

Date: 1 May 2014
Contact name: Diana Vernon
Contact number: 01395 517541
E-mail: dvernon@eastdevon.gov.uk
Our Reference: DV



To: [All elected Members of the Council](#)
Honorary Aldermen
Chief Executive
Deputy Chief Executives

East Devon District Council
Knowle
Sidmouth
Devon
EX10 8HL

Dear Sir/Madam

DX 48705 Sidmouth

**Annual Meeting of the Council of the District
of East Devon on Wednesday 14 May 2014 at 6.30 pm**

Tel: 01395 516551
Fax: 01395 517507

www.eastdevon.gov.uk

You are called upon to attend the above meeting to be held in the Council Chamber, Knowle, Sidmouth. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers expedient.

Members of the public are welcome to attend the annual meeting.

- **A period of 15 minutes has been provided at agenda item 3 for public speaking – to allow members of the public to ask questions/make statements. If a question does not relate to an agenda item, the question needs to be submitted to Democratic Services two working days before the meeting. This arrangement is in place to enable a considered response to be given at the meeting. The speaker is entitled to ask a supplementary question relevant to the advance-notice question. If a member of the public wishes to speak on an agenda item or make a statement which does not require a response, no notice is required.**
- **All individual contributions will be limited to 3 minutes – where there is an interest group of objectors or supporters, a spokesperson should be appointed to speak on behalf of group.**
- **The public is advised that the Chairman has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.**

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact Diana Vernon. Contact details are at the top of this page.) A hearing loop system will be in operation in the Council Chamber.

Councillors and members of the public are reminded to switch off mobile phones during the meeting. If this is not practical due to particular circumstances, please advise the Chairman in advance of the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read "Mark Williams".

Chief Executive

Chief Executive: Mark Williams
Richard Cohen – Deputy Chief Executive
Denise Lyon – Deputy Chief Executive and Monitoring Officer

Prior to the formal start of the meeting, the Chairman will invite Revd Jeremy White, former vicar of Uplyme, to say a prayer.

This meeting is being recorded for subsequent publication on the Council's website. Audio recording is permitted by press representatives and members of the public from the public area, subject to their notification to the Chairman prior to the start of the meeting of a wish to record all or part of that meeting. If you are exercising your right to speak during Public Speaking Time, but do not wish to be recorded, please inform the Chairman who will instruct those taking a recording to cease while you speak.

AGENDA

- | | | |
|-----|---|----------------------|
| 1 | Election of Chairman of the Council for the ensuing year. | Order of Proceedings |
| 2 | Appointment of Vice-Chairman of the Council for the ensuing year. | Order of Proceedings |
| 3 | Public speaking time – standard agenda item (15 minutes) | |
| | Members of the public are invited to speak to the Council through the Chairman. (The process is set out in the front of the agenda). | |
| 4 | To confirm as a true record the minutes of the meeting of the Council held on 9 April 2014 – pages 7-15) | |
| 5 | Apologies. | |
| 6 | To receive any announcements from the Chairman. | |
| 7 | To note that Paul Diviani was elected Leader of the Council at the 2011 Annual Meeting for a 4 year term – that is until the Annual Meeting following the May 2015 elections. | |
| 8 | Leader's appointment of Deputy Leader of the Council. | |
| 9 | Leader's appointment to Cabinet (Article 6 of the Constitution as amended in April 2011). The Portfolios to be held by some of the Cabinet will be recommended by the Leader. | |
| 10a | To confirm which other Committees to establish for the municipal year. The proposed Committees are set out in Articles 7, 8, 9 and 10 of the Constitution. | |
| 10b | To decide the size and terms of reference of Committees; (it is presently proposed these are as set out in Articles 7, 8, 9 and 10 of the Constitution). | |
| 10c | To confirm the membership of the Standards Committee: | |

Council representatives: Chairman of the Council, Susie Bond, Geoff Chamberlain, Tony Howard and Frances Newth

Substitute members: Councillors Alan Dent and Douglas Hull

Non-voting Independent representatives: Ray Davison and Tim Swarbrick

Non-voting Parish/Town Council representatives: David Mason and Courtney Richards

For information - The Council's non-voting appointed Independent Persons are consultees and not members of the Standards Committee - Alison Willan and John Walpole . The Monitoring Officer consults with an Independent Person when dealing with Code of Conduct complaints.

10d	To confirm the non District Council membership of the Housing Review Board:	Pages
	<p>Tenant and/or Leaseholder representatives (to serve a further year on the Board) Mike Berridge, John Powley and Pat Rous plus two vacancies. Appointments made to fill these vacancies (which are currently being advertised) will be reported through Council.</p> <p>Independent Community representatives (to serve a further year on the Board) Julie Adkin and Rob Finch</p>	
11	To consider the report of the Chief Executive	16-20
	(a) To decide the allocation to different political groups of seats to be filled by the Council in accordance with the political balance rules. (This does not apply to the Cabinet).	21
	(b) To decide the allocation to different political groups of seats on Sub Committees, Advisory Panels/Forum to be filled by the Council in accordance with the political balance rules.	22-23
	(c) To agree all the proposed amendments to the Constitution including the Scheme of Delegations. The proposed amendments are being considered in the first instance by Cabinet (its meeting of 7 May 2014); Cabinet recommendations will be reported to the annual meeting.	24-29
	(d) To receive and note the annual reports (2013/2014) of	
	➤ Overview and Scrutiny Committee	30-34
	➤ Housing Review Board	35-38
	The Chairman of the Council to invite the Chairman of the Overview and Scrutiny Committee (Councillor Tim Wood) and the Chairman of the Housing Review Board (Councillor Pauline Stott) to address the Council on the work carried out during the year.	
	(e) To receive the annual report of the Member Champions on their achievements and the key areas of work they have been involved with during the year.	39-45
	The Chairman of the Council to invite Councillor Peter Sullivan - Member Champion for Health and Wellbeing to present the annual report on behalf of the Council's Members Champions on their work carried out during the year.	
	(f) The Council structure with minor amendments - attached for information The responsibility for car parks now sits entirely within the Economy Portfolio. Responsibility for rural broadband now sits within the Corporate Services Portfolio.	46

and approve the following **recommendations**:

- (1) (a) that the allocation to different political groups of seats to be filled by the Council be determined as follows in respect of overview, regulatory and other committees.

Conservative Group (42 Members) – 71%

Liberal Democrats Group (10 Members) – 17%

Independents (7 Members) – 12%

Total 59

- (b) that the allocation of seats on individual overview/scrutiny, regulatory and other committees be as set out in **Appendix A**.

- (2) that for sub-committees, advisory panels/forums the political balance be as set out in **Appendix B** be agreed,

- (3) that the proposed amendments to the Constitution, including the Scheme of Delegations, (considered by Cabinet at its meeting on 7 May 2014) be approved as set out in **Appendix C**, with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution.

- (4) that the annual report of the Overview and Scrutiny Committees and of the Housing Review Board, **Appendix D**, be received and noted,

- (5) that the report of the Member Champions, **Appendix E**, be received and noted.

- (6) that the Council structure as set out in **Appendix F** be agreed.

12	To appoint the Chairmen and Vice-Chairmen of Committees. (The Chairman of the Housing Review Board to be appointed by the Council with the Vice Chairman being appointed by the Housing Review Board at its next meeting).	47
13	Appointment of	
	Champions	48
	Committee membership	49-50
	Portfolio Holders' 'Think Tanks'	51

14	Appointment of Panels, Forum and Joint Bodies.	52-55
15	Appointment of representatives on Outside Bodies.	56-58
16	To approve a programme of ordinary meetings of the Council, Cabinet and Committee Meetings for 2014/15 (as recommended by the Overview and Scrutiny Committee at its meeting on 27 February 2014)	59-62

Note:

- Seating plan attached (page 63)
- The Order of Proceedings for agenda items 1 & 2 is enclosed for Members of the Council

Decision making and equality duties

The Council will give due regard under the Equality Act 2010 to the equality impact of its decisions. An appropriate level of analysis of equality issues, assessment of equalities impact and any mitigation and/or monitoring of impact will be addressed in committee reports. Consultation on major policy changes will take place in line with any legal requirements and with what is appropriate and fair for the decisions being taken. Where there is a high or medium equalities impact, Members will be expected to give reasons for decisions which demonstrate they have addressed equality issues.

Members and co-opted members remember!

- You must declare the nature of any disclosable pecuniary interests. [Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners]. You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
Make sure you say what your interest is as this has to be included in the minutes. [For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.]
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Council's Monitoring Officer or Standards Committee.

Getting to the Meeting – for the benefit of visitors



The entrance to the Council Offices is located on Station Road, Sidmouth. **Parking** is limited during normal working hours but normally easily available for evening meetings.

The following **bus service** stops outside the Council Offices on Station Road: **From Exmouth, Budleigh, Otterton and Newton Poppleford – 157**

The following buses all terminate at the Triangle in Sidmouth. From the Triangle, walk up Station Road until you reach the Council Offices (approximately ½ mile).

From Exeter – 52A, 52B
From Honiton – 52B
From Seaton – 52A
From Ottery St Mary – 379, 387

Please check your local timetable for times.

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The Committee Suite has a separate entrance to the main building, located at the end of the visitor and Councillor car park. The rooms are at ground level and easily accessible; there is also a toilet for disabled users.

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL
Minutes of the Meeting of the Council held at
Knowle, Sidmouth, on Wednesday, 9 April 2014

Present:

Councillors:

Graham Godbeer	(Chairman)
Christine Drew	(Vice Chairman)
David Atkins	Stuart Hughes
Ray Bloxham	Douglas Hull
Susie Bond	Ben Ingham
Roger Boote	John Jeffery
Peter Bowden	Stephanie Jones
Peter Burrows	Sheila Kerridge
Derek Button	Jim Knight
Bob Buxton	Andrew Moulding
Geoff Chamberlain	Frances Newth
David Chapman	John O'Leary
Iain Chubb	Helen Parr
Trevor Cope	Ken Potter
David Cox	Philip Skinner
Deborah Custance Baker	Pauline Stott
Alan Dent	Peter Sullivan
Paul Diviani	Graham Troman
Jill Elson	Phil Twiss
Martin Gammell	Mark Williamson
Steve Gazzard	Tim Wood
Roger Giles	Eileen Wragg
Pat Graham	Steve Wragg
Steve Hall	Claire Wright
Peter Halse	Tom Wright
Mike Howe	

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Henry Gordon Lennox – Principal Solicitor
Diana Vernon, Democratic Services Manager
Hannah Whitfield, Democratic Services Officer

Apologies

Councillors:

Mike Allen
Maddy Chapman
Vivien Duval Steer
Tony Howard
John Humphreys
David Key
Geoff Pook
Brenda Taylor
Ian Thomas
Chris Wale

Honorary Aldermen:

Vivienne Ash
Bernard Hughes
Sara Randall Johnson
Margaret Rogers

The Chairman introduced Revd Jeremy White, former vicar of Uplyme and invited him to say a prayer.

The meeting then started at 6.30 pm and ended 9 pm.

Although engineers had worked on a fault with the sound system in the Chamber that afternoon, the problems had not been resolved and the meeting had to progress without a sound system. There is therefore no EDDC audio recording of this meeting for technical reasons.

***67 Public speaking time**

The Chairman welcomed members of the public to the meeting.

Alistair Handyside said that he had been involved with the campaign to cut tourism VAT for the last 20 years. The campaign aimed to reduce the base rate for VAT in respect of holiday accommodation and attractions. He said that this would attract tourists to Britain and would boost the economy. A cut in the rate of VAT for this purpose could be achieved by Government without consulting Brussels. He said that tourism generated jobs and was positive for youth employment. He asked the Council to support the motion later in the agenda.

Paul Hayward thanked Councillor Ian Thomas and Officers for being instrumental in tweeting meeting information. However he said that should the new regulations come into effect in respect of requiring notice to speak, tweeting meeting reminders the day before a meeting gave insufficient time to register to speak; more notice was needed. Members of the public who did not have twitter accounts would continue to find out meeting information from more traditional sources and it was important for the Council's notice boards to be up to date.

Michael Temple referred to the Overview and Scrutiny minutes from its meeting on 27 February which confirmed the membership of the Business Task and Finish Forum (TaFF). He said that the reasons given for not progressing with this TaFF were that the Council was awaiting the Inspector's verdict on the Local Plan and on the Police investigation into former councillor Graham Brown. The Chief Executive responded by advising that the case was still being investigated and assessed by the Police.

Jacqueline Green also referred to the confirmed membership of the Business TaFF and asked when the meetings would resume. She also asked if the Council's Economic Development Manager would continue to be the Forum's lead officer. The Chairman of the Overview and Scrutiny Committee responded by advising that he was guided by legal advice and, so far as he was aware, the Economic Development Manager would continue to be the lead officer for the TaFF as there was no reason for this not to be the case.

Diana Nason read out a letter which she had sent to the local newspaper about Development Management meetings and the proposed public speaking restrictions. She said that the ability of the public to speak on applications was a very important part of the process. Although interested persons could submit comments in writing, she felt that this was not the same and that the Committee would take greater account of presentations made at the Committee meeting. Speaking at Committee was seen as the last opportunity for the public to state their views. She felt that limiting the number of speakers would mean that the diverse range of arguments would not be covered. She felt that the proposal was weighted in favour of the developer and agreeing to the change would effectively whittle away at the right of the public to be heard. She asked for a recorded vote to be taken when the matter was debated later in the agenda.

***68 Minutes**

The minutes of the meeting of the Council held on 26 February 2014 were confirmed and signed as a true record.

***69 Declarations of interest**

Councillor/ Officer	Minute number	Type of interest	Nature of interest
Stuart Hughes	73 (Cabinet Minute 228)	Personal	Member of Devon County Council involved in this debate (Devon Youth Service)
Jill Elson	73 (Cabinet Minute 217)	Personal	Chairman of Community Transport Group
Trevor Cope	73 (Cabinet Minute 217)	Personal	Trustee of Community Transport Group
Roger Boote	74	Personal	Owner of a tourist business

70 Chairman/Leader notices/announcements*a) Chairman's WW1 project**

The Chairman advised that entries for his WW1 schools' project would now be judged. All entries would be available to be viewed at the Thelma Hulbert Gallery later in the year.

b) Councillor Douglas Hull – 50 years' service to local government

The Chairman congratulated Councillor Douglas Hull for his record of service in local government. As of the first Thursday in May 2014 Douglas Hull would have served 50 years in local government including as a Hawkchurch Parish Councillor, on Axminster Rural District, Devon County Council, Axminster Town and East Devon District Councils. During this time he had served as Vice-Chairman of Devon County Council (and was now a DCC Honorary Alderman) and as Mayor of Axminster.

***71 Long service awards to Council staff**

The Chairman praised the loyalty of long-serving staff and awarded certificates.

Christine McDonald	30 years	Mobile Support Officer
Christine Rose	10 years	Home Safeguard
Karen Jenkins	10 years	Organisational Development

***72 Questions (Procedure Rules 9.2 and 9.5)**

10 questions had been submitted.

1. **Rail network.**

In response to a supplementary question, the Leader confirmed that he would keep the Council informed on progress in respect of improvements to the rail network. He was due to attend a meeting of rail users at County Hall the following day and invited Councillor Roger Giles (who had submitted the question) to accompany him. The Leader added that as a member of the Local Enterprise Partnership he was in a good position to help drive through local improvements and improve the resilience of the region.

2-10 **Re- Inspector's Letter – East Devon Local Plan.**

The Leader had responded by advising that all of these questions would be answered in a report to the Development Management Committee in May. The Planning Policy Manager's report would outline the details of a work plan, the resulting workload and issues deriving from the Inspector's letter. In the meantime, he highlighted a paper published by the Royal Town Planning Institute (RTPI) last week and the key points within that publication.

In response to supplementary questions, the following responses were given:

- The questions had been submitted 3 days before the meeting and this had not been enough time to give detailed individual answers. The Policy Manager was preparing a report for consideration by the Development Management Committee on 6 May and would be made available to all Councillors at the earliest opportunity in advance of the meeting.
- The Council was currently preparing a schedule based on the Inspector's comments and this would be discussed with the Inspector. The Council would rely on clear instructions from the Inspector about next steps in the process.
- The Inspector's response to EDDC's submitted Plan was one that was replicated across the country; the Inspectors were looking for objectively assessed information to avoid future challenges and potential judicial reviews.
- The Council would continue to work within the requirements of the National Planning Policy Framework.

***73 Minutes of Cabinet and Committees**

RESOLVED (1) that the under-mentioned minutes be received and the recommendations approved

Cabinet	Minutes	183-207, 208-229
Development Management	Minutes	60-64, 65-66, 67-70
Planning Inspections	Minutes	20-22, 23-25
Audit and Governance	Minutes	40-50
Licensing & Enforcement	Minutes	12-14
Licensing & Enforcement Sub	Minutes	40-41, 42-49

(2) that the under-mentioned minutes be received.

The Cabinet (minutes 189, 215 and 216) had noted or accepted the following Overview/Scrutiny Committees' recommendations with or without amendment.

Overview and Scrutiny Committee	Minutes	52-61, 62-70
Housing Review Board	Minutes	61-76

Arising from consideration of the above minutes:-**a) Declarations of interest (Cabinet Minute 185)**

Correction - The Leader was the Devon County Council appointee on the East Devon AONB Partnership.

b) Forward Plan (Overview and Scrutiny Committee Minute 70)

The scheduled meeting of 24 April had been cancelled due to unavailability of officers. The Committee Chairman, Councillor Tim Wood, advised that this unavailability was of officers and representatives from outside organisations. He reassured Councillors that the May meeting would go ahead and that the activities of the Council and its partners would continue to be appropriately scrutinised.

c) Public speaking and future agenda and meeting management (Development Management Committee Minute 69)

The Portfolio Holder – Corporate Business spoke in support of the recommendations of the Development Management Committee at its meeting on 1 April 2014. The recommendations had been based on a report of an all-party Working Group set up to consider the public speaking arrangements currently in place and to look at improved Development Management Committee agenda and meeting management. The review had been in response to complaints about the length of Development Management meetings; in some cases members of the public who had wished to speak, had to leave before their item was heard and members of the Development Management Committee had also had to leave meetings before they finished due to other commitments. The Working Party's recommendations aimed to improve Development Management Committee meetings for everyone involved.

**d) Public speaking and future agenda and meeting management
(Development Management Committee Minute 69) - continued**

It was anticipated that the volume of applications would continue to be an issue, particularly until the Local Plan had been agreed.

The Working Party had looked at arrangements in place in other Devon authorities, at examples from further afield and had taken into account national advice from the Society of Planning Officers. This research showed that EDDC was out of line with other authorities which had greater controls over public speaking and notice given.

The proposals to amend the current public speaking arrangements would not affect the value already placed on submissions made in writing and included within the officers' reports. Supporters and objectors would continue to have the opportunity to speak at Committee meetings. The proposals would promote the election of spokesperson arrangements and would enable meetings to include timing guides for when applications would be considered.

The Working Party had examined the evidence very thoroughly and discussed the matter extensively before making its recommendations to the Development Management Committee. The report was further debated by that Committee which endorsed the recommendations proposed by the Working Party. It was proposed that the new arrangements would be trialled for a year and then reviewed.

The following points were raised during debate:

- No one wanted to prevent the public from having their say at Committee meetings; there was no question that public speaking would be stopped.
- There had been insufficient time given to debate all the issues.
- There should be public consultation on the proposed changes.
- The proposed changes were too restrictive, prescriptive and complex.
- Members of the public might not be aware of the application in time to submit their comments in writing or register to speak.
- The proposed arrangements seemed unnecessarily bureaucratic and relied on people having access to the internet.
- The Committee should be asked to be more concise and not repeat comments already made. There was usually a point in a debate where it was clear that a consensus was emerging, at which point the Chairman could step in and ask the Committee to move to a decision.
- All issues raised by the public in advance of the meeting were included within the report and were used to inform the debate.
- Councillors should be encouraged to read the reports carefully before the meeting which would mean that the officers presenting the report only need to refer to additional information.
- Currently meetings were too long and it was unlikely that the level of debate at the start of the meeting was the same as at the end.
- The decisions made by the Development Management Committee were all well considered and the quality of decision making was supported by the high percentage of planning appeal decisions where the planning inspector agreed with the Council's decision. This underlined the importance of sound planning reasons for decisions.

**Public speaking and future agenda and meeting management
(Development Management Committee Minute 69) - continued**

- Long meetings were effectively reducing public participation as often members of the public wishing to speak were put off from attending because they didn't know when their application would be considered or were obliged to leave the meeting before their application was considered.
- Maybe the Council should revisit Area Committees.
- The balance of speakers representing supporters and objectors should be reviewed and more opportunities given for people objecting to an application as there would generally be a whole range of reasons for objection. This assumed that all applications were recommended for approval, which was not the case.
- If the Council reduced the opportunity for speaking at Development Management Committees, public dissatisfaction would be inevitable.
- The first come first served approach could cause problems.
- The meetings needed to be either streamlined or the number increased

Councillor Derek Button proposed that the management of Development Management Committee meetings be referred to the Overview and Scrutiny Committee for detailed consideration. This proposal, linked with a request for a recorded vote, was seconded by Councillor Martin Gammell.

Recorded vote:

In favour (26)	Against (22)	Abstention (1)
Susie Bond Roger Boote Derek Button Bob Buxton David Chapman Trevor Cope Deborah Custance Baker Martin Gammell Steve Gazzard Roger Giles Graham Godbeer Pat Graham Peter Halse Mike Howe Stuart Hughes Douglas Hull Ben Ingham John Jeffery Sheila Kerridge Jim Knight Philip Skinner Peter Sullivan Graham Troman Eileen Wragg Steve Wragg Claire Wright	David Atkins Ray Bloxham Peter Bowden Geoff Chamberlain Iain Chubb David Cox Alan Dent Paul Diviani Christine Drew Jill Elson Steve Hall Stephanie Jones Andrew Moulding Frances Newth John O'Leary Helen Parr Ken Potter Pauline Stott Phil Twiss Mark Williamson Tim Wood Tom Wright	Peter Burrows

**Public speaking and future agenda and meeting management
(Development Management Committee Minute 69) - continued**

RESOLVED that the Development Management Committee public speaking arrangements and future agenda and meeting management be referred to the Overview and Scrutiny Committee for detailed consideration and debate.

e) Five year land supply (Audit and Governance minute 41)

The meeting of the Chairman of the Committee with Officers had taken place. The next crucial piece of evidence to include in the Local Plan was the Strategic Housing Market Assessment which was a technical exercise to help determine current and future housing requirement. The Planning Policy Manager would report to the Audit and Government Committee on this technical calculation of the 5 year land supply.

***74 Motion – Tourism VAT**

The following motion (in the names of Councillors Claire Wright, Susie Bond, Trevor Cope, Roger Giles and Ben Ingham) was proposed by Councillor Claire Wright and seconded by Councillor Susie Bond.

"This Council recognises the significant contribution that the local tourism industry makes to the East Devon economy.

It also recognises how local tourism businesses are eager to encourage people to holiday here.

This council therefore resolves to write to its two MPs to urge them to actively lobby for a cut in tourism VAT, with the aim of creating more jobs and attracting more visitors to the area, bringing a welcome boost to the East Devon economy."
(<http://www.cuttourismvat.co.uk/faqs/>)

In proposing the motion, Councillor Claire Wright said that 10% of East Devon's economy was centered on tourism and the area was reliant on the tourist trade for employment opportunities. The campaign to cut tourism-related VAT (businesses and services) had been running for about 20 years. The opportunity for governments to cut VAT under EU rules applied only to tourism and fuel. Most other countries in the EU have take up the opportunity to cut the tourism VAT rate. The Treasury had tested the proposal and found that its income would increase as some businesses actively operated under the VAT threshold, for example by closing for part of the year. Councillor Wright believed that cutting the tourism VAT would help support the wider local economy.

In seconding the motion, Councillor Susie Bond said that the proposal would bring the UK in line with other countries.

Councillor Sheila Kerridge, Member Champion for Tourism said that many businesses within East Devon were under the VAT threshold and therefore would not benefit from the cut. Councillor Kerridge referred to positive actions taken by the Council to support small businesses within East Devon, including the reduction in business rates. She said that to promote tourism, the Council needed to work with all stakeholders and work together to deliver initiatives.

***74 Motion – Tourism VAT (continued)**

Comments made by Councillors when the motion was opened to debate included:

- Small tourist businesses under the VAT threshold would be disadvantaged by a cut in tourism VAT as they would lose their competitive edge against larger companies which currently paid the full VAT rate.
- East Devon was doing much to promote tourism including the Regeneration projects, Wetlands, arts and culture.
- The Council needed to look at hard evidence – how many businesses in East Devon were subject to VAT?
- The proposed cut was widely supported by local business organisations including the SW Tourism Alliance.

The request for a recorded vote was put to the vote and lost.

The motion as printed was put to the vote and lost.

***75 Leisure East Devon LED Board**

RESOLVED that the following appointments to serve on the Leisure East Devon LED Board be confirmed for a further year:

Councillors Peter Sullivan and Tim Wood

Chairman

Date.....

Annual meeting of the East Devon District Council on 14 May 2014

Report by the Chief Executive on:

Part A	Allocation to different political groups of seats on overview, regulatory and other committees in accordance with the political balance of the council.
Part B	Allocation of seats on sub-committees, advisory panels/forum in accordance with the political balance of the Council.
Part C	Agree recommended changes to the Constitution.
Part D	To receive and note the annual reports of the Overview and Scrutiny Committee and Housing Review Board.
Part E	To receive an update on the work and key achievements of the Member Champions.
Part F	To agree the Council structure (minor amendments)

Part A

Allocation to different political groups of seats on overview, regulatory and other committees in accordance with the political balance of the Council.

1 Introduction

The Local Government and Housing Act 1989 (sections 15-17) has implications in respect of the representation of political groups on committees, sub-committees of the Council and on specified joint bodies. A political group is treated as constituted when there is delivered to the Chief Executive the requisite notice signed by two or more Members of the Council who wish to be treated as a political group.

The Council is required at each annual meeting of the Council (or as soon as practicable afterwards and at such other times as detailed in regulations) to **review** the representation of political groups on committees, sub-committees and specified joint bodies.

The Council must as soon as practicable after such review, **determine** the allocation to different political groups of seats to be filled by it. Appointments must then be made to give effect to political groups' wishes as to who is to be appointed to the seats to be allocated to each group.

The Council decided (at Policy Committee minute number 29 of 10.10.90) that the review is carried out at each annual meeting (and at such other times as required by the relevant regulations) and a determination then be made as to the allocation to different political groups of seats to be filled by the Council.

2 Scope of sections 15-16 of the 1989 Act

The above provisions affect appointments to committees, sub-committees and specified joint bodies.

It is not a legal requirement for the political balance rules to apply to the Cabinet. The Leader appoints between 2 and 9 other Councillors to the Cabinet. In addition the political balance rules are applied to some advisory panels/forums but not to appointments to outside bodies.

Report by the Chief Executive (part A) continued.

2 Scope of sections 15-16 of the 1989 Act continued

Further details are set out below but, broadly, allocations of seats on committees and sub-committees need to be in proportion to a political group's representation on the Council. For ordinary committees and sub-committees, the general rule is that Section 15(4) and (5) provides for the following principles to apply as far as reasonably practicable:-

- (a) All the seats on a committee/sub-committee or a joint body must not be allocated to the same political group.
- (b) Any political group which has a majority on the full Council must be allocated the majority of seats on each committee, sub-committee and joint body.
- (c) Subject to the two principles in (a) and (b) above the number of seats, in total, for all the ordinary committees allocated to each political group must bear the same proportion to each group's proportion on the full Council.
- (d) Subject to the three principles in (a) to (c) above, the number of seats on each committee, sub-committee and joint body must be allocated to each political group in proportion to the political group's membership of the Council.

3 A review of representation of political groups on committees and sub-committees

(a) Overview, regulatory and other committees

The current committee structure, which has been in place since May 2011, is a single Overview and Scrutiny Committee (in addition to the Housing Review Board and utilising Task and Finish Forum as required). The Overview and Scrutiny Committee's ordinary meetings had been scheduled to be held monthly in the week preceding the meetings of the Cabinet. However this arrangement has been reviewed by the Overview and Scrutiny Committee and, based on its recommendations, the meetings have been timetabled in 2014/15 to be sufficiently in advance of Cabinet meetings to enable its minutes to be referred to the next meeting of Cabinet. The timetable of meetings, included within these agenda papers, reflects this position.

Current structure:

Overview and Scrutiny Committee	21 seats
Housing Review Board	5 councillor seats

Plus the following Regulatory and other Committees:

Audit & Governance	8 seats
Development Management	16 seats
Employment Appeals	7 seats
Interviewing – Chief Officers	7 seats
Licensing and Enforcement	15 seats
Planning Inspections	8 seats
Standards Committee	5 seats (including Chairman of the Council)

Report by the Chief Executive (part A) continued.

The allocation of the total of 92 seats on all of these committees between 59 members of the council is as follows:-

Conservative group	42 members	71 %	65 seats
Liberal Democrats group	10 members	17 %	16 seats
Independents group	7 members	12%	11 seats
total seats			92

The allocation of seats on overview/scrutiny, regulatory and other committees between political groups is as set out on **Appendix A** to this report.

(b) **Standards**

Changes in the structure of the Standards Committee were agreed in June 2012 in compliance with the requirements of the Localism Act. The Standards Committee is now politically balanced (4 Councillors plus Chairman of the Council) with 2 substitute Council Members, 2 non-voting independent members and 2 non-voting parish council members.

(c) **Licensing**

Under the Licensing Act 2003 it is a legal requirement for the Council's Licensing and Enforcement Committee to have a membership of between 10 and 15. The Gambling Act 2005 gave new responsibilities to this Committee in regulating gambling.

It is proposed that the arrangement agreed in 2009 of having one Licensing Sub-Committee be continued. Membership of the Sub-Committee to comprise 3 members of the Licensing and Enforcement Committee, empanelled by the Corporate Legal and Democratic Services Manager, as and when required.

4 **Determining the allocation to different political groups of seats to be filled and appointments to give effect to groups' wishes**

By virtue of Section 16(1) of the 1989 Act the Council must as soon as practicable after determining the allocation to different political groups of seats to be filled by it on any body to which Section 15 above applies (or after a subsequent vacancy on such a body) make appointments to give effect to political groups' wishes as to who is to be appointed to the seats allocated to the group.

Report by the Chief Executive (part A) continued

5 Development Management and Planning Inspections Committees

Membership is currently 16. Ward members who are also members of the Development Management Committee have the right to vote in respect of applications within their own ward. Ward members who are not members of the Development Management Committee can speak on applications in their own ward but are not entitled to vote

A similar arrangement is in place in respect of the Planning Inspections Committee which considers planning applications and other matters where the Development Management Committee has been unable to reach a decision without a site inspection. Membership is drawn from members of the Development Management Committee including its Chairman and Vice Chairman. Ward members who are not members of this Committee will be entitled to speak at the Committee meetings on applications within their own ward, but not to vote. Council has previously agreed that members of the Development Management Committee can be appointed to act as appropriate substitutes for the permanent members of the Planning Inspections Committee as required.

Part B – Allocation of seats on sub-committees, advisory panels/forum in accordance with the political balance of the council.

The political balance rules are applied to sub-committees, advisory panels/forum as shown at **Appendix B**.

Part C – Agree proposed changes to the Constitution.

The proposed changes have already been referred to Cabinet for consideration – its meeting on 7 May 2014.

To agree

- a) the proposed amendments to the Constitution and,
- b) amendment to the scheme of delegations (with the concurrence of the Leader) - **Appendix C**.

Part D - To receive and note the annual reports of the Overview and Scrutiny Committee, and Housing Review Board.

Article 7.03 (d) requires the Council's Overview Committees to report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate. These reports are set out at **Appendix D**.

Part E – Report on the work of Member Champions

To receive an update on work carried out by Member Champions. The report is set out at **Appendix E**

Report by the Chief Executive continued

Part F- To agree the Council structure

Appendix F includes minor amendments to the Council structure (originally agreed in 2011). These are that the responsibility for car parks be included exclusively within the remit of the Economy Portfolio (this responsibility had been shared between the Environment and Economy Portfolios) and to transfer responsibility for rural broadband to the remit of the Corporate Services Portfolio.

RECOMMENDED

- (1) (a) that the allocation to different political groups of seats to be filled by the Council be determined as follows in respect of overview, regulatory and other committees.

Conservative group	(42 members) – 71%	65 seats
Liberal Democrats group	(10 members) – 17%	16 seats
Independents group	(7 members) – 12%	11 seats
	Total	92 seats

- (b) that the allocation of seats on individual overview/scrutiny, regulatory and other committees be agreed as set out on **Appendix A** to this report,
- (2) that for sub-committees, advisory panels/forums, the political balance be agreed as set out on **Appendix B** to this report,
- (3) that the proposed amendments to the Constitution, including the scheme of delegations be approved as set out in **Appendix C** with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution,
- (4) that the annual report of the Overview and Scrutiny Committee and Housing Review Board (**Appendix D**) be received and noted,
- (5) that the report on the work of the Member Champions (**Appendix E**) be received and noted,
- (6) that the amendments to the Council structure be noted and approved (**Appendix F**)

MEMBERSHIP OF COMMITTEES

APPENDIX A

Number in Group % of Council membership	21 seats: Overview /Scrutiny	5 seats: Housing Review Board	16 seats Development Management	**8 seats Planning Inspections	8 seats Audit and Governance	*5 seats Standards	7 seats Interview (Chief Officers)	7 seats Employment Appeals	15 seats Licensing & Enforcement	92 total seats
42 Conservatives (71 %)	15	3	11	6	6	3	5	5	11	65 72.8%
10 Liberal Democrats (17 %)	4	1	3	1	1	1	1	1	3	16 17.4%
7 Independents (12%)	2	1	2	1	1	1	1	1	1	11 9.8%

NOTE:

1. The **Cabinet** is not shown on the above table as it is not a legal requirement for the political balance rules to apply. Membership of the Cabinet in 2014/15 will comprise 10 Conservatives - 7 of whom will be Portfolio Holders (Strategic Development and Partnerships, Corporate Business, Corporate Services, Economy, Environment, Finance and Sustainable Homes and Communities) and 2 will be Deputy Portfolio Holders (Environment and Sustainable Homes and Communities).
2. *The political balance rules now apply to the **Standards Committee** in compliance with the requirements of the Localism Act and agreed by Council in June 2012.
3. **The **Planning Inspections Committee** will consist of 8 members (the Chairman and Vice Chairman of the Development Management (DM) Committee and 4 other Conservative members, 1 Liberal Democrat and 1 Independent from the membership of the DM Committee.) Substitute members of the DM Committee will be appointed to provide cover for planning inspection committee members.

APPENDIX B Proportional representation on Panels and Forum 2014/15	Largest Group	Other than Largest Group	Total Membership
Advisory Panels/Steering Groups			
Asset Management Forum	4		4
Budget Working Party	9	3	12
Capital Strategy and Allocation Group	5		5
Community Fund Panel	4	2	6
Disciplinary Panel	3	1	4
Manor Pavilion Theatre and Arts Centre Steering Group	1		1
Member Development Working Party	4	2	6
New Homes Bonus Panel	4	2	6
New Office Executive Group	4		4
New Office Executive Group	4		4
Public speaking and future agenda management (Development Management Committees) Working Group	4	2	6
Joint Bodies			
Arts and Culture Forum	3		3
County Committees including: ED Highways and Traffic Orders Committee	2	1	3
East and Mid Devon Community Safety Partnership		1	1
East and Mid Devon Crime and Disorder Scrutiny Panel	3		3
East Devon Highways & Traffic Orders Cttee	2	1	3
East Devon Stakeholder Panel – Strategic Housing Land Availability (SHLAA)	1		1

APPENDIX B (continued) Proportional representation on Panels and Forum 2014/15	Largest Group	Other than Largest Group	Total Membership
Exmouth Regeneration Programme Board	2		2
Seaton Regeneration Programme Board (plus 2 local EDDC Councillors* - Exmouth) (plus 2 local EDDC Councillors* – Seaton) *including Town Member Champions	2		2
LED Leisure Management Ltd	2		2
LED Leisure Joint Working Group	3	2	5
Local Joint Panel	4	1	5
Lower Exe Mooring Authority Management Committee	2		2
New Growth Point Delivery Team Steering Board	1		1
Recycling and Refuse Partnership Board	3	2	5
Sidmouth Main and East Beaches Working Party (plus Sidmouth Ward Members)	3	1	4
Waste Project Board	1		1

Agenda Item 11 c

Annual Council

14 May 2014

RP



Annual Constitution update

Summary

The Council's Constitution needs to be updated regularly to reflect legislative changes and to assist organisational effectiveness. This report was considered in detail by the Cabinet at its meeting on 7 May 2014. Any changes to the recommendations made by Cabinet will be reported to Council.

Recommendation

1. That the proposed amendments to the Constitution set out in the report, including the updated scheme of delegations, be recommended for approval by Council.
2. The Monitoring Officer be given delegated authority to amend the Constitution accordingly, and also to keep the Constitution updated to comply with statutory requirements

a) Reasons for Recommendation

The Constitution states it should be regularly reviewed and updated. It is obviously a significant part of the Council's governance framework. The time commitment required for this has increased significantly over the last five years, due to the rate of legislative and Standards changes.

b) Alternative Options

Not to have an up to date Constitution may undermine the lawfulness of proceedings.

c) Risk Considerations

In updating the Constitution the key focus is on keeping the document up to date legally, and making the it internally consistent.

d) Policy and Budgetary Considerations

The Constitution sets out the Council's policy framework. The Constitutional work is carried out within existing budgets.

e) Date for Review of Decision

Further annual update scheduled April 2015.

1. Local Government Act 2000 – Term of Leader

- 1.1 Legislation keeps changing on the prescribed term of the Leader of the Council. There is no longer a requirement that the Leader is offered a term of four years following District Council elections. It is now a matter of discretion for the Council whether any term of office is specified in the Constitution.

1.2 The previous Labour government introduced the four year term as its view was this term supported stability in political leadership. In practice, at E.D.D.C, the four year term was still subject to annual re-appointment at full Council. The Constitution contains a provision enabling the removal of the Leader by resolution of full Council, should members ever decide to do this.

1.3 **It is recommended** that the Constitution reverts to the position before the four year term was introduced – so that there is no longer any mention of a four year term. Elections of Leader would take place at Annual Council.

2. Updating officer scheme of delegations

2.1 The officer scheme of delegations exists to enable the Council to make decisions and discharge functions on a day to day basis. Working with the deputy Monitoring officer, senior staff have reviewed their functional areas to identify where changes or updates are needed to the Constitution. Thanks are due to the Strategic Management Team for reviewing delegations with enthusiasm this year, as the updating will be helpful in introducing greater organisational clarity.

2.2 At national level there are two approaches to writing schemes of officer delegations. One is to provide a general framework, so that, for example, all the Council's environmental functions could be simply expressed to be delegated to a particular officer, without listing the detail. However, in East Devon, as in many Councils, environmental functions are split across more than one senior role. Therefore in practice the more detailed approach of listing where responsibilities lie by reference to particular function [for example, discharging homelessness duties] has been the preferred approach; since it offers useful checklist for new staff, governance and operational officers within the council.

2.3 From the review of the officer delegations contained in the Constitution, service heads have confirmed the Head of Environment delegations fully cover Environmental functions but would benefit from setting out in more detail Streetscene and Countryside functions. [There are general delegations in the Constitution which already cover any gaps, but it is considered helpful to have a more detailed specific listing]. Officers' delegated powers must be exercised within existing council policy, and legislation. The proposed additional officer delegations are set out in Appendix A. No change is being proposed in the way in which officers prepare reports to committee for consideration on major issues or policy development. Head of Finance delegations have been reviewed and updated, including grant determinations and the post's section 151 finance officer responsibilities.

2.4 The officer scheme of delegations is complementary to the Leader's scheme of delegation to portfolio holders, also in the Constitution.

2.5 **It is recommended** that the changes to the officer scheme of delegations set out in **Appendix A** are approved

3. Clarifying motions on notice at Council

3.1 At a recent Council meeting, some members have disputed the clarity of certain motions on notice. In terms of effective meeting process, and also improving public perception of democracy in action, members are asked to consider whether adding the following provision to the Motions on Notice Procedure might assist:

Recommended: a new Procedural Standing Order 10.3 be added:

Where a motion on notice has been submitted in accordance with this standing order, and prior to the despatch of the agenda, the Chief Executive may seek to clarify the purpose and/or wording of such a motion (such action may include recommending its rewording) so as to ensure that any such motion, if approved, is compliant with the Council's legal and administrative powers.

Where the wording of the motion is not immediately relevant to the business of the Council, the presumption is that it will be referred to the relevant committee or Overview and Scrutiny Committee in the first instance to enable research to be properly carried out into the issue to facilitate a relevant and informed debate.

The Leader, at his discretion, may invite a Portfolio Holder to respond to a motion or a question (under Procedural Rule 9.2).

4. Approving the statement of accounts

Currently this function is reserved to full Council. In future it is recommended this function be delegated to the Audit and Governance Committee so that the statutory timetable for approving the accounts can be met. Regulations enable this function to be delegated to Audit and Governance or other council committee. The process would be that the s.151 officer certifies the accounts [as now], and the accounts are then considered and approved by Audit and Governance and signed off by the Chairman of that committee. Council would then receive the statement of accounts for information. It is also recommended that explicit reference is made to certain functions in the Audit and Governance committee terms of reference, which are referred to in recent regulations and fall logically within this committee's remit and are understood to form part of their current workload

Recommended:

- (i) that the function of approving the annual Statement of Accounts
- (ii) approval of the annual governance statement, following review of the effectiveness of the system of internal control
- (iii) review of the effectiveness of internal audit

be delegated to the Audit and Governance Committee.

Legal Implications

Included in the report

Financial Implications

There are no direct financial implications.

Consultation on Reports to the Cabinet

Updating officer delegations has been discussed at Strategic Management Team

Rachel Pocock
Deputy Monitoring Officer
rpocock@eastdevon.gov.uk

Annual meeting of the Council – 14 May 2014
7 May 2014



Appendix	
Constitution Part 3 - Functions	Proposed change
Head of Housing	<p>Add:</p> <ul style="list-style-type: none"> • To lead on health and wellbeing strategies for the Council. • To act as lead officer for safeguarding children and vulnerable adults • To maintain an up to date Housing Revenue Account business plan • To determine transfer applications by tenants on management grounds. • To set statutory service charges under the Housing Acts
Head of Environment	<p>Add: Streetscene matters:</p> <ul style="list-style-type: none"> ➤ To vary refuse and recycling collection schedules for bank holidays and other operational reasons. ➤ To progress the Devon Integrated Waste Strategy. ➤ To manage and maintain public conveniences, street furniture and fixtures. ➤ To undertake grounds maintenance and the management of the Councils parks and gardens. ➤ To undertake engineering projects on public assets. ➤ To undertake flood prevention and coastal defence works. ➤ To implement emergency responses and recovery operations in accordance with the Emergency Plan. <p>Countryside matters:</p> <p>Add:</p> <ul style="list-style-type: none"> ➤ To manage local and community nature reserves in accordance with the adopted management plans. ➤ To set charges for visitors events and the marketing and promotion of activities on nature reserves. ➤ To organise and run events and activities to protect habitat and encourage green learning. ➤ To appoint and supervise volunteers to support the work on nature reserves. ➤ To lead for the Council on matters affecting the Areas of Outstanding Natural Beauty. ➤ To act as client officer for LED and monitor performance. ➤ To agree theatre bookings and the gallery programme. <ul style="list-style-type: none"> ➤ Production of AONB Management Plans under the Countryside and Rights of Way Act 2000 ➤ To take action to conserve and enhance the natural beauty of an AONB under the National Parks and Access to the Countryside Act 1949 ➤ Exercise powers and duties for the protection of wildlife under the Wildlife and Countryside Act 1981 including recommending prosecution for offences ➤ To appoint wardens and manage public access to Local Nature Reserves and run education and information programmes under the National Parks and Access to the Countryside Act 1949 and Wildlife and Countryside Act 1981 ➤ Carry out works to a Local Nature Reserve ➤ Stopping up or diverting public footpaths under the Highways Act 1980

	<ul style="list-style-type: none"> ➤ Entering into management or access agreements over land under the National Parks and Access to the Countryside Act 1949 and Wildlife and Countryside Act 1981 <p>Pass from Head of Economy to Head of Environment [or senior officer carrying out relevant functions]:</p> <ul style="list-style-type: none"> ➤ Functions relating to Tree Preservation Orders under the Town and Country Planning Act 1990. The confirmation/non- confirmation and revocation of Tree Preservation Orders is delegated to the Head of Environment where the Head of Environment/ward member are in agreement. Where a contrary view is received the decision is delegated to the Head of Environment in consultation with the chairman/vice-chairman of Development Management Committee. ➤ Enforcement of tree controls, including serving Tree Replacement Notices, and prosecution ➤ Determining Tree Notifications in Conservation Areas ➤ Dealing with dangerous trees under the Local Government (Miscellaneous Provisions) Act 19776 ➤ Determination of hedgerow removal notices and enforcement of hedgerow controls, and dealing with associated appeals under the Environment Act 1995 <p>Add to Car Parking</p> <ul style="list-style-type: none"> ➤ To manage, patrol and collect income from Council car parks. ➤ To authorise minor amendments to the Parking Places Orders ➤ In consultation with the portfolio holder, agree alternative temporary uses of car parks <p>Add to Environmental Health</p> <ul style="list-style-type: none"> ➤ To provide a pest control service ➤ To carry out the Council's functions under the Scrap Metal Dealers Act 2013
Head of Finance	<p>Replace current scheme of delegations with:</p> <p>Powers Delegated to the Head of Finance or the Senior Officer who has for the time being been allocated all or any of the statutory functions referred to below following reorganisation, changes of job title or responsibilities</p> <ol style="list-style-type: none"> 1. To determine any matters in relation to applications for grants that are ancillary to the scheme approved by the Council. 2. The administration and payment of Housing Benefit (rent allowances and rent rebates) and the Council Tax Reduction Scheme and all related functions. 3. The administration, collection and recovery of Council Tax and all related functions 4. The administration, collection and recovery of Business Rates and all related functions 5. The administration, collection and recovery of Housing Benefit overpayments.

6. To carry out officer reviews of council tax and housing benefit decisions in accordance with regulations.
7. To undertake Housing Benefit and Council Tax Reduction fraud investigations and to make appropriate determinations including issuing sanctions and penalties, and to take such proceedings as may be necessary subject to consulting with the Corporate Legal and Democratic Services Manager where appropriate.
8. The administration, collection and recovery of sundry debts due to the Council and all related functions
9. To take such proceedings as may be necessary to recover monies due to the Council subject to consulting with the Corporate Legal and Democratic Services Manager where appropriate.
10. To write off bad and irrecoverable debts and stores other than those which might involve action by the District Auditor.
11. To raise individual loans to the Council in accordance with rates from time to time settled by the Head of Finance and repay such loans as necessary.
12. To negotiate short term loans at such rate of interest as appears to the Head of Finance to be proper to be paid.
13. To make investment in respect of capital receipts and fund balances either presently held or from time to time received.
14. To make payments on behalf of the Council as necessary
15. To appoint enforcement agents for the recovery of any outstanding debts.
16. To provide all necessary information regarding the Council Tax base and precepts except where the determination must be made by the Council.
17. In consultation with Senior Officers to effect such insurances as are considered necessary
18. To implement systems and procedures across the Council necessary to comply with the Head of Finance's role as the Authority's Chief Finance Officer (s151 officer) including the operation of an internal audit function.

Authority for Court Attendance

Authority under Section 223 of the Local Government Act 1972 for the following officers to prosecute or defend on the Council's behalf, or to appear on the Council's behalf in proceedings for the recovery of Council Tax or Non-Domestic Rates before a Magistrates Court:

Head of Finance

Revenues and Benefits Manager

Team Leader posts within Revenues and Benefits

Annual Report of the Overview and Scrutiny Committee 2013/14

Update from Portfolio Holder for Sustainable Homes and Communities

The Committee received a presentation from the Portfolio Holder, outlining the key achievements of the services under her portfolio. Debate took place on the demand for housing of varying sizes, and the issue of overage clauses in section 106 monies.

National Parks debate

The Committee requested a delay before the Cabinet make a report on a National Parks status proposal to allow time for the Committee to weigh up the options before making a recommendation to Cabinet. The Committee will be receiving a report back from the Member Champion for Tourism later in the year.

Provision of leisure services

The Committee received a presentation from LED Leisure Management Limited. LED Leisure received strong praise for their dedicated staff and the services provided. The Committee recommended that a working group be set up to work towards the review of the future contract arrangement with LED due in 2016, with particular focus on:

- review and assess the requirements and benefits of leisure provision for the District;
- assessment of capital requirements for future years in terms of maintenance and development of existing assets and to establish priorities for expenditure.

The recommendation was agreed by Cabinet and the working group is now underway.

Portfolio Holder for Finance

The Committee received an update from the Portfolio Holder for Finance. It included reference to the local council tax support scheme; business rate retention; universal credit; and the new homes bonus scheme. As there was continued pressure from central government to reduce budgets, it was recognised that further review would be needed to ensure the continuance of balanced budgets in the medium term. The Committee resolved to write to the Government to express concern about the problems faced by local authorities in the light of Government decisions on funding. Brandon Lewis MP responded in November.

GP Commissioning

The local GP Commissioning Team gave two talks to the Committee. In the first the Committee heard how the WEB consortium were working to provide more effective and better located key specialism areas, and concentrated their proposals on proposals to change at Budleigh Salterton and Exmouth hospitals particularly in relation to stroke patient care.

In their second visit, doctors were questioned over the GP Commissioning implementation to date, with more detailed discussion on stroke patient care. Concern was expressed regarding new GP services at Cranbrook. It was pointed out that NHS England is the responsible body for the provision of GP services, and it was agreed that that body be invited to attend a future meeting to discuss provision for Cranbrook and neighbouring areas.

Local flood risk strategy for Devon consultation

Martin Hutchings from Devon County Council explained the draft strategy that was under consultation. Members discussed ongoing issues such as targeting gully clearing, insurance issues for home owners, and the continuing funding issue for flood alleviation work.

Portfolio Holder for Economy update

The Committee received an update on the work under the Economy portfolio, ranging from progress on regeneration at Seaton and Exmouth, to the issue of broadband implementation for the rural parts of the District. Noting that the Budget Scrutiny TaFF was going to examine the Council's discretionary services, Members recommended that there should also be public consultation to establish what services are most important to the public.

Transport infrastructure investment

Dave Black, Head of Planning, Transportation and Environment at Devon County Council held a useful debate with the Committee on the development of the A303. Many local issues were raised, and there was some degree of frustration that further feasibility studies were required in order to meet the funding criteria of Central Government.

Car Park Management review

Prior to Cabinet consideration, the Committee received the report and recommendations of the car park management review. There was general agreement on the recommendations, but the Committee also recommended that a policy be drafted for motor home parking to clarify where motor homes can park. The recommendation was agreed by Cabinet and this policy has now been drawn up.

Portfolio Holder for Environment update

The Portfolio Holder for Environment, due to the portfolio size, gave two presentations – one to cover the Streetscene service, and one for all other matters. The Committee praised the work of officers in the service areas under this portfolio for their hard work and dedication.

Committee timetable review

In recent years, the timing of the Overview and Scrutiny Committee had been aligned closely with Cabinet, in order to allow the Committee to call a Cabinet agenda item for discussion. In practice, this was very rarely used. One consequence was that recommendations by the Committee were not considered until several weeks later by the Cabinet. Furthermore,

minutes of the Overview and Scrutiny Committee might not be presented to the full Council till several months later.

The timetable has now been reviewed and revised to enable recommendations of the Overview and Scrutiny Committee and the Housing Review Committee to be considered by the next meeting of the Cabinet and then all the minutes presented to the next meeting of the full Council.

Pre-application advice

The confidentiality of pre-application advice was discussed by the Committee as requested by a Member of the Committee. An individual case was, at the time of debate, in the hands of the Information Commissioner. Following the outcome of that case, where the Information Commissioner had upheld the decision by the Council to withhold the information, the Committee did not pursue discussion on the issue further.

Budget 2014/15

Each year for the past few years, improvements have been made better to inform Members in preparation for the draft budget presented in January. This year, a Budget Scrutiny Task and Finish Forum was set up, starting in September to place the Committee in a more informed position by the time the draft revenue and capital estimates are presented to them in January. The Budget TaFF also looked in detail at the discretionary elements of much of the two largest portfolios and will continue to do so working towards the 2015/16 budget and beyond. The main Committee has been kept informed by the publishing of the Budget TaFF notes, and the ideas from that Forum have been fed into the budget process.

Corporate asset management plan

The Committee considered the revised plan and queried areas such as running and maintenance cost details for each individual asset, and the need for a policy to cover transfer of assets to voluntary and community groups. Some suggestions were noted and would be taken forward for discussion by the Asset Management Forum.

Portfolio Holder for Corporate Business update

Members were updated on work within this portfolio, including issues relating to equalities and access to services, revised committee report template and agendas supporting the "paperlite" initiative, and the committee timetable review. The Portfolio Holder has also agreed to look at the process of the full Council meeting through the work of his think tank.

Portfolio Holder for Corporate Services update

The Committee was advised that work was continuing towards the potential introduction of shared ICT services, with a report due to go to the Committee and the Cabinet this summer. It was also stated that a website redesign was complete with officers busy populating the new improved site with information. The success of the new East Devon App was shared

with the committee. However it was also noted that to date there were poor listening figures for the recorded meetings.

Office accommodation

The Committee has continued to receive updates on the office accommodation project and has questioned elements of the budget relating to it. A recommendation was made that a professional independent survey of the Council offices be allowed to be undertaken by someone not employed by the Council. The cost of the survey was not to be met by the Council. This recommendation was not pursued by the Cabinet. The Committee will continue to receive updates.

Portfolio Holder for Strategic Development and Partnerships update

Members received an extensive update on a wide range of projects, including the Growth Point, Skypark, Exeter Science Park, Asset Management Forum projects, and regeneration. The Committee recommended that concern be expressed regarding the Chancellor's Autumn statement and the suggestion that the New Homes Bonus be withheld from local authorities who had opposed a planning application for a development that was granted on appeal. It was strongly felt that local authority development decisions should be based solely on planning grounds and not on financial considerations. Debate also took place over the difficult balance to be struck between maintaining the current environment and providing the homes needed for the growing population.

Council relationship with Local Enterprise Partnership

The Heart of the South West Local Enterprise Partnership is currently preparing its Strategic Economic Plan to 2030, and the report received by the Committee set out a number of priorities identified by the Council for East Devon and the wider area. 11 items were set out. The Committee debated which should have particular emphasis and the Committee's recommendations also put the case for an emphasis on the growth hubs and business support delivery spokes for the whole of the District.

Quarterly monitoring of performance

The Committee receives quarterly reports, outlining key service issues identified and what action is being taken as a result. The Committee regularly offered suggestions for action to respond to problems identified and also raised questions on other performance indicators showing concern.

Task and Finish Forum

Community Infrastructure Levy

A Task and Finish Forum, under the Chairmanship of Councillor Graham Troman, has considered the governance arrangements required for the implementation of the community infrastructure levy. Four recommendations, including consideration of a new advisory panel with focus on strategic planning and economic development, were made to Cabinet and taken into account in the preparation of the governance arrangements.

Fees and Charges Task and Finish Forum

This forum undertook the task of reviewing all of the existing fees and charges made by the Council. The Forum also discussed with portfolio holders and officers where new charges could be introduced. An extensive report was produced and the recommendations taken into account in the fee setting of future years. Work still continues in some areas in assessing the business case for new charges.

Budget Scrutiny Task and Finish Forum

As detailed under Budgets in this report, the Forum was set up to provide the opportunity for more detailed scrutiny of the Council's finances. This Forum will continue operating in the coming year to help inform the draft budget for 2015/16 and beyond.

Business Task and Finish Forum

Advice from the Monitoring Officer in June 2013 against any scrutiny of the validity of the data of the Local Plan until adoption has meant that the Forum has not met since 24 June 2013. Members will recall that the Forum's remit was extended to include consideration of employment land issues in the Local Plan.

Trees Task and Finish Forum

Agreement was reached at Council for the Overview and Scrutiny Committee to set up a forum on Trees. The scope has yet to be finalised and agreed. The Forum will get underway as soon as the relevant officers required are able to provide resources; currently their workload prevents this Forum from progressing.

East and Mid Devon Crime and Disorder Scrutiny Panel

This panel, consisting of Members from both authorities, continues to meet at least twice a year to cover the work of the Community Safety Partnership. This year they have looked at the effective work of the Local Action Groups (LAGs) and how they have shared good practice across both authorities.

Annual report of the Housing Review Board 2013/14

The Chairman and Vice Chairman of the Housing Review Board remained unchanged, with Councillor Pauline Stott as Chairman and Sue Saunders as Vice Chairman of the Board. Unfortunately, and with much regret, Sue Saunders resigned from the Board in February 2014 due to family commitments.

The Board welcomed two new tenant representative members during autumn 2013, John Powley and Mike Berridge.

Words from the Chairman

“I have been privileged to serve as your Chairman and in that time we have seen many changes which have been to the benefit of all our tenants.

This year we have also seen some of our valued tenant representatives leave the Housing Review Board. I would like to give my thanks to all the work they have done on behalf of EDDC tenants. The three tenant representatives are Sally Lancaster, Christine Morrison and also my Vice Chair, Sue Sanders, who I will miss greatly.

The Board has continued to go from strength to strength looking at ways we can improve our services. The Tenant Scrutiny Panel looked in depth at ways to improve voids as their project for the year. As a result the Council will try new initiatives to see if we can improve our performance.

Our ongoing Ground Maintenance Taff is looking at ways we can improve the grass cutting service. This will take some time as we are employing somebody to give us accurate measurement of the grass cutting areas in our housing stock to check we are paying the correct amount. Later this year we are also going to look at Garden Licences as they haven't been reviewed for some time.

Another first for us has been to purchase a house for dividing into 6 one bedroom bedsits – with en suite facility, a communal kitchen and dining room - for people age 21 to 55. This will showcase what can be achieved with rented bed sits with an aim that landlords learn from this as a way of improving accommodation in the private sector. We have also purchased a block of 4 flats and couple of former council houses to put back into Council housing stock.

As this year comes to a close, I look forward to new challenges – including the hope that we can start building some more homes within our local housing estates. The Garage Taff last year found some areas that could potentially be used for this purpose.

Lastly I would like to thank all of our tenants who sit on various committees for the valued work that they do and also our very committed staff at East Devon for the excellent services provided and a particular thanks to the Head of Housing, John Golding.”

The Board

The remit of the Board covers:

- Advising the Cabinet on the Council's landlord activities and functions affecting tenants and leaseholders;
- Maintaining an active involvement in the on-going review of the options for the future ownership and management of Council owned homes, and make to recommendations;
- Promoting good practice and overseeing service improvements;

- Monitoring performance on core housing management activities and reporting to the Cabinet;
- Preparation of the Housing Revenue Account budget and Business Plan;
- Promoting tenant and leaseholder involvement and implementation of the Tenant Compact;
- Consulting with the Tenant Representative Group;
- Encouraging good practice in relation to equality and diversity issues, and ensuring that the needs of vulnerable tenants are satisfied.
- Advise on any other matters affecting the Council's landlord duties and responsibilities.

The Board has continued in its role of introducing service improvements and monitoring throughout the year, liaising with the Tenant Representative Group (TRG) as appropriate, with particular focus on the following key areas:

Draft Housing Revenue Account 2014/15

The draft Housing Revenue Account for 2014/15 was a key document for the Board to influence. The annual HRA was underpinned and influenced by the 30 year HRA Business Plan, which was working as expected. It had allowed the acquisition of new property and the recruitment of additional staff. Rent management performance was excellent. No dramatic changes were proposed and a healthy outturn position was shown. The Board noted the refreshed Housing Service Plan, which was updated annually and sat alongside the budget.

HRA financial monitoring reports

A summary of the overall financial position on the Housing Revenue Account (HRA), HRA Capital Programme and the Business Plan for 2013/14 was provided at every meeting. Careful monitoring throughout the year indicated that the HRA was being maintained at/above the adopted level and the business plan position remained healthy.

New property acquisitions

Over the year a number of new properties were purchased. These included a shared house in Exmouth and a small block of flats in Exmouth. There were more options currently under consideration.

Tenant Scrutiny Panel and the voids process

In September 2013 the Tenant Scrutiny Panel (TSP) presented their scrutiny report on the voids process. Overall the TSP found that the voids process was very positive and working well. However the Panel found that the overall voids/lettable standard needed clarification to avoid ambiguity. The Housing Needs and Strategy Manager prepared a report in response to the TSP and as a result of this a Void Task and Finish Forum (TaFF) was set up to review the void/lettable standard. The findings of the TaFF, along with a recommended new lettable standard document for tenants and a service specification for contractors was presented to and agreed by the Board in March 2014.

Repairs performance monitoring

The Board received a report on day to day repairs performance, which highlighted an improvement required in contractor performance. A future report was presented on repairs appointment times and the Board agreed to trial a change to allow tenants greater opportunity to decide when a repair is carried out. It was hoped that this would give more flexibility to both tenant and contractor and may result in financial savings. Focus would remain on first time fix and staying fixed, as well as undertaking a repair at an agreed appointment time.

Rent management review & housing rents – systems thinking review

The Rental Manger reported on the new rent calculation scheme and what possible effects this would have on the HRA 30 year business plan. Later on in the year the Board received a presentation on the findings of the systems thinking review of day to day rent account management for council tenants. Due to the high performance of rental income collection and high levels of tenant satisfaction the outcome of the review was to make only minor changes and to continue with managing rents in the same efficient way.

Downsizing policy review

Since the introduction of a 'bedroom tax' some tenants were not making regular rent payments. Provision had been made in the business plan for bad debt, and welfare reforms and the business plan were kept under review. There was an increased demand for downsizing and options were considered. The Housing Needs and Strategy Manager's report proposed the provision of financial incentives to encourage tenants to downsize. Tenant Representative Group (TRG) concerns were raised over what they perceived as vagueness between downsizing and mutual exchange. In response to this the Housing Needs and Strategy Manager brought a further report to the Board in January 2014 setting out the current information available to the public and asked the Board to consider any changes to the wording that might be necessary. After much debate it was voted that the downsizing policy wording would remain as it was, without the addition of paper application forms being available on request (as proposed by the TRG).

Right to Buy

Throughout the year the Board voiced their concerns over Right to Buy receipts. It was anticipated that the number of Right to Buy sales in 2013/14 would be around 30. This was a significant increase on the 14 homes sold the previous year, with only 22 properties being sold over the previous three year period. Government had made proposals to change to the rules/criteria for Right to Buy sales and it was anticipated that this would increase the number of sales and result in a reduction in the East Devon homes housing stock. The Board would continue to monitor the situation.

Older persons targeted support

In January 2014 the Housing Support Services Manager's report brought the Board up to date with recent developments and emerging issues with regard to the future of older persons' targeted support in Devon, and outlined options for the future of the service. It looked likely that mobile support officer services would be put out to tender by Devon County Council (DCC) and the Head of Housing indicated the probable journey that the council was likely to take. The HRB would be kept informed of what was happening and details of the tender specification and bid proposals would be brought to the Board before being submitted.

Housing Community Development (Youth) report

The Board received a presentation and update on community development work and future plans. They were reminded of the remit of the posts of the Community Development Workers and were given an update on current projects. The Board recognised the achievements and continued to support funding for community development work for youth within the District in 2014/15, by increasing the annual budget and recruiting an additional Community Development Worker and making another post permanent.

New housing management software

Throughout the year the Board received updates on the procurement of a new comprehensive housing management software system to help achieve service improvements, including improved mobile working.

Task and Finish Forums

The Board had set up Task and Finish Forums (TaFFs) to look in detail at specific areas:

Review of Grounds Maintenance TaFF

This TaFF had been set up in March 2013 to consider grounds maintenance work on housing land undertaken by Street Scene Services on behalf of Housing. An interim report on the work of the Grounds Maintenance TaFF was presented to the Board in September 2013. The Board's approval was sought on a number of recommendations to allow further work to continue. This included a budget being provided from the HRA to identify and re-measure and catalogue all housing areas maintained under the grounds maintenance service, and a full review of garden licences.

Void standard TaFF

This TaFF was set up (and concluded) in January 2014 to consider changes to the void standard following recommendations by the Tenant Scrutiny Panel (TSP). The TaFF met on two occasions and developed a void standard leaflet that could be given to new tenants so they were clear about the standards of their new home when their tenancy started. In addition the TaFF developed a cleaning standard, a garden standard and revised the welcome pack in line with the TSP requirements.

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

- Housing service complaints 2012/13 – including the introduction of a 'designated person' and the new arrangements for dealing with complaints by tenants.
- Housing Revenue Account (HRA) outturn report 2012/13.
- HRA reform review.
- Welfare reform update.
- Community harm statement.
- Carbon monoxide alarms.
- Housing service display boards.
- Advantage South West procurement club annual review.
- Restructure and staffing of the property and asset team.
- Rent management review – which concluded that the new rent calculation scheme would not largely affect the business plan.
- Draft annual report to tenants 2012/13.
- Car parking improvement schemes update (approved by the Board in January 2012).
- Garage review update (on progress and an approved budget to progress a programme of housing developments on some of the garage sites).
- Devon Home Choice – policy changes and update.
- Energy company obligations.
- Benchmarking of housing costs and performance
- Draft housing service plan 2014/15.
- Voluntary code for self-financed housing revenue account.
- Preventing tenancy fraud.
- Home Safeguard rebranding
- Targeted families support project progress report and updates.
- Affordable homes programme 2015-18.
- Safeguarding vulnerable adults' policy.
- Performance indicator reports.

Asset Management – Bob Buxton

I regularly attend meeting of the Asset Management Forum which looks to achieve better and more efficient use of assets to help the Council to deliver its priorities and best serve its customers. The drive is to be more proactive and forward looking. Regrettable due to circumstances a number of Forum meetings had to be cancelled.

I work with the Forum and Officers to improve the system for disposal of assets – for this process to be streamlined through review of procedures, best practice and lessons learnt from other organisations and the private sector.

I work with the Council's Estates Team to help facilitate realignment and disposal of assets.

Business – Mike Allen

- Work on Development Management Committee to ensure proper development of sustainable business units.
- Continued working on Local Plan and represented business units needs at Plan Inspection
- Worked on Scrutiny Committee to require Economic Development Manager to conduct survey of business needs
- Worked with Members and Officers to ensure start-up and incubation units develop in all towns and selected rural areas
- Encouraged development of replacement for East Devon Business Forum by non-aligned larger business group
- Maintain contacts with Chambers of Commerce and Federation of Small Businesses

Culture – John O'Leary

I have continued to support arts and culture within the district and encouraged appreciation of their role in helping to achieve the Council's priorities. Arts and culture are important to the economy of the district and in promoting health and well being.

My focus over this last year has been on the Arts and Culture Forum of which I am Chairman. This Forum is made up of District Councillors, representatives of each of the District's 7 towns plus 2 community representatives.

The Forum's remit is to make recommendations to EDDC's Cabinet on matters relating to Arts & Culture in East Devon, including:

Future plans and proposed strategies of towns and surrounding villages and arts and culture organisations within East Devon, as well as achievements of the following:

- a) The Manor Pavilion
- b) The Thelma Hulbert Gallery
- c) Countryside Team's events
- d) Villages in Action

It has been useful and informative to consider the plans and programmes of the art and culture offer. The Forum has actively promoted the 'Hub' as a way of advertising events information. The Forum was also invited to input into the Thelma Hulbert business plan – helping to find ways to raise the Gallery's profile, revenue and visitor numbers. This has been developed into a Survival Strategy for the Gallery.

I continue to be involved with cultural activities within the district. I attend meetings of the Manor Pavilion Steering Committee and support this theatre and its positive and diverse programme.

Customer Services – Vivien Duval Steer

I continue to attend the very useful meetings of the Council's Corporate Equalities Group and Equalities meetings with outside partners. These regular meetings are invaluable for discussing equality issues and providing feedback on service delivery.

The NHS Foundation Trust (Speech and Language Therapy unit) came to one of these meetings and demonstrated the use of laminated symbols as a way of helping those with hearing and learning difficulties communicate their needs. Our Housing and Benefits Team are now using these standard symbols (either on handy key rings or laminated sheets) during interviews and home visits. The Customer Service Centre is also looking to adopt this communication technique and will be in a position to do so after training. This is a practical example of the value of the Corporate Equalities Group and of outside partners sharing best practice.

Through positive effort, equalities duties have steadily become much more embedded within the Council's approach and decision making. Where appropriate, equalities impact assessments are included within reports being considered to ensure that equalities issues are taken into account during the decision making process. I value the commitment of the Portfolio Holder – Corporate Business and the Corporate Organisational Development Manager who have helped to ensure that equalities issues are genuinely considered during decision making.

Exmouth Town – John Humphreys

I was appointed Exmouth Town Champion at the Annual Council meeting last year. Councillor Tim Wood had previously been Champion and I have tried to carry on the good work that he started. I meet regularly with people involved in a vast range of local community groups and businesses. I appreciate the importance of team work and what can be achieved when people work together.

Exmouth is an important tourist destination and local people and businesses rely on the positive benefits from visitors to the town. Work has begun on the long-awaited Premier Inn on the seafront – this will bring in new jobs and a new generation of visitors.

Local events and attractions help to keep Exmouth vibrant for tourists, local residents and businesses. EDDC is working with the town council to support the return of the land train. I have also been involved with other positive local landmarks, including the Queens Drive Leisure Area and the rebuilding of the Mamhead Slipway. These are examples of good partnership working and, in my role as Exmouth Champion, I do my best to foster joint working as the most effective way to get things done. This approach will be invaluable when there are opportunities to possibly take over

services and assets when they are devolved locally. I will make sure that I am involved with assessing the viability and business plans of any such potential transfers and that any liabilities, including maintenance, are fully understood before a commitment is made. By being involved in the consultation process I hope to achieve the best for Exmouth and help ensure that all interested parties are engaged early in the process.

Flood Alleviation – Peter Bowden

This is a new Champion role set up in 2012 following flooding in the district. The appointment has been timely after one of the wettest winters in recent memory. During the year I have been involved with local and national talks to address flooding issues and next steps needed. Key areas of work have been:

- Beginning the difficult task of prioritising flood-related issues. In general terms, priority is being given to homes that have actually flooded, thereafter to roads, farmland and gardens,
- I have undertaken 2 visits to London, as a member of the LGA, to meet with DEFRA Ministers and officials to discuss future plans and to ensure that issues relating to East Devon are taken into account. The meetings analysed the scale of flooding, their aftermath and lessons learnt. The key lesson was that although some areas experience flooding regularly, the extent of the 2013/14 flooding was extreme. Whilst the prolonged period of storm and rainfall could not have been prevented, the impact could have been lessened had flood alleviation measures and related maintenance been carried out on an on-going basis. This would have helped prepare for exceptional weather conditions. The Government has realised the need to fund on-going flood alleviation measures and maintenance.
- Locally I have helped in consultations with partners including Devon County Council, the Environment Agency, Network Rail and South West Water. There is now a better understanding between EDDC, DCC and parish councils on what is needed to help overcome local problems and what schemes need to be in place both locally and nationally. I also attended a breakfast meeting with the Secretary of State (Owen Paterson) and voiced concerns regarding the dredging and longer term maintenance of the Lower Clyst. Finally I have been invited to join a Flooding Task Group to specifically review Strategic Risk Management in a Devon wide context.

Health and Wellbeing – Peter Sullivan

Mine is a new Champion role, set up at the last annual council to help support the Council's health and well being responsibilities. I have been to numerous "NEW" Clinical Commissioning Group meetings around the district to obtain information on how the changes to the NHS / Councils are working. At the beginning there were substantial challenges, but over the last year I have observed a more connected relationship coming together.

Whilst health is generally very good in East Devon, there is still more we can do to improve Health and Wellbeing. Every department within the council has a role to play in this, and I am confident that the areas we are focusing on will have a positive

impact on the three main themes of - realising our health potential, connected resilient communities and influences on our health.

I have had some useful discussions with the Head of Housing on the East Devon Health Plan and with the Portfolio Holder – Corporate Business on general health matters. The Plan will help the Council to be proactive and target health and wellbeing issues.

The areas selected for priority treatment are:

- Targeted Families programme,
- Cardio Vascular Disease prevention,
- Increased levels of physical activity,
- Falls prevention,
- Emotional health and wellbeing, and
- Reducing poverty.

Member Development and Engagement – Maddy Chapman

I have continued to be involved with the paper-light initiative. The number of Councillors now using i-pads or similar devices at meetings has steadily increased. The approach has been to encourage and mentor councillors to give them the confidence and support needed to use electronic agendas as the 'default position'. Moving away from reliance on paper copies has effectively reduced print and post costs and encouraged wider use of on-line sources of information.

Nearly all councillors have now had 365 system training with ICT.

I am going to discuss further training with ICT to take us all to the next level.

Councillors are encouraged to take responsibility for their own learning – for example by attending Cabinet meetings and keeping up to date through web-links included within the Knowledge. Development opportunities continue to be offered. These might be general and therefore offered to all (such as code of conduct and social media sessions) or specifically targeted (such as planning and licensing opportunities.) The aim is to help councillors to be effective, confident and best fitted for the challenges of the future.

Planning Design and Heritage – Alan Dent

Two concepts can be seen as opposite needs of the spectrum - on one hand our need to meet government requirements to provide large quantities of new housing for our expanding population and, on the other, the need to conserve and enhance our heritage and environment.

Our history and the legacy of our ancestors give us important insights and lessons for the future. Heritage in both buildings and landscape can - and must be - absorbed into and creatively adapted for the future.

Heritage assets were designed for use and need to be used to be of value. For example, St Mary's Church in Bristol, which as a Grade 1 Listed building was the subject of a major restoration project. Now the building is used as a training centre for circus skills (e.g. trapeze, high wire, acrobatics) utilising the high ceilings and strong support beams.

The NPPF (National Planning Policy Framework) requires all developers to provide a high standard of innovative design, make use of appropriate materials (for the locality) and progressively move towards zero carbon emissions.

Balancing these two concepts is what planners and conservation officers strive to achieve. We are in a living, evolving environment where we need to respect our past whilst developing for the future.

In order to absorb these lessons I attended conferences covering:

- Building Design
- Heritage Characterisation and application
- Politicians In Planning (attended by Nick Boles the Planning Minister)

Procurement – Mark Williamson

I continue to meet monthly with Colin Slater, our Corporate Procurement Officer. In alternate months we meet as the Procurement & Efficiency Group involving the Portfolio Holder for Finance, the Heads of Finance and Housing and the Corporate ICT Manager. These meetings provide an opportunity to monitor work programmes, savings achieved, training and collaborative purchasing with other authorities.

2013 saw the widening scope for the use of procurement frameworks to promote SMARTER purchasing across the range of Council activities. Areas include Home Safeguard assisted living equipment, cash collection, dog warden tendering and bathroom adaptations. Involvement with Advantage South West alone has brought about high five figure savings in 2013-14 with the aim of achieving a six figure saving overall.

We continue to implant, where appropriate, the many initiatives of Government on procurement although in some areas such as Spend Analysis we consider that EDDC is already 'leading edge', the Pro-Spend tool illuminating the pattern of spend across the Council including the spend involving SMEs. We have responded proactively to the Government's Fighting Fraud Locally initiative, taking advice from the Chartered Institute for Purchasing and Supply which has developed its own online training package which our Corporate Procurement Officer completed successfully. EDDC is now working with Teignbridge Training Partnership to develop a bespoke e-learning package relevant to a wide spectrum of officers and from which Members would benefit. We have also reviewed, in parallel with a Government initiative, our Pre-Qualification Questionnaire (PQQ) making it as comprehensive as it needs to be but easy for firms to complete prior to tender. We are also preparing for the Government's imminent decision to require electronic tendering. We are continuing to use the Council Intranet for information and training on procurement.

A 'Meet the Local Buyer' event was organised by Devon Procurement Partnership in October at Tiverton, following on from a similar event held in Plymouth the previous year. EDDC supported this and was in attendance. The event provided an opportunity for local business owners and traders to meet and talk with people responsible for purchasing in the public sector. The event affirms our commitment to purchase locally and from SMEs wherever possible whilst taking into account such factors as risk, cost and value.

Rural Broadband – Mike Howe

The remit of this Champion role is to highlight the need for adequate Broadband coverage across the district to serve local residents and the business community and to progress improvements.

The problem continues to be issues around Connecting Devon and Cornwall and the confidentiality clause which is preventing us from knowing who is actually connected. The Catch 22 situation is that although the Government is making more money available to improve Broadband provision, this funding is inaccessible because we are unable to determine how this will need to be targeted. Currently work locally is focussing on identifying the 10% who won't be Broadband equipped and seeking solutions for them.

I have met with, Councillors, key officers, partners and attended the Broadband Task and Finish Forum (joint Forum with South Somerset District Council). I keep up to date on a daily basis on Broadband news from around the world and the UK in particular. Some areas are forging ahead and others are being left out in the cold. The problem is a local and national one but one which is furthering the urban: rural divide. I personally believe that we need to act now through committing to Connecting Devon and Somerset to avoid being disadvantaged.

Rural Communities (including Post Offices) – Ken Potter

My main focus has been to support the 'Rural Fair Share Campaign', which was launched on 15 July 2013 at a SPARSE RURAL SERVICES Network meeting at the Local Government Association. EDDC members sent in petitions to our Members of Parliament, which were presented to the House of Commons on 4 November 2013. Progress is slow but more Members of Parliament are now coming on board. Neil Parish, MP, has kindly agreed with me to attend one of our meetings at the LGA to help with the campaign.

I proposed an agenda item on the future of the Post Office Network at the SPARSE November meeting and made a presentation which secured a visit by Post Office Limited at the March 2014 meeting. The committee is now inviting the National Federation of Sub-postmasters to present their views at the July meeting.

During the year, I have attended EDDC Economy Think Tanks and where possible have helped ward members who have Post Office re-location problems.

Seaton Town – Stephanie Jones

I take every opportunity to promote and get best outcomes for Seaton in my role as Ward Member and Seaton Champion. As Seaton Champion, I was invited by the local BBC 'Inside Out' Programme to speak about a lost opportunity for providing much needed affordable housing in Seaton. This contribution was also linked with my Cabinet role as I am Deputy Portfolio Holder for Sustainable Homes and Communities.

I keep up to date with progress on the delivery of the Seaton Jurassic (formerly known as the Visitor Discovery Centre) which will be very important for the town's

tourism and wider economy. Construction is likely to start this summer and I will do my best to ensure that well-thought out arrangements are in place to lessen the impact and disruption that will be caused by these works.

Tourism – Sheila Kerridge

The main aim is to promote sustainable tourism within East Devon. We live in such a very special part of England that we as a Council need to work hard to sustain this beauty for all future generations. I have meetings with the Jurassic World Heritage Team and the Jurassic Ambassadors and look for further opportunities to promote the Jurassic Coast. For example, I am working with officers to arrange a presentation to promote the Jurassic Coast Marine Link. At a meeting last July with Sally King, the manager of the Jurassic Coast World Heritage Team, based at County Hall Dorchester, I saw a presentation on the Jurassic Marine Link, and was so impressed I felt all Stakeholders in East Devon needed to see it. I am trying to arrange a presentation at the Knowle.

The Heart of Devon Tourism Partnership is a very professional organisation which can help promote business tourism in East Devon. I am working to forge a closer relationship between the Partnership and this Council as this would be to our benefit.

There are 5,350 people directly employed within tourism in East Devon, but this does not take into account the thousands of employees who benefit indirectly from the tourist trade. With so many local jobs and businesses involved in tourism, this needs to be one of the Council's top priorities and given the necessary recognition and resources.

Youth – Cllr Christine Drew

I am privileged to serve as Youth Champion. Although it is a diverse and busy role, I find trying to represent young people very rewarding. If you attended the Parliamentary Outreach Event at Knowle in March and heard the 2 young representatives address the delegates, you will appreciate the importance of listening to the youth voice and what we can learn from them.

During the year I have been involved in a number of activities including –

- Chairing the Children and Young People's meetings which explore how East Devon District Council works with young people in partnership with the Thelma Hulbert Gallery, Countryside teams, Democratic Services, Parks Teams, Housing Community Development Workers and the Community Engagement and Funding Officer.
- Chairing the Health and Social Care Groups for youth.
- I engage with youth workers and visit youth centres – I spoke at the Sustainable Homes and Communities Think Tank in March on DCC's proposed cuts to youth services and helped to make recommendations to the County Council as part of the consultation process.
- Attending and participating in Local Democracy events including:
 - 11 Million Take Over Day – this year pupils debated whether to give permission to a fast food takeaway outlet in a fictional town;
 - A visit to St Nicks with the Chairman for a day on planning.

Council structure:

APPENDIX F

Chief Executive	Dep. Ch. Exec. Transformation & Systems Thinking	Dep. Ch. Exec. Development, Regeneration & Partnerships	Head of Service Housing	Head of Service Economy	Environment Managers: Environmental Health& Parking, Countryside & Culture and Streetscene	Head of Service Finance
CX Corporate Services Corporate Managers of HR Legal and Licensing Democratic Services Elections IT Communications	Monitoring Officer Corp Business Corp Strategy Performance Service transformation Customer Focus	Contracts Assets Project Delivery Big Society Localism Partnerships	Homelessness Council homes Housing enabling Private Sector / Affordable Homes	Economy Planning Building Control Estates / Property Waste to power	Regulatory (Env. health/Protection) Car Parks Streetscene/waste Countryside/engineering Emergency Planning Health & Safety Culture and Arts	s.151 Officer Revs & Bens Land charges Audit & Corporate Governance Customer Service Centre Leisure East Devon

Portfolio Holders (with Think Tanks)

Corporate Services	Corporate Business	Strategic Development & Partnerships	Sustainable Homes and Communities	Economy	Environment	Finance
Communication and Consultation Strategies Democratic Renewal Democratic Services & Cllr. Development Electronic Govt. HR ICT Strategy Legal Services Rural Broadband	Branding & Marketing Complaints and Ombudsman Corporate Strategy Data quality Equal access to services Equalities Service Delivery & Performance	Asset Transfer Big Society Growth Point LDF Localism Partnerships Project Delivery Regeneration Strategic Planning & Major Projects	Active Villages Affordable Homes Council Housing Community development Community transport Gypsies and Travellers Homelessness Housing enabling Independent Living Social inclusion	Agriculture Building Control Business enabling Car Parks Climate Change Conservation Areas and Listed Buildings Economy Estates and Property(inc rents and estates' revenue streams /pricing) Tourism Waste to power	Allotments Beaches & foreshores Burial Grounds Culture and Countryside Emergency Planning Grounds maintenance Health and Safety [Employer capacity] Health equality Land Drainage Control Parks & pleasure grounds Public toilets Refuse & Recycling Streetscene Services Street cleaning Water safety	Asset management Benefits Council tax Customer Service Centre Investments Insurance Land Charges Procurement Revenue Value for money

Champions

Member development & engagement Rural Broadband Rural Communities	Customer Service (Inc. equality of access)	Exmouth Town Seaton Town	Health and Wellbeing Youth	Business Tourism Planning Design & Heritage	Culture Flood Alleviation	Asset management Procurement
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EAST DEVON DISTRICT COUNCIL

Nominations for Chairmen and Vice-Chairmen 2014/2015

Committees	Chairman	Vice-Chairman
Overview and Scrutiny Committee	Tim Wood	Graham Troman
Housing Review Board	Pauline Stott	To be appointed by Housing Review Board
Development Management and Planning Inspections Committees	Helen Parr	David Key
Audit & Governance	Ken Potter	Peter Bowden
Standards	Chairman of the Council	
Interviewing (Chief Officers)	Leader	Deputy Leader
Employment Appeals	Deputy Leader	David Cox
Licensing and Enforcement	Steve Hall	Jim Knight

Member Champions

	Leader nominations 2014/15
Asset Management	Bob Buxton
Business	Mike Allen
Tourism	Sheila Kerridge
Culture	John O'Leary
Customer Services	Vivien Duval-Steer
Exmouth Town	John Humphreys
Flood Alleviation	Peter Bowden
Health and Wellbeing	Peter Sullivan
Member Development and Engagement	Maddy Chapman
Planning Design and Heritage	Alan Dent
Procurement	Mark Williamson
Rural Broadband	Mike Howe
Rural Communities (incorporating Post Offices)	Ken Potter
Seaton Town	Stephanie Jones
Youth	Christine Drew

Membership of Committees 2014/15

Members of Cabinet and Committees 2014/15	Cabinet 10	Overview/ Scrutiny 21	Housing Review Board 5	Development Management 16	Planning Inspections 8	Standards 5	Audit & Governance 8	Interviewing (Chief Officers 7	Employment Appeals 7	Licensing & Enforcement 15
Allen Michael										
Atkins David										
Bloxham Ray										
Bond Susie										
Boote Roger										
Bowden Peter							Vice Chairman			
Burrows Peter										
Button Derek										
Buxton Bob										
Chamberlain Geoff										
Chapman David										
Chapman Madeleine										
Chubb Iain										
Cope Trevor										
Cox David									Vice Chairman	
Custance Baker Deborah										
Dent Alan						substitute				
Diviani Paul	Chairman							Chairman		
Drew Christine										
Duval Steer Vivien										
Elson Jill										
Gammell Martin										
Gazzard Steven										
Giles Roger										
Godbeer Graham						Chairman				
Graham Pat										
Hall Steve										Chairman
Halse Peter										
Howard Anthony										
Howe Michael										
Hughes Stuart										
Hull Douglas						substitute				
Humphreys John										
Ingham Ben										
Jeffery John										
Jones Stephanie										

Membership of Committees 2014/15

Members of Cabinet and Committees 2014/15	Cabinet 10	Overview/ Scrutiny 21	Housing Review Board 5	Development Management 16	Planning Inspections 8	Standards 5	Audit & Governance 8	Interviewing (Chief Officers) 7	Employment Appeals 7	Licensing & Enforcement 15
Kerridge Sheila										
Key David				Vice Chairman	Vice Chairman					
Knight Jim										Vice Chairman
Moulding Andrew	Vice Chairman							Vice Chairman	Chairman	
Newth Frances										
O'Leary John										
Parr Helen				Chairman	Chairman					
Pook Geoffrey										
Potter Ken							Chairman			
Skinner Philip										
Stott Pauline			Chairman							
Sullivan Peter										
Taylor Brenda										
Thomas Ian										
Troman Graham		Vice Chairman								
Twiss Phillip										
Wale Christopher										
Williamson Mark										
Wood Tim		Chairman								
Wragg Eileen										
Wragg Steve										
Wright Claire										
Wright Tom										

Portfolio Holders: Strategic Development and Partnerships (and Deputy Leader) – Andrew Moulding, Corporate Business – Ray Bloxham, Corporate Services – Phil Twiss, Economy – Ian Thomas, Environment – Iain Chubb (Deputy Environment – Tom Wright) Finance – David Cox, Sustainable Homes and Communities – Jill Elson (Deputy Sustainable Homes and Communities – Stephanie Jones).

Planning Inspections – Substitute Members: Mike Allen (for Helen Parr), Vivien Duval Steer (for David Key), Roger Boote (for Alan Dent and Peter Sullivan), Ken Potter (for Mark Williamson and David Atkins), Geoff Chamberlain (for Martin Gammell – Lib Dem), Ben Ingham (for Geoff Pook - Independent)

Leader's/Portfolio Holders' Think Tanks

		Appointments - 2014/15 (Champions indicated)
1.	<p>Strategic Development and Partnerships</p> <p>Andrew Moulding</p>	<p>Mike Allen David Atkins Susie Bond Derek Button Steve Gazzard John Humphreys - Exmouth Champion Stephanie Jones - Seaton Champion Frances Newth Geoff Pook</p>
2.	<p>Corporate Business</p> <p>Ray Bloxham</p>	<p>Geoff Chamberlain Trevor Cope Deborah Custance Baker Vivien Duval Steer - Customer Services Steve Hall Tony Howard Douglas Hull Helen Parr</p>
3.	<p>Corporate Services</p> <p>Phil Twiss</p>	<p>Maddy Chapman - Member Dev & Engagement Pat Graham Michael Howe - Rural Broadband Champion Graham Troman Chris Wale Tim Wood</p>
4.	<p>Economy</p> <p>Ian Thomas</p>	<p>Mike Allen - Business Champion Alan Dent - Planning Design & Heritage Martin Gammell Peter Halse Sheila Kerridge - Tourism Champion Ken Potter - Rural Communities Champion</p>
5.	<p>Environment</p> <p>Iain Chubb (Deputy: Tom Wright)</p>	<p>Peter Bowden - Flood Alleviation Champion David Chapman Roger Giles Stuart Hughes John O'Leary - Culture Champion Eileen Wragg Claire Wright</p>
6.	<p>Finance</p> <p>David Cox</p>	<p>Roger Boote Peter Burrows Bob Buxton - Asset Management Champion Ben Ingham Ken Potter Philip Skinner Mark Williamson - Procurement Champion</p>
7.	<p>Sustainable Homes and Communities</p> <p>Jill Elson (Deputy: Stephanie Jones)</p>	<p>Christine Drew - Youth Champion Douglas Hull David Key Jim Knight Geoff Pook Pauline Stott Peter Sullivan - Health & Wellbeing Champion</p>

The Chairman and Vice Chairman of the Council to be ex-officio and can attend any meetings of the Think Tanks.

Panels and Forum	Appointments 2013/14*	Nominations 2014/15
1. Asset Management Forum	Portfolio Holders – Strategic Development & Partnerships, Economy Finance Asset Management Champion ex officio: Leader Chairman of the Council	Portfolio Holders – Strategic Development & Partnerships, Economy Finance Asset Management Champion ex officio: Leader Chairman of the Council
2. Budget Working Party	Leader of the Council Portfolio Holders: Strategic Development and Partnerships (Deputy Leader) Corporate Business Economy Finance Sustainable Homes and Communities Deputy Environment Peter Burrows Geoff Chamberlain Geoff Pook Tim Wood	Leader of the Council Portfolio Holders: Strategic Development and Partnerships (Deputy Leader) Corporate Business Economy Finance Sustainable Homes and Communities Deputy Environment Peter Burrows Geoff Chamberlain Geoff Pook Tim Wood
3. Capital Strategy and Allocation Group	Portfolio Holders: Strategic Development and Partnerships, Finance, Economy, Corporate Business Corporate Services	Portfolio Holders: Strategic Development and Partnerships, Finance, Economy, Corporate Business Corporate Services
4. Community Fund Panel	Portfolio Holder - Finance Cllrs: Derek Button Trevor Cope David Key Jim Knight Frances Newth	Portfolio Holder - Finance Cllrs: Derek Button Trevor Cope David Key Jim Knight Frances Newth
5. Disciplinary Panel – to consider disciplinary matters relating to statutory officers	Cllrs: David Atkins David Cox Martin Gammell Pauline Stott	Cllrs: David Atkins David Cox Martin Gammell Pauline Stott
6. Manor Pavilion Theatre Management Steering Committee	Cllr Frances Newth <i>Culture Champion to be invited to attend as a valued contributor but is not a Member of the Committee</i>	Cllr Frances Newth <i>Culture Champion to be invited to attend as a valued contributor but is not a Member of the Committee</i>

Panels and Forum	Appointments 2013/14*	Nominations 2014/15
7. Member Development Working Party	Portfolio Holder – Corporate Services Cllrs: Maddy Chapman Trevor Cope Christine Drew Pat Graham Stephanie Jones	Portfolio Holder – Corporate Services Cllrs: Maddy Chapman Trevor Cope Christine Drew Pat Graham Stephanie Jones
8. New Homes Bonus Panel	Portfolio Holders: Corporate Business Strategic Development and Partnerships Trevor Cope Douglas Hull Stephanie Jones Graham Troman	Portfolio Holders: Corporate Business Strategic Development and Partnerships Trevor Cope Douglas Hull Stephanie Jones Graham Troman
9. New Office Executive Group	Leader of the Council Portfolio Holders – Strategic Development and Partnerships Corporate Business Finance	Leader of the Council Portfolio Holders – Strategic Development and Partnerships Corporate Business Finance
10. Public speaking and future agenda management (Development Management Committees) Working Group		Chairman Development Management Committee (DMC) Vice Chairman DMC Portfolio Holder – Corporate Business Geoff Pook Brenda Taylor Mark Williamson

Joint Bodies	Appointments 2013/14*	Nominations 2014/15
1. Arts and Culture Forum	Deputy Portfolio Holder – Environment Culture Champion Customer Services Champion (plus 2 Community & 7 town representatives)	Deputy Portfolio Holder – Environment Culture Champion Customer Services Champion (plus 2 Community & 7 town representatives)
	ex officio Portfolio Holder – Corporate Services	ex officio Portfolio Holder – Corporate Services
2. East and Mid Devon Community Safety Partnership	Cllr Steve Gazzard	Cllr Steve Gazzard

Joint Bodies	Appointments 2013/14*	Nominations 2014/15
3 East and Mid Devon Crime and Disorder Scrutiny Panel	Chairman and Vice Chairman of Scrutiny Committee Cllrs Vivien Duval Steer Substitute: Chris Wale	Chairman and Vice Chairman of Overview and Scrutiny Committee Peter Halse Substitute: Chris Wale
4 County Committees including: East Devon Highways and Traffic Orders Committee	Cllrs: Susie Bond Bob Buxton Pauline Stott	Cllrs: Susie Bond Bob Buxton Pauline Stott
5. East Devon ‘Stakeholder Panel’ re East Devon Strategic Housing Land Availability (SHLAA)	Portfolio Holder – Strategic Development and Partnerships	Portfolio Holder – Strategic Development and Partnerships
6. Exmouth Regeneration Programme Board	Portfolio Holders Strategic Development & Partnerships and Sustainable Homes & Communities Plus 2 local Ward Members (Exmouth Member Champion and Tim Wood)	Portfolio Holders Strategic Development & Partnerships and Sustainable Homes & Communities Plus 2 local Ward Members (Exmouth Member Champion and Tim Wood)
7. Seaton Regeneration Programme Board	Portfolio Holders – Economy and Environment Plus 2 Seaton Ward Members (Seaton Champion and Peter Burrows) (Portfolio Holder – Economy is Axmouth Ward Member)	Portfolio Holders – Economy and Environment Plus 2 Seaton Ward Members (Seaton Champion and Peter Burrows) (Portfolio Holder – Economy is Axmouth Ward Member)
8. LED Leisure Management Ltd	Peter Sullivan Tim Wood	Peter Sullivan Tim Wood <i>(agreed at April 2014 Council)</i>
9. LED Leisure Joint Working Party	David Chapman Pat Graham Tony Howard Geoff Pook Tim Wood	David Chapman Pat Graham Tony Howard Geoff Pook Tim Wood

Joint Bodies	Appointments 2013/14*	Nominations 2014/15
10. Local Joint Panel	Leader Portfolio Holders: Finance Corporate Services Geoff Chamberlain Vivien Duval Steer	Leader Portfolio Holders: Finance Corporate Services Geoff Chamberlain Vivien Duval Steer
11. Lower Exe Mooring Authority Management Committee	Mike Howe Brenda Taylor (substitute: John Humphreys)	Mike Howe Brenda Taylor (substitute: John Humphreys)
12. New Growth Point Delivery Team Steering Board	Leader of the Council (substitute: Deputy Leader)	Leader of the Council (substitute: Deputy Leader)
13. Recycling and Refuse Partnership Board	Portfolio Holder – Environment Deputy Portfolio Holder - Environment David Cox Steve Gazzard Geoff Pook	Portfolio Holder – Environment Deputy Portfolio Holder - Environment David Cox Steve Gazzard Geoff Pook
14. Sidmouth Main and East Beaches Working Party	Deputy Leader of the Council Portfolio Holder - Environment Deputy PH Environment Sidmouth Ward Members Geoff Pook	Deputy Leader of the Council Portfolio Holder - Environment Deputy PH Environment Sidmouth Ward Members Geoff Pook
15. Waste Project Board for Devon	Portfolio Holder - Environment	Portfolio Holder - Environment

***includes any amendments made to appointments agreed at Council meetings held during civic year 2013/14**

NOTES:

1. It is anticipated that a Community Infrastructure Levy Working Group will be required during the year and will be set up through Council at the appropriate time.
2. Councillors Deborah Custance Baker, Mike Howe and Sheila Kerridge are the Council's 'designated persons' to comply with the new arrangements for dealing with complaints by tenants – the designated persons to work alongside the Tenant Complaint Panel.
3. Further to the 2012 review undertaken initially by the Corporate Business Portfolio Holder's Think Tank and recommendations of the Overview and Scrutiny Committee which were supported by Cabinet at its meeting on 4 April 2012, the allocation of places to the various Leisure East Devon Partnership Forum throughout the district is no longer made formally through Council. Instead Leisure East Devon is provided with a list of Ward Members and meeting arrangements are made direct.

REPRESENTATION ON OUTSIDE BODIES 2014/15

	Name of Outside Body	Councilor Appointments 2013/14*	Councillor Nominations 2014/15	Portfolio Holders/ Champion – reporting link
(a)	APPOINTMENTS: GENERAL			
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani	Paul Diviani	Environment
2	Devon and Exeter Area Rail Working Party	David Atkins Peter Sullivan	David Atkins Peter Sullivan	Economy
3	Devon Authorities Waste and Recycling Committee	David Cox	David Cox	Environment
4	Devon Youth Service	Member Champion - Youth	Member Champion - Youth	Sustainable Housing/ Communities
5	East Devon AONB Partnership	Graham Godbeer Geoff Pook	Graham Godbeer Geoff Pook	Environment
6	East Devon Citizens' Advice Bureau	Trevor Cope Alan Dent	Trevor Cope Alan Dent	Sustainable Housing/ Communities
7	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	Stephanie Jones	Stephanie Jones	Sustainable Housing/ Communities
8	East Devon Volunteer Support Agency (EDVSA) – Trustee Board	Tom Wright	Tom Wright	Sustainable Housing/ Communities
9	Exe Estuary Management Group	Michael Howe (substitute: Eileen Wragg)	Michael Howe (substitute: Eileen Wragg)	Environment
10	Exeter International Airport Consultative Group	Phil Twiss	Phil Twiss	Economy/ Environment
11	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder representative	Portfolio Holder – Economy Portfolio Holder – Finance	Portfolio Holder – Economy Portfolio Holder – Finance	Economy

	Name of Outside Body	Councillor Appointments 2013/14*	Councillor Nominations 2014/15	Portfolio Holders/ Champion – reporting link
(a)	APPOINTMENTS: GENERAL			
12	Exmouth Town Management Partnership Panel	Jill Elson	Jill Elson	Economy
13	Local Government Association General Assembly	Leader (substitute: Deputy Leader)	Leader (substitute: Deputy Leader)	Council
14	Local Government Association Rural Commission and elected representative on LGA group	Leader (with vote) Rural Communities Champion (who can vote in the absence of Leader)	Leader (with vote) Rural Communities Champion (who can vote in the absence of Leader)	Council
15	Local Government Association People and Places Board		Leader (substitute: Deputy Leader)	Council
16	Police and Crime Panel – Devon and Cornwall	Tom Wright Substitute: Leader	Tom Wright Substitute: Leader	Council
17	Seaton Town Hall Board of Management	Seaton Champion	Seaton Champion	Economy
18	SWAP (South West Audit Partnership Ltd)	Shareholder – Audit and Governance Chairman Director – Section 151 Officer	Shareholder – Audit and Governance Chairman Director – Section 151 Officer	Finance
19	South West Councils - including Employers' Panel	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Leader Deputies: Portfolio Holders – Corporate Services and Corporate Business	Council
20	SPARSE – Rural Special Interest Group	Rural Communities Champion and Leader	Rural Communities Champion and Leader	Council

***includes any amendments made to appointments agreed at Council meetings held during civic year 2013/14**

OUTSIDE BODIES - NOTE:

Further to the 2012 review undertaken initially by the Corporate Business Portfolio Holder's Think Tank and recommendations of the Overview and Scrutiny Committee which were supported by Cabinet at its meeting on 4 April 2012, formal appointment of councillor representatives to outside bodies will only now be made where the outside body meets one or more of the following criteria:

- a) The Council makes a financial contribution to the outside body;
- b) There is a clear need for the business of the outside body to be reported back to Council;
- c) The Council has a partnership relationship with the outside body

Council representatives formally appointed to outside bodies will engage with the relevant Portfolio Holder to ensure information is both fed back, and fed into, each outside body, panel and forum that meets the criteria for formal appointment.

In the case of outside bodies falling outside the criteria (including those listed below), the Democratic Services team will provide the contact details of the ward member(s)/member champion so that arrangements can be made direct;

- Active Honiton
- Budleigh Salterton Traffic Group
- Campaign to Protect Rural England (Devon Branch)
- Devon Conservation Group
- Devon County Agricultural Association's Council
- Devon Historic Buildings Trust
- East Devon Local Children's Trust
- Exmouth Local Nature Reserve Management Committee
- Honiton Community & Arts Centre Project Working Group
- Honiton Development Trust
- Norman Lockyer Observatory Management Committee
- Salisbury – Exeter Line side Consortium of Authorities
- Sidmouth Traffic Management Plan
- World Heritage Site Management Plan Steering Group

PATROLAJC – Parking and Traffic Regulations Outside London Adjudication Joint Committee (re Traffic Management Act 2004). No member appointment but the Council will continue to subscribe to this quasi-judicial body which appoints adjudicators to hear formal appeals against parking tickets in all councils (including EDDC) that use civil parking enforcement process.

DATES FOR COUNCIL, CABINET & COMMITTEE MEETINGS 2014/2015

(Unless otherwise indicated meetings will normally be held at Knowle, Sidmouth. Not all meetings are open to the public and not all business at other meetings can be considered in the public part of the meeting - members of the public can be asked to leave meetings on specified grounds.

Please check the weekly newsletter 'The Knowledge' for details of forthcoming meetings.

MAY 2014

Wednesday	14	ANNUAL COUNCIL	6.30 pm
Thursday	15	Overview and Scrutiny Committee (if required)	6.30pm

JUNE

Tuesday	3	Development Management	2.00 pm
Wednesday	4	Cabinet	5.30 pm
Thursday	5	Housing Review Board	6.00 pm
Wednesday	11	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	11	† Licensing and Enforcement Committee	9.30 am
Thursday	12	Overview and Scrutiny Committee	6.30 pm
Friday	13	Planning Inspections	#
Tuesday	17	Standards Committee	10.00 am
Wednesday	18	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	25	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	26	Asset Management Forum	9.30am
Thursday	26	Audit and Governance Committee (DO NOT MOVE)	2.30 pm

JULY

Tuesday	1	Development Management	2.00 pm
Wednesday	2	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	2	Cabinet	5.30 pm
Wednesday	9	†† Licensing and Enforcement Sub (if required)	9.30 am
Friday	11	Planning Inspections	#
Wednesday	16	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	23	†† Licensing and Enforcement Sub (if required) (Cttee Room)	9.30 am
Wednesday	23	COUNCIL	6.30 pm
Tuesday	29	Development Management	2.00 pm
Wednesday	30	†† Licensing and Enforcement Sub (if required)	9.30 am

AUGUST

Wednesday	6	†† Licensing and Enforcement Sub (if required)	9.30 am
Friday	8	Planning Inspections	#
Wednesday	13	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	14	Asset Management Forum	9.30 am
Thursday	14	Overview and Scrutiny Committee	6.30 pm
Wednesday	20	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	26	Development Management	2.00 pm
Wednesday	27	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	27	† Licensing and Enforcement Committee	9.30 am

SEPTEMBER

Wednesday	3	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	3	Cabinet	5.30 pm
Thursday	4	Asset Management Forum	9.30 am
Thursday	4	Housing Review Board	6.00 pm
Friday	5	Planning Inspections	#
Wednesday	10	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	11	Overview and Scrutiny Committee	6.30pm
Wednesday	17	†† Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	23	Development Management	2.00 pm
Wednesday	24	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	25	Audit and Governance Committee	2.30 pm

OCTOBER

Wednesday	1	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	1	Cabinet	5.30 pm
Friday	3	Planning Inspections	#
Tuesday	7	Standards Committee	10.00 am
Wednesday	8	†† Licensing and Enforcement Sub (if required)	9.30 am
Thursday	9	Asset Management Forum	9.30 am
Wednesday	15	†† Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	15	COUNCIL	6.30 pm
Thursday	16	Overview and Scrutiny Committee	6.30pm
Tuesday	21	Development Management	2.00 pm
Wednesday	22	†† Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	29	†† Licensing and Enforcement Sub (if required)	9.30 am
Friday	31	Planning Inspections	#

NOVEMBER

Wednesday	5	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	5		Cabinet	5.30 pm
Thursday	6		Asset Management Forum	9.30 am
Thursday	6		Housing Review Board	6.00 pm
Wednesday	12	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	13		Overview and Scrutiny Committee	6.30pm
Tuesday	18		Development Management	2.00 pm
Wednesday	19	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	19	†	Licensing and Enforcement Committee	9.30 am
Thursday	20		Audit and Governance Committee	2.30 pm
Wednesday	26	††	Licensing and Enforcement Sub (if required)	9.30 am
Friday	28		Planning Inspections	#

DECEMBER

Wednesday	3	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	3		Cabinet	5.30 pm
Thursday	4		Asset Management Forum	9.30 am
Wednesday	10	††	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Tuesday	16		Development Management	2.00 pm
Wednesday	17	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	17		COUNCIL	6.30 pm

JANUARY 2015

Wednesday	7	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	7		Cabinet	5.30 pm
Thursday	8		Asset Management Forum	9.30 am
Thursday	8		Audit and Governance Committee	2.30 pm
Friday	9		Planning Inspections	#
Tuesday	13		Development Management	2.00 pm
Wednesday	14		Overview and Scrutiny Committee Service Planning and Budget (all day meeting)	9.00 am
Wednesday	14	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	15		Housing Review Board	6.00 pm
Tuesday	20		Standards Committee	10.00 am
Wednesday	21	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	22		Overview and Scrutiny Committee	6.30pm
Friday	23		Planning Inspections	#
Wednesday	28	††	Licensing and Enforcement Sub (if required)	9.30 am

FEBRUARY

Wednesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	10		Development Management	2.00 pm
Wednesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	11		Cabinet	5.30 pm
Thursday	12		Asset Management Forum	9.30 am
Wednesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	18	†	Licensing and Enforcement Committee	9.30 am
Friday	20		Planning Inspections	#
Wednesday	25	††	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	25		COUNCIL – setting Council Tax and agreeing budgets	6.30 pm
Thursday	26		Overview and Scrutiny	6.30pm

MARCH

Tuesday	3		Development Management	2.00 pm
Wednesday	4	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	5		Audit and Governance	2.30 pm
Wednesday	11	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	12		Asset Management Forum	9.30 am
Friday	13		Planning Inspections	#
Wednesday	18	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	18		Cabinet	5.30 pm
Thursday	19		Housing Review Board	6.00 pm
Wednesday	25	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	26		Overview and Scrutiny	6.30pm
Tuesday	31		Development Management	2.00 pm

APRIL

Wednesday	1	††	Licensing and Enforcement Sub (if required)	9.30 am
Tuesday	7		Standards Committee	10.00 am
Wednesday	8	††	Licensing and Enforcement Sub (if required)	9.30 am
Thursday	9		Asset Management Forum	9.30 am
Friday	10		Planning Inspections	#
Wednesday	15	††	Licensing and Enforcement Sub (if required) Cttee Room	9.30 am
Wednesday	15		Cabinet	5.30 pm
Tuesday	21		Development Management Committee	2.00 pm
Wednesday	22		Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	29	††	Licensing and Enforcement Sub (if required)	9.30 am
Wednesday	29		COUNCIL	6.30 pm

MAY

Friday	1		Planning Inspections	#
Thursday	7		DISTRICT COUNCIL ELECTIONS	
Wednesday	27		Annual meeting of the Council – to be confirmed	6.30 pm

Time to be arranged

† The Licensing and Enforcement Committee includes within its functions the Licensing Act 2003, Gambling Act 2005, and all matters relating to hackney carriages and private hire.

†† Sub-Committees of the Licensing and Enforcement Committee whose functions are primarily to deal with hearings under the Licensing Act 2003 and Gambling Act 2005.

Note:

- Devon County Council Budget meeting time tabled for February 2015 (date to be confirmed)
- Meetings of the Standards Sub Committees will be arranged as required.
- Budget/ Rates Consultation with the Business Community – to be arranged as required in January.

List of meetings 2014/2015

Unless otherwise indicated meetings will normally be held at Knowle, Sidmouth. Not all meetings are open to the public and the public can be asked to leave other meetings on specified grounds.

Meeting	Day	Time	2014								2015				
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.30pm	14											27	
Council	Wed	6.30pm			23			15		17		25		29	
Cabinet	Wed	5.30pm		4	2		3	1	5	3	7	11	18	15	
Overview & Scrutiny Committee	Thu	6.30pm	15	12		14	11	16	13		22	26	26		
Overview & Scrutiny Service Plan & Budget Meeting	Wed	9.00am									14				
Development Management Committee	Tue	2.00pm		3	1 29	26	23	21	18	16	13	10	3 31	21	
Planning Inspections Committee	Fri	tba		13	11	8	5	3 31	28		9 23	20	13	10	1
Audit & Governance Committee	Thu	2.30pm		26			25		20		8		5		
Housing Review Board	Thu	6.00pm		5			4		6		15		19		
Licensing & Enforcement Committee	Wed	9.30am		11		27			19			18			
Licensing & Enforcement Sub Committee	Tue	9.30am		11 18 25	2 9 16 23 30	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29	
Standards Committee	Tue	10.00am		17				7			20			7	
Asset Management Forum	Thu	9.30am		26		14	4	9	6	4	8	12	12	9	
Rates Consultation (with business community)	Mon	6.30pm													

NOTES

- Devon County Council Budget meeting time tabled for February 2015 (date to be confirmed)
- Sub-Committees of the Licensing and Enforcement Committee are timetabled for every Wednesday on a 'if required' basis
- Meetings of the Standards Sub Committees will be arranged as required.
- Budget/ Rates Consultation with the Business Community – to be arranged as required in January.



Council Chamber seating layout 2014/15

