

**Minutes of the meeting of Annual Council held at The Conference Room,
Westpoint Centre, Clyst St Mary, Exeter, EX5 1DJ on 25 May 2021**

Attendance list at end of document

The meeting started at 6.00 pm and ended at 6.49 pm

1 Election of Chair of the Council for the ensuing year

The Chair, Councillor Cathy Gardner, welcomed Councillors, Honorary Aldermen and members of the public to the meeting.

She began by reminding those present that they were meeting at Westpoint Centre following the Government's recent decision that Councils revert to the legal position for Local Authority meetings prior to the recent emergency legislation introduced to deal with the COVID pandemic. This requires that Councils meet physically between March and May each year to hold the Annual Council meeting, to appoint the Chair and Vice Chair, Leader and determine their Governance arrangements and appointments for the coming Civic Year. The meeting was being held at Westpoint Centre so that those attending could meet safely and to comply with continuing Government restrictions.

She went on to remind everyone that they had already received information prior to the meeting and available on the day about how to act safely while they were at the meeting and asked everyone to respect the advice they had been given.

Then as outgoing Chair, she invited nominations for the office of Chair of the Council for the ensuing year. Councillor Geoff Pook proposed and Councillor Susie Bond seconded Councillor Ian Thomas being elected Chair of the Council for the coming civic year. In proposing, Councillor Pook spoke of Councillor Thomas's extensive experience as a councillor, and how he would continue to show his commitment to East Devon during his term as Chair. He also referred to the role of the Chair which was often taken for granted, but in a Council which was currently very diverse and divided, Cllr Thomas would be the representative which local people rightly deserved.

In seconding, Councillor Bond said that the position was much deserved given that Councillor Thomas had earned the trust of those across the political spectrum having been in both Conservative and Independent ranks, and that this provided an ideal opportunity for all political groups to commence a new era of collaborative working.

The Chair asked for other nominations.

Councillor Ben Ingham proposed and Councillor Alan Dent seconded Councillor Andrew Moulding being elected Chair of the Council for the coming civic year.

In proposing Cllr Ingham referred to the fact that Cllr Moulding had 34 years' experience as an EDDC Councillor and has also undertaken the role of Chair previously.

In seconding, Cllr Dent referred to Cllr Moulding as having shown personal integrity and support for his colleagues; significant experience as a District and County Councillor; deep local knowledge and was not driven by personal ambition.

Following a vote by show of hands, Cllr Thomas was duly elected by a majority of those present.

RESOLVED

that Councillor Ian Thomas be elected Chair of the Council for the ensuing year.

Following the election, Councillor Thomas read, and signed the Declaration of Acceptance of Office.

He then spoke in response to his election. He thanked his proposer and seconder and other Members for their endorsement, and for attending the meeting at Westpoint. He also thanked Councillor Gardner as the outgoing Chair for her good work on behalf of EDDC and her services as Chair during one of the most dreadful years in living memory.

In response, Councillor Gardner referred to the difficulties faced and addressed during the year. Meeting remotely via Zoom had been challenging, so it was good to see Members in person again. She stated that it had been an honour to be the Chair of EDDC and she was proud of her colleagues for what they had achieved during that time.

2 **Appointment of Vice-Chair of the Council for the ensuing year**

The Chair invited nominations for the appointment of Vice-Chair of the Council for the ensuing year.

Councillor Tom Wright proposed and Councillor David Key seconded Councillor Mike Howe being appointed Vice-Chair of the Council for the coming civic year.

In proposing, Councillor Wright outlined how Councillor Howe had considerable experience as Chair of the Planning Committee, which he had presided over with integrity and impartiality.

In seconding, Councillor Key confirmed that Councillor Howe had always been a dedicated and loyal person to work with on the Planning Committee.

The Chair invited further nominations.

Councillor Cathy Gardner proposed and Councillor Geoff Jung seconded Councillor Val Ranger being appointed to continue as Vice-Chair of the Council for the coming civic year.

In proposing, Councillor Gardner stated that Cllr Ranger's knowledge of the Council and its constitution and procedures was very comprehensive, and would make her the right person to continue in this role which she had already undertaken excellently this year. In seconding, Councillor Jung stated that he had proposed Councillor Ranger for the role a year ago when he had made very positive comments which he would now like to re-iterate, in terms of her determination to do a good job and let her professional attitude shine through.

There were no other nominations.

Following a vote by show of hands, Councillor Ranger was duly elected by a majority of those present.

RESOLVED

that Councillor Val Ranger be appointed Vice-Chair of the Council for the ensuing year.

Following the appointment, Councillor Ranger read and signed the Declaration of Acceptance of Office. She then spoke in response to her appointment, thanking her

proposer and seconder. She said that she was looking forward to her second year as Vice Chair and thanked members for the trust they had placed in her. It would be an honour to continue to undertake the role and she would do her utmost to support the new Chair and Council during the year ahead.

3 Public speaking

The Chair welcomed members of the public and invited questions or comments.

There were no members of the public wishing to speak.

4 Minutes of the previous Council meeting

The minutes of the meeting of the Full Council held on 28 April 2021 were voted on and agreed as a true record.

5 Declarations of interest

No declarations were announced.

6 Matters of urgency

There were none.

7 Confidential/exempt item(s)

There were none.

8 Announcements from the Chair

The Chair welcomed Councillor Richard Lawrence as a newly elected Councillor.

9 Election of Leader of the Council for the ensuing year

The Chair invited nominations for the role of Leader of the Council.

Councillor Eileen Wragg proposed Councillor Paul Arnott as Leader of the Council for the ensuing year. This proposal was seconded by Councillor Olly Davey.

In proposing, Councillor Wragg spoke of the difficulties faced over the last year with the COVID 19 pandemic. Despite this, under the leadership of Councillor Arnott, big issues had been addressed, including the future of Exmouth Queens Drive, climate change, and the withdrawal from the Greater Exeter Strategic Plan (GESP) requiring big decisions to be made. She said that he had been willing to listen and engage, steering the Council through choppy waters. As a result of this effort, officers were to be appointed to deal with Mental Health and Climate Change issues.

In seconding, Councillor Davey stated that as a Green Party Councillor, he welcomed the commitment to climate change, and that Cllr Arnott had provided a calm and steady presence, and had assembled a great team around him.

The Chair asked if there were other nominations for the role of Leader.

Councillor Bruce De Saram proposed, and Councillor Philip Skinner seconded Councillor Colin Brown as Leader of the Council for the ensuing year.

In proposing, Councillor De Saram stated that Councillor Brown had been Chair of the Scrutiny Committee which was an important role for the Council, and would make an outstanding Leader.

In seconding, Councillor Skinner stated that Councillor Brown would bring a marked difference to the Council with support from other Councillors.

Following a vote by show of hands, Councillor Arnott was duly elected by a majority of those present.

RESOLVED

that Councillor Paul Arnott be elected as Leader of the Council for the ensuing year.

In response to his election, Councillor Arnott thanked his proposer and seconder, and all those supporting his nomination.

10 Leader's appointment of the Deputy Leader of the Council

The Leader confirmed his appointment of Councillor Paul Hayward as Deputy Leader of the Council going forward.

In response to his appointment Councillor Hayward said that he was delighted to accept the role for a second year.

11 Leader's appointment to Cabinet

The Leader thanked the outgoing Chair for the impeccable approach that she had adopted in her role over the past year, dealing with some of the worst challenges facing Local Government, and extreme provocation from some Councillors at times.

He went on to advise the Members of Cabinet, namely;

Councillor Paul Hayward to be the Economy & Assets Portfolio Holder.

Councillor Marianne Rixson to be the Climate Action & Emergencies Portfolio Holder.

Councillor Geoff Jung to be the Coast, Country & Environment Portfolio Holder

Councillor John Loudoun to be the Council & Corporate Coordination Portfolio Holder

Councillor Nick Hookway to be the Culture, Tourism, Leisure & Sport Portfolio Holder

Councillor Sarah Jackson to be the Democracy & Transparency Portfolio Holder.

Councillor Jack Rowland to be the Finance Portfolio Holder.

Councillor Dan Ledger to be the Strategic Planning Portfolio Holder

Councillor Megan Armstrong to be the Sustainable Homes and Communities Portfolio Holder.

He also confirmed four Assistant Portfolio Holder roles, namely;

Councillor Denise Bickley - Asst Portfolio Holder, Climate Action & Emergencies

Councillor Geoff Pratt - Asst Portfolio Holder, Economy & Assets

Councillor Eleanor Rylance - Asst Portfolio Holder, Coast, Country & Environment

Councillor Eileen Wragg - Asst Portfolio Holder, Council & Corporate Coordination

He also wanted to thank Councillors Jess Bailey, Paul Millar and Fabian King who had undertaken roles as Portfolio Holders and Assistant Portfolio Holder last year.

He thanked the Chair and Officers who had set up the Annual Council meeting in difficult circumstances, in 2021.

12 **Governance arrangements for the ensuing year - A report by the Chief Executive and the Monitoring Officer**

The Chair invited Members to consider a report by the Chief Executive and Monitoring Officer to enable the Council to formalise its governance arrangements for the remainder of the civic year, following the expiry of the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*, and the reversion to the pre-existing legal position that requires the Annual Meeting to be held between March – May each year and EDDC's Constitutional requirements as to the matters to be dealt with at the Annual Meeting.

The report recommended changes to the Constitution, sought confirmation of the Committees and their size and terms of reference and agreement to the scheme of delegations. There is a specific requirement to agree the composition of the Standards Committee and Housing Review Board and to confirm the appointment of two new Independent Persons and a new Independent Representative on the Standards Committee.

It also dealt with the allocation of seats on overview, regulatory and other committees to different political groups of seats in accordance with the political balance of the Council. It also sought to agree the makeup of the advisory panels and forums and joint bodies.

There were ten recommendations contained within the report and the Chair stated that he would move the recommendations one by one from the Chair, inviting comments and agreement.

The Chair moved to **PART A Recommendation 1**, and invited comments.

There were no comments and following a vote, the recommendation was carried by the majority of those present.

RESOLVED;

That Council approved the amended Constitution to determine the committee structure, their size and terms of reference and the scheme of delegations.

The Chair then moved to **PART B RECOMMENDATION 2.**

There were no comments and following a vote, the recommendation was carried by the majority of those present.

RESOLVED;

That Council confirmed the Conservative Group as the formal opposition.

The Chair now moved to **PART C RECOMMENDATION 3,**

Following a vote, the recommendation was carried by the majority of those present.

RESOLVED;

That Council approves the allocation to different political groups of seats on the overview, regulatory and other committees as follows;

Democratic Alliance Group	24 members	40.68%	45 Seats
Conservative Group	21 members	35.60%	40 Seats
The Independents	6 members	10.17%	12 Seats
Independent Progressive Group	4 members	6.78%	8 Seats
Cranbrook Voice	3 members	5.08%	6 Seats
Independent	1 members	1.69%	0 Seats
TOTALS	59	100%	111
Vacancy	1		

The Chair moved to **PART C RECOMMENDATION 4,**

Following a vote, the recommendation was carried by the majority of those present.

RESOLVED;

That Council approves the allocation of seats on individual overview, scrutiny, regulatory and other committees as set out in *Appendix 1*.

The Chair moved to **PART D RECOMMENDATION 5.**

Following a vote the recommendations were carried by a majority of those present.

RESOLVED;

That Council, agrees the makeup of the advisory Panels, Forums and Joint Bodies as set out in *Appendix 2*.

The Chair moved to **PART E RECOMMENDATION 6.**

Following a vote the recommendation was carried by a majority of those present.

RESOLVED;

That Council, agrees the Membership of the Standards Committee and Housing Review Board (as detailed in Part E of the report).

The Chair moved to **PART F RECOMMENDATION 7.**

The Monitoring Officer advised of one amendment to be made to the information as set out in the table in *Appendix 3*, specifically, that Councillor Andrew Colman would be replaced by Councillor Steve Gazzard as a member of the Planning Committee.

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED;

That Council approves the appointments of Councillors to committees as set out in the table in *Appendix 3*, following the amendment being made to membership of the Planning Committee, as stated above.

The Chair moved to **PART G RECOMMENDATION 8**

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED;

That Council approves the appointments of the Chairs and Vice-Chairs of the committees as set out in *Appendix 4*.

The Chair moved to **PART H RECOMMENDATION 9**

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED;

That Council agrees on the appointments for the various positions on the panels, forums and joint bodies as detailed in the document at *Appendix 5*.

The Chair moved to **PART I RECOMMENDATION 10**

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED;

That Council agrees on the appointments for the various positions on the outside bodies as detailed in the document at *Appendix 6*.

13 **Programme of ordinary meetings of the Council, Cabinet and Committees for 2021/22**

The Chair moved the recommendation and asked Councillors to agree the programme of meetings for the civic year.

Following a vote, the recommendation was carried by a majority of those present.

RESOLVED

that the programme of ordinary meetings of the Council, Cabinet and Committee meetings for 2021/22 be approved as set out on pages 46-47 of the agenda.

The Chair then declared the meeting closed and thanked everyone for their attendance.

The meeting ended at 6.49pm.

Attendance List
Councillors present:

M Armstrong	J Bailey	A Moulding
P Jarvis	P Hayward	H Parr
S Jackson	K Bloxham	C Pepper
S Chamberlain	S Hawkins	G Pook
P Arnott	E Wragg	G Pratt
K Blakey	G Jung	V Ranger (Vice-Chair)
F King	C Brown	M Rixson
F Caygill	M Chapman	E Rylance
A Colman	I Chubb	B De Saram
T Woodward	A Dent	P Skinner
N Hookway	P Faithfull	B Taylor
C Wright	C Gardner (Chair)	I Thomas
O Davey	S Gazzard	P Twiss
J Whibley	M Allen	D Barrow

V Johns
D Ledger
J Rowland
J Loudoun
D Bickley

M Hartnell
M Howe
B Ingham
D Key
D Manley

T Wright
R Lawrence
S Hughes

Officers in attendance:

Mark Williams, Chief Executive
Henry Gordon Lennox, Strategic Lead Governance and Licensing (and Monitoring Officer)
Susan Howl, Democratic Services Manager
Sarah Jenkins, Democratic Services Officer

Councillor apologies:

P Millar
I Hall

Chairman

Date:

MEMBERSHIP OF COMMITTEES – SEATS AND PROPORTIONAL BALANCE 2021/22

APPENDIX 1

Number in Group % of Council membership	Scrutiny (15 seats)	Overview (13seats)	Housing Review Board (5 seats)	Strategic Planning (15 seats)	Planning Committee (16 seats)	Audit and Governance (10 seats)	Standards Committee (*7 seats)	Personnel Committee (*15 seats)	Licensing & Enforcement (15 seats)	111 total seats
24 Democratic Alliance Group (40.68%)	6	6	2	6	6	4	3	6	6	45
21 Conservative Group (35.60%)	5	5	2	5	6	3	2	6	6	40
6 The Independents (10.17%)	2	1	1	2	2	1	1	1	1	12
4 Independent Progressive Group (6.78%)	1	1	0	1	1	1	1	1	1	8
3 Cranbrook Voice (5.08%)	1	0	0	1	1	1	0	1	1	6
1 Independent (1.69%)	0	0	0	0	0	0	0	0	0	0
1 Vacancy.										

NOTE:

1. The **Cabinet** is not shown on the above table as it is not a legal requirement for the political balance rules to apply.

* These committees have a substitute member for each political group allocated a seat or seats

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2021/22

Panels and Forums	Composition 2021/22	Appointments to be made at Council meeting
1. Asset Management Forum (Three Cabinet Members, three Assistant Portfolio Holders and one ex officio Councillor)	Portfolio Holders: Economy & Assets (Chair) Finance Strategic Planning Assistant Portfolio Holders: Coast, Country & Environment Economy & Assets Finance ex officio: Leader	None
2. Community Grant Panel (One Cabinet Member and six Councillors)	Portfolio Holder: Finance (Chair) Cllrs: Six	Six Councillors
3. Community Infrastructure Levy (CiL) Working Group (Three Cabinet Members, Vice Chair of Strategic Planning Committee, Chair & Vice Chair of Planning Committee and four Councillors)	Portfolio Holders: Strategic Planning Economy & Assets Sustainable Homes & Communities Strategic Planning Committee: Vice Chair (Chair) Planning Committee: Chair Vice Chair Cllrs: Four	Four Councillors
4. Budget Setting and Capital Allocations Panel (The Cabinet, Assistant Portfolio Holders plus five Councillors)	Leader Portfolio Holders: Climate Action & Emergency Coast, Country & Environment Council and Corporate Coordination Democracy and Transparency Economy & Assets Finance (Chair) Strategic Planning Sustainable Homes & Communities Tourism, Sport, Leisure & Culture	Five Councillors

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2021/22

		Assistant Portfolio Holders: Climate Action & Emergency Coast, County and Environment Economy and Assets Finance	
		Cllrs: Five	
5.	LED Monitoring Forum (Six Cabinet Members, Member Champion for Sports and Leisure, four councillors)	Leader Portfolio Holders: Finance Coast, Country & Environment Economy and Assets Tourism Sport, Leisure & Culture Council and Corporate Co-ordination Member Champion: Sports and Leisure Cllrs: Four	Four Councillors
6.	Member Development Working Party (Three Cabinet Members, and five Councillors)	Leader Portfolio Holder: Democracy & Transparency (Chair) Council and Corporate Coordination Cllrs: Five	Five Councillors
Joint Bodies		EDDC Appointees	Appointments to be made at the Council meeting
7.	Arts Culture East Devon (One Cabinet Member, Two Assistant Portfolio Holders and four Councillors)	Portfolio Holder: Tourism, Sport, Leisure & Culture Assistant Portfolio Holders: Coast, Country & Environment Democracy & Transparency Cllrs: Four (Chair) (plus 2 Community & 7 town representatives)	Four Councillors

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2021/22

8.	County Committees including: East Devon Highways and Traffic Orders Committee (Three Councillors)	Cllrs: Three	Three Councillors
9.	Cranbrook Strategic Delivery Board (One Cabinet Member and three Ward Member)	Portfolio Holder: Strategic Planning Ward Member: Cranbrook x 3	Ward Member: Cranbrook x 3
10.	East Devon Traveller Forum (One Cabinet Member, One Ward Member and one Councillor)	Portfolio Holder: Sustainable Homes and Communities (Chair) Ward Member: Cranbrook x 1 Cllr: One	Ward Member: Cranbrook x 1 One Councillor
11.	East and Mid Devon Community Safety Partnership (One Councillor)	Cllrs: One	One Councillor
12.	Exeter and East Devon Enterprise Zone Board (One Cabinet Member)	Portfolio Holder: Leader	None
13.	Exmouth Beach Management Plan Steering Group (Two Cabinet Members, two Assistant Portfolio Holders, and seven Exmouth Ward Members)	Portfolio Holders: Coast, County and Environment Climate Action & Emergency Ward Members: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2 Exmouth Town x 2 Exmouth Withycombe Raleigh x 1	Seven Exmouth Ward Councillors comprising: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2 Exmouth Town x 2 Exmouth Withycombe Raleigh x 1
14.	Exmouth Queens Drive Delivery Group (Five Cabinet Members)	Leader (Vice Chair) Portfolio Holders: Economy & Assets	Seven Exmouth Ward Councillors comprising: Brixington Ward x1 Halsdon Ward x 1

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2021/22

	and seven Ward Members)	Finance Tourism, Sports, Leisure and Culture (Chair) Strategic Planning Ward Members: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2 Exmouth Town x 2 Exmouth Withycombe Raleigh x 1	Littleham Ward x 2 Town Ward x 2 Withycombe Raleigh Ward x 1
15.	Heart of the South - West Joint Committee (Two Cabinet Members)	Leader Deputy Leader	None
16.	Lower Exe Mooring Authority Management Committee (Two Councillors)	Cllrs: Two (plus substitute)	Two Councillors Sub: One Councillor
17.	Recycling and Waste Partnership Board (Two Cabinet Members, two Assistant Portfolio Holders and two Councillors)	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Assistant Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Cllrs: Two	Two Councillors
18.	Sidmouth Beach Management Plan Steering Group (Two Cabinet Members, two Assistant Portfolio Holders and four Sidmouth Ward Members)	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Ward Members: Sidmouth Town Ward Members Sidmouth Rural Sidmouth Sidford x 1	Ward Councillor: Sidmouth Sidford x 1

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2021/22

19.	Sidmouth Port Royal Project Reference Group (Two Councillors representing the Sidmouth Wards)	Cllrs: Two (representing Sidmouth Wards)	Ward Councillors: Sidmouth Wards x 2
20.	South East Devon Habitat Regulations Executive Committee (One Cabinet Member)	Portfolio Holder: Coast, Country & Environment (substitute – Vice Chair of Strategic Planning Committee)	None
21.	STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities) (One Cabinet Member and CEO)	Leader Chief Executive (substitute: Portfolio Holder: Corporate Services & COVID-19 Response and Recovery)	None
22.	STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities) (Three Councillors)	Cllrs: Three (substitutes: three Councillors)	Three Councillors (Sub: Three Councillors)
23.	Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board (One Cabinet Member)	Portfolio Holder: Sustainable Homes and Communities (substitute: Ward Member from Budleigh & Raleigh, Exmouth or Woodbury & Lympstone)	Substitute: Ward Member from Budleigh & Raleigh, Exmouth or Woodbury & Lympstone)

NOTES:

1. The Council is required to appoint 'designated persons' to comply with the arrangements (introduced in 2014) for dealing with complaints by tenants – the designated persons to work alongside the Tenant Complaint Panel.

2021/22 'designated persons' are Cllrs [*Three Councillors to be appointed*].

Membership of Committees 2020/21

[illegible]

Membership of Committees 2020/21

Members of Cabinet and Committees 2020/21	Cabinet 10	Scrutiny 15	Overview 13	Housing Review Board 5	Strategic Planning 15	Planning 16	Standards 7	Audit & Governance 10	Licensing & Enforcement 15	Personnel 15
King Fabian										
Lawrence Richard										
Ledger Dan										
Loudoun John										
Manley Dawn										
McCollum Tony										
Millar Paul										
Moulding Andrew										
Parr Helen										
Pepper Christopher										
Pook Geoff										
Pratt Geoff										
Ranger Val										
Rixson Marianne										
Roland Jack										
Rylance Eleanor										
Skinner Philip										
Taylor Brenda										
Thomas Ian										
Twiss Phil										
Whibley Joe										
Woodward Tony										
Wragg Eileen										
Wright Chris										
Wright Tom										

Portfolio Holders: Climate Action & Emergency, Coast Country & Environment, Council and Corporate Co-ordination, Tourism, Sports, Leisure and Culture, Democracy & Transparency, Economy & Assets, Finance, Strategic Planning and Sustainable Homes & Communities.

APPENDIX 4

Nominations for Chairs and Vice-Chairs 2021/2022

Committees	Chair	Vice-Chair
Overview Committee	Vicky Johns	Fabian King
Scrutiny Committee	Colin Brown	Val Ranger
Housing Review Board	Sarah Chamberlain	To be appointed by Housing Review Board
Strategic Planning Committee	Dan Ledger	Olly Davey
Planning	Eileen Wragg	Sarah Chamberlain
Audit & Governance	Sam Hawkins	Fabian King
Standards	Chair of Council	No appointment required
Personnel Committee	John Loudoun	Val Ranger
Licensing and Enforcement	Joe Whibley	Kim Bloxham

Appendix 5 - Panels, Forum and Joint Bodies 2021/22

Panels and Forums	Composition 2021/22	Appointments
<p>1. Asset Management Forum</p> <p>(Three Cabinet Members, three Assistant Portfolio Holders and one ex officio Councillor)</p>	<p>Portfolio Holders: Economy & Assets (Chair) Finance Strategic Planning</p> <p>Assistant Portfolio Holders: Coast, Country & Environment Economy & Assets Finance</p> <p>ex officio: Leader</p>	<p>Portfolio Holders: Economy & Assets (Chair) Finance Strategic Planning</p> <p>Assistant Portfolio Holders: Coast, Country & Environment Economy & Assets Finance</p> <p>ex officio: Leader</p>
<p>2. Community Grant Panel</p> <p>(One Cabinet Member and six Councillors)</p>	<p>Portfolio Holder: Finance (Chair)</p> <p>Cllrs: Six</p>	<p>Portfolio Holder: Finance (Chair)</p> <p>Jess Bailey David Key John Loudoun Helen Parr Geoff Pook Val Ranger</p>
<p>3. Community Infrastructure Levy (CiL) Working Group</p> <p>(Three Cabinet Members, Vice Chair of Strategic Planning Committee, Chair & Vice Chair of Planning Committee and four Councillors)</p>	<p>Portfolio Holders: Strategic Planning Economy & Assets Sustainable Homes & Communities</p> <p>Strategic Planning Committee: Vice Chair (Chair)</p> <p>Planning Committee: Chair Vice Chair</p> <p>Cllrs: Four</p>	<p>Portfolio Holders: Strategic Planning Economy & Assets Sustainable Homes & Communities</p> <p>Strategic Planning Committee: Vice Chair (Chair)</p> <p>Planning Committee: Chair Vice Chair</p> <p>Mike Howe Geoff Pook Nick Hookway Phil Skinner</p>
<p>4. Budget Setting and Capital Allocations Panel</p> <p>(The Cabinet, Assistant Portfolio Holders plus five Councillors)</p>	<p>Leader</p> <p>Portfolio Holders: Climate Action & Emergency Coast, Country & Environment Council and Corporate Co-ordination Culture, Leisure, Sport and Tourism Democracy and Transparency</p>	<p>Leader</p> <p>Portfolio Holders: Climate Action & Emergency Coast, Country & Environment Council and Corporate Co-ordination Culture, Leisure, Sport and Tourism Democracy and Transparency</p>

Appendix 5 - Panels, Forum and Joint Bodies 2021/22

		<p>Economy & Assets Finance (Chair) Strategic Planning Sustainable Homes & Communities</p> <p>Assistant Portfolio Holders: Climate Action & Emergency Coast, County and Environment Council and Corporate Co- ordination Democracy & Transparency Economy and Assets Finance</p> <p>Cllrs: Five</p>	<p>Economy & Assets Finance (Chair) Strategic Planning Sustainable Homes & Communities</p> <p>Assistant Portfolio Holders: Climate Action & Emergency Coast, County and Environment Council and Corporate Co- ordination Democracy & Transparency Economy and Assets Finance</p> <p>Dean Barrow Kevin Blakey Vicky Johns Andrew Moulding Geoff Pook</p>
5.	<p>LED Monitoring Forum</p> <p>(Six Cabinet Members, Member Champion for Sports and Leisure and four councillors)</p>	<p>Leader</p> <p>Portfolio Holders: Finance Coast, Country & Environment Economy and Assets Tourism, Sport, Leisure & Culture Council and Corporate Co- ordination</p> <p>Member Champion: Sports and Leisure</p> <p>Cllrs: Four</p>	<p>Leader</p> <p>Portfolio Holders: Finance Coast, Country & Environment Economy and Assets Tourism Sport, Leisure & Culture Council and Corporate Co- ordination</p> <p>Member Champion: Sport and Leisure</p> <p>Alan Dent Bruce De Saram Geoff Pook Sam Hawkins</p>
6.	<p>Member Development Working Party</p> <p>(Three Cabinet Members, Member Champion for Mental Health and five Councillors)</p>	<p>Leader</p> <p>Portfolio Holder: Democracy & Transparency (Chair) Council and Corporate Co- ordination</p> <p>Member Champion: Mental Health</p> <p>Cllrs: Five</p>	<p>Leader</p> <p>Portfolio Holder: Democracy & Transparency (Chair) Council and Corporate Co- ordination</p> <p>Member Champion: Mental Health</p> <p>Susie Bond Maddy Chapman</p>

Appendix 5 - Panels, Forum and Joint Bodies 2021/22

			Olly Davey Alan Dent Sam Hawkins
Joint Bodies	EDDC Appointees	Appointments to be made at the Council meeting	
7. Arts Culture East Devon (One Cabinet Member, Two Assistant Portfolio Holders and Four Councillors)	Portfolio Holder: Tourism, Sport, Leisure & Culture Assistant Portfolio Holders: Coast, Country & Environment Democracy & Transparency Cllrs: Four (Chair) (plus 2 Community & 7 town representatives)	Portfolio Holder: Tourism, Sport, Leisure & Culture Assistant Portfolio Holders: Coast, Country & Environment Democracy & Transparency Olly Davey Bruce De Saram Andrew Moulding Joe Whibley (Chair)	
8. County Committees including: East Devon Highways and Traffic Orders Committee (Three Councillors)	Cllrs: Three	Paul Hayward Mike Howe Val Ranger	
9. Cranbrook Strategic Delivery Board (One Cabinet Member and three Ward Members)	Portfolio Holder: Strategic Planning Ward Member: Cranbrook x 3	Portfolio Holder: Strategic Planning Kevin Blakey Kim Bloxham Sam Hawkins	
10. East Devon Traveller Forum (One Cabinet Member, One Ward Member and one Councillor)	Portfolio Holder: Sustainable Homes and Communities (Chair) Ward Member: Cranbrook x 1 Cllr: One	Portfolio Holder: Sustainable Homes and Communities (Chair) Kim Bloxham Eleanor Rylance	
11. East and Mid Devon Community Safety Partnership (One Councillor)	Cllrs: One	Steve Gazzard	
12. Exeter and East Devon Enterprise Zone Board	Leader	Leader	

Appendix 5 - Panels, Forum and Joint Bodies 2021/22

(One Cabinet Member)

- | | | | |
|-----|--|--|--|
| 13. | Exmouth Beach Management Plan Steering Group

(Three Cabinet Members, two Assistant Portfolio Holders, and seven Exmouth Ward Members) | Portfolio Holders:
Coast, Country & Environment
Climate Action & Emergency
Tourism, Sport, Leisure & Culture

Assistant Portfolio Holder:
Coast, Country & Environment
Climate Action & Emergency

Ward Members:
Exmouth Brixington x1
Exmouth Halsdon x 1
Exmouth Littleham x 2
Exmouth Town x 2
Exmouth Withycombe Raleigh x 1 | Portfolio Holders:
Coast, Country & Environment
Climate Action & Emergency
Tourism, Sport, Leisure & Culture

Assistant Portfolio Holder:
Coast, Country & Environment
Climate Action & Emergency

Fred Caygill (Brixington)
Olly Davey (Town)
Bruce De Saram (Littleham)
Brenda Taylor (Withycombe)
Tony Woodward (Halsden)
Eileen Wragg (Town)
Chris Wright (Littleham) |
| 14. | Exmouth Queens Drive Delivery Group

(Five Cabinet Members and seven Ward Members) | Leader (Vice Chair)

Portfolio Holders:
Economy & Assets
Finance
Strategic Planning
Tourism, Sport, Leisure & Culture (Chair)

Ward Members:
Exmouth Brixington x1
Exmouth Halsdon x 1
Exmouth Littleham x 2
Exmouth Town x 2
Exmouth Withycombe Raleigh x 1 | Leader (Vice Chair)

Portfolio Holders:
Economy & Assets
Finance
Strategic Planning
Tourism, Sport, Leisure & Culture (Chair)

Megan Armstrong (Halsden)
Andrew Colman (Brixington)
Olly Davey (Town)
Bruce De Saram (Littleham)
Brenda Taylor (Withycombe)
Joe Whibley (Town)
Chris Wright (Littleham) |
| 15. | Heart of the South - West Joint Committee

(Two Cabinet Members) | Leader
Deputy Leader | Leader
Deputy Leader |
| 16. | Lower Exe Mooring Authority Management Committee

(Two Councillors) | Cllrs:
Two

(plus substitute) | Fred Caygill
Brenda Taylor

Sub: Bruce De Saram |
| 17. | Recycling and Waste Partnership Board | Portfolio Holder:
Coast, Country & Environment (Chair) | Portfolio Holder:
Coast, Country & Environment (Chair) |

Appendix 5 - Panels, Forum and Joint Bodies 2021/22

	(Two Cabinet Members, two Assistant Portfolio Holders and two Councillors)	Climate Action & Emergency Assistant Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Cllrs: Two	Climate Action & Emergency Assistant Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Geoff Pook Tom Wright
18.	Sidmouth Beach Management Plan Steering Group (Two Cabinet Members, two Assistant Portfolio Holders and four Sidmouth Ward Members)	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Ward Members: Sidmouth Town Ward Members Sidmouth Rural Sidmouth Sidford x 1	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Denise Bickley (Town) Cathy Gardner (Town) John Loudoun (Rural) Stuart Hughes (Sidford)
19.	Sidmouth Port Royal Project Reference Group (Two Councillors representing the Sidmouth Wards)	Cllrs: Two (representing Sidmouth Wards)	Cathy Gardner Stuart Hughes
20.	South East Devon Habitat Regulations Executive Committee (One Cabinet Member)	Portfolio Holder: Coast, Country & Environment (substitute – Vice Chair of Strategic Planning Committee)	Portfolio Holder: Coast, Country & Environment (substitute – Vice Chair of Strategic Planning Committee)
21.	STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities) (One Cabinet Member and CEO)	Leader Chief Executive (substitute: Portfolio Holder: Council and Corporate Co-ordination)	Leader Chief Executive (substitute: Portfolio Holder: Council and Corporate Co-ordination)
22.	STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities) (Three Councillors)	Cllrs: Three (substitutes: three Councillors)	Nick Hookway Fabian King Phil Twiss (Subs: Eleanor Rylance, Denise Bickley & Chris Pepper)

Appendix 5 - Panels, Forum and Joint Bodies 2021/22

23.	Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board	Portfolio Holder: Sustainable Homes and Communities	Portfolio Holder: Sustainable Homes and Communities
	(One Cabinet Member)	(substitute: Ward Member from Budleigh & Raleigh, Exmouth or Woodbury & Lympstone)	Substitute: Tom Wright

NOTES:

1. The Council is required to appoint 'designated persons' to comply with the arrangements (introduced in 2014) for dealing with complaints by tenants – the designated persons to work alongside the Tenant Complaint Panel.

2021/22 'designated persons' are Cllrs Bruce De Saram, Paul Millar and Eileen Wragg.

Appendix 6 - APPOINTMENTS ON OUTSIDE BODIES 2021/22

	Name of Outside Body	Appointments 2021/22	Portfolio Holders/ Lead – reporting link
(a)	APPOINTMENTS: GENERAL		
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Hayward	Coast, Country & Environment
2	Devon Rail Forum	Joe Whibley	Economy & Assets
3	Devon Authorities Strategic Waste Committee	Coast, Country & Environment Portfolio Holder Substitute: Assistant Portfolio Holder Climate Action & Emergency	Coast, Country & Environment
4	SPACE (formerly Devon Youth Service)	Vicky Johns	Sustainable Homes & Communities
5	East Devon AONB Partnership	Geoff Pratt Marianne Rixson	Coast, Country & Environment
6	East Devon Citizens' Advice Bureau	Maddy Chapman Tony Woodward	Sustainable Homes & Communities
7	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	Tony McCollum	Sustainable Homes & Communities
8	Action East Devon (formerly East Devon Volunteer Support Agency)	Megan Armstrong Tony McCollum	Sustainable Homes & Communities
9	Exe Estuary Management Group	Nick Hookway Substitute: Geoff Jung	Coast, Country & Environment
10	Exeter International Airport Consultative Group	Economy & Assets Portfolio Holder	Economy & Assets / Coast, Country & Environment
11	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder representative	Economy & Assets Portfolio Holder (Director) Finance Portfolio Holder (Shareholder rep)	Finance / Economy & Assets / Strategic Planning
12	Queens Drive Exmouth Community Interest Company	Sam Hawkins Paul Millar	Finance / Economy & Assets / Strategic Planning

	Name of Outside Body	Appointments 2021/22	Portfolio Holders/ Lead – reporting link
13	Greater Exeter Strategic Sports Board	Economy & Assets Portfolio Holder (substitute Sustainable Homes & Communities Portfolio Holder)	Economy & Assets / Sustainable Housing & Communities / Tourism, Sports, Leisure & Culture
14	Local Government Association General Assembly	Leader* (substitute: Deputy Leader) <i>*Leader is SW representative on district councillor network executive</i>	Council
15	Local Government Association Annual Rural Assembly	Leader (with vote) Deputy Leader (who can vote in the absence of Leader)	Council
16	Police and Crime Panel – Devon and Cornwall	John Loudoun Substitute: Ian Hall	Council
17	SWAP (South West Audit Partnership Ltd)	Audit & Governance Chairman (Shareholder) Section 151 Officer (Director)	Finance
18	South West Councils - including Employers' Panel	Leader Deputy: Portfolio Holder – Council and Corporate Co-ordination	Council
19	SPARSE – Rural Special Interest Group	Leader Substitute: Economy & Assets Portfolio Holder	Council
20	Sport England Local Delivery Plan Programme Group	Economy & Assets Portfolio Holder	Economy & Assets / Tourism, Sports, Leisure & Culture

OUTSIDE BODIES - NOTE:

Further to the 2012 review undertaken initially by the Corporate Business Portfolio Holder's Think Tank and recommendations of the Overview and Scrutiny Committee which were supported by Cabinet at its meeting on 4 April 2012, formal appointment of councillor representatives to outside bodies will only now be made where the outside body meets one or more of the following criteria:

- a) The Council makes a financial contribution to the outside body;
- b) There is a clear need for the business of the outside body to be reported back to Council;

c) The Council has a partnership relationship with the outside body

Council representatives formally appointed to outside bodies will engage with the relevant Portfolio Holder to ensure information is both fed back, and fed into, each outside body, panel and forum that meets the criteria for formal appointment.

In the case of outside bodies falling outside the criteria (including those listed below), the Democratic Services team will provide the contact details of the ward member(s)/member champion so that arrangements can be made direct;

- Active Honiton
- Budleigh Salterton Traffic Group
- Campaign to Protect Rural England (Devon Branch)
- Devon Conservation Group
- Devon County Agricultural Association's Council
- Devon Historic Buildings Trust
- East Devon Local Children's Trust
- Exmouth Local Nature Reserve Management Committee
- Honiton Community & Arts Centre Project Working Group
- Honiton Development Trust
- Norman Lockyer Observatory Management Committee
- Salisbury – Exeter Line side Consortium of Authorities
- Sidmouth Traffic Management Plan
- World Heritage Site Management Plan Steering Group

PATROLAJC – Parking and Traffic Regulations Outside London Adjudication Joint Committee (re Traffic Management Act 2004). No member appointment but the Council will continue to subscribe to this quasi-judicial body which appoints adjudicators to hear formal appeals against parking tickets in all councils (including EDDC) that use civil parking enforcement process.

List of meetings 2021- 2022

Unless otherwise indicated meetings will normally be held online via the Zoom App. Meetings in **orange** are not open to the public and the public can be asked to leave other meetings on specified grounds.

2021															
2022															
Meeting	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.00pm	25												11
Council	Wed	6.00pm			21			20		8		23		20	
Cabinet	Wed	6.00pm		9	14		8	6	3	1	5	2	2 30		4
Scrutiny Committee	Thu	6.00pm		10	8		9	7	4	2		3	3	7	
Overview & Scrutiny Committees joint budget meeting	Wed	9.00am									12				
Overview Committee	Thu	6.00pm			22		16	14	11		20		24		
Strategic Planning Committee (TBC)	Tue	2.00pm		10 22	20		7	5	9	14	11	8	8	5	3
Planning Committee	Wed	10.00am		9	7	4	1 29	27	24	15	19	16	16	13	
Audit & Governance Committee	Thu	2.30pm			29		23		18		20		17		
Housing Review Board	Thu	10.00am			8		16		25		13		24		
Licensing & Enforcement Committee	Wed	10.00am			21				17			16		13	
Standards Committee	Tue	10.00am			6			12			18			12	
Personnel Committee	Thu	10.00am			8			14			20			14	
Asset Management Forum	Tue	9.30am					8 Weds			7			8		
STRATA Joint Executive Committee		4.00pm		22 Tues			29 Weds				19 Weds				
STRATA Joint Scrutiny Committee		4.00pm		2 Weds			21 Tues				6 Thurs				
Budget Setting and Capital Allocations Panel	Thurs	9.30am		10			9			2			10		
South East Devon Habitat Regulations Executive Committee	Thu	2.00pm			29			28			27				
Exmouth Queens Drive Delivery Group	Tues	10.00am			13		7	19	30		25		8		
Poverty Working Panel -Work to be completed by May 2021	Mon	11.00am			19		20		22						
LED Monitoring Forum TBA	Tue	various			6		14	12	23		18		1	12	
Housing Task & Finish Forum TBA	Wed	10.00am		23	4										
Exeter Airport Consultative Committee	Wed	10.00am	12		14		8			8					
Recycling & Waste Partnership Board	Wed	10.00am			14			13			12			27	
Sidmouth & East Beach BMP Advisory Group TBA															

Exmouth BMP Steering Group TBA															
Arts & Culture East Devon	Wed	10.00am						20				23			