

Date: 14 May 2012
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To: Members of the Council
Chief Executive
Deputy Chief Executives

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Dear Sir/Madam

Annual Meeting of the Council of the District of East Devon on
Wednesday 23 May 2012 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.

Members of the public are welcome to attend the annual meeting which will start at 6.30 pm.

- **A period of 15 minutes has been provided at agenda item 3 to allow members of the public to raise questions.**
- **All individual contributions will be limited to 3 minutes – where there is an interest group of objectors or supporters, a spokesperson should be appointed to speak on behalf of group.**
- **The public is advised that the Chairman has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.**

A hearing loop system will be in operation in the Council Chamber.

Councillors and members of the public are reminded to switch off mobile phones during the meeting. If this is not practical due to particular circumstances, please advise the Chairman in advance of the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read "Mark Williams".

Chief Executive

Prior to the formal start of the meeting, the Chairman will invite the Reverend Jane Lankester, Vicar of Awliscombe, to say a prayer.

Chief Executive: Mark Williams
Richard Cohen – Deputy Chief Executive
Denise Lyon – Deputy Chief Executive and Monitoring Officer

AGENDA

- | | | Order of
Proceedings |
|------|---|-------------------------|
| 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 |
| 3 | Public question time – standard agenda item (15 minutes)

Members of the public are invited to put questions to the Council through the Chairman.
(The process is set out in the front of the agenda). | |
| 4 | To confirm as a true record the minutes of the meeting of the Council held on 11 April 2012. | 6-10 |
| 5 | Apologies. | |
| 6 | To receive any announcements from the Chairman. | |
| 7 | To note that Paul Diviani was elected Leader of the Council at the 2011 Annual Meeting for a 4 year term – that is until the Annual Meeting following May 2015 elections. | |
| 8 | Leader's appointment of Deputy Leader of the Council. | |
| 9 | Leader's appointment to Cabinet (Article 6 of the Constitution as amended in April 2011). The Portfolios to be held by some of the Cabinet will be recommended by the Leader. | |
| 10a. | To confirm which other Committees to establish for the municipal year. The proposed Committees are set out in Articles 7, 8, 9 and 10 of the Constitution. | |
| 10b | To decide the size and terms of reference of Committees; (it is presently proposed these are as set out in Articles 7, 8, 9 and 10 of the Constitution. | |
| 10c | To confirm the membership of the Standards Committee: | |

Council representatives:

Chairman of the Council, Cllrs Peter Bowden, Geoff Chamberlain and Tim Wood plus

Substitute members (to be called on to serve on the Sub Committee's Assessment or Review meetings or Hearings where EDDC Committee Members may be 'conflicted out' due to prior involvement, prejudicial interests or otherwise not available.)

Councillors Derek Button, Douglas Hull, Frances Newth and Claire Wright.

and *until the new arrangements under the Localism Act are in place to retain:

Independent representatives: Mr E Butt, Mr R Davison, Ms A Willan

Parish/Town Council representatives: Cllrs D Mason, C Richards and S Pollentine,

The Government has indicated that the new Standards arrangements will be in place in July 2012.

*Mr E Butt and Councillor S Pollentine have now served on the Committee for the maximum two 4-year terms. However in anticipation of the imminent change in arrangements under the Localism Act, Council is asked to approve their continued service until the new arrangements are in place, and to agree the variation of Article 9 of the Constitution to permit their continued appointment.

10d	To confirm the non District Council membership of the Housing Review Board: Tenant and/or Leaseholder representatives (to serve a further year on the Board) Victor Kemp, Sally Lancaster, Christine Morrison, Pat Rous and Sue Saunders. Independent Community representatives (to serve a further year on the Board) Julie Adkin and Rob Finch	
11	To consider the report of the Chief Executive	11-28
(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 the Cabinet or the Standards Committee).	16
(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 the political balance rules.	17
(c)	To agree all the proposed amendments to the Constitution including the Scheme of Delegations and changes in respect of access to information.	To follow
(d)	To receive and note the annual reports (2011/2012) of Overview and Scrutiny Committee Housing Review Board. The Chairmen of the Overview and Scrutiny Committee and the Housing Review Board are invited to address the Council on the work carried out during the year.	18-20 21-27
(e)	To receive the combined annual report of the Member Champions on their achievements and the key areas of work they have been involved with during the year and their plans and priorities for the future.	28-31
(f)	Council structure (as agreed at the 2011 Annual Council meeting) – included for information.	32

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 | (43 Members) – 73% |
| Liberal Democrats Group | (10 Members) – 17% |
| Independents | (6 Members) – 10% |
| Total 59 | |
- (b) that the allocation of seats on individual Overview/Scrutiny, Regulatory and Other Committees be as set out in **Appendix A**. 16
- (2) that for Sub-Committees, Advisory Panels/Forums the political balance be as set out in **Appendix B** be agreed, 17

(3)	that the proposed amendments to the Constitution, including the Scheme of Delegations, be approved as set out in Appendix C , with the Chief Executive being given delegated authority to make consequential drafting amendments to the Constitution.	To follow
(4)	that the annual report of the Overview and Scrutiny Committees and of the Housing Review Board, Appendix D , be received and noted,	18-20 21-27
(5)	that the combined report of the Member Champions Appendix E be received and noted.	28-31
13	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 first meeting).	33
14	Appointment of Champions, To Committees Portfolio Holders' 'Think Tanks'.	 34 35-36 37
15	Appointment of Panels, Forum and Joint Bodies.	38-41
16	Appointment of representatives on Outside Bodies.	42-44
17	To approve a programme of ordinary meetings of the Council, Cabinet and Committee Meetings for 2012/13	45-47

Note:

- Seating plan attached (page 48)
- The Order of Proceedings for agenda items 1 & 2 is enclosed for Members of the Council

Members remember!

- You must declare the nature of any personal or prejudicial interests in an item whenever it becomes apparent that you have an interest in the business being considered.
- Where you have a personal interest because the business relates to or is likely to affect a body of which you are a member or manager as an EDDC nominee or appointee, then you need only disclose the interest when (and if) you speak on the item. The same rule applies if you have a personal interest in relation to a body exercising functions of a public nature.
- Make sure you say the reason for your interest as this has to be included in the minutes.
- If your interest is prejudicial you must leave the room unless you have obtained a dispensation from the Council's Standards Committee or where Para 12(2) of the Code can be applied. Para 12(2) allows a Member with a prejudicial interest to stay for the purpose of making representations, answering questions or giving evidence relating to the business but only at meetings where the public are also allowed to make representations. If you do remain, you must not exercise decision-making functions or seek to improperly influence the decision; you must leave the meeting room once you have made your representation.

Getting to the Meeting – for the benefit of visitors



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The entrance to the Council Offices is located on Station Road, Sidmouth. **Parking** is limited during normal working hours but normally easily available for evening meetings.

The following **bus service** stops outside the Council Offices on Station Road: **From Exmouth, Budleigh, Otterton and Newton Poppleford – 157**

The following buses all terminate at the Triangle in Sidmouth. From the Triangle, walk up Station Road until you reach the Council Offices (approximately ½ mile).

From Exeter – 52A, 52B

From Honiton – 52B

From Seaton – 52A

From Ottery St Mary – 379, 387

Please check your local timetable for times.

The Committee Suite has a separate entrance to the main building, located at the end of the visitor and Councillor car park. The rooms are at ground level and easily accessible; there is also a toilet for disabled users.

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL
Minutes of the Meeting of the Council held at
Knowle, Sidmouth, on Wednesday, 11 April 2012

Present:

Councillors:

Peter Halse
Frances Newth
Mike Allen
Ray Bloxham
Peter Bowden
Graham Brown
Peter Burrows
Geoff Chamberlain
Maddy Chapman
Iain Chubb
David Cox
Alan Dent
Paul Diviani
Christine Drew
Vivien Duval Steer
Jill Elson
Martin Gammell
Steve Gazzard
Roger Giles
Graham Godbeer
Pat Graham
Steve Hall
Tony Howard
Mike Howe
Stuart Hughes
Douglas Hull

John Humphreys
Ben Ingham
Stephanie Jones
Sheila Kerridge
David Key
Jim Knight
Andrew Moulding
John O'Leary
Helen Parr
Geoff Pook
Ken Potter
Philip Skinner
Pauline Stott
Peter Sullivan
Graham Troman
Phil Twiss
Chris Wale
Mark Williamson
Tim Wood
Eileen Wragg
Steve Wragg
Claire Wright
Tom Wright

Hon Alderman Ron Mudge

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Denise Lyon, Deputy Chief Executive
Diana Vernon, Democratic Services Manager

Apologies

Councillors:

David Atkins
Roger Boote
Derek Button
Bob Buxton
David Chapman
Trevor Cope
John Jeffery
Brenda Taylor
Ian Thomas

Honorary Aldermen:

Vivienne Ash
Bernard Hughes
Ann & Graham Liverton
Dr Waterworth
Barry Willoughby

In the absence of Reverend Beth McDowell due to illness, the Chairman introduced retired minister, Brian Petty and invited him to say a prayer.

The meeting then started at 6.30 pm and ended at 7.37 pm.

*69 Public question time
No questions were raised at this part of the meeting.

*70 Minutes
The minutes of the meeting of the Council held on 22 February 2012 were confirmed and signed as a true record.

Councillor Geoff Chamberlain asked for an up-date on action taken in respect of Council minute 64(e) – Localism Act implementation. At the last meeting, Councillor Chamberlain had raised concerns about the proposed changes to Standards arrangements under the Localism Act. The Leader responded by confirming that he would circulate Government up-dates on the proposed changes to all Councillors. Urgent representation by the Leader, following consultation with the Chief Executive, would be made to local MPs. This would reflect the Council's concerns about the proposed Government intention to exclude independent and parish/town representatives from membership of the Standards Committee.

*71 EDDC Nominated Leisure East Devon Board Members

The Chairman advised that the Council had received notice from the Chief Executive of Leisure East Devon (LED) that members would be appointed to the LED Board of Trustees at its annual general meeting. This would be held before this Council's Annual Meeting where such nominations were normally agreed. The Council's current appointed members to the Board of Trustees were Councillor David Cox and Peter Sullivan. The LED Chief Executive advised that Councillor Cox had now served the maximum 5 years on the Board and therefore could not stand for a further term.

The Council was ask to nominate a new member of the LED Board of Trustees and to consider Peter Sullivan's re-appointment for a further year

RESOLVED: that Councillors Peter Sullivan and Tim Wood be appointed to the LED Board of Trustees and the LED Chief Executive advised accordingly.

*72 Chairman notices/announcements

a) Meetings of the Council

The Chairman asked Members not to bring coffee cups into the Council Chamber and for refreshment to be limited to water during the Council meetings. He also advised that he expected male Councillors to wear a tie at these more formal meetings.

b) Bay fm

The Chairman extended congratulations to local radio station Bay fm on being granted a 5 year full time broadcasting licence. This not-for-profit enterprise was set up in 2006 as an on-line 'station' during the Exmouth festival. The service would now be available daily from 7am until midnight.

c) Annual Civic Service

The Chairman reminded Councillors of the arrangements for the Annual Civic Service which was at 3.30 pm on 29 April 2012 at St Paul's Church, Honiton.

***73 Long Service Awards**

The Chairman acknowledged, with gratitude, the loyalty of long-serving staff. He had recently made a number of awards to staff who did not wish to attend the formal Council presentations.

The Vice Chairman spoke of the career and valued contribution made by Kay Dowding who had worked for the Council for 25 years within Home Safeguard. She presented Kay with a Long Service Award and extended her thanks and congratulations.

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

The written response to the question about the Council's Communication Service confirmed that statements issued by the Communications Team were made on behalf of the Council and not on a political basis. Following a supplementary question, the Leader confirmed that the opposition group had the opportunity to present alternative views but he understood that all groups within the Council had supported the Council's budget for 2012/13.

The Environment Portfolio Holder had given a full written account to a question submitted in respect of the problem of Japanese Knotweed. He set out how the Council dealt with the problem on its land, referred to relevant legislation and how the Environment Agency addressed the wider problem. In response to a supplementary question, the Portfolio Holder confirmed that he would make sure that the problem would continue to be addressed.

A third question addressed to the Leader and Chairmen of the Development Management Committee and Local Plan Panel was answered in writing by emphasising that Development Management was an area of Council work which was and should remain completely neutral of party politics, regulated as it was by the Planning Inspectorate. In addition all Councillors had training in good governance and 'cash for policies' would be contrary to the Code of Conduct. In response to a supplementary question the Leader reminded the Council of the role of the Monitoring Officer and Standards Committee and relevant legislation around political donations. He paid tribute to the work of the Chairmen of the Development Management Committee and Local Plan Panel who served the Council and East Devon effectively, non-politically and to the best of their ability.

***75 Minutes of Cabinet and Committees**

RESOLVED (1) that the under-mentioned minutes be received and the recommendations approved

Cabinet	Minutes	182-208, 209-229
Development Management	Minutes	54-59, 60-65
Planning Inspections	Minutes	11-12, 13-14
Audit and Governance	Minutes	36-50
Licensing Committee	Minutes	13-16
Licensing & Enforcement Sub	Minutes	42-43

***75** Minutes of Cabinet and Committees (continued)

- (2) that the under-mentioned minutes be received.

The Cabinet (minutes 215 and 216) had noted or accepted the following Overview/Scrutiny Committees' recommendations with or without amendment.

Overview and Scrutiny Committee	Minutes	72-86
Housing Review Board	Minutes	51-65

Arising from consideration of the above minutes:-

- a) Housing Revenue Account Business Plan (HRB Minute 58)
Councillor Douglas Hull extended congratulations to the Head of Housing and his team for the work carried out to prepare for the reform of the social housing finance regime. The Portfolio Holder – Sustainable Homes and Communities confirmed that in accepting a proportion of the national housing debt, the Council would be in a position to provide a more locally responsive and accountable service for the benefit of its tenants.
- b) Devon Home Choice (HRB Minute 60)
Councillor Douglas Hull referred to the proposed changes to the allocation of accommodation by the Council as a step in the right direction.
- c) Audit and Governance Committee
Amended pages were circulated to all Members for inserting into their Minute Books. Councillor Ken Potter, the Committee Chairman drew Members' attention to the Government proposal for Councils to use external auditors and no longer have elected Member Committees. On behalf of his Committee, Councillor Potter had made representations to the Government challenging these proposals. He said it was appropriate and important for Councillors, elected by the public, to be fully involved and responsible for their authority's governance.

***76** Changes to Committee Membership

- a) Development Management Committee

Councillor Geoff Chamberlain took this opportunity to pay tribute to Councillor Derek Button who was standing down from Development Management Committee for health reasons. Councillor Chamberlain extended grateful thanks to Councillor Button for his years of service to the Committee. The Chairman of the Council echoed these comments and acknowledged Councillor Button's valued contribution.

- RESOLVED** (1) that Councillor Martin Gammell be appointed to the Development Management Committee and as substitute to Councillor Geoff Chamberlain on the Planning Inspections Committee to replace Councillor Derek Button.

*76 Changes to Committee Membership (continued)

b) Licensing and Enforcement Committee

Councillor Philip Skinner advised that he was standing down from this Committee as work and family commitment had meant that he had been unable to attend all of the meetings of the Committee or keep up with the necessary training.

RESOLVED (2) that Councillor Christine Drew be appointed to the Licensing and Enforcement Committee to replace Councillor Philip Skinner.

*77 Youth film – I could live yours

The Chairman introduced Polly Anderson and Victoria Robinson, Community Development Officers (part of the EDDC Housing Team). Their work with young people in Littleham, Exmouth and Millwey in Axminster had resulted in the production of a series of three innovative films made by young people involved in community projects. The film ‘I could live yours’ was shown.

Polly and Victoria thanked the Council for their support and outlined what had been achieved on a tight budget. Their aim was to create healthy sustainable communities. They saw the benefits of taking positive steps to change cycles of behaviour at an early age through a range of activities and courses.

The Portfolio Holder – Sustainable Homes and Communities thanked Polly and Victoria for their valued efforts and their work with related agencies.

The Chairman, on behalf of the Council, thanked Polly and Victoria for their dedicated work and the difference they were making to young lives.

Chairman

Date.....

Annual Meeting of the East Devon District Council on 23 May 2012

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 proposed changes to the Constitution

Part D – To receive and note the annual reports of the Overview and Scrutiny Committee and Housing Review Board

Part E – To receive the feed-back from Member Champions on progress to-date, key achievement and future action.

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 Min No 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.

Annual Meeting of the East Devon District Council on 23 May 2012

Report by the Chief Executive cont/.. Part A continued

Allocation to different political groups of seats on Overview, Regulatory and other Committees in accordance with the political balance of the Council.

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 (the Standards Committee being an exception) 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 current Committee Structure was reviewed by the Overview and Scrutiny Co-ordinating Committee with its recommendations being considered by the Executive Board/Cabinet on 9 February 2011. As a result a single Overview and Scrutiny Committee structure (in addition to the Housing Review Board and utilising Task and Finish Forum as required) has been in operation since May 2011. The Overview and Scrutiny Committee's ordinary meetings are scheduled to be held monthly in the week preceding the meetings of the Cabinet.

Current structure:

1 Overview and Scrutiny Coordinating Committee (21 seats),
1 Housing Review Board (5 Councillor seats)

Plus the following Regulatory and other Committees:

Audit & Governance (8 seats), Development Management (16 seats),
Employment Appeals, (7 seats), Interviewing – Chief Officers (7 seats),
Licensing and Enforcement (15 seats), Planning Inspections (8 seats),

Annual Meeting of the East Devon District Council on 25 May 2011

Report by the Chief Executive (Part A) continued.

The allocation of the total of 87 seats on all of these Committees between 59 Members of the Council is as follows:-

Conservative Group (43 Members)	73 % (63 seats)
Liberal Democrats Group (10 Members) –	17 % (15 seats)
Independents plus One Group (6 Members) –	10% (9 seats)

Total seats **87**

The allocation of seats on Overview/Scrutiny, Regulatory and Other Committees between political groups is as set out on **Appendix A** to this report.

The Constitution also provides for a Standards Committee but the political balance rules do not apply to this Committee. Changes in the structure of this Committee are due to be introduced from 1 July 2012 in compliance with the requirements of the Localism Act. Although due to the delay in Government Regulations there may now be a transitional period.

(b) **Interviewing Committee (Chief Officers)**

In addition to the Committees set out in the Constitution, it is proposed that the above Committee of 7 Members again be appointed.

(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 only be continued. Membership of the Sub-Committee to comprise 3 members of the Licensing and Enforcement Committee, empanelled by the Corporate Legal and Democratic Services Manager, 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 continued

5 Development Management and Planning Inspections Committees

Membership is 16. Ward Members who are also members of the Development Management Committee have the right to vote in respect of applications within their own Ward. Ward Members who are not members of the Development Management Committee can speak on applications in their own Ward but are not entitled to vote

A similar arrangement is in place in respect of the Planning Inspections Committee which considers planning applications and other matters where the Development Management Committee has been unable to reach a decision without a site inspection. Membership is drawn from members of the Development Management Committee including the Chairman and Vice Chairman of Development Management. Ward Members who are not members of this Committee will be entitled to speak at the Committee meetings on applications within their own Ward, but not to vote. Council has previously agreed that members of the Development Management Committee can be appointed to act as appropriate substitutes for the permanent members of Planning Inspections as required.

Part B – Allocation of seats on Sub-Committees, Advisory Panels/Forum in accordance with the political balance of the Council.

The political balance rules are applied to Sub-Committees, Advisory Panels/Forum as shown at **Appendix B**.

Part C – Agree proposed changes to the Constitution.

To agree

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

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

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

Part E - Feed-back from Member Champions on key areas of work

To receive an up-date on work carried out and planned by the Member Champions. The report is set out at **Appendix E**

Annual Meeting of the East Devon District Council on 23 May 2012

Report by the Chief Executive continued

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	(43 Members) – 73%	63 seats
Liberal Democrats Group	(10 Members) – 17%	15 seats
Independents plus One	(6 Members) – 10%	9 seats
	Total	87 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 Chief Executive being given delegated authority to make consequential drafting amendments to the Constitution,
- (4) that the annual report of the Overview and Scrutiny Committee and Housing Review Board (**Appendix D**) be received and noted,
- (5) that the report on the work of the Member Champions (**Appendix E**) be received and noted.

MEMBERSHIP OF COMMITTEES

APPENDIX A

Number in Group % of Council Membership	21 seats: Overview/ Scrutiny Committee	5 seats: Housing Review Board	16 seats Development Management	8 seats Planning Inspections	8 seats Audit and Governance	7 seats Interview (Chief Officers)	7 seats Employment Appeals	15 seats Licensing and Enforcement	87 Total seats
43 Conservatives (73 %)	15	4	11	6	6	5	5	11	63 72.4%
10 Liberal Democrats (17 %)	4	1	3	1	1	1	1	3	15 17.2%
6 Independents Plus One (10 %)	2		2	1	1	1	1	1	9 10.4%

The following member bodies are not shown on the above table:

1. For the **Cabinet**, it is not a legal requirement for the political balance rules to apply. Membership of the Board in 2012/13 will comprise 10 Conservatives - 7 of whom will be Portfolio Holders (Strategic Development and Partnerships, Corporate Business, Corporate Services, Economy, Environment, Finance and Sustainable Homes and Communities) and 2 of whom will be Deputy Portfolio Holders (Environment and Sustainable Homes and Communities).
2. The political balance rules do not apply to the **Standards Committee**. (New arrangements due to the implementation of the Localism Act in respect of this Committee are expected to be in place from 1 July 2012 onwards. In the meantime the Council is asked to confirm existing arrangements).

Note: The **Planning Inspections Committee** will consist of 8 Members (the Chairman and Vice Chairman of the Development Management (DM) Committee and 4 other Conservative Members, 1 Liberal Democrat and 1 Independent plus One Group from the Membership of the DM Committee.) Substitute members of the DM Committee will be appointed to provide cover for Planning Inspection Committee Members.

Proportional representation on Panels and Forum 2012/13	Largest Group	Other than Largest Group	Total Membership
Advisory Panels/Steering Groups			
Asset Management Forum	3		3
Community Fund Panel	4	2	6
Disciplinary Panel	3		3
Elizabeth Hall Advisory Forum	2	1	3
Manor Pavilion Theatre and Arts Centre Steering Group	1		1
Member Development Working Party	4	2	6
New Homes Bonus Panel	4	2	6
Office Relocation Working Party	9	3	12
Rates Consultation Forum	4	3	7
Thelma Hulbert Gallery Advisory Forum	3		3
Joint Bodies			
East and Mid Devon Community Safety Partnership		1	1
East and Mid Devon Crime and Disorder Scrutiny Panel	3		3
East Devon Business Forum	2	1	3
East Devon Highways & Traffic Orders Cttee	3		3
Exmouth and Seaton Regeneration Programme Boards (plus 2 local EDDC Councillors - Exmouth) (plus 3 local EDDC Councillors – Seaton)	2		2
Leisure East Devon	2		2
Local Joint Panel	4	1	5
Lower Exe Mooring Authority Management Committee	2		2
New Growth Point Delivery Team Steering Board	1		1
Recycling and Refuse Partnership Board	3	2	5
SWAP (South West Audit Partnership)	1 (with substitute)		1

Annual Report of the Overview and Scrutiny Committee 2011/12

Changes to the overview and scrutiny structure in 2011 reduced the four Committees down to one single committee, operating task and finish forums for specific issues. The Committee has continued to work in alignment with the Council's corporate priorities and regularly receive updates from Portfolio Holders, as part of their scrutiny role as the "critical friend". The Committee now have a standing item about the Cabinet agenda, requiring prior notice to the Chairman.

Thriving Communities

Northern Devon Healthcare NHS

The Committee heard from NHS representatives on why they were going for Foundation Trust status. The Committee raised a number of issues, including the number of East Devon representatives being too small to reflect the size and demographics of the area. A number of recommendations were made, covering integrating community hospitals and increasing mental health facilities. These were fed back into the NHS consultation.

The Committee will continue to monitor NHS developments. GP Commissioning is still due for discussion by the Committee.

Crime and Disorder

The East and Mid Devon Crime and Disorder Scrutiny Panel have met twice this year. With a change of councillors on this panel both from this Council and from Mid Devon, time has been spent getting up to speed with the work of the Community Safety Partnership. The Panel now begin monitoring preparations for the new Police and Crime Commissioner (PCC) and consider how their work may be affected by the new Police and Crime Panel set up to scrutinise the PCC.

Devon and Cornwall Constabulary updated the Committee on the recent changes to their service following budget reductions. The Committee are also seeking assurances from the Local Policing Area Commander about temporary arrangements covering Exeter, East and Mid Devon.

Post Office network upgrade

Post Offices Limited (POL) are undertaking a number of pilot "Local" post offices in the County, with some located in East Devon. The Member Champion for Rural Communities has worked closely with the Chairman to raise awareness of the schemes through the Overview and Scrutiny Committee. Representatives from POL and their "watchdog" Consumer Focus discussed the pilot schemes with the Committee. A working party of Members of the Wards affected by the pilot schemes is now set up to monitor the success of the schemes to collate views to feed back to POL. Concern still exists around the impact on those post offices not identified for upgrading, and the Committee will return to the topic in the summer once the pilots end.

Community Infrastructure Levy

The Committee have received a presentation on the forthcoming Levy, which requires governance arrangements to be set up locally. A Task and Finish Forum, under the Chairmanship of Councillor Graham Troman, has begun looking at the outstanding situation with section 106 contributions and the difficulties in governing an effectively pooled fund.

Vitality of High Streets and Town Centres

A Task and Finish Forum is underway, looking at recent reviews such as the Mary Portas Review. Many local towns are considering making a bid under the Portas Pilot scheme and the Forum have met with a number of representatives from the main towns in the District, covering both Town Councils, Chambers of Commerce and other interested parties. The Forum has also looked into the costs to local businesses, discussing with the Valuation Office how the National Non-Domestic Rates are calculated.

Outstanding Environment

Bathing water quality

The Committee welcomed a report on the new Directive for bathing water quality, which highlighted the excellent quality of the beaches in the District. The newly formed Beach and Foreshore Forum regularly reports to the Committee.

Monitoring implementation of the Flood and Water Management Act

The Committee receive regular reports from Devon County Council as the responsible authority for this Act. The Committee are keen to see continued partnership working between authorities and key bodies.

Local Plan

The Committee held a special meeting in order to participate as a consultee on the Local Plan.

Excellent service for customers

Quarterly monitoring of performance

The Committee receives quarterly reports, outlining key service issues identified and what action is being taken as a result. The Committee regularly offer other suggestions for actions, and raise questions on performance indicators showing concern.

Improving Ward Member interaction with Planning

Monitoring of quarterly performance led to the Committee identifying a need to analyse the working relationship between Ward Members and the planning service. A Task and Finish Forum was set up, under the chairmanship of Councillor Peter Bowden. A total of nine recommendations were agreed by Cabinet. Work continues into the next year to follow up on the implementation of those recommendations.

Leisure East Devon

The Committee identified a need to review the functioning of Leisure East Devon and examine how well its activities related to the needs and requirements of the Council. A Task and Finish Forum was set up under the chairmanship of Councillor Tim Wood. A total of 11 recommendations were agreed by Cabinet. The recommendations are being considered by the Leisure East Devon Board.

Transforming the Council

The Committee considered the suite of strategies that would underpin delivery of the Council's services – dealing with the customer, communications, and ICT. The Committee called a swift Task and Finish Forum to consider in detail the job description of the proposed Communications and Reputation Manager post.

Equalities policy and objectives

The Committee was involved as a consultee for the review of the Equalities policy and objectives.

Budget 2012/13

The Committee took a fresh approach to scrutinising the draft budget for 2012/13. Financial information on the breakdown of each service was presented visually to the Committee, with the opportunity to discuss service detail with individual officers. The Committee then approached the budget with a balanced view on how reducing or increasing expenditure impacted on other services.

Call-ins

The Committee exercised its right once during the year, calling in a Portfolio Holder decision on the sale of a former Council house. Provided with more information, the Committee were happy with the decision but called for more information to be provided to Members about the decisions published in the Confidential Knowledge.

Other work by the Committee included:

- Review of financial detail relating to joint working with South Somerset District Council;
- Information on the new Management Structure;
- Review of preventable demand in the Customer Service Centre;
- Update on enforcement of off-street parking
- A number of Cabinet agenda items discussed

Annual Report of the Housing Review Board 2011/12

The Chairman of the Housing Review Board remained unchanged, with Councillor Pauline Stott as Chairman. However, May 2011 brought a change of Vice Chairman with tenant representative Sue Saunders being appointed Vice Chairman of the Board.

Words from the Chairman

“This year has been a very busy year with lots of changes happening both in and out of the Council.

First there’s the borrowing of the £84.400 million, not to be taken lightly as we have always been a debt free council. But by taking on part of the national housing debt over 30 years instead of paying £6 million of the rents into the national housing pot, it will leave us free after we have paid the interest on the debt to spent our tenants’ rents on improving and growing the housing stock.

The tenants now have a member champion Councillor Jim Knight, who will be able to liaise with the tenant champions to help improve services to our customers.

This year we saw the introduction of the Tenant Scrutiny Panel. They have done a magnificent job on their first assignment into community centres. We hope to take the results of their findings forward in the coming year.

I would like to take this opportunity to thank my Vice Chairman Sue Saunders. I would also like to thank our tenants, independent representatives, members and last but not least John Golding and his staff for all their cooperation in jointly working together to provide the best possible service to our tenants.

As we all know it’s difficult to survive in family life without a home. So let’s all try and do our bit to help as many people as possible to have a home of their own in the future whether it is from our own housing stock or in the private sector.”

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 make to recommendations;
- Promoting good practice and overseeing service improvements;
- Monitoring performance on core housing management activities and reporting to the Cabinet;
- Preparation of the Housing Revenue Account budget and Business Plan;
- Promoting tenant and leaseholder involvement and implementation of the Tenant Compact;
- Consulting with the Tenant Representative Group;
- Encouraging good practice in relation to equality and diversity issues, and ensuring that the needs of vulnerable tenants are satisfied.

The Board has continued in its role of monitoring throughout the year, liaising with the Tenant Representative Group (TRG) as appropriate, with particular focus on the following key areas:

Board member induction

The Housing Review Board's (HRB) year began with an overview of housing issues and a reminder of the background, role and purpose of the Housing Review Board. Members were also provided with an information file, to be kept up to date, as and when new documents were produced.

Self-financing for council housing

This formed a considerable amount of the HRB's work over the year, with reports brought to every meeting. The new regime presented many opportunities and allowed for reinvestment in homes and services in the future. However, it needed to be very carefully managed. The self-financing regime presented a complete change of culture for the Board and for officers. The Council had been debt free for many years and needed treasury management skills in the future to manage the risks associated with high levels of housing debt.

In September 2011 a presentation was received by Glenn Smith on the financial modelling undertaken by Sector. The results of the financial modelling indicated that using realistic current assumptions, the HRA Business Plan was viable in the long term (30 years) and capable of meeting the known stock investment programme.

In January 2012 the Board learnt more about the assumed figures and borrowing cap. The borrowing cap would be carefully monitored and regular reports would be brought to the Housing Review Board.

In March 2012 a further progress report was brought to the Board, along with the final debt settlement figure of £84,376,000, The valuation figure was £87,197,000 and the current level of housing debt was shown as £646,000. The Business Plan would show reinvestment options which would prevent the HRA balance reaching high levels of surplus and enable the Council to maintain its assets and provide an excellent service to tenants.

Housing Revenue Account Business Plan

The Board considered the Housing Revenue Account (HRA) Business Plan, to sit with the financial models considered by the Board at previous meetings. This was part of the Council's preparations for the reform of the social housing finance regime. The Business Plan set out the known income and expenditure plans over the next thirty years and incorporated the repayment of debt instead of an annual housing subsidy payment. The Board recommended that the Council approve the HRA Business Plan. Financial monitoring reports would initially be brought to every meeting of the Housing Review Board.

Draft Housing Revenue Account 2012/13

The draft Housing Revenue Account for 2012/13 was a key document for the Board to influence. The annual HRA was underpinned and influenced by the 30 year HRA Business Plan. The Board noted the refreshed Housing Service Plan, which was updated annually and sat alongside the budget. A request was made for a special area in the budget to be made available for loft conversions. It was agreed to make it clear in the capital programme and rename the heading 'major improvements/modernisations/loft conversions'.

Council own build

The Board continued to positively support the building of new Council homes in the District. EDDC, through the consortium Partnership South West (PSW), was successful in securing a grant from the Homes and Communities Agency (HCA) of £18,500 per unit for 10 units (the Council had bid for £20,000 per unit and for 20 units), with some very onerous grant conditions attached. In December 2011 the Board received an update report that highlighted issues related to pursuing building new homes in partnership with PSW. The expected programme of funding had been halved by the Homes and Communities Agency (HCA) due to an oversubscribed national programme and reduced central grant funding. Due to the relevant sections of the Localism Bill not being effective until April 2012, the Council was unable to sign contracts with PSW, effectively reducing the Council to a “silent partner” in the programme with them. Legal opinion had identified financial risk to the Council, such as indemnity against any other partners of PSW not performing in accordance with their build programme. It was agreed not to take up the offer of funding and that alternative options to continue building would be investigated.

Restructuring of tenant involvement and improvements in communication

An update was received on the radical changes needed in the tenant involvement structure. Various service review groups and committees would be modified and a Tenant Representative Group formed to replace the existing Tenant and Leaseholder Customer Panel. The Board recognised and supported these changes.

Housing revenue account – programmed, cyclical and improvement works

The Board considered an alternative approach to the way that programmed works were undertaken. An example of this was the painting programme. The Board also discussed the option of moving away from annual tenders to longer term contracts and a smarter way of tendering to achieve both best value and quality of service. The Board agreed changes to the programmed works length of contracts in order to secure better value for money. It also agreed six priority areas for investment in programmed works for the next five years.

Responsive repairs and works to void properties – re-tendering contract

The Board continued to receive reports during the tendering process for the contract for responsive (day to day) repairs and work to void Council homes. The contract had to be let in accordance with European procurement rules and necessarily involved adherence to a complex process of advertising; pre-qualification questions; short listing; inviting to tender; tender evaluation and award of contract. Tenants and members were/would be involved in the evaluation of tenders with a consultant overseeing the process.

Rechargeable repairs

An update was given on rechargeable repairs, including the amount of money recovered and suggestions for further improvements to the procedure. The Board recommended the following changes (which the Cabinet agreed in July 2011); further training on the recharging policy and procedure would be given to all housing staff; a standard form would be devised for use for all rechargeable items; and administration support for the procedure would be put into place, so that one officer was responsible for the recharge policy and procedure.

Tenancy strategy – Localism Bill 2011

The Board considered the requirements on the Council following the enactment of the Localism Bill, in particular the requirement to publish a tenancy strategy. The local authorities in Devon had agreed to prepare a common framework for the strategy. The new strategy was required to be consistent with local homeless strategies and allocation schemes, as well as tenancy and rent standards. The Board discussed some elements of the strategy, including introducing a five year tenancy review and keeping a property to a good standard. The Board agreed that a tenancy strategy should be prepared and approved at a future meeting.

Joint tenancies policy

The Board confirmed that after sign up, the Council should not grant any changes to the tenancy (such as joint tenancies), unless through the result of assignment or succession. This practice continued as there were implications in terms of succession to the tenancy, as well as the staff time and costs involved if the policy was to be changed.

Devon Home Choice – statutory guidance on the allocation of accommodation

Members considered the Government's proposed changes relating to the allocation of accommodation by the Council and the impact on the Devon Home Choice Policy. The Board agreed a reply to the consultation on the draft statutory guidance and would receive a further report at a future meeting.

Condensation

The Board recommended the adoption of a policy relating to condensation in Council properties, including the advice and guidance to be given to tenants, and the Council's responsibilities.

Use of loft space and loft conversions in the housing stock

The Board considered and agreed to adopt the policy relating to the use of lofts and loft conversions in Council owned properties. No access or storage would be permitted without the written agreement of the Council. Any reasonable request from a tenant to carry out a conversion in their loft space to enable them to use it as a habitable space (normally a bedroom) would usually be granted, subject to planning permission requirements, the need to meet Building Regulations, as well as having the work undertaken by an appropriate contractor. The cost of the work would be borne by the tenant. The Council would maintain the structure in the future. Every year the Council undertook a small number of major improvements to its properties, usually in the form of extensions to provide additional living or bedroom space for a household that was significantly overcrowded or disabled. Occasionally this resulted in a loft conversion.

Housing Community Development (Youth) report

The Board received a presentation and update on community development work and future plans. They were reminded of the remit of the post of Community Development Worker and were given an update on current projects. The Board recognised the achievements and continued to support funding for community development work for youth within the District and agreed to look to finance an additional post and increased budget for community development work in 2012/13.

Tenant scrutiny

The Board received a progress report on the activities of the Tenant Scrutiny Panel (TSP), and later in the year a full report on their community centres project. This scrutiny of Council housing community centres highlighted areas concern and included five main recommendations. The Board felt that officers and Councillors should review the TSP report on scrutinising community centres and that a further report be brought back to a future Board meeting, with the Chairman of the TSP invited to attend and discuss.

Fire risk assessments

The Board considered the Council's requirement to undertake Fire Risk Assessments (FRA) of 222 blocks of flats in the housing stock. A common assessment form had been prepared and approved to be used for each block. The assessment would identify the fire precaution measures in place and recommend any further changes or improvements to the fire safety at individual blocks of flats. The assessment process was estimated to be completed within two years, with an annual budget of £50,000. Once completed the FRA's would be held on the Council's IT system and be available to all Housing staff. The Board suggested that all district councillors should be informed of the fire risk assessments. It was requested that capacity number notices to be displayed in each community centre.

Policy change to s.157 Housing Act

The Board supported the proposed amendment of Council policy relating to s.157 Housing Act by adding a further criteria for the specific case of mortgagors, to allow the Portfolio Holder, with Ward Member support, to provide a 'letter of comfort' to owners (of a former Council house, where there was a s157 Housing Act 1985 Restriction registered against the legal title, and who were trying to remortgage their property) to be forwarded to their prospective mortgagors when applying for mortgage finance. This would help current owners to achieve a remortgage and stay in their present homes rather than having to sell their property because mortgage finance was unaffordable.

Restrictions on the sale of former Council homes

An urgent report was brought to the March 2012 HRB meeting following a Portfolio Holder decision (application to purchase a former Council house subject to a restriction imposed under Section 157 of the Housing Act 1985) being 'called in' by members of the Overview and Scrutiny Committee. The Portfolio Holder decision had stood but it was recommended that the HRB consider the policy relating to the sale of former Council houses in rural areas, with a view to a full review in the future. The Board agreed that the Council should continue to apply the existing policy restricting the sales of ex-Right to Buy properties and that a one-off Task and Finish Forum be set up to review the policy.

Credit unions

Following a report from the Head of Housing outlining the work of credit unions, the Board suggested credit union activities be advertised in the Housing newsletter and members discussed opening another service point in East Devon, possibly at the Knowle.

Electricity generating technology and the Green Deal

The Board considered the options available to the Council to provide electricity generating technology to tenants' homes to help improve the energy efficiency. Further research was needed to better understand whether tenants would actually benefit from electricity generating technology and the Green Deal, and whether the Council should invest in its properties to boost energy efficiency and help reduce tenants' energy cost. The Board would receive a series of reports on energy efficiency/impact of climate change on Council homes, the Green Deal, and on 'retrofitting' improvements to homes and how this would benefit tenants. The Board agreed that all homes should be made more energy efficient.

Standardised tenant and resident satisfaction survey

The Board supported the implementation of a standardised tenant and resident satisfaction survey and recommended setting a financial budget and identifying staff resources available to undertake the survey.

Systems Thinking review

Regular updates on progress of the Systems Thinking review of the Housing Service had been made to the Board throughout the year. The Board had been impressed with the work undertaken by the Service in redesign, experimentation, evaluation and check. Systems Thinking techniques would be rolled out in other areas of the Housing Service and the Board would be kept informed of progress.

Empty properties (voids) performance

Throughout the year the Board received performance reports in respect of letting void properties. Performance for the year (April to December 2011) had been slightly under target, with it taking an average of 23 days to relet each empty property, compared with a target of 25 days.

Task and Finish Forums

The Board had set up Task and Finish Forums (TaFF) to look in detail at specific areas:

Sheltered Housing TaFF

This ongoing TaFF had undertaken a great deal of work during 2011/12 with a detailed feedback report being taken to the Board in May 2012. Phase 2 of the Sheltered Housing TaFF continued in August 2011 with a fresh set of terms of reference and the objective of deploying some of the Council's housing related support services into the wider community where there was capacity. The TaFF also:

- examined business models to enable support services to maintain Supporting People income and expand;
- considered the threats and opportunities in relation to the Supporting People budgets;
- explored good practice in the delivery of support services and the creation of a new support contract in addition to the tenancy agreement;
- considered income generation opportunities through the application of support charges, equipment charges and service charges for services to residents in need of support; and
- examined the links between support services and Home Safeguard and proposed improvements in service delivery.

Car parking on Council housing areas TaFF

This TaFF first met in August 2011 to look at identified car parking issues in the Council's housing areas. It undertook two tours across East Devon and held its last meeting in November 2011. A list of suggested priority car parking improvement schemes was presented to the Board in January 2012, for adoption and implementation over the next few years. Funds from the capital programme were committed for these works.

Garage management review TaFF

After considering a report on garage management in January 2012 the Board decided to set up a TaFF to carry out a review of garages and their management. The first meeting of the TaFF was held in March 2012. There were two days of site visits to as many Council owned garages in the district as possible, and a meeting planned for April 2012. The work of the TaFF would be presented to a future meeting of the Board.

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

- Housing Revenue Account 2010/11 outturn
- Housing service complaints: April 2010 – March 2011
- Board member champions
- Advantage South West
- East Devon Homes
- Value for money
- New tenant (telephone) survey
- Homes and Communities strategy
- Local standards update
- Tenancy fraud update

Member Champions continue to work effectively to raise awareness of their champion area, providing a link between officers, Members and partners and agencies outside the Council. Their role is often that of the negotiator, trying to bring about a resolution for the benefit of the District. Best results have been achieved through working closely with Portfolio Holders to help move forward role related projects and raise awareness.

Thriving communities

Affordable Housing – David Key

Working closely with the Portfolio Holder for Sustainable Homes and Communities, this Member Champion has been working on potential sites for affordable housing. For example, he has been working with both private owners and a housing association to help deliver eight affordable homes at Upottery. A site has also been identified at Otterton with his assistance; and a further three potential sites have been visited and assessed. He continues to push for a higher percentage of affordable homes within larger scale developments.

Business & Tourism – Graham Brown

The Member Champion for Business has closely liaised with the Environment Portfolio Holder and the Economic Development Manager and chairs meetings of the East Devon Business Forum which brings together business representatives. The meetings help develop and support the local business sector and provide a link with the local authority. He has also toured the tourist information centres in the district, finding excellent examples of proactive centres working hard for the benefit of their towns.

Branding and Marketing – Alan Dent

This Champion took on this role following the May 2011 annual council meeting and so much of his work has been making and developing contacts and understanding the business of the Council. His main contribution as Champion has been, through the Corporate Business Think Tank, in the new Council Plan. The next step is to help with the roll out of the Communication Plan which supports the Transforming the Council initiative. Consistent delivery of effective communications to our customers will proactively improve public perception of the Council and its services.

Culture – John O’Leary

The Culture Champion took on the role following the May 2011 annual council meeting, taking over from the well established Culture Champion, Vivienne Ash, who had stepped down. This Champion sits on a number of panels which have a direct link with culture. He has also attended a range of cultural events including theatrical productions and exhibitions at the Thelma Hulbert Gallery. He has a genuine interest in culture within the district and seeks ways with the Environment Portfolio Holder and Officers to promote its value.

Localism and the Big Society – Graham Troman

The Localism Act sets out a series of measures with the potential to achieve a substantial and lasting shift in power away from central Government and towards local people. Whilst the legislation is now an Act, Government guidance is still awaited before implementation can take place. This Member Champion has chaired a meeting of Town and Parish Councils on the topic of localism and Neighbourhood Planning. He continues to work with officers across the Council as guidance is published.

Rural Communities (incorporating Post Offices) – Ken Potter

This Champion has continued to pursue the goal of bringing the consequences of the post office network reform to all – local people, councillors, Post Office Limited and the national decision makers, including:

- meeting with the Minister for Postal Affairs together with Hugo Swire MP and Neil Parish MP, aiming to encourage new and profitable business to be introduced to the post office network;
- attending a Post Office Ltd and Local Government Association Strategic Engagement Joint Forum at the BIS Conference Centre to promote a better future for the network of post offices.

He has not neglected other issues for rural communities despite his work on monitoring the Post Office Local pilot scheme completed this summer; he has also attended a SPARSE Rural SIG and Rural Services Network meeting to discuss rural problems. Specific issues discussed included a Neighbourhood Plan Survey; the future of concessionary fares on rural bus services; and the Rural Fair Share Campaign.

Seaton Town – Stephanie Jones

Building on the work of last year, the Member Champion has liaised closely with the agreed partner on the regeneration site. She was invited to officially open the new store during this year, reaching a key milestone in the regeneration of the area. She has also been involved with the provision of an outdoor gym facility, which is growing in popularity and usage. She works with the Countryside Team in the ongoing progression of the Wetlands area that continues to see visitor numbers grow. She continues to liaise with a number of partner agencies, moving closer to the realisation of the Visitor Centre.

Exmouth Town – Tim Wood

This Champion has been significantly involved with the Exmouth Masterplan which set out proposals for regeneration and improvement in the town, some which excited on-going controversy. The lengthy consultation period gave people, including community groups and the Town Council, the opportunity to restate their views and help arrive at a greater degree of acceptance. Public consultation has included town centre and seafront Masterplan workshops. This Champion has continued to be involved with the Exmouth Regeneration Board and with the Exmouth Project Team, the latter meeting fortnightly to take forward the proposals in the Masterplan. The Team took the decision to progress four of the proposals within the Masterplan as priority items. This decision took into account the views of residents and businesses and the need to progress the regeneration. .

Young People – Christine Drew

The Member Champion has further strengthened links between a number of agencies and officers by holding quarterly meetings. These links have led to an improvement in how some services are delivered through partnership working.

Work through the year has included:

- New Children's Centre at Stowford Rise, Sidmouth;
- Reviewing Democracy Week;
- 11 Million Takeover Day;
- Visiting local colleges;
- Arches Cafe Project;
- Initiated the Chairman's Jubilee Award for young people of the district.

She continues to promote the Council's commitment to interacting with young people – recognising the Council's listening and consulting role and its duty of care.

An outstanding environment

Planning Design and Heritage – Helen Parr

This Member Champion has worked closely with officers on design and heritage issues, including on pre-application submissions, Cranbrook, and the proposed Council offices. She has worked on the Design Panels in each of the three planning areas to review projects, working with local Ward Members, parish councils, independents and architects. She speaks at Development Management on design and listed building applications. This Champion will continue to drive better design in the District, whilst conserving and enhancing the outstanding environment of the area.

Public Amenity, Beach and Foreshore – Tom Wright

The Foreshore Forum is taking shape, with many positive responses from town and parish councils wishing to become involved. The purpose of the Forum is to facilitate communications between the seaside communities, learn more about them, and help better market their attractions. This Champion has helped promote the good news story of the water quality enjoyed around East Devon's coast. He has also helped improve the reporting of dog fouling by producing an easy to use form that can be downloaded for use, helping to provide key information that the dog warden requires. He has been working with a number of councils and groups, including the River Exe Partnership.

Recycling – Roger Giles

This was a new role within the Council structure to highlight commitment to recycling and the drive to reduce waste sent to landfill. This Champion attends and makes valued contribution to the Recycling and Refuse Partnership Board meetings. He also attends champion meetings of parish and town councils set up to raise community awareness of the importance of recycling and to encourage participation in local initiatives. There have been two EDDC/Parish Town Council recycling champion events with the objective to share information and ideas and help increase the recycling rate. The drive is reliant on effective partnership working. In November 2011 it was announced that Devon was the top recycling county in England.

Rural Broadband – Philip Skinner

This was a new role within the Council structure to highlight the need for adequate broadband coverage within the district to serve local residents and the business community. As a member of the Corporate Services Portfolio Holder Think Tank, this Champion contributes to the drive to harness the potential of technology to help deliver customer services through electronic channels and gain efficiencies.

Excellent Service for our Customers

Asset Management – Bob Buxton

This Champion has supported the Asset Management Forum, helping to achieve an understanding of the asset portfolio. He has also assisted with his local knowledge in reviewing relocation sites for the Council's main offices. He continues to work with a number of officers and other groups, including the East Devon Business Forum.

Customer Services (incorporating Equalities) – Deborah Custance Baker

This Champion took on the role following the May 2011 annual council meeting and so much of her work has been making and developing contacts and understanding the business of the Council. This Champion is a member of the Corporate Business Think Tank and as such has been involved with the development of the Council Plan.

Member Development and Engagement – Maddy Chapman

Member Development is key to enabling Members to further develop their skills and knowledge to help them carry out their various roles and better serve their constituents. This Member Champion, as Chairman of the Member Development Working Party, led a useful discussion on feedback on the welcome programme. As a result the Refresher/up-date Programme was devised – this programme ran from January – May 2012 and was well received and supported. Councillors were able to put the refresher learning sessions into the context of knowledge and understanding of processes acquired since their appointments in May 2011.

Plain English – Trevor Cope

This was a new role within the Council structure to highlight commitment to Plain English. Even before the official appointment, this Councillor had been involved in applying the principles of Plain English to a number of documents issued by the Council. As Member of the Member Development Working Party he highlighted the importance of Plain English and instigated training sessions for Members as part of the Refresher Programme. The sessions were well attended with positive feedback. This ties in with work of the Corporate Business Portfolio Holder's Think Tank (of which this Champion is a member) in driving concise and clear reports.

Procurement – Mark Williamson

This Champion continues to help drive efficiencies and improved ways of working. He has been actively involved in up-dating the procurement strategy to better facilitate working in partnership with other Devon Districts. This enables collaboration, sharing best practice and business opportunities. This Champion has also been involved in the drive to give staff better access to learning to help them identify opportunities for savings, making efficiencies and adopt best practice. He has also helped with the implementation of a Spend Analysis Tool to help this Council more easily analyse its own spend, including common items and suppliers across the Council. The data collected has helped benchmarking with other authorities.

EDDC is an active member of the Devon Procurement Partnership which facilitates collaboration between Devon's public sector organisations (including the Police, Fire and Rescue and Dartmoor National Park). Procurement knowledge is shared across the country and this has already opened up shared purchasing opportunities and subsequent cost and efficiency savings. This Champion is involved with on-going review and monitoring of procurement operations and with planning future improvement.

Going Forward

The existing Member Champions met on the 26 April 2012 to share achievements and good practice and debate the future role of Member Champions. Member Champions were justifiably proud of their work and had continued to develop their expertise and knowledge.

Suggestions for strengthening the value of Member Champion network included:

- To ensure that each Member Champion is aligned with a Portfolio Holder and service area/Officer for support and to make sure that the work of the Champion is integrated into the work and aims of the organisation;
- To hold meetings of the Member Champions (at least 2 each year) to share news, good practice and provide support;
- To take positive steps to promote and share the work of the Member Champions with the Council, Officers, partners and the public.

Council structure:

Chief Executive	Dep. Ch. Exec. Transformation & Systems Thinking	Dep. Ch. Exec. Development, Regeneration & Partnerships	Head of Service Housing	Head of Service Economy	Environment Managers: Environmental Health & Parking, Countryside & Culture and Streetscene	Head of Service Finance
CX Corporate Services Corporate Managers of HR Legal and Licensing Democratic Services Elections IT Communications	Monitoring Officer Corp Business Corp Strategy Performance Service transformation Customer Focus	Contracts Assets Project Delivery Big Society Localism Partnerships	Homelessness Council homes Housing enabling Private Sector / Affordable Homes	Economy Planning Building Control Estates / Property Waste to power	Regulatory (Env. health/Protection) Car Parks Streetscene/waste Countryside/engineering Emergency Planning Health & Safety Culture and Arts	s.151 Officer Revs & Bens Land charges Audit & Corporate Governance Customer Service Centre Leisure East Devon

Portfolio Holders (with Think Tanks)

Corporate Services	Corporate Business	Strategic Development & Partnerships	Sustainable Homes and Communities	Economy	Environment	Finance
Communication and Consultation Strategies Democratic Renewal Democratic Services & Cllr. Development Electronic Govt. HR ICT Strategy Legal Services Rural Broadband	Branding & Marketing Complaints and Ombudsman Corporate Strategy Data quality Equal access to services Equalities Service Delivery & Performance	Asset Transfer Big Society Growth Point LDF Localism Partnerships Project Delivery Regeneration Strategic Planning & Major Projects	Active Villages Affordable Homes Council Housing Community development Community transport Gypsies and Travellers Homelessness Housing enabling Independent Living Social inclusion	Agriculture Building Control Business enabling Climate Change Conservation Areas and Listed Buildings Economy Estates and Property (inc rents and estates' revenue streams /pricing including re car parks) Tourism Waste to power	Allotments Beaches & foreshores Burial Grounds Car Parks(see also Economy) Culture and Countryside Emergency Planning Grounds maintenance Health and Safety [Employer capacity] Health equality Land Drainage Control Parks & pleasure grounds Public toilets Refuse & Recycling Streetscene Services Street cleaning Water safety	Asset management Benefits Council tax Customer Service Centre Investments Insurance Land Charges Procurement Revenue Value for money

Champions

Member development & engagement Rural Broadband	Branding & Marketing Customer Service (Inc. equality of access) Plain English	Exmouth Town Localism & the Big Society Seaton Town	Affordable Homes Youth	Business & Tourism Planning Design & Heritage Rural Communities (inc. Post Office)	Culture Public amenity, beach and foreshore Recycling	Asset management Procurement
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EAST DEVON DISTRICT COUNCIL

Nominations for Chairmen and Vice-Chairmen 2012/2013

Committees	Chairman	Vice-Chairman
Overview and Scrutiny Committee	Stuart Hughes	John Humphreys
Housing Review Board	Pauline Stott	To be appointed by Housing Review Board
Development Management and Planning Inspections Committees	Mark Williamson	Helen Parr
Audit & Governance	Ken Potter	Peter Bowden
Interviewing (Chief Officers)	Leader	Deputy Leader
Employment Appeals	Deputy Leader	David Cox
Licensing and Enforcement	Steve Hall	Jim Knight

- Notes**
- Under the Constitution there are specified arrangements for chairing the Standards Committee.

Member Champions

	Nominations 2012/13
Affordable Homes	David Key
Asset Management	Bob Buxton
Business & Tourism	Graham Brown
Culture	John O'Leary
Customer Services	Vivien Duval-Steer
Exmouth Town	Tim Wood
Localism and the Big Society	Graham Troman
Member Development and Engagement	Maddy Chapman
Plain English	Trevor Cope
Planning Design and Heritage	Helen Parr
Procurement	Mark Williamson
Public Amenity, Beach and Foreshore	Eileen Wragg
Recycling	Roger Giles
Reputation and Marketing	Alan Dent
Rural Broadband	Philip Skinner
Rural Communities (incorporating Post Offices)	Ken Potter
Seaton Town	Stephanie Jones
Youth	Christine Drew

Membership of Committees 2012/13

Members of Cabinet and Committees 2011/12	Cabinet	Overview/Scrutiny	Housing Review Board	Development Management	Planning Inspections	Standards	Audit & Governance	Interviewing (Chief Officers)	Employment Appeals	Licensing & Enforcement
Allen Michael										
Atkins David										
Bloxham Ray										
Boote Roger										
Bowden Peter							Vice Chairman			
Brown Graham										
Burrows Peter										
Button Derek						substitute				
Buxton Bob										
Chamberlain Geoff										
Chapman David										
Chapman Madeleine										
Chubb Iain										
Cope Trevor										
Cox David								Vice Chairman		
Custance Baker Deborah										
Dent Alan										
Diviani Paul	Chairman							Chairman		
Drew Christine										
Duval Steer Vivien										
Elson Jill										
Gammell Martin										
Gazzard Steven										
Giles Roger										
Godbeer Graham										
Graham Pat										
Hall Steve										Chairman
Halse Peter										
Howard Anthony										
Howe Michael										
Hughes Stuart		Chairman								
Hull Douglas						substitute				
Humphreys John		Vice Chairman								
Ingham Ben										
Jeffery John										
Jones Stephanie										

Membership of Committees 2012/13

Members of Cabinet and Committees 2011/12	Cabinet	Overview/Scrutiny	Housing Review Board	Development Management	Planning Inspections	Standards	Audit & Governance	Interviewing (Chief Officers)	Employment Appeals	Licensing & Enforcement
Kerridge Sheila										
Key David										
Knight Jim										Vice Chairman
Moulding Andrew	Vice Chairman							Vice Chairman	Chairman	
Newth Frances						substitute				
O'Leary John										
Parr Helen				Vice Chairman	Vice Chairman					
Pook Geoffrey							Chairman			
Potter Ken										
Skinner Philip										
Stott Pauline			Chairman							
Sullivan Peter										
Taylor Brenda										
Thomas Ian										
Troman Graham										
Twiss Phillip										
Wale Christopher										
Williamson Mark				Chairman	Chairman					
Wood Tim										
Wragg Eileen										
Wragg Steve										
Wright Claire						substitute				
Wright Tom										

Portfolio Holders: Strategic Development and Partnerships (and Deputy Leader) – Andrew Moulding, Corporate Business – Ray Bloxham, Corporate Services – Ian Thomas, Economy – Graham Godbeer, Environment – Iain Chubb (Deputy Environment – Phil Twiss) Finance – David Cox, Sustainable Homes and Communities – Jill Elson (Deputy Sustainable Homes and Communities – Stephanie Jones).

Planning Inspections – Substitute Members: Vivien Duval Steer (for Mark Williamson), Phil Twiss (for Alan Dent and Peter Sullivan), Ken Potter (for David Key and David Atkins), Stephanie Jones (for Helen Parr) Martin Gammell (for Geoff Chamberlain), Ben Ingham (for Geoff Pook Independent)

Standards Committee – Substitute EDDC members are – Councillors Derek Button, Douglas Hull, Frances Newth and Claire Wright – they can be called upon to serve on the Sub Committee's Assessment or Review meetings or Hearings where EDDC Committee Members may be 'conflicted out' due to prior involvement, prejudicial interests or otherwise not available.

PORTFOLIO HOLDERS' THINK TANKS

		Appointments 2011/12	Nominations 2012/13 (Champions indicated)
1.	Strategic Development and Partnerships Andrew Moulding	Michael Allen David Atkins Derek Button Stephanie Jones Geoff Pook Graham Troman Tim Wood	Michael Allen David Atkins Peter Bowden Derek Button Steve Gazzard Stephanie Jones (Seaton Champion) Graham Troman (Localism & Big Society) Tim Wood (Exmouth Champion)
2.	Corporate Business Ray Bloxham	Trevor Cope Deborah Custance Baker Alan Dent Vivien Duval Steer Steve Hall Stuart Hughes Douglas Hull Phil Twiss Claire Wright	Geoff Chamberlain Trevor Cope (Plain English Champion) Deborah Custance Baker Alan Dent (Reputation & Marketing) Vivien Duval Steer (Customer Services) Steve Hall Tony Howard Douglas Hull
3.	Corporate Services Ian Thomas	Maddy Chapman Pat Graham Tony Howard John Humphreys Philip Skinner Claire Wright	Maddy Chapman (Member Dev & Engagement) Pat Graham John Humphreys Philip Skinner (Rural Broadband Champion) Chris Wale
4.	Economy Graham Godbeer	Graham Brown Martin Gammell Michael Howe Ben Ingham Sheila Kerridge Helen Parr Ken Potter	Graham Brown (Business & Tourism) Martin Gammell Michael Howe Sheila Kerridge Helen Parr (Planning Design & Heritage) Geoff Pook Ken Potter (Rural Communities)
5.	Environment Iain Chubb (Deputy: Phil Twiss)	David Chapman Roger Giles John O'Leary Eileen Wragg Tom Wright	David Chapman Roger Giles (Recycling Champion) John O'Leary (Culture Champion) Eileen Wragg Claire Wright Tom Wright (Public Amenity, Beach & Foreshore Champion)
6.	Finance David Cox	Roger Boote Peter Bowden Peter Burrows Bob Buxton Trevor Cope Mark Williamson	Roger Boote Peter Burrows Bob Buxton (Asset Management) Ben Ingham Mark Williamson (Procurement Champion)
7.	Sustainable Homes and Communities Jill Elson (Deputy: Stephanie Jones)	Christine Drew Douglas Hull David Key Jim Knight Geoff Pook Pauline Stott Peter Sullivan	Christine Drew (Youth Champion) Douglas Hull David Key (Affordable Homes Champion) Jim Knight Geoff Pook Pauline Stott Peter Sullivan Chris Wale

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

PANELS AND FORUM

Appointments 2011/12

Nominations 2012/13

1. ASSET MANAGEMENT FORUM	Portfolio Holders – Economy Finance Asset Management Champion	Portfolio Holders – Strategic Development and Partnerships, Economy Finance Asset Management Champion Leader – ex officio
2. COMMUNITY FUND PANEL	Portfolio Holder - Finance Cllrs: Graham Brown Derek Button Trevor Cope David Key Jim Knight	Portfolio Holder - Finance Cllrs: Graham Brown Derek Button Trevor Cope David Key Jim Knight
3. DISCIPLINARY PANEL – to consider disciplinary matters relating to statutory officers	Cllrs: David Atkins David Cox Martin Gammell Pauline Stott	Cllrs: David Atkins David Cox Martin Gammell Pauline Stott
4. ELIZABETH HALL ADVISORY FORUM	Cllrs: Vivien Duval Steer Jill Elson Brenda Taylor	Cllrs: Vivien Duval Steer Jill Elson Brenda Taylor
5. MANOR PAVILION THEATRE MANAGEMENT STEERING COMMITTEE	Cllr Frances Newth	Cllr Frances Newth
6. MEMBER DEVELOPMENT WORKING PARTY	Portfolio Holder – Corporate Services Cllrs: Maddy Chapman Trevor Cope Christine Drew Pat Graham Stephanie Jones	Portfolio Holder – Corporate Services Cllrs: Maddy Chapman Trevor Cope Christine Drew Pat Graham Stephanie Jones
7. NEW HOMES BONUS PANEL	Portfolio Holder – Corporate Business Portfolio Holder – Strategic Development and Partnerships Trevor Cope Douglas Hull Stephanie Jones Graham Troman	Portfolio Holder – Corporate Business Portfolio Holder – Strategic Development and Partnerships Trevor Cope Douglas Hull Stephanie Jones Graham Troman

PANELS AND FORUM

Appointments 2011/12

Nominations 2012/13

8. **OFFICE RELOCATION WORKING PARTY**

Leader of the Council
 Portfolio Holders:
 ➤ Corporate Business
 ➤ Corporate Services
 ➤ Economy
 ➤ Finance
 ➤ Strategic Development & Partnerships
 Champions:
 ➤ Asset Management
 ➤ Design
 Cllrs:
 Trevor Cope
 Vivien Duval Steer
 Steve Gazzard
 Steve Wragg

Leader of the Council
 Portfolio Holders:
 ➤ Corporate Business
 ➤ Corporate Services
 ➤ Economy
 ➤ Finance
 ➤ Strategic Development & Partnerships
 Champions:
 ➤ Asset Management
 ➤ Design
 Cllrs:
 Vivien Duval Steer
 Steve Gazzard
 Ben Ingham
 Steve Wragg

9. **THELMA HULBERT GALLERY ADVISORY FORUM**

Leader of the Council
 Culture Champion
 Cllr Phil Twiss

Leader of the Council
 Culture Champion
 Cllr Phil Twiss

JOINT BODIES

Appointments 2011/12

Nominations 2012/13

1. **EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP**

Cllr Steve Gazzard

Cllr Steve Gazzard

2. **EAST AND MID DEVON CRIME AND DISORDER SCRUTINY PANEL**

Chairman of Scrutiny Committee
 Cllrs
 Mike Howe
 Tom Wright

Chairman of Scrutiny Committee
 Cllrs
 Tony Howard
 Tom Wright
 Substitute:
 Vivien Duval Steer

3. **EAST DEVON BUSINESS FORUM**

Leader of the Council
 Portfolio Holder – Economy
 Cllrs:
 Pat Graham (Substitute:
 Eileen Wragg)
 Stephanie Jones

Leader of the Council
 Portfolio Holder – Economy
 Cllrs:
 Pat Graham (Substitute:
 Eileen Wragg)
 Stephanie Jones

4. **COUNTY COMMITTEES including: EAST DEVON HIGHWAYS & TRAFFIC ORDERS COMMITTEE**

Cllrs:
 Pauline Stott
 Ian Thomas
 Phil Twiss

Cllrs:
 Pauline Stott
 Ian Thomas
 Phil Twiss

JOINT BODIES

continued

Appointments 2011/12

Nominations 2012/13

5.	EAST DEVON 'STAKEHOLDER PANEL' re ED Strategic Housing Land Availability (SHLAA)	Chairman of Local Plan Panel	Portfolio Holder – Strategic Development and Partnerships
6.	EXMOUTH AND SEATON REGENERATION PROGRAMME BOARDS	Exmouth – Portfolio Holder Strategic Development & Partnerships Plus 2 local Ward Members (Jill Elson and Exmouth Member Champion) Seaton – Portfolio Holder - Economy 2 Seaton Ward Members (Seaton Champion and Jim Knight) 1 Axmouth Ward Member (Ian Thomas)	Exmouth – Portfolio Holder Strategic Development & Partnerships Plus 2 local Ward Members (Jill Elson and Exmouth Member Champion) Seaton – Portfolio Holder - Economy 2 Seaton Ward Members (Seaton Champion and Jim Knight) 1 Axmouth Ward Member (Ian Thomas)
7.	LEISURE EAST DEVON	Portfolio Holder – Finance (David Cox cannot stand for a further year as he has now completed the maximum 5 year term). Peter Sullivan	Peter Sullivan Tim Wood (appointment made and confirmed at Council meeting on 11 April 2012)
8.	LOCAL JOINT PANEL	Leader Portfolio Holder – Finance Portfolio Holder – Corporate Services Geoff Chamberlain Vivien Duval Steer	Leader Portfolio Holder – Finance Portfolio Holder – Corporate Services Geoff Chamberlain Vivien Duval Steer
9.	LOWER EXE MOORING AUTHORITY MANAGEMENT COMMITTEE	John Humphreys DCC Cllr/Hon Alderman Bernard Hughes	Mike Howe John Humphreys
10.	NEW GROWTH POINT DELIVERY TEAM STEERING BOARD	Leader of the Council (Substitute: Deputy Leader)	Leader of the Council (Substitute: Deputy Leader)
11.	RECYCLING AND REFUSE PARTNERSHIP BOARD	Portfolio Holder – Environment Deputy Portfolio Holder - Environment David Cox Geoff Pook	Portfolio Holder – Environment Deputy Portfolio Holder - Environment David Cox Steve Gazzard Geoff Pook

Hon Alderman Ron Mudge

JOINT BODIES

continued

	Appointments 2011/12	Nominations 2012/13
12. SWAP (SOUTH WEST AUDIT PARTNERSHIP)	Chairman of Audit and Governance Committee (Substitute: Vice Chairman of A & G Committee)	Chairman of Audit and Governance Committee (Substitute: Vice Chairman of A & G Committee)
13. WASTE PROJECT BOARD FOR DEVON	The Devon Local Government Steering Group has supported a joint waste project board for Devon. It is anticipated that the Board will have Member (with responsibility for waste) representation from all authorities.	Portfolio Holder - Environment

NOTE:

Further to the 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, the allocation of places to the Leisure East Devon Partnership Forum will no longer be made formally through Council. Instead Leisure East Devon will be provided with a list of Ward Members so that arrangements can be made direct.

REPRESENTATION ON OUTSIDE BODIES 2012/13

	Name of Outside Body	Councillor Appointments 2011/2012	Councilor Nominations 2012/13	Portfolio Holders/ Champion – reporting link
(a)	APPOINTMENTS: GENERAL			
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani	Paul Diviani	Environment
2	Citizens' Advice Service East Devon (CASED)	Trevor Cope John Humphreys	Trevor Cope John Humphreys	Sustainable Housing/ Communities
3	Community Council of Devon and Advisory Committee	Christine Drew	Christine Drew	Sustainable Housing/ Communities
4	Devon and Exeter Area Rail Working Party	Mark Williamson David Atkins	Mark Williamson David Atkins	Economy
5	Devon Authorities Waste and Recycling Committee	David Cox	David Cox	Environment
6	Devon Playing Fields Association	Bob Buxton	Bob Buxton	Environment
7	Devon Youth Service	Youth Champion	Youth Champion	Sustainable Housing/ Communities
8	East Devon AONB Partnership	Graham Godbeer Geoff Pook	Graham Godbeer Geoff Pook	Environment
9	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	Stephanie Jones	Stephanie Jones	Sustainable Housing/ Communities
10	East Devon Volunteer Support Agency (EDVSA) – Trustee Board	Tom Wright	Tom Wright	Sustainable Housing/ Communities
11	Exe Estuary Management Group	Michael Howe	Michael Howe	Environment
12	Exeter International Airport Consultative Group	Phil Twiss	Phil Twiss	Economy/ Environment
13	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder representative:	Portfolio Holder – Economy Portfolio Holder – Finance	Portfolio Holder – Economy Portfolio Holder – Finance	Economy

	Name of Outside Body	Councillor Appointments 2011/2012	Councilor Nominations 2012/13	Portfolio Holders/ Champion – reporting link
(a)	APPOINTMENTS: GENERAL			
14	Exmouth Town Management Partnership Board	Jill Elson	Jill Elson	Economy
15	Local Government Association General Assembly	Portfolio Holder – Corporate Business (substitute: Leader)	Portfolio Holder – Corporate Business (substitute: Paul Diviani)	Council
16	Local Government Association Rural Commission and elected representative on LGA group	Leader (with vote) Rural Communities Champion (who can vote in the absence of Leader)	Paul Diviani (with vote) Rural Communities Champion (who can vote in the absence of Paul Diviani)	Council
17	Police and Crime Panel – Devon and Cornwall	New appointment with effect from Police Commissioner appointment	Leader	Council
18	Seaton Town Hall Board of Management	Stephanie Jones	Seaton Champion	Economy
19	South West Councils (formerly SW Branch of the Local Government Association) Including Employers' Panel	Leader (with vote) Deputy: Portfolio Holder – Corporate Services	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Council
20	SPARSE – Rural Special Interest Group	Rural Communities Champion	Rural Communities Champion and Paul Diviani	Council
21	PATROLAJC – Parking and Traffic Regulations Outside London Adjudication Joint Committee (re Traffic Management Act 2004) To review in 2013	Portfolio Holder - Environment	Portfolio Holder - Environment	Council

OUTSIDE BODIES - NOTE:

Further to the 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 (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

DATES FOR COUNCIL, CABINET & COMMITTEE MEETINGS 2012/2013

(Unless otherwise indicated meetings will normally be held at Knowle, Sidmouth. Rates Consultation and Panel meetings are not open to the public. The public can be asked to leave other meetings on specified grounds.)

MAY 2012

Wednesday	23	ANNUAL COUNCIL	6.30 pm
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JUNE

Thursday	7	Overview and Scrutiny Committee	6.30pm
Tuesday	12	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	12	† Licensing and Enforcement Committee	9.30 am
Tuesday	12	Development Management	2.00 pm
Wednesday	13	Cabinet	5.30 pm
Tuesday	19	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	19	Standards Committee	10.00 am
Thursday	21	Asset Management Forum	9.30 am
Thursday	21	Housing Review Board	6.00 pm
Friday	22	Planning Inspections	#
Tuesday	26	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	28	Audit and Governance Committee (DO NOT MOVE)	2.30 pm

JULY

Tuesday	3	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	5	Overview and Scrutiny Committee	6.30pm
Tuesday	10	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	11	Cabinet	5.30 pm
Thursday	12	Asset Management Forum	9.30 am
Tuesday	17	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	17	Development Management	2.00 pm
Tuesday	24	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	25	COUNCIL	6.30 pm
Thursday	26	Overview and Scrutiny Committee	6.30pm
Friday	27	Planning Inspections	#
Tuesday	31	†† Licensing and Enforcement Sub (if required)	9.30 am

AUGUST

Wednesday	1	Cabinet (if required)	5.30 pm
Tuesday	7	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	14	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	16	Asset Management Forum	9.30 am
Tuesday	21	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	21	Development Management	2.00 pm
Tuesday	28	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	28	† Licensing and Enforcement Committee	9.30 am
Thursday	30	Overview and Scrutiny Committee (if required)	6.30pm
Friday	31	Planning Inspections	#

SEPTEMBER

Tuesday	4	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	5	Cabinet	5.30 pm
Thursday	6	Housing Review Board	6.00 pm
Tuesday	11	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	13	Asset Management Forum	9.30 am
Tuesday	18	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	18	Development Management	2.00 pm
Tuesday	25	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	27	Audit and Governance Committee	2.30 pm
Thursday	27	Overview and Scrutiny Committee	6.30pm
Friday	28	Planning Inspections	#

OCTOBER

Tuesday	2	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	3	Cabinet	5.30 pm
Tuesday	9	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	10	COUNCIL	6.30 pm
Thursday	11	Asset Management Forum	9.30 am
Tuesday	16	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	16	Development Management	2.00 pm
Tuesday	23	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	25	Overview and Scrutiny Committee	6.30pm
Friday	26	Planning Inspections	#
Tuesday	30	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	30	Standards Committee	10.00 am
Wednesday	31	Cabinet	5.30 pm

NOVEMBER

Tuesday	6	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	8		Audit and Governance Committee	2.30 pm
Thursday	8		Asset Management Forum	9.30 am
Thursday	8		Housing Review Board	6.00 pm
Tuesday	13	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	13		Development Management	2.00 pm
Tuesday	20	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	20	†	Licensing and Enforcement Committee	9.30 am
Thursday	22		Overview and Scrutiny Committee	6.30pm
Friday	23		Planning Inspections	#
Tuesday	27	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	28		Cabinet	5.30 pm

DECEMBER

Tuesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	4		Development Management	2.00 pm
Wednesday	5		COUNCIL	6.30 pm
Thursday	6		Asset Management Forum	9.30 am
Tuesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Friday	14		Planning Inspections	#
Tuesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am

JANUARY 2013

Wednesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	3		Overview and Scrutiny Committee	6.30pm
Thursday	3		East Devon Business Forum AGM – to include Budget/ Rates Consultation with the Business Community	6.30 pm
Tuesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	8		Development Management	2.00 pm
Wednesday	9		Cabinet	5.30 pm
Thursday	10		Asset Management Forum	9.30 am
Thursday	10		Housing Review Board	6.00 pm
Tuesday	15	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	16		Overview and Scrutiny Committee Service Planning and Budget (all day meeting)	9.00 am
Thursday	17		Audit and Governance Committee	2.30 pm
Friday	18		Planning Inspections	#
Tuesday	22	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	22		Standards Committee	10.00 am
Thursday	24		Overview and Scrutiny Committee	6.30 pm
Monday	28	##	Rates Consultation	6.30 pm
Tuesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	30		Cabinet	5.30 pm

FEBRUARY

Tuesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	5		Development Management	2.00 pm
Tuesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	14		Asset Management Forum	9.30 am
Friday	15		Planning Inspections	#
Tuesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	20		COUNCIL – setting Council Tax and agreeing budgets	6.30 pm
Tuesday	26	†	Licensing and Enforcement Committee	9.30 am
Tuesday	26	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	28		Overview and Scrutiny Committee	6.30pm

MARCH

Tuesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	5		Development Management	2.00 pm
Wednesday	6		Cabinet	5.30 pm
Thursday	7		Housing Review Board	6.00 pm
Tuesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	14		Asset Management Forum	9.30 am
Thursday	14		Audit and Governance Committee	2.30 pm
Friday	15		Planning Inspections	#
Tuesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	26	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	28		Overview and Scrutiny Committee	6.30pm

APRIL				
Tuesday	2	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	2		Development Management	2.00 pm
Wednesday	3		Cabinet	5.30 pm
Tuesday	9	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	9		Standards Committee	10.00 am
Wednesday	10		COUNCIL	6.30 pm
Thursday	11		Asset Management Forum	9.30 am
Friday	12		Planning Inspections	#
Tuesday	16	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	23		Licensing and Enforcement Sub (if required)	9.30 am
Thursday	25		Overview and Scrutiny Committee	6.30pm
Tuesday	30	††	Licensing and Enforcement Sub (if required)	9.30 am

MAY

Tuesday	7		Development Management	2.00 pm
Wednesday	8		Cabinet	5.30 pm
Thursday	9		Asset Management Forum	9.30 am
Thursday	9		Housing Review Board	6.00 pm
Friday	10		Planning Inspections	#

Time to be arranged

If requested by the East Devon Business Forum

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

Note:

- Devon County Council Budget meeting time tabled for February 2013 (date to be confirmed)
- Devon County Council elections scheduled for 2 May 2013.
- Meetings of the Standards Sub Committees will be arranged as required.



Council Chamber seating layout 2012/13



PUBLIC AND GUESTS			KEEP TABLE CLEAR FOR PUBLIC SPEAKING	PUBLIC AND GUESTS			HONORARY ALDERMEN							
Alan Dent Tim Wood	Bob Buxton	David Atkins	Michael Allen	Roger Boote	David Chapman	Sheila Kerridge	Peter Sullivan	Tony Howard	Michael Howe	Philip Skinner	Roger Giles	Claire Wright	Ben Ingham	
	Graham Troman	Ken Potter	Peter Bowden	Stuart Hughes	John Humphreys	Steve Hall		Jim Knight	Mark Williamson	Helen Parr	Trevor Cope	Geoff Pook	John Jeffery	
	Graham Brown	Tom Wright		Ray Bloxham	Pauline Stott	Stephanie Jones	Jill Elson	Graham Godbeer		Ian Thomas	Eileen Wragg	Steve Wragg	Peter Burrows	
Maddy Chapman Vivien Duval-Steer Deborah Custance Baker	Christine Drew John O'Leary David Key	David Cox Iain Chubb Chris Wale									Phil Twiss Andrew Moulding	Geoff Cham- berlain Derek Button Douglas Hull	Steve Gazzard Brenda Taylor	Martin Gammell Pat Graham
DEPT. CHIEF EXEC.			DEPT. CHIEF EXEC.	CHIEF EXECUTIVE	CHAIRMAN	VICE-CHAIRMAN		LEADER			DEMOCRATIC SERVICES MANAGER			
												ATTENDANCE REGISTER PRESS		

Annual Council 23 May 2012

Agenda Item 11(c): Proposed changes to the Constitution

Appendix C

1. The Council's Constitution needs to be updated regularly to reflect legislative changes and decisions the Council makes about its own processes.

Section of Constitution	Proposed change
Part 1 [page 3]	Update Article 1 to reflect the purpose and priorities of the latest Council Plan and consequential amendments elsewhere in the Constitution
Article 4. Para 4.01 (a) [Page 17]	Update the Constitution to reflect name changes to the main policy and strategy documents. [The Policy Framework].
Cabinet Portfolios [Pages 25 -26.]	To be updated in line with the Leader's appointments.
Article 7 – Overview and Scrutiny Committee [27] and its terms of reference [64]	Update statutory references in line with Localism Act 2011
Member Champions [Page 27]	To be updated in line with Council's appointments.
Article 9 Standards Committee	Amendment to allow extension of independent and parish members' terms of appointment beyond eight years
Part - officer delegations [page 99]	Add 'Service of Planning Contravention Notices' to Head of Economy delegations
Part 6 Members' Allowance scheme [Page 226 – 229]	Update as required in line with previous Council decisions

Recommended: the table of constitutional amendments be approved.

2. The future of Standards Committee and the member Code of Conduct

As I have reported to our Standards Committee and Cabinet, authorities will have a duty to promote and maintain high standards of conduct under the Localism Act 2011. The Council will be required to establish a voluntary code of conduct for East Devon, based on existing Nolan principles. Recommendations will be made to Standards Committee/full Council in due course as Regulations are awaited on the detail. It is likely that transitional arrangements will be put in place which allow the Council to retain existing

arrangements until the new ones are in place. The table above enables extension of existing independent and parish members' terms.

3. Minor and/or consequential amendments

Further minor and/or consequential amendments will be needed to the Constitution to implement the changes in this report, and to give effect to on-going changes in the legislative framework [such as the Localism Act], and to information such as councillor details.

Recommended:

The Chief Executive be given authority to further amend the Constitution to keep it updated to reflect minor/consequential amendments required by legislative or organisational change.

**Rachel Pocock
Deputy Monitoring Officer**

**Annual Council
May 2012**