

Agenda for Scrutiny Committee

Thursday, 22 March 2018, 6.00pm



[Members of the Scrutiny 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 22 February 2018 (pages 3 - 7)
- 3 Apologies:
- 4 Declarations of interest
Guidance is available online to Councillors and co-opted members on making [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.
- 7 Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview Procedure Rules. There are no items identified.

Matters for Debate

8 Broadband and mobile coverage update

An update from Phil Roberts from [Connecting Devon and Somerset](#) (CDS) project for delivering broadband to the District.

Representatives from the Talaton Broadband Committee will also be present to tell the committee about their success, working with Voneus, to deliver a solution in their area.

For information, Ofcom have recently published a report on the coverage of broadband and mobile networks in the UK and its Nations "[Connected Nations 2017](#)", as well as [announcing further measures to increase investment in full fibre](#). The Church of England has also offered use of its 16,000 churches in helping out, as outlined in this [news report from the Telegraph on 7 January 2018](#).

9 **Strata update** (pages 8 - 18)

Laurence Whitlock, IT Director for Strata, will update the committee on their work and preparations for the move of staff to Blackdown House in Honiton.

10 **Information paper on Exmouth Pavilion Car Park** (pages 19 – 22)

Andrew Ennis, Service Lead Environmental Health and Car Parks will be available at the meeting to answer questions. The committee need to undertake a scope of this topic if, after discussion, they conclude that further work is required.

11 **Scrutiny forward plan** (page 23)

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[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the Scrutiny Committee held at Knowle, Sidmouth on 22 February 2018

Attendance list at end of document

The meeting started at 6.00pm and ended at 8.40 pm.

***29 Public speaking**

There were no public speakers at the meeting.

***30 Minutes**

The minutes of the Scrutiny Committee held on the 16 November 2017 were confirmed and signed as a true record subject to two typographical errors for correction.

31 Crime and Disorder Update

The Chairman welcomed Gerry Moore, the Community Safety and Anti-Social Behaviour Officer, alongside Councillor Tom Wright who is the Council's representative on the Police and Crime Panel.

The update covered the work of the East and Mid Devon Community Safety Partnership (CSP), which has a Steering Group, and a number of multi-agency Local Action Groups (LAGs). The LAGs continue to operate successfully and are well attended; additionally a LAG for Cranbrook had been set up. Some examples of local initiatives and problem solving of the LAGs were provided to the committee.

The priorities of the CSP for the current year are:

- Anti-social behaviour
- Domestic and Sexual Violence and Abuse
- Scams and Online Safety
- Substance Misuse
- Crime Prevention
- Child Sexual Exploitation
- Modern Day Slavery
- Preventing Violent Extremism
- Hate Crime
- Local Priorities
- Have a communications strategy

These priorities are expected to be carried forward into 2018/19 with the addition of raising awareness of County Lines, the term used for organised drugs networks.

Gerry Moore highlighted in particular the success of the RISE hub, a support for persons with addiction problems, operating one day a week in Axminster until the end of September 2018. RISE, the agency contracted for this area of work, will be replaced by another agency EDP in April. In response to a question, Gerry was happy to promote this work more widely to towns and parishes. He also highlighted a number of excellent initiatives that funding available to him from the Office of the Police and Crime Commissioner (OPCC) had been spent on. Examples included the hard hitting play 'Last Orders' delivered to secondary schools about the dangers of alcohol misuse.

The CSP hold their Annual Conference in April, details of which had been circulated to Members previously. This year's theme is 'Protecting Vulnerable People' and there will be

presentations on adverse childhood experiences, domestic and sexual violence and abuse, dangerous drugs networks and child exploitation.

Councillor Tom Wright had provided an update from the Police and Crime Panel, highlighting the increase in precept and still proposed cuts in PCSO numbers. The committee had previously requested a degree of protection for PCSO numbers from the Police and Crime Commissioner, and continued to champion the importance of retaining them in the District, particularly for the smaller towns and rural areas.

Exmouth Ward Members on the committee sought further information on connecting up their CCTV with a monitoring hub, for which money was available from the OPCC; however the Town Council would have to fund replacement of hardware. They also sought an update on localised anti-social behaviour in the town, which was reported as vastly improved after some intervention.

The Chairman had previously circulated a recently published LGA guidance on modern slavery, which he was keen to explore further. The committee had already received a presentation on the topic and some further awareness training had been undertaken more widely. The committee were informed that the existing safeguarding policy covers the protection element referenced in the LGA guidance, but the position on procurement would need to be checked in more detail. Recent RIPA training received by officers had also highlighted the need for a co-ordinated approach for information sharing, again as referenced in the LGA guidance. This was currently being explored.

The Chairman welcomed the offer from Chief Inspector Johns to attend a future meeting, as she was unable to attend this committee, to talk further on the topic.

RECOMMENDED to Cabinet that the post of Community Safety and Anti-Social Behaviour Officer be retained beyond 2018/19, for reasons of continued support in this key area, particularly in maintaining the successful Local Action Groups in the District.

(At the time of making the recommendation, the post was part of the draft Budget for 2018/19 that had yet to be agreed by Council on 28 February 2018, but had been recommended by the Scrutiny Committee at their joint meeting with the Overview Committee on the 17 January 2018)

RESOLVED that a paper exploring the LGA guidance “Modern slavery – a council guide” is provided at a future meeting to establish where the Council can improve upon existing practices in safeguarding and procurement to help raise awareness and work to prevent modern slavery.

32 Quarterly monitoring of performance for third quarter 2017/18

The committee had received the report for the third quarter and noted comments against those items showing variation or concern, including comments added to update on some of those because of the historical nature of the report covering October to December 2017.

Questions on the report had been submitted prior to the meeting, with written responses subsequently provided. These [additional questions and responses](#) are available online.

Comments were made from some committee members that there were quality issues with the report each time it was presented – both in the ability to measure the items under each

Council priority, and a lack of officer comment or lack of clarity in officer comment against the item. Many examples were quoted from the report to underline this.

Specific issues discussed included:

- The quality of applications for CIL money was not sufficient, and applicants had been advised of the evidence base that was required;
- Some objectives, such as the Green Space Strategy, had been achieved, but now Members wished to see performance monitoring against the implementation of that strategy;
- Information on air pollution was widely available online;
- Explanation on what information councillors are entitled to be provided with – only information that is relevant to the role can be provided, as stipulated in the Constitution;
- Terminology of “on track” could be misinterpreted – some preferred the term “work in progress” or “ongoing”, but the SPAR software used for performance monitoring does not permit this change in terminology; this should be investigated to see if it can be changed;
- Understanding that delivery of the flood alleviation scheme at Feniton was now dependent on an external body, Network Rail, and therefore was expected to be an issue marked as “concern” for some time;
- Welcoming the use of local heritage asset data when considering planning applications;
- “Paper light” initiative also included digitising paper files as well as reducing printed copy.

The Strategic Lead – Governance and Licensing would refer the issues raised on the quality of the performance monitoring report with the Strategic Management Team.

RECOMMENDED to Cabinet that:

- 1. The Overview Committee be requested, as part of reviewing the Council Plan, to also review the Council Actions listed under each Council Priority, to ensure that the action is clear in its intention, and is measurable;**
- 2. That future reports on Performance Overview, Council Action Plans and Key Performance Indicators contain comments on every item listed, regardless of action status classification, for reason of providing clear information on progress in that quarter.**

***33 Scrutiny Forward Plan**

Additional items to allocate to the forward plan were:

- Update on Broadband provision to the March meeting, following confirmation that the representative from Connecting Devon and Somerset could attend. Once confirmed, parish and town council clerks would be notified of this meeting.

The election report, due to this meeting, had been deferred due to purdah concerns, as a by-election had been called for a vacant ward seat in Exmouth. The Chief Executive was unable to attend the next scheduled meeting of the committee in March; therefore the item was set for the 19 April meeting.

An issue relating to a change to the car park near Exmouth Pavilion had been raised by councillor Rob Longhurst directly to the Chairman. Following some discussion on what the committee specifically wished to explore, there was agreement to receive a paper outlining

the circumstances of that specific car park. This would permit the committee to examine if further scrutiny was required.

The Chairman raised the issue of a need to review the process of the joint meeting with the Overview Committee to consider the draft service plans and budget in January each year. This has been highlighted following his request to call in a decision on an additional post position by the Cabinet after the joint meeting; the additional post had subsequently been agreed to put to Council as part of the agreement of the draft budget for 2018/19. There was general support for a review of how the draft service plans and budget is considered. The Portfolio Holder for Finance advised that he was going to review the process himself alongside the Strategic Lead Finance; but suggested that if the committee were to pursue it, it would be a sensible approach to undertake a rolling review of the services and associated costs to build an understanding of the budget over time, as to undertake the service plans as a whole was a large undertaking.

Following on from a national press article relating to meat, the committee agreed that an information paper on how the council undertakes food safety and hygiene would be helpful to ascertain if further scrutiny work was required. A request would be made for this through the Portfolio Holder for Environment.

Information would also be submitted in relation to complaints about disruption caused by building developments, to ascertain if this fell into the remit of the committee to scrutinise further.

Attendance list (present for all or part of the meeting):

Scrutiny Members present:

Cathy Gardner
Cherry Nicholas
Maddy Chapman
Roger Giles
Alan Dent
Bill Nash
Marianne Rixson
Bruce de Saram
Simon Grundy
John O'Leary
Darryl Nicholas
Val Ranger
Douglas Hull

Other Members

Susie Bond
Brian Bailey
Tom Wright
John Dyson
Geoff Jung
Paul Diviani
Andrew Moulding
Ian Thomas
Eileen Wragg

Officers present:

Henry Gordon Lennox, Strategic Lead Governance & Licensing and Monitoring Officer
Tabitha Whitcombe, Democratic Services Officer
Debbie Meakin, Democratic Services Officer

Apologies from Scrutiny Members:

Dean Barrow
Eleanor Rylance

Apologies from Non – Scrutiny Members:

Jill Elson
David Barratt
Pauline Stott

Chairman Date.....



Solutions for
government

Strata Report

EDDC Scrutiny Committee

Date Issued: 7th March 2018

Working together for East Devon, Exeter and Teignbridge

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Strata Management Team

Name	Role	Email Address
Laurence Whitlock	IT Director	laurence.whitlock@strata.solutions
Steve Gammon	Programme & Resources Manager	steve.gammon@strata.solutions
Adrian Smith	Infrastructure & Support Manager	adrian.smith@strata.solutions
David Sercombe	Business Systems Manager	david.sercombe@strata.solutions
Martin Millmow	Document Centre Manager	martin.millmow@strata.solutions
Robin Barlow	Compliance & Security Manager	robin.barlow@strata.solutions

Purpose of the Strata Report

The Strata quarterly report is compiled to provide an update on the functioning of the Strata organisation. The aim is to provide background on the core areas of discipline within Strata, identifying key activities, successes and areas for improvement.

In this report, we have tried to give a more visual analysis of the work of Strata, and examples of the progress Strata is making against the core objectives:

Key objectives of Strata are:

- Cost Reduction
- Risk Reduction
- Increasing Capability for Change

The five core discipline areas within Strata are defined as:

- Support and Infrastructure
- Compliance and Security
- Business Systems
- Document Centres
- Programme and Resources



IT Director Quarterly Report

Following the last round of Joint Scrutiny and Joint Executive committee meetings, I have continued to work with the teams within Strata to further develop the 'Adopt, Adapt, Transform' mantra and to move Strata forward to ensure that it continues to deliver against the core business objectives of:

- Cost
- Risk
- Change (Capacity and Capability)

I am pleased to report, that over the last three months, Strata has made progress and continues to deliver a '**good**' level of service to the three authorities. The Devon Audit Partnership have again confirmed the good status in the 2017 audit report.

In September 2017, Strata management introduced **far greater controls** on the management of spend, this has led to a better understanding of total spend by Strata service line, cost centre, etc. The process that we now follow, enables Strata service line managers to see in real time spend month or month both in terms of staffing costs, and product and service spend. We are pleased to report that this proactive process has enabled Strata to stay well on track to deliver the target savings of £252k for the year ending 31st March 2018.

Strata Infrastructure and Service Desk staff were extensively engaged on the **Exmouth Town Hall** relocation project for East Devon District Council. The required level of resource to support the move was higher than expected, but the project was **delivered on time and on budget** and to a very high standard. All EDDC staff were up and running as soon as they arrived in the new office with a fully functioning dual screen setup running the Global Desktop and Global Comms. **Positive feedback** has been received for a number of parties at East Devon. Strata are now working with EDDC on the move to the new Honiton facility, which will be approximately three times larger than the Exmouth move. Detailed resource costings have been provided to EDDC for review.

In addition to supporting the EDDC moves, Strata have also supported the Teignbridge office move project and Reception area build, these again have been delivered on time and with little impact to the overall support service. Positive feedback has been received.

The project approach to the delivery of the new Global Communication platform has ***proved very effective***, and we are now planning on the continued roll out programme with a view to having all three authorities migrated to the new platform by mid-2019. The programme of work is very complex but will deliver considerable efficiencies and cost savings across all there authorities.

An extensive programme of server migrations from Windows 2003 to 2008 has enabled us to ***achieve PSN accreditation*** for a further 12 months period for each of the three authorities. This programme was very complex and affected a high number of servers, but without the migration PSN accreditation would not have been achieved. It is envisaged that in 2019, a further migration project will need to be undertaken to move from a Windows 2008 environment to a Windows 2010 environment. The migrations take a lot of planning and resource to deliver.

We continue to receive ***a high level of Customer Satisfaction score***, and we have seen a 200% increase since April 2017 in the number of people responding to the survey questions when service incidents are closed. Any neutral or negative feedback received is followed up on and if necessary 'face to face' meetings are arranged to enable Strata to gain a better understanding of why end users might feel that the service is below an acceptable level.

Three new ***apprentices*** joined in September, and are working as members of the Service Desk teams. The apprentices are performing well and have reported that they are enjoying the challenge that Strata offers them along with the training they receive and the team spirit that is now widely recognised as critical to Strata's long term success. Strata are now in the process of engaging with the Exeter University to explore the potential for offering a degree programme for Strata staff and at the possibility of offering high level apprenticeships to university graduates.

Strata have recently undertaken a Staff Engagement Survey and the results are **very encouraging** – in all aspects of the questionnaire, there is a considerable improvement in the scores reported in 2016. There was a 73% response rate, and 88% of staff who responded said they would recommend Strata as an employer. The results of the Survey are being posted on the Strata intranet for all staff to see and are also being distributed to the JEC / JSC and Strata Board. Strata are very encouraged by the **positive view** that staff now have and this is seen in the attitude of staff to their work and to the ease with which we are able to fill vacant posts.

The Business Systems team have continued to support the 'Business as Usual' challenges of the three authorities, and are also supporting a **high level of project work**. The team are performing well, especially given the demands being made upon them. As we move forward, we have identified that Business Analysts are being constantly interrupted from project and Business Change Request (BCR) work to resolve Service incidents – this leads to **an inevitable clash** in priorities and either project slippage or time delays in resolving Service incidents. Strata therefore have introduced a new 3rd line support function in line with the recommendation of the ITIL framework. The third line team has been introduced to bridge the gap between the 1st and 2nd line service desk team and the Business Analysts. The primary function of the 3rd line team is to shorten the time taken to resolve Service incidents. The resource for the 3rd line support function has come from the existing Service Desk team. The team is already functioning very well, with a decrease in the number of open incidents and long standing issues being dealt with and closed in an efficient manner.

In November, we launched a trial **Out of Hours service**, this has proved **very effective** and has already been used on a number of occasions to resolve urgent issues. The service is now live and operational across the three authorities and delivering a high level of support and customer satisfaction.

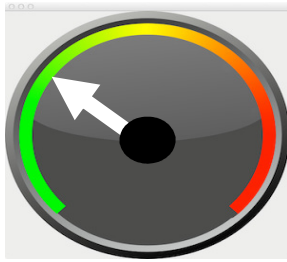
The roll out of new MFD (Multi Function Devices – printers) by the Document Centre team was successfully completed into ECC sites in September and we have now completed the replacement of all MFD's into Teignbridge, roll out into EDDC will commence in late 2018 when the existing contract comes to an end.

The Strata Security and Compliance team have continued to make good progress in protecting the three authorities against cyber threats, we are asking all staff both within Strata and within the three authorities to remain extra vigilant. This team have also pro-actively engaged with the Business Continuity leads at each authority to draw up the recovery time objectives (RTO) for key identified systems. This exercise is leading to a **greater understanding** of the key applications and how quickly they need to be recovered in the event of a major incident.

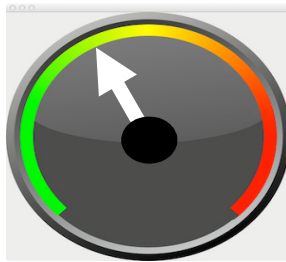
Recently we kicked off an exercise to engage with each authority to perform a review of all current projects. Each authority is being asked to prioritise their projects as High, Medium and Low. Once this exercise is completed, Strata hope to be **far better aligned** with the needs of each authority and the outcome will feed the Business Planning process.

Summary

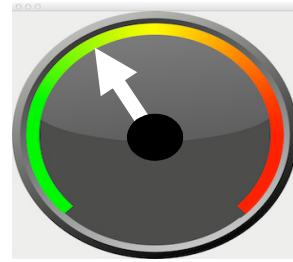
Reviewing the three core objectives of Strata, the indicators show that progress is being made in all areas.



COST



RISK



CHANGE

Further analysis is being undertaken to ensure that the investments made are delivering value for money, and gaps in capability are understood and actions plans are drawn up to mitigate risk.

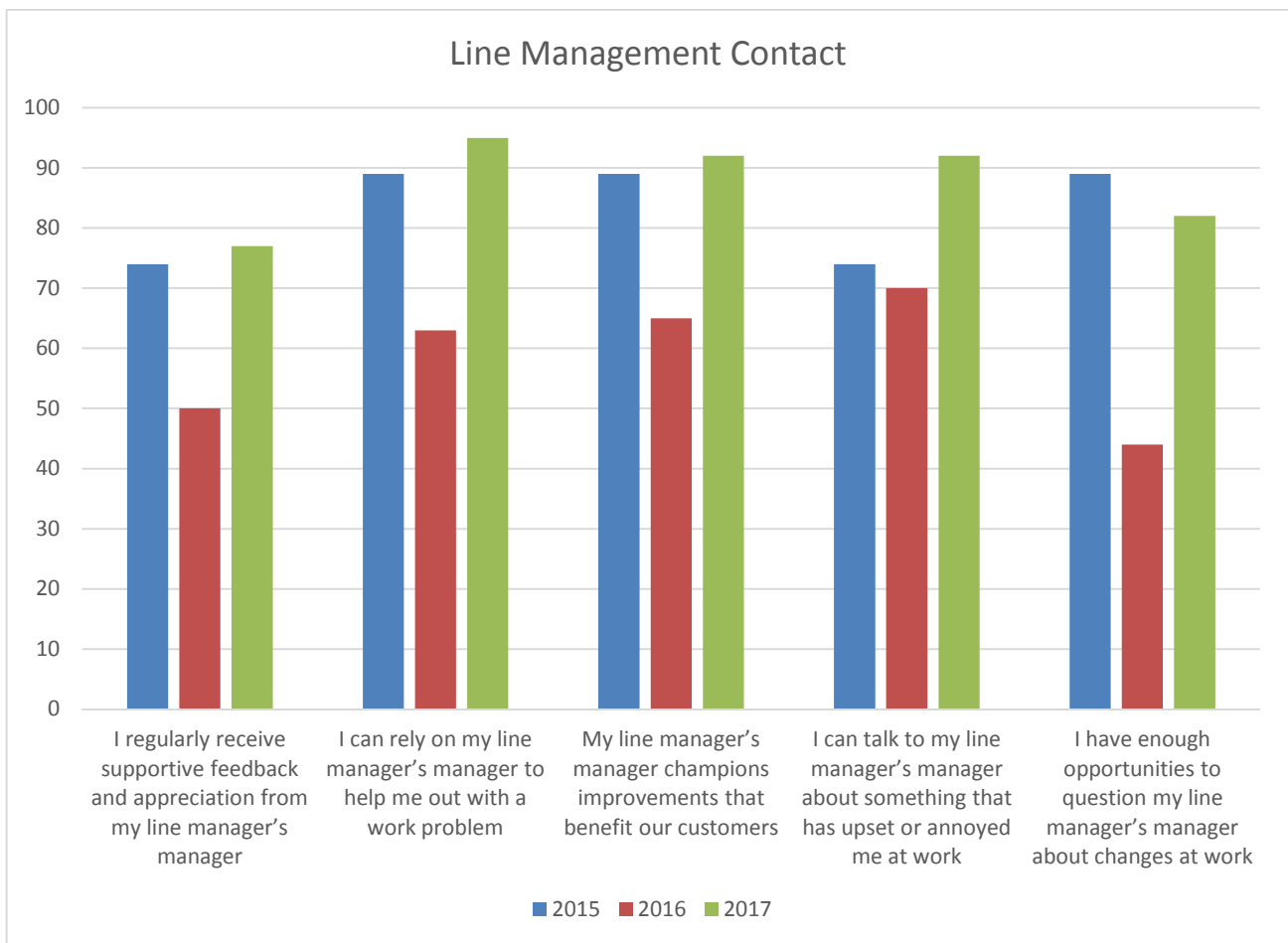
Strata is continuing to deliver a 'good' level of service to the three authorities and Staff / Customer feedback is positive.

Staff Engagement Survey Results

In September we launched the annual staff engagement survey, the results have now been published to all staff via the portal, but in summary findings were as follows:

- 52 staff completed the questionnaire. This is an outstanding response of 73% of the workforce.
- Where there is a positive improvement on previous years, the figures are highlighted in green. There has been improvement in every area compared to 2016.
- The improvement in the management and culture of Strata has also been commented upon by UNISON.
- 88% of the 49 respondents to this particular question would recommend Strata as a place to work.

The graph below shows the positive feedback received in relation to line management engagement.





Information paper prior to scoping

Exmouth Pavilion Car Park

Authority:

On 7 March Cabinet resolved that delegated authority be granted to the Chief Executive in consultation with relevant Portfolio Holders to look into whether the Pavilion car park in Exmouth should be included in the Council's planned consultation on car parking charges. This report describes to Members how Exmouth Pavilion car park is being included in the Council's planned consultation on a review of car parking charges.

1 Background

- 1.1 Exmouth Pavilion car park has been included in the East Devon District Council (Civil Enforcement Off-street) Parking Places Order since 2008. It was established as a short stay car park charging the standard tariff at the time (50p minimum, 85p per hour, maximum stay 2 hours (£1.70)). Charges applied from April to October between 8am and 6pm.
- 1.2 There would have been a formal process involving onsite signage and public consultation in order to include this and around fifty other East Devon District Council public car parks into the new Civil Parking Enforcement regime that was being introduced across the County at that time. In the vast majority of cases the tariffs provided by the Order were adopted and our car parks portfolio has been managed on that basis ever since.
- 1.3 The charging tariffs for Exmouth's Pavilion and Elizabeth Hall car parks were not implemented at that time although subsequently the Elizabeth Hall car park issue fell away when that site was redeveloped.
- 1.4 During a review in 2010, the Exmouth Pavilion car park remained in the Order and the charging tariff for this car park increased to the current £1 per hour, maximum stay 3 hours (£3) in line with most of our other car parks. This tariff still applies between 8am and 6pm daily from April (or Good Friday if Easter is early) to October. However it was further amended in 2013 when Members approved our popular "buy 3 hours and get the 4th hour free" policy that now allows a maximum stay of 4 hours (permit holders are excluded from this offer).
- 1.5 This tariff compares favourably with the adjacent on-street tariff (£1.10 per hour, maximum stay 3 hours costing £3.30). Our expectation therefore is that this car park would be in demand because of its convenient location and favourable tariff. Based on

our experience elsewhere we would suggest that this asset should be capable of earning around £25,000 to £30,000 revenue annually.

2. Car Parks Review

2.1 During 2012 we published a [car parks review document](#) and within it our Property Service team made to following comment:

“This car park is currently reserved for patrons of the Pavilion, who are permitted to park free of charge when visiting the Pavilion. There is currently a Pay and Display Parking Places Order on this free car park and it is monitored by a private parking enforcement company. A pay and display machine could be installed and charges applied. Should LED wish to continue the free parking subsidy to their patrons, a double ticket issue machine could be installed. On presentation of the voucher at the Pavilion, a refund of the minimum payment charge could then be made. To do this, different tickets to those used across the rest of the district would need to be purchased.

2.2 At Cabinet in November 2012 following consideration by Overview and Scrutiny Committee, Members recommended "...that the arrangements for LED to control and manage the Esplanade Car Park, Exmouth, be formalised in consultation with the Portfolio Holder, Economy..." and that recommendation clearly supports the negotiations that subsequently took place between EDDC and LED.

2.3 Discussions between EDDC and LED's Chief Executives continued and as I understand the situation, options under consideration did include the possible transfer of the asset to LED and also the possibility that EDDC would implement the charging tariff set out in the Parking Places Order.

2.4 These negotiations were not resolved and LED have recently agreed that EDDC should take on the day to day management of the car park.

3. In March 2016 EDDC received a request from LED's Exmouth Pavilion Duty Manager asking if we had plans to have the car park lines re-painted this year.

3.1 Our response was "I'm inclined to say no to this request for relining but as landowners, liabilities do come back to us...the cost of resurfacing and relining will be significant (the surface is now really too poor to allow relining only).

3.2 Neither LED nor The Council had been able to identify a budget (rough estimate £25,000) for this work and neither party was currently managing the car park on a charging tariff that would generate income against which to offset this cost. This asset management model has for many years now been the basis of our policy for the management of our valuable car parking assets.

3.3 We were therefore unable to progress with the necessary repair works and further complaints about the deteriorating conditions were received in August 2016.

3.4 Discussion about the future of the car park continued to take place between senior Officers of both LED and EDDC and in the interim, we commissioned some minimal repair works to address immediate public safety liabilities and on 15 September 2016 our contractor infilled a large pot hole at a cost of £733.98.

- 3.5 LED reported that they had been increasingly concerned about the abuse of the car park and it not being available for bone fide paying visitors to the Pavilion.
- 3.6 These proposals now ensure that the car park will be maintained to a fit and proper standard, properly enforced, generate an income to pay for maintenance, and continue a concession scheme.
4. During early 2017 we received a letter from LED formally requested that we transfer the Exmouth Pavilion car park asset to them.
- 4.1 The request from LED meant that not only would we still need to identify a prudent way in which to fund the necessary repairs and improvements, we would also need to address the matter of removing that car park from our parking places order and to include within a statutory and public consultation exercise a statement of reasons for its removal (that would in my view have to include reasons why it had been in our parking places order since 2008 but had never been managed in accordance with that Order.
- 4.2 On 24 August 2017 I Senior Officers from both LED and EDDC met in the hope that we might find a solution to this issue. Officers agreed that the only realistic option would be for EDDC to finally implement the charging tariff already in place in the Parking Places Order for Exmouth Pavilion car park subject to further discussions about an appropriate refund policy to ease the transition for Exmouth Pavilion's loyal customers.
- 4.3 Minutes of the LED / EDDC monitoring and partnership meeting on 18 October 2017 confirmed LED's agreement to EDDC implementing the charging tariff for the Exmouth Pavilion car park and following further discussions with LED, an opening date of 30 March 2018 (Good Friday) was agreed with an initial offer of refunding up to £2 parking charges for Manor Pavilion customers subject to a minimum spend in the Pavilion of £3.50.
5. With this agreement finally in place and with the promise of the car park being able to generate significant revenue to help pay for its maintenance, we made budgetary provision and the long awaited resurfacing and relining works along with installation of appropriate signage and a pay machine were commissioned and this work is scheduled to be carried out on 5 March 2018. The commissioning of this work is within our established scheme of delegation. Under our current contract standing orders (see page 158 of [our constitution](#)) budget holding managers are authorised to appoint contractors to carry out works of this kind.
6. **Consultation**
- 6.0 A consultation exercise for a number of other car parking matters was approved by Cabinet in February.
- 6.1 The Council is currently entitled to implement the lawful charging tariff in this car park and has agreed with LED that it will do so from Easter 2018.
- 6.2 We propose a consultation exercise added to our consultation exercise approved in February and scheduled for the Spring, focussing on the following:
- 6.2.1 All of our other public car parks Exmouth now charge throughout the year. Should we update the tariff here to help us manage turnover during the winter months.

- 6.2.2 There is now an opportunity to formalise arrangements for using our car parks to support other activities and events here at Exmouth Pavilion, as we already do from time to time with Estuary, Foxholes and Maer Road car parks. We will seek views from the community that will influence us in offering support through reservations and concessions for certain charitable, recreational, cultural and sporting events. We have already indicated to the management of the Pavilion that EDDC is open to having constructive conversations with event organisers.
- 6.2.3 The negotiated deal for Exmouth Pavilion customers referred to in 4.3 above was intended to ensure existing local people who are regular café customers are not discouraged from continuing to support the Pavilion. We will also enter into further discussions with other users of the Pavilion and on a case by case basis we can use our existing delegated authority to offer concessions in consultation with our Portfolio Holder. We will seek views specifically on whether it is likely that (for example) reserving this car park for stall holders participating in an event at the Pavilion would be as beneficial to the town as would ensuring that the car parking spaces turnover throughout the day and are therefore available for visitors and customers. Would an off-site concession (at say Maer Road car park) for stall holders to store their vehicles is entirely possible and a ten minute grace period for loading and unloading at the beginning and end of the day at the Pavilion could make more sense (if it is not abused).
- 6.3 Finally in our report in 2012 the car park is referred to as “Esplanade” car park. We have also considered that its proximity to Beach Gardens suggests that Beach Gardens car park might be an appropriate name for the public pay and display car park. We believe there is a strong argument in favour of changing the name from Exmouth Pavilion car park to reinforce the message that this car park is no longer restricted for the use in connection with Exmouth Pavilion.

Scrutiny Committee Forward Plan 2017/18

Date of Committee	Report	Lead
19 April 2018	Election report (deferred due to purdah concerns) CLG Committee report Engagement guide comparisons report Agreement on annual report to Council	Chief Executive Debbie Meakin

Work for allocation to the Forward Plan as appropriate:

Proposed date	Topic
tbc	Portfolio Holder update reports being sought; committee can then subsequently ask the PH to attend committee on specific aspects of their portfolio.
tbc	Mental health services in East Devon – responses still awaited from Chairman of the DCC Health and Adult Care Scrutiny Committee, and the Cabinet Member for Adult Social Care and Health Services. The intention is for the Cabinet Member to attend a meeting, to which Heather Penwarden, Honiton Dementia Action Group will also be invited.
Update report to be provided to committee for information	Update on Tree Team following expansion of team; Update from Estates Team one year after recruitment of Property Records Officer and Business apprentice (from approved 2017/18 budget)

Topics put forward for further information or for scoping that remain outstanding are:

- The role of the District Councillor in communication with local Town or Parish Councillor in dissemination of information from a district level (as linked to consultation on changes in service provision or charges that impact at a local level);
- Playing pitch strategy (Cllr D Nicholas);
- How the council undertakes food safety and hygiene (request to be made through Portfolio Holder);
- Complaints surrounding development works impact on neighbouring area (Cllr B de Saram)