	Cllr Steve Gazzard
13. County Committees including: East Devon Highways and Traffic Orders Committee	Cllrs: Brian Bailey Matt Coppell Pauline Stott	Cllrs: Brian Bailey Pauline Stott Susie Bond
14. Exeter and East Devon Enterprise Zone Board	Leader	Leader
15. 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)
16. Greater Exeter Strategic Plan a) Member Steering Group which includes a representative from each of the five councils (Devon, East Devon, Exeter,	EDDC appointee a) Portfolio Holders: Strategic Development & Partnerships (EDDC substitute: Portfolio Holder – Economy)	EDDC appointee a) Portfolio Holders: Strategic Development (EDDC substitute: Portfolio Holder – Economy)

Mid Devon and
Teignbridge)

	b) *Joint Advisory Reference forum	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 Cllrs: Geoff Jung Brenda Taylor	b) 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 Cllrs: Geoff Jung Tim Dumper
	(*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)		
17.	LED Leisure Management Ltd	Cllrs: Alan Dent Bill Nash	Cllrs: Alan Dent Bill Nash
18.	Local Joint Panel	Leader Portfolio Holders: Finance Corporate Services Cllrs: Steve Gazzard Ben Ingham	Leader Portfolio Holders: Finance Corporate Services Cllrs: Ben Ingham Steve Gazzard
19.	Lower Exe Mooring Authority Management Committee	John Humphreys Brenda Taylor (substitute : Vacancy. Pat Graham)	John Humphreys Eileen Wragg (Sub) Brenda Taylor
20.	Recycling and Waste Partnership Board	Portfolio Holder – Environment (Chairman) Cllrs: Brian Bailey Steve Gazzard Geoff Jung	Portfolio Holder – Environment (Chairman) Deputy Portfolio Holder – Environment Cllrs: Geoff Jung Steve Gazzard
21.	Regeneration Board - Axminster	Portfolio Holders: Strategic Development & Partnerships Sustainable Homes & Communities Economy Axminster Lead Cllrs: Plus 2 local Members	Portfolio Holders: Strategic Development (Chairman) Sustainable Homes & Communities Economy Axminster Lead Cllrs: Plus 2 local Members (Douglas Hull and Graham

		(Douglas Hull and Graham Godbeer)	Godbeer)
22.	Regeneration Board - Exmouth	Portfolio Holders: Economy (Chairman) Strategic Development & Partnerships Sustainable Homes & Communities (Vice Chairman) Exmouth Lead Tourism Lead	Portfolio Holders: Economy (Chairman) Strategic Development Sustainable Homes & Communities (Vice Chairman) Exmouth Lead Tourism Lead
23.	Sidmouth Beach Management Plan 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 (Chairman) Deputy PH Environment Sidmouth Ward Members Geoff Pook
24.	Sidmouth Port Royal Project Reference Group	Cllrs: David Barratt John Dyson	Cllrs: David Barratt John Dyson
25.	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: Portfolio Holder Corporate Services
26.	STRATA Joint Scrutiny Committee ((EDDC, Exeter City and Teignbridge authorities)	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)	EDDC appointees: Alan Dent and Darryl Nicholas, (Conservative) Geoff Jung (Independent) EDDC substitutes: Mike Allen and Cherry Nicholas (Conservative Group), Geoff Pook (Independent)
27.	South East Devon Habitat Regulations Executive Committee	EDDC appointee: Portfolio Holder - Strategic Development & Partnerships (substitute – PH Environment)	EDDC appointee: Portfolio Holder - Strategic Development (substitute – Portfolio Holder Environment)

28. Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board	EDDC appointee:	EDDC appointee:
	Portfolio Holder - Sustainable Homes and Communities	Portfolio Holder - Sustainable Homes and Communities
	EDDC substitute:	EDDC substitute:
	Health and Well Being Champion	Health and Well Being Lead

***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 current 'designated persons' are Councillors Bruce De Saram, Phil Twiss and Rob Longhurst.

CURRENT REPRESENTATION ON OUTSIDE BODIES 2017/18 & NOMINATIONS FOR 2018/19

	Name of Outside Body	Current Councillor appointments 2017/18	Councillor nominations 2018/19	Portfolio Holders/ Lead – reporting link
(a)	APPOINTMENTS: GENERAL		Shaded boxes indicate where more nominations have been made than spaces available	
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani	Paul Diviani	Environment
2	Devon and Exeter Area Rail Working Party	Brian Bailey Rob Longhurst	Tim Dumper Rob Longhurst Brian Bailey	Economy
3	Devon Authorities Strategic Waste Committee	Environment Portfolio Holder Substitute: Deputy Portfolio Holder	Environment Portfolio Holder Substitute: Deputy Portfolio Holder	Environment
4	SPACE (formerly Devon Youth Service)	Member Lead - Youth	Member Lead – Sport and Recreation	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 Steve Hall	Peter Burrows Maddy Chapman Steve Hall	Sustainable Housing/ Communities
7	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	John O'Leary	Tim Dumper Dean Barrow	Sustainable Housing/ Communities
8	Action East Devon – Trustee Board	Tom Wright	Megan Armstrong Mike Allen	Sustainable Housing/ Communities
9	Exe Estuary Management Group	Mike Howe (substitute: John Humphreys)	Eileen Wragg Mike Howe (substitute: John Humphreys)	Environment
10	Exeter International Airport Consultative Group	Phil Twiss	Eleanor Rylance Philip Skinner	Economy/ Environment
11	Exeter Science Park Board of Directors: Exeter Science Park –	PH – Finance (Director) PH - Economy	PH – Economy (Director) PH – Finance	Finance/ Economy/ Strategic Dev &

	Name of Outside Body	Current Councillor appointments 2017/18	Councillor nominations 2018/19	Portfolio Holders/ Lead – reporting link
	Shareholder representative	(shareholder rep)	(Shareholder rep) Eleanor Rylance (Shareholder rep)	Partnerships
12	Queens Drive Exmouth Community Interest Company	Mark Williamson (Director) Pauline Stott (Director)	Steve Gazzard (Director) Mark Williamson (Director) Pauline Stott (Director)	Finance/ Economy/ Strategic Dev & Partnerships
13	Greater Exeter Strategic Sports Board	Economy Portfolio Holder (substitute Lead Councillor – Sport & Recreation)	Economy Portfolio Holder (substitute Lead Councillor – Sport & 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	Police and Crime Panel – Devon and Cornwall	Tom Wright Substitute: Leader	Steve Gazzard Tom Wright Substitute: Alan Dent	Council
17	SWAP (South West Audit Partnership Ltd)	Shareholder – Audit and Governance Chairman Director – Section 151 Officer	Peter Burrows Shareholder – Audit and Governance Chairman Director – Section 151 Officer	Finance
18	South West Councils - including Employers' Panel	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Leader Deputy: Portfolio Holder – Corporate Services	Council
19	SPARSE – Rural Special Interest Group	Leader Sub: Rural Champion	Leader Sub: Rural Economy Champion	Council

***above details include any amendments made to appointments agreed at Council meetings held during civic year 2017/18**

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 2018/2019

Item 19

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

MAY 2018				
	9		Exeter Airport Consultative Group	
Wednesday	16		Licensing and Enforcement Committee	9.30am
Wednesday	16		ANNUAL COUNCIL	6.00 pm
Tuesday	29		Strategic Planning Committee	10.00am
Thursday	31	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Thursday	31		Overview Committee	6.00pm
JUNE				
Tuesday	5		Development Management Committee	10.00am
Wednesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	6		Cabinet	5.30pm
Thursday	7		Scrutiny Committee	6.00 pm
Thursday	14		Asset Management Forum	9.30 am
Wednesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	21		Housing Review Board	2.30pm
Tuesday	26	**	STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	27	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	27		Recycling and Waste Partnership Board	10am
Thursday	28		Budget Working Party	2.30pm
Thursday	28		Overview Committee	6.00pm
JULY				
Tuesday	3		Development Management	10.00 am
Wednesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	4		Capital Strategy & Allocation Group	2.30pm
Wednesday	4		Cabinet	5.30pm
Thursday	5		Scrutiny Committee	6.00 pm
Wednesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	17		Standards Committee	10.00am
Tuesday	17		News Homes Bonus Panel	10am
Wednesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	18		SED Habitat Regulations Exec Committee (Civic Centre, Ex)	6.00pm
Monday	23		Community Fund Panel	10am
Tuesday	24		Strategic Planning Committee	2.00 pm
Wednesday	25	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	25		COUNCIL	6.00 pm
Thursday	26		Audit and Governance Committee (Agreement of accounts)	2.30 pm
AUGUST				
Wednesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	7		Development Management Committee	10.00 am
Wednesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	22	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	22	†	Licensing and Enforcement Committee	9.30 am
Wednesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	30		Overview Committee	6.00pm
SEPTEMBER				
Tuesday	4		Development Management	10.00 am
Wednesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	5	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	5		Capital Strategy & Allocation Group	2.30pm
Wednesday	5		Cabinet	5.30pm
Thursday	6		Asset Management Forum	9.30 am
Thursday	6		Scrutiny Committee	6.00 pm
Wednesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	12		Recycling and Waste Partnership Board	10am
Wednesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	20		Housing Review Board	2.30 pm
Tuesday	25		Strategic Planning Committee	10.00 am
Tuesday	25	**	STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm

Wednesday	26	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	27		Audit and Governance Committee	2.30 pm
Thursday	27		Budget Working Party	4.00pm
Thursday	27		Overview Committee	6.00pm
OCTOBER				
Tuesday	2		Development Management	10.00 am
Wednesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	3		Housing Company Sub Committee	2.30pm
Wednesday	3		Cabinet	5.30 pm
Thursday	4		Scrutiny Committee	6.00 pm
Wednesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	23		Standards Committee	10.00 am
Wednesday	24	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	24		COUNCIL	6.00 pm
Tuesday	30		Development Management	10.00 am
Wednesday	31	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	31		SED Habitat Regulations Exec Committee (Civic Centre, Ex)	2.30pm
Wednesday	31		Cabinet	5.30pm
NOVEMBER				
Wednesday	7	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	7		Recycling and Waste Partnership Board	10am
Wednesday	14	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	15		Overview Committee	6.00pm
Wednesday	21	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	21	†	Licensing and Enforcement Committee	9.30 am
Thursday	22		Housing Review Board	2.30 pm
Thursday	22		Scrutiny Committee	6.00 pm
Tuesday	27		Strategic Planning Committee	10.00 am
Wednesday	28	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	29		Audit and Governance Committee	2.30 pm
Thursday	29	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	28		Cabinet	5.30 pm
DECEMBER				
Tuesday	4		Development Management	10.00 am
Wednesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	5		Capital Strategy & Allocation Group	2.30pm
Thursday	6		Asset Management Forum	2.00 pm
Thursday	6	**	STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm
Tuesday	11		New Homes Bonus Panel	10am
Wednesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	12		COUNCIL	6.00 pm
Wednesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
JANUARY 2019				
Wednesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	2		Cabinet	5.30 pm
Tuesday	8		Development Management	10.00 am
Wednesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	16		Joint Overview & Scrutiny – Service Planning & Budget	9.00 am
Tuesday	22		Standards Committee	10.00am
Wednesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Monday	21		Community Fund Panel	10am
Wednesday	23	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	23		SED Habitat Regulations Exec Comm (Civic Centre, Exeter)	6.00 pm
Thursday	24		Housing Review Board	2.30 pm
Tuesday	29		Strategic Planning Committee	10.00 am
Wednesday	30	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	30		Recycling and Waste Partnership Board	10am
Thursday	31		Audit and Governance Committee	2.30 pm
Thursday	31		Overview Committee	6.00pm
FEBRUARY				
Tuesday	5		Development Management	10.00 am

Wednesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	6		Cabinet	5.30 pm
Thursday	7		Scrutiny Committee	6.00 pm
Wednesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	13	†	Licensing and Enforcement Committee	9.30 am
Wednesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	27	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	27		COUNCIL – setting Council Tax and agree budgets	6.00 pm
Thursday	28		Overview Committee	6.00pm
MARCH				
Tuesday	5		Development Management	10.00 am
Wednesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	6		Housing Company Sub Committee	2.30pm
Wednesday	6		Cabinet	5.30 pm
Thursday	7		Asset Management Forum	9.30 am
Thursday	7		Scrutiny Committee	6.00 pm
Wednesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	19	**	STRATA Joint Scrutiny Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	21		New Homes Bonus Panel	10am
Thursday	21		Audit and Governance Committee	2.30 pm
Thursday	21		Budget Working Party	4.30pm
Tuesday	26		Strategic Planning Committee	10.00 am
Wednesday	27	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	27		Recycling and Waste Partnership Board	10am
Thursday	28		Housing Review Board	2.30 pm
Thursday	28		Overview Committee	6.00pm
APRIL				
Tuesday	2		Development Management	10.00 am
Tuesday	2	**	STRATA Joint Executive Committee (Civic Centre, Exeter)	5.30 pm
Wednesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	3		Cabinet	5.30 pm
Thursday	4		Scrutiny Committee	6.00 pm
Wednesday	10	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	16		Standards Committee	10.00 am
Wednesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	27		SED Habitat Regulations Exec Comm (Civic Centre, Exeter)	6.00pm
Tuesday	23		Strategic Planning Committee	10.00 am
Wednesday	24		Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	24		COUNCIL	6.00 pm
Tuesday	30		Development Management	10.00 am
MAY				
Wednesday	1		Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	1		Cabinet	5.30 pm
Wednesday	8		Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	15		Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	15		Annual meeting of the Council – to be confirmed	6.00 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 stated

List of meetings 2018/2019

Item 19

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

Meeting	Day	Time	2018					2019							
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.30pm	16												15
Council	Wed	6.00pm			25			24		12		27		24	
Cabinet	Wed	5.30pm		6	4		5	3 31	28		2	6	6	3	1
Housing Company Sub Committee	Wed	2.30pm						3					6		
Scrutiny Committee	Thu	6.00pm		7	5		6	4	22			7	7	4	
Overview & Scrutiny Committees joint Budget Meeting	Wed	9.00am									16				
Overview Committee	Thu	6.00pm	31	28		30	27		15		31	28	28		
Strategic Planning Committee	Tue	10.00am	29		24 [^]		25		27		29		26		
Development Management Committee *	Tue	10.00am		5	3	7	4	2 30		4	8	5	5	2 30	
Audit & Governance Committee	Thu	2.30pm			26		27		29		31		21		
Housing Review Board	Thu	2.30pm		21			20		22		24		28		
Licensing & Enforcement Committee	Wed	9.30am	16			22			21			13			
Standards Committee	Tue	10.00am			17			23			22			16	
Asset Management Forum	Thu	9.30am		14			6			6			7		
STRATA Joint Executive Committee	Wed	5.30pm		26			25			6				2	
STRATA Joint Scrutiny Committee	Thu	5.30pm	31				5		29				19		
South East Devon Habitat Regulations Executive Committee ~		6.00pm			18			30			30			17	
New Homes Bonus Panel		10.00am			17					11			21		
Recycling and Waste Partnership Board		10.00am 2.00pm		27			12		7		30		27		
Capital Strategy and Allocation Group	Wed	2.30pm			4		5			5					
Budget Working Group	Thu	2.30pm or 4.30pm		28			27		29				21		

Sub-Committees of the Licensing and Enforcement Committee are timetabled for Wednesdays on an 'if required' basis. # Held at Civic Centre, Exeter ; ~ Held at Teignbridge District Council, Forde House, Newton Abbot; * Formal site visits as required will be held on the morning of the meeting date. ^ Starts at 2pm.



Council Chamber seating layout

