



## **Agenda for Annual Council Tuesday, 25th May, 2021, 6.00 pm**

### **Members of Annual Council**

Councillors: M Armstrong, P Jarvis, S Jackson, S Chamberlain, P Arnott, K Blakey, F King, F Caygill, A Colman, P Millar, T Woodward, N Hookway, C Wright, O Davey, J Whibley, T McCollum, V Johns, D Ledger, J Rowland, J Loudoun, D Bickley, J Bailey, P Hayward, K Bloxham, S Hawkins, E Wragg, G Jung, C Brown, M Chapman, I Chubb, A Dent, P Faithfull, C Gardner (Chair), S Gazzard, M Allen, I Hall, M Hartnell, M Howe, B Ingham, D Key, D Manley, A Moulding, H Parr, C Pepper, G Pook, G Pratt, V Ranger (Vice-Chair), M Rixson, E Rylance, B De Saram, P Skinner, B Taylor, I Thomas, P Twiss, D Barrow, T Wright, R Lawrence and S Hughes

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**Venue:** The Conference Room, Westpoint Centre, Clyst St Mary, Exeter, EX5 1DJ

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(or group number 01395 517546)

Wednesday, 12 May 2021

This meeting will not be live streamed or be accessible through digital channels. Public attendance at the meeting will be permitted, but due to current guidelines on social distancing, public access to the meeting will be limited and it is a requirement for any member of the public or press to pre-register your attendance on a first come first served basis in order that we can ensure a safe and secure meeting for all participants. To register your attendance, please see the details under Item 3 Public Speaking below.

#### **1 Election of Chair of the Council for the ensuing year**

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

(The Chair, if nominated, may not vote on his/her own election).

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

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

#### **3 Public speaking**

This is a period of 15 minutes during which members of the public are permitted to address Council. In order to register to speak, you will need to provide:

- your name;
- contact email (if you have one);
- contact phone number;
- brief information about your question or statement.

If you wish to ask a question, or make a statement, on any issue, at a meeting please register by emailing [publicspeaking@eastdevon.gov.uk](mailto:publicspeaking@eastdevon.gov.uk) or by telephoning 01395 519970, providing the detail set out above, **at least 24 hours before the start time of the meeting**. If successful in registering, you will be contacted by a member of the Democratic Services Team who will provide more detail about how the meeting will be run.

4 Minutes of the previous Council meeting (Pages 4 - 17)

Minutes of the Council meeting held on 28<sup>th</sup> April 2021.

5 Apologies

6 Declarations of interest

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

7 Matters of urgency

Information on [matters of urgency](#) is available online

8 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the Press) have been excluded. There are no items which officers recommend should be dealt with in this way.

9 Announcements from the Chair

10 Election of Leader of the Council for the ensuing year

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

12 Leader's appointment to Cabinet

The Leader will appoint the Portfolio Holders.

13 Governance arrangements for the ensuing year - A report by the Chief Executive and the Monitoring Officer (Pages 18 - 45)

14 Programme of ordinary meetings of the Council, Cabinet and Committees for 2021/22 (Pages 46 - 47)

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

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

Members of the public exercising their right to speak during Public Question Time will be recorded.

[Decision making and equalities](#)

**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 Council held at Online via the Zoom App on 28 April 2021****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 8.43 pm

**134 Public speaking**

The Chair welcomed members of the public and Councillors to the meeting and explained that all participants were taking part remotely and the meeting was also being viewed online and recorded.

The Chair then started the meeting by doing a roll call of those present, and confirmed that the meeting was quorate.

During the meeting the public would be able to participate if they had pre-registered to speak. Two members of the public had pre-registered to speak, but one was unable to join the meeting.

Janine Gardner wanted to address the Council on behalf of Cranbrook Town Council, in relation to the recommendation of Cabinet to undertake a Community Governance Review of the current Cranbrook Town Council area, with a view to establishing whether expansion of the current town boundary is considered to be appropriate and to agree terms of reference and arrangements for consultation. The decision was not whether the parish boundary of Cranbrook be changed which will come later in the light of the review and further reports which will be brought to Cabinet. The Town Council requested the review to provide clarity on the way forward for both the Town Council and its neighbours.

The Town Council has demonstrated that it is able to undertake responsibility for the ownership, management and maintenance of public open space and going forward, both East Devon and Devon Councils are likely to restrict their activities in the town to those which are required by statute. In this situation, it would be expected that the local administration will need to pick up the same roles and responsibilities which have hitherto been picked up by the Town Council.

It is the view of the Town Council that an expanded Cranbrook would be best administered by a single local council rather than several. However, should East Devon consider that a review is not needed or that the existing boundary should not be changed, the result will be that the surrounding parishes will have to take responsibility for open spaces within the respective parishes or allow estate rent charges to exist for their residents.

It has been suggested that the town boundary remains unchanged and that any expansion of Cranbrook to circa 8 000 homes be within the existing town boundary. We know that is not realistic nor feasible.

It is for East Devon as the planning authority to determine the eventual size and scale of the Town and to allocate land for strategic development through the Local Plan and emerging Cranbrook Development Plan Document or DPD.

It has been suggested that the review is premature and should await the outcome of the DPD but both can run in parallel. The key point being that there is nothing which has emerged from the DPD to date which gives any indication that the Inspector would be minded to reject the proposed development plans. Discussions about issues like land values do not impact on the proposed scope, scale and layout of the town.

The Town Council has been consistent in its view that it supports the surrounding settlements in their desire to maintain their independence and separation. That remains the case today despite the boundary issue being raised again. None of the proposed boundary changes lead to the town joining up with the surrounding settlements and the Town Council wants to ensure that remains the case.

The development of Cranbrook to around 8,000 homes is a key element in East Devon's Local Plan delivery with over half of the District's housing delivery being provided in Cranbrook. That has been the case for many years and the proposals in the DPD are not new. The only question is whether the expansion areas will be situated within a revised boundary of the town or remain within the existing boundary of each surrounding parish and the purpose of the review is to explore those options.

In response, Cllr Arnott confirmed that this matter would be picked up under item 9a on the agenda.

**135 Minutes of the previous meeting**

Following a vote by those present the minutes of the previous meeting of the Council held on 24<sup>th</sup> February 2021 were confirmed and agreed as a true record.

Before moving to the next item, the Chair stated that apologies had been received from Cllr Allen, and it is understood that he is experiencing a difficult time at present personally. Our thoughts are with him and his family during this time.

**136 Declarations of interest**

140. To answer questions asked by Members of the Council pursuant to Procedure Rules No. 9.2 and 9.5.

Councillor Kevin Blakey, Personal, Questions 3-5. Member of Cranbrook Town Council.

140. To answer questions asked by Members of the Council pursuant to Procedure Rules No. 9.2 and 9.5.

Councillor Kim Bloxham, Personal, Questions 3-5. Member of Cranbrook Town Council.

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Councillor Sam Hawkins, Personal, Questions 3-5. Member of Cranbrook Town Council.

140. To answer questions asked by Members of the Council pursuant to Procedure Rules No. 9.2 and 9.5.

Councillor Sarah Chamberlain, Personal, Questions 3-5. Member of Broadclyst Parish Council.

141. Reports from the Cabinet and the Council's Committees and questions on those reports.

Councillor Kevin Blakey, Personal, Cabinet minutes of 3 March. Member of Cranbrook Town Council.

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### 137 **Matters of urgency**

There were no matters of urgency.

### 138 **Announcements from the Chairman and Leader**

The Chair invited the Monitoring Officer to address the meeting on the matter of how meetings will be held in future.

The Monitoring Officer outlined that the recent High Court case brought by Hertfordshire County Council (and LLG / ADSO) seeking a declaration that virtual meetings can continue was dismissed today (28 April). The full Judgement is included here - [Hertfordshire County Council & Ors v Secretary of State for Housing, Communities And Local Government \[2021\] EWHC 1093 \(Admin\) \(28 April 2021\)](#).

The court concluded that:

*".... the Secretary of State was correct in November 2016 and July 2019 to say that primary legislation would be required to allow local authority "meetings" under the 1972 Act to take place remotely. In our view, once the Flexibility Regulations cease to apply, such meetings must take place at a single, specified geographical location; attending a meeting at such a location means physically going to it; and being "present" at such a meeting involves physical presence at that location. We recognise that there are powerful arguments in favour of permitting remote meetings. But, as the consultation documents show, there are also arguments against doing so. The decision whether to permit some or all local authority meetings to be conducted remotely, and if so, how, and subject to what safeguards, involves difficult policy choices on which there is likely to be a range of competing views. These choices have been made legislatively for Scotland by the Scottish Parliament and for Wales by the Senedd. In England, they are for Parliament, not the courts".*

The outcome means that the provisions of the Local Government Act 1972 and Public Bodies (Admissions to meetings) Act 1960, together with other related legislation, apply from 7<sup>th</sup> May 2021 as they did prior to the flexible meeting regulations coming into force. The Judgment did not address the issue of the public attending meetings and the Court have agreed to consider this further and decide the matter. So there are further implications that will need to be worked through.

EDDC officers are investigating proceeding so that the decision making body is physically present in a room to meet the legal requirements but otherwise the public, non-committee members and those reporting / advising are able to continue to participate remotely.

The Chair confirmed that this recent news had caused consternation from some members about having to attend meetings in confined spaces.

In response to requests to re-schedule Annual Council, the Monitoring Officer confirmed that current Local Government legislation required them to be held in March, April or May, so other options were being explored, for example, to hold Annual Council at Westpoint, since the Council Chamber would not be COVID compliant. He went on to explain that the Chamber could hold 16 people safely, which covered all committees. Planning Committee was the largest with 16 members, so that all Committee members would be able to attend, with minimal public access, specifically three people who could be seated in the public gallery.

The Monitoring Officer confirmed that he would be contacting all Town and Parish Councils the following day to inform them of the decision by the High Court and its implications. Local Councils had previously been advised by the National Association of Local Councils (NALC) and the Devon Association of Local Councils (DALC) on the need to prepare for the eventuality of the court case being lost.

Cllr Arnott stated that this was a legal decision but one which demonstrated how little central government understood local government. He also expressed his view that this was dangerous in terms of putting people at risk by virtue of being in a vulnerable category as well as many younger people who had not yet received COVID vaccines. He proposed that Devon Leaders and Chief Executives should be in contact with each other as soon as possible and lobby Government strongly on this issue.

The Monitoring Officer confirmed that there had been no suggestion of further legislation before the summer recess.

The Chair then announced the resignation of Cllr Luke Jeffery as an EDDC Cllr and Ward Cllr for Honiton St Michaels, recently. He was elected in May 2019 and made a valuable contribution to the work of the Council in his role and she thanked him for the service he gave whilst serving for EDDC. She also expressed her view that it was a great pity to lose another young Councillor so soon, which indicated how difficult it was for people to consider taking on the role alongside employment and other commitments.

In her role as Liberal Democrat Group Leader, Cllr Wragg confirmed that he had been a valuable member of the Group, with a wealth of knowledge on environmental issues. In July 2019, shortly after being elected, he had proposed and been supported in presenting a Motion to Council which had resulted in agreement to endorsing the state of climate emergency and for EDDC to work to achieve carbon neutrality by 2040.

139 **Confidential/exempt item(s)**

There were no confidential or exempt items.

140 **To answer questions asked by Members of the Council pursuant to Procedure Rules No. 9.2 and 9.5**

Nine questions had been submitted in accordance with Procedure Rule 9.2. The questions and answers had been circulated with the agenda and published on the website. Councillors submitting questions are entitled to put a related supplementary question (Procedure Rule 9.5). A summary of the supplementary questions asked and the responses is set out below.

Q3: Cllr Hawkins asked why it cost so much more for emptying bins in Cranbrook compared to Axminster or other local towns.

In response, the Portfolio Holder for Coast, Country and Environment stated that a comprehensive response had been provided in writing and that services provided in different areas could not be compared on a like by like basis.

Q4: Cllr Blakey stated that the written response had not answer his question and asked for further clarification on services and costs.

In response, the Portfolio Holder for Coast, Country and Environment stated that he was unable to provide the information at the meeting but would provide a further detailed response after consulting with the relevant officers.

Q5: Cllr Bloxham said the answer provided was factually incorrect in that litter picking and street cleansing around the bins was charged separately, rather than included in one charge as suggested, and that she would welcome more engagement with the Town Council and Ward Members in reviewing these matters.

In response, the Portfolio Holder for Coast, Country and Environment stated that services across the District were not uniform for various reasons, and had originated in a wide range of complicated arrangements including developers and management agents in the past. A specific contract had been agreed with the Town Council some time ago, which would be approached differently if it were to be done now.

Q7: Cllr De Saram asked how the Council could justify taking money from General Reserves in a crisis, in order to grass over an asset which could generate income in future.

In response, the Portfolio Holder for Finance stated that it was the view of the Queens Drive Delivery Group that the space should be returned to community open space. The temporary car park agreement had expired, and the costs of extending it to make it a permanent car park would far outweigh what will be spent to return it to open space. It is also likely that as a result of covering such costs, the public would seek other car parks nearby.

## 141 **Reports from the Cabinet and the Council's Committees and questions on those reports**

### **(a) Minutes of the Cabinet meeting held on 3 March 2021. Minute numbers 332 - 350**

Cllr Arnott presented the minutes of the Cabinet meeting held on 3<sup>rd</sup> March 2021. Following a vote by those present the minutes and recommendations contained therein, were agreed.

### **(b) Minutes of the Cabinet meeting held on 17 March 2021. Minute numbers 351 - 356**

Cllr Arnott presented the minutes of the Cabinet meeting held on 17<sup>th</sup> March 2021. Following a vote by those present the minutes and recommendations contained therein, were agreed.

### **(c) Minutes of the Cabinet meeting held on 31 March 2021. Minute numbers 357 - 381**

Cllr Arnott presented the minutes of the Cabinet meeting held on 31<sup>st</sup> March 2021.



Arising from consideration of the minutes the following minutes were called by Councillor Moulding:-

**1) Cabinet of 31 March, minute number 365 – Minutes of the Arts & Culture Forum held on 24<sup>th</sup> February 2021, with specific reference to item 28, 'Resilience, Adaptation & Innovation Fund for East Devon Businesses'.**

Cllr Moulding wanted to point out that the existence of this fund had been announced at Cabinet, to members of the Arts & Culture Forum and the public, but had subsequently seemed in doubt which had been confirmed by the Portfolio Holder for Economy & Assets.

Cllr Rowland stated that the setting up of the fund had been done in good faith but government advice had changed due to the need for ARG funds to be fully spent by 30 June. He understood that the fund had, therefore been delayed but was not off the agenda altogether, and an update for those who wished to bid for it would be made available in due course.

Following this debate and a vote by those present, the minutes of Cabinet on 31<sup>st</sup> March and recommendations contained therein, were agreed.

**(d) Minutes of the Scrutiny Committee meeting held on 4 March 2021. Minute numbers 131 - 139**

Cllr Brown presented the minutes of the Scrutiny Committee meeting held on 4<sup>th</sup> March 2021. He also wanted to point out that the recommendations from the committee were not the result of impartial scrutiny debate, but the recommendations sent by private email to certain members of the committee by a member of Cabinet, proposing recommendations that the committee should make, thus exerting undue influence and undermining the process.

Cllr Ranger stated that at the meeting of the Scrutiny Committee on 8<sup>th</sup> April, an amendment had been agreed to the minutes of the Scrutiny Committee meeting on 4<sup>th</sup> March. Due to the timing of the publication of the Council agenda, the minutes of the Scrutiny Committee meeting on 8<sup>th</sup> April were unavailable to be included. The relevant extract from the minutes and amendments are included as follows;

"141. Cllr Val Ranger proposed that the minutes of the previous meeting on 4<sup>th</sup> March 2021 be amended to include the following at Minute 137, 'Comments and questions raised by Committee members and responses from the Chief Executive and Mark Everden including:'

- Early informal verbal intervention in the event of any suggestion of bullying should be considered
- Restorative justice as a form of mediation should be considered

The amendments were agreed and the minutes of the meeting held on 4<sup>th</sup> March 2021 were agreed as a correct record."

Arising from consideration of the minutes the following minutes were called by Councillor Bond, and also by Councillor Parr:-

**1) Scrutiny Committee of 4 March, minute number 137 – Report on**

## **Staff Morale**

Cllr Bond wanted to express concerns about the meeting. She stated that during eight years of being a Cllr, she had never known a member of the leading group attempting to influence the outcome of the Scrutiny Committee debate. The Cabinet member stated that they had acted solely on their own behalf, but she wanted to request through the Chair that the Cabinet member respects process and allows non-Cabinet members to scrutinise without interference.

Cllr Parr asked the relevant Portfolio Holder to update members on the number of meetings that have been held to discuss the information and survey data in line with resolution 4 of the Scrutiny Committee, since this matter is vital and urgent. At the following Scrutiny Committee in April the Performance Monitoring Report was received which showed that staff sickness was of major concern. This report should have been addressed at the March meeting but the meeting went on so long that it had to be deferred. It is urgent that members hear there is some progress and that meetings are being held to come up with actions to resolve this situation about staff sickness, low morale and bullying.

Cllr Loudoun stated that he was happy to provide answers for Cllr Bond and Cllr Parr. He said that he made clear to all cllrs when he responded to what he felt was a biased email from the Chair of Scrutiny Committee regarding the matter, that he had referred himself to the Monitoring Officer under the Code of Conduct procedures. He had invited the Chair of Scrutiny Committee to do so if he felt it was appropriate. Since he had not done so, he referred himself.

On the matter of meetings to discuss the issues raised, most work was being done by the Chief Executive and members of SMT, but that he had met with the Chief Executive on two or three occasions to date, since the Committee meeting on 4<sup>th</sup> March.

Following this debate and a vote by those present, the minutes of Scrutiny Committee on 4<sup>th</sup> March and recommendations contained therein, were agreed.

**(e) Minutes of the Strategic Planning Committee meeting held on 23 February 2021. Minute numbers 103 - 113**

Cllr Ledger presented the minutes of the Strategic Planning Committee meeting held on 23<sup>rd</sup> February. Following a vote by those present the minutes were agreed.

**(f) Minutes of the Strategic Planning Committee meeting held on 30 March 2021. Minute numbers 114 - 123**

Cllr Ledger presented the minutes of the Strategic Planning Committee meeting held on 30<sup>th</sup> March. Following a vote by those present the minutes were agreed.

**(g) Minutes of the Planning Committee meeting held on 15 February 2021. Minute numbers 213 - 221**

Cllr Wragg presented the minutes of the Planning Committee meeting held

on 15<sup>th</sup> February. Following a vote by those present the minutes were agreed.

**(h) Minutes of the Planning Committee meeting held on 10 March 2021. Minute numbers 222 - 232**

Cllr Wragg presented the minutes of the Planning Committee meeting held on 10<sup>th</sup> March. Following a vote by those present the minutes were agreed.

**(i) Minutes of the Planning Committee meeting held on 17 March 2021. Minute numbers 233 - 242**

Cllr Wragg presented the minutes of the Planning Committee meeting held on 17<sup>th</sup> March. Following a vote by those present the minutes were agreed

**(j) Minutes of the Planning Committee meeting held on 7 April 2021. Minute numbers 243 - 254**

Cllr Wragg presented the minutes of the Planning Committee meeting held on 7<sup>th</sup> April. Following a vote by those present the minutes were agreed

**(k) Minutes of the Audit & Governance Committee meeting held on 18 March 2021. Minute numbers 75 - 86**

Cllr Hawkins presented the minutes of the Audit & Governance Committee meeting held on 18<sup>th</sup> March. Following a vote by those present the minutes were agreed

**(l) Minutes of the Licensing & Enforcement Committee meeting held on 17 February 2021. Minute numbers 60 - 67**

Cllr Whibley presented the minutes of the Licensing & Enforcement Committee meeting held on 17<sup>th</sup> February. Following a vote by those present the minutes were agreed.

**(m) Minutes of the Licensing & Enforcement Sub-Committee meeting held on 24 February 2021. Minute numbers 32 - 36**

Cllr Whibley presented the minutes of the Licensing & Enforcement Sub-Committee meeting held on 24<sup>th</sup> February. Following a vote by those present the minutes were agreed.

**142 Learning Review - Report from the Monitoring Officer**

The Monitoring Officer outlined that this was a short report to request that Council approve a budget of £18,150 (exc VAT) and an exemption to contract standing orders, to enable the East of England Local Government Association to be appointed to assist in carrying out the learning review.

Cllr Bond asked for more information and background to this report.

Cllr Loudoun explained that he had had meetings with the Monitoring Officer to identify who would be most appropriate person to look into the matter, given that so many people had been involved internally. They had agreed that an external body would be the most appropriate to consider the information, provide an analysis and come up with recommendations in a report, if Council agree.

The Monitoring Officer asked members through the Chair to vote on the recommendation as written. Following a vote by those present, the recommendation was agreed.

**RESOLVED:**

**That Council approve a budget of £18,150 (exc VAT) and an exemption to contract standing orders, to enable the East of England Local Government Association to be appointed to assist in carrying out the learning review.**

## 143 **Standards Complaints Procedure**

The Monitoring Officer explained that this report was to seek Council's approval to a revised complaint process for dealing with complaints that Members have breached the Member's Code of Conduct together with related revisions to the Constitution. The urgency was with a view to addressing this prior to Annual Council, since it impacts upon the numbers of Committee Members required as part of the nomination process from different Groups.

He explained that the intention had been for minutes of the Standards Committee to be added to the agenda, so that it was clear that the recommendations were based on the view of the Committee after considerable work over recent months, however, due to recent events which included the cancellation of meetings following the passing of HRH Prince Philip and the subsequent short notice of the Committee meeting, the meeting was inquorate and the minutes could not be presented, hence the presentation of this report.

Debate on the issues raised included the following comments and points;

- Given that 3 out of 5 members were unable to attend the Committee meeting, the Council should agree to enlarge the Committee and then ask the enlarged committee to discuss the procedure at the first meeting in the new Council year
- Since the meeting was inquorate the Council would be open to challenge, so agreement should be deferred until the first meeting of the Committee after Annual Council
- The Monitoring Officer clarified that the issue of quoracy was dealt with by the fact that a report (rather than minutes) had been produced by himself. This dealt with the legality issues, and the report was based on the work undertaken by the Standards Committee over several months.
- Several members expressed the view that if the meeting was not quorate the process has not been followed properly
- Several members expressed the view that the issue of being quorate is irrelevant given that there is a report from the Monitoring Officer
- The fact is that there is an increasing number of complaints to deal with and it is an appropriate time to put something else in place to bolster what currently exists

Cllr Arnott proposed that Council should vote on the report of the Monitoring Officer and the recommendations included as written.

Cllr Rylance seconded that proposal.

Cllr Thomas proposed and Cllr Wragg seconded holding a recorded vote. This was carried by a vote of those present.

The Chair then moved to a vote on the proposal, which was not carried.

### **Recorded vote:**

Councillors Paul Arnott, Denise Bickley, Andrew Colman, Olly Davey, Cathy Gardner, Nick Hookway, Sarah Jackson, Vicky Johns, Geoff Jung, Fabian King, John Loudoun, Dawn Manley, Val Ranger, Marianne Rixson, Jack Rowland, Eleanor Rylance, Brenda Taylor, Joe Whibley, Tony Woodward, Eileen Wragg, - voted in favour – 20.

Councillor Kevin Blakey, Kim Bloxham, Susie Bond, Colin Brown, Maddy Chapman, Iain Chubb, Bruce De Saram, Alan Dent, Peter Faithfull, Ian Hall,

Marcus Hartnell, Sam Hawkins, Stuart Hughes, Ben Ingham, David Key, Andrew Moulding, Helen Parr, Geoff Pook, Philip Skinner, Ian Thomas, Phil Twiss, Tom Wright – voted against – 22.

Councillor Megan Armstrong, Steve Gazzard – voted to abstain – 2.

Cllr Thomas then proposed a recommendation to increase the number of EDDC members on the Standards Committee to 7, with further discussion on membership at the next Standards Committee meeting.  
Cllr Bond seconded the recommendation.

The Chair invited those present to vote on the recommendation which was carried.

**RESOLVED:**

**That the number of EDDC members on the Standards Committee be increased to 7, with further discussion on the revised complaint process at the next meeting of the Standards Committee.**

144 **Motion: To Support the Climate and Ecological Emergency Bill**

The Chair invited Cllr Davey to speak as the proposer.

Cllr Davey stated that the time for action to address climate change was now. The COVID pandemic had shown that the Government was capable of taking swift action in an emergency. The Bill is needed because although the Government is already taking action and some progress is being made, there are also a lot of failings and it is not on track to achieve its stated goals.

The Climate Change Committee 2020 report shows how little we have progressed in reality and provides many examples of this. We have all the technology we need to effect change now. The Bill requires the UK to play its role fully and to be responsible for the supply chains it uses.

As seconder, Cllr Woodward reiterated that whilst the motion was long, its four recommendations were concise and straightforward.

Debate included the following comments;

- That the Government reverting to making all Local Authority meetings physical in buildings was a retrogressive step for a green agenda with all of the practical implications of the requirement to travel
- That according to experts conducting research and reporting in the press, the three biggest issues to resolve related to travel by planes, carbon emitting food and how to effectively insulate millions of homes satisfactorily
- The UK should be tackling everything it can and there is a lot it can afford to do compared to many other countries. This is a very non onerous Bill to support
- We have a moral responsibility to our children to correct what has gone wrong in our time
- How many Cllrs have read the Bill? Aiming criticism at middle-England is not appropriate compared to other countries, but there is a debate to be had about what this Council can do in East Devon.
- Some members expressed shock at the failure to take the emergency seriously, and urged others to support the Bill and add the Council's voice to it
- This Council has already declared a Climate Emergency and it is shocking to see more floods and fires on our doorstep

- The motion is to support or not support the Bill, and support for it will not distract the Council from continuing to both take local action and support national action

Following debate Cllr Arnott proposed and Cllr Thomas seconded holding a recorded vote. This was carried by a vote of those present.

The Chair then moved to a vote on the Motion, which was carried.

**Recorded vote:**

Councillors Megan Armstrong, Paul Arnott, Denise Bickley, Kevin Blakey, Kim Bloxham, Susie Bond, Colin Brown, Andrew Colman, Olly Davey, Alan Dent, Peter Faithfull, Cathy Gardner, Steve Gazzard, Ian Hall, Marcus Hartnell, Sam Hawkins, Nick Hookway, Stuart Hughes, Ben Ingham, Sarah Jackson, Vicky Johns, Geoff Jung, David Key, Fabian King, John Loudoun, Dawn Manley, Andrew Moulding, Geoff Pratt, Val Ranger, Marianne Rixson, Jack Rowland, Eleanor Rylance, Brenda Taylor, Ian Thomas, Phil Twiss, Joe Whibley, Tony Woodward, Eileen Wragg, Tom Wright - voted in favour – 39.

Councillor Bruce De Saram, Philip Skinner – voted against – 2.

Councillor Helen Parr – voted to abstain – 1.

**RESOLVED;**

**That this Council:**

- (i) **Support the Climate and Ecological Emergency Bill**
- (ii) **Inform the local media of this decision;**
- (iii) **Write to local MPs, asking them to support the Bill; and**
- (iv) **Write to the CEE Bill Alliance, the organisers of the campaign for the Bill, expressing its support**

145 **Motion: Role of the Chair of Council**

The Chair stated that at the request of the proposer and with the agreement of the seconder, this Motion has been postponed to the next Full Council meeting which should be in July.

146 **Motion: Future of our High Streets**

The Chair stated that her understanding was that the proposer had a suggestion for changing the Motion and making an amendment. She then invited Cllr De Saram to propose the amendment and for someone to second it.

Cllr De Saram read out his amendment as follows following discussion with colleagues;

In the light of the positive response from Simon Jupp MP to the recent letter we sent to him about the future of High Streets in East Devon, Council requests that the Cabinet, working cross-party with all council members, prepare and submit a strong bid benefitting both Exmouth and the Axe Valley to the government's multi-billion-pound Levelling Up Fund and Community Renewal Funds. We are aware that The Levelling Up Fund is currently open for applications of up to £20 million per Parliamentary constituency to regenerate and improve High Streets in places like Exmouth and elsewhere in the district. We strongly maintain that the funding provided by government

should be utilised to work up appropriate bids which are supported by our local MPs and submitted for the benefit and wellbeing of our residents at this time of great need.

Cllr Moulding seconded the amended Motion.

Cllr De Saram went on to say that Government funding for Exmouth had been discussed on many occasions in the past and that it was now time to apply for Levelling Up Funds, following a meeting recently between local MPs and members of the Cabinet. The Three themes of Smaller Transport Projects, Town Centre and High Street Regeneration, and support for maintaining world leading heritage and assets, gave a variety of options from which to develop a strong bid.

As seconder, Cllr Moulding stated that in terms of the Axe Valley, the North-South relief road was much anticipated and was included in the local plan. The plan is ready to go and he looked forward to working together and with MPs to develop a bid which could be supported.

Cllr Rowland reported that the meeting on 14 April with two local MPs was very helpful, and involved other Cabinet members and officers, in trying to establish what would be acceptable to gain the support of MPs by way of a bid, which was a requirement. He confirmed that work had already been started on a bid by officers since that meeting. Exmouth was discussed, but due to the fact that the constituency of Neil Parrish MP covered more than one District Council, any discussion relating to a bid involving the Axe Valley was currently confidential. The deadline for officers to submit a detailed bids and gain the written support of MPs was 18 June.

Debate included the following comments;

- Clarification was given that this Council has already been working with MPs, and will always be willing to do so
- The issues arising from the Motion put to the last Council meeting in relation to the Future High Streets Fund had still not been responded to, but in the spirit of moving forward, it was hoped that the future would herald more positive working together
- There will be a lot of competition for the funds with other local Councils who will be bidding alongside EDDC

Cllr Gazzard put forward the proposal that the Motion be now put.

After a vote by those present which was carried, the Chair then invited members to vote for the substantive motion.

The Motion was carried following a vote by those present.

## **RESOLVED that;**

**In the light of the positive response from Simon Jupp MP to the recent letter we sent to him about the future of High Streets in East Devon, Council requests that the Cabinet, working cross-party with all council members, prepare and submit a strong bid benefitting both Exmouth and the Axe Valley to the government's multi-billion-pound Levelling Up Fund and Community Renewal Funds. We are aware that The Levelling Up Fund is currently open for applications of up to £20 million per Parliamentary constituency to regenerate and improve High Streets in places like Exmouth and elsewhere in the district. We strongly maintain that the funding**

**provided by government should be utilised to work up appropriate bids which are supported by our local MPs and submitted for the benefit and wellbeing of our residents at this time of great need.**

The Chair thanked everyone who participated in the meeting or watched online, and declared the meeting closed at 8.43pm.

### **Attendance List**

#### **Councillors present:**

V Ranger (Vice-Chair)	J Loudoun	B Ingham
M Armstrong	D Bickley	G Pook
S Jackson	S Hawkins	G Jung
S Chamberlain	A Moulding	H Parr
P Arnott	D Key	G Pratt
K Blakey	C Gardner (Chair)	M Rixson
K Bloxham	S Bond	E Rylance
F King	D Manley	B De Saram
A Colman	C Brown	P Skinner
T Woodward	M Chapman	B Taylor
N Hookway	I Chubb	I Thomas
O Davey	A Dent	P Twiss
J Whibley	P Faithfull	E Wragg
V Johns	S Gazzard	T Wright
D Ledger	I Hall	S Hughes
J Rowland	M Hartnell	

#### **Officers in attendance:**

Mark Williams, Chief Executive  
John Golding, Strategic Lead Housing, Health and Environment  
Simon Davey, Strategic Lead Finance  
Henry Gordon Lennox, Strategic Lead Governance and Licensing (and Monitoring Officer)  
Susan Howl, Democratic Services Manager  
Debbie Meakin, Democratic Services Officer

#### **Councillor apologies:**

P Jarvis  
F Caygill  
P Millar  
T McCollum  
J Bailey  
P Hayward  
M Allen  
M Howe



Chairman .....

Date: .....

Report to: Council

Date of Meeting 25<sup>th</sup> May 2020

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Governance Arrangements and appointments for the Civic Year (2021/22)

### Report summary:

Report by the Chief Executive and Monitoring Officer to enable the Council to formalise its governance arrangements for the new 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 our Constitutional requirements as to the matters to be dealt with at the Annual Meeting.

The report recommends changes to the Constitution, seeks 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 deals 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 seeks to agree the makeup of the advisory panels and forums and joint bodies.

Finally, it covers the councillor appointments to committees, panels, forums, joint bodies and outside bodies together with the appointment of the Chairs and Vice-Chairs of committees.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐Policy Framework Yes ☒ No ☐

### Recommendation:

That Council;

#### PART A

1. Approves the amended Constitution to determine the committee structure, their size and terms of reference and the scheme of delegations.

#### PART B

2. Confirms the Conservative Group as the formal opposition.

#### PART C

3. Approve 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
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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	1.69%	0 seats
<b>TOTALS</b>	<b>59</b>	<b>100</b>	<b>111</b>
Vacancy	1		

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

#### **PART D**

5. Agree the makeup of the advisory Panels, Forums and Joint Bodies as set out in *Appendix 2*.

#### **PART E**

6. Agrees the Membership of the Standards Committee and Housing Review Board (as detailed in Part E of this report).

#### **PART F**

7. Approve the appointments of Councillors to committees as set out in the table in *Appendix 3*.

#### **PART G**

8. Approve the appointments of the Chairs and Vice-Chairs of the committees as set out in *Appendix 4*.

#### **PART H**

9. To agree / vote on the appointments for the various positions on the panels, forums and joint bodies as detailed in the document at *Appendix 5*.

#### **PART I**

10. To agree / vote on the appointments for the various positions on the outside bodies as detailed in the document at *Appendix 6*.

#### **Reason for recommendation:**

To ensure that the Council's governance framework is up to date and reflects the current political balance within the Council and to enable the required appointments to be agreed for the civic year.

Officers: Mark Williams, Chief Executive  
Henry Gordon Lennox, Monitoring Officer

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergencies
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Culture, Tourism, Leisure and Sport
- ☒ Democracy and Transparency
- ☐ Economy and Assets
- ☐ Finance
- ☐ Strategic Planning
- ☐ Sustainable Homes and Communities

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information:** [Track changed Constitution](#)

**Link to [Council Plan](#):**

Priorities (check which apply)

- ☐ Outstanding Place and Environment
- ☐ Outstanding Homes and Communities
- ☐ Outstanding Economic Growth, Productivity, and Prosperity
- ☒ Outstanding Council and Council Services

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**Report in full**

### **Part A – Adopting the Constitution (Recommendation 1)**

1. Each year the Council adopts the Constitution thereby confirming the Committee structure and the size and terms of reference of the Committees as set out in Articles 7, 8, 9, and 10 (as amended) as well as confirming the scheme of delegations.
2. The detail below contains the main proposed amendments to the Constitution and the rationale behind those changes. In addition, given the enhanced accessibility requirements now, we have reviewed and revised the Constitution to try and improve it in this regard. There are therefore quite significant formatting changes to the document which means it will appear quite different than previous versions. These changes are not shown in track changes but they are not substantive in any way. Finally, there are some minor typographically / consistency / clarification changes that are not detailed below but are in track changes in the draft – the link for which is in the background links.

#### Policy Framework & Budget (p17 & 18)

3. What constitutes ‘the Budget’ has been revised to give greater clarity over what Council is required to approve.
4. The Policy Framework has been tabulated to make it clearer which plans and strategies are a Full Council decision by law as opposed to being reserved by local choice.

#### Personnel Committee

5. There is desire to establish a Personnel Committee that will essentially deal with all human resource related matters bar those relating to Chief Officers. The Committee will comprise 15 members on a politically balanced basis and will include the Leader, the Deputy Leader

and the Portfolio Holder responsible for human resource matters. It will be politically balanced. The previous standing committees of the Investigating and Disciplinary Committee, Employment Appeals Committee and the Interviewing (Chief Officers) Committee are now sub committees and a new Grievance Sub Committee is also introduced in accordance with JNCC guidance. The membership of the sub committees is drawn from the main Personnel Committee and the membership of the Employment Appeals Sub Committee has been reduced to 5, again in accordance with the JNCC guidance. The Terms of Reference of all these bodies is detailed in Part 2 Section 2 (page 66). The Terms of Reference of Cabinet have been revised to move responsibilities that now sit with the Personnel Committee. There are related consequential changes throughout the Constitution.

#### Standards Committee

6. The membership has been updated to reflect the increase in numbers recently agreed by Council. The recent issue over quorum, which arose from an inconsistency within the Constitution, has been resolved by amendments to Article 9 (page 32) and the Committee's Terms of Reference in Part 2 Section 2 (page 62).

#### Terms of Reference of Committees

7. In addition to the changes above, the Terms of Reference of all committees has been revised so that they are consistent in terms of the information presented.
8. The Strategic Planning Committee's responsibilities now includes approval for publication and submission of the Annual Infrastructure Funding Statement following the decision of 9<sup>th</sup> December Council.
9. The Housing Company Sub Committee has been deleted following Council's decision to dissolve the company.

#### Portfolio Holder's General Delegation

10. The General Delegations to Portfolio Holders (Part 2 Section 2 paragraph 2.1.13 on page 55) have been revised to permit the granting and entering into leases. This aligns to the new wording in the officer delegations.

#### Officer delegated powers

11. Following the redundancy of the Strategic Lead Organisational Development and Transformation, references to this post have been deleted and appropriate revisions made.
12. Following a recent issue over where a planning decision is taken if (or more accurately) when a Ward Member makes an objection, the planning delegations (paragraph 3.27.26 page 76) have been revised for clarity. As revised if a Ward Member objects prior to decision then this will dictate how it is decided. There was an inconsistency in that there was wording indicating that this should only be if the objection was within the 21 day initial consultation. The difficulty with this is that if a Ward Member objects in that consultation period but then changes their view afterwards (following revised plans being received for example) it would still be caught. This resolves that issue and reflects the practice in the planning department.
13. In terms of other amendments to the delegations;
  - a. In the planning delegations (No.3.27.29) authority to deal with necessary modifications to deal with concerns of the Planning Inspector has been included as has entering into planning performance agreements and the like.

- b. In the finance delegations (No.3.29.12) and following COVID, Government Grant Schemes has been added as something that can be administered by officers in certain circumstances.
- c. In property delegations (No.3.29.32 & 34) entering into a lease (where the Council will be the tenant) has been added provided it is in accordance with the Policy Framework and Budget and the listed conditions.
- d. In property delegations there is a new delegation (3.29.46) to agree variations to leases in consultation with the Portfolio Holder.
- e. In the Housing, Health and Environment delegations, the legislation lists (3.31.1 & 2) have been updated. The delegations in relation to private sector housing (3.31.78 – 108) have been moved following a change in reporting lines.

#### Access to Information Procedure Rules (page 123)

- 14. Rule 17.3 (reporting of special urgency decisions) has been amended to reflect that this is an annual report rather than quarterly.

#### Overview and Scrutiny Procedure Rules (page 142)

- 15. Rule 8 (agenda items) has been revised to reflect the process that has been agreed to be followed, in essence the proposal form and then scoping. While this helps with the programme of work, the Chair retains the discretion to include items on the agenda.

#### Officer Employment Procedure Rules (page 193)

- 16. Rule 6 (dismissal) has been revised to reflect that certain members are consulted as part of the redundancy process.

#### Members Allowance Scheme (page 253)

- 17. Paragraph 8 (statutory sick pay) revised to make it clear the scope of 'employment' in this context.

#### RECOMMENDATION

- 18. That Council approves the Constitution including the amendments to it as shown in the draft and detailed in this report and thereby agree the Committee structure, their size and terms of reference and the scheme of delegations.

### **PART B – Confirmation of the formal opposition (Recommendation 2)**

- 19. The Constitution requires confirmation of the formal opposition at the Annual Meeting. The Conservative Group, as the largest opposition party, are entitled to be recognised as the formal opposition.

#### RECOMMENDATION

- 20. The Conservative Group is confirmed as the formal opposition.

### **PART C - Allocation to different political groups of seats on overview, regulatory and other committees in accordance with the political balance of the council (Recommendations 3&4)**

#### **Introduction**

- 21. 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.

22. 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.
23. 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.
24. The Council decided (at Policy Committee minute number 29 of 10.10.90) that the review is carried out at each annual meeting (and at such other times as required by the relevant regulations) and a determination then be made as to the allocation to different political groups of seats to be filled by the Council.

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

25. The above provisions affect appointments to committees, sub-committees and some specified joint bodies.
26. 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 where possible but not to appointments to outside bodies.
27. Further details are set out below but, broadly, allocations of seats on committees and sub-committees need to be in proportion to a political group's representation on the Council. For ordinary committees and sub-committees, the general rule is that Section 15(4) and (5) provides for the following principles to apply as far as reasonably practicable:-
  - (a) All the seats on a committee/sub-committee or a joint body must not be allocated to the same political group.
  - (b) Any political group which has a majority on the full Council must be allocated the majority of seats on each committee, sub-committee and relevant 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 relevant joint body must be allocated to each political group in proportion to the political group's membership of the Council.

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

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

28. The committee structure agreed by Council at its meeting on 29 April 2015 for the creation of separate Overview and Scrutiny Committees to replace the Overview and Scrutiny Committee is to be retained. The Overview and Scrutiny Committees plus the Housing Review Board will continue to utilise Task and Finish Forums as required.
29. The Overview Committee's ordinary meetings are scheduled eight times per year. The Scrutiny Committee's ordinary meetings are scheduled to be held monthly.

30. The minutes of the meetings of these Committees will be referred to the next available meeting of the Cabinet.
31. Please refer to the Committee membership chart, and the list of Panels, Forum and Joint Bodies for details of all Committees, Sub Committees and Boards.

**2021/22 agreed committee structure:**

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

**plus the following Regulatory and other Committees:**

Audit & Governance	10 seats
Planning	16 seats
Personnel	15 seats
Licensing and Enforcement	15 seats
Standards	7 seats (including Chairman of the Council)
Strategic Planning	15 seats

32. The allocation of the total of **111 seats** on all of these committees between 59 members of the council is 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
The Independents Progressive Group	4 members	6.78%	8 seats
Cranbrook Voice	3 members	5.08%	6 seats
Independent	1	1.69%	0 seats
<b>Total seats</b>	<b>59</b>	<b>100</b>	<b>111</b>
Vacancy	1		

33. The allocation of seats on overview/scrutiny, regulatory and other committees between political groups is as set out on **Appendix 1** to this report.

**(b) Standards**

34. Changes in the structure of the Standards Committee were agreed in June 2012 in compliance with the requirements of the Localism Act and the number of members increased at April's Full Council. The Standards Committee is now politically balanced (6 Councillors plus the Chairman of the Council) with substitute Council Members for groups entitled to seats, 2 non-voting independent members and 2 non-voting parish council members.

**(c) Licensing**

35. 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.



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

(d) **Planning Committee**

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

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

38. 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.

**RECOMMENDATIONS**

39. 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.

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
The Independent Progressive Group	4 members	6.78%	8 seats
Cranbrook Voice	3 members	5.08%	6 seats
Independent	1	1.69%	0 seats
<b>Total seats</b>	<b>59</b>	<b>100</b>	<b>111</b>

40. That the allocation of seats on individual overview/scrutiny, regulatory and other committees be agreed as set out on **Appendix 1** to this report

**PART D - Makeup of advisory Panels, Forum and Joint Bodies (Recommendation 5)**

41. The makeup of advisory Panels, Forums and Joint Bodies is as detailed at **Appendix 2**

**RECOMMENDATION**

42. Agree the makeup of the advisory Panels, Forums and Joint Bodies as set out in **Appendix 2**.

**PART E - Membership of the Standards Committee and Housing Review Board (Recommendation 6).**

43. The Standards Committee comprises the following membership;

Council representatives: Chairman of the Council and six other members of the Council to be nominated and appointed.

Substitute members: Each group entitled to a seat shall nominate a substitute member to be appointed.

Non-voting independent representatives: Martin Goscomb and Robert Wood

Non-voting parish/town council representatives: Bob Nelson (Broadhembury Parish Council) and Pauline Scott (Sidmouth Town Council).

The Council has agreed to have two Independent Persons who are consultees and are not members of the Standards Committee. The Monitoring Officer consults with an Independent Person when dealing with Code of Conduct complaints. Following expiry of the term of office of the current postholder a recruitment exercise was carried out and the panel are recommending the appointment of Patrick Coulter and Diana Kuh to the positions.

44. The Housing Review Board comprises the following membership;

Council representatives: Five members of the Council to be nominated and appointed.

Tenant and/or Leaseholder representatives (5) - to serve a further year on the Board: Peter Sullivan, Cat Summers, Christine Morrison and Cindy Collier and with the fifth tenant representative position currently vacant\*.

Independent Community representatives (2) – to service a further year on the Board: Christine Drew and with the second representative position currently vacant\*.

*\*Recruitment to fill the vacancy will commence when it is possible to interview prospective candidates safely.*

#### RECOMMENDATION

45. That the membership of the Standards Committee and Housing Review Board set out above is approved along with the appointments of the two Independent Persons.

### **PART F - To agree the appointment of Councillors to Committees (Recommendation 7)**

46. The table containing the proposed appointments (as provided by the Group Leaders) is contained at **Appendix 3**.

#### RECOMMENDATION

47. Members are asked to approve the appointments.

### **PART G – To appoint the Chairs and Vice-Chairs of Committees (Recommendation 8)**

48. The table with the proposed appointments is contained at **Appendix 4**.

#### RECOMMENDATION

49. Members are asked to approve these appointments.

### **PART H – To make appointments to the Panels, Forums and Joint Bodies (Recommendation 9)**

50. Having agreed the makeup of the Panels, Forums and Joint Bodies (Part C) it is therefore necessary to make appointments to them.

RECOMMENDATION

51. Members are asked to agree / vote on the appointments for the various positions on the Panels, Forums and Joint Bodies as detailed in the document at **Appendix 5**.

**PART I – To make appointments to Outside Bodies (Recommendation 10)**

52. The list of Outside Bodies and appointees / prospective appointees is in the document at **Appendix 6**.

RECOMMENDATION

53. Members are asked to agree / vote on the appointments for the various positions on the Outside Bodies.

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**Financial implications:**

There are no direct financial implications arising from the recommendations in this report.

**Legal implications:**

The legal position is detailed in the report.

**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
<b>24 Democratic Alliance Group</b> (40.68%)	6	6	2	6	6	4	3	6	6	<b>45</b>
<b>21 Conservative Group</b> (35.60%)	5	5	2	5	6	3	2	6	6	<b>40</b>
<b>6 The Independents</b> (10.17%)	2	1	1	2	2	1	1	1	1	<b>12</b>
<b>4 Independent Progressive Group</b> (6.78%)	1	1	0	1	1	1	1	1	1	<b>8</b>
<b>3 Cranbrook Voice</b> (5.08%)	1	0	0	1	1	1	0	1	1	<b>6</b>
<b>1 Independent</b> (1.69%)	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>1 Vacancy</b>										

**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
<p>1. <b>Asset Management Forum</b></p> <p><b>(Three Cabinet Members, three Assistant Portfolio Holders and one ex officio Councillor)</b></p>	<p>Portfolio Holders: Economy &amp; Assets (Chair) Finance Strategic Planning</p> <p>Assistant Portfolio Holders: Coast, Country &amp; Environment Economy &amp; Assets Finance</p> <p>ex officio: Leader</p>	None
<p>2. <b>Community Grant Panel</b></p> <p><b>(One Cabinet Member and six Councillors)</b></p>	<p>Portfolio Holder: Finance (Chair)</p> <p>Cllrs: Six</p>	Six Councillors
<p>3. <b>Community Infrastructure Levy (CiL) Working Group</b></p> <p><b>(Three Cabinet Members, Vice Chair of Strategic Planning Committee, Chair &amp; Vice Chair of Planning Committee and four Councillors)</b></p>	<p>Portfolio Holders: Strategic Planning Economy &amp; Assets Sustainable Homes &amp; Communities</p> <p>Strategic Planning Committee: Vice Chair (Chair)</p> <p>Planning Committee: Chair Vice Chair</p> <p>Cllrs: Four</p>	Four Councillors
<p>4. <b>Budget Setting and Capital Allocations Panel</b></p> <p><b>(The Cabinet, Assistant Portfolio Holders plus five Councillors)</b></p>	<p>Leader</p> <p>Portfolio Holders: Climate Action &amp; Emergency Coast, Country &amp; Environment Council and Corporate Coordination Democracy and Transparency Economy &amp; Assets Finance (Chair) Strategic Planning Sustainable Homes &amp; Communities Tourism, Sport, Leisure &amp; Culture</p>	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.	<b>LED Monitoring Forum</b>  <b>(Six Cabinet Members, Member Champion for Sports and Leisure, four councillors)</b>	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.	<b>Member Development Working Party</b>  <b>(Three Cabinet Members, and five Councillors)</b>	Leader  Portfolio Holder: Democracy & Transparency (Chair) Council and Corporate Coordination  Cllrs: Five	Five Councillors
<b>Joint Bodies</b>		<b>EDDC Appointees</b>	<b>Appointments to be made at the Council meeting</b>
7.	<b>Arts Culture East Devon</b>  <b>(One Cabinet Member, Two Assistant Portfolio Holders and four Councillors)</b>	Portfolio Holder: Tourism, Sport, Leisure & Culture  Assistant Portfolio Holders: Coast, Country & Environment Democracy & Transparency  Cllrs: Four (Chair)  (plus 2 Community & 7 town representatives) page 30	Four Councillors

## Appendix 2

### Makeup of Panels, Forum and Joint Bodies 2021/22

8.	<b>County Committees including: East Devon Highways and Traffic Orders Committee</b>  <b>(Three Councillors)</b>	Cllrs: Three	Three Councillors
9.	<b>Cranbrook Strategic Delivery Board</b>  <b>(One Cabinet Member and three Ward Member)</b>	Portfolio Holder: Strategic Planning  Ward Member: Cranbrook x 3	Ward Member: Cranbrook x 3
10.	<b>East Devon Traveller Forum</b> <b>(One Cabinet Member, One Ward Member and one Councillor)</b>	Portfolio Holder: Sustainable Homes and Communities (Chair)  Ward Member: Cranbrook x 1  Cllr: One	Ward Member: Cranbrook x 1  One Councillor
11.	<b>East and Mid Devon Community Safety Partnership</b>  <b>(One Councillor)</b>	Cllrs: One	One Councillor
12.	<b>Exeter and East Devon Enterprise Zone Board</b>  <b>(One Cabinet Member)</b>	Portfolio Holder: Leader	None
13.	<b>Exmouth Beach Management Plan Steering Group</b>  <b>(Three Cabinet Members, two Assistant Portfolio Holders, and seven Exmouth Ward Members)</b>	Portfolio Holders: Coast, County and Environment Climate Action & Emergency Tourism, Sport, Leisure & Culture  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.	<b>Exmouth Queens Drive Delivery Group</b>	Leader (Vice Chair)  Portfolio Holders: page 31	Seven Exmouth Ward Councillors comprising: Brixington Ward x1

## Appendix 2

### Makeup of Panels, Forum and Joint Bodies 2021/22

	<b>(Five Cabinet Members and seven Ward Members)</b>	Economy & Assets 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	Halsdon Ward x 1 Littleham Ward x 2 Town Ward x 2 Withycombe Raleigh Ward x 1
15.	<b>Heart of the South - West Joint Committee</b>  <b>(Two Cabinet Members)</b>	Leader Deputy Leader	None
16.	<b>Lower Exe Mooring Authority Management Committee</b>  <b>(Two Councillors)</b>	Cllrs: Two  (plus substitute)	Two Councillors  Sub: One Councillor
17.	<b>Recycling and Waste Partnership Board</b>  <b>(Two Cabinet Members, two Assistant Portfolio Holders and two Councillors)</b>	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency  Assistant Portfolio Holders: Coast, Country & Environment Climate Action & Emergency  Cllrs: Two	Two Councillors
18.	<b>Sidmouth Beach Management Plan Steering Group</b>  <b>(Two Cabinet Members, two Assistant Portfolio Holders and four Sidmouth Ward Members)</b>	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.	<b>Sidmouth Port Royal Project Reference Group</b>  (Two Councillors representing the Sidmouth Wards)	Cllrs: Two (representing Sidmouth Wards)	Ward Councillors: Sidmouth Wards x 2
20.	<b>South East Devon Habitat Regulations Executive Committee</b>  (One Cabinet Member)	Portfolio Holder: Coast, Country & Environment  (substitute – Vice Chair of Strategic Planning Committee)	None
21.	<b>STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities)</b>  (One Cabinet Member and CEO)	Leader Chief Executive  (substitute: Portfolio Holder: Corporate Services & COVID-19 Response and Recovery)	None
22.	<b>STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities)</b>  (Three Councillors)	Cllrs: Three  (substitutes: three Councillors)	Three Councillors  (Sub: Three Councillors)
23.	<b>Woodbury, Exmouth &amp; Budleigh (WEB) Community Health and Wellbeing Board</b>  (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
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										
Ryan 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

<b>Committees</b>	<b>Chair</b>	<b>Vice-Chair</b>
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. <b>Asset Management Forum</b></p> <p><b>(Three Cabinet Members, three Assistant Portfolio Holders and one ex officio Councillor)</b></p>	<p>Portfolio Holders: Economy &amp; Assets (Chair) Finance Strategic Planning</p> <p>Assistant Portfolio Holders: Coast, Country &amp; Environment Economy &amp; Assets Finance</p> <p>ex officio: Leader</p>	<p>Portfolio Holders: Economy &amp; Assets (Chair) Finance Strategic Planning</p> <p>Assistant Portfolio Holders: Coast, Country &amp; Environment Economy &amp; Assets Finance</p> <p>ex officio: Leader</p>
<p>2. <b>Community Grant Panel</b></p> <p><b>(One Cabinet Member and six Councillors)</b></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. <b>Community Infrastructure Levy (CiL) Working Group</b></p> <p><b>(Three Cabinet Members, Vice Chair of Strategic Planning Committee, Chair &amp; Vice Chair of Planning Committee and four Councillors)</b></p>	<p>Portfolio Holders: Strategic Planning Economy &amp; Assets Sustainable Homes &amp; 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 &amp; Assets Sustainable Homes &amp; 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. <b>Budget Setting and Capital Allocations Panel</b></p> <p><b>(The Cabinet, Assistant Portfolio Holders plus five Councillors)</b></p>	<p>Leader</p> <p>Portfolio Holders: Climate Action &amp; Emergency Coast, Country &amp; Environment Council and Corporate Co-ordination Culture, Leisure, Sport and Tourism Democracy and Transparency</p>	<p>Leader</p> <p>Portfolio Holders: Climate Action &amp; Emergency Coast, Country &amp; Environment Council and Corporate Co-ordination Culture, Leisure, Sport and Tourism Democracy and Transparency</p>

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

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

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

			Olly Davey Alan Dent Sam Hawkins
<b>Joint Bodies</b>	<b>EDDC Appointees</b>	<b>Appointments to be made at the Council meeting</b>	
7. <b>Arts Culture East Devon</b>  <b>(One Cabinet Member, Two Assistant Portfolio Holders and Four Councillors)</b>	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. <b>County Committees including: East Devon Highways and Traffic Orders Committee</b>  <b>(Three Councillors)</b>	Cllrs: Three		Paul Hayward Mike Howe Val Ranger
9. <b>Cranbrook Strategic Delivery Board</b>  <b>(One Cabinet Member and three Ward Members)</b>	Portfolio Holder: Strategic Planning  Ward Member: Cranbrook x 3	Portfolio Holder: Strategic Planning	Kevin Blakey Kim Bloxham Sam Hawkins
10. <b>East Devon Traveller Forum</b> <b>(One Cabinet Member, One Ward Member and one Councillor)</b>	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. <b>East and Mid Devon Community Safety Partnership</b>  <b>(One Councillor)</b>	Cllrs: One		Steve Gazzard
12. <b>Exeter and East Devon Enterprise Zone Board</b>	Leader	Leader	

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

### (One Cabinet Member)

- |     |  |  |  |
|-----|--|--|--|
| 13. | <b>Exmouth Beach Management Plan Steering Group</b><br><br><b>(Three Cabinet Members, two Assistant Portfolio Holders, and seven Exmouth Ward Members)</b> | Portfolio Holders:<br>Coast, Country & Environment<br>Climate Action & Emergency<br>Tourism, Sport, Leisure & Culture<br><br>Assistant Portfolio Holder:<br>Coast, Country & Environment<br>Climate Action & Emergency<br><br>Ward Members:<br>Exmouth Brixington x1<br>Exmouth Halsdon x 1<br>Exmouth Littleham x 2<br>Exmouth Town x 2<br>Exmouth Withycombe Raleigh x 1 | Portfolio Holders:<br>Coast, Country & Environment<br>Climate Action & Emergency<br>Tourism, Sport, Leisure & Culture<br><br>Assistant Portfolio Holder:<br>Coast, Country & Environment<br>Climate Action & Emergency<br><br>Fred Caygill (Brixington)<br>Olly Davey (Town)<br>Bruce De Saram (Littleham)<br>Brenda Taylor (Withycombe)<br>Tony Woodward (Halsden)<br>Eileen Wragg (Town)<br>Chris Wright (Littleham) |
| 14. | <b>Exmouth Queens Drive Delivery Group</b><br><br><b>(Five Cabinet Members and seven Ward Members)</b>   | Leader (Vice Chair)<br><br>Portfolio Holders:<br>Economy & Assets<br>Finance<br>Strategic Planning<br>Tourism, Sport, Leisure & Culture (Chair)<br><br>Ward Members:<br>Exmouth Brixington x1<br>Exmouth Halsdon x 1<br>Exmouth Littleham x 2<br>Exmouth Town x 2<br>Exmouth Withycombe Raleigh x 1  | Leader (Vice Chair)<br><br>Portfolio Holders:<br>Economy & Assets<br>Finance<br>Strategic Planning<br>Tourism, Sport, Leisure & Culture (Chair)<br><br>Megan Armstrong (Halsden)<br>Andrew Colman (Brixington)<br>Olly Davey (Town)<br>Bruce De Saram (Littleham)<br>Brenda Taylor (Withycombe)<br>Joe Whibley (Town)<br>Chris Wright (Littleham)  |
| 15. | <b>Heart of the South - West Joint Committee</b><br><br><b>(Two Cabinet Members)</b>   | Leader<br>Deputy Leader  | Leader<br>Deputy Leader  |
| 16. | <b>Lower Exe Mooring Authority Management Committee</b><br><br><b>(Two Councillors)</b>  | Cllrs:<br>Two<br><br>(plus substitute)   | Fred Caygill<br>Brenda Taylor<br><br>Sub: Bruce De Saram   |
| 17. | <b>Recycling and Waste Partnership Board</b>   | Portfolio Holder:<br>Coast, Country & Environment (Chair)  | Portfolio Holder:<br>Coast, Country & Environment (Chair)  |



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

	<b>(Two Cabinet Members, two Assistant Portfolio Holders and two Councillors)</b>	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.	<b>Sidmouth Beach Management Plan Steering Group</b>  <b>(Two Cabinet Members, two Assistant Portfolio Holders and four Sidmouth Ward Members)</b>	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.	<b>Sidmouth Port Royal Project Reference Group</b>  <b>(Two Councillors representing the Sidmouth Wards)</b>	Cllrs: Two (representing Sidmouth Wards)	Cathy Gardner Stuart Hughes
20.	<b>South East Devon Habitat Regulations Executive Committee</b>  <b>(One Cabinet Member)</b>	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.	<b>STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities)</b>  <b>(One Cabinet Member and CEO)</b>	Leader Chief Executive  (substitute: Portfolio Holder: Council and Corporate Co-ordination)	Leader Chief Executive  (substitute: Portfolio Holder: Council and Corporate Co-ordination)
22.	<b>STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities)</b>  <b>(Three Councillors)</b>	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.	<b>Woodbury, Exmouth &amp; Budleigh (WEB) Community Health and Wellbeing Board</b>	Portfolio Holder: Sustainable Homes and Communities	Portfolio Holder: Sustainable Homes and Communities
	<b>(One Cabinet Member)</b>	(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)	<b>APPOINTMENTS: GENERAL</b>		
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 ( <b>Director</b> ) Finance Portfolio Holder ( <b>Shareholder rep</b> )	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 ( <b>Shareholder</b> ) Section 151 Officer ( <b>Director</b> )	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		