

# Agenda for Overview Committee

## Tuesday, 22 September 2015; 6.00pm



### [Members of the Committee](#)

**Venue:** Council Chamber, Knowle, Sidmouth, EX10 8HL

[View directions](#)

**Contact:** Chris Lane 01395 517544 or Debbie Meakin 01395 517540 (or group number 01395 517546): Issued Friday 11 September 2015

East Devon District Council  
Knowle  
Sidmouth  
Devon  
EX10 8HL

DX 48705 Sidmouth

Tel: 01395 516551

Fax: 01395 517507

[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)

- 1 [Public speaking](#)
- 2 To confirm the minutes of the meeting held on 30 July 2015 and the minutes of the joint meeting with Scrutiny Committee on 11 August 2015 (pages 3 - 13)
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#) – none identified
- 6 To agree any items to be dealt with after the public (including press) have been excluded. There are no items that officers recommend should be dealt with in this way.

### Matters for Debate

- 7 **Local Government Boundary Committee for England Electoral Review Programme 2015 - 2019** (pages 14 - 44)

Report from the Chief Executive on the work requested of the Committee by Cabinet.

- 8 **Economic Development** (pages 45 - 60)

Presentation from the Economic Development Manager in setting the scene of the District in economic terms, and the aspirations of the current Council Plan.

The Portfolio Holder for Economy and the Business Member Champion are invited to attend for the item to join in the debate.

This is an opportunity for the Committee to ask questions and look to re-invigorating the previous Business Task and Finish Forum if desired. A proposed revised scope from the Vice Chairman is included in the agenda papers on pages 56 - 58.

- 9 **Overview forward plan** (page 61)

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[Decision making and equalities](#)

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## **Minutes of a Meeting of the Overview Committee held at Knowle, Sidmouth on 30 June 2015**

### **Attendance list at end of document**

The meeting started at 6.00pm and ended at 8.18pm.

#### **\*1 Chairman's introduction**

The Chairman welcomed the committee, in particular the newly elected members. He emphasised the need for team work between the Chairman, Vice Chairman, supporting officers and committee members to undertake the overview role successfully.

The Chairman asked for nominations for Vice Chairman in Councillor Allen's absence. Councillor Graham Godbeer was nominated as Vice Chairman for the meeting.

#### **\*2 Public Speaking**

Richard Eley of Sidmouth Chamber of Commerce reported that he and the Chamber of Commerce were against any change to the current Street Trading Consents and saw no advantage to the town from these proposed changes. He did not want a free for all in the town and felt that the current system operated successfully. He was also concerned about the future costs of the scheme to the taxpayer and who would enforce the scheme, due to lack of officer time.

Jo Frith of Sidmouth Vision Group requested that the Committee include the specification of, and consultation about, the new Recycling and Refuse Contract in their work programme for the forthcoming year. She was concerned that any new contract should include the collection of Absorbent Hygiene Products. She asked would residents prefer a weekly collection of cardboard or of Absorbent Hygiene Products, which was carried out by many other local authorities.

In response to Jo Frith, the Chairman, advised that the Scrutiny Committee had already set aside their meeting on 10 December to look at the feedback from the refuse and recycling trial for Feniton and part of Exmouth.

#### **\*3 Role of the committee**

The committee discussed a briefing paper outlining the principles of overview and the purpose of the committee as set out in the Council's constitution. A scoping template was set out in the briefing paper to which members were encouraged to familiarise themselves. Members were encouraged to think of other scoping questions.

Councillor Matthew Booth expressed a concern about the frequency of meetings and whether there was the possibility for Members to explore topics outside of committee meetings. The Strategic Lead – Legal, Licensing & Democratic Services reported that if the committee's workload dictated then additional meetings of the committee could be arranged.

#### **4 Street Trading – Designation of streets under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1983**

The Committee received the report of the Licensing Manager. This set out the background of a request to the Licensing and Enforcement Committee for authority for public consultation to be undertaken on changing the current Street Trading arrangements within

East Devon. This would provide more flexibility whilst allowing the Council to retain its control on the issue of Street Trading Consents.

This proposal would make the whole of East Devon a Consent area for the purposes of Street Trading, abolishing the current piecemeal system of Prohibited and Consent Streets. It was noted that in some towns such as Ottery St Mary there were no Prohibited or Consent Streets, meaning that Street Trading could not be effectively controlled. Each request for Consent for Street Trading would be considered on its merits and if necessary be considered by a meeting of the Licensing & Enforcement Sub Committee, which would have the final decision, as there was no appeal mechanism under the Local Government (Miscellaneous Provisions) Act 1983. South Somerset District Council and Taunton Deane Borough Councils had both introduced the 'Consent Street' system and found that it had been very successful, particularly at reducing unregulated trading in lay-bys, which was a particular problem for these authorities.

Councillor Steve Hall, Chairman of the Licensing & Enforcement Committee, spoke in support of designating all streets in East Devon as 'Consent Streets'.

Debate on the issue also included:

- Fees from Consent Streets would pay for staff to enforce this;
- There had been no discussion about the Council running its own markets;
- The current enforcement of Prohibited Streets was de facto the responsibility of the Licensing Service;
- Concern expressed that there would be less control if the new system was operated;
- Prohibited streets had been introduced in Exmouth, due to concerns expressed by shops that street traders were not paying rates etc and this was unfair to those shop owners who were;
- The need for a clear and consistent policy for all Consent Street applications;
- Consent Streets in Exmouth should be limited to The Strand, Magnolia Centre and parts of Queens Drive;
- Parish and Town Councils would be consulted before any decision was taken;
- The Council should be supportive of existing businesses and there was concern expressed on the effect that this proposal would have on them;
- The policy for Consent Streets could include a proposal that consents would not be granted that could be detrimental to adjacent businesses;
- The current Street Trading policy had worked well in East Devon and there was not the appetite for change amongst local residents;
- Any fees charged by the Licensing Service must recover costs and should not be to make a profit for the service;
- Possible introduction of a trial area for 'Consent Streets' to help promote trust;
- The introduction of 'Consent Streets' was a means of controlling ad hoc traders and could be seen as a benefit to achieve this.

In response from a question from Councillor Mike Howe, the Licensing Manager explained the procedure, timescale, consultation framework and costs of introducing Consent Streets in East Devon. Councillor Howe expressed a view that particular account should be taken of the views of Parish and Town Councils for Consent Street applications, as they understood their local area and the views of local residents.

## **RECOMMENDED**

That Town and Parish Councils be consulted on the following:

- a. Rescinding the Council's past resolutions to designate streets as "Prohibited Streets";
- b. To replace all previous resolutions designating 'Consent Street' with a new resolution to designate all 'streets' in East Devon as 'Consent Streets' as defined in schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. Meaning all roads, footways, service areas (as defined by section 329 of the Highways Act 1980), beaches or other areas to which the public have access without payment in East Devon would be designated as 'Consent Streets' for the purposes of Street Trading;

Before any formal consultation on the process is initiated to introduce designate all 'streets' in East Devon as 'Consent Streets' as defined in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1983.

**\*5 Overview forward plan**

The committee discussed items for the forward plan, and agreed the following topics to be scoped before further consideration on how to proceed:

Members discussed the possibility of a joint meeting with Scrutiny Committee to discuss the new Refuse and Recycling contract. Members also discussed consideration of planning policy issues and whether the Overview Committee was the correct forum to discuss these issues as it was not a decision making body and input from Development Management Committee was needed on these matters. The Committee accepted that Planning policy issues would be programmed to be discussed at the 26 January 2016 meeting.

The Committee considered whether having a presentation from the North Devon Healthcare NHS Trust would be appropriate at the meeting on 26 January and Debbie Meakin, Democratic Services Officer agreed to speak to the CCG on this issue and report back to the Committee at the next meeting.

**RESOLVED**

That the forward plan include:

11 August 2015 - Joint meeting with Scrutiny Committee on Moving and Improving.

22 September 2015 – Presentation from Economic Development Manager – focus on the Economy Plan and the Rural Economy.

17 November 2015 – Council Plan

13 January 2016 – Draft service plans and budget 2016/17 jointly with Scrutiny Committee.

26 January 2016 – Discussion on planning policy and how this should be dealt with within the Council, possibly through a separate planning policy committee. Also Coastal Flooding and the Shoreline Management Plan.

22 March 2016 – Sustainability.

**Attendance list**

**Present:**

Peter Bowden (Chairman)

Matthew Booth

Peter Faithfull

Graham Godbeer

Pat Graham

Maria Hale

Ian Hall

John Humphreys

Rob Longhurst

Christopher Pepper

**Also Present:**

David Barrett

Alan Dent

Jill Elson

Steve Hall

Mike Howe

Bebn Ingham

Geoff Jung

Pauline Stott

Henry Gordon Lennox, Strategic Lead - Legal, Licensing & Democratic Services

John Tippin, Licensing Manager

Debbie Meakin, Democratic Services Officer

Chris Lane, Democratic Services Officer

**Apologies:**

Mike Allen

Rob Longhurst

Andrew Moulding

Tom Wright

Chairman .....

Date .....

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of a joint meeting of the Overview and Scrutiny Committees held at Knowle, Sidmouth on 11 August 2015**

#### **Attendance list at end of document**

The meeting started at 6.00pm and ended at 7.20 pm.

#### **\*1 Election of Chairman**

Councillor Peter Bowden was elected Chairman of the joint meeting.

The Chairman welcomed Councillors to the joint meeting and reminded the Overview and the Scrutiny Committee Members that voting on any proposed recommendations would be conducted separately for each committee.

#### **\*2 Appointment of Vice Chairman**

Councillor Roger Giles was appointed Vice Chairman of the joint Committee.

#### **\*3 Public speaking**

There were no public speakers.

#### **\*4 Declarations of Interest**

No declarations were made.

#### **\*5 Exclusion of the public**

##### **RESOLVED:**

that the classification given to the documents to be submitted to the Cabinet be confirmed; there were no items which officers recommended should be dealt with in Part B.

#### **\*8 Moving and improving consultation**

The Chairman advised that purpose of the meeting was to seek views on the proposed consultation on the services to be provided at the Honiton and Exmouth offices. Views were sought on the consultation methodology, the questions in the questionnaire, and anything additional Members felt was required to obtain a robust feedback to inform the future provision of services at the two sites and across the district.

The joint committees' agenda papers had included the report and appendix (draft questionnaire and guidance notes) that had been referred to the Cabinet meeting of 15 July 2015.

Karen Jenkins, Strategic Lead – Organisational Development and Transformation outlined that, following the Council's decision to relocate, this consultation exercise provided an opportunity to hear what residents think about which services should be based at Honiton and Exmouth and how the locations of EDDC surgeries might be reviewed or changed when the Council was no longer based in Sidmouth.

The Strategic Lead highlighted that it was important to remember that this consultation would provide the Council with a snapshot in time, and that, overtime, the pattern of customer demand would change especially as the Council was working towards more and more of the Council's services being made available on a self-service, online basis. The Strategic Lead went on to outline that day to day the Council used systems thinking principles to inform where it sets up surgeries and for what type of enquiry – systems

thinking meant that customer demand was monitored to understand types and numbers of customer queries.

The approach to the consultation was a prescriptive one. The questionnaire would be sent to 3000 council taxpayers (randomly selected from the Land and Property Gazetteer database) which would allow the Council to statistically extrapolate the results to the wider population. Responses of over 400 from the random mail-out would be considered statistically reliable. Members were advised that best practice in consultation surveys was to recognise a margin of error of (plus or minus) 5% - resulting in a 95% level of confidence in respect of the way the rest of the population would answer the survey questions. Increasing the number of respondents to over 400 would only increase the margin of error by + or – 3% but would significantly add to the costs.

The Strategic Lead outlined that even without any consultation whatsoever the Council could easily assume that if it was no longer based in Sidmouth, customers who currently visit the Knowle offices every year would want the Council to provide a surgery based in the town. The approach being proposed was therefore proportionate in terms of cost.

The questionnaire would also be sent to a broad range of stakeholders and partners to meet the Council's equalities and best value duties. Later in the process, the equality groups would also be consulted through the design stages of the reception and public areas in the new offices and for the refurbishment of the Exmouth Town Hall. In addition, the consultation questionnaire would be available on the Council's website for interested people - not included within the postal invitation – to provide feedback.

The recipients of the paper questionnaire would be given the option to complete the survey on-line as an alternative. Each questionnaire sent by post would have a unique identifying number so that it would be possible to send out reminder letters should there be a need to boost the return rate and also so that a check could be made on the on-line responses to avoid a consultee responding more than once.

The results from the random sample would be reported separately from the feedback received from other stakeholders.

The anticipated cost of the consultation was £4500 – to be started in September with results collated by the end of November/early December.

### **Methodology – general approach**

Issues raised by the committees in considering the methodology of the consultation process included:

- What was there to stop people completing the on-line survey more than once?  
Officer response: The 'confidence level' of 95% was in respect of the random mail-out as each had a unique identifying number. On-line respondents who do not include the unique identifier will be assumed to be self-selecting and their answers will be analysed separately as their results cannot be extrapolated to the whole population.
- Could the self-selecting respondents use a unique identifying number (such as from the council tax bill) to prove that they have only responded once? There would also be benefit in this approach, as the data would indicate the respondents' location within the district.



Officer response: This suggestion would be explored with Strata officers for future consultations.

- The diversity of the population across East Devon meant that someone living in Exmouth would have a different viewpoint in respect of service delivery from someone living in the rural east of the district. Should the survey be split into rural and urban?

Officer response: Adopting the prescribed methodology meant that results would be representative. The random nature of the survey was essential for the methodology to work. However, as the proposed questionnaire included demographical questions in respect of age group, gender, disabilities and location, the Council would have an option to weight numerical data if necessary (in accordance with best practice) to help achieve accurate levels of representation of certain groups in the district. Differences in responses from towns would be identified as the consultees would be asked to indicate which town they live in.

Similarly, a town-by-town survey would significantly increase costs.

- There might be gaps in the pattern of responses – for example young people being under-represented.

Officer response: This would be addressed if such a problem was identified.

- There was some potential for misrepresentation and it might be useful in the first instance to trial a small sample so that any misunderstanding in the questionnaire wording could be amended.

Officer response: this is not considered necessary as the consultation document itself has received wide input from officers and members.

- If more than 400 responses were received from the random mail-out, will these be included?

Officer response: All responses with the unique identifier will be used.

- There was a need, when inviting on-line responses, to take into account the inadequacy of broadband in many rural areas.

Officer response: The Council was aware of broadband not-spots and gapping provision.

### **Background information on moving and improving (introduction to questionnaire)**

The background information included:

- why the Council was consulting
- why there was to be a move from the current offices in Sidmouth
- the aims of the relocation
- why the move was to Honiton and Exmouth
- services to be provided at each site
- a list of services that would be increasingly provided without the need to visit the offices in person

The introduction would include an explanation of the Council's general duty to secure continuous improvement in the way it delivers its functions – having regard to a combination of economy, efficiency and effectiveness/best value – and would invite ideas and suggestions.

Issues raised by the Committees in considering the introduction to the questionnaire included:

- The statements explaining the Council's current and planned position could distract from the consultation and suggest that the decisions have already been made.  
Officer response: There was a need for some historical context but most of the introduction was about moving forward. The introduction would retain reference to 'best value' as the Council needed to explain its approach.
- People needed to be energised into completing the questionnaire – the introduction was too long and wordy and used council-speak (such as the names of the services) rather than Plain English. Much of the detail in the introduction was irrelevant to the average person. Instead, it should say that the office move was to modern offices, which were well positioned with good transport links. The detail should also include which services the Council provides and the ones for which it does not have responsibility. It should also explain what the questionnaire wording means by access and differentiate between direct visits, telephone contact and email.  
Officer response: The comments were noted - the introduction would be edited using Plain English.
- A motivating statement at the start of the introduction would be helpful. Much of the rest of the detail could be included at the end of the document for those interested.  
Officer response: The covering letter would be drafted in a way that would motivate people to read on and complete the survey.
- Think about how the press can be involved and support the process.  
Officer response: Consideration had already been given as to how the consultation would be publicised to engage the wider population – in addition to the mail-out – and offer the on-line opportunity.
- What was the basis for listing the proposed services to be delivered from Exmouth and Honiton?

Officer response: The decision would be informed by the consultation but the proposed service delivery was based on the need to provide key face-to-face services from Exmouth subject to the constraint of space. An early view is that it seems sensible for all corporate services to be based in Honiton but the survey will inform this. The decision would be monitored by analysing demand. Members were reminded that service delivery would not only be from the two sites but would also be delivered across the district on-line and through mobile working and surgeries. Wording could be changed from 'services that would be available in Honiton/Exmouth' to 'services that would be provided from Honiton/Exmouth to emphasise that service delivery was not just face-to-face but other options, including by telephone, were available. Service leads were responsible for delivery and continually monitored and reviewed their services based on demand. This was the Council's embedded way of working.

- How would surgeries work?  
Officer response: The council already runs surgeries from existing facilities and there would be on-going opportunity to review this provision based on feedback and demand.

### **Questionnaire**

This was discussed page by page – issues raised included:

- This was a real opportunity for excellent consultation but the exercise was in danger of falling into a trap of telling the public what the Council was already planning. This constrained the questions and limited real actionable feedback. The questions needed to be constructed so they were not just asking respondents to agree with the Council's plans.  
Officer response: this was agreed but it was also necessary for the consultation to outline how the Council thought it could create best value in organising its services and this required setting out some thinking that people could comment on.
- Open questions would reduce the response rate as generally, people are put off by writing – a better response would be achieved through tick-boxes/a checklist of options.  
Officer response: the survey would be amended to reflect this.
- Lists of towns – which needed to include Cranbrook - at Q3 and disabilities at Q7 would be more helpful if put in alphabetical order.
- Question 9 should include the opportunity to suggest where surgeries were needed.
- Could the descriptions/wording at Questions 5 and 6 be re-worded?
- It would be better to put Section B (About you) at the end of the questionnaire. It was general practice to include demographical information at the end of a questionnaire. Swapping the order of Section B with Section C might avoid respondents from being discouraged from completing current Section C (Moving and Improving).
- Q8 should include how the respondent accesses services – for example by phone, on-line, email or by personal visit.

In summing up the Chairman thanked Members and advised that their comments would be taken into account. He asked the Committees to agree to the proposed course of action – namely that the methodology be supported and that the introduction and questions be reviewed in line with comments raised during the meeting.

The Strategic Lead – Organisational Development and Transformation thanked members for their valued input. She advised that the document would be reviewed, up-dated and put to Cabinet.

The Overview and Scrutiny Committees voted separately on the proposals and each Committee unanimously supported the resolution and recommendations.

### **RESOLVED**

that the Committees noted and understood the methodology to be used for the consultation process.

### **RECOMMENDED**

1. that the introduction to the survey be reviewed and edited in line with comments raised by the Committees during the debate.

2. that the questions within the questionnaire be reviewed and re-ordered in line with comments raised by the Committees during the debate.

**Attendance list**

**Overview Committee members present:**

Mike Allen  
Matthew Booth  
Peter Bowden  
Peter Faithfull  
Graham Godbeer  
Maria Hale  
John Humphreys  
Rob Longhurst  
Christopher Pepper

**Scrutiny Committee members present:**

Dean Barrow  
Maddy Chapman  
Cathy Gardner  
Roger Giles  
Alison Greenhalgh  
Cherry Nicholas  
Marianne Rixson

**Other Members present:**

David Barratt  
Jill Elson  
Pauline Stott  
Tom Wright

**Officers present:**

Mark Williams, Chief Executive  
Richard Cohen, Deputy Chief Executive  
Henry Gordon Lennox, Strategic Lead – Legal, Licensing and Democratic Services  
Karen Jenkins, Strategic Lead - Organisational Development and Transformation  
Diana Vernon, Democratic Services Manager

**Committee Members apologies:**

**Overview**

Ian Hall

**Scrutiny**

David Chapman  
Alan Dent  
David Foster  
Simon Grundy  
Marcus Hartnell  
Bill Nash  
Val Ranger

**Other Member apologies:**

Iain Chubb  
Paul Diviani  
Andrew Moulding  
John O'Leary  
Phil Twiss

Chairman ..... Date.....

**Report to:** **Overview Committee**

**Date of Meeting:** 24/09/2015

**Public Document:** Yes

**Exemption:** None

**Review date for release** None



**Agenda item:** 7

**Subject:** **Local Government Boundary Committee for England (LGBCE)  
Electoral Review Programme 2015 – 2019**

**Purpose of report:** At its meeting on the 15<sup>th</sup> July Cabinet requested that the Overview Committee undertake the initial investigation and scoping work to ensure that the Council has assessed possible options prior to the LGBCE electoral review commencing in September 2016  
This report highlights the key issues that will arise and seeks approval to the proposed online survey of members.

**Recommendation:**

1. That the contents of this report are noted
2. That a survey be undertaken of members views and the results be reported to the next meeting of the Committee together with a draft discussion proposal relating to Council size.

**Reason for recommendation:** To ensure the Council is well prepared in advance of the LGBCE Electoral Review

**Officer:** Mark Williams  
Chief Executive

**Financial implications:** There are no financial implications arising from this report other than use of existing resources.

**Legal implications:** The Council has a duty under the Electoral Administration Act 2013 to carry out a compulsory review of all polling districts and polling places. The decision to approve the outcome of the review can be made only by Council.

**Equalities impact:** Low

**Risk:** Need to ensure the Council is well prepared for its Electoral Review

**Links to background information:** • Cabinet Report 15/07/15

**Link to Council Plan:** Funding this Outstanding Place.

## Report in full

### 1. BACKGROUND

- 1.1 The Local Government Boundary Commission for England (LGBCE) periodically carries out electoral reviews of Council areas in England, either on request, or where it has identified levels of electoral imbalance that are unlikely to be rectified through foreseeable changes to the electorate. There is nothing unusual in this: more often than not it is a consequence of communities growing over the years in response to development pressure. Our new town of Cranbrook is a case in point. Members will also be aware that the Council was recently consulted on the electoral review that the LGBCE has been undertaking in respect of Devon County Council.
- 1.2 The background report to Cabinet sets out the reasons why the LGBCE is carrying out a review; essentially it relates to the levels of electoral imbalance that currently exist across the Council's 32 wards.

### 2. ISSUES FOR CONSIDERATION

- 2.1 The LGBCE Electoral Review will assess such matters as council size, the number of members to be elected to the Council, before it then considers the number of wards and the resulting boundaries of proposed wards.
- 2.2 The statutory criteria for assessing changes are the following:
  - a) Deliver electoral equality for voters
  - b) Reflect local community interests and identities
  - c) Promote effective and convenient local government
- 2.3 It is important that the Council prepares itself well for the review. I have attached as Appendix 1 a copy of a power point presentation that the Commission uses when explaining what the review will entail.
- 2.4 Members might also find it useful to refer to the published technical guidance regarding reviews. This can be found here:  
[https://www.lgbce.org.uk/data/assets/pdf\\_file/0006/10410/technical-guidance-2014.pdf](https://www.lgbce.org.uk/data/assets/pdf_file/0006/10410/technical-guidance-2014.pdf)
- 2.5 Paragraphs 4.4 to 4.31 and also appendix C of the technical guidance are particularly relevant at this stage as they deal with the 'Preliminary Period' leading up to the 'Council size decision' (all of which precede the formal start of the review). The formal start of the review is scheduled for September 2016.
- 2.6 It can be seen that the first requirement is that of evidence gathering. This includes electorate forecasts for 2022 and exploring the way in which the Council aims to work effectively with its communities. Based on experience elsewhere, a key part of this is an understanding of councillors' current workloads and the council's transformation ambitions.
- 2.7 I have attached as Appendix 2 an adapted survey of Wealden DC for this authority. The proposal is to commence the evidence gathering through all members carrying out this survey. The questions in the survey relate well to some of the questions that the LGCBE poses in its technical guidance. I appreciate that we did have a relatively large intake of 25 new councillors as a result of the recent elections so some may feel that their experience is

perhaps limited at this stage. That being said, all views are relevant in this part of the process and so should be sought.

2.8 Appendix 3 shows a comparison of ratio of councillor to electorate across authorities.





# Councillors, boundaries and local democracy in 2020

**Max Caller** CBE

Chair, Local Government Boundary Commission for England

LGA Conference 2015 [www.lgbce.org.uk](http://www.lgbce.org.uk)

@LGBCE

The  
Local Government  
Boundary Commission  
for England

# Electoral reviews: the basics

- What we recommend:
  - total number of councillors – ‘council size’
  - total number of wards/divisions and their boundaries
  - number of councillors elected to each ward/division
  - names of wards/divisions
- More than just drawing lines on maps:
  - decision making processes
  - strategic ambitions
  - impact of financial constraints
  - democratic representation
  - organisational change

# Electoral reviews 2010-2015: in numbers

- 98 - electoral reviews completed:
  - 12 counties
  - 81 districts
  - 5 mets & London boroughs
- ❑ 464 - total reduction in councillors
- ❑ 3 - average reduction of councillors per review (6%)
- ❑ 11 - average reduction for requested reviews (22%)
- ❑ 10 – increases in council size agreed
- 90+% - Commission agreed authorities' own council size proposition

# Council size: effective and convenient local government

- Decision making – managing business of the council
  - full council
  - delegation & devolution
- Accountability
  - scrutiny
  - partnerships (outside bodies & shared services)
- Representational role – of members to people, communities and organisations



# Decision making

- Impact of Local Government Act 2000:
  - Cabinet vs committee places
  - size of Cabinet & delegation
  - overall workload: time & appointments
- Strategic role:
  - decision making: reflecting local ambitions or finding roles for members?
  - commissioning, enabling & monitoring
  - whole council transformation: internal change reflected in external decision making

# Accountability

- Scrutiny: rethinking function:
  - aligned to priorities
  - strategic thinking over decision shadowing
- Scrutiny: rethinking form:
  - task and finish groups over standing committees
  - status of full council
- Devolution:
  - subsidiarity: rhetoric or reality
  - duplication or representation

# Partnerships

- Governance matching services: outsourced and shared
- Oversight or involvement
- Combined authorities: streamlined governance

# Role of councillors

- Technology:
  - accessibility vs self-service
- Best practice:
  - efficient use of member time & expertise
- Member support:
  - handling casework efficiently
  - training and communication



# Electoral reviews: other trends

- Electoral cycles: from thirds to whole council
- Review requests: to assess council size
- Single-member wards
- Public engagement in reviews

# Councillors, boundaries and local democracy in 2020

- Retaining existing electoral & governance arrangements:
  - continued efficiency savings
  - increasing caseloads & representation
  - increasing oversight of outsourced/relinquished services/assets
- Cities & LG Devolution Bill:
  - electoral arrangements of combined authorities
  - devolution deals could include 'streamlined governance'
  - rethinking Cabinet, committee and member roles in a combined authority

## English local democracy in 2020: some final thoughts

- 2010 – 2015 trends to continue: drivers for change:
  - financial imperative
  - legislative opportunity
  - perpetual change in form & function of English local government
- Questions for councils:
  - decision making structures match priorities?
  - Council or Parliament?
  - quantity vs quality of representation
  - devolution beyond Town Hall
  - role of councillors in modern local government
- Every council will have unique solution: find out approaches of 98 authorities at [www.lgbce.org.uk](http://www.lgbce.org.uk)

## Boundary Review Survey September 2015

# Boundary Review Survey

September 2015

As part of the proposed Boundary Review, the Overview Committee has approved this survey to ensure all Members have the opportunity to give their views on what size the Council should be in the future. The results will be analysed and considered by the Overview Committee.

The survey should only take 5-10 minutes to complete and your input is very much appreciated.

The closing date is Friday 25 September 2015.

## Boundary Review Survey September 2015

Q1 Instinctively, how many Councillors do you think East Devon District Council needs?

31 – 35	
36 – 40	
41 – 45	
46 – 50	
51 – 55	
59 – 60	

Boundary Review Survey September 2015

Q2 On average, how many hours per week do you spend on Councillor business?

Please select one option in each row:

	0–1 hour	1–3 hours	3–5 hours	5–7 hours	7–10 hours	10+ hours
Attendance at any formal Council meeting (Cabinet, Full Council, Scrutiny etc)						
Attendance at any non-formal Council meetings (meetings with officers, Chairmen's Briefings, Working Groups, CAGs etc)						
Time spent on party / political group business						
Attendance at external meetings where you have been appointed as a representative of the Council rather than in your capacity as a Ward Councillor (Council appointed outside bodies etc.)						
Community obligations in your capacity as a Ward Councillor (Parish Council Meetings, Neighbourhood Panels, Community Forums)						
Dealing with case work (telephone calls, emails, constituent enquiries, surgeries)						
Preparation for meetings						
Attending seminars, conferences and training						
Travel related to Councillor business						
Other (please select the total number of hours spent per week on other activities and use the box below to specify the nature of the activity/ies and time spent on each)						

Other, please specify the nature of the activity/ies and time spent on each:

Boundary Review Survey September 2015

Q3 Since you became a Councillor do you think that the role has changed?

Yes	
No	

Please give a reason for your answer:

Boundary Review Survey September 2015

Q4 Since becoming a Councillor do you think your workload has:

Increased	
Decreased	
Stayed the same	



Boundary Review Survey September 2015

Q5 If increased, is it because (please tick all that apply):

I am contacted by more constituents than before	
The issues raised by Constituents are more complex to deal with and take more time	
I have to attend more Council and Committee meetings than I used to	
Social media means that I am expected to respond very quickly to any issues raised	
My Parish Council(s) expect more from me	
I have become a Portfolio Holder or Committee Chairman	
Other	

Other, please specify:

Boundary Review Survey September 2015

Q6 If decreased, is it because (please tick all that apply):

I am contacted by fewer constituents than before	
The issues raised by Constituents are easier to deal with and take less time	
I attend fewer Council and Committee meetings than I used to	
Social media and smart technology means that I can respond very quickly to any issues raised	
My Parish Council(s) expect less from me	
I am no longer a Portfolio Holder or Committee Chairman	
Other	

Other, please specify:

Boundary Review Survey September 2015

Q7 How satisfied or dissatisfied are you with the level of support provided to help you to undertake your role?

Very satisfied	
Fairly satisfied	
Neither satisfied nor dissatisfied	
Fairly dissatisfied	
Very dissatisfied	

Please give a reason for your answer:

Boundary Review Survey September 2015

Q8 Is there any further support that you would like provided in order to help you to undertake your role?

Yes	
No	

If yes, please give details:

Boundary Review Survey September 2015

Q9 How do you engage with your Constituents? (please tick all that apply):

Telephone	
Distribute newsletters / flyers / posters	
Hold public meetings	
Surgeries	
Emails	
Other social media (Facebook, Twitter, blogs)	
Attending community events	
Coffee mornings	
Door to door	
Face to face	
Other	

If other, please give details:

Boundary Review Survey September 2015

Q10 Which of the following do you think the community is best represented by?

One Member Wards	
Two Member Wards	
Three Member Wards	

Boundary Review Survey September 2015

Q11 Which of the following statements best describes the role (duties, functions and responsibilities) that you think East Devon District Council will have in the future:

An increased "enabling" role with fewer directly employed staff, more contracted-out services and more shared services	
The role will continue as it is, the balance between directly employed staff, contracted out services and shared services is about right	
An expanded role, due to more statutory requirements from the Government (with additional related funding)	
A lesser role following a more regional focus on spending and service provision	

Boundary Review Survey September 2015

Q12 Considering your answers to the preceding questions, how many Councillors do you **now** think the Council needs?

31 – 35	
36 – 40	
41 – 45	
46 – 50	
51 – 55	
59 – 60	



Boundary Review Survey September 2015

Q13 Do you have any further comments you would like to make?

Boundary Review Survey September 2015

Q14 Please provide your name and the ward you represent:

First name	
Surname	
Rather not say	
Ward	

Boundary Review Survey September 2015

Thank you for taking the time to complete this survey

Please click the "submit" button below

## CIPFA

### Nearest District Council Neighbours

<b>Name</b>	<b>Number</b>	<b>Electorate</b>	<b>Ratio</b>
Tendring District Council	59	110,982	1:1881
Arun District Council	54	118,666	1:2198
East Lindsey District Council	55	103,926	1:1890
West Dorset District Council	42	78,003	1:1857
Wyre Forest District Council	50	77,347	1:1547
Chichester District Council	48	90,000	1:1875
North Norfolk District Council	48	82,983	1:1729
Rother District Council	38	72,461	1:1907
East Dorset District Council	29	72,083	1:2486
Teignbridge District Council	46	103,762	1:2256
Waveney District Council	48	91,832	1:1913
South Lakeland District Council	51	83,220	1:1632
Suffolk Coastal District Council	42	97,962	1:2332
New Forest District Council	60	143,428	1:2390
King's Lynn and West Norfolk Borough Council	62	117,750	1:1899

Dear Overview Committee Member,

My name is Robert Murray and I was recently recruited to the position of Economic Development Manager with East Devon District Council in May. I have been made to feel incredibly welcome at EDDC and I have tried to waste no time in picking up on the requirements of the service. So far, this has been in providing economic input to our own departments, developing projects to meet the needs of local business and developing joint work programmes with the ED teams of neighbouring authorities (Exeter and Heart of Devon/EHOD) where I can evidence greater efficiencies and effectiveness in meeting our core economic objectives.

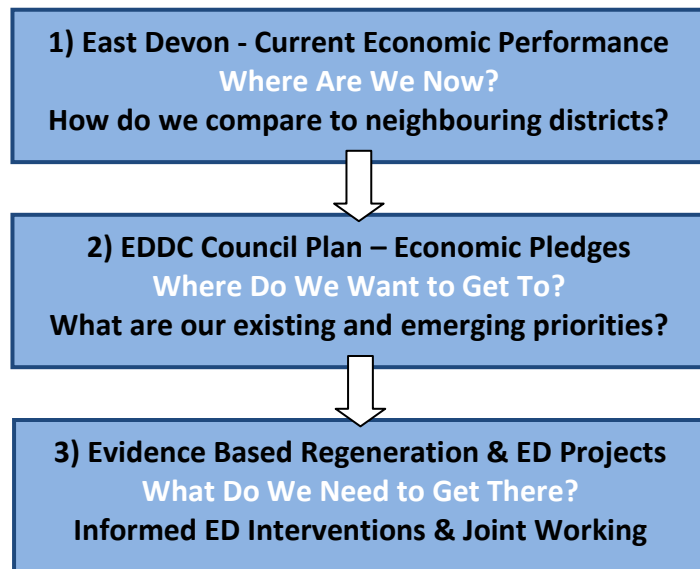
My suggestion is that it might be useful within this introductory briefing session for me to set out the Regeneration and Economic Development team structure and main areas of our existing work programme, shaped by the Service Plan.

The most relevant economic indicators used in assessing our local area’s economic performance and trajectory can then be introduced, collated from a detailed review of available data. An overview of existing Council Plan content and specific pledges around promoting economic growth and jobs provision provides a fundamental focus for discussion. Finally, a summary of the areas where it is felt we can make most initial progress in being more effective in providing an economic development service to our new start businesses, established employers and potential inward investors will be provided.

**Overview Committee Briefing Structure:**

It is proposed that these headings (right) provide a useful framework for discussion for my first briefing to Overview Committee.

They ensure the most relevant information in relation to the service’s focus is introduced, whilst allowing for valuable discussion and feedback.



Since starting in this role, I have observed the need for a better awareness of the very businesses our district is host to; a better understanding of their post-recession support needs (and provision); as well as the importance of more effective communication to help connect their ideas to emerging opportunities for growth. The focus for Economic Development teams is in creating the right conditions for this growth.

There is a wealth of opportunity for policy development to underpin such improvements and I look forward to your experience and support in shaping an even more robust and effective ED Service.

[RMurray@Eastdevon.gov.uk](mailto:RMurray@Eastdevon.gov.uk)

## Labour Market Profile - East Devon

The profile brings together data from several sources. Details about these and related terminology are given in the definitions section.



### Resident Population

#### Total population (2014)

	East Devon (Numbers)	South West (Numbers)	Great Britain (Numbers)
All People	136,400	5,423,300	62,756,300
Males	65,900	2,663,500	30,890,900
Females	70,500	2,759,800	31,865,400

Source: ONS mid-year population estimates

#### Population aged 16-64 (2014)

	East Devon (Numbers)	East Devon (%)	South West (%)	Great Britain (%)
All People Aged 16-64	74,700	54.8	61.4	63.5
Males Aged 16-64	36,700	55.7	62.2	64.3
Females Aged 16-64	38,000	53.9	60.5	62.8

Source: ONS mid-year population estimates

Notes: % is a proportion of total population

### Labour Supply

Local authority profile for East Devon

Employment and unemployment (Apr 2014-Mar 2015)

	East Devon (Numbers)	East Devon (%)	South West (%)	Great Britain (%)
<b>All People</b>				
Economically Active†	64,600	79.9	80.6	77.4
In Employment†	62,800	77.6	76.6	72.7
Employee‡	46,700	60.6	63.9	62.2
Self Employed†	16,100	17.0	12.1	10.1
Unemployed (Model-Based)§	2,100	3.2	4.8	6.0
<b>Males</b>				
Economically Active†	33,200	86.6	85.3	83.0
In Employment†	32,600	84.8	80.7	77.8
Employee‡	22,200	60.9	64.2	63.7
Self Employed†	10,400	23.9	15.8	13.7
Unemployed§	!	!	5.2	6.1
<b>Females</b>				
Economically Active†	31,300	73.9	76.1	72.0
In Employment†	30,200	71.0	72.7	67.7
Employee‡	24,500	60.3	63.7	60.8
Self Employed†	5,700	#	8.5	6.5
Unemployed§	!	!	4.4	5.8

Source: ONS annual population survey

# Sample size too small for reliable estimate

! Estimate is not available since sample size is disclosive

† - numbers are for those aged 16 and over, % are for those aged 16-64

§ - numbers and % are for those aged 16 and over. % is a proportion of economically active

Economic inactivity (Apr 2014-Mar 2015)

	East Devon (Level)	East Devon (%)	South West (%)	Great Britain (%)
<b>All People</b>				
Total	15,000	20.1	19.4	22.6
Student	#	#	24.3	26.5
Looking After Family/Home	#	#	22.3	25.4
Temporary Sick	!	!	2.4	2.2
Long-Term Sick	#	#	20.6	21.6
Discouraged	!	!	0.5	0.5
Retired	5,700	38.1	18.7	14.3
Other	!	!	11.3	9.5
Wants A Job	#	#	25.4	24.5
Does Not Want A Job	11,200	74.8	74.6	75.5

Source: ONS annual population survey

# Sample size too small for reliable estimate

! Estimate is not available since sample size is disclosive

Notes: numbers are for those aged 16-64.

% is a proportion of those economically inactive, except total, which is a proportion of those aged 16-64

Local authority profile for East Devon

Employment by occupation (Apr 2014-Mar 2015)				
	East Devon (Numbers)	East Devon (%)	South West (%)	Great Britain (%)
Soc 2010 Major Group 1-3	35,800	57.0	44.9	44.3
1 Managers, Directors And Senior Officials	7,900	12.7	11.6	10.3
2 Professional Occupations	21,500	34.2	19.4	19.7
3 Associate Professional & Technical	6,400	10.2	13.7	14.1
Soc 2010 Major Group 4-5	12,800	20.3	21.6	21.4
4 Administrative & Secretarial	5,600	8.9	10.1	10.6
5 Skilled Trades Occupations	7,200	11.4	11.4	10.7
Soc 2010 Major Group 6-7	8,300	13.3	17.0	17.1
6 Caring, Leisure And Other Service Occupations	#	#	9.5	9.2
7 Sales And Customer Service Occs	#	#	7.3	7.8
Soc 2010 Major Group 8-9	5,900	9.4	16.5	17.2
8 Process Plant & Machine Operatives	#	#	5.6	6.3
9 Elementary Occupations	#	#	10.9	10.9

Source: ONS annual population survey  
 # Sample size too small for reliable estimate  
 Notes: Numbers and % are for those of 16+  
 % is a proportion of all persons in employment

Qualifications (Jan 2014-Dec 2014)				
	East Devon (Level)	East Devon (%)	South West (%)	Great Britain (%)
Individual Levels				
NVQ4 And Above	35,700	48.2	36.6	36.0
NVQ3 And Above	46,000	62.1	59.2	56.7
NVQ2 And Above	56,700	76.5	76.5	73.3
NVQ1 And Above	68,500	92.4	89.5	85.0
Other Qualifications	#	#	4.9	6.2
No Qualifications	#	#	5.6	8.8

Source: ONS annual population survey  
 # Sample size too small for reliable estimate  
 Notes: For an explanation of the qualification levels see the definitions section.  
 Numbers and % are for those of aged 16-64  
 % is a proportion of resident population of area aged 16-64

Earnings by residence (2014)			
	East Devon (Pounds)	South West (Pounds)	Great Britain (Pounds)
Gross Weekly Pay			
Full-Time Workers	462.9	495.6	520.8
Male Full-Time Workers	516.8	536.6	561.5
Female Full-Time Workers	398.6	429.8	463.0
Hourly Pay- Excluding Overtime			



## Local authority profile for East Devon

Full-Time Workers	11.27	12.40	13.15
Male Full-Time Workers	12.05	13.08	13.70
Female Full-Time Workers	10.60	11.27	12.34

Source: ONS annual survey of hours and earnings - resident analysis

Note: Median earnings in pounds for employees living in the area.

## Out-Of-Work Benefits

The Jobseeker's Allowance (JSA) is payable to people under pensionable age who are available for, and actively seeking, work of at least 40 hours a week.

### Total JSA claimants (July 2015)

	East Devon (Numbers)	East Devon (%)	South West (%)	Great Britain (%)
All People	529	0.7	1.0	1.7
Males	310	0.8	1.3	2.2
Females	219	0.6	0.7	1.3

Source: ONS Jobseeker's Allowance with rates and proportions

Note: % is a proportion of resident population of area aged 16-64 and gender

### JSA claimants by age duration (July 2015)

	East Devon (Level)	East Devon (%)	South West (%)	Great Britain (%)
<b>Aged 16 To 64</b>				
Total	530	0.7	1.0	1.7
Up To 6 Months	405	0.5	0.7	1.0
Over 6 And Up To 12 Months	60	0.1	0.2	0.3
Over 12 Months	65	0.1	0.2	0.5
<b>Aged 18 To 24</b>				
Total	80	0.9	1.5	2.4
Up To 6 Months	65	0.8	1.1	1.7
Over 6 And Up To 12 Months	10	0.1	0.3	0.4
Over 12 Months	5	0.0	0.2	0.3
<b>Aged 25 To 49</b>				
Total	290	0.8	1.1	1.8
Up To 6 Months	225	0.6	0.7	1.0
Over 6 And Up To 12 Months	35	0.1	0.2	0.3
Over 12 Months	35	0.1	0.2	0.5
<b>Aged 50 To 64</b>				
Total	160	0.6	0.8	1.4
Up To 6 Months	115	0.4	0.5	0.6
Over 6 And Up To 12 Months	15	0.1	0.1	0.2
Over 12 Months	30	0.1	0.2	0.5

Source: ONS Jobseeker's Allowance by age and duration with proportions

Note: % is number of persons claiming JSA as a proportion of resident population of the same age

Local authority profile for East Devon

Working-age client group - main benefit claimants (February 2015)

	East Devon (Numbers)	East Devon (%)	South West (%)	Great Britain (%)
Total Claimants	6,610	8.9	10.9	12.6
<b>By Statistical Group</b>				
Job Seekers	590	0.8	1.3	2.0
ESA And Incapacity Benefits	3,500	4.7	5.8	6.4
Lone Parents	450	0.6	0.9	1.1
Carers	890	1.2	1.3	1.5
Others On Income Related Benefits	160	0.2	0.3	0.3
Disabled	840	1.1	1.2	1.1
Bereaved	170	0.2	0.2	0.2
Main Out-Of-Work Benefits†	4,700	6.3	8.2	9.8

Source: DWP benefit claimants - working age client group

† Main out-of-work benefits includes the groups: job seekers, ESA and incapacity benefits, lone parents and others on income related benefits. See the Definitions and Explanations below for details

Note: % is a proportion of resident population of area aged 16-64

## Labour Demand

### Jobs density (2013)

	East Devon (Jobs)	East Devon (Density)	South West (Density)	Great Britain (Density)
Jobs Density	54,000	0.73	0.83	0.80

Source: ONS jobs density

Notes: The density figures represent the ratio of total jobs to population aged 16-64.

Total jobs includes employees, self-employed, government-supported trainees and HM Forces

### Employee jobs (2013)

	East Devon (Employee Jobs)	East Devon (%)	South West (%)	Great Britain (%)
Total Employee Jobs	41,900	-	-	-
Full-Time	24,900	59.4	63.3	67.7
Part-Time	17,000	40.6	36.7	32.3

### Employee Jobs By Industry

Primary Services (A-B: Agriculture And Mining)	100	0.3	0.3	0.3
Energy And Water (D-E)	500	1.1	1.1	1.1
Manufacturing (C)	2,100	5.1	9.7	8.5
Construction (F)	3,300	7.8	4.8	4.4
Services (G-S)	35,900	85.7	84.1	85.7
Wholesale And Retail, Including Motor Trades (G)	8,500	20.3	16.6	15.9
Transport Storage (H)	2,600	6.3	3.6	4.5
Accommodation And Food Services(I)	5,100	12.2	8.6	7.0
Information And Communication (J)	1,100	2.7	2.7	4.0
Financial And Other Business Services(K-N)	4,700	11.3	18.1	21.8

Local authority profile for East Devon

Public Admin, Education And Health (O-Q)	11,500	27.4	30.2	28.0
Other Services (R-S)	2,300	5.6	4.2	4.6

Source: ONS business register and employment survey

- Data unavailable

Notes: % is a proportion of total employee jobs

Employee jobs excludes self-employed, government-supported trainees and HM Forces

Data excludes farm-based agriculture

### Earnings by workplace (2014)

	East Devon (Pounds)	South West (Pounds)	Great Britain (Pounds)
<b>Gross Weekly Pay</b>			
Full-Time Workers	440.5	485.0	520.2
Male Full-Time Workers	476.9	526.9	560.6
Female Full-Time Workers	381.7	424.2	462.5
<b>Hourly Pay - Excluding Overtime</b>			
Full-Time Workers	11.16	12.13	13.14
Male Full-Time Workers	11.27	12.80	13.68
Female Full-Time Workers	10.00	11.23	12.33

Source: ONS annual survey of hours and earnings - workplace analysis

Note: Median earnings in pounds for employees working in the area.

### Jobcentre plus vacancies

The Jobcentre Plus vacancies table has been removed as the series is no longer being updated and there are no suitable alternative sources available. Historic vacancy datasets remain available through the wizard and advanced query functions.

## Businesses

### UK Business Counts (2014)

	East Devon (Numbers)	East Devon (%)	South West (Numbers)	South West (%)
<b>Enterprises</b>				
Micro (0 To 9)	5,155	89.2	183,545	88.5
Small (10 To 49)	550	9.5	20,175	9.7
Medium (50 To 249)	70	1.2	3,085	1.5
Large (250+)	10	0.2	665	0.3
Total	5,780	-	207,470	-
<b>Local Units</b>				
Micro (0 To 9)	5,650	85.0	206,310	83.2
Small (10 To 49)	875	13.2	34,500	13.9
Medium (50 To 249)	110	1.7	6,315	2.5
Large (250+)	10	0.2	840	0.3
Total	6,650	-	247,965	-

## Definitions And Explanations

### Resident Population

The estimated population of an area includes all those usually resident in the area, whatever their nationality. HM Forces stationed outside the United Kingdom are excluded but foreign forces stationed here are included. Students are taken to be resident at their term-time address.

### Labour Supply

Labour supply consists of people who are employed, as well as those people defined as unemployed or economically inactive, who can be considered to be potential labour supply. Information in this section relates to the characteristics of people living in an area.

Most labour supply data comes from the Annual Population Survey (APS). The APS is the largest regular household survey in the United Kingdom. It includes data from the Labour Force Survey (LFS), plus further sample boosts in England, Wales and Scotland. The survey includes data from a sample of around 256,000 people aged 16 and over.

As APS estimates are based on samples, they are subject to sampling variability. This means that if another sample for the same period were drawn, a different estimate might be produced. In general, the larger the number of people in a sample, the smaller the variation between estimates. Estimates for smaller areas such as local authorities are therefore less reliable than those for larger areas such as regions. When the sample size is too small to produce reliable estimates, the estimates are replaced with a #.

### Economically Active

#### Economically Active

People who are either in employment or unemployed.

#### Economic Activity Rate

People, who are economically active, expressed as a percentage of all people.

#### In Employment

People who did some paid work in the reference week (whether as an employee or self employed); those who had a job that they were temporarily away from (eg, on holiday); those on government-supported training and employment programmes; and those doing unpaid family work.

#### Employment Rate

The number of people in employment expressed as a percentage of all people aged 16-64.

#### Employees And Self Employed

The division between employees and self employed is based on survey respondents' own assessment of their employment status. The percentage show the number in each category as a percentage of all people aged 16-64. The sum of employees and self employed will not equal the in employment figure due to the inclusion of those on government-supported training and employment programmes, and those doing unpaid family work in the latter.

#### Unemployed

Refers to people without a job who were available to start work in the two weeks following their interview and who had either looked for work in the four weeks prior to interview or were waiting to start a job they had already obtained.

#### Model-Based Unemployed

As unemployed form a small percentage of the population, the APS unemployed estimates within local authorities are based on very small samples so for many areas would be unreliable. To overcome this ONS has developed a statistical model that provides better estimates of total unemployed for unitary authorities and local authority districts (unemployment estimates for counties are direct survey estimates). Model-based estimates are not produced for male or female unemployed.

The model-based estimate improves on the APS estimate by *borrowing strength* from the measure

### Local authority profile for East Devon

of those claiming Jobseeker's Allowance to produce an estimate that is more precise (i.e. has a smaller confidence interval). The amount of people claiming Jobseeker's Allowance is not itself a measure of unemployment but is strongly correlated with unemployment, and, as it is an administrative count, is known without sampling error. The gain in precision is greatest for areas with smaller sample sizes.

### Unemployment Rate

Unemployed as a percentage of the economically active population.

### Economically Inactive

#### Economically Inactive

People who are neither in employment nor unemployed. This group includes, for example, all those who were looking after a home or retired.

#### Wanting A Job

People not in employment who want a job but are not classed as unemployed because they have either not sought work in the last four weeks or are not available to start work.

#### Not Wanting A Job

People who are neither in employment nor unemployed and who do not want a job.

### Occupation

Occupations are classified according to the Standard Occupation Classification 2000. Descriptions of the job titles included in each code are available in the [SOC manuals](#).

### Qualifications

Qualifications data are only be available from the APS for calendar year periods, for example, Jan to Dec 2005. The variables show the total number of people who are qualified at a particular level and above, so data in this table are not additive. Separate figures for each NVQ level are available in the full Annual Population Survey data set (wizard/advanced query).

The trade apprenticeships are split 50/50 between NVQ level 2 and 3. This follows ONS policy for presenting qualifications data in publications. Separate counts for trade apprenticeships can be obtained from the full APS data set (wizard/advanced query).

#### No Qualifications

No formal qualifications held.

#### Other Qualifications

includes foreign qualifications and some professional qualifications.

#### NVQ 1 Equivalent

e.g. fewer than 5 GCSEs at grades A-C, foundation GNVQ, NVQ 1, intermediate 1 national qualification (Scotland) or equivalent.

#### NVQ 2 Equivalent

e.g. 5 or more GCSEs at grades A-C, intermediate GNVQ, NVQ 2, intermediate 2 national qualification (Scotland) or equivalent.

#### NVQ 3 Equivalent

e.g. 2 or more A levels, advanced GNVQ, NVQ 3, 2 or more higher or advanced higher national qualifications (Scotland) or equivalent.

#### NVQ 4 Equivalent And Above

e.g. HND, Degree and Higher Degree level qualifications or equivalent.

### Earnings By Residence

The figures show the median earnings in pounds for employees living in the area who are on adults rates of pay and whose pay was not affected by absence. Figures for earnings come from the Annual Survey of Hours and Earnings (ASHE). The ASHE is based on a 1 per cent sample of employees, information on whose earnings and hours is obtained from employers. The survey does not cover self-employed. Information relates to a pay period in April.

The earnings information collected relates to gross pay before tax, national insurance or other deductions, and excludes payments in kind. It is restricted to earnings relating to the survey pay period and so excludes payments of arrears from another period made during the survey period; any payments due as a result of a pay settlement but not yet paid at the time of the survey will also be excluded.

## Out-Of-Work Benefits

### Jobseeker's Allowance

This is the number of people claiming Jobseeker's Allowance (JSA) and National Insurance credits at Jobcentre Plus local offices. People claiming JSA must declare that they are out of work, capable of, available for and actively seeking work during the week in which the claim is made.

The percentage figures express the number of claimants resident in an area as a percentage of the population aged 16-64 resident in that area.

The total JSA claimants is mostly derived from the Jobcentre Plus computer records. For various reasons, e.g. a claimant's National Insurance number is not known, a few claims have to be dealt with manually. These clerical claims, which amount to less than 1 per cent of the total, are counted separately and not analysed in as much detail as the computerised claims. The count of total JSA claimants includes clerical claims, but only the computerised claims are analysed by age and duration.

### Introduction Of Universal Credit

Tables for Jobseeker's Allowance do not include claimants of Universal Credit who are claiming benefits principally for the reason of being unemployed.

A [list of Jobcentres where Universal Credit is available](#) can be found on the GOV.UK website.

New tables including claimants of Universal Credit will be introduced as soon as possible.

### DWP Working-Age Client Group

The number of working-age people who are claiming one or more main DWP benefits. The main benefits are: bereavement benefit, carer's allowance, disability living allowance, ESA and incapacity benefit, severe disablement allowance, income support, jobseeker's allowance, and widow's benefit. The age at which women reach State Pension age is gradually increasing from 60 to 65 between April 2010 and April 2020. Throughout this period, only women below State Pension age are counted as working age benefit claimants."

The total count is broken down by statistical groups. These categorise each person according to the main reason why they are claiming benefit. Each client is classified to a single group.

Benefits are arranged hierarchically and claimants are assigned to a group according to the top most benefit they receive. Thus a person who is a lone parent and receives Incapacity Benefit would be classified as incapacity benefits. Consequently, the group lone parent will not contain all lone parents as some will be included in the incapacity benefits group and Job seekers groups.

Main out-of-work benefits consists of the groups: job seekers, ESA and incapacity benefits, lone parents and others on income related benefits.

These groups have been chosen to best represent a count of all those benefit recipients who cannot be in full-time employment as part of their condition of entitlement. Those claiming solely Bereavement Benefits or Disability Living Allowance (DLA) are not included as these are not out-of-work or income based benefits. DLA is paid to those needing help with personal care. These people can, and some will, be in full-time employment. If DLA claimants are also in receipt of JSA, IS, ESA or Incapacity Benefits in addition to DLA they will be counted under the relevant statistical group. In addition, we exclude those claiming solely carer's benefits or claiming carer's benefits alongside income support, as DWP does not pursue active labour market policies for this group. Carers benefits are paid to those with full time caring responsibilities. The group entitled to Carer's benefits alongside Income Support (IS) includes around 86,000 claimants and has been stable over time.

This Nomis series is different to that published in the Office for National Statistics (ONS) Labour Market Statistics Bulletin (table 25) and on the DWP website at [http://tabulation-tool.dwp.gov.uk/100pc/wa/tabtool\\_wa.html](http://tabulation-tool.dwp.gov.uk/100pc/wa/tabtool_wa.html) (against the link entitled "One-Click" Key Out-of-Work Benefits). This Nomis series uses DWP Jobseeker's Allowance numbers, whilst the other two series use the ONS Jobseeker's Allowance figures, using different methods and reference periods.

## Labour Demand

Labour demand includes jobs available within the area.

### Jobs Density

The level of jobs per resident aged 16-64. For example, a job density of 1.0 would mean that there is one job for every resident aged 16-64.

### Local authority profile for East Devon

The total number of jobs is a workplace-based measure and comprises employee jobs, self-employed, government-supported trainees and HM Forces. The number of residents aged 16-64 figures used to calculate jobs densities are based on the relevant mid-year population estimates.

## Employee Jobs

The number of jobs held by employees. Employee jobs excludes self-employed, government-supported trainees and HM Forces, so this count will be smaller than the total jobs figure shown in the Jobs density table. The information comes from the Business Register and Employment Survey (BRES) - an employer survey conducted in September of each year. The BRES records a job at the location of an employee's workplace (rather than at the location of the business's main office).

## Full-Time And Part-Time:

In the BRES, part-time employees are those working for 30 or fewer hours per week.

## Note

All figures exclude farm-based agriculture

## Earnings By Workplace

The figures show the median earnings in pounds for employees working in the area who are on adults rates of pay and whose pay was not affected by absence. Figures for earnings come from the Annual Survey of Hours and Earnings (ASHE). The ASHE is based on a 1 per cent sample of employees, information on whose earnings and hours is obtained from employers. The survey does not cover self-employed. In 2004 information related to the pay period which included 21 April.

The earnings information collected relates to gross pay before tax, national insurance or other deductions, and excludes payments in kind. It is restricted to earnings relating to the survey pay period and so excludes payments of arrears from another period made during the survey period; any payments due as a result of a pay settlement but not yet paid at the time of the survey will also be excluded.

## UK Business Counts

The data contained in the table are compiled from an extract taken from the Inter-Departmental Business Register (IDBR) recording the position of units as at March of the reference year. The IDBR contains information on VAT traders and PAYE employers in a statistical register which provides the basis for the Office for National Statistics to conduct surveys of businesses.

The table presents analysis of businesses at both Enterprise and Local Unit level. An Enterprise is the smallest combination of legal units (generally based on VAT and/or PAYE records) which has a certain degree of autonomy within an Enterprise Group. An individual site (for example a factory or shop) in an enterprise is called a local unit.

The employment information on the IDBR is drawn mainly from the Business Register Employment Survey (BRES). Because this is based on a sample of enterprises, estimates from previous returns and from other ONS surveys have also been used. For the smallest units, either PAYE jobs or employment imputed from VAT turnover is used.

Estimates in the table are rounded to prevent disclosure.

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## Overview Committee

### Suggested revised scope proposed by Vice Chairman

Broad topic area	To produce an in-depth report on the nature and methods of all business engagement within East Devon, the relationship between business and the Council, and how it might be improved both as regards effectiveness and transparency. Then to recommend specific means of cooperation with all sizes of Business, key Business Trade Organisations and Partners.
Specific areas to explore within topic area	<p>To consider</p> <ol style="list-style-type: none"> <li>1. To recommend how to help support all main business sectors and sizes of local Businesses in EDDC's Rural /Town environment by a Business Survey, expert advisory contacts and to report to Overview Committee</li> <li>2. To discover and involve key partners in Business Support, Develop contacts with key Business organisations including publicly funded organisations and recommend which way to engage them with East Devon DC</li> <li>3. To determine best practise in communication with businesses and recommend how communications to micro/small businesses can best be done cost-effectively and on which topics, and to which priority sectors</li> <li>4. How other councils engage with business</li> <li>5. how best, businesses in the district may best pursue their concerns with Council and how best the Council should keep local business informed of Council-related and legislative changes that may affect their well-being.</li> <li>6. What dangers there are and what advice might be given to ensure that potential conflicts of interest are avoided, the public perception of the relationship is satisfactory and reputation of both the Council and local businesses is maintained.</li> <li>7. What resources (e.g. staffing, finance, IT) may be required from the Council to ensure that the desired outcomes are achieved.</li> </ol>
Areas NOT covered by review	<p>Individual planning applications                      East Devon Local Plan                      Individual contracts between the council and contractors or suppliers</p>
Desired outcomes of the review	<ol style="list-style-type: none"> <li>1) To gain better informed insight into which issues concern or limit business growth in the District</li> <li>2) To recommend how to help support all main business sectors and sizes of local Businesses in EDDC's Rural and Town environment by a Business Survey, and using expert advisory contacts</li> <li>3) To discover and involve key partners in Business Support; develop contacts with key Business organisations including publicly funded</li> </ol>



	<p>organisations and then recommend which way to engage them with East Devon DC</p> <ol style="list-style-type: none"> <li>4) Develop a group of “Expert Witnesses” to be called on to advise EDDC as needed</li> <li>5) To ensure that businesses have appropriate opportunities and mechanisms to put forward their concerns and their suggestions regarding the economic opportunities and problems in the District and adjacent areas</li> <li>6) recommend how communications to micro/small businesses can best be done cost-effectively by EDDC, on which topics, and to which priority sectors</li> <li>7) recommend how communications to medium/Large businesses can best be done cost-effectively and on which topics, and to which priority areas of interest</li> <li>8) To propose these positive and transparent ways forward for EDDC to engage with business, that has the confidence of East Devon businesses and residents.</li> </ol>
<p>Who should be consulted to obtain evidence (eg ward member, officers, stakeholders)</p>	<p>Large and medium size companies(10% of EDDC), micro and small companies (90% of EDDC)  Chambers of Commerce representatives  Local Enterprise Partnership  Educational Institutions  Blackdown Hills Business Association and AONB  East Devon AONB  Federation of Small Businesses  Representative from East Devon Business Leaders Group  Tourism representatives  Accountancy Organisation(s)  Bank Business Managers</p>
<p>What evidence already exists (consultation, good practice examples)</p>	<p>Mid Devon Business Forum  Labour Market Information from Office of National Statistics  Federation of Small Business(FSB), Chartered Institute of Personnel Development (CIPD), Other Business Forums nationally  East Devon Business Leader Group  Local Chambers of Commerce  Business Information Point (BIP)  Careers advisors, Recruitment Agencies, JobCentre Plus  Reports from SW Observatory, Heart of SouthWestLEP (HOTSWSLEP), Exeter and Heart of Devon Skills (EHOD), Skills Agency, Local Chambers, Office of National Statistics data, JobCentre Plus and local Accountants</p>
<p>What experts are needed to help with the review</p>	<p>Internal: Deputy Chief Executive, Economic Development Officer, Principal Solicitor  Marketing Research Agency specialising in email + telephone research</p>

Resources impact	Economic Development Budget allocation Business Rates income Employment levels and Wage levels Micro-Business needs as well as those which are VAT registered
What other resources are needed	EDBC Manager to document and support meetings Access to Business databases (external and EDDC Business rates list)
Undertaken by the committee or is a TAFF required	Interim TAFF Report on evidence and progress on Expert Agency report. Final report with recommendations after Expert contacts.
Timescale including start date	October to March (6 months) with an interim report on basic research and progress by December circulated to Members interested
Who are the recommendations being reported to	Overview Committee before going to Cabinet/Council.

## Overview and Scrutiny Committee

Scope of work for scrutiny: Agreed 22 January 2015

Broad topic area	To produce an in-depth report on the nature and methods of all business engagement within East Devon, the relationship between business and the Council, and how it might be improved both as regards effectiveness and transparency.
Specific areas to explore within topic area	<p>To consider</p> <ol style="list-style-type: none"> <li>1. The lessons that should be learnt from the previously existing relationship between the former East Devon Business Forum and the Council.</li> <li>2. The new structure (EDBSGroup) that East Devon businesses have set up to pursue matters of their mutual interest.</li> <li>3. How best the services of BIP and other business services may be promoted to businesses and used to best advantage in the district.</li> <li>4. How other councils engage with business</li> <li>5. how best, either via this structure (EDBSGroup), or in other ways businesses in the district may best pursue their concerns with Council including putting points about planning issues relevant to any Local Plan; and how best the Council should keep local business informed of administrative and legislative changes that may affect their well-being.</li> <li>6. What dangers there are and what advice might be given to ensure that potential conflicts of interest are avoided, the public perception of the relationship is satisfactory and reputation of both the Council and local businesses is maintained.</li> <li>7. What resources (e.g. staffing, finance, IT) may be required from the Council to ensure that the desired outcomes are achieved.</li> </ol>
Areas NOT covered by review	<p>Individual planning applications            Planning policy            East Devon Local Plan            Individual contracts between the council and contractors or suppliers</p>
Desired outcomes of the review	<p>Improve communication between business and the Council and ensure that businesses have appropriate opportunities to put forward their concerns and their suggestions regarding the economic opportunities and problems in the District</p> <p>Recommendations on a positive and transparent way forward for EDDC to engage with business, that has the confidence of East Devon businesses and residents.</p>
Who should be consulted to obtain evidence (eg ward member, officers, stakeholders)	<p>Chambers of Commerce representatives            Local Enterprise Partnership            Educational Institutions            Blackdown Hills Business Association            Federation of Small Businesses            Representative from East Devon Business Support Group            Tourism representatives</p>

What evidence already exists (consultation, good practice examples)	Mid Devon Business Forum Other Business Forums nationally East Devon Business Support Group
What experts are needed to help with the review	Deputy Chief Executive and, Economic Development Manager (once appointed), Principal Solicitor
What other resources are needed	Democratic Services to service meetings
Undertaken by the committee or is a TAFF required	(Previously existing Business TaFF has comprised: Councillors Graham Troman, Mike Allen, Vivien Duval Steer, Claire Wright, Steve Gazzard, Peter Burrows, Maddy Chapman And Alan Dent)
Timescale including start date	February to Mid April
Who are the recommendations being reported to	Overview and Scrutiny Committee before going to Cabinet/Council.

**Agenda Item 9****Overview Committee****Overview Committee Forward Plan 2015/16**

<b>Date of Committee</b>	<b>Report</b>	<b>Lead</b>
17 Nov 2015	Exmouth Beach Management Plan	John Golding
13 Jan 2016	Draft service plans and budget 2016/17 jointly with Scrutiny Committee	Simon Davey
26 Jan 2016	Option for creating a new Place committee	
22 Mar 2016	Sustainability	

**Work for scoping and allocation to the Forward Plan:**

<b>Proposed date</b>	<b>Topic</b>
tbc	Business Task and Finish Forum
17 Nov 2015 tbc	Refresh of Council Plan following preliminary work of PH Corporate Business Think Tank
26 Jan 2016 tbc	Update on Flood Risk Management and Shoreline Management Plan from Devon County Council as lead authority