

Public Document Pack
EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Annual Council held at The Ocean Suite, Ocean, Queens Drive, Exmouth EX8 2AY on 19 May 2022

Attendance list at end of document

The meeting started at 6.00 pm and ended at 6.48 pm

1 Election of Chair of the Council for the ensuing year

The Chair, Cllr Ian Thomas, welcomed those present to East Devon District Council's Annual Council meeting on 19th May 2022. In the absence of the Vice Chair, Cllr Val Ranger, he invited Cllr Sam Hawkins to act in this role.

Before commencing the meeting he reminded those present that the Council was holding the meeting at the Ocean Suite in Exmouth in keeping with the current legal position for Local Authority meetings, which required it to meet physically to hold the Annual Council meeting to appoint the Chair and Vice Chair, the Leader and determine the Governance arrangements and appointments for the coming Civic Year. It was also meeting at this venue in order to continue to meet safely and with due regard to those who have ongoing concerns about their health or that of their colleagues.

He then invited nominations for the office of Chair of the Council for the ensuing year. Councillor Chris Wright proposed and Councillor Jess Bailey seconded Councillor Ian Thomas being elected Chair of the Council for the coming civic year. In proposing, Councillor Wright spoke of Councillor Thomas's integrity and fair approach across the political divide. He acted professionally and ensured business was done in person or via Zoom and was an active face to residents and organisations across the District. In seconding, Councillor Bailey said that Cllr Thomas had been an excellent Chair over the past year and always struck the right balance between being firm and fair.

Cllr Thomas asked for other nominations.

There were no other nominations so Cllr Thomas invited members to confirm the re-appointment of himself, Cllr Thomas as the Chair of Council.

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 thanked his proposer and seconder and other Members for their endorsement, and for attending the meeting at Ocean.

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 Eleanor Rylance proposed and Councillor Olly Davey seconded Councillor Val Ranger being appointed to continue as Vice-Chair of the Council for the coming civic year.

In proposing, Councillor Rylance stated that Cllr Ranger chaired fairly and had been an excellent support to Cllr Thomas as Chair over the last year. She said she was the embodiment of the Nolan principles, and would have been present at the meeting if the date had not had to be changed.

In seconding, Councillor Davey stated that Councillor Ranger was always well prepared for meetings, that she had an incisive mind and a keen eye for detail. She would be an excellent Vice Chair.

The Chair invited further nominations.

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.

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

Following a vote of those present, the minutes of the meeting of the Full Council held on 20th April 2022, and the Extraordinary meeting of Council on 3rd May 2022 were agreed as a true record.

5 Declarations of interest

No declarations were announced.

6 Matters of urgency

There were no urgent items.

7 Confidential/exempt item(s)

There were none.

8 **Announcements from the Chair**

The Chair made three brief announcements.

Firstly he thanked all Members who had installed Jubilee Oak Plaques as a gift from EDDC to local Towns and Parishes, and stated that all remaining plaques were available for collection from The Ocean Suite at this Annual Council Meeting. He reiterated that it would be good to ensure that all plaques were installed either before or during the Platinum Jubilee Weekend, as part of a well-received initiative across East Devon.

Secondly, he gave a brief update on the Ukrainian Refugee situation. EDDC were continuing to work collaboratively with DCC and other Devon districts to deliver the role that the Government had prescribed for local authorities in the effort to provide safe refuge for people fleeing the invasion of Ukraine.

As part of the Government's Homes for Ukraine Scheme, the Council was continuing to carry out accommodation checks on the suitability of properties across the District, with 56 inspections completed and a further 29 visits booked. To date it was aware of approximately 95 arrangements in East Devon with sponsor or Host families, which would translate into about 300 Ukrainian guests.

The Revenue and Benefits team were continuing to administer subsistence payments to refugees and sponsor households, and payments had been made to 67 individuals and 28 households. 22 Host families have applied for the monthly support payments.

Within the coming few days EDDC would be finalising its offer of welcome support and ongoing support for Ukrainians and sponsor families, having been working with the East Devon branch of CAB on this and would be commissioning them to provide the support required. Cabinet have been consulted on the details of this arrangement and how it is intended to be managed.

EDDC would also be providing support to the newly established 'Devon for Ukraine' Charity, which would be provided in a few ways as the Charity was already assisting people from East Devon and EDDC is keen to ensure they were able to continue to do so. The Charity have established a pop up 'Conversation Café' in Exeter and members of the existing Ukrainian community were pro-actively supporting and running this. This was creating a useful 'hub' where support services could also base themselves in order to provide support on a wider scale to those that need it.

EDDC visited the Conversation Café this week and took the opportunity to thank the charity for the outstanding work they were undertaking to help sponsors and Ukrainians who were in East Devon.

There is continuing concern about the breakdown of sponsorship arrangements and the housing team were working closely with the County and others to establish a process for re-matching Ukrainians with alternative hosts, recognising the need to do everything we could to prevent homelessness approaches although inevitability this was predicted over the coming weeks/months.

Finally, in relation to former Cllr John Humphreys. The Chair said that nobody would forget the shock of hearing that former East Devon District Councillor, John Humphries had been convicted and sentenced to 21 years in prison, for sexual offences against two young boys between 20 and 30 years earlier. Enduring thoughts remain for the victims and how a large part of their lives had been dominated by the unimaginable, despicable actions of Mr Humphreys.

On 18th December 2019, Council had bestowed the honour of Honorary Alderman on John Humphreys. His conviction in August 2021 demonstrated this to be a fundamental, dreadful mistake. On 7th September 2021, the Chair convened an Extraordinary General Meeting of Council, which moved unanimously to correct that error, by rescinding the award with immediate effect.

On 20th April 2022, Full Council resolved that the Chief Executive provide a report to Cabinet which would consider commissioning an independent investigation, or enquiry by an appropriate independent body. The Chair confirmed that work on this report was in progress.

The CEO has written to all Group Leaders, seeking their views on the proposed terms and scope of an independent investigation or inquiry. Replies had been received. The CEO was now preparing Instructions to Counsel, seeking legal advice on how action on the resolution of Council might progress. The Chair expected his report to be presented to Cabinet on 13th July 2022.

9 Election of leader of the Council for the ensuing year

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

Councillor Dan Ledger proposed Councillor Paul Arnott as Leader of the Council for the ensuing year. This proposal was seconded by Councillor Brenda Taylor.

In proposing, Councillor Ledger spoke about how Cllr Arnott had introduced greater transparency, facilitated joint working, such as required by the joint infrastructure plan, and had been at the forefront of Council change. He had focussed on all areas across the district, including Cranbrook.

In seconding, Councillor Taylor said that Cllr Arnott would continue to provide good leadership over the ensuing year.

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

There were no other nominations.

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 2022-23.

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 another year.

11 Leader's appointment to Cabinet

The Leader thanked the Chair and Vice Chair for the measured approach that they had adopted in their roles over the past year, dealing with some of the worst challenges facing Local Government.

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

Councillor Paul Hayward to be the Economy & Assets Portfolio Holder, and Councillor Geoff Pratt to be Assistant Portfolio Holder.

Councillor Marianne Rixson to be the Climate Action & Emergency Portfolio Holder, and Councillor Denise Bickley to be Assistant Portfolio Holder.

Councillor Geoff Jung to be the Coast, Country & Environment Portfolio Holder, and Councillor Eleanor Rylance to be Assistant Portfolio Holder.

Councillor John Loudoun to be the Council & Corporate Coordination Portfolio Holder, and Councillor Eileen Wragg to be Assistant Portfolio Holder.

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

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

Councillor Jack Rowland to be the Finance Portfolio Holder.

Councillor Paul Arnott to be the Strategic Planning Portfolio Holder

Councillor Dan Ledger to be the Sustainable Homes and Communities Portfolio Holder, and Councillor Sarah Chamberlain to be Assistant Portfolio Holder.

The Leader thanked Councillor Megan Armstrong for all of her hard work in establishing and developing the work of the Poverty Working Panel.

He then thanked Officers who had set up the Annual Council meeting in 2022 and for their support throughout the past year.

He then outlined his priorities for the coming civic year, in keeping with the three Council Plan priorities to develop and maintain a strong economic infrastructure, address the shortage of supply of homes and join up the policies and actions around climate change.

12 **Governance arrangements and appointments for the Civic Year (2022/23)**

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 (2022/23).

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. Committee.

It 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.

It also covered the councillor appointments to committees, panels, forums, joint bodies and outside bodies together with the appointment of the Chairs and Vice-Chairs of committees.

The Monitoring Officer outlined a number of changes to membership of the Panels, Forums and Joint Bodies largely as a result of changes within Cabinet. Specifically that Cllr Arnott will be taking on the Strategic Planning portfolio and becoming Chair of Strategic Planning Committee, and Cllr Ledger will be taking on the Sustainable Homes & Communities portfolio. If approved, Cllr Allen will become Chair of Scrutiny Committee and Cllr Whibley will be replaced on the Poverty Working Panel by Cllr Armstrong to ensure it is cross-party.

There were eleven 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 A Recommendation 2**, and invited comments.

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

RESOLVED;

That Council agreed to the convening of the Independent Remuneration Panel to review the Members Allowance Scheme and delegated authority to the Strategic Lead Governance & Licensing to progress arrangements including recruitment of panel members as necessary.

The Chair then moved to **PART B RECOMMENDATION 3**.

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 4**,

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

RESOLVED;

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

Democratic Alliance Group	23 members	39%	44 Seats
Conservative Group	22 members	37%	42 Seats
The Independents	5 members	8%	9 Seats
Independent Progressive Group	3 members	5%	6 Seats
Cranbrook Voice	3 members	5%	6 Seats
Labour Group	2 members	3%	4 Seats
Independent (Independent)	2 members	3%	0 Seats
TOTALS	60 members	100%	111 Seats

The Chair moved to **PART C RECOMMENDATION 5,**

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

RESOLVED;

That Council approved 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 6.**

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

RESOLVED;

That Council, agreed the makeup of the advisory Panels, Forums and Joint Bodies as set out in *Appendix 2* with the amendments identified by the Monitoring Officer and with delegated authority given to the Monitoring Officer to make any consequential changes arising from the additional Assistant Sustainable Homes & Communities Portfolio Holder Post.

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

Following a vote the recommendation was carried by a majority of those present. It was noted that one of the Independent Community Representatives' names had been misspelt and it should be Rob Robinson.

RESOLVED;

That Council, agreed 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 8.**

The Monitoring Officer advised of one vacancy on the Planning Committee that members needed to vote on. Following a vote between Cllr Bruce and Cllr Rylance, it was confirmed that Cllr Rylance would take the seat.

Members were asked to approve the appointments of Councillors to committees as set out in the table in *Appendix 3* with Cllr Rylance added to the Planning Committee.

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

RESOLVED;

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

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

Members were asked to approve the appointments of the Chairs and Vice-Chairs of the committees as set out in *Appendix 4* with Cllr Arnott replacing Cllr Ledger as the Chair of Strategic Planning Committee.

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

RESOLVED;

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

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

The Monitoring Officer advised of one vacancy on the Recycling and Waste Partnership Board that members needed to vote on. Following a vote between Cllr Bonetta and Cllr Kemp, it was confirmed that Cllr Kemp would take the seat.

Members were asked to approve the appointments for the various positions on the Panels, Forums and Joint Bodies as detailed in the document at *Appendix 5* with the additional change identified by the Monitoring Officer and Cllr Kemp added to the Recycling and Waste Partnership Board.

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

RESOLVED;

That Council agreed on the appointments for the various positions on the panels, forums and joint bodies as detailed in the document at *Appendix 5*, following the addition of Cllr Kemp being made to membership of the Recycling and Waste Partnership Board and Cllr Armstrong replacing Cllr Whibley on the Poverty Working Panel.

The Chair moved to **PART I RECOMMENDATION 11**

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

RESOLVED;

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

13 Member Champion Reports 2021/22

The Chair invited members to consider the Annual reports of the four Member Champions and comment accordingly.

In the absence of comments he moved that the reports were duly received and noted.

Following a vote the reports were duly received and noted.

RESOLVED;

That Council received and noted the Annual Reports of the Member Champions.

14 Programme of ordinary meetings of the Council, Cabinet and Committees for 2022/23

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 2022/23 be approved as set out on pages 64-65 of the agenda.

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

The meeting ended at 6.48pm.

Attendance List
Councillors present:
S Jackson
P Arnott

K Blakey
F Caygill
A Colman
T Woodward
N Hookway
C Wright
O Davey
J Whibley
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 Hartnell
B Ingham
D Manley
A Moulding
H Parr
G Pratt
M Rixson
E Rylance
P Skinner
B Taylor
I Thomas
D Barrow
T Wright
S Hughes
R Lawrence

Councillors also present (for some or all the meeting)

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
Andrew Hopkins, Communications Consultant
Anita Williams, Principal Solicitor (and Deputy Monitoring Officer)

Councillor apologies:

M Armstrong
P Jarvis
S Chamberlain
P Millar
M Allen
I Hall
D Key
G Pook
V Ranger
B De Saram
P Twiss

Chairman

Date:

APPENDIX 1 MEMBERSHIP OF COMMITTEES – SEATS AND PROPORTIONAL BALANCE 2022/23

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
23 Democratic Alliance Group (39%)	6	5	2	6	6	4	3	6	6	44
22 Conservative Group (37%)	5	5	2	6	6	4	2	6	6	42
5 The Independents (8%)	1	1	1	1	1	1	1	1	1	9
3 Independent Progressive Group (5%)	1	1	0	1	1	0	1	1	0	6
3 Cranbrook Voice (5%)	1	0	0	1	1	1	0	1	1	6
2 Labour Group (3%)	1	1	0	0	1	0	0	0	1	4
2 Independent (3%)	0	0	0	0	0	0	0	0	0	0

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 2022/23

Panels and Forums	Composition 2022/23	Appointments to be made at Council meeting
<p>1. Asset Management Forum</p> <p>(Three Cabinet Members, two 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</p> <p>ex officio: Leader</p>	None
<p>2. Community Grant Panel</p> <p>(One Cabinet Member and six Councillors)</p>	<p>Portfolio Holder: Finance (Chair)</p> <p>Cllrs: Six</p>	Six Councillors
<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>	Four Councillors
<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 Response Coast, Country & Environment Council & Corporate Coordination Democracy, Transparency & Communications Economy & Assets Finance (Chair) Strategic Planning Sustainable Homes & Communities Tourism, Sport, Leisure & Culture</p>	Five Councillors

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2022/23

		Assistant Portfolio Holders: Climate Action & Emergency Coast, County & Environment Council & Corporate Co- ordination Economy & Assets	
		Cllrs: Five	
5.	LED Monitoring Forum (Six Cabinet Members, Member Champion for Sports and Leisure, four councillors)	Leader Portfolio Holders: Finance Coast, Country & Environment Council & Corporate Co- ordination Economy & Assets Tourism Sport, Leisure & Culture Cllrs: Five	Five Councillors
6.	Member Development Working Party (Three Cabinet Members, and five Councillors)	Leader Portfolio Holder: Democracy, Transparency & Communication (Chair) Council & Corporate Co- ordination Member Champion: Mental Health Cllrs: Five	Five Councillors
7.	Poverty Working Panel (One Cabinet Member and nine Councillors)	Portfolio Holders: Sustainable Homes and Communities (Chair) Cllrs: Nine	Nine Councillors
Joint Bodies		EDDC Appointees	Appointments to be made at the Council meeting
8.	Arts & Culture East Devon (ACED) Network	Portfolio Holder: Tourism, Sport, Leisure & Culture	Four Councillors

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2022/23

	(One Cabinet Member, One Assistant Portfolio Holders and four Councillors)	Assistant Portfolio Holders: Coast, Country & Environment Cllrs: Four (Chair) (plus 2 Community & 7 town representatives)	
9.	County Committees including: East Devon Highways and Traffic Orders Committee (Three Councillors)	Cllrs: Three	Three Councillors
10.	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
11.	East Devon Gypsy & Traveller Forum (One Cabinet Member, One Ward Member and one Councillor)	Portfolio Holder: Sustainable Homes & Communities (Chair) Ward Member: Cranbrook x 1 Cllr: One	Ward Member: Cranbrook x 1 One Councillor
12.	East and Mid Devon Community Safety Partnership (One Councillor)	Cllrs: One	One Councillor
13.	Exeter and East Devon Enterprise Zone Board (One Cabinet Member)	Leader	None
14.	Exmouth Beach Management Plan Steering Group (Three Cabinet Members, two Assistant Portfolio	Portfolio Holders: Coast, County & Environment Climate Action & Emergency Response Tourism, Sport, Leisure & Culture Assistant Portfolio Holders:	Seven Exmouth Ward Councillors comprising: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2 Exmouth Town x 2 Exmouth Withycombe Raleigh x

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2022/23

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

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2022/23

19.	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 Response Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response Ward Members: Sidmouth Town Ward Members Sidmouth Rural Sidmouth Sidford x 1	Ward Councillor: Sidmouth Sidford x 1
20.	Sidmouth Port Royal Project Reference Group (Two Councillors representing the Sidmouth Wards)	Cllrs: Two (representing Sidmouth Wards)	Ward Councillors: Sidmouth Wards x 2
21.	South East Devon Habitat Regulations Executive Committee (One Cabinet Member)	Portfolio Holder: Coast, Country & Environment (substitute – Vice Chair of Strategic Planning Committee)	None
22.	STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities) (One Cabinet Member and CEO)	Leader Chief Executive (substitute: Portfolio Holder: Council & Corporate Co-ordination)	None
23.	STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities) (Three Councillors)	Cllrs: Three (substitutes: three Councillors)	Three Councillors (Sub: Three Councillors)
24.	Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board	Portfolio Holder: Sustainable Homes & Communities	Substitute: Ward Member from Budleigh & Raleigh, Exmouth or Woodbury

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2022/23

(One Cabinet Member) (substitute: Ward Member from Budleigh & Raleigh, Exmouth or Woodbury & Lympstone) & 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.

2022/23 'designated persons' are Cllrs [*Three Councillors to be appointed*].

Appendix 3

Membership of Committees 2022/23

[illegible]

Appendix 3

Membership of Committees 2022/23

Members of Cabinet and Committees 2022/23	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
Johns Vicky			Chair							
Jung Geoff										Sub
Kemp Jamie										
Key David										
Lawrence Richard										
Ledger Dan										
Loudoun John										
Manley Dawn										
McCollum Tony										
Millar Paul										
Moulding Andrew										
Page Helen										Sub
Pepper Christopher							Sub			
Pock Geoff										
Pratt Geoff							Sub			
Ranger Val		Vice Chair								Vice Chair
Rixson Marianne										
Rowland Jack										
Rylance Eleanor										
Skinner Philip										
Taylor Brenda							Sub			
Thomas Ian							Chair			Chair
Twiss Phil										
Whibley Joe									Chair	
Woodward Tony										
Wragg Eileen						Chair				
Wright Chris										
Wright Tom										

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

Appendix 4

Chairs and Vice-Chairs 2022/2023

Committees	Chairman	Vice-Chairman
Overview Committee	Vicky Johns	Jake Bonetta
Scrutiny Committee	Mike Allen	Val Ranger
Housing Review Board	Sarah Chamberlain	To be appointed by Housing Review Board
Strategic Planning Committee	Paul Arnott	Olly Davey
Planning	Eileen Wragg	Sarah Chamberlain
Audit & Governance	Sam Hawkins	Nick Hookway
Standards	Chair of Council	No appointment required
Personnel Committee	Chair of Council	Val Ranger
Licensing and Enforcement	Joe Whibley	Kim Bloxham

Appendix 5

Panels, Forum and Joint Bodies 2022/23

Panels and Forums	Composition 2022/23	Appointments
<p>1. Asset Management Forum</p> <p>(Three Cabinet Members, two Assistant Portfolio Holders)</p>	<p>Portfolio Holders: Economy & Assets (Chair) Finance Strategic Planning</p> <p>Assistant Portfolio Holders: Coast, Country & Environment Economy & Assets</p>	<p>Portfolio Holders: Economy & Assets (Chair) Finance Strategic Planning</p> <p>Assistant Portfolio Holders: Coast, Country & Environment Economy & Assets</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>Portfolio Holders: Climate Action & Emergency Response Coast, Country & Environment Council & Corporate Co-ordination Democracy, Transparency & Communications Economy & Assets Finance (Chair) Strategic Planning Sustainable Homes &</p>	<p>Portfolio Holders: Climate Action & Emergency Response Coast, Country & Environment Council & Corporate Co-ordination Democracy, Transparency & Communications Economy & Assets Finance (Chair) Strategic Planning Sustainable Homes &</p>

Appendix 5

Panels, Forum and Joint Bodies 2022/23

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

Appendix 5

Panels, Forum and Joint Bodies 2022/23

			Dan Ledger
7.	Poverty Working Panel (One Cabinet Member and nine Councillors)	Portfolio Holders: Sustainable Homes and Communities (Chair) Cllrs: Nine	Portfolio Holder: Sustainable Homes and Communities Mike Allen Megan Armstrong Jake Bonetta Maddie Chapman Bruce De Saram Sam Hawkins Paul Jarvis Marianne Rixson Tony Woodward
Joint Bodies		EDDC Appointees	Appointments to be made at the Council meeting
8.	Arts & Culture East Devon (ACED) Network (One Cabinet Member, One Assistant Portfolio Holders and Four Councillors)	Portfolio Holder: Tourism, Sport, Leisure & Culture Assistant Portfolio Holders: Coast, Country & Environment Cllrs: Four (Chair) (plus 2 Community & 7 town representatives)	Portfolio Holder: Tourism, Sport, Leisure & Culture Assistant Portfolio Holders: Coast, Country & Environment Olly Davey Bruce De Saram Andrew Moulding Joe Whibley (Chair)
9.	County Committees including: East Devon Highways and Traffic Orders Committee (Three Councillors)	Cllrs: Three	Paul Hayward Mike Howe Val Ranger
10.	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
11.	East Devon Gypsy & Traveller Forum (One Cabinet Member, One Ward Member and one Councillor)	Portfolio Holder: Sustainable Homes and Communities (Chair) Ward Member: Cranbrook x 1	Portfolio Holder: Sustainable Homes and Communities (Chair) Kim Bloxham

Appendix 5

Panels, Forum and Joint Bodies 2022/23

		Cllr: One	Eleanor Rylance
12.	East and Mid Devon Community Safety Partnership (One Councillor)	Cllrs: One	Jack Rowland
13.	Exeter and East Devon Enterprise Zone Board (One Cabinet Member)	Leader	Leader
14.	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 Response Tourism, Sport, Leisure & Culture Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response 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 Response Tourism, Sport, Leisure & Culture Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response Fred Caygill (Brixington) Olly Davey (Town) Bruce De Saram (Littleham) Brenda Taylor (Withycombe) Tony Woodward (Halsden) Eileen Wragg (Town) Chris Wright (Littleham)
15.	Exmouth Queens Drive Delivery Group (Five Cabinet Members and seven Ward Members)	Portfolio Holders: Economy & Assets Finance Strategic Planning (Vice Chair) Sustainable Homes & Communities 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)

Appendix 5

Panels, Forum and Joint Bodies 2022/23

16.	Heart of the South - West Joint Committee (Two Cabinet Members)	Leader Deputy Leader	Leader Deputy Leader
17.	Lower Exe Mooring Authority Management Committee (Two Councillors)	Cllrs: Two (plus substitute)	Fred Caygill Brenda Taylor Sub: Bruce De Saram
18.	Recycling and Waste Partnership Board (Two Cabinet Members, two Assistant Portfolio Holders and two Councillors)	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Response Assistant Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Response Cllrs: Two	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Response Assistant Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Response Jamie Kemp Tom Wright
19.	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 Response Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response Ward Members: Sidmouth Town Ward Members Sidmouth Rural Sidmouth Sidford x 1	Portfolio Holder: Coast, Country & Environment (Chair) Climate Action & Emergency Response Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response Denise Bickley (Town) Cathy Gardner (Town) John Loudoun (Rural) Stuart Hughes (Sidford)
20.	Sidmouth Port Royal Project Reference Group (Two Councillors representing the Sidmouth Wards)	Cllrs: Two (representing Sidmouth Wards)	Cathy Gardner Stuart Hughes

Appendix 5

Panels, Forum and Joint Bodies 2022/23

21.	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)
22.	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)
23.	STRATA Joint Scrutiny Committee (EDDC, Exeter City and Teignbridge authorities) (Three Councillors)	Cllrs: Three (substitutes: three Councillors)	Nick Hookway Paul Millar Phil Twiss (Subs: Eleanor Rylance, Denise Bickley & Chris Pepper)
24.	Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board (One Cabinet Member)	Portfolio Holder: Sustainable Homes & Communities (substitute: Ward Member from Budleigh & Raleigh, Exmouth or Woodbury & Lympstone)	Portfolio Holder: Sustainable Homes & Communities 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.

2022/23 'designated persons' are Cllrs Bruce De Saram, Paul Millar and Eileen Wragg.

Appendix 6

APPOINTMENTS ON OUTSIDE BODIES 2022/23

	Name of Outside Body	Appointments 2022/23	Portfolio Holders/ Lead – reporting link
(a)	APPOINTMENTS: GENERAL		
1	Blackdown Hills (AONB) Partnership Management Group	Paul Hayward	Coast, Country & Environment
2	Devon Rail Forum	Joe Whibley	Economy & Assets
3	Devon Authorities Strategic Waste Committee	Portfolio Holder: Coast, Country & Environment Substitute: Assistant Portfolio Holder Climate Action & Emergency Response	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	Portfolio Holder: Economy & Assets	Economy & Assets / Coast, Country & Environment
11	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder	Portfolio Holder: Economy & Assets (Director) Portfolio Holder:	Finance / Economy & Assets / Strategic Planning

	Name of Outside Body	Appointments 2022/23	Portfolio Holders/ Lead – reporting link
	representative	Finance (Shareholder rep)	
12	Queens Drive Exmouth Community Interest Company	Maddy Chapman Paul Millar	Finance / Economy & Assets / Strategic Planning
13	Local Government Association General Assembly	Leader* (substitute: Deputy Leader) <i>*Leader is SW representative on district councillor network executive</i>	Council
14	Local Government Association Annual Rural Assembly	Leader (with vote) Deputy Leader (who can vote in the absence of Leader)	Council
15	Police and Crime Panel – Devon and Cornwall	John Loudoun Substitute: Ian Hall	Council
16	SWAP (South West Audit Partnership Ltd)	Chairman: Audit & Governance (Shareholder) Section 151 Officer (Director)	Finance
17	South West Councils - including Employers’ Panel	Leader Deputy: Portfolio Holder – Council and Corporate Co- ordination	Council
18	SPARSE – Rural Special Interest Group	Leader Substitute: Portfolio Holder - Economy & Assets	Council
19	Sport England Local Delivery Plan Partnership Oversight Group	Portfolio Holder: Economy & Assets	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 2022-2023

Unless otherw ise indicated meetings w ill 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.

2022															
2023															
Meeting	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.00pm	19												10
Council	Wed	6.00pm			20			19		7		22		19	
Cabinet	Wed	6.00pm	4	8	13		7	5	2 30		4	1	1 29		3
Scrutiny Committee	Thu	6.00pm		9	7		8	6	3	1		2	2	6	
Overview & Scrutiny Committeesjoint budget meeting	Wed	9.00am									11				
Overview Committee	Thu	6.00pm			21		15	13	10		19		23		
Strategic Planning Committee	Tue	10.00am		7	12	9	6	4	1	6	10	7	7	4	2
Planning Committee	Tue	10.00am		14 28	26	30	27	25	29	20	31	28	28	25	
Audit & Governance Committee	Thu	2.30pm			28		22		24		19		23		
Housing Review Board	Thu	10.00am		16			15		17		12		16		
Licensing & Enforcement Committee	Wed	10.00am			20				16			8		5	
Standards Committee	Thu	10.00am		23				13			19			13	
Personnel Committee	Tue	10.00am			5			11			17			11	
Asset Management Forum	Tue	9.30am		21			6			6			7		
Budget Setting and Capital Allocations Panel	Thurs	9.30am		9			8			1			9		
South East Devon Habitat Regulations Executive Committee	Thu	2.00pm			28			27			26			27	
Exmouth Queens Drive Delivery Group	Tues	10.00am	3		19		13		1	13	24		14		
Poverty Working Panel	Mon	10.00am			18		19		21		30		20		22
LED Monitoring Forum	Tue	various		28 6pm			20 10am				17 6pm			11 10am	
Recycling & Waste Partnership Board	Wed	10.00am			13			19			25			19	
Arts & Culture Forum	Wed	various		15 2pm				12 10am					1 10am		
STRATA Joint Executive Committee		4.00pm													
STRATA Joint Scrutiny Committee		4.00pm													