

**Agenda for Annual Council
Wednesday, 24th May, 2023, 6.00 pm**

To: All elected Members of the Council; Honorary Aldermen

Venue: Ocean Suite, Ocean, Queen's Drive, Exmouth, EX8 2AY

Contact: Susan Howl, Democratic Services Manager;

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(or group number 01395 517546)

Issued Thursday, 11 May 2023



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<https://www.youtube.com/channel/UCmNHQruge3LVl4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-virtual-public-meetings/#article-content>

Dear Sir/Madam

**Annual Meeting of the Council of the District of East Devon on
Wednesday, 24th May, 2023 at 6.00 pm**

You are called upon to attend the above meeting to be held at the Ocean Suite, Ocean, Queen's Drive, Exmouth. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers expedient.

Yours faithfully

A handwritten signature in black ink, appearing to be "M. Howl", written over a white background.

Chief Executive

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.

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

Information on [public speaking](#) is available online.

4 Minutes of the previous Council meeting (Pages 4 - 8)

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 the Leader of the Council

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

12 Leader's appointment to Cabinet

The Leader will recommend the Cabinet members to act as Portfolio Holders.

13 Governance arrangements and appointments for the civic year (2023/24)
(Pages 9 - 23)

14 Annual Reports of the Housing Review Board and Scrutiny Committee for 2023/24 (Pages 24 - 31)

15 Appointment of Director of Housing, Health and Environment Recruitment
(Pages 32 - 35)

That Council notes the urgent decision of the Chief Executive in accordance with the powers delegated to him under the Constitution, that Tracy Hendron be appointed as the new Director of Housing, Health and Environment.

16 Programme of ordinary meetings of the Council, Cabinet and Committees for 2023/24) (Pages 36 - 37)

[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 the Ocean Suite, Ocean, Queen's Drive, Exmouth, EX8 2AY on 19 April 2023

Attendance list at end of document

The meeting started at 6.11 pm and ended at 6.30 pm

70 Public speaking

The Chair welcomed everyone to the final meeting of the civic term which was being held at Ocean in Exmouth. The meeting can be viewed live online and will be recorded. Since this was a large meeting, he requested that colleagues use microphones when they speak and ensure they were muted when not in use, to avoid disturbance from background noise.

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.

There were no members of the public who had pre-registered to speak at this meeting.

71 Minutes of the previous meeting

The Chair invited comments from members on the minutes of the Council meeting held on 22nd February 2023.

Following a vote he then confirmed that the minutes of Council on 22nd February were agreed as a true record.

72 Declarations of interest

77b. Minutes of Cabinet held on 29 March 2023. Minute numbers 168 - 184.

Councillor Paul Hayward, Affects Non-registerable Interest, Cllr is a Director of the Exeter Science Park.

73 Matters of urgency

The Chair confirmed there were no matters of urgency.

74 Announcements from the Chair and Leader

The Chair wanted to say a few words in relation to the civic term coming to a close. He said that whatever took place at the elections, there would be some new faces in the Chamber in May, and some people in the meeting would no longer be EDDC Cllrs. He wanted to thank all of the membership for their hard work, time and skills during the last four years, which had thrown up multiple challenges including COVID and financial constraints amongst many others. Despite this, Council business had continued uninterrupted and there had been cooperation across the Chamber. He also wanted to thank all officers who had adapted and enabled the Council to be in a good shape for the future.

He said that there had also been sadness with the loss of former colleagues, particularly the inspiring Vice Chair and Cllr Val Ranger. All will be missed and none forgotten.

The Leader said that he was worried about a report which would be going to Devon County soon which may affect EDDC.

He went on to say that it had been a remarkable four years and he wanted to thank all Cllrs, and particularly those who had been on the Cabinet and leadership groups.

Despite inevitable disagreements, all Cllrs knew what they had done and would have cause for pride about their efforts and contributions made over the past four years. He also wanted to thank staff and all those in Town and Parish Councils.

However, despite these efforts, there were people in the district who were suffering real poverty, needing to go to food banks and struggling to pay mortgages, and he hoped that whoever was elected to lead after the elections would be able to rise to the need for public services for those requiring them.

He then thanked the Chair for the excellent job he had done in this role over recent years and endorsed all of his comments. He thanked all of the membership for their contributions.

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

There were no items to be dealt with as confidential or exempt.

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

There were two questions received from Members of the Council for this meeting, which had been responded to in writing prior to the meeting. Since both questions were from Cllr Allen who was not present at the meeting, there were no supplementary questions.

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

(a) **Minutes of Cabinet held on 1 March 2023. Minute numbers 153 - 167**

The Chair invited Cllr Arnott to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

(b) **Minutes of Cabinet held on 29 March 2023. Minute numbers 168 - 184**

The Chair invited Cllr Arnott to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

(c) **Minutes of Scrutiny Committee held on 2 March 2023. Minute numbers 100 - 109**

The Chair invited Cllr De Saram to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

(d) **Minutes of Scrutiny Committee held on 9 March 2023. Minute numbers 110 - 117**

The Chair invited Cllr De Saram to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed

as a true record.

- (e) Minutes of Housing Review Board held on 16 March 2023. Minute numbers 47 - 63**
In the absence of the Chair of the Housing Review Board, the Chair of Council moved the minutes.
Following a vote the Chair confirmed that the above minutes were agreed as a true record.
- (f) Minutes of Strategic Planning Committee held on 14 February 2023. Minute numbers 60 - 69**
The Chair invited Cllr Ledger to move the minutes.
Following a vote the Chair confirmed that the above minutes were agreed as a true record.
- (g) Minutes of Strategic Planning Committee held on 7 March 2023. Minute numbers 70 - 77**
The Chair invited Cllr Ledger to move the minutes.
Following a vote the Chair confirmed that the above minutes were agreed as a true record.
- (h) Minutes of Planning Committee held on 28 February 2023. Minute numbers 96 - 103**
The Chair invited Cllr Wragg to move the minutes.
Following a vote the Chair confirmed that the above minutes were agreed as a true record.
- (i) Minutes of Planning Committee held on 28 March 2023. Minute numbers 104 - 117**
The Chair invited Cllr Wragg to move the minutes.
Following a vote the Chair confirmed that the above minutes were agreed as a true record.
- (j) Minutes of Licensing & Enforcement Committee held on 15 March 2023. Minute numbers 27 - 33**
The Chair invited Cllr Whibley to move the minutes.
Following a vote the Chair confirmed that the above minutes were agreed as a true record.
- (k) Minutes of Licensing & Enforcement Sub-Committee held on 7 March 2023. Minute numbers 21 - 25**
The Chair invited Cllr Whibley to move the minutes.
Following a vote the Chair confirmed that the above minutes were agreed as a true record.
- (l) Minutes of Licensing & Enforcement Sub-Committee held on 6 April 2023. Minute numbers 26 - 31**
The Chair invited Cllr Tom Wright to move the minutes.
Following a vote the Chair confirmed that the above minutes were agreed as a true record.
- (m) Minutes of Audit & Governance Committee held on 23 March 2023. Minute numbers 27 - 39**
The Chair invited Cllr Hawkins to move the minutes.

Following a vote the Chair confirmed that the above minutes were agreed as a true record.

The Chair confirmed the end of the meeting and thanked everyone including members of the public watching on YouTube, for their attendance.

He concluded by quoting the words of one of the best football commentators in 1966, Kenneth Wolstenholme, when he said, "they think it's all over, well it is now!"

The meeting ended at 6.30pm.

Attendance List
Councillors present:

M Armstrong	D Ledger	G Pook
P Jarvis	J Loudoun	G Pratt
S Jackson	J Bailey	M Rixson
P Arnott	P Hayward	E Rylance
K Blakey	S Hawkins	B De Saram
R Lawrence	C Gardner	P Skinner
T Woodward	C Brown	B Taylor
N Hookway	M Chapman	I Thomas (Chair)
C Wright	A Dent	E Wragg
O Davey	P Faithfull	T Wright
J Whibley	M Hartnell	S Hughes
T McCollum	B Ingham	J Bonetta
V Johns	G Jung	C Burhop

Officers in attendance:

Simon Davey, Director of Finance
Anita Williams, Interim Director of Governance and Licensing and Monitoring Officer
Susan Howl, Democratic Services Manager
Sarah Jenkins, Democratic Services Officer
Andrew Hopkins, Communications Consultant

Councillor apologies:

S Chamberlain
K Bloxham
A Colman
J Rowland
D Bickley
A Moulding
D Key
D Manley
I Hall
M Howe
H Parr
P Twiss

Chair

Date:

Report to: Council



Date of Meeting 24th May 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Governance Arrangements and appointments for the Civic Year (2023/24)

Report summary:

Report by the Chief Executive and Monitoring Officer to enable the Council to formalise its governance arrangements for the new civic year.

The report recommends no changes to the Constitution at this meeting, but 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.

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. Approve the Constitution to determine the committee structure, their size and terms of reference and the scheme of delegations.
2. That Council agrees to the appointment of an additional Independent Member for the Audit and Governance Committee making a total of two, and delegates authority to the Director of Finance to progress arrangements including recruitment of Independent members as necessary. This will require an amendment to the Constitution as it stands currently.

PART B

3. Confirms the Conservative Group as the formal opposition.

PART C

4. Approve the allocation to different political groups of seats on the overview, regulatory and other committees as follows;

Democratic Alliance Group	29 members	48%	53 seats
Conservative Group	17 members	28%	31 seats
The Independent Group	9 members	15%	17seats
Labour Group	3 members	5%	6 seats
Independent Councillor Group	2 members	4%	4 seats
TOTALS	60	100	111

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

PART D

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

PART E

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

PART F

8. Approve the appointments of Councillors to committees as set out in the table in *Appendix 3*. (to follow)

PART G

9. Approve the appointments of the Chairs and Vice-Chairs of the committees as set out in *Appendix 4*. (to follow)

PART H

10. To vote on and then agree the appointments for the various positions on the panels, forums and joint bodies as detailed in the document at *Appendix 5*. (to follow)

PART I

11. To agree the appointments for the various positions on the outside bodies as detailed in the document at *Appendix 6*. (to follow)

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
Melanie Wellman, Monitoring Officer

Portfolio(s) (check which apply):

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

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information: [Constitution](#)

Link to [Council Plan](#):

Priorities (check which apply)

- ☐ Better homes and communities for all
- ☐ A greener East Devon
- ☐ A resilient economy

Report in full

Part A – Adopting the Constitution (Recommendation 1)

12. 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 well as confirming the scheme of delegations.
13. The Constitution will need to be amended to include the appointment of an additional Independent Member to the Audit and Governance Committee, making a total of two. As agreed by the committee during this past civic year, having Independent Members will enhance the skills, knowledge and experience of the committee whilst supporting it to continue as a cornerstone of our governance and assurance framework.

RECOMMENDATION

14. That Council approves the Constitution and thereby agrees the Committee structure, their size and terms of reference and the scheme of delegations.
15. That Council agrees to the appointment of two Independent Members for the Audit and Governance Committee and delegates authority to the Director of Finance to progress arrangements including recruitment of Independent members as necessary. This will require an amendment to the Constitution as it stands currently.

PART B – Confirmation of the formal opposition (Recommendation 3)

1. 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

2. 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 4&5)

Introduction

3. 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.
4. 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.
5. 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.
6. 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

7. The above provisions affect appointments to committees, sub-committees and some specified joint bodies.
8. 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.
9. 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

10. 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.
11. The Overview Committee's ordinary meetings are scheduled six times per year. The Scrutiny Committee's ordinary meetings are scheduled ten times per year.
12. The minutes of the meetings of these Committees will be referred to the next available meeting of the Cabinet.
13. 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.

2023/24 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 Chair of the Council)
Strategic Planning	15 seats

14. The allocation of the total of **111 seats** on all of these committees between 60 members of the council is as follows:-

Democratic Alliance group	29 members	48%	53 seats
Conservative group	17 members	28%	31 seats
The Independent Group	9 members	15%	17 seats
Labour Group	3 members	5%	6 seats
Independent Councillor Group	2 members	4%	4 seats
Total seats	60	100	111

15. 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**

16. 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, 3 non-voting independent members and 3 non-voting parish council members.

(c) **Licensing**

17. 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.
18. 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 Director – Governance and Licensing, as and when required.

(d) **Planning Committee**

19. 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

20. 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

21. 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	29 members	48%	53 seats
Conservative Group	17 members	28%	31 seats
The Independent Group	9 members	15%	17 seats
Labour Group	3 members	5%	6 seats
Independent Councillor Group	2 members	4%	4 seats
TOTALS	60	100	111

22. 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 6)

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

RECOMMENDATION

24. 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 7).

25. 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, Robert Wood, and Kenneth Bryant.

Non-voting parish/town council representatives: Pauline Stott (Exmouth Town Council) and Serena Sexton (Honiton Town Council).

The Council has agreed to have two Independent Persons who are consultees and are not members of the Standards Committee. The Council (through the Standards Sub-Committees and / or the Monitoring Officer) consults with an Independent Person when dealing with Code of Conduct complaints. The current Independent Persons are Patrick Coulter and Diana Kuh.

26. 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: Stephen Beer, Cindy Collier and Sue Dawson. There are currently two vacancies.

Independent Community representatives (2) – to service a further year on the Board: Sara Clarke and Rob Robinson.

RECOMMENDATION

27. That the membership of the Standards Committee and Housing Review Board set out above is approved.

PART F - To agree the appointment of Councillors to Committees (Recommendation 8)

28. In accordance with Regulation 15 of the Local Government (Committees and Political Groups) Regulations 1990 where a political group does not wish to fill a seat allocated to it, then it is for the authority to make such appointment as it sees fit.

29. The Groups were asked for nominations to fill the positions.

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

RECOMMENDATION

31. Members are asked to approve the committee appointments as otherwise contained in **Appendix 3**.

PART G – To appoint the Chairs and Vice-Chairs of Committees (Recommendation 9)

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

RECOMMENDATION

33. Members are asked to approve these appointments.

PART H – To make appointments to the Panels, Forums and Joint Bodies (Recommendation 10)

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

RECOMMENDATION

35. Members are asked to confirm all of the appointments as otherwise detailed in the document at **Appendix 5**.

PART I – To make appointments to Outside Bodies (Recommendation 11)

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

RECOMMENDATION

37. Members are asked confirm the appointments for the various positions on the Outside Bodies.

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.

APPENDIX 1 MEMBERSHIP OF COMMITTEES – SEATS AND PROPORTIONAL BALANCE 2023/24

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
29 Democratic Alliance Group (48%)	7	6	2	7	8	5	4	7	7	53
17 Conservative Group (28%)	4	4	1	4	5	3	2	4	4	31
9 The Independent Group (15%)	2	2	1	3	2	2	1	2	2	17
3 Labour Group (5%)	1	1	0	1	1	0	0	1	1	6
2 Independent Councillor Group (4%)	1	0	1	0	0	0	0	1	1	4

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.
2. Some figures have been rounded up or down to ensure total numbers of seats

Appendix 2

Makeup of Panels, Forum and Joint Bodies 2023/24

Panels and Forums	Composition 2023/24	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 2023/24

		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		

Appendix 2

	(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 x1

Appendix 2

	Holders, and seven Exmouth Ward Members)	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	
15.	Placemaking in Exmouth Town and Seafront 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

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 & Lympstone)

Appendix 2

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

25. UK Shared Prosperity Fund (SPF) Programme Management Panel	Leader	
	Deputy Leader	
	Portfolio Holder:	
	Finance	
	Climate Action & Emergency Response	
	Cllrs: Four	Four Councillors

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.

2023/24 'designated persons' are Cllrs [*Three Councillors to be appointed*].

Appendix 3

Membership of Committees 2023/24

[illegible]

Appendix 3

Membership of Committees 2023/24

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
Ingham Ben										
Jackson Sarah										
Jefferies Richard										
Johns Vicky										
Jung Geoff										
Kemp Jamie										
Ledger Dan										
Levine Yehuda										
Loudoun John										
Mackinder Duncan										
Martin Melanie										
McCollum Tony										
Nicholas Cherry										
O'Leary John										
Olive Todd										
Parr Helen										
Richards Sophie										
Riddell Henry										
Rixson Marianne										
Rylance Eleanor										
Smith Simon										
Toye Andrew										
Westerman Susan										
Whibley Joe										
Wilson Daniel										
Wragg Eileen										

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

Appendix 4

Chairs and Vice-Chairs 2023/24

Committees	Chair	Vice-Chair
Overview Committee	Anne Hall	Dan Wilson
Scrutiny Committee	Mike Goodman	Jamie Kemp
Housing Review Board	Dan Ledger	Sarah Chamberlain
Strategic Planning Committee	Olly Davey	Mike Howe
Planning	Eileen Wragg	Sarah Chamberlain
Audit & Governance	Sam Hawkins	Chris Burhop
Standards	Chair of Council	No appointment required
Personnel Committee	Chair of Council	John Loudoun
Licensing and Enforcement	Joe Whibley	Kim Bloxham

Appendix 5

Panels, Forum and Joint Bodies 2023/24

Panels and Forums	Composition 2023/24	Appointments
<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>	<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>
<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>John Loudoun Sarah Jackson John Heath Stuart Hughes Helen Parr Jess Bailey Violet Bonetta</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>Sarah Chamberlain Nick Hookway Marcus Hartnell Peter Faithfull</p>
<p>4. Budget Setting and Capital Allocations Panel</p> <p>(The Cabinet,</p>	<p>Leader</p> <p>Portfolio Holders: Climate Action & Emergency Response</p>	<p>Leader</p> <p>Portfolio Holders: Climate Action & Emergency Response</p>

Assistant Portfolio Holders plus five Councillors)

Coast, Country & Environment Council & Corporate Co-ordination
Democracy, Transparency &

Communications
Economy & Assets
Finance (Chair)
Strategic Planning
Sustainable Homes & Communities
Tourism, Sport, Leisure & Culture

Coast, Country & Environment Council & Corporate Co-ordination
Democracy, Transparency &

Communications
Economy & Assets
Finance (Chair)
Strategic Planning
Sustainable Homes & Communities
Tourism, Sport, Leisure & Culture

Assistant Portfolio Holders:
Climate Action & Emergency
Coast, County & Environment Council & Corporate Co-ordination
Economy and Assets

Cllrs:
Five

Assistant Portfolio Holders:
Climate Action & Emergency
Coast, County & Environment Council & Corporate Co-ordination
Economy and Assets

Charlotte Fitzgerald
John Heath
Alasdair Bruce
Cherry Nicholas
Tony McCollum

**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

Andrew Toye
Joe Whibley
Simon Smith
Mike Goodman
Brian Bailey
Sam Hawkins
Violet Bonetta

6.	Member Development Working Party (Three Cabinet Members, Member Champion for Mental Health and five Councillors)	<p>Leader</p> <p>Portfolio Holder: Democracy, Transparency & Communication (Chair) Council & Corporate Co-ordination</p> <p>Member Champion: Mental Health</p> <p>Cllrs: Five</p>	<p>Leader</p> <p>Portfolio Holder: Democracy, Transparency & Communication (Chair) Council & Corporate Co-ordination</p> <p>Member Champion: Mental Health</p> <p>John Heath</p> <p>Yehudi Levine Tim Dumper Henry Riddell Cherry Nicholas</p>
7.	Poverty Working Panel (One Cabinet Member and nine Councillors)	<p>Portfolio Holders: Sustainable Homes and Communities (Chair)</p> <p>Cllrs: Nine</p>	<p>Portfolio Holder: Sustainable Homes and Communities</p> <p>John Heath Paul Arnott Marianne Rixson Simon Smith Mike Goodman Maddy Chapman Del Haggerty Melanie Martin Bethany Collins</p>
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)	<p>Portfolio Holder: Tourism, Sport, Leisure & Culture</p> <p>Assistant Portfolio Holders: Coast, Country & Environment</p> <p>Cllrs: Four (Chair)</p> <p>(plus 2 Community & 7 town representatives)</p>	<p>Portfolio Holder: Tourism, Sport, Leisure & Culture</p> <p>Assistant Portfolio Holders: Coast, Country & Environment</p> <p>Olly Davey Paula Fernley Joe Whibley Jenny Brown Ian Barlow Vicky Johns Peter Faithfull</p>

- | | | | |
|-----|--|---|---|
| 9. | County Committees including:
East Devon Highways and Traffic Orders Committee

(Three Councillors) | Cllrs:
Three | Tim Dumper
Chris Burhop
Brian Bailey
Mike Howe
Vicky Johns |
| 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

Cllr:
One | Portfolio Holder:
Sustainable Homes and Communities (Chair)

Kim Bloxham
John Heath
Alasdair Bruce |
| 12. | East and Mid Devon Community Safety Partnership

(One Councillor) | Cllrs:
One | Jamie Kemp
Fred Caygill |
| 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)	<p>Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Response Tourism, Sport, Leisure & Culture</p> <p>Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response</p> <p>Ward Members: Exmouth Brixington x1 Exmouth Halsdon x 1 Exmouth Littleham x 2</p> <p>Exmouth Town x 2</p> <p>Exmouth Withycombe Raleigh x 1</p>	<p>Portfolio Holders: Coast, Country & Environment Climate Action & Emergency Response Tourism, Sport, Leisure & Culture</p> <p>Assistant Portfolio Holder: Coast, Country & Environment Climate Action & Emergency Response</p> <p>Fred Caygill Tim Dumper Anne Hall Brian Bailey Olly Davey Eileen Wragg Matt Hall</p>
15.	Placemaking in Exmouth Town and Seafront Group (Five Cabinet Members and seven Ward Members)	<p>Leader (Vice Chair)</p> <p>Portfolio Holders: Economy & Assets Finance Strategic Planning Tourism, Sport, Leisure & Culture (Chair)</p> <p>Ward Members: Exmouth Brixington x1 Exmouth Halsdon x 1</p> <p>Exmouth Littleham x 2</p> <p>Exmouth Town x 2</p> <p>Exmouth Withycombe Raleigh x 1</p>	<p>Leader (Vice Chair)</p> <p>Portfolio Holders: Economy & Assets Finance Strategic Planning Tourism, Sport, Leisure & Culture (Chair)</p> <p>Maddy Chapman Tim Dumper Daniel Wilson Anne Hall Brian Bailey Olly Davey Joe Whibley</p> <p>Matt Hall</p>
16.	Heart of the South - West Joint Committee (Two Cabinet Members)	<p>Leader Deputy Leader</p>	<p>Leader Deputy Leader</p>
17.	Lower Exe Mooring Authority Management Committee (Two Councillors)	<p>Cllrs: Two</p> <p>(plus substitute)</p>	<p>Geoff Jung Nick Hookway Fred Caygill</p> <p>Sub: <i>To be appointed</i></p>

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 Steve Gazzard Mike Goodman Peter Faithfull
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 Sophie Richards John Loudoun Marianne Rixson Stuart Hughes
20.	Sidmouth Port Royal Project Reference Group (Two Councillors representing the Sidmouth Wards)	Cllrs: Two (representing Sidmouth Wards)	John Loudoun Sophie Richards Stuart Hughes
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)	Sue Westerman Yehudi Levine Marcus Hartnell Substitute: Duncan Mackinder
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: Ben Ingham Melanie Martin Tim Dumper
25.	UK Shared Prosperity Fund (SPF) Programme Management Panel	Leader Deputy Leader Portfolio Holder: Finance Climate Action & Emergency Response Cllrs: Four	Todd Olive Matt Hall Marcus Hartnell Ben Ingham

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.

2023/24 'designated persons' are - *to be agreed*

Proposed Member Champions 2023/24 to be confirmed

Armed Forces Covenant	
Arts & Culture	Joe Whibley
Mental Health	Charlotte Fitzgerald
Sports & Leisure	Paula Fernley

Appendix 6

APPOINTMENTS ON OUTSIDE BODIES 2023/24

	Name of Outside Body	No.s across all Groups	Appointments 2023/24	Portfolio Holders/ Lead reporting link
(a)	APPOINTMENTS: GENERAL			
1	Blackdown Hills (AONB) Partnership Management Group	1	Yehudi Levine Colin Brown Roy Collins	Coast, Country & Environment
2	Devon Rail Forum	1	Tim Dumper Jenny Brown	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)	1	Charlotte Fitzgerald Henry Riddell	Sustainable Homes & Communities
5	East Devon AONB Partnership	2	Richard Jefferies Marianne Rixson Mike Goodman Roy Collins	Coast, Country & Environment
6	East Devon Citizens' Advice	2	Charlotte Fitzgerald Simon Smith Cherry Nicholas	Sustainable Homes & Communities
7	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	1	Simon Smith Stuart Hughes Tony McCollum	Sustainable Homes & Communities

8	Action East Devon (formerly East Devon Volunteer Support Agency)	2	Yehudi Levine John Heath Maddy Chapman	Sustainable Homes & Communities
9	Exe Estuary Management Group	1	Geoff Jung Fred Caygill Daniel Wilson Substitute: Nick Hookway	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 representative		Portfolio Holder: Economy & Assets (Director) Portfolio Holder: Finance (Shareholder rep)	Finance / Economy & Assets / Strategic Planning
12	Queens Drive Exmouth Community Interest Company	2	Nick Hookway Anne Hall Maddy Chapman	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	1	John Loudoun Fred Caygill Substitute:	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		Leader	Council

	Interest Group		Substitute: Portfolio Holder - Economy & Assets	
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.

Report to: Housing Review Board

Date of Meeting 16 March 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Annual report of the Housing Review Board

Report summary:

To review the work of the Housing Review Board during the 2022-23 civic year.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Housing Review Board note the work it has undertaken during the 2022-23 civic year.

Reason for recommendation:

To inform the Board and the Council of the work of the Housing Review Board.

Officer: Alethea Thompson, Democratic Services Officer, athompson@easdevon.gov.uk

Portfolio(s) (check which apply):

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

Equalities impact Low Impact

.

Climate change Low Impact

Risk: Low Risk; .

Links to background information .

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ Better homes and communities for all
 - ☐ A greener East Devon
 - ☐ A resilient economy
-

Report in full

The Board

The remit of the Board covers:

- Advising the Cabinet on the Council's landlord activities and functions affecting tenants and leaseholders;
- Maintaining an active involvement in the on-going review of the options for the future ownership and management of Council owned homes, and to make recommendations;
- Promoting good practice and overseeing service improvements;
- Monitoring performance on core housing management activities and reporting to the Cabinet;
- Preparation of the Housing Revenue Account budget and Business Plan;
- Promoting tenant and leaseholder involvement and implementation of the Resident Involvement Strategy;
- Consulting with the Resident Involvement Strategy Monitoring Group, who liaise with tenant groups and representatives;
- Encouraging good practice in relation to equality and diversity issues, and ensuring that the needs of vulnerable tenants are satisfied;
- Advise on any other matters affecting the Council's landlord duties and responsibilities.

The Board has continued in its role of introducing service improvements and monitoring throughout the year, liaising with the Resident Involvement Strategy Monitoring Group as appropriate.

The Chair of the Housing Review Board was Councillor Sarah Chamberlain, with tenant representative Sue Saunders as Vice Chair. The civic year began with online consultative meetings, with the Board finally resuming face to face meetings in January 2023.

The Board welcomed three new board members, independent community representatives Sara Clarke and Rob Robinson and tenant/leaseholder representative Sue Dawson. They said goodbye to independent community representative Christine Drew and also received the sad news that former tenant representative and Vice Chair of the Board Peter Sullivan had passed away.

Words from the Chair

I would like to thank all officers, staff, members and tenants as always for their continued support and commitment to the Council's housing department which is so important and key in so many ways. Over the last year we have continued to adapt to the new normal way of working, be it from home or in fact now in some circumstances face to face, or going forward, hybrid.

The housing department has had to make some difficult decisions this year with rent increases in these already difficult times, but the housing department have also made some great inroads into some new projects, including starting the huge task of the stock condition survey for the Council's housing stock. Once completed this will make a huge difference to our tenants and our stock properties, highlighting any repairs or defects that need addressing. We also have the new damp and mould policy which has been actioned and being implemented. Also the development team headed by Jo Garfoot with some great opportunities going forward.

I would like to thank everyone who has been involved over the last year and am confident in the future.

Some examples from the HRB work programme are summarised below:

1. Draft Housing Service Plan 2023/24

The service plan is produced annually and sets out the key achievements over the past year and the forthcoming issues to be faced by the service. A range of service improvements were identified, performance data reported, consultation proposals outlined and budget information provided to the Board. The plan linked closely with the housing strategy and was designed to complement a number of other housing plans and policies as part of how the Council managed its own housing stock, managed homelessness, and the services it delivered in the private sector. The plan also considered service challenges and pressures over the next three years, including climate change implications, the implications of the Social Housing White Paper, the Building Safety Act and the ambitions to increase the supply of social housing with the role of the newly formed Housing Task Force team. The over-arching priorities of the plan were more affordable homes, homelessness and rough sleeping, and Council homes fit for purpose and satisfied tenants. This year's service plan had also been produced alongside a comprehensive workforce development plan document to compliment it and ensure that the correct resources and staffing requirements were considered and in place to ensure plan delivery is realistic.

The service plan was presented to tenant groups and the Board's input was welcomed.

2. Draft Housing Revenue Account and Capital Budgets 2023/24

The draft Housing Revenue Account for 2023/24 was a key document for the Board to influence. The annual HRA was underpinned and influenced by the 30 year HRA Business Plan. This business plan needed to be updated with revised financial modelling once the stock condition survey work was complete. The budget was in effect a 'stand still' budget based on existing stock data, whilst the updated stock condition survey data was awaited. The draft budget assumed an increase in rents of 7% in order to meet rising costs. There were measures in place to protect low income council tenants.

The draft 2023/24 budget continued to invest in and maintain existing properties to a high standard with a comprehensive planned programme of expenditure, adaptations and routine repairs. All planned expenditure was met from available income. Reserves were kept at adopted levels. There was a healthy surplus of £0.268million.

3. HRA financial monitoring reports

A summary of the overall financial position on the Housing Revenue Account (HRA), HRA Capital Programme and the Business Plan for 2022/23 has been regularly provided at meetings. Careful monitoring throughout the year indicated that the HRA was in a healthy position.

The Board were kept up to date with acquisitions and right to buy sales.

At its October meeting the Board discussed the social housing rent cap consultation, which had been produced by the Department for Levelling Up, Homes and Communities, as part of measures to protect tenants from further impacts of the cost of living crisis. Under the current policy, rent was increased in line with the consumer price index (CPI) plus 1% which would currently mean a potential increase of 11% from April 2023 onwards. The consultation suggested a rent cap of either 3%, 5% or 7% was imposed and the Government were asking for views from the sector. The Board were reminded that although the increase and implications on tenant affordability to meet this increase were a key consideration, the cost of maintaining the housing stock would be increasing with inflation and by not keeping pace with increase income levels would necessarily result in a reduction in available resources to meet current plans to maintain and improve stock.

The draft budget presented to the Board in January 2023 assumed a rent increase of 7%.

4. Stock condition survey

The Board were regularly updated on the delivery of the stock condition survey which was taking place both internally and externally across 100% of the EDDC housing portfolio. The completion of a full stock condition survey was an economic and strategic imperative for the Council as without one it was at risk of struggling to fulfil the full remit of its duty as a social landlord and also to achieve its ambitions to provide a carbon neutral housing stock across the district by 2040. It would provide the information necessary to enable effective forecast and budgeting for the financial implications of managing repair and maintenance obligations. A full stock condition survey was also required in order to comply with the new Building Safety Act. Following the initial stock condition survey, a five year rolling programme on 20% of the stock per annum would be delivered, which would require a dedicated stock condition surveyor. The mobilisation period had been completed and the stock condition survey commenced in September 2022

5. Integrated asset management contract updates/Ian Williams complaints and compliments

The Board received regular progress updates on the integrated asset management contract with Ian Williams Ltd throughout the year. This was part of the regular performance update but also as a direct response to ongoing concerns raised regarding the delivery of some key functions of the contract. The issues identified had directly impacted on customer satisfaction and complaints.

The purpose underpinning the contract was right repair, right time, fix and stay fixed. EDDC developed an action plan with Ian Williams to improve the repairs and maintenance service to a level that client, contractor and customers were expecting from the contract. This action plan was reported to and reviewed by the Board. It was being rigorously implemented and had resulted in service improvements. Key Performance Indicators were also used to monitor performance. Voids remained a concern throughout the year, with many factors contributing to the issue, such as labour shortages, type of property, an increase in void turnover, condition the properties were being returned in and the problem of clearing previous debt left on meters.

6. Tenant satisfaction survey

The Board endorsed the housing service carrying out a housing satisfaction survey. Having accurate and up to date information on what tenants thought about the service enabled it to see how it was performing, and more importantly to ensure that informed decisions were made about how the service was shaped and planned for the future. Tenant satisfaction measures were proposed in the Social Housing White Paper and published by the Regulator for Social Housing. There was strict guidance on how the tenant survey was carried out.

7. Resident involvement strategy

The Board received a joint report from an officer and tenant on the process to review the resident involvement strategy to ensure that the Council maintained a fit for purpose approach to engaging its tenants in the management and maintenance of their homes.

8. Emergency winter housing plan

The Council's plans to respond to the cost of living crisis and its commitment to support vulnerable tenants throughout the winter period were considered by the Board. The report proposed the adoption of a series of short-term measures to be implemented during the winter and the creation

of a Housing Winter Pressures Hardship Fund to help combat the worst impacts on vulnerable households.

9. Complaints

Throughout the year tenant members raised their concerns over the complaints policy. Officers explained the corporate complaints procedure in detail and outlined the options available to complainants. The Board also considered a report concerning self-assessment of the complaints procedure against the Housing Ombudsman's code. It was noted that changes to the Housing Ombudsman scheme which took effect in October 2022 included the removal of the 'democratic filter', which the Housing Ombudsman considered would make it easier for residents to access their service. The Board also received the results of a broader review of how the housing service responded to complaints and service issues. In January 2023 the Board considered a report which set out learning and improvements identified from the complaints the housing service had received during the year. This report made recommendations in the handling and processing of complaints by the housing service in line with the EDDC corporate complaints procedure, the Housing Ombudsman code and the consumer standards, which the Board approved.

10. Review of downsizing grant

The Board recommended that the Council should trial suggested financial payments for tenants who were downsizing. Encouraging tenants to downsize would lead to an increase in the number of larger family homes available and would also help tenants who were struggling in larger properties. It was acknowledged that there were factors over and above financial incentives and that the key area was additional support for some tenants downsizing. It was agreed that the council would give consideration towards helping tenants, when help was needed, with some of the tasks which came with the process of moving homes.

11. Damp and mould policy

The prevalence of damp and mould in social housing, as well as failings to address these had become national headlines in the press over the winter months and the Government/Regulator had asked every housing provider to answer some probing questions that sought to establish their current position. The issues surrounding damp and mould highlighted the need to have a specific policy and process in place for the management of damp and mould. The Board recognised the serious health impacts that damp and mould could have on the occupants and the need to take meaningful action as a social housing landlord that aimed to provide a decent home for tenants. The Board endorsed the policy, which had been written to ensure that wherever possible tenants were not adversely affected by the causes of damp and mould. There would be proactive action to manage and eradicate cases of damp and mould and would avoid a culture of attributing the problem to tenant lifestyle.

12. Performance management

Throughout the year the Board received reports measuring performance across the housing service. In January 2023 the Board were asked to consider a newly developed tabular summary, which would help to ensure that it had better assurance around performance of the housing service, which would support it to scrutinise, challenge and be accountable for the performance of the housing. The Board were asked what performance information it wanted to see presented to future meetings and also different format options for how this information was presented. 56 key performance indicators (KPIs) and 25 compliance performance indicators were chosen to monitor and reflect the different areas of housing. These showed at a glance areas for improvement and

where focus was needed, in addition to where the service was doing well. Officers could access a live dashboard to see detailed information on any performance measure.

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

- Social Housing White Paper – the contents of this were likely to be translated into legislation and would signal a significant change to the governance of social housing.
- Chartered Institute of Housing (CIH) professional standards - these were based on seven characteristics and linked closely with the Social Housing White paper. The standards were being cascaded through the EDDC housing service.
- Housing Task Force – convened to look into concerns, issues and potential solutions to meet the levels of housing need within the district. The Board received reports on progress to date, options and future plans for the delivery of affordable social housing across the district.
- Climate change update – the Board received information on retro-fit renewable measures and delivery to date, approach and current programmes, successful funding applications and continued delivery and bid planning for the future.
- Procurement of the gas servicing/services contract – the Board were updated on the procurement, award and mobilisation of the gas servicing contract.
- Additional post – Data Officer (Property & Asset) – the Board recommended an additional post of Housing Data Analyst to provide accurate validated data in relation to the variety of work undertaken by the Property and Asset team to ensure the housing stock remained safe, compliant and that tenants could also feel safe in their homes.
- Housemark membership renewal – the Board approved the Housemark membership renewal and acknowledged the need to benchmark as well as share information and best practice.
- Community Development: food support – the Board received an update on the vital work being done by the Community Development team to address food poverty across the district.
- Use of external consultants – the Board recommended approval of the use of external consultants to support the delivery of key projects and essential services to ensure that the housing stock remained safe, compliant and that tenants could feel safe in their homes.
- Electrical safety policy – to ensure compliance with current legislation and regulations. This included community centres, communal areas and district offices.

Financial implications:

The financial considerations are included within the body of the report.

Legal implications:

There are no legal implications

Annual Report of the Scrutiny Committee 2022-23

During the civic year 2022 – 23 the Scrutiny Committee met on thirteen occasions. Two of those meetings were joint budget meetings held in January 2022 with the Overview Committee to consider the Council's draft budget and service plans for the following financial year. The Committee also received online training from the Centre for Governance and Scrutiny on good scrutiny practice and forward work programming.

In June 2022 the Committee considered a report on car parking petitions and recommended to Cabinet to consider a petition platform on the Council's website and to publicise the Council's petition scheme more widely.

An update on the East Devon Social Resilience Dashboard was received at the July meeting, following which the Committee recommended that options be explored to provide local voluntary and community groups with access to the data. This meeting also considered the People Data Annual Report for 2021/22.

The meeting held on 8th September was considering a report on Planning for waste water, water supply and water quality and was adjourned due to the announcement during the meeting of the sad passing of HM Queen Elizabeth II.

This report was then discussed at the October meeting together with a report on beach and river water quality which resulted in a number of recommendations to Cabinet regarding provision of data throughout the district, liaison with various agencies and groups on nature-based solutions and on-going liaison with South West Water regarding improving water quality. The October meeting also saw the first of the Portfolio Holder Annual reports with Economy and Assets under consideration.

In November the Committee held two day-time virtual briefing meetings with South West Water to discuss beach and river water quality and planning issues. It was hoped that these meetings would continue the constructive dialogue with South West Water which had begun in March 2022.

The Finance Portfolio Holder Annual Report was presented to the November Committee meeting, followed by the Portfolio Holder Annual Report on Sustainable Homes and Communities at the December meeting. The December meeting also considered the Portfolio Holder's update on the draft Members Training Strategy.

The February Committee meeting considered the process for production of the Local Plan and the Portfolio Holder Annual Reports for the Strategic Planning and Climate Action and Emergency Response Portfolios.

Two Committee meetings were held in March in order to try to complete the work programme before the pre-election period. These meetings received the Portfolio Holder Annual Report for Coast, Country and Environment and a report on expenditure on consultancy and agency staff 2021-22, together with the Portfolio Holder Annual Reports for Council and Corporate Co-ordination and Tourism, Leisure, Sport and Culture.

The Committee expressed its appreciation and thanks to all Portfolio Holders who attended and presented their reports for the year.

In addition the Committee continued to receive and monitor the Quarterly Performance Reports and make recommendations where appropriate.

Senior Officer Urgent Decision**Name of report writer: Mark Williams****Date: 15 May 2023****Ref: MW****Title: Decision on appointment of Director of Housing, Health and Environment Recruitment****Exempt from publication**

No

Summary:

To approve the appointment of a new Director of Housing, Health and Environment upon the recommendation of the Interviewing (Chief Officers) Sub Committee and following consultation with the Leader of Council

Recommendation:

That Tracy Hendron be appointed as the new Director of Housing, Health and Environment.

a) Reasons for Recommendation

The appointment of the Head of Paid Service and Chief Officers requires approval by Council, following the recommendation of the Interviewing (Chief Officers) Sub Committee, as set out in the Personnel Committee Terms of Reference and the Employment Procedure Rules.

The Interviewing (Chief Officers) Sub Committee met on the 25th April 2023 and recommended the appointment of Tracy Hendron current Head of Housing, Environmental Health and Trading Standards at Royal Borough of Windsor and Maidenhead following a competitive recruitment process.

Due to the urgency and the need to approve the appointment before the candidate attended another interview, the Chief Executive is invited to make an urgent decision in accordance with the powers delegated to him under the Constitution.

b) Alternative Options considered

To appoint or not to appoint the new Director of Housing, Health and Environment.

c) Risk Considerations

A failure to appoint a suitable Director of Housing, Health and Environment will lead to the Council being open to significant strategic and operational risk.

d) Policy and Budgetary Considerations

The appointment is to be funded from within existing budgets

1. Main Body of the Report

- 1.1 This report provides an update on the progress of recruitment following the indication of the current Director of Housing, Health and Environment of his intention to retire this summer and invites the Chief Executive to approve the appointment of a replacement following a comprehensive recruitment process and the recommendation of the Interviewing (Chief Officer) Sub Committee.

2. Background

- 2.1 Directors are designated as Chief Officers on Joint Negotiating Committee (JNC) Chief Officer terms and conditions.
- 2.2 The Council's Employment Procedure Rules (Part 4, paragraph 4.8 of the Constitution) state that full Council will approve the appointment of the Head of Paid Service or a Chief Officer following the recommendation of such an appointment by the Interviewing (Chief Officer) Sub Committee, which consists of seven councillors drawn from the membership of the Personnel Committee which shall include at least one member of the Cabinet (subject to the rules relating to political balance / proportionality) (Personnel Committee Terms of Reference, Part 3, Section 2, paragraph 2.10.6).
- 2.3 The current Director of Housing, Health and Environment postholder has advised of his intention to retire in August 2023. The recruitment process for his successor commenced in early February 2023. Final interviews were held on 25th April 2023 following a robust competitive process managed by an executive recruitment agency that liaised with potential candidates, developed a recruitment campaign and supported the selection process. Using an agency provided the Council with access to a wider range of potential candidates and specialist advice and support, which was particularly helpful given the continuing challenging employment market.
- 2.4 Following interviews on the 25th April 2023, the unanimous recommendation of the Interviewing (Chief Officer) Sub Committee was that Tracey Hendron current Head of Housing, Environmental Health and Trading Standards at Royal Borough of Windsor and Maidenhead be appointed.
- 2.5 Senior Officers have delegated authority under the Constitution to take urgent decisions in consultation with either the Leader or Deputy Leader of the Council or the relevant Committee Chair in any case where it is not practicable to refer the matter to a meeting of the Council. A report on any major decision taken must subsequently be made and the decision must be based on a written report that contains an assessment of the legal, financial and other

relevant implications. This report contains that assessment and makes a recommendation to the Chief Executive.

- 2.6 Due to the fact that the candidate had been shortlisted for a further interview elsewhere, it was considered by the Committee that the appointment could not await the next Council meeting and it was impracticable to arrange a special meeting due to the election. In the circumstances, with the support of the Leader, the Chief Executive is invited to approve the appointment pursuant to delegated powers and in accordance with the recommendation of the Sub-Committee.

3. Appendices

None

4. Background Papers

None

5. Financial Implications

Cost of recruitment is built into a general allowance within salary budgets across the Council.

6. Legal Implications

The substantive legal issues have been detailed in the report and no further comment is required.

Authority

Senior Officers delegated power in cases of urgency, paragraph 3 of the delegated powers of officers

Consultations

- The Interviewing Sub Committee – unanimously recommended the appointment of Tracey Hendron.
- Leader – The Leader has been duly consulted and has confirmed his support.
- Executive Portfolio Holders – all Executive Portfolio Holders were notified of the intention to appoint and no objections have been received.

Has the Chief Executive been notified?

Chief Executive decision

Officer Decision

Decision:

To approve the appointment of the Director of Housing, Health and Environment

Reasons for decision:

The Interviewing (Chief Officers) Sub Committee has unanimously recommended the appointment of Tracey Hendron as the Director of Housing, Health and Environment and the appointment is a key appointment for the Council. The decision is urgent and cannot await a meeting of Full Council.



Signed:

Dated: 15 May 2023

Chief Executive: Mark Williams

Equalities impact

Will the proposal impact on promoting equality/opportunity as between people of different backgrounds [age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity]

Positive /Neutral /negative impact?

Neutral

Details:

The decision does not impact on the delivery of any Council service or matter affecting equality.

Proposals to mitigate any negative impacts:

n/a

List of meetings 2023-2024

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.

2023															
2024															
Meeting	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.00pm	24												8
Council	Wed	6.00pm			19			18		6		21		17	
Cabinet	Wed	6.00pm		7	12		6	4	1 29		3 31	28	27		1
Scrutiny Committee	Thu	6.00pm			6		7	5	2	7		1	7	4	
Overview & Scrutiny Committees joint budget meeting	Wed Thu	9.30am									10 11				
Overview Committee	Thu	6.00pm			20		14	12	9		18		21		
Strategic Planning Committee	Tue	10.00am	2	9	11	8	5	3 31		5	9	6	5	2 30	
Planning Committee	Tue	10.00am		13	18	22	26	24	21	19	30	27	26	23	
Audit & Governance Committee	Thu	2.30pm			27		21		23		18		21		
Housing Review Board	Thu	10.00am		15			14		16		11		14		
Licensing & Enforcement Committee	Wed	10.00am			19				15			7		3	
Standards Committee	Thu	10.00am		22				12			18			11	
Personnel Committee	Tue	10.00am			4			10			16			16	
Asset Management Forum	Mon	9.30am		19			4			4			4		
Budget Setting and Capital Allocations Panel	Thurs	9.30am		8			7			7			7		
Placemaking in Exmouth Town and Seafront Group	Tues	10.00am	30		25		12		7	12	23		19		
Poverty Working Panel	Mon	10.00am		26			18			11			18		
LED Monitoring Forum	Tue	various		27 6pm			19 10am				16 6pm			9 10am	
Recycling & Waste Partnership Board	Wed	10.00am			26			25			31			24	
Arts & Culture Forum	Wed	various		14 2pm					8 10am			28 10am			

STRATA Joint Executive Committee		4.00pm													
STRATA Joint Scrutiny Committee		4.00pm													