

Agenda for Overview Committee

Tuesday, 22 March 2016; 6.00pm



[Members of the Committee](#)

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

[View directions](#)

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- 1 [Public speaking](#)
- 2 To confirm the minutes of the meeting held on 26 January 2016 (pages 3 - 7)
- 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 **Devon Local Flood Risk Management Strategy and Coastal Protection** (pages 8 - 16)

Update on the implementation of the DLFRMS from the Flood and Coastal Risk Manager of Devon County Council, and information on coastal protection locally from David Turner, Engineering Projects Manager.
- 8 **Local Government Boundary Committee for England Electoral Review Programme 2015 - 2019** (pages 17 - 72)
To agree the proposed draft submission recommending minimal change to the current number of councillors representing EDDC.
- 9 **Business engagement update** (pages 73 - 80)
Report from the Economic Development Manager following his presentation to the committee in September 2015.
- 10 **Draft Annual Report** (pages 81 - 82)
The draft annual report for presentation to Annual Council in May is presented for comment. It is recommended that the report be finalised by the Chairman and Vice Chairman on behalf of the committee prior to submission for Annual Council. Areas shaded in grey in the report will be expanded after the completion of this meeting.
- 11 **Overview forward plan** (page 83)

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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 26 January 2016

Attendance list at end of document

The meeting started at 6.00pm and ended at 7.35pm.

***24 Chairman's introduction**

The Chairman welcomed the Committee members to the meeting

***25 Public speaking**

There were no public speakers at this point of the meeting.

***26 Minute confirmation**

The minutes of the Overview Committee held on the 17 November 2015, were confirmed as a true record. Councillor Rob Longhurst raised the issue arising from the minutes on local consultation obtained for the Exmouth Beach Management Plan.

***27 Enterprise Zone update**

Members received an update from Andy Wood, East of Exeter Projects Director, updating Committee members on progress on the Enterprise Zone.

There had been an announcement in the Chancellor's autumn statement last November that the proposed Enterprise Zone submission from the Heart of the South West Local Enterprise Partnership had been successful. This included four sites in East Devon (Skypark, Science Park, Cranbrook and Airport Business Park extension) alongside a site in Sedgemoor District.

Members noted that the Chancellor's announcement in the autumn budget did not automatically confer operational Enterprise Zone status, rather that considerable further work needed to be undertaken over the course of the next 12 months. This would be to develop a detailed business case and agree specific arrangements, not least future governance arrangements.

It was clear that the Enterprise Zone proposal had the potential to accelerate the achievement of growth objectives and to bring forward new job creation. However, it was noted that there were also potential downsides and risks that would need to be carefully understood. These would need to be considered within the context of forthcoming changes to the way in which business rate revenues relate to Local Government financing.

The Enterprise Zone had the following benefits

- potential to accelerate delivery of the largest growth area in Devon & Somerset;
- accrue benefits across a wide part of the LEP area, including the remainder of East Devon;
- capitalise on the existing initiatives and investments;
- give the ability to respond quickly to occupier demand;
- present a strong geographical, sectoral and thematic focus on a national and international stage

The next steps were a report to Cabinet, followed by development/delivery of a business plan, agreements of governance arrangements, a checkpoint regarding Business Rate

retention and agreement for site areas/incentives sought. Subject to successfully negotiating these stages the Zone could then become operational in April 2017.

During discussions, the following points and questions were raised:

- the employment sites could be marketed more forcefully;
- there were additional benefits to the District that would be brought in from the Enterprise Zone;
- how much was the Enterprise Zone dependent on the Heart of the South West Devolution? Officers advised that it was not dependent on devolution.
- how would the Enterprise Zone help with the development of small businesses in rural areas;
- was there any way of priority funding business rates for achieving a second passing loop on the Exeter/Waterloo rail line?
- how could 'M5 hopping' be reduced? Officers advised that this would be achieved through the 'Gateway' policy at the Science Park but was an area that would need to be considered further;
- have we looked at the potential for the Enterprise Zone to assist with house sales in Cranbrook? Officers advised that these two should be linked in the sense that the a strong labour market would help to underpin house sales;
- would the Enterprise Zone take jobs from the Axminster area? Officers advised that that they could not categorically advise that this wouldn't be the case but that there were measures that could be employed to help bring forward new jobs at Axminster e.g. provision of workspace;
- the local economy was not dependent on one industry and had a good range of sectors and this diversity would help with the district's resilience to any economic downturn;
- contributions from developers could significantly help with the £50m cost of the second passing loop on the South West Main Line;
- the need for a rural economic strategy to help the economy in the rural areas.

Only new buildings constructed after the start of the designation in April 2017 would qualify for the business rate incentive. Andy Wood, East of Exeter Projects Director reported that a report would be brought to the Cabinet meeting on 9 March including further details on the financial issues surrounding the Enterprise Zone.

- RESOLVED
1. that the outcome of the Enterprise Zone application submitted by the Heart of the South West Local Enterprise Partnership confirmed as part of the Government's Autumn statement, be noted;
 2. that the additional work that will be needed to be undertaken to develop a detailed business case and defined geography before the Zone can become operational, be noted.

***28 South West Trains franchise consultation**

The Committee received a presentation from Andy Wood, East of Exeter Projects Director, on the South West Trains franchise consultation, which was expected to run from June 2017 for 7 years.

The objectives of the franchise were

- Support the economy of the franchise area with high quality services that reflected the specific requirements of the different markets;
- Increase capacity to meet demand and future growth;

- Deliver excellent experience for passengers;
- Secure whole industry efficiencies;
- Support local communities to deliver local transport integration, local regeneration and investment;
- Improve social and environmental sustainability.

Key issues for East Devon included:

- Connectivity to London;
- Travel to work – across the District;
- Travel to Learn;
- West End growth – including 2nd Cranbrook station;
- Service frequency/capacity;
- Stopping patterns;
- Links to the Airport.

Debate on the issue included:

- Importance of establishing a half hourly clock face service from Axminster to Exeter;
- priority should be the establishment of a second passing loop near Whimble and this should be emphasised to the Department for Transport;
- Importance of capacity issues on the line and provision of more modern rolling stock for the line;
- A second Cranbrook station could take even more stopping services from Feniton and Whimble stations;
- 7 years was too short a time frame for the franchise;
- Best long term solution for the line would be double track all the way to Salisbury;
- What steps could be taken to improve the resilience of the service?

Andy Wood, East of Exeter Projects Director was thanked for presentation.

RESOLVED

that the report be noted.

***29 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:

RESOLVED

That the forward plan include:

9 February 2016 – additional meeting on the Refuse and Recycling contract award.

22 March 2016 – Sustainability. Update on Flood Risk Management and Shoreline Management Plan, Update on Economic Development and Draft Annual Report.

First meeting after 1 May 2016 – EDDC policy on providing Affordable/Starter Homes

Attendance list

Councillors Present:

Graham Godbeer (Vice Chairman in the Chair)

Mike Allen

Matthew Booth

Peter Faithfull

Maria Hale
Rob Longhurst
Christopher Pepper

Councillors Also Present:

Megan Armstrong
John Dyson
Roger Giles
Geoff Jung
Andrew Moulding
Phil Twiss
Tom Wright

Councillor Paul Bull from Exeter City Council

Officers

Anita Williams, Principal Solicitor
Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Andrew Wood, East of Exeter Projects Director
Chris Lane, Democratic Services Officer

Councillor Apologies:

Peter Bowden (Chairman)
Paul Diviani
Jill Elson
Pat Graham
Ian Hall
Ben Ingham,
PaulineStott

Councillor Rosie Denham of Exeter City Council
Councillor Keith Owen of Exeter City Council
Councillor Rachel Sutton of Exeter City Council
Councillor Dennis Smith of Teignbridge District Council
Councillor Mike Haines of Teignbridge District Council
Councillor Humphrey Clemens of Teignbridge District Council
Councillor Stuart Barker of Teignbridge District Council
Councillor John Goodey of Teignbridge District Council
Councillor George Gribble of Teignbridge District Council
Councillor Silvia Russell of Teignbridge District Council
Councillor Andrew Leadbetter of Exeter City Council

Chairman Date.....

Devon Local Flood Risk Management Strategy

Delivery Update to East Devon District Council Overview Committee – March 2016



Axminster – Phase 1

1.0 Introduction

This report provides an update on the Devon Local Flood Risk Management Strategy and how this has supported relationships between all of the Risk Management Authorities for the collaborative delivery of flood improvements within Devon.

2.0 Local Strategy Update

Since the publication of the Local Flood Risk Management Strategy in June 2014 Devon County Council's Flood Risk Management team have worked closely with all of the other Risk Management Authorities (RMAs) to continually evaluate and prioritise the flood risk activities in Devon and work in a collaborative manner to deliver flood improvements that will reduce the number of properties at risk.

The Local Strategy, which outlines the key roles and responsibilities of all RMAs, has enhanced previous working relationships and developed new multi agency approaches to flood risk management. It provides the backbone for all activities in relation to local flood risk management and together with the sharing of action plans helps to focus on catchment prioritisation.

DCC's Place Scrutiny set up a task group to evaluate the level of importance given to flood risk management by all of the RMAs and how well they have developed their relationship with DCC as the Lead Local Flood Authority (LLFA). A number of recommendations were determined and all have been implemented to further enhance the relationships and delivery of flood risk management in Devon.

The Strategy is not due to be updated until 2021 however when it is considered that an element requires amendment or further clarification or a new addition should be included then an addendum is prepared and shared on the Flood Risk website at the following link:

<https://new.devon.gov.uk/floodriskmanagement/local-flood-risk-management-strategy>

To date there have been two addendums which covers the changes to the sustainable drainage section of the strategy and also to provide a more detailed explanation of what constitutes a flooded property. Consideration is currently being given to further, required updates, one of which is a revision of the content relating to how flood risk is dealt with through planning procedures, to adequately reflect changes in the National Planning Policy Framework and the new procedures for Sustainable Drainage Systems (SuDS).

3.0 Projects Update

DCC, together with all other RMAs within Devon, have developed a significant programme of flood improvements that have been included in Defra's 6 year programme, as well as a large number of smaller schemes being delivered and funded locally. The strong relationships, not only with the other RMAs but also with the South West Regional Flood and Coastal Committee, have enabled better management and prioritisation of scheme delivery. The movement of projects within the 6 year programme through 'local choices' has helped align projects with available resources and additional funding sources, such as Local Levy and also to overcome other issues outside of our control.

Despite best endeavours to commence delivery of a number of schemes in Devon we have been faced with both technical and legal issues that have caused some minor delays. This emphasises the challenges of delivering within a financial year period and highlights the benefits of moving projects within the 6 year programme.

We are, however, continuing to progress major schemes at Axminster, Braunton, Uplyme, Stokeinteignhead, Modbury and Ivybridge together with a number of minor schemes across the county, many are likely to be commenced during 2016/17. Further details are provided below.

Axminster – The Project Appraisal Report (PAR) for flood improvements on the Millbrook Stream has been submitted and currently under review by the EA's National Project Assurance Service (NPAS) for Flood Defence Grant in Aid (FDGiA). Commencement of construction has been delayed until May 2016 due to an issue with legal title of the culvert, which was originally under ownership of British Rail and held under a residuary. The government has recently abolished BRB (Residuary) Ltd and transferred some assets including this culvert to the Highways England Historical Railways Estate. Unfortunately Highways England has not yet finalised legal title and therefore are not in a position, nor willing, to allow early access. We have been pursuing this is a high priority to gain access and for the asset to be transferred to DCC.

Uplyme – A drainage assessment has been carried out and a number of recommendations produced. To date a series of check weirs and new silt trap have been installed on the Cooksmead watercourse and highway drainage improvements have been completed in Gore Lane/Cuckoo Lane area and also in Church Street. Channel improvements and the installation of a new footbridge in the village hall playing field are imminent, as well as improved reinforcement to the recently excavated overflow channel adjacent to the tennis courts. Revised proposals for a silt

trap on the venlake stream are also underway. Further and more major improvements to the culverted watercourses are also being considered and are subject to available funding.

Sidmouth – The Surface Water Management Plan has been completed and recommendations are now under review. Funding has been allocated on the Defra 6 year programme and a project appraisal is being developed for consideration.

East Budleigh – A drainage assessment has been carried out and a number of minor improvements have been identified. These are to be carried out local by DCC subject to available funding.

Lympstone – A review of the local flood risk is ongoing and providing an affordable and viable scheme is available, further works will be delivered, subject to funding.

Exmouth – As a result of the Integrated Urban Drainage Plan carried out in partnership with South West Water further modelling is being undertaken to consider surface water improvements at various locations.

Other areas within Devon

Braunton – The current design of the proposed pumping station is proving to be a challenge due to the high values being generated by the hydraulic model and the scale of the required pumping station as a result, which would be unaffordable on this basis. To maintain momentum it was hoped that some connecting pipework could be installed during February to avoid the high tourism period and return later in the year to construct the pumping station. Unfortunately the design was not advanced sufficiently to inform the pipe design and therefore had to be aborted, much to the disappointment of the locals. The PAR will be finalised once the final design has been determined and submitted to NPAS to support the bid for FDGiA.

Stokeinteignhead – The preferred option is currently being finalised and a number of early interventions are being carried out to take advantage of local funding opportunities and landowner agreements. The PAR is to be completed early 2016 with a view to carry out construction late summer of 2016. Environmental studies and ground investigations are also being progressed to support the detailed design and funding bid.

Modbury – Environmental surveys have been carried out and ground investigations underway. On completion the detailed design and PAR will be finalised. It is anticipated that, subject to appropriate cost/benefit and funding, construction will commence early 2017. Some minor improvements will also be delivered in advance to take advantage of local funding opportunities.

Ivybridge – This scheme was passed to DCC when the district council engineer retired but unfortunately the scheme was not as far advanced as initially suggested and a further detailed assessment had to be carried out to consider the available options. Scheme proposals are now being drawn up.

Surface Water Management Plans (SWMP) / Drainage Assessments - The final draft of the SWMP for Exeter has been received and under review. Early inspection of the recommendations has indicated over £7million of surface water improvements. This is based on early estimates with high contingencies and optimum bias, plus a number of either/or options.

Surface water drainage assessments are underway for Ottery St Mary, East Budleigh, Teignmouth, Shaldon and Newton Abbot and are progressing well. These are being progressed with close communication with other RMAs including south West Water and the Environment Agency.

Partnership working

DCC are also working closely with and supporting other RMAs on a number of schemes and providing financial contributions where appropriate. The headline schemes are:

East Devon District Council

Feniton Flood Scheme, Sidmouth Beach Management Plan (BMP), A303 improvements and Exmouth and Old Feniton (both in partnership with SWW)

Teignbridge District Council

The Point Car Park, Teignmouth and Dawlish & Exmouth Beach Management

Exeter City Council

Northbrook & Mincinglake, Taddiford Brook and Topsham Coastal Flooding Scheme
River Exe Flood Defence Scheme (with the EA)

Mid Devon District Council

Tiverton, Bampton, Newton St Cyres and Hemyock

North Devon Council

Barnstaple

South Hams

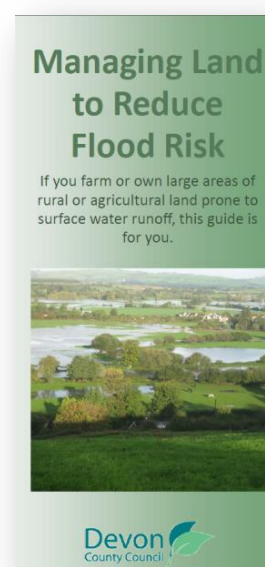
Stoke Flemming (with SWW)

Kingsbridge and Dartmouth (with SWW and EA)

4.0 Land Management

Devon is a very rural county and it is recognised that it has an increased flood risk from surface runoff, in particular off agricultural land. Across the county there are many different groups and organisations investigating various solutions, but all very disjointed. DCC's Flood Risk Management and County Ecologist are working to pull all these groups together to consider how a joined up approach can be achieved and determine best practice for natural flood risk management that can be used to compliment hard engineering techniques. An allocation of £50k from the Flood Risk Management budget is being set aside in 2016/17 to support the development of test bed cases that can influence landowners to take similar action.

A leaflet has now been produced summarising how land owners can work with their land to reduce flood risk and also gives information on where to go for advice. This is also accompanied by a supporting document to expand on these issues. Both include best practice methods for reducing soil erosion and runoff, in addition to managing and slowing down overland flows through the use of ponds, planting woodland and vegetation amongst other soft engineering methods. These are available on our website and the leaflet will be available as a hard copy to distribute to local Councillors, Parishes and land owners.
devon.gov.uk/floodriskmanagement/local-flood-risk-management-strategy/



The drainage assessment for Ottery St Mary is being considered for both hard engineering and natural flood management techniques. It is hoped that any natural methods can be showcased and used as best practice to encourage other land owners to adopt similar methods and reduce flood risk downstream.

5.0 Community Resilience

The 2 year Defra funded Pathfinder Project is now complete and has achieved successful outcomes for the 24 communities included within the programme as well as additional communities that have requested similar assistance. Many of the communities now have well prepared emergency action plans and self-help resilience measures. One of the main legacies of the project was to develop the community led Devon Community Resilience Forum, which is now being hosted by Devon Communities Together.

It is estimated that over 4,000 properties will have benefited either directly or indirectly from the resilience measures implemented through this project and the continued focus on helping communities become more resilient will continue to increase this figure.

A grant based scheme has recently been set up by DCC to enable communities at risk to draw down funding and purchase essential resilient equipment from sandbags to signs to torches for wardens. This has been well received and it is expected that the initial £30k provided will be fully committed. Further enquiries to obtain grants for specific communities should be directed to the Devon Communities Together website www.devoncommunities.org.uk Future initiatives will also be considered over the next 12 months, such as partnering with other Risk Management Authorities to coordinate an event with the Flood Advisory Service, along with continued support for the Community Resilience Forum.

We shall also benefit from the funding for Property Level Protection which has an annual allocation for the next 5 years of the 6 year Defra programme, together with an allocation each year from Local Levy. This will help those individuals where a wider community scheme is unlikely to be viable.

6.0 Future Prioritisation

Due to the ongoing and at times major flooding experienced since July 2012 we have had to operate in a very reactive manner as the expectations to respond and deliver improvements became more apparent. A number of proactive Surface Water Management Plans have been progressed in high risk areas and further drainage assessments are underway in other areas. The recommendations are now providing direction for future flood improvements in these areas.

To further enhance our knowledge of the flood risk in Devon it is proposed that a catchment database is developed which will gather all information relating to that catchment in one place. This will include all information relating to the catchment characteristics, historic data and an assessment of risk, which will help to evidence our future priorities in line with the criteria set out in the Local Strategy.

7.0 DCC Action Plan for 2016/17

The Action Plan for 2016/17 is being finalised and will be presented to cabinet for approval shortly. With regards to the East Devon area there are a number of schemes being developed and progressed, as listed below

Axminster Millbrook Phase 2
Uplyme Flood Improvements
Ottery St Mary flood improvement works and land management initiatives
Old Feniton – Surface water investigations in partnership with SWW
Sidmouth Surface Water Improvements - Design
East Budleigh minor flood improvements
Lympstone flood improvements
Exmouth surface water optioneering
Whimble, subject to scheme viability.

Other areas that are to be considered in the near future, either by DCC or in partnership with others, include: Collaton Raleigh, Woodbury/Woodbury Salterton and Newton Poppleford

Report to: **Overview Committee**

Date of Meeting: 22 March 2016

Public Document: Yes

Exemption: None

Review date for release None



Agenda item: 8

Subject: Coastal Protection

Purpose of report: To explain the role of East Devon as Coastal Protection Authority and how Coastal Defence projects including Beach Management are planned.

Recommendation: To note the report

Reason for recommendation: The report is for information for the committee.

Officer: Dave Turner
dturner@eastdevopn.gov.uk
01395 571619

Financial implications: There are no direct financial implications identified in the report. Requests for funding from EDDC for Coast Protection will come through the annual Revenue and Capital Budget process for members approval, unless it is off an urgent nature in which case it will come to members in year in the form of a request for a supplementary estimate.

Legal implications: The report sets out an overview of the legal position and the report does not require any further legal observations

Equalities impact: Low Impact

Risk: Low Risk

Links to background information: Shoreline Management Plan SMP2 Durlston Head to Rame Head Non-Technical Summary http://www.sdadcag.org/docs/SMP/NTS_FINAL.pdf

Link to Council Plan: Encouraging communities to be outstanding
Developing an outstanding local economy
Delivering and promoting an outstanding environment
Continuously improving to be an outstanding council

Report in full

1. East Devon is the designated Coastal Protection Authority under the 1949 Coastal Protection Act, and as such has the powers to protect land against coastal erosion and to control third party activities on the coast.
2. East Devon has no duty under the Act to protect against coastal erosion and flooding.

3. East Devon as the Local Planning Authority also have an important role in planning of development along our coast in particular areas subject to coastal change.
4. The Environment Agency (EA) under the Flood and Water Management Act 2010 and Flood Risk Regulations 2009 has the responsibility for a strategic overview of coastal flood and erosion risk management in England.
5. The EA allocate all capital funding from DEFRA for coastal erosion capital works through the Flood Defence Grant in Aid (FDGiA) process, all projects are required to go through the EA technical and financial approval process before being allocated funding. Funding is only available where it can be demonstrated the works are consistent with the Shoreline Management Plan (SMP) policies, that Asset Management Plans are in place and suitable procurement procedures are in place.
6. Depending on the level of benefit of a project and the capital cost, FDGiA will only provide a proportion of the capital cost. The remainder of funding has to be secured by the applicant to access FDGiA, this is known as partnership funding.
7. Obtaining sufficient partnership funding to deliver coastal strategies and project is likely to continue to be a challenge for East Devon with beach management projects likely to require significant levels of partnership funding.
8. Funding partnerships to bring together funding from a diverse range of sources such as developer contributions (Community Infrastructure Levy), Local levy (from the Regional Flood and Coastal Defence Committee), East Devon, other authorities, infrastructure owners and local businesses will be key to continuing to manage the risk of coastal erosion and flood risk in East Devon.
9. Partnership working with these organisations will be key to securing funding for East Devon's future beach and coastal projects.
10. The SMP is a large scale assessment of the risks associated with coastal erosion, and identifies policies for managing these risks in a sustainable way for three time periods (0 – 20yrs, 20 to 50yrs, 50-100yrs). The SMP includes an Action Plan setting out what actions are required over the next 10 years (until 2020) to implement the policies.
11. The relevant SMP for East Devon runs from Durlston Head in Dorset through to Rame Head in southeast Cornwall. This is the second generation of SMP (SMP 2) and it was published in 2010.
12. SMP boundaries are based on lengths of coastline within which the movement of sediment (sand and shingle) is largely self contained.
13. This is further sub-divided into sub-cells for management purposes, these are based on coastal processes. Typically SMP sub-cells are bounded by estuaries or headlands.
14. SMP2 was prepared by South Devon and Dorset Coastal Advisory Group (SDADCAG) which is made up of the Coastal Protection Authorities (including East Devon), the EA and associated partners including Devon County Council, Natural England and the Marine Management Organisation.
15. Policies are developed through an evaluation of the issues and objectives in each sub-cell, and this process includes public engagement and consultation. Policy scenarios are considered across the entire SMP as the appropriateness of each policy can only be evaluated in conjunction with the neighbouring sub-cells.
16. Policy decisions are deliberately not based on an economic appraisal to ensure the SMP delivers the best sustainable solution not just an economically driven one. However, an economic assessment is undertaken as a check of viability.
17. Within each sub-cell there are four SMP options:
 - i. **Hold the line** – maintaining the existing line of defence as it is or changing the standard of protection

- ii. **Managed realignment** – allowing the shoreline to retreat or advance in a controlled or managed way
 - iii. **No active intervention** – means that no investment will be made in coastal defences or other operations other than for safety purposes
 - iv. **Advance the line** – involves the building of new defences on the seaward side of existing defences
18. A policy of hold the line, managed realignment or advance the line does not mean that public funding is secured or guaranteed.
 19. A policy of no active intervention does not prevent the continued maintenance of existing defences to maximise their asset life.
 20. An SMP policy is applied for the short (0 – 20 years), medium (20-50 years) and long term (50 – 100 years). Changes in management policy often need time to be implemented, and are typically included in the medium or longer term.
 21. SDADCAG meet regularly to discuss progress against the SMP2 Action Plan, joint projects and will be meeting in March to discuss progress and any updates required.
 22. SMP2 includes actions for East Devon including Beach Management Plans at Sidmouth and East Beach, and at Seaton. Beach Management Plans are more detailed strategies which aim to ensure the risk of coastal erosion and flooding continues to be managed sustainably.
 23. Beach Management Plans and Coastal Strategies are one method by which SMP2 policies are implemented.
 24. Beach Management Plans include actions over the next 5 years for including management, monitoring, maintenance and future studies/research. To be eligible for FDGiA East Devon must demonstrate those actions are consistent with the SMP2 policies for the relevant stretch of coastline.
 25. Coastal protection works require planning permission (unless in an emergency) and require an Environmental Impact Assessment as part of that permission. Due to the nature of East Devon, there are a number of valued sensitive environmental and heritage sites such as the Exe Estuary and Jurassic Coast. Managing coastal erosion and flood risk effectively, whilst ensure works are appropriate for these areas will continue to be a challenge for East Devon.
 26. East Devon will continue to work closely with Natural England, the Jurassic Coast Team, Historic England and other statutory bodies to ensure we can continue to deliver effective Coastal erosion and flood risk management.
 27. SMP2 is also used to inform Coastal Change Management Areas which form part of planning policy, and are part of the East Devon Local Plan. Adaptation is an important part of the SMP, particularly in areas of no active intervention and managed realignment.
 28. The National Coastal Erosion Risk Maps (NCERM) are based on SMP2 and published by the EA, the maps are currently undergoing an update. East Devon will be asked later this spring to review the maps for the District before they are published on the EA website. NCERM is an important tool is making sure our communities are informed of the risk from coastal erosion.

Report to: **Overview Committee**

Date of Meeting: 22 March 2016

Public Document: Yes

Exemption: None

Review date for release None



Agenda item: 8

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

Purpose of report: To ask if the committee agree to the proposed draft submission to the LBGCE that recommends recommending minimal change to the current number of councillors representing this District Council

Recommendation: **To recommend to Cabinet to agree the proposed submission to the LBGCE recommending no or minimal change to the existing number of EDDC councillors (currently 59)**

Reason for recommendation: Based on evidence provided through the councillor survey, no or minimal change is recommended

Officer: Mark Williams, Chief Executive

Financial implications: None at this stage

Legal implications: The review takes place within a legal framework and when finally completed there may well be a need for the Council to review its polling districts and polling places.

Equalities impact: Low

Risk: Low Risk

Need to ensure the Council is well prepared for any changes to electoral arrangements

Links to background information:

- [Cabinet agenda 15 July 2015](#)
- [Overview agenda 22 September 2015](#)
- [Overview agenda 17 November 2015](#)

Link to Council Plan: Continuously improving to be an outstanding council

Report in full

The submission document has been completed according to the survey of members' views and the Cabinet decision that a minimal change in the number of councillors would be acceptable.

The submission is attached as appendix A.

The submission is based on a [recent submission by Stroud District Council](#), who recommended that the number of councillors remained at their existing level. The LBGCE review concurred with that level, with a minimum change in that number set out in their [final recommendation for new local government arrangements for Stroud District Council](#).

Electoral Review

District Profile, Council Priorities, Nature of the
Electorate and Governance and Decision
Making

December 2015



This document provides an outline of the District Profile, Council Priorities, Nature of the Electorate and Governance and Decision Making.

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DISTRICT PROFILE

The district of East Devon lies at the east of the county of Devon between Exeter to the west, and bordering Somerset and Dorset on the east. It is one of eight Devon districts and, in population terms, it is the largest in the county. At the last census in 2011 the population in East Devon stood at 132,457 that was a rise from 125,700 in 2001, a percentage change of 5.4%. The district has a dispersed and largely rural population. The rural nature of the area is emphasised by the low population density of 1.6 persons per hectare (the England average is 4.11).

The main settlements are the coastal resorts of Exmouth (Devon's largest town – population 35,989), Budleigh Salterton, Sidmouth and Seaton and inland are Honiton, Ottery St Mary, and Axminster.

East Devon is renowned for its beautiful countryside. In fact two thirds of the district are recognised as being nationally important for its high landscape quality and designated as Areas of Outstanding Natural Beauty (AONB) - the East Devon AONB covers some 270sq km of beautiful landscape between Exmouth, to Lyme Regis and up to Honiton, whilst to the north of Honiton you will find the Blackdown Hills AONB. East Devon also has a stunning coastline that runs the length of its southern border. Almost the entire coastline is part of a World Heritage Coast that starts at Exmouth and runs to Swanage in Dorset.

East Devon borders the city of Exeter, which plays of huge importance to the area. Exeter has rail links including a line to London Paddington, road links connecting the district to Bristol and the South East. The district contains the main airport for the south-west region with Exeter International Airport at Clyst Honiton. Exeter also provides many employment opportunities from which the people of East Devon benefit.

The 2011 Census shows there is a large flow of working out of the district with 41% (18,170) of the working population commuting out of East Devon to work, primarily by car (79%). The numbers of workers employed outside of the district has grown from the 2001 census when the figure was 30% (15,470) of the working population. Over 63% of those working outside of the district are travelling to Exeter with significant numbers also going to Mid Devon, South Somerset, Teignbridge, West Dorset and Taunton Deane. Of the 10,071 people travelling in to East Devon for work 79% do so by car, such commutes are mainly from Exeter, Mid Devon and Teignbridge. The average distance commuted to work by residents of East Devon rose from 16.7km in 2001 to 18km in 2011.

East Devon benefits from The Exeter and East Devon Growth Point, which is a dynamic public/private sector partnership which has been proactive in bringing forward and supporting a major growth programme centred on Exeter and extending in to the neighbouring District of East Devon. The partnership is between the local authorities of Exeter City Council, East Devon District Council, Devon County Council, Teignbridge District Council, and the Homes and Communities Agency, together with a wide range of partners from the private sector who are brought together through a board structure. The partnership has a shared delivery team, hosted

by East Devon District Council, who acts as a central conduit for partners to go to. The remit of the delivery team is to address barriers to growth and to provide a mechanism for collaboration, knowledge and resource sharing.

There is a strong sense of community and democratic involvement in East Devon, with 71% of local residents satisfied with the way the Council runs things (Residents Survey 2014).

Key Issues for the District:

- The population of East Devon has an older age profile with the average age of its residents being 46.9 years (national average is 39.4 years). The 65+ age range looks set to grow more than any other over the next 10 years growing from 29.9% of the population in 2014 to 33.1% of the population in 2024. An aging population will have an impact on the provision of health care, housing requirements, the labour market and economic growth. The average household size in the district is 2.2 residents. Predominantly East Devon residents are from a white British background, with just 1.59% of the district's population coming from an ethnic background.
- It is important to consider what provisions need to be made in order to meet the demand of an ageing population by looking at employment trends. The proportion of the resident working age population who are in employment in East Devon is about average, with the area ranking in the top 40% of districts nationally. In East Devon, 72.6% of the resident working age population are in employment, compared with 76.1% in Exeter and 70.5% nationally. Currently the main types of employment are in the service industry which accounts for 85.7% of the employment in East Devon with a large section of this being in the retail, hospitality and health sectors all of which are predominantly lower paid sectors.
- Continued diverse development in the district is essential in order to attract a labour market which will fulfil the future demands of the district and provide quality job opportunities particularly for the young people of East Devon
- In the community of Cranbrook, we can already see the much younger demographic profile. To reflect the higher proportion of the town's population being of working age, the requirement for new jobs which are well paid and less reliant on traditional sectors will be vital to support this thriving community. Elsewhere in the district, we will support opportunities to encourage new and diverse business and jobs growth alongside traditional sectors.

East Devon at a glance

Area	823,732 m ²
Population (2011)	132,457
Population density	1.6 persons per hectare
No. of households	60,208
Average household size (2011)	2.2 residents
Life expectancy	82
No. of dwellings	63,881
Mean age of population	46.9 years
Proportion economically active (2012)	76%
Average household income (2011)	£24,200
Unemployment (2012)	1.6%
Electoral turnout	71.7%

Ratio of Electors to Councillors: current and projected

Ward	No. Councillors	Current Electorate	Electorate Ratio	Projected Growth in Dwellings	Projected Electorate 2020	Projected Electorate Ratio
Axminster Rural	1	1980	1980	1467	3884	3884
Axminster Town	2	3452	1726	114	3173	1586
Beer and Branscombe	1	1505	1505	57	1383	1383
Broadclyst	2	4057	2029	7447	16820	8410
Budleigh Salterton	3	4881	1627	110	4422	1474
Clyst Valley	1	1968	1968	52	1809	1809
Coly Valley	2	3718	1859	110	3417	1709
Dunkeswell	1	1604	1604	48	1474	1474
Exe Valley	1	1604	1604	47	1474	1474
Exmouth Brixington	3	4894	1631	413	4931	1644
Exmouth Halsdon	3	5322	1774	63	4756	1585
Exmouth Littleham	3	5732	1911	413	5588	1863
Exmouth Town	3	4662	1554	63	4151	1384
Exmouth Withycombe Raleigh	3	5254	1751	63	4694	1565
Feniton and Buckerell	1	1766	1766	49	1623	1623
Honiton St Michael's	3	5199	1733	150	4769	1590
Honiton St Paul's	2	3698	1849	300	3654	1827
Newbridges	1	2006	2006	59	1844	1844
Newton Poppleford and Harpford	1	1723	1723	49	1584	1584
Otterhead	1	1807	1807	50	1661	1661

Ward	No. Councillors	Current Electorate	Electorate Ratio	Projected Growth in Dwellings	Projected Electorate 2020	Projected Electorate Ratio
Ottery St Mary Rural	2	3385	1693	322	3492	1746
Ottery St Mary Town	2	3752	1876	112	3449	1724
Raleigh	1	1625	1625	46	1494	1494
Seaton	3	5915	1972	489	5799	1933
Sidmouth Rural	1	1851	1851	75	1727	1727
Sidmouth Sidford	3	5361	1787	25	4731	1577
Sidmouth Town	3	4447	1482	152	4088	1363
Tale Vale	1	1990	1990	52	1829	1829
Trinity	1	2069	2069	64	1902	1902
Whimble	1	1858	1858	49	1708	1708
Woodbury and Lympstone	2	3455	1728	100	3176	1588
Yarty	1	1949	1949	55	1791	1791
Average			1730			1930
Total	59	104489		12664	112296	

COUNCIL PRIORITIES 2016-2020: Focus on 4 key areas:

- Encouraging communities to be outstanding
- Developing an outstanding local economy
- Delivering and promoting our outstanding environment
- Continuously improving to be an outstanding council

Priority one - Encouraging communities to be outstanding

As well as delivering our day to day services, our focus is on achieving the following successful outcomes:

- Balanced communities for a sustainable future.
- Services which are targeted to those who need them most, providing equality of opportunity and access to our services.
- Communities that come together to solve local problems in a sustainable way, by participating, working together and helping themselves for example through Neighbourhood Plans.
- More good quality, local homes for local people.
- Improved health and well being of people living in our communities through sport, exercise and making the most of the outdoors and through a variety of cultural and leisure activities.
- Healthy communities, with reduced preventable ill health through public health interventions.

Some of our recent achievements include; delivering our highest ever number of local homes for local people in one year totalling 388, across the district, we are managing record numbers of planning applications totalling 1221 in 2014/15 and we have maintained a Local Welfare Support Scheme which provides funding for local food banks and individuals who are vulnerable.

Over the next 4 years we will take the following actions to deliver these outcomes successfully:

- Deliver the Local Plan to meet the district's aspirations and needs in terms of the different housing people need and land for employment.
- Deliver quality green space and wildlife habitats alongside new development.
- When development happens, ensure that the natural environment and historic buildings are protected from inappropriate development.
- Deliver the right infrastructure through the Community Infrastructure Levy to ensure that new developments and communities have all the facilities they need.

- Ensure that Council homes are well maintained and managed effectively with high tenant satisfaction.
- Review our Business Plan for Council homes to maintain a viable level of income and expenditure following changes in government policy to ensure that we continue to achieve a high level of tenant satisfaction.
- Implement the actions and commitments in our Public Health Plan.
- Extend our range of community development activities to work with people of all ages, focusing particularly on the issues of health and wellbeing, worklessness and financial and digital inclusion.
- Ensure that the activities which require it are appropriate licensed.
- Extending the housing options service and reducing numbers on the housing register.
- Return empty homes to beneficial use.
- Protect and improve the health and wellbeing of our communities through transparent and proportionate enforcement of Environmental Health legislation.

Priority two - Developing an outstanding local economy

As well as delivering our day to day services, our focus is on achieving the following successful outcomes:

- An economy which attracts inward investment.
- An economy which stimulates start ups and new businesses as well as supports existing businesses to grow to bring better paid jobs and increased wealth into East Devon.
- Generation of new income streams (reducing our dependence on council tax and government funding) adopting an approach which continues to weigh and balance commercial interests with community benefit and value.
- Greater investment and economic growth into East Devon through strategic working with neighbouring authorities and other agencies.
- Promotion of East Devon and the wider region to create value and enjoyment of the area.

Some of our recent achievements include; working with partners to secure over £10m of Growth Deal and Regional Growth Fund monies to invest in the Science Park Centre and infrastructure, which has in turn helped to secure the circa £100m investment from the Met Office in its next super computer which is due for completion in 2016 we have also been committed to regeneration projects in Seaton and Exmouth are well underway including the building of a new Hotel in Exmouth and Seaton Jurassic Centre.

Over the next 4 years we will take the following actions to deliver these outcomes successfully:

- Increase income from existing assets either directly or through local partnerships.

- Identify and bring forward a pipeline of regeneration and development projects across the lifetime of the Council Plan to deliver benefits through regeneration and/or capital receipts.
- Actively seek external funding and explore alternative delivery mechanisms for a series of priority regeneration and development projects.
- Create opportunities through partnership and the planning process and by acting as a facilitator to bring about further development on strategic employment sites to attract new jobs into the district.
- Work in partnership with and gain the positive support of Town Councils and local partners to identify and deliver new opportunities for regeneration.
- Implement the serviced workspace study recommendations and initiate site specific detailed reviews and business cases to seek investment and funding.
- Continue to support the growth of the Greater Exeter's economy through promoting employment sites identified in our Local Plan.
- Deliver projects to help create the conditions for local economic growth in partnership with neighbouring authorities where shared objectives exist and improved efficiencies evidenced.
- Work with Exeter and Heart of Devon (EHOD) partner economic development teams to produce a joint economic development strategy which prioritises inward investment.
- Secure new job opportunities in conjunction with development arising from the Local Plan for local residents (both young and disadvantaged in the labour market).
- Deliver our target to pay businesses within 10 working days and through our Procurement Strategy encourage local business to do business with the Council.
- Work closely with our rural, coastal and market town economies to encourage business resilience and growth.

Priority three - Delivering and promoting our outstanding environment

As well as delivering our day to day services, our focus is on achieving the following successful outcomes:

- Protection and enhancement of our natural and built environment.
- Abundant leisure opportunities and quality open spaces.
- Controlling pollution of the air, land and water via education and appropriate enforcement of environmental legislation.
- Further reductions in the waste that East Devon produces.

Some of our recent achievements include; achieving two Green Flag awards for outstanding parks, having a recycling rate of 44% which is continuously improving, particularly in the areas where we are carrying out extended recycling trials, delivering anew Country Park in Cranbrook.

Over the next 4 years we will take the following actions to deliver these outcomes successfully:

- Enter into a new innovative recycling and waste collection contract extending the options for recycling and reducing waste that is incinerated or land filled.
- Use the consultation feedback from the trials to roll out this recycling and waste service across the district.
- Adopt a Green Space Strategy, the purpose of which is to value and help protect our natural environment.
- Progress the actions and priorities set out in the Playing Pitch Strategy to deliver sufficient and flexible, good quality playing pitches.
- Adopt Beach Management Plans for our beaches working closely with Town Councils; manage the risk of coastal erosion and flooding.
- Expand our Countryside offer with a diverse range of events and activities on our green and open spaces.
- Deliver high quality green infrastructure as part of new developments as a minimum in accordance with policy requirements.
- Implement a programme of fuel efficiency measures for Council properties.
- Monitor and where it is possible to do so, improve the quality of private water supplies, bathing water and the air we breathe.
- Explore opportunities for securing a Blue Flag for the beaches in East Devon.

Priority four - Continuously improving to be an outstanding council

As well as delivering our day to day services, our focus is on achieving the following successful outcomes:

- A culture that promotes continuous improvement, innovation, commercial thinking and new ways of working.
- Improved digital services giving customers the opportunity to self serve where they want to.
- Services which are as good as they can be using systems thinking principles.
- Skilled, motivated and engaged workforce.
- Helpful policies and the right technology to support our new ways of working (WorkSmart).
- A Council that prioritises keeping our residents informed.

Some of our recent achievements include; our Licensing Service maintaining their Customer Service Excellence accreditation through 2014/15, providing 7 apprenticeships within the council to help provide opportunities to local young people and demonstrate the value of apprentices to other businesses.

Over the next 4 years we will take the following actions to deliver these outcomes successfully:

- Implement the approved Strata Business Plan (a wholly owned ICT company by East Devon, Exeter City and Teignbridge Councils) in order to deliver savings, reduce risks and improve capability for IT enabled change.
- Relocate to Honiton and Exmouth Town Hall and establish surgeries where necessary to meet identified demand for particular services.
- Continue to develop self service capability of our website so that customers can access services online if they wish to.
- Implement the technologies needed to support our new ways of working.
- Improve procurement and continue to identify opportunities to save money across Teignbridge, East Devon and Exeter City Council as well as through established frameworks nationally.
- Retain our Investor in People Award following reassessment.
- Increase membership of our corporate digital magazine.

GOVERNANCE AND DECISION MAKING

The Council is composed of 59 Councillors elected every four years. Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties.

All Councillors meet together as the Council. Meetings of the Council are normally open to the public. Here Councillors decide the Council's overall policies and set the budget each year. The Council elects the Leader of the Council. The Leader appoints the Deputy Leader and other members of the Cabinet. Council appoints the membership of other committees. The Council has ultimate responsibility for reviewing performance of the Cabinet and other committees and may question the decisions made by them.

How decisions are made

The Council is the primary body in respect of setting out overall policies and budgeting and is responsible for ensuring performance review of the Cabinet and other Committees.

The Cabinet is the part of the Council that is responsible for operational decisions. Currently, the Cabinet is made up of the Leader of the Council and 9 other Councillors.

When major decisions are to be discussed or made, these are published in a Forward Plan (in so far as they can be anticipated). Meetings of the Cabinet are open to the public except where personal or confidential matters are being discussed.

The Cabinet has to make decisions that are in line with the Council's overall policies and budget. If it wishes to make a decision that is outside the budget or policy framework, this must be referred to the Council as a whole to decide.

Council is the policy making body from which the policy framework will be established. Council has responsibility for ensuring that the correct structures are in place for the effective implementation and delivery of its services. Once the structures are agreed and appointments made, the Cabinet (acting by itself and through the officers) is delegated the responsibility of

policy implementation and effective service delivery. The election of the Leader and removing him/her from office, will be the responsibility of Council. The Leader appoints the Deputy Leader and Cabinet. Council appoints all other committees.

Each year the Council will appoint a Chairman who may not then be a Member of the Cabinet. The Council shall normally meet six times a year unless a need is identified for any additional meetings.

Summary of Council Bodies

Meeting	Number of Councillors
Council	All 59 members
Overview Committee	11
Scrutiny Committee	15
Housing Review Board (Housing Overview and Scrutiny Committee)	5
Licensing and Enforcement Committee	15
Interviewing (Chief Officers) Committee	7
Standards Committee	5
Development Management Committee	16
Cabinet	10
Audit and Governance Committee	8
Employment Appeals Committee	7

Only the Council will exercise the following functions:

- a) adopting and changing the Constitution;
- b) approving or adopting the policy framework, the budget and any application to the Secretary of State in respect of any Housing Land Transfer;
- c) subject to the urgency procedure, making decisions about any matter in the discharge of an executive function that is covered by the policy framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to the budget;
- d) electing the Leader and removing him/her from office, appointing Think Tanks, and other Committees and the Chairmen and Vice Chairmen of those Committees with the

exception that the Leader appoints Cabinet and the Housing Review Board shall appoint its Vice Chairman;

- e) agreeing and/or amending the terms of reference for Think Tanks and committees, deciding on their composition and making appointments to them;
- f) appointing representatives to outside bodies unless the appointment is made by the Cabinet or has been delegated by the Council;
- g) adopting an allowances scheme under Article 2.05;
- h) changing the name of the area or a parish and conferring the title of honorary alderman
- i) confirming the appointment of the Head of Paid Service, and Chief Officers
- j) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- k) expressing its views to the Cabinet before the Cabinet resolve to make a compulsory purchase order
- l) all local choice functions which the Council decides should be undertaken by itself rather than the Cabinet;
- m) receiving the annual out-turn report on treasury management activities;
- n) functions relating to elections that are not carried out by the Chief Executive or other delegated officer;
- o) power to resolve not to issue a casino premises licence
- p) all other matters which, by law, must be reserved to Council.

Performance Reporting

Performance of each service area is monitored on a monthly, quarterly and annual basis through reporting and is measured by Performance Indicators and Key Service Objectives. These reports are then presented to the relevant committee, noting the highs and lows in service performance.

Council meetings

There are three types of Council meeting:

- a) the annual meeting;
- b) ordinary meetings;
- c) extraordinary meetings.

These will be conducted in accordance with the Council Procedure Rules

Overview Committee

Membership: The Overview Committee shall have a membership of 11 Councillors (subject to the rules relating to political balance/proportionality). Quorum shall be 5. The Chairman of the Committee shall be a Councillor from the majority party.

Meetings: 5 times per year (or more frequently as appropriate)

The role of this Committee is to develop new and review existing policy and evaluate its implementation. The committees shall also review service delivery options following consultation exercises and consider formative policy proposals.

The Committee shall have the following powers:

- a) To assist Council and the Cabinet in the development of the budget and overall policy framework and to make proposals to the Cabinet for new or amended policies
- b) To receive reports (including any report from the Scrutiny Committee) on the effectiveness of policy implementation and to make further recommendations to Council and / or Cabinet as appropriate
- c) to make reports or recommendations to Council and/or any other Council committee or sub-committee or any joint committee or sub-committee on which the local authority is represented with respect to the discharge of any functions of the authority or on matters which affect the authority's area or the inhabitants of that area
- d) To comment upon and make recommendations to the Cabinet on external reports and consultation papers
- e) Delegated budgetary powers in order to procure specialist information services designed to supplement resources ordinarily available to the Committees.

Scrutiny Committee

Membership: The Scrutiny Committee shall have a membership of 15 Councillors (subject to the rules relating to political balance/proportionality). Quorum of 5. The Chairman shall be a Councillor from the largest opposition party or group but in the event that no Councillor is proposed by the opposition then the Leader shall retain the right to nominate the Chairman.

Meetings: 10 times per year (or more frequently as appropriate)

The role of this Committee is to evaluate the effectiveness of service delivery and to scrutinise where and when appropriate. The Committee will also monitor the delivery of the Council Plan. The Committee will also develop strong links with partner agencies and act as the Crime and Disorder Committee for the purposes of section 19 of the Police and Justice Act 2006

The Committee shall have the following powers:

- a) to make reports or recommendations to Council and/or any other Council committee or sub-committee or any joint committee or sub-committee on which the local authority is represented with respect to the discharge of any functions of the authority or on matters which affect the authority's area or the inhabitants of that area

- b) To scrutinise policy decisions and the draft budget to ensure compliance with approved policy objectives and report to Council as appropriate.
- c) To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions of the authority. Where review or scrutiny takes place of a decision made but not yet implemented, the Committee's powers include the ability to recommend the decision be reconsidered by the person or body that made it or to arrange for Council to carry out the review or scrutiny function.
- d) To review the performance of the Cabinet against relevant performance plans and to report to Council as appropriate.
- e) To comment upon and make recommendations to the Cabinet on external reports and consultation papers.
- f) Delegated budgetary powers in order to procure specialist information services designed to supplement resources ordinarily available to the Committees.

Housing Review Board (Housing Overview and Scrutiny Committee)

Role and purpose:

The Housing Review Board is one of the Overview and Scrutiny Committees and will consider matters relating to the Council's landlord and housing management functions. The Board will advise the Council's Cabinet on housing policy and operational practice, where this affects the Council's tenants and leaseholders.

The Board will keep under review the housing stock options appraisal and monitor the conditions which will influence the future arrangements for the ownership and management of the Council's housing stock.

Form and composition:

The Housing Review Board will consist of 5 Council Member representatives; 5 tenant and leaseholder representatives; and 2 independent community representatives. The non-councillor members will be co-opted members and shall have the right to vote.

Council officers and others, where appropriate, will support the work of the Board.

The Board will meet at least 5 times a year.

Council shall appoint the Chairman. The Board will elect its own vice chairman. Council Members and co-opted members on the Board will be appointed at the annual Council meeting.

Tenant and leaseholder representatives on the Board will initially be selected by elections (unless there is no need because the number of candidates equals the number of places) and serve a four year term. Should a vacancy occur during the four year term, the unsuccessful

candidate who received most votes in the last election will normally be offered the appointment. All tenant and leaseholder appointments are subject to Council approval.

Normally non-councillor Board members will serve for a maximum of eight years, subject to annual reappointment by the Council, with the objective that every four years one quarter of the non-councillor members will stand down.

Licensing and Enforcement Committee

Constitution: 15 Members of Council

Terms of Reference:

The licensing and enforcement functions of the Council relating to:

- (a) Hackney carriage and private hire vehicles, gaming, entertainment, food and miscellaneous licensing, health and safety and certain deposits on highways as set out in Sections B, C and I(5) of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000;
- (b) Licensing and enforcement functions relating to the Licensing Act 2003
- (c) Contaminated land, control of pollution and the management of air quality as set out in Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000;
- (d) Licensing and enforcement functions relating to the Gambling Act 2005 with the exception of a resolution not to issue a Casino licence and the approval of the licensing policy for gambling (functions of Council)

In particular the Committee will consider and determine

1. Applications relating to licences, permits, approvals, orders, consents or similar authorisations, under the above provisions where the relevant officer considers that the matter merits the Committee's attention or is otherwise outside the scheme of delegation to officers.
2. Whether or not the holder of a licence etc, is a fit and proper person to continue to benefit from the grant of the licence etc.
3. Amendments to the hackney carriage fare tariff.
4. The introduction of or amendments to, licence conditions, byelaws, orders, consents, approvals, permits or other similar authorisations.
5. The institution of prosecution proceedings or other enforcement action where the relevant officer considers the matter merits the Committee's attention.

Licensing Sub-Committee

The sub-committee will be chaired by the Chairman or Vice-Chairman of the Licensing and Enforcement Committee (if present). It will sit as and when required with councillors drawn from

the Licensing and Enforcement Committee. Otherwise the sub-committee will elect their Chairman for the hearing on the day.

Each sub-committee will comprise three members with a quorum of two.

1. To determine all licensing applications where a hearing or committee approval is required and any related function in accordance with the Licensing Act 2003 or Gambling Act 2005 and regulations made there under.
2. To carry out any other licensing function already delegated to the Licensing and Enforcement Committee.

Interviewing (Chief Officers) Committee

Membership: 7 Councillors

To make the appointments of the Chief Executive and Chief Officers to the Council (including temporary appointments) when vacancies arise in these posts and to take such other action as it deems necessary leading up to the making of those appointments.

Standards Committee

Constitution: 9 (Chairman of Council and 4 District councillors, 2 non voting Parish Councillor representatives and 2 non voting independent members)

The Role:

All elected Members (and any co-opted members) are subject to the Code of Conduct for Councillors.

The Standards Committee is subject to the procedural rules of the Local Government Act 1972 and shall be politically balanced unless full Council votes to the contrary unanimously. In addition the Standards Committee will:

- (a) Advise on the discretionary elements of the Local Code; including monitoring and updating.
- (b) Advise on the implementation of the Local Code, including the training of Members in matters of conduct and advice to Members on such issues as the treatment of Disclosable Pecuniary Interests and personal interests and more general conduct issues.
- (c) To the extent allowed by law make arrangements for Members to receive dispensations to speak on, or participate in, matters in which they have interests.
- (d) Appoint such Sub Committees (including Membership thereof) as appropriate to discharge the functions.

The Committee will support and be supported by the Council's Monitoring Officer, reinforcing his/her informal role of helping to maintain standards of conduct by encouragement, advice and persuasion. It will normally meet at least twice a year, in October and March.

Council will appoint an Independent Person and a reserve Independent Person to discharge the relevant functions under the Localism Act 2011 and the Council's internal procedures.

The Independent Members and Parish Members are not entitled to vote at meetings.

The Council will appoint members of the Standards Committee at its annual meeting.

The Chairman of the Council shall be chairman.

The Committee will report directly to the Council. The reports to Council shall be under the name of the Chairman. The Committee shall receive guidance from the Monitoring Officer or her Deputy.

The Committee may make recommendations to the Council on changes to the Code of Conduct, procedure, or guidelines relating to the conduct of Members.

Hearings Sub Committee

The membership of the sub committees shall be three East Devon District Councillors drawn as necessary from the Standards Committee and one non-voting independent Member and one non-voting Parish Council Member.

Quorum 3 District Councillors

Roles:

The Hearings Sub Committee will consider investigation reports referred to the sub-committee by the Monitoring Officer concerning complaints of breaches of the Code by District councillors or Parish councillors within East Devon.

Development Management Committee

Membership: The Chairman and Vice Chairman shall not be from the same Ward. Membership 16 councillors.

Quorum 4

Roles:

To exercise on behalf of the Council powers and duties within existing policies and practices as a District Planning Authority (except such matters as are specifically referred to another Committee of the Council) including the following:

- Development
- Applications for Advertisement Consent (under the Town and Country Planning (Control of Advertisements) Regulations)
- Tree Preservation Orders
- Building Preservation Notices
- Enforcement Notices
- Building Control

- Temporary Markets (powers under S.37 of the Local Government Misc. Provisions Act 1982)
- Street Naming
- Tree Preservation Orders
- Where necessary / appropriate to carry out site inspections before determining a matter
- To recommend Development Plan Documents for approval by Council, designate conservation areas; areas of archaeological interest and nature reserves; remove permitted development rights through Article 4 Directions; Revocation and modification notices, Building Preservation notices and undertake other functions under the Town and Country Planning Acts which are not carried out by officers of the Council.

Development Plan Documents will be referred for consultation purposes to the Overview Committee and then to Development Management Committee to recommend approval by full Council. Cabinet will receive, for consultation purposes, the Local Development Scheme, Statement of Community Involvement and Annual Monitoring Report. [Recommendations concerning Supplementary Planning Guidance shall be made to Cabinet since under regulations dealing with Local Choice functions this must be a function of Cabinet; development plan documents must not]

NOTE: Where the Cabinet proposes carrying out development on the Council's own land which requires planning permission the Cabinet shall submit its proposals to the Development Management Committee for decision.

The Development Management Committee having carried out the appropriate consultation through the Service Lead – Planning Strategy & Development Management shall then, if it is so minded, grant permission unconditionally or subject to such conditions as may be thought fit.

If after due consideration the Development Management Committee is not minded to grant planning permission then the matter shall be referred to Council for the Council itself to make a final decision.

Audit and Governance Committee

Membership: 8 Councillors

Statement of Purpose:

The purpose of the Audit and Governance Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

Terms of reference:

- Consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- Seek assurance that action is being taken on risk related issues identified by auditors and inspectors.

- Be satisfied that the authority's assurance statements, including the Statement of Internal Control, properly reflect the risk environment and any actions required to improve it.
- Following review of the effectiveness of the system of internal control, approval of the annual governance statement
- Approve internal audit's strategy, annual work plan and monitor performance.
- Review a summary of internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- Receive the annual report of internal audit and review the effectiveness of internal audit..
- Consider those reports of external audit and inspection agencies not the province of the Cabinet in addition to those referred to it by the Cabinet.
- The monitoring of the use of the Regulation of Investigatory Powers Act.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review the external auditor's opinion and reports to Members, and monitor management action in response to issues raised by external audit.
- Approving the Council's annual statement of accounts, income and expenditure and balance sheet or record of receipts and payments.
- To receive any issue referred to it by the Chief Executive, Monitoring Officer, Strategic Lead (Finance), or any Council body.

Employment Appeals Committee

Membership: 7 Councillors, of which 3 shall sit to hear each appeal

To determine appeals from the Senior Management Team against disciplinary sanctions, including suspension, relegation or dismissal.

Cabinet

Constitution: Up to 10 Members of Council including the Leader and Deputy Leader, as may be appointed by the Leader

Meetings: 11 times per year (or more frequently as appropriate)

The Cabinet will be the executive arm of the Council with the authority to action policies within the plans, strategies and budget approved by the Council.

All decisions and actions taken by the Cabinet or a Portfolio Holder shall comply with the relevant Procedure Rules. In particular all decisions taken by the Cabinet or a Portfolio Holder will be as a result of considering and debating a written report which shall contain a summary of the legal, financial and all other relevant implications arising from the proposed decision.

Subject to this the Cabinet has the power to take all decisions within its remit that are not already delegated to officers. Only the Cabinet acting collectively may take "key decisions". All other decisions may be taken by a Portfolio Holder subject to requirements.

The membership of Cabinet is not required to follow the rules of proportionality relating to political parties. The Leader of the Council, as elected by Council, shall chair the Cabinet meetings.

The Leader will appoint members of the Cabinet as Portfolio Holders, together with any deputies. The Leader will normally remain without portfolio. Currently three members of the Cabinet are not assigned a portfolio.

The Leader shall have the authority to change the responsibilities and numbers of Portfolio Holders.

If for any reason the Leader is unable to act or the office of leader is vacant, the Cabinet must act in the Leader's place or must arrange for a Member of the Cabinet to act in the Leader's place. Members of Cabinet remain in post until such time as the new Leader appoints a new Cabinet.

The Leader shall prepare the Forward Plan of key decisions to be made by the Cabinet. For the avoidance of doubt, any reference to partnerships contained below may not include legally binding partnerships.

Terms of Reference:

1. To exercise those functions that are not the responsibility of the Council, another Committee or an officer.
2. To provide effective strategic leadership to the Council.
3. To implement policies as determined by Council, and monitor service delivery.
4. To collectively determine key decisions.
5. To advise the Council on financial and economic policy and to recommend annually, as determined by statute, proposals for the Council Tax. To exercise overall responsibility for the proper administration of the Council's financial affairs under Section 151 of the Local Government Act 1972.
6. To maintain overall control of the accounts, approved budgets and consider virement requests in accordance with financial regulations.
7. To recommend the fees and charges relating to licences, registrations and all other matters.
8. To submit annually to the Council a Performance Plan, to monitor its effectiveness and to establish the Performance Assessment Framework within which the Council will operate.
9. To prepare, implement and monitor the Council's Code of Corporate Governance and to report annually on compliance with the Code.
10. To receive for consultation purposes the Local Development Scheme, Statement of Community Involvement and Annual Monitoring Report
11. To approve Supplementary Planning Documents

12. To consider reports from the Council's external auditors, ombudsman and other bodies and to take or propose appropriate action.
13. To prepare, or consider (new or amended policies) from the Overview and Scrutiny Committees for the consideration of Council.
14. To exercise the powers, and duties of the Council under all statutes, regulations, codes of practice (including those relating to health and safety) and conditions of service, relating to employment, retirements, redundancy and employee relations, except for the appointment of staff.
15. Subject to Council policy on staffing matters, to devise and develop overall employment policies, conditions of service, training and development plans.
16. To ensure adequate training and development for all elected Members.
17. To let contracts on behalf of the Council in accordance with Contract Standing Orders.
18. To oversee the Council's corporate accommodation and to ensure the provision of safe, well maintained premises to staff and public and to recommend the acquisition and disposal of such property.
19. To be responsible for the acquisition, management, maintenance and disposal and letting of all property of the Council and to consider the views of the Council before making a compulsory purchase order.
20. To be responsible for the review and implementation of the Council's Asset Management Plan and Capital Strategy.
21. To prepare and advise Council on proposed changes to Procedural Standing Orders, Financial Regulations, Contract Standing Orders, and delegations.
22. To take any decisions within these terms of reference that are urgent in nature and also to act on behalf of the Council in any cases where urgent decisions are required and such matters cannot conveniently be dealt with by the Council or by another appropriate committee or under the delegated powers of staff.
23. To advise the Council on proposals for emergency planning and to ensure an adequate response to incidents affecting the district.
24. To exercise general control over the information, public relations and publicity services of the Council.
25. To prepare, submit, implement and revise the Council's ICT Strategy
26. To respond on behalf of the Council to external reports and consultation papers.
27. To authorise exceptions to approved policies only where the particular merits of individual cases justify the exceptions being made.

28. To appoint a discretionary rate relief panel to determine applications for rate relief from charities and non profit making organisations in accordance with the provisions of the Local Government Act 1988.

29. To appoint appropriate Panels and Forums to assist or advise the Cabinet in carrying out its functions.

30. To appoint or nominate persons to outside organisations which relate to housing, leisure, environmental health, community safety and other functions of the Cabinet.

Councillor Roles and Demands on Time

Specific and role descriptions for Councillors can be seen in [Appendix 1](#).

Once elected, Councillors are provided with formal training. Training sessions are also provided to returning councillors and returning councillors may attend initial training sessions as a refresher. The timetable of the latest Councillor welcome/refresher programme, from 2015, can be seen in [Appendix 2](#).

On average, East Devon District Council Councillors attended 10.4 meetings, as a member of a particular committee. Councillors also attended on average a further 5.5 meetings to contribute and observe. This sample was taken from 1 June to end November 2015.

A survey was issued to all councillors in October 2015 and a total period of 3 weeks was provided for Council members to respond. A total of 28 councillors (47%) responded to the survey so it is considered to be reasonably representative.

A summary of demands on time can be seen below and full results of the survey are visible in [Appendix 3](#). The main conclusions from the survey are as follows:

- a) The majority of councillors who responded consider that the appropriate size for EDDC is 56 to 60 councillors
- b) Broadly speaking, councillors spend 3 to 5 hours per week in formal council meetings; and 1 to 3 hours per week in each of the following activities: preparing for meetings; travelling on related councillor business; dealing with case work; non-formal meetings; and also community obligations.
- c) Since becoming a councillor the majority consider that the workload has increased. This is ascribed to attending more meetings; being contacted by more constituents; more complex issues being raised; and social media expectations in terms of quicker responses.
- d) Councillors are satisfied with the level of support they get but would like better ICT.
- e) Contact with constituents is equally via telephone, e-mail, face to face, community events and public meetings.

f) In terms of the future the broad expectation is that EDDC will adopt an increased 'enabling' role with fewer directly employed staff, more contracted out services and more shared services.

4. One of the key aspects of an electoral review is the 'challenge' that the LGBCE bring to an organisation whereby they can compare and contrast local practice with what they observe and experience elsewhere. A key message however is that 'one size does not fit all' and there is a sense that comes through from the survey that the role of the district councillor is both recognised and valued by the citizens of east Devon. If it is the case that, broadly speaking, the typical councillor spends approximately 2 days a week on Council business then the current number of councillors would appear to be a reasonable initial basis on which to prepare a submission for the LGBCE.

Results of this survey were presented to Cabinet on 17 November 2015. Based on the returns from those councillors who completed the survey it is considered that the current number of councillors is appropriate, albeit in the interests of electoral equality and comparable best practice elsewhere a minimal change in the number of councillors would be acceptable

On average, how many hours a week do you spend on the following East Devon District Councillor business?						
	Less than an hour	1 to 3 hours	3 to 5 hours	5 to 7 hours	7 to 10 hours	More than 10 hours
Attendance at any formal Council meeting (Cabinet, Full Council, Scrutiny etc)	0	7	10	4	5	2
Attendance at any non-formal Council meetings (meetings with officers, Chairmen's Briefings, Working Groups, CAGs etc)	3	14	7	1	1	2
Time spent on party / political group business	16	9	1	1	1	0
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.)	12	9	4	0	0	1
Community obligations in your capacity as a Ward Councillor (Parish Council	1	12	8	4	0	2

meetings, Neighbourhood Panels, Community Forums)						
Dealing with case work (telephone calls, emails, constituent enquiries, surgeries)	0	15	5	4	3	1
Preparation for meetings	0	18	6	2	1	1
Attending seminars, conferences and training	12	9	5	0	0	1
Travel related to Councillor business	5	16	6	0	0	1
Other (please tick the total number of hours spent per week on other activities and use the box below to specify the activities and time spent on each)	2	1	1	0	2	0

NATURE OF DISTRICT ELECTORATE

The District is one in which its residents exhibit a strong sense of community and citizenship. By using comparable evidence from the National Place Survey 2008/9, it is possible to see that East Devon has a higher rate of community participation than national and local averages. It is also possible to compare national and regional averages, to see that East Devon citizens are more satisfied regarding how the Council runs things and that they provide value for money.

Place Survey 2008/9	East Devon	Devon Country	South West average	England average
% regular volunteering	33.0	31.2	27.9	23.2
% involved in local decision making over past 12 months	16.3	16.9	16.1	14.0
% feel strong community cohesiveness	81.6	81.6	80.0	76.4
% agree that their local council provides value for money	38.5		31.2	33.2
% are satisfied with how their local council runs things	50.6		43.9	45.4

Community participation places a demand on Councillor time, as support is provided to voluntary and community groups. Furthermore there are 36 Neighbourhood plans being produced in East Devon, which all receive active support from the Council and its councillors.

Tenant Engagement

East Devon District Council is committed to helping tenants to get involved in influencing and shaping decisions taken to deliver a housing service which meets the needs and priorities of tenants.

These are the key commitments that we will jointly deliver to enable tenants to be involved in the decision making processes related to council housing:

- provide a housing service that actively works for continuous improvement in quality and value for money
- give tenants a voice in the decisions which affect their homes
- identify priorities based on tenant's requirements
- know what standards tenants want – local standards
- give tenants an opportunity to challenge and ask questions about how the Housing Service is operated
- support existing and new tenant groups and encourage engagement and participation
- support tenants to carry out scrutiny of housing services
- provide ongoing and joint training for tenants, staff and councillors

APPENDIX 1

Role and function of the Chairman

The Chairman of Council and in his/her absence, the Vice-Chairman will have the following roles and functions:

a) Ceremonial Role

The Chairman shall have primary responsibility for civic and ceremonial functions and shall

- attend functions both within and outside the District to represent the Council
- host functions in order to promote the Council and its interests
- attend and participate in ceremonial events
- ensure that the Council's services and achievements are appropriately celebrated and publicised

b) The Council Meeting

The Chairman shall be elected annually by the Council. The Chairman will have the following responsibilities:

1. To uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary having regard to appropriate advice;
2. To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;
3. To ensure that at the Council meeting Councillors who are not on the Cabinet or who are not Chairmen of Committees are able to hold the Cabinet and Committee Chairmen to account.
4. Generally, to be the conscience of the Council

c) The Standards Committee

The Chairman will also be Chair of the Council's Standards Committee

Role

The Cabinet will carry out all of the local authority's functions that are not the responsibility of any other part of the local authority, whether by law or under the Constitution. The Cabinet makes operational decisions in accordance with Council policy. Its responsibility for providing policy advice, community planning, best value and performance will be supported by the Overview and Scrutiny Committees (and any panels/forums set up with specific responsibilities).

Form and composition

The Leader will determine the size of the Cabinet (also referred to as the Executive) within statutory limits. The Leader will appoint between two and nine other councillors to the Cabinet.

The Leader and other Members of the Cabinet collectively form the Cabinet. None of the Members of the Cabinet will be Members of the Overview and Scrutiny Committees. Some of the Cabinet will have portfolios allocated by the Leader.

Leader

The Leader will be a Councillor elected to the position of Leader by the Council. The Leader will hold office until:

- a. he/she resigns from the office; or
- b. he/she is suspended from being a Councillor under Part III of the Local Government Act 2000; or
- c. he/she is no longer a Councillor; or
- d. he/she is removed from office by resolution of the Council provided that notice of any motion that would have the effect of removing him/her from office is delivered to the office of the Chief Executive 10 clear days before the relevant Council meeting, signed by at least 15 Councillors;
- e. the election of another Leader at the Annual Council meeting.

The Leader and the Cabinet

The Leader:

- a. Has responsibility for the smooth running of the Cabinet.
- b. Chairs all meetings of the Cabinet. Appoints the Deputy Leader, and may remove him/her from office.
- c. Has responsibility for the allocation of portfolios (and scheme of delegated powers) to the Cabinet Members and may vary them in writing at his/her discretion, subject to Article 6.09. The Leader may appoint Cabinet Members without portfolio.
- d. Has overall responsibility for matters relating to and arising from Corporate Governance including the publication of a formal annual report presenting an objective and understandable account of the Council's activities and achievements, its financial position and performance and proposed future objectives.

The Deputy Leader

The Deputy Leader will be a councillor on the Cabinet appointed to the position of Deputy Leader by the Leader. The Deputy Leader will hold office until:

- a. he/she resigns from office; or
- b. he/she is suspended from being a Councillor under Part III of the Local Government Act 2000; or
- c. he/she is no longer a Councillor; or
- d. he/she is removed from office by the Leader.

The Deputy Leader will carry out the functions of the Leader when he/she is unable to act or the office of Leader is vacant.

Other Members of the Cabinet

The other Members of the Cabinet will be Councillors appointed to the position by the Leader.

They shall individually hold office until:

- a) they resign from office; or
- b) they are suspended from being Councillors under Part III of the Local Government Act 2000; or

- c) they are no longer Councillors; or
- d) they are removed from office, either individually or collectively by the Leader.

Members of the Cabinet who are Portfolio Holders

During their period as a Portfolio Holder each Councillor will be expected to work closely with key staff. This will require an effective system of relevant information provision to those Councillors. Responsibility for the identification of such information lies with the Portfolio Holder and/or the key staff who will also be expected to brief the appropriate Councillor on important operational items which may be happening as part of delegated Council business. Portfolio Holders expected to speak at Cabinet meetings, or called in to speak at Overview and Scrutiny Committees or other Council meetings, must also be briefed by appropriate staff who will be entitled to accompany them at such meetings and able to speak there in their own right.

The generic role of a Portfolio Holder will include:

- a) Collective responsibility for policy implementation as a Cabinet Member.
- b) Specific responsibility for speaking at the Cabinet on issues within allocated portfolios.
- c) The exercise of delegated powers.
- d) Occasional responsibility for speaking on behalf of the Council at outside meetings where Councillor attendance is required.
- e) An acceptance of the need to be well informed, and where appropriate to undergo training about relevant current issues.
- f) Responding to media requests as appropriate in relation to topical issues. In this respect, each Councillor should attend media training sessions.
- g) Speaking at Council meetings on issues relevant to the allocated portfolio.
- h) Attendance at Overview and Scrutiny Committees to speak on particular performance issues and to assist on the preparation of policy issues.

Proceedings of the Cabinet

Proceedings of the Cabinet will take place in accordance with the Executive Procedure Rules.

Responsibility for functions

The Leader will maintain a list in Part 3 of this Constitution setting out whether the Cabinet itself, or which individual Members of the Cabinet, or officers are responsible for the exercise of particular executive functions.

Think Tanks

The Leader and each Portfolio Holder will be advised and assisted in carrying out their responsibilities by a group of Members appointed by the Council. The groups will be informal and flexible to establish all-party working within each portfolio area. Their primary function will be to enable the Leader/Portfolio Holders to initiate the review and development of policies and to discuss major issues that have yet to be considered by the Cabinet. They may also assess the implementation of matters that have already been approved in principle and to advise on budget monitoring.

It is the prerogative of the Leader/Portfolio Holder to call meetings of the Think Tanks and to frame their agendas. Members of a Think Tank and the Chief Executive/Deputy Chief Executives can however suggest topics for discussion and the Cabinet will be entitled to refer items to a Think Tank for debate.

Think Tanks will not be decision-making bodies and their meetings will not therefore be in public. Their meetings will not be scheduled in the Council Calendar but will be serviced by the

relevant Senior Officer. In all other respects Think Tanks will identify the working arrangements with which they are most comfortable. Often meetings will be held in the room of the appropriate officer who can also undertake the co-ordination and distribution of agendas, background papers and prepare short notes (not minutes) of the meetings.

Non-Cabinet Member Champions

A Non-Cabinet Champion does not have personal delegated powers to act on the Council's behalf on matters relating to the interest being championed. The Champions will work closely with the Council's Cabinet and with the Overview and Scrutiny Committees and within the Council's Constitution.

In this overall context, the principal purpose of the Non-Cabinet Champion role is:

- a) promoting the interest within the Council, having regard to the Council's overall corporate and service priorities,
- b) taking a particular interest in the needs and wishes of any client groups relevant to the interest being championed,
- c) ensuring that decision makers within the Council and externally are aware of issues and opportunities related to the interest
- d) contributing to the continuous improvement of services and functions relating to the interest and be a catalyst for change,
- e) ensuring good practice within the authority relating to the interest is shared and that examples of good practice elsewhere are brought to the attention of Members and officers, keeping up-to-date with all relevant matters connected with the interest,
- f) working with national and local initiatives relevant to the interest, The primary functional responsibilities are as follows:
- g) engaging with relevant local and national bodies and communities of place, culture and interest, promoting the interest, attending meetings as necessary, and relevant conferences with the approval of the relevant Portfolio Holder or Leader,
- h) monitoring the work programmes of the Cabinet and of the Overview and Scrutiny Committees, working with lead Members proactively to advise, identify, challenge and exert influence,
- i) ensuring that all Members of the Council, in particular Cabinet Members, Overview and Scrutiny Chairmen and the Council's Officers are aware of the needs, issues and support available relating to the interest,
- j) seeking appropriate opportunities to promote the interest further with Members and Officers through seminars, other awareness events and personal attendance at meetings,
- k) to liaise with relevant partner bodies on matters relating to the interest and seek opportunities to direct participation in issue consideration as appropriate,
- l) working with a nominated lead Officer in prioritising actions as Member Champion, creating a work plan that achieves a balance between helping to achieve corporate priorities and delivering other priorities identified by the Member Champion,
- m) pursuing such personal development and training opportunities to enable effective performance in the role of a Non-Cabinet Champion and raise personal awareness of issues relevant to the interest being championed,

- n) presenting an annual report to the Council, in liaison with the relevant Portfolio Holder, on work achieved during the year and identifying priorities for the future.

Note:

A Cabinet Member may also be a Member Champion and in that case their primary responsibility is for the effective performance of executive functions. The Cabinet Champion will keep the interest in mind and will raise awareness of this interest and promote as appropriate when executing his executive responsibilities.

For further details about how the council operates, how decisions are made and the procedures that are followed to ensure that the council is efficient, transparent and accountable to local people, please see the [Constitution](#).

APPENDIX 2

Welcome/Refresher Programme 2015 (including meetings) – training sessions shaded green

Councillors – even if you have not been allocated to a particular committee, you are invited to attend meetings to observe and contribute.

May						
Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
4	5	6	7	8	9	10
BANK HOLIDAY			ELECTIONS	Count and results announced – Councillors to sign Acceptance of Office, complete forms, have photos taken, etc		
11	12	13	14	15	16	17
Note Newly elected Councillors this week or next to meet with Democratic Services 01395 517546 for briefing and tour of building – including pay roll section who will process your car documents – MOT cert, driving licence, Vehicle Reg and insurance details (to enable you to make future mileage claims)		Councillor Welcome - session 1 6–9pm Council Chamber (for newly elected and experienced councillors)				
18	19	20	21	22	23	24

		Councillor Welcome - session 2 (not a repeat) 6–9pm Council Chamber (for newly elected and experienced councillors)				
25	26	27	28	29	30	31
BANK HOLIDAY		Chief Executive briefing 5.30pm (Chamber)				
		Annual Council 6.30pm Council Chamber All Councillors				

June						
Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
1	2	3	4	5	6	7
Opportunity for licensing training at Yeovil (all day)		Development Management Committee training - all day with lunch –				
		Committee Room. Members of Committee to include mock debate	Standards/Code of Conduct/Legal Framework 6-8 pm (Chamber) – repeat session (see also 10 June)			
		Development Management Committee 4pm Committee room				
8	9	10	11	12	13	14
Licensing Training for L & E Committee members – presenter – Philip Kolvin QC All day event with lunch	Development Management Planning for all Councillors 1.Planning Policy - morning 2.Delegations scheme – afternoon Council Chamber	Standards/Code of Conduct/Legal Framework 3-5 pm (Chamber) – or 4 June	Meet the teams – all Cllrs *Streetscene *Countryside *Env Health & Car			

	(Please bring lunch – make own arrangements)		Parks *Housing 5-8pm - Council Chamber			
15	16	17	18	19	20	21
	Development Management Committee 2pm Council Chamber	Cabinet 5.30pm Council Chamber With introduction and outline of business by Leader and Chief Executive	Housing Review Board 2.30 pm Council Chamber To include areas of responsibility of Board, its role as an overview cttee, the value of tenants and indep reps on the Board, its drive to improve housing stock and challenges faced.			
June						
Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
22	23	24	25	26	27	28
		Licensing and Enforcement Committee 9.30am	Governance arrangements: The role of the Audit &			

		<p>Council Chamber</p> <p>With explanations of responsibilities including taxi and gambling legislation and their practical application</p>	<p>Governance Committee, its members, internal and external audit. 2.15pm Council Chamber</p> <p>Audit and Governance Committee 3.30pm Council Chamber</p> <p>Scrutiny Committee 6pm Council Chamber</p> <p>The Chairman to outline the work previously covered by the Overview/Scrutiny Committee, its Task and Finish Forum and the remit and future work of this 'new' Committee</p>			
29	30	1 July	2	3	4	5
	Overview Committee 6pm Council Chamber	Worksmart project – modernising how we				

	<p>Initial work to cover the remit of this newly created committee and discuss forward work plan.</p>	<p>work to best meet our customer requirements.</p> <p>2 repeat sessions:</p> <p>2 - 4pm</p> <p>5.30 – 7.30pm</p> <p>Council Chamber</p>				
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July						
Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
6	7	8	9	10	11	12
	Standards Committee 10am Committee Room To include a presentation from the Monitoring Officer on Standards in Public life and the role of the Standards Committee					
13	14	15	16	17	18	19
	Development Management Committee meeting 2pm Council Chamber	Budget workshop 5.30pm Council Chamber Cabinet meeting 6.30pm Council Chamber	Scrutiny workshop at Exeter City – joint training with Teignbridge District & Exeter City. All day. Scrutiny members only			
20	21	22	23	24	25	26

27	28	29	30	31		
		Chief Executive briefing 5pm Council Chamber	Scrutiny Committee meeting 6pm Council Chamber			
		Extra Ordinary meeting of the Council 6pm Council Chamber	To include feedback from the workshop held on 16 July. Discuss value of preparation and questions			
		Council meeting 6.30pm Council Chamber				

Licensing and Enforcement Sub Committees are scheduled to be held every Wednesday morning from 17 June onwards throughout the year. These meetings are held only if required. Please always check [The Knowledge](#) newsletter weekly for the most up-to-date meetings' information. Members of the Sub Committee will be sent an invitation to attend if the meeting is to be held.

Phase 2 - Welcome/Refresher Programme Calendar 2015 (including meetings) Sept-Dec 2015

Councillors – all invited - this is phase 2 of the welcome process, building on the introductory programme

September						
Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
	1	2	3	4	5	6
(31 August – Summer Bank Holiday) Make an appointment with Democratic Services to review support and learning opportunities.		Planning open evening – all Councillors 3 x separate hour sessions – 17.00, 18.00, 19.00				
7	8 Development Management Committee 12 noon Council Chamber	9 Champion meeting 4.00 pm – room 1 Cabinet 5.30 pm Council Chamber	10 Housing Review Board 2.30 pm Council Chamber	11	12	13
14	15	16	17	18	19	20

			Scrutiny Committee 6.00 pm Council Chamber			
21	22	23	24	25	26	27
Housing tour for all Councillors 9.15 am start from Knowle	Overview Committee 6.00 pm Council Chamber	Universal Credit – information essential for all Councillors 6.30 – 8.30 pm (Chamber)	Audit and Governance Committee 2.30 pm Council Chamber			
28	29	30				
	Standards Committee 10 am Council Chamber	Growth Point tour for all Councillors 9.30 am start from Knowle – or meet at Growth Point.				

October						
Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
			1	2	3	4

			Treasury Management (to be delivered by Capita) for all Councillors 2.00 – 5.00 pm (Chamber)	Exmouth and Cranbrook tour – all Councillors - to include River Exe trip plus light lunch. Coach to leave Knowle at 9.15 – anticipate return 3pm		
5	6	7	8	9	10	11
	Development Management Committee 2.00pm Council Chamber	Cabinet 5.30 pm Council Chamber	Building Control – Meet the Team – for all Councillors 5pm – 6.30 pm			
12	13	14	15	16	17	18
	Seaton Wetlands tour – for all Councillors - to include Tram trip plus light lunch. Coach to leave Knowle at 9.15 – anticipate return 3pm	STRATA induction training – 5.30 – 7.30 pm (Exeter Civic Centre)	Scrutiny Committee 6.00 pm Council Chamber			
19	20	21	22	23	24	25

		<p>Mock Council debate (if requested)</p> <p>5.30 – 6.00 pm (Chamber)</p> <p>Council meeting 6.30pm Council Chamber</p>	<p>STRATA Joint Scrutiny</p> <p>5.30 Council Chamber</p>			
26	27	28	29	30	31	1

November						
Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
2	3	4	5	6	7	8
	<p>Development Management Committee</p> <p>2.00pm Council Chamber</p>	<p>Cabinet</p> <p>5.30 pm Council Chamber</p>	<p>Housing Review Board</p> <p>2.30 pm Council Chamber</p>			
9	10	11	12	13	14	15

		Regeneration area tour for all Councillors Coach to leave Knowle at 9.15 – anticipated return 3pm	Scrutiny Committee 6.00 pm Council Chamber			
16	17	18	19	20	21	22
	Overview Committee 6.00 pm Council Chamber	Licensing and Enforcement Committee 9.30 am Council Chamber	Audit and Governance Committee 2.30 pm Council Chamber			
23	24	25	26	27	28	29
	STRATA Joint Executive 5.30pm Civic Centre, Exeter					

November/December						
Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
30	1	2	3	4	5	6

		Cabinet 5.30 pm Council Chamber	STRATA Joint Scrutiny 5.30pm Civic Centre, Exeter			
7	8	9	10	11	12	13
	Development Management Committee meeting 2.00pm Council Chamber		Scrutiny Committee 6.00 pm Council Chamber			
14	15	16	17	18	19	20
		Council meeting 6.30pm Council Chamber				
21	22	23	24	25	26	27
			Christmas Eve	Christmas Day	Boxing Day	

Licensing and Enforcement Sub Committees are scheduled to be held every Wednesday morning throughout the year. These meetings are held only if required. Please always check the Knowledge newsletter weekly for the most up-to-date meetings' information. Members of the Sub Committee will be sent an invitation to attend if the meeting is to be held.

APPENDIX 3

East Devon District Council

Boundary Review Survey

October 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.
- This questionnaire should only take 5 - 10 minutes to complete and your input is very much appreciated.
- Please complete this survey by Friday 16 October 2015.

1. **Instinctively, how many Councillors do you think East Devon District Council needs?**

31 to 35	1
36 to 40	3
41 to 45	0
46 to 50	1
51 to 55	3
56 to 60	17
61 to 65	3

2. On average, how many hours a week do you spend on the following East Devon District Councillor business?

Please only include East Devon District business.

	Less than an hour	1 to 3 hours	3 to 5 hours	5 to 7 hours	7 to 10 hours	More than 10 hours
Attendance at any formal Council meeting (Cabinet, Full Council, Scrutiny etc)	0	7	10	4	5	2
Attendance at any non-formal Council meetings (meetings with officers, Chairmen's Briefings, Working Groups, CAGs etc)	3	14	7	1	1	2
Time spent on party / political group business	16	9	1	1	1	0
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.)	12	9	4	0	0	1
Community obligations in your capacity as a Ward Councillor (Parish Council meetings, Neighbourhood Panels, Community Forums)	1	12	8	4	0	2
Dealing with case work (telephone calls, emails, constituent enquiries, surgeries)	0	15	5	4	3	1
Preparation for meetings	0	18	6	2	1	1
Attending seminars, conferences and training	12	9	5	0	0	1
Travel related to Councillor business	5	16	6	0	0	1
Other (please tick the total number of hours spent per week on other activities and use the box below to specify the activities and time spent on each)	2	1	1	0	2	0

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Neighbourhood Plans
Researching for Champion role

3. How long have you been an East Devon District Councillor?

Various from
5 months to
32 years...

4. Since you became an East Devon District Councillor, do you think that role has changed?

Yes	14
No	13
Did not answer	1

If yes, please tell us how it has changed:

Increased resident expectations
More case work
More electronic correspondence
More policy and development
E-mail has multiplied the questions asked and raised expectations
More meetings in the community/community leadership role
The public get good value from EDDC compared to the BBC licence fee!

5. Since becoming an East Devon District Councillor do you think your workload has:

Increased	17
Decreased	2
Stayed the same	7
Did not answer	2

If it has increased, is it because:

Please tick all that apply

I am contacted by more constituents than before	12
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The issues raised by constituents are more complicated to deal with and take more time	11
I have become a Portfolio Holder or Committee Chairman	9
I have to attend more Council and Committee meetings than I used to	12
Social media means that I am expected to respond very quickly to any issues raised	10
My Parish Council(s) expect more from me	8
Other	9

Other, please write below:

The public prefer to lobby councillors than talk to officers There is a lot of work on and EDDC is high profile
--

If it has decreased is this because:

Please tick all that apply

I am contacted by fewer constituents than before	0
The issues raised by constituents are easier to deal with and take less time	1
I am no longer a Portfolio Holder or Committee Chairman	1
I attend fewer Council and Committee meetings than I used to	2
Social media and smart technology means that I can respond quickly to any issues raised	1
My Parish Council(s) expect less from me	0
Other	0

Other, please write below:

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6. How satisfied or dissatisfied are you with the level of support provided to help you to undertake your role as an East Devon District Councillor?

Very satisfied	14
Fairly satisfied	8

Neither satisfied nor dissatisfied	3
Fairly dissatisfied	3
Very dissatisfied	0

If you are satisfied or dissatisfied please tell us why, and how it could be improved if necessary:

High regard for staff
 ICT needs improving
 More nominated staff would be helpful

7. Is there any further support that you would like provided to help you undertake your role as an East Devon District Councillor?

Yes	13
No	15

If yes, please tell us what extra support you would like?

Attend more training
 Better web site
 Improve IT skills
 More timely information/more focused information

8. How do you engage with your constituents?

By telephone	26
By distributing newsletters / leaflets or flyers	14
By holding public meetings	6
By attending public meetings	26
By holding surgeries	4
By email	28
Using social media - for example, Facebook, Twitter and blogs	11
Attending community events – for example fetes and coffee mornings	28
By going door to door	12
By talking face to face – for example in the street	25
Other (please write in below)	

Local press/community groups

9. Which one of the following do you think the community is best represented by?

One Member Wards	9
Two Member Wards	9
Three Member Wards	8

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

Please tick one only

An increased "enabling" role with fewer directly employed staff, more contracted-out services and more shared services	14
The role will continue as it is, the balance between directly employed staff, contracted out services and shared services is about right	5
An expanded role, due to more statutory requirements from the Government (with additional related funding)	7
A lesser role following a more regional focus on spending and service provision	2

11. Considering your answers to the preceding questions, how many Councillors do you now think East Devon District Council needs?

31 to 35	1
36 to 40	3
41 to 45	1
46 to 50	2
51 to 55	3
56 to 60	15
61 to 65	2

12. Are there any other comments you would like to make?

Please provide any further information you think may be relevant or helpful to the review

In multi member wards, effective team working helps the public
East Devon is growing so a cut back on representation would be counterproductive
District Councils play an important role and are a bridge between small parishes and strategic authorities
We need to get better at engaging with the community
Enhanced digital communication should facilitate more electors per councillor
There will always be a variety in terms of how much time individual councillors spend in doing their role
Localism has increased expectation and the need for councillors
There is a lot of change happening

About you

We are asking the following questions so we can contact you for further information if necessary and to see if there are any particular views from different Wards. All information will be treated in accordance with the Data Protection Act.

13. Please tell us your name (optional):

14. Please tell us the Ward you represent:

Responses received from a mixture of urban and rural wards

Report to: **Overview Committee**

Date of Meeting: 22 March, 2016

Public Document: Yes

Exemption: None

Review date for release None



Agenda item: 9

Subject: **EDDC Business Engagement. Update Report**

Purpose of report: This report follows the presentation by the Economic Development Manager (EDM) in September 2015, where it was shown early progress was being made to meet the objectives of the proposed Business Task & Finish Forum. This report updates on further progress in line with the agreed Overview recommendations. It highlights tangible business benefits of our improved engagement as well as what further growth and development would follow from improved investment.

Recommendation: **To note the updates on progress made within the report**

Reason for recommendation: To assure members of progress in line with agreed recommendations

Officer: Robert Murray (Economic Development Manager)
rmurray@eastdevon.gov.uk (Direct Dial): 01404 41719; 01395 571741

Financial implications: The report does not make any direct recommendations over future funding of this service but does highlight the extensive work plan and the inability to deliver within existing resources. Members are to consider this position further through the Budget Working Party when priorities identified in this report can be considered against the overall priorities of the Council and the financial resources available.

Legal implications: There are no legal implications arising from the report

Equalities impact: Low Impact

The engagement of a wider and more representative cross section of East Devon businesses has a positive, more inclusive equality impact.

Risk: Low Risk

There are no specific risks associated with this update report

Links to background information:

- [Overview Committee agenda 22 September 2015](#)
- [Overview Committee presentation 22 September 2015](#)

Link to Council Plan: Developing an outstanding local economy;
Continuously improving to be an outstanding council

Report

This report updates on tangible progress which the EDM has made in delivering the recommendations of Overview and Scrutiny in developing more robust, representative and transparent engagement with our EDDC business community. We have improved our knowledge of the businesses comprising our district economy and are communicating with them directly, sharing opportunities for growth and improved productivity and increasing our awareness of local needs in return. To widen this further, a communication strategy is being developed by the economic development team to provide a clear process for even more businesses to receive relevant information from, and feedback to EDDC.

Our motivation for this engagement as a council is clear - the need to increase our business base and for both new and existing businesses in East Devon to significantly increase their productivity. With an adopted Local Plan and a housing target of 17,500 homes, half outside the West End, we need to see significant growth in business and jobs that are accessible from different parts of the district. We are also running out of development-ready employment sites and have identified unmet demand for business premises outside the Growth Point.

Furthermore, local authorities will see an increase in the proportion of their funding that comes from locally derived sources as our core grant is reduced. CIL, NHB, Council Tax and Business Rates in particular will be the future sources of EDDC's funding for services and operations. The EDM will work alongside our Finance colleagues to share understanding of the NNDR challenge and with our Stalled Sites Officer and Estates to explore opportunities to bring forward employment sites and workspace development.

1) Agreed Recommendations:

At the September 22nd Overview & Scrutiny Committee meeting, a presentation was given by the EDM, highlighting early progress in meeting the objectives of both the proposed Business Task & Finish Forum and Council Plan economic pledges. Following this report, the recommendations were agreed that Economic Development:

- a) Establish a robust, representative and transparent process of business engagement
- b) Improve the Council's knowledge of local business needs across all sectors and provide a clear process for businesses to feedback into EDDC, and
- c) Consider rural economic issues as a counterbalance to the Growth Point and urban related initiatives

We can now report on specific areas of progress in engaging with the East Devon business community and in delivering on these recommendations.

2) Update on Progress:

Establishing robust, representative and transparent business engagement

The main areas of progress here have been in developing the required awareness of which businesses we have operating across our district and in being able to establish effective communication with them.

Of particular note in achieving this, and enabling effective, representative and transparent business engagement, has been in the successful procurement of the Bureau Van Dijk 'Mint UK'

database, providing detailed information for thousands of East Devon businesses across all sectors. Our ED team has been able to obtain a licence to use this database at a fraction of the quoted price (secured at 15.6% of this) through a joint procurement approach with our partner EHOD ED teams¹. It was understood that the cost to the council of this database had to be low, but the value in terms of what information it makes available to us and the possibilities it presents for effective, representative and transparent business engagement are extensive.

The Mint UK database is the most comprehensive available, currently providing broad company information on 7,933 businesses based in our district. This figure is in excess of NOMIS total Enterprise or Local Units count data (reported at 6,160 and 7,050 respectively) derived from Inter Departmental Business Register (ONS, January 2016). A primary reason for this is that the Mint UK dataset includes unincorporated businesses not registered with Companies House or for VAT. This also means we are now able to communicate with many sole traders and businesses not registered for rates that have so far been invisible to the Council.

Beyond the high number of businesses listed, there are key strengths of this dataset that offer a host of opportunities for local authorities with officer resource to improve business engagement, tailor their economic intervention/support and strengthen evidence based policy making². For example:

- We can review each business's financial data and credit score, informing our viability assessments. There are 64 businesses in East Devon with turnovers of >£2m (49 excluding subsidiaries). Of these, 34 (31 exc. subsidiaries) are shown to have estimated turnover growth of more than 20% in 1 year. We can now identify each of these individually.
- We have access to business employee numbers and directors' contact information (name, email, address, telephone). We can directly survey the HR leads of all companies in the district with more than 100 employees (we have 47 of them, 39 exc. subsidiaries) – getting first hand feedback on the recruitment and skills challenges they experience in our district. This can then be fed into the work of the Employment & Skills Board – challenging local education and skills/training funders to adapt provision to meet evidenced employer needs.
- The dataset is searchable by UK SIC (Standard Industrial Class) codes, allowing detailed sector analyses. We could, for example, identify which sectors in East Devon are underrepresented or in decline (or rapidly growing) compared to another geographical area, giving us the option of tailoring our inward investment activity and specific business support interventions (e.g. manufacturing sector support events or inward investment marketing to target knowledge based businesses).

All of these areas of work can be initiated as the officer resource is identified. Others are already being taken forward.

The council's ability to improve the representativeness of its consultation samples and validity of findings is currently being acted on with more than 500 local food and drink producers, farms and horticulture businesses (stakeholders) being invited to respond to a survey on markets and street trading that may previously only have been shared with a small number of existing contacts.

¹ The EDM has also secured funding from the LGA and is developing a joint (EHOD sub-regional) Economic Development and Inward Investment Strategy with ED colleagues at Exeter City Council, Teignbridge and Mid Devon District Councils.

² Planning Policy have been introduced to the database and have immediately recognised its potential for informing more robust economic and employment policies.

Further to employing the Mint UK database to ensure transparency and representativeness, our engagement process includes communication with established, recognised and constituted business representative groups. Organisations including the National Farmers' Union (NFU), Federation of Small Businesses (FSB), Blackdown Hills Business Association (BHBA) and relevant Chambers are included as appropriate in our consultations such that their members are engaged. This will be alongside our own wider and inclusive communication activity, ensuring more representative samples and more valid response sets across all relevant sectors - irrespective of group membership.

This is a particularly important approach since, though convenient for Council consultations given limited resource, FSB and Chamber members account for around 1 in 5 businesses across the district as a whole. Though clearly important, in limiting our business consultations to these groups alone, we would neglect around 80% of the businesses comprising our district economy. This wider engagement process is illustrated in Fig. 1.

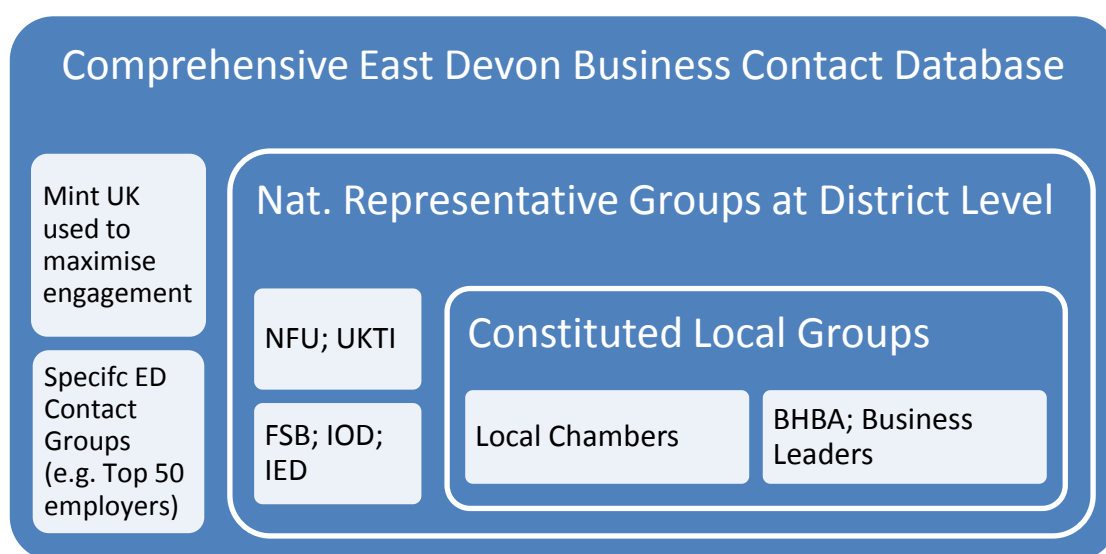


Fig. 1: EDDC’s wider and more representative model of business engagement

Improving the Council’s knowledge of local businesses needs and feedback into EDDC

The ED team are leading on the development of an effective communication strategy, ensuring every aspect of our contact with local business leaders will be purposeful, relevant and provides opportunity for feedback. As we learn more about the businesses comprising our economy, our communication and engagement has prioritised informing directors of urgent (time-bound) opportunities for support, training, growth and contracts.

One example of helping to meet the need for improved productivity through efficient use of technology includes the targeted invitation of knowledge based businesses in East Devon to a superfast broadband event we have organised at the Business Centre in March.

In helping to meet the identified need for business growth in East Devon, an even more pressing requirement emerged. It became apparent that the number of Devon businesses registered on the Hinkley Point C Supply Chain portal – a requirement of contracting to Europe’s biggest engineering project – were critically low compared to Somerset. Businesses in East Devon are perfectly well placed to provide a diverse range of goods, services and materials to the Hinkley Point C new nuclear facility and the economic implications of non-engagement are staggering:

- During the ten year construction phase, it is expected that the local economy will benefit from £100m per annum of contract value
- Over the decade, this will total more than £1bn of contract opportunities for those registered
- 200 businesses in the SW region have already delivered on contracts totalling £108m
- £225m worth of 'Site Services' contracts are currently at the preferred bidder stage for businesses in Somerset, Devon & the South West – all of whom are registered on the Portal

In response to this, East Devon's economic development service has arranged a series of Business Support and Registration events in Honiton throughout 2016. We are utilising the Mint UK database to communicate directly with all East Devon steel fabricators, fixers, manufacturers and engineers with other priority sectors to follow. We have been able to invite their Directors personally to attend our registration events and be walked through the process of registration on the Hinkley Supply chain.

This targeted approach to communicating a huge contracting opportunity to our relevant business leaders wouldn't previously have been possible given limited economic development resource, had we not been able to use this comprehensive database. The implications for facilitating future local economic growth and jobs are clear given the value of contracts on offer and our aim is now to ensure 10 times more East Devon businesses put themselves forward for the Hinkley Supply Chain than were originally registered.

Feedback from businesses already having attended is unanimously positive.

Managing Director – MMG Ltd:

"The project is bewilderingly large and of major significance to both the South West and UK. It is clearly evident that the project is being mapped in great detail allowing companies like mine to see its place in the overall scheme. We are looking forward greatly to becoming involved."

Director, Sales & Customer Development:

"Meeting up with the Hinkley Supply Chain Team has helped us understand how the supply chain will operate and what it means for business here in Devon. Importantly for us, we have also begun to learn how to be chosen as a supplier through the online registration available."

Considering rural economic issues

In anticipation of the Heart of the South West LEP's Rural Growth Network pilot initiative (RGN) coming to an end around the same time as the rural LEADER programme funding became available towards the end of 2015, EDDC have acted to ensure support continues to be directed towards rural enterprise, innovation and job creation.

To this end, the EDM has augmented our business support contract with Business Information Point (BIP) to include specific project sponsor support to rural organisations, groups and individuals seeking to secure LEADER³ funding for rural economic growth projects. There are two Local Action Groups covering East Devon's rural areas, Making it Local and REAL Devon, with a combined funding allocation of £2.6m.

This requirement to support rural applicants to develop business plans for LEADER funded economic projects has been carried forward into the contract specification for our joint EHOD business support and advice contract.

The need to promote the provision of workspace to meet demand outside of the Growth Point lies directly behind the economic development team initiating a workspace sub-division review.

³ See: <https://www.gov.uk/government/publications/leader-approach-in-the-rdpe-national-delivery-framework/leader-approach-in-the-rdpe-national-delivery-framework>

Consistent with the request to pursue the recommendation of the Carter Jonas Workspace Demand & Delivery Appraisal (2014), this comprehensive site-based review of every one of the district's 56 employment sites, business parks and industrial estates (identified in our Employment Land Review) will investigate opportunities for potential partitioning/sub division of large scale vacant B8 units to provide small B2 workshop space for which there is more evidence of un-met demand.

This investigation will result in a number of specific premises across our rural areas, with ample parking and good highways access, to be considered (through feasibility and demand analyses) for conversion to smaller workshops by way of a joint venture between the property owner and EDDC, with arrangements made for active marketing and tenancy management of the resultant additional units.

3) Conclusion:

EDDC are now engaging with businesses far more effectively and with complete transparency. We have procured the Mint UK database to tell us things we never previously knew about our local businesses and employers. We're developing a communication strategy to be able to share directly (no longer reliant on representative bodies) real opportunities for growth and increased productivity beyond those tangible examples described above. At the same time we're establishing a feedback mechanism to listen and learn about the different needs and new challenges businesses are facing with the aim of adapting our response and service provision to help where we can.

We can currently only go so far in responding to these needs and the increased levels of support expectation from businesses. The increasing importance of NNDR to our funding and the need to grow jobs to match new homes development across the district is pressing.

East Devon is a low wage and low productivity area with a high proportion of residents retired or in seasonal and part time work. The West End of the district is experiencing new jobs growth as the Growth Point sites gradually start to build out, but elsewhere in the district the job situation is less certain. Business Parks such as Greendale and Hill Barton are nearing capacity and house prices make change of use from employment to residential an incentive for landowners and developers. This does not make for sustainable or balanced economic growth for much of the district.

Business growth generation is a priority for the whole of the district. Improved productivity, business activity, skill and wage levels are our priorities to meet the future challenges to East Devon. We need to reflect carefully and evidence what interventions should be prioritised, what resource that would need and what would be the tangible returns on that.

Historically, pressure on economic development resources wasn't an issue because we were not as active or informed as we are now about our business community, the gaps in opportunities for business growth and the wider strategic drivers of government policy, LEP and local government funding restructuring.

Appendix 1 lays out the range of tasks for the EDM and the 1.6 EDBC staff comprising the economic development team. These are not feasible to deliver in their entirety and a clear prioritisation is in place that reflects the need to deliver achievable outcomes.

Appendix 1: Economic Development projects to deliver Service Plan objectives - Within and beyond current capacity

Active Projects	Synopsis
Workspace Study - Potential Premises Partitioning Review	<ul style="list-style-type: none"> • Actions from Workspace Appraisal 2014 • Potential for partitioning industrial units (B8) to B2 workshops • Joint venture potential with owners • Currently reviewing District's 56 employment sites for opportunities
Workspace Study - Site Specific Feasibility Review to inform EDDC Priority Project Pipeline	<ul style="list-style-type: none"> • Feasibility studies will determine deliverability in a number of locations • Submit projects to HoTSW LEP Strategic Investment Panel • Possibles inc. Seaton workshop units, Axminster Bovis site • LABGI to be used to fund feasibility analysis
Street trading and markets promotion	<ul style="list-style-type: none"> • Consultation to precede ban on street trading and markets • Promotion of markets to deliver quality produce • Improve, align and promote these new markets • Promote start ups in local produce and market trading
East Devon Business Centre Operation and Improvement	<ul style="list-style-type: none"> • Increase in tenancy from 55% to capacity (currently at C.78%) • Reduce costs, maximise income – Systems thinking review to be initiated
Planning Application Responses [LIMITED RESOURCE]	<ul style="list-style-type: none"> • Produce Economic Development response to relevant planning applications • Commercial guidance for marketing of commercial premises if COU • Crucial element of Econ Dev, so have made a service KPI
Developing our Knowledge Base - Contact Database	<ul style="list-style-type: none"> • MINT UK – database of local businesses successfully procured at 15% cost • Enables ED team to communicate targeted information to businesses
Joint EHOD Economic Development Strategy	<ul style="list-style-type: none"> • ED team successful in procuring Local Economic Growth Advisor through LGA • Lead on Joint EHOD Economic Development & Inward Investment Strategy • Will promote joint inward investment as functioning economic market area
Joint EHOD procurement - Business Support	<ul style="list-style-type: none"> • Business support across EHOD – joint fund of £100k • Tender process in hand • Preferred contractor to seek match funding from LEP ESIF funds
Exeter & Heart of Devon Employment & Skills Board	<ul style="list-style-type: none"> • Construction Skills Concordat – implementation promoted via procurement • Survey top employers to assess feedback on skills and training
East Devon Business Support Events – [V. LIMITED RESOURCE]	<ul style="list-style-type: none"> • Leading on Hinkley Point Supply Chain Portal events with Somerset Chamber • Arranging superfast broadband promotional event in liaison with CDS • Lack the staff resource or budget to lead on valuable district wide events
Support to Connecting Devon & Somerset Broadband Delivery	<ul style="list-style-type: none"> • Ongoing support, data provision, briefing dissemination and event planning
Inward Investment Response Process	<ul style="list-style-type: none"> • Have devised a process to ensure full & consistent responses/assistance to potential inward investors and local business looking for premises grow/expand • Have ensured the ECC Comm. Property Database extended to East Devon • Existing system will be replaced by a joint EHOD Inward Investment CRM system pending completion of the joint EHOD Inward Investment Strategy
Extending corporate support on economy matters	<ul style="list-style-type: none"> • Ongoing but often retro-active and as time can be dedicated
Business & Project Sponsor support to Rural Businesses through LEADER	<ul style="list-style-type: none"> • Secured Project Sponsor support to help applicants secure funding to support local economic growth across our district's rural centres • Support to individual applicants is ongoing
Growth Hub Bids - LEP Wide Business Support Delivery Programme	<ul style="list-style-type: none"> • ED team have supported both Growth Hub bid developments to provide LEP wide business support (C.£4m total) • Unsuccessful with first GH bid (BIS funded) • Invited to submit full application to GH bid 2 (ERDF funded). Awaiting result

Under resourced Projects/Work	Synopsis
Work to Support Growth Point Team	<ul style="list-style-type: none"> • ED support Younghayes Centre booking process (taking c.1.5 days per week from our team of 4.03 FTE) • Need to improve planning applications review, strategy input, workshop contribution and case for smaller scale commercial/retail development • Opportunity for more involved support to the emerging Berrybrook CIC. Can't currently be provided given competing priorities
Support to Establishment of Enterprise Zone	<ul style="list-style-type: none"> • Huge opportunity to increase inward investment, local employment, average wage levels and knowledge based businesses • Arrangements with reclaimed business rate income and infrastructure/workspace development elsewhere in E Devon to be addressed - Essential we bring together an informed and compelling pipeline of priority projects • As things currently stand, most of our economic growth for the planned period is within the EZ and so doesn't provide EDDC direct business rate income
Peer to Peer (P2P) East Devon Business Growth Loan Fund	<ul style="list-style-type: none"> • Opportunity to investigate and project develop a fund from EDDC reserves in partnership with an existing P2P Fund Manager • The fund could invest in East Devon businesses to start up and grow. The Council would secure a return on investment • Insufficient resource to pursue
Headline Economic Indicators, Research and Evidence base to inform Economic Project interventions	<ul style="list-style-type: none"> • Limited time available to ED team. Nomis data is retrieved on request • Research and Funding Officer post is required to identify and address gaps in data required to develop business cases for investment and intervention
Funding Applications for Major Economic Projects to increase Business Rate income	<ul style="list-style-type: none"> • ED team lack staff resource to identify opportunities, develop business cases, submit reports for approval and complete funding applications for major economic projects beyond existing brief. This would include working directly with the LEP to develop a project pipeline for their strategic investment panel • Economic Development Officer is required to take on this time intensive responsibility, in liaison with the required Research & Funding Officer • This provision is directly linked with our ability to help deliver economic growth and increased business rates income (outside of the Enterprise Zone) to fund core council services post 2019
Improved working with Planning	<ul style="list-style-type: none"> • Much progress has been made, but we could do more to increase engagement with Planning Teams to more consistently underline the significance of ED & Regen, resist the loss of important employment land to residential development and maximise business rate income • Discussion required with Ceramtec agent to explore employment retention
Prioritisation and promotion of specific employment sites	<ul style="list-style-type: none"> • Require time with Stalled Sites Officer to actively intervene in stalled sites and develop innovative approaches to employment and mixed use development
Support to Tourism Sector	<ul style="list-style-type: none"> • Limited existing work in support of Heart of Devon partnership • Regular liaison with ECC lead officer and correspondence with Tourism PFH. • Regen team update the website with event updates for East Devon. • ED input is limited given staff time constraints
East Devon Business Support Event management	<ul style="list-style-type: none"> • Localising supply chains, food and drink, broadband. Clearly worthwhile, these need to be well managed and promoted to ensure success.
Targeting Businesses with high growth potential	<ul style="list-style-type: none"> • As well as work to target investment with Knowledge based, high growth sectors, we must ensure support for existing local businesses to ensure they are retained • Benefits are clear – Increased business rate income from new business growth and relocation/inward investment on top of secured NNDR income from existing businesses

Annual Report of the Overview Committee 2015/16

The committee started their civic year with Street trading – consultation on changing arrangements to build in flexibility. The committee debated the issues of retaining control of street trading consents with this more flexible approach to designation; as well as costs of enforcement being met by the fees involved. In conclusion the committee recommended to consult with town and parish councils before starting on the formal consultation process, but in principle supported the proposal.

Jointly with the Scrutiny Committee, the committee considered the consultation mechanism on the planned relocation to Honiton and Exmouth offices, offering constructive criticism of the questionnaire planned for a survey to the public at that time.

The committee were regularly updated on the proposal for an Exeter and East Devon Enterprise Zone. The submission was in response to the imbalance between the growth of housing against the slower growth of new jobs. The submission, made by the Heart of the South West Local Enterprise Partnership was successful, and the committee continue to be kept informed of work towards a detailed business case required before the zone can become operational.

South West Trains franchise consultation was also put to the committee for their debate and comment.

A main focus for the committee this year has been economic development. The committee looked at the work programme planned and debated how councillors could become more involved to help deliver that program, as well as what resources were needed by the team of officers. The committee also recommended, as part of the draft budget process, that one of the three posts requested under additional spending (known as special items) was put into immediate effect with a further review by Cabinet on the validity of the remaining two posts requested. The committee recommended that the top three aims for economic development in the district should be:

- Establish a robust, representative and transparent process of business engagement;
- Improve the Council's knowledge of local business needs across all sectors and provide a clear process for businesses to feedback into EDDC;
- Consider rural economic issues as a counterbalance to the Growth Point and urban related initiatives

These were agreed by Cabinet on 7 October 2015.

Update here on further report by R Murray and subsequent debate 22 March

In considering the electoral review programme, the committee commented on the proposed survey to councillors. They received back the results of that survey and recommended, based on the evidence provided, that there be no or minimal change to the number of councillors serving the District.

Following on work by the Portfolio Holder for Corporate Business' think tank, the committee helped shape the now adopted Council Plan.

Exmouth beach management plan was recommended by the committee for adoption, after receiving a presentation on the technical aspects of the Plan in November. The committee will continue to monitor the beach management plans and shoreline management plans.

The committee also received an update on the Devon Local Flood Risk Management Strategy from both County Council representatives and local officers.

The Environmental Health service was recognised for their work by the committee, with a focus on new policy for dog boarding, covering home boarding and day care.

The committee, alongside the Scrutiny Committee, received feedback from the successful improved recycling trial held in Feniton and Exmouth (The Colony). In support of the successful trial, the committee also recommended that the assistance of town and parish councils is sought prior to the implementation of the new contract. The analysis of the tenders for the new contract was also discussed by the committee jointly with the Scrutiny Committee and a preferred bidder recommended.

Agenda item 11

Overview Committee



Overview Committee Forward Plan 2016/17

Date of Committee	Report	Lead
28 June 2016	Policy review on provision of affordable homes	Cllr Jill Elson
27 September 2016		
29 November 2016		
11 January 2017	Draft budgets and service plans 2017/18	
28 March 2017		

Work for scoping and allocation to the Forward Plan:

Proposed date	Topic
tbc	Industrial work space provision – drafting new policy