

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the Annual Meeting of the Council held at Knowle, Sidmouth, on Wednesday, 22 May 2013**

#### **Present:**

#### **Councillors:**

Michael Allen  
David Atkins  
Ray Bloxham  
Susie Bond  
Peter Bowden  
Peter Burrows  
Bob Buxton  
Geoff Chamberlain  
Iain Chubb  
Trevor Cope  
David Cox  
Deborah Custance Baker  
Alan Dent  
Paul Diviani  
Christine Drew  
Vivien Duval Steer  
Jill Elson  
Martin Gammell  
Roger Giles  
Graham Godbeer  
Pat Graham  
Steve Hall  
Peter Halse  
Tony Howard  
Mike Howe  
Stuart Hughes

Douglas Hull  
John Humphreys  
Ben Ingham  
John Jeffery  
Stephanie Jones  
Sheila Kerridge  
David Key  
Jim Knight  
Andrew Moulding  
Frances Newth  
Helen Parr  
Ken Potter  
Philip Skinner  
Pauline Stott  
Peter Sullivan  
Brenda Taylor  
Ian Thomas  
Graham Troman  
Phil Twiss  
Chris Wale  
Mark Williamson  
Tim Wood  
Eileen Wragg  
Steve Wragg  
Claire Wright

#### **Honorary Aldermen:**

Lt Col Tony Drake  
Mike Green  
Bernard Hughes  
Ann and Graham Liverton  
Ron Mudge

Bob Peachey  
Sara Randall Johnson  
Tony Reed  
David Scott  
Tony Wilkinson

#### **Officers:**

Mark Williams, Chief Executive  
Richard Cohen, Deputy Chief Executive  
Denise Lyon, Deputy Chief Executive  
Rachel Pocock, Corporate Legal and Democratic Services Manager  
Diana Vernon, Democratic Services Manager

#### **Apologies**

#### **Councillors:**

Roger Boote  
Derek Button  
David Chapman  
Maddy Chapman  
Steve Gazzard  
John O'Leary  
Geoff Pook  
Tom Wright

#### **Honorary Aldermen**

Vivienne Ash  
Barry Willoughby

The Chairman invited the Reverend Mark Barrett, Curate of All Saints Church, Sidmouth, and member of the Sid Valley Ministry Team to say a prayer before the formal start of the meeting.

The meeting then started at 6.30 pm and ended at 8.45 pm.

\*1 **Election of Chairman**

Councillor Peter Halse (Chairman) opened the meeting by thanking Councillors and Council Officers for the help and support given to him and his Vice-Chairman during their time in office. He said that it had been a great honour to serve East Devon District Council and overall the experience had been hugely enjoyable. He believed that when the Council all worked together it made a positive difference and he hoped that this would continue.

The Chairman then invited nominations for the office of Chairman of the Council for the ensuing year.

Councillor Alan Dent proposed and Councillor Ken Potter seconded Councillor Graham Godbeer being elected Chairman of the Council for the year.

In proposing, Councillor Dent said that Councillor Godbeer had served the community well for many years and during his time on the Council had held positions of responsibility including being Chairman of the Licensing and Enforcement Committee and Portfolio Holder – Economy. Councillor Dent outlined Councillor Godbeer's other work within the community and his interests. He referred to him as a man of great integrity who would be well suited to the role of Chairman of the Council.

In seconding, Councillor Potter said that he was pleased to support the nomination of Councillor Godbeer who he said was a man of culture and a gentleman. He had already made a significant contribution to the Council.

There were no other nominations.

**RESOLVED** that Councillor Graham Godbeer be elected Chairman of the Council for the ensuing year.

Following the election Councillor Godbeer read and signed the Declaration of Acceptance of Office.

The Chairman then spoke in response to his election. He thanked all present for this unexpected honour which he said was beyond his aspirations. He referred to the former Chairman's integrity and his service to the Council and local community. He hoped that he would be able to rely on the continued support of his fellow Councillors.

The new Chairman presented the former Chairman with a badge of office and a commemorative plaque.

\*2 **Appointment of Vice Chairman**

Councillor Peter Bowden proposed and Councillor Pauline Stott seconded Councillor Christine Drew being appointed Vice-Chairman of the Council.

In proposing, Councillor Bowden said that Councillor Drew had been an effective Youth Champion and was pleased that she would continue in that role. He referred to her efforts on behalf of the Council and her championing of local democracy.

In seconding, Councillor Stott said that it was a pleasure to support Councillor Drew. She recognised Councillor Drew's strengths and referred to the positions of responsibility she had held in the Council. Councillor Stott believed that as Vice-Chairman, Councillor Drew would continue to be a good ambassador for East Devon.

Councillor Geoff Chamberlain proposed and Councillor Brenda Taylor seconded Councillor Douglas Hull being appointed Vice-Chairman of the Council.

In proposing, Councillor Chamberlain said that Councillor Hull had great tenacity; he gave an anecdote to illustrate this. He referred to Councillor Hull's years of service and his contribution to the Council and the local community.

In seconding, Councillor Taylor said that the position of Vice Chairman would acknowledge and honour Councillor Hull's long service on the Council.

The nominations were put to the vote.

**RESOLVED** that Councillor Christine Drew be appointed Vice-Chairman of the Council for the ensuing year.

Following the election, Councillor Drew read and signed the Declaration of Acceptance of Office.

The Vice-Chairman then spoke in response to her appointment. She said that she was honoured to accept the position but that former Vice Chairman, Councillor Frances Newth would be hard act to follow. She referred to Councillor Newth's service and loyalty.

Councillor Drew said that she would do her utmost to help the Chairman carry out his duties on behalf of the Council and within the wider community. She believed that her role as Youth Champion would fit well with her new duties. She said that East Devon was an outstanding and forward-thinking Council that she was proud to represent.

Councillor Frances Newth responded by congratulating the new Chairman and Vice Chairman saying that they should wear their chains of office with pride and continue to fly the flag for East Devon.

The new Vice Chairman presented the former Vice Chairman with a badge of office and a commemorative plaque.

Councillor Douglas Hull also congratulated Councillor Drew on her appointment.

**\*3 Public Questions**

The Chairman welcomed Councillors, Honorary Aldermen and members of the public. Before inviting questions, he asked all present to treat each other with respect. He said that if a response to a question was to be in writing, that this would also be appended to the minutes.

Barry Sangster asked why it was necessary for local councils to have Party Whips.

The Leader responded by advising that appointing a Whip to a political group assisted with communications. He said that he had not had cause to use the whip during his time as Leader.

Councillor Eileen Wragg, Leader of the Liberal Democrats Group said that her group did not have a whip and that members were encouraged to vote with their conscience.

Councillor Phil Twiss, Conservative Whip confirmed that no whip had been evoked whilst he had been on the Council and read relevant extracts from the Conservative Group rules which emphasised the importance of broad-thinking members.

Honorary Alderman Sara Randall Johnson spoke as former Leader of the Council. She said that during her years as Leader she had only applied the whip once – this had been in relation to the budget as she was determined to keep the Council Tax down for the benefit of the local community.

Paul Hayward referred to the poor turn-out at elections and asked what measures the Council was putting in place to engage more successfully with the electorate. He also asked what consideration was being given to using other means of voting, such as on-line, to address this growing democratic deficit.

In response the Leader advised that the most recent elections had been for county seats. Councillor Ingham said that the turn out at the Feniton and Buckerell by-election on the same day had been good.

(Note – Further information on this issue can be found on the [Electoral Commission website](#)).

**\*4 Minutes**

The minutes of the meeting of the Council held on 10 April 2013 were confirmed and signed as a true record.

**\*5 Feniton and Buckerell Ward – new Councillor**

The Chairman introduced and welcomed Susie Bond of Feniton and Buckerell Ward. Councillor Bond had been elected to the Council on 2 May 2013.

In response Councillor Bond said that she had been delighted to have been elected and she was grateful to her fellow councillors for the warmth of their welcome. She said that future challenges would include the 5-year land supply, protection of green spaces and issues around housing development.

\*6 **Leader of the Council**

Councillor Paul Diviani had been 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.

\*7 **Appointment of Deputy Leader**

The Leader confirmed his appointment of Councillor Andrew Moulding as Deputy Leader of the Council, thanking him for his consistent and welcome support. The Leader added that Councillor Moulding acted with dignity and reliability in both of his roles - Deputy Leader and Portfolio Holder – Strategic Development and Partnerships. He said that Councillor Moulding drew on his extensive experience in local government and the ‘real world’; he was a valued and respected colleague.

\*8 **Cabinet Members and Portfolio Holders**

The Leader referred to the strengths of the individual Portfolio Holders. He proposed no changes to the titles of the Portfolio Holders or remit other than for Rural Broadband to be included within the Economy Portfolio.

The membership of the Cabinet would continue to comprise 10 Conservative Members, including 7 Portfolio Holders and 2 Deputy Portfolio Holders. As Councillor Graham Godbeer was now Chairman of the Council, Councillor Ian Thomas would take over responsibility for the Economy Portfolio. Councillor Phil Twiss would be responsible for the Corporate Services Portfolio. The Leader appointed Councillor Tom Wright to his Cabinet as Deputy Portfolio Holder – Environment.

The Leader advised that, (in compliance with Articles 6.02 and 6.04 of the Constitution), he appointed the following Members (additional to the Leader and Deputy Leader) to the Cabinet (**Appendix A**) namely:

|             |                                    |
|-------------|------------------------------------|
| Ray Bloxham | (Corporate Business),              |
| Iain Chubb  | (Environment),                     |
| David Cox   | (Finance),                         |
| Jill Elson  | (Sustainable Homes & Communities), |
| Ian Thomas  | (Economy),                         |
| Phil Twiss  | (Corporate Services)               |

with the Deputy Leader being appointed Strategic Development and Partnerships Portfolio Holder

and Stephanie Jones as Deputy Portfolio Holder, Sustainable Homes and Communities and Tom Wright as Deputy Portfolio Holder, Environment.

\*9 **Committees**

**RESOLVED**

- (1) that Committees be established for the municipal year as set out in Articles 7, 8, 9 and 10 of the Constitution ,
- (2) that the size and terms of reference for those Committees be as set out in Articles 7, 8, 9 and 10 of the Constitution.
- (3) that the membership of the Standards Committee be confirmed, namely:

**Council representatives:** Chairman of the Council, Councillors Susie Bond, Peter Bowden, Geoff Chamberlain and Frances Newth.

**Substitute members:** Councillors Douglas Hull and Alan Dent.

**Non-voting Independent representatives:** Ray Davison and Tim Swarbrick.

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

**Non-voting Independent persons –** Alison Willan and John Walpole (Reserve) – not members of the Standards Committee but are consulted by the Monitoring Officer on Code of Conduct Complaints

- (4) To confirm the non District Council membership of the Housing Review Board:

**Tenant and/or leaseholder representatives** (to serve a further year on the Board)

Victor Kemp, Pat Rous and Sue Saunders. There are currently two tenant and/or leaseholder vacancies - these have now been advertised and the selection process is under-way

**Independent Community representatives** (to serve a further year on the Board)

Julie Adkin and Rob Finch

\*10 **Report of the Chief Executive**

**a) Allocation of seats to different political groups on Committees, Sub Committees, Advisory Panels/Forum**

**b) Amendments to the Council's Constitution**

The proposed amendments to the Constitution were set out within the agenda papers (Pages 22-26) and in the additional paper circulated at the meeting which gave a clearer explanation of amendments to the scope of Overview and Scrutiny.

The following issues were raised during the debate on this item:

- Clarity over the changes introduced by the Overview and Scrutiny (Reference to Councillors)(Excluded Matters) England) Order 2012. The changes did not prevent the Committee looking at processes and procedures.
- Concern in respect of Part 3-functions: Officer delegations to include departure applications. The Chairman of the Development Management Committee confirmed that this was in respect of minor departures and would be in consultation with herself as Chairman of the Development Management Committee; any delegation would take into account feedback from Ward Members. There would remain the option to refer the matter to Committee.
- The Development Management Committee meetings were currently too long and this was raising cross-party concern - increasing delegation to officers was not seen as the answer. The Portfolio Holder – Corporate Business referred to the work being carried out by his Think Tank in reviewing the way Committee reports were written and presented.
- Councillors and members of the public valued the opportunity to ask questions and make statements at Council meetings. There was no suggestion that this would be stopped but rather reviewed with the potential for increasing the contributions.
- The proposed changes to the Constitution included changes made by legislation and regulations, for example in respect of whistle blowing disclosures by staff who could only be given legal protection if they were made in the public interest.

**c) Annual report of Overview and Scrutiny**

Councillor Tim Wood spoke in praise of the work carried out by the former Chairman of the Overview and Scrutiny Committee, Councillor Stuart Hughes. He said that the Committee had undertaken useful work and referred particularly to GP Commissioning and up-dates from the Rural Communities (including Post Offices) Champion. The Committee had set up useful Task and Finish Forum and had invited the Portfolio Holders to meetings to speak about the work they carried out on the Council's behalf. Other Councillors spoke in appreciation of what Councillor Hughes had achieved as Chairman.

**c) Annual report of Overview and Scrutiny (continued)**

Councillor Pauline Stott, Chairman of the Housing Review Board spoke about the work of the Board – its opportunities and challenges. She said that a number of Task and Finish Forum had been set up and had undertaken useful and detailed work. She thanked the Housing Review Board for its effective work and thanked Councillors who attended meetings of the Board.

**d) Member Champions**

In response to criticism to changes made to the Council's Member Champions, Councillor Ray Bloxham, Portfolio Holder – Corporate Business advised that the changes reflected a rational progression. He said that over the years Member Champions helped to drive change which was then often incorporated within the mainstream business of the Council. For example the work carried out by the Risk Management Champion, including the electronic risk register, was now imbedded within the Council's processes. The Affordable Homes Champion had worked effectively and the Council was now in a stronger position to deliver affordable homes within the district. Similarly positive steps had been taken by the Recycling Champion to promote recycling who together with the Portfolio Holder - Environment and the Recycling and Refuse Partnership Board had now turned round the Council's recycling performance. The work of the Plain English Champion had helped to initiate a drive to improve Council publications and reports. New Champion roles had been introduced over the years to address new challenges, for example a Health and Wellbeing Champion had now been included.

**e) Council Structure**

The Council structure (as agreed at the 2011 Annual Council meeting) to be retained subject to Rural Broadband being included within the remit of the Economy Portfolio Holder. The Chief Executive in consultation with the Leader and Deputy Leader of the Council was currently considering a management restructure which could result in changes to the Council structure as set out – proposals would be reported to Cabinet in due course.

**RESOLVED** (1) (a) that the allocation to different political groups of seats to be filled by the Council, in accordance with political balance rules, be determined as follows in respect of Overview/Scrutiny, Regulatory and other Committees:

|                         |                     |     |                  |
|-------------------------|---------------------|-----|------------------|
| Conservative Group      | (42 Members)        | 71% | 65               |
| Liberal Democrats Group | (10 Members)        | 17% | 16               |
| Independents            | ( 7 Members)        | 12% | 11               |
| <b>Total</b>            | <b>(59 Members)</b> |     | <b><u>92</u></b> |

(The political balance rules do not apply to the Cabinet).



\*10 **Report of the Chief Executive (continued)**

- (b) that the allocation of seats on individual overview, scrutiny, regulatory and other committees be as set out on Page 20 of the agenda and **Appendix A** to these minutes,
- (2) that the political balance for Advisory Panels/Forum/Steering Boards and Joint Bodies set out at Page 21 of the agenda, be agreed,
- (3) that the following amendments to the Constitution as set out within the agenda papers (Pages 22-26) - excluding Part 3: Officer delegations in respect of planning departure applications - be agreed.
  - (a) The table of constitutional amendments which reflected legislative changes and decisions the Council makes about its own processes,
  - (b) Up-date to reflect changes made by changes introduced by the Overview and Scrutiny (Reference to Councillors)(Excluded Matters) England) Order 2012.
  - (c) The Standards Committee to consider public speaking issues further, and make recommendations to Council in due course,
  - (d) Changes to Council proceedings to enable audio recording, initially on a trial basis, of the public part of Council meetings held in the Council Chamber to take place. The changes will include an audio recording protocol and arrangements for publishing recordings online,
  - (e) The term of appointment for the Leader of the Council to be decided at the 2014 annual Council meeting,
  - (f) The Monitoring Officer be given delegated authority to further amend the Constitution to keep it updated to reflect consequential amendments required by legislative or organisational change. These changes to be reported to Council for information.
- (4) that the Development Management Committee be asked to consider and assess the proposed changes to Officer delegations in respect of departure applications, with the Committee's recommendations being reported back to Council for determination.
- (5) that the annual reports of the Corporate Overview and Scrutiny Committee and the Housing Review Board be received and noted,

\*10 **Report of the Chief Executive (continued)**

- (6) that the joint report of the Member Champions on key areas of work be received and noted,
- (7) that the Council structure (as agreed at the 2011 Annual Council meeting) be agreed subject to Rural Broadband being included within the remit of the Economy Portfolio Holder) - **Appendix B** to these minutes.

\*11 **Chairmen and Vice Chairmen of Committees**

**RESOLVED** that the following be appointed as the Chairmen and Vice-Chairmen of the Committees indicated below for the ensuing year:-

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

**\*12 Appointment of Member Champions**

**RESOLVED** that the following Councillors be appointed as Member Champions to assist the Portfolio Holders in driving service improvements in key areas:

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

**\*13 Appointment of Members to Committees**

Members of the Council considered the nominations, put forward by the political groups, for membership of various committees.

**RESOLVED** that the membership of Committees for 2013/14 be as set out on **Appendix A** to these minutes.

**\*14 Appointment of Members to Leader’s/Portfolio Holders ‘think tanks’**

Discussion on Member Think Tanks included:

- They were a useful point of discussion with Portfolio Holders
- They needed to be arranged in consultation with the members of the Think Tanks so that attendance could be improved – daytime meetings did not suit Members who worked full time.
- It would be helpful if Think Tanks could be included in the timetable of meetings. (Members are currently advised by email, through the Knowledge and on the Members’ calendar.)
- Notes of the meetings were made available to members of the Think Tank.

**RESOLVED** that the membership of the Leader’s/Portfolio Holders ‘think tanks’ for 2013/14 be as set out in **Appendix C** to these minutes.

\*15 **Appointment of Steering Boards, Forum, Panels, and Joint Bodies**

**RESOLVED** that appointments be made to Steering Boards, Forum, Panels, Joint Bodies for 2013/14 as set out in **Appendix D** to these minutes.

\*16 **Outside Bodies**

**RESOLVED** that appointments and nominations to various bodies be made for 2013/14 as set out in **Appendix E** to these minutes with Members noting the reporting links.

(Arrangements are in place in respect of Outside Bodies where nominations are not formally made at Council.)

\*17 **Council and Committee Meetings 2013/14**

**RESOLVED** that the programme of ordinary meetings of the Council, Cabinet and Committee meetings for 2013/14 be approved as set out in **Appendix F** to these minutes.

Before the Chairman closed the meeting, Councillor Mike Allen proposed a special vote of thanks to Officers who managed and contributed to meetings of the Council. He and fellow Councillors appreciated the amount of work involved and their dedication.

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



## Appendix A - Membership of Committees 2013/14

| Members of Cabinet and Committees 2013/14 | 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                             |               |                       |                        |                           |                        |             | Chairman             |                                 |                      |                            |
| Potter Ken                                |               |                       |                        |                           |                        |             |                      |                                 |                      |                            |
| 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), Tony Howard (for Alan Dent and Peter Sullivan), Ken Potter (for Mark Williamson and David Atkins), Martin Gammell (for Geoff Chamberlain Lib Dem), Ben Ingham (for Geoff Pook Independent)

## APPENDIX B – Council Structure

|   |  |  |   |   |  |   |
|---|--|--|---|---|--|---|
| Chief Executive   | Dep. Ch. Exec.<br>Transformation &<br>Systems Thinking   | Dep. Ch. Exec.<br>Development,<br>Regeneration &<br>Partnerships                   | Head of Service<br>Housing  | Head of Service<br>Economy  | Environment Managers:<br>Environmental Health &<br>Parking, Countryside &<br>Culture and Streetscene   | Head of Service Finance   |
| CX Corporate Services<br>Corporate Managers of<br>HR<br>Legal and Licensing<br>Democratic Services<br>Elections<br>IT<br>Communications | Monitoring Officer<br>Corp Business<br>Corp Strategy<br>Performance<br>Service<br>transformation<br>Customer Focus | Contracts<br>Assets<br>Project Delivery<br>Big Society<br>Localism<br>Partnerships | Homelessness<br>Council homes<br>Housing enabling<br>Private Sector /<br>Affordable Homes | Economy<br>Planning<br>Building Control<br>Estates / Property<br>Waste to power | Regulatory (Env.<br>health/Protection)<br>Car Parks<br>Streetscene/waste<br>Countryside/engineering<br>Emergency Planning<br>Health & Safety<br>Culture and Arts | s.151 Officer<br>Revs & Bens<br>Land charges<br>Audit & Corporate<br>Governance<br>Customer Service<br>Centre<br>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<br>Democratic Renewal<br>Democratic Services & Cllr. Development<br>Electronic Govt.<br>HR<br>ICT Strategy<br>Legal Services | Branding & Marketing<br>Complaints and Ombudsman<br>Corporate Strategy<br>Data quality<br>Equal access to services<br>Equalities<br>Service Delivery & Performance | Asset Transfer<br>Big Society<br>Growth Point<br>LDF<br>Localism<br>Partnerships<br>Project Delivery<br>Regeneration<br>Strategic Planning & Major Projects | Active Villages<br>Affordable Homes<br>Council Housing<br>Community development<br>Community transport<br>Gypsies and Travellers<br>Homelessness<br>Housing enabling<br>Independent Living<br>Social inclusion | Agriculture<br>Building Control<br>Business enabling<br>Climate Change<br>Conservation Areas and Listed Buildings<br>Economy<br>Estates and Property (inc rents and estates' revenue streams /pricing including re car parks)<br>Rural Broadband<br>Tourism<br>Waste to power | Allotments<br>Beaches & foreshores<br>Burial Grounds<br>Car Parks (see also Economy)<br>Culture and Countryside<br>Emergency Planning<br>Grounds maintenance<br>Health and Safety [Employer capacity]<br>Health equality<br>Land Drainage Control<br>Parks & pleasure grounds<br>Public toilets<br>Refuse & Recycling<br>Streetscene Services<br>Street cleaning<br>Water safety | Asset management<br>Benefits<br>Council tax<br>Customer Service Centre<br>Investments<br>Insurance<br>Land Charges<br>Procurement<br>Revenue<br>Value for money |

### Champions

|                                 |  |                             |                               |   |                              |                                 |
|---------------------------------|--|-----------------------------|-------------------------------|---|------------------------------|---------------------------------|
| Member development & engagement | Customer Service (Inc. equality of access) | Exmouth Town<br>Seaton Town | Health and Wellbeing<br>Youth | Business<br>Tourism<br>Planning Design & Heritage<br>Rural Broadband<br>Rural Communities | Culture<br>Flood Alleviation | Asset management<br>Procurement |
|---------------------------------|--|-----------------------------|-------------------------------|---|------------------------------|---------------------------------|

**Appendix C – Leader’s/Portfolio Holders’ Think Tanks**

|           |   | <b>Appointments - 2013/14 (Champions indicated)</b>   |
|-----------|---|---|
| <b>1.</b> | <b>Strategic Development and Partnerships</b><br><br>Andrew Moulding                    | Mike Allen<br>David Atkins<br>Susie Bond<br>Derek Button<br>Steve Gazzard<br>John Humphreys - Exmouth Champion<br>Stephanie Jones - Seaton Champion<br>Frances Newth<br>Geoff Pook  |
| <b>2.</b> | <b>Corporate Business</b><br><br>Ray Bloxham  | Geoff Chamberlain<br>Trevor Cope<br>Deborah Custance Baker<br>Vivien Duval Steer - Customer Services<br>Steve Hall<br>Tony Howard<br>Douglas Hull   |
| <b>3.</b> | <b>Corporate Services</b><br><br>Phil Twiss   | Maddy Chapman - Member Dev & Engagement<br>Pat Graham<br>Graham Troman<br>Chris Wale<br>Tim Wood  |
| <b>4.</b> | <b>Economy</b><br><br>Ian Thomas  | Mike Allen - Business Champion<br>Alan Dent - Planning Design & Heritage<br>Martin Gammell<br>Peter Halse<br>Michael Howe - Rural Broadband Champion<br>Sheila Kerridge - Tourism Champion<br>Helen Parr<br>Ken Potter - Rural Communities Champion |
| <b>5.</b> | <b>Environment</b><br><br>Iain Chubb<br>(Deputy: Tom Wright)                            | Peter Bowden - Flood Alleviation Champion<br>David Chapman<br>Roger Giles<br>Stuart Hughes<br>John O’Leary - Culture Champion<br>Eileen Wragg<br>Claire Wright  |
| <b>6.</b> | <b>Finance</b><br><br>David Cox   | Roger Boote<br>Peter Burrows<br>Bob Buxton - Asset Management Champion<br>Ben Ingham<br>Ken Potter<br>Philip Skinner<br>Mark Williamson - Procurement Champion  |
| <b>7.</b> | <b>Sustainable Homes and Communities</b><br><br>Jill Elson<br>(Deputy: Stephanie Jones) | Christine Drew - Youth Champion<br>Douglas Hull<br>David Key<br>Jim Knight<br>Geoff Pook<br>Pauline Stott<br>Peter Sullivan - Health & Wellbeing Champion   |

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



## Appendix D – Membership of Panels, Forum and Joint Bodies 2013/14

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

## **Panels and Forum continued**

### **7. New Homes Bonus Panel**

## **Appointments 2013/14**

Portfolio Holders:  
Corporate Business  
Strategic Development and Partnerships  
Trevor Cope  
Douglas Hull  
Stephanie Jones  
Graham Troman

### **8. Office Relocation Working Party**

Leader of the Council  
Portfolio Holders:  
➤ Corporate Business  
➤ Corporate Services  
➤ Economy  
➤ Finance  
➤ Strategic Development & Partnerships  
➤ Sustainable Homes and Communities

Asset Management Champion  
Cllrs:  
Steve Gazzard  
Douglas Hull  
Frances Newth  
Pauline Stott

## **Joint Bodies**

### **1 Arts and Culture Forum**

## **Appointments 2013/14**

Deputy Portfolio Holder – Environment  
Culture Champion  
Customer Services Champion  
(plus 2 Community & 7 town representatives)

ex officio Portfolio Holder – Corporate Services

### **2 East and Mid Devon Community Safety Partnership**

Cllr Steve Gazzard

### **3 East and Mid Devon Crime and Disorder Scrutiny Panel**

Chairman and Vice Chairman of Overview and Scrutiny Committee  
Vivien Duval Steer  
Substitute:  
To be nominated by O&S Committee

### **4 County Committees including: East Devon Highways and Traffic Orders Committee**

Cllrs:  
Susie Bond  
Andrew Moulding  
Pauline Stott

**Joint Bodies (continued)****Appointments 2013/14**

- |     |   |   |
|-----|---|---|
| 5.  | <b>East Devon ‘Stakeholder Panel’<br/>re East Devon Strategic Housing Land Availability (SHLAA)</b> | Portfolio Holder – Strategic Development and Partnerships   |
| 6.  | <b>Exmouth Regeneration Programme Board</b>   | Portfolio Holders:<br>Strategic Development & Partnerships<br>Sustainable Homes and Communities<br>Plus 2 local Ward Members (Exmouth Member Champion and Tim Wood) |
| 7.  | <b>Seaton Regeneration Programme Board</b>  | Portfolio Holders:<br>Economy and Environment<br>Plus 2 Seaton Ward Members (Seaton Champion and Jim Knight)<br>(Portfolio Holder – Economy is Axmouth Ward Member) |
| 8   | <b>LED Leisure Management Ltd</b>   | Portfolio Holder Strategic Development and Partnerships<br>Peter Sullivan   |
| 9.  | <b>Local Joint Panel</b>  | Leader<br>Portfolio Holders:<br>Finance<br>Corporate Services<br>Geoff Chamberlain<br>Vivien Duval Steer  |
| 10. | <b>Lower Exe Mooring Authority Management Committee</b>   | Mike Howe<br>Brenda Taylor<br>(substitute: John Humphreys)  |
| 11  | <b>New Growth Point Delivery Team Steering Board</b>  | Leader of the Council<br>(Substitute: Deputy Leader)  |
| 12  | <b>Recycling and Refuse Partnership Board</b>   | Portfolio Holder – Environment<br>Deputy Portfolio Holder - Environment<br>David Cox<br>Steve Gazzard<br>Geoff Pook   |
| 13  | <b>Sidmouth Main and East Beaches Working Party</b>   | Deputy Leader of the Council<br>Portfolio Holder, Environment<br>Deputy Portfolio Holder - Environment<br>Sidmouth Ward Members<br>Geoff Pook                       |
| 14  | <b>Waste Project Board for Devon</b>  | Portfolio Holder - Environment  |

**APPENDIX E REPRESENTATION ON OUTSIDE BODIES 2013/14**

|            | <b>Name of Outside Body</b>  | <b>Councillor Appointments<br/>2013/14</b>               | <b>Portfolio Holders/<br/>Champion – reporting<br/>link</b> |
|------------|--|--|---|
| <b>(a)</b> | <b>APPOINTMENTS: GENERAL</b>   |  |   |
| 1          | Blackdown Hills (AONB) Joint Advisory Committee  | Paul Diviani   | Environment   |
| 2          | Citizens' Advice Service East Devon (CASED)  | Trevor Cope<br>Alan Dent                                 | Sustainable Housing/<br>Communities                         |
| 3          | Community Council of Devon and Advisory Committee  | Stephanie Jones  | Sustainable Housing/<br>Communities                         |
| 4          | Devon and Exeter Area Rail Working Party   | David Atkins<br>Peter Sullivan                           | Economy   |
| 5          | Devon Authorities Waste and Recycling Committee  | David Cox  | Environment   |
| 6          | Devon Playing Fields Association   | Now part of Community Council of Devon.                  |   |
| 7          | Devon Youth Service  | Member Champion - Youth                                  | Sustainable Housing/<br>Communities                         |
| 8          | East Devon AONB Partnership  | Graham Godbeer<br>Geoff Pook                             | Environment   |
| 9          | East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group | Stephanie Jones  | Sustainable Housing/<br>Communities                         |
| 10         | East Devon Volunteer Support Agency (EDVSA) – Trustee Board                                  | Tom Wright   | Sustainable Housing/<br>Communities                         |
| 11         | Exe Estuary Management Group   | Michael Howe<br><br>(substitute: Eileen Wragg)           | Environment   |
| 12         | Exeter International Airport Consultative Group  | Phil Twiss   | Economy/ Environment  |
| 13         | Exeter Science Park Board of Directors:<br>Exeter Science Park – Shareholder representative  | Portfolio Holder – Economy<br>Portfolio Holder – Finance | Economy   |

|            | Name of Outside Body   | Councillor Nominations<br>2013/14  | Portfolio Holders/<br>Champion – reporting<br>link |
|------------|--|--|--|
| <b>(a)</b> | <b>APPOINTMENTS: GENERAL</b>   |  |  |
| 14         | Exmouth Town Management Partnership Board  | Jill Elson   | Economy  |
| 15         | Local Government Association General Assembly  | Leader<br>(substitute:<br>Deputy Leader)   | Council  |
| 16         | Local Government Association Rural Commission and elected representative on LGA group  | Leader (with vote)<br>Rural Communities<br>Champion (who can vote in<br>the absence of Leader)                         | Council  |
| 17         | Police and Crime Panel – Devon and Cornwall  | Leader<br>Substitute: Tom Wright   | Council  |
| 18         | Seaton Town Hall Board of Management   | Seaton Champion  | Economy  |
| 19         | SWAP (South West Audit Partnership) has been dissolved (Council meeting 27 February 2013). The new Governance arrangements are South West Audit Partnership Ltd. | SWAP Ltd <b>Shareholder</b> –<br>Audit and Governance<br>Chairman<br>SWAP Ltd <b>Director</b> –<br>Section 151 Officer | Finance  |
| 20         | South West Councils (formerly SW Branch of the Local Government Association) Including Employers' Panel  | Leader<br>Deputies: Portfolio Holders –<br>Corporate Services and<br>Corporate Business                                | Council  |
| 21         | SPARSE – Rural Special Interest Group  | Rural Communities<br>Champion and<br>Leader  | Council  |

## **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 (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.

### **LED Leisure Management Limited**

The allocation of places to the various LED Leisure Management facility forum is no longer made formally through Council. Instead LED is provided with a list of Ward Members and meeting arrangements are made direct.

## Appendix F(a)

### Dates for Council, Cabinet & Committee Meetings 2013/14

(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 2013

|           |    |  |                |         |
|-----------|----|--|----------------|---------|
| Wednesday | 22 |  | ANNUAL COUNCIL | 6.30 pm |
|-----------|----|--|----------------|---------|

#### JUNE

|           |    |    |  |          |
|-----------|----|----|--|----------|
| Thursday  | 6  |    | Overview and Scrutiny Committee              | 6.30pm   |
| Tuesday   | 11 | †† | Licensing and Enforcement Sub (if required)  | 9.30 am  |
| Tuesday   | 11 | †  | Licensing and Enforcement Committee          | 9.30 am  |
| Tuesday   | 11 |    | Development Management                       | 2.00 pm  |
| Wednesday | 12 |    | Cabinet                                      | 5.30 pm  |
| Tuesday   | 18 | †† | Licensing and Enforcement Sub (if required)  | 9.30 am  |
| Tuesday   | 18 |    | Standards Committee                          | 10.00 am |
| Thursday  | 20 |    | Housing Review Board                         | 6.00 pm  |
| Friday    | 21 |    | Planning Inspections                         | #        |
| Tuesday   | 25 | †† | Licensing and Enforcement Sub (if required)  | 9.30 am  |
| Thursday  | 27 |    | Asset Management Forum                       | 9.30am   |
| Thursday  | 27 |    | Audit and Governance Committee (DO NOT MOVE) | 2.30 pm  |

#### JULY

|           |    |    |   |         |
|-----------|----|----|---|---------|
| Tuesday   | 2  | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday   | 9  | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Thursday  | 11 |    | Overview and Scrutiny Committee             | 6.30 pm |
| Tuesday   | 16 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday   | 16 |    | Development Management                      | 2.00 pm |
| Wednesday | 17 |    | Cabinet                                     | 5.30 pm |
| Tuesday   | 23 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Wednesday | 24 |    | COUNCIL                                     | 6.30 pm |
| Thursday  | 25 |    | Overview and Scrutiny Committee             | 6.30pm  |
| Friday    | 26 |    | Planning Inspections                        | #       |
| Tuesday   | 30 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |

#### AUGUST

|          |    |    |   |         |
|----------|----|----|---|---------|
| Tuesday  | 6  | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday  | 13 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Thursday | 15 |    | Asset Management Forum                      | 9.30 am |
| Tuesday  | 20 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday  | 20 |    | Development Management                      | 2.00 pm |
| Tuesday  | 27 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday  | 27 | †  | Licensing and Enforcement Committee         | 9.30 am |
| Friday   | 30 |    | Planning Inspections                        | #       |

#### SEPTEMBER

|           |    |    |   |         |
|-----------|----|----|---|---------|
| Tuesday   | 3  | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Wednesday | 4  |    | Cabinet                                     | 5.30 pm |
| Thursday  | 5  |    | Housing Review Board                        | 6.00 pm |
| Tuesday   | 10 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Thursday  | 12 |    | Asset Management Forum                      | 9.30 am |
| Tuesday   | 17 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday   | 17 |    | Development Management                      | 2.00 pm |
| Tuesday   | 24 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Thursday  | 26 |    | Audit and Governance Committee              | 2.30 pm |
| Thursday  | 26 |    | Overview and Scrutiny Committee             | 6.30pm  |
| Friday    | 27 |    | Planning Inspections                        | #       |

#### OCTOBER

|           |    |    |   |                      |
|-----------|----|----|---|----------------------|
| Tuesday   | 1  | †† | Licensing and Enforcement Sub (if required) | 9.30 am              |
| Wednesday | 2  |    | Cabinet                                     | 5.30 pm              |
| Tuesday   | 8  | †† | Licensing and Enforcement Sub (if required) | 9.30 am              |
| Wednesday | 9  |    | COUNCIL                                     | 6.30 pm              |
| Thursday  | 10 |    | Asset Management Forum                      | 9.30 am              |
| Tuesday   | 15 | †† | Licensing and Enforcement Sub (if required) | 9.30 am              |
| Tuesday   | 15 |    | Development Management                      | 2.00 pm              |
| Tuesday   | 22 | †† | Licensing and Enforcement Sub (if required) | 9.30 am              |
| Thursday  | 24 |    | Overview and Scrutiny Committee             | 6.30pm               |
| Friday    | 25 |    | Planning Inspections                        | #                    |
| Tuesday   | 29 | †† | Licensing and Enforcement Sub (if required) | 9.30 am              |
| Tuesday   | 29 |    | Standards Committee                         | Time to be confirmed |
| Wednesday | 30 |    | Cabinet                                     | 5.30 pm              |

## NOVEMBER

|           |    |    |   |         |
|-----------|----|----|---|---------|
| Tuesday   | 5  | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Thursday  | 7  |    | Asset Management Forum                      | 9.30 am |
| Thursday  | 7  |    | Audit and Governance Committee              | 2.30 pm |
| Thursday  | 7  |    | Housing Review Board                        | 6.00 pm |
| Tuesday   | 12 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday   | 12 |    | Development Management                      | 2.00 pm |
| Tuesday   | 19 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday   | 19 | †  | Licensing and Enforcement Committee         | 9.30 am |
| Thursday  | 21 |    | Overview and Scrutiny Committee             | 6.30pm  |
| Tuesday   | 26 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Wednesday | 27 |    | Cabinet                                     | 5.30 pm |
| Friday    | 29 |    | Planning Inspections                        | #       |

## DECEMBER

|           |    |    |   |         |
|-----------|----|----|---|---------|
| Tuesday   | 3  | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Wednesday | 4  |    | COUNCIL                                     | 6.30 pm |
| Thursday  | 5  |    | Asset Management Forum                      | 9.30 am |
| Tuesday   | 10 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday   | 10 |    | Development Management                      | 2.00 pm |
| Tuesday   | 17 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Friday    | 20 |    | Planning Inspections                        | #       |

## JANUARY 2014

|           |    |    |  |                |
|-----------|----|----|--|----------------|
| Thursday  | 2  | †† | Licensing and Enforcement Sub (if required)  | 9.30 am        |
| Thursday  | 2  |    | Overview and Scrutiny Committee  | 6.30pm         |
| Tuesday   | 7  | †† | Licensing and Enforcement Sub (if required)  | 9.30 am        |
| Tuesday   | 7  |    | Development Management   | 2.00 pm        |
| Wednesday | 8  |    | Cabinet  | 5.30 pm        |
| Thursday  | 9  |    | Asset Management Forum   | 9.30 am        |
| Thursday  | 9  |    | Housing Review Board   | 6.00 pm        |
| Tuesday   | 14 | †† | Licensing and Enforcement Sub (if required)  | 9.30 am        |
| Wednesday | 15 |    | <b>Overview and Scrutiny Committee Service Planning and Budget</b> (all day meeting) | <b>9.00 am</b> |
| Thursday  | 16 |    | Audit and Governance Committee   | 2.30 pm        |
| Friday    | 17 |    | Planning Inspections   | #              |
| Tuesday   | 21 | †† | Licensing and Enforcement Sub (if required)  | 9.30 am        |
| Tuesday   | 21 |    | Standards Committee  | 10.00 am       |
| Tuesday   | 28 | †† | Licensing and Enforcement Sub (if required)  | 9.30 am        |
| Thursday  | 30 |    | Overview and Scrutiny Committee  | 6.30 pm        |

## FEBRUARY

|           |    |    |   |         |
|-----------|----|----|---|---------|
| Tuesday   | 4  | †† | Licensing and Enforcement Sub (if required)               | 9.30 am |
| Tuesday   | 4  |    | Development Management                                    | 2.00 pm |
| Wednesday | 5  |    | Cabinet   |         |
| Tuesday   | 11 | †† | Licensing and Enforcement Sub (if required)               | 9.30 am |
| Thursday  | 13 |    | Asset Management Forum                                    | 9.30 am |
| Friday    | 14 |    | Planning Inspections                                      | #       |
| Tuesday   | 18 | †† | Licensing and Enforcement Sub (if required)               | 9.30 am |
| Wednesday | 19 |    | COUNCIL – <b>setting Council Tax and agreeing budgets</b> | 6.30 pm |
| Tuesday   | 25 | †  | Licensing and Enforcement Committee                       | 9.30 am |
| Tuesday   | 25 | †† | Licensing and Enforcement Sub (if required)               | 9.30 am |
| Thursday  | 27 |    | Overview and Scrutiny Committee                           | 6.30pm  |

## MARCH

|           |    |    |   |         |
|-----------|----|----|---|---------|
| Tuesday   | 4  | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday   | 4  |    | Development Management                      | 2.00 pm |
| Wednesday | 5  |    | Cabinet                                     | 5.30 pm |
| Thursday  | 6  |    | Housing Review Board                        | 6.00 pm |
| Tuesday   | 11 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Thursday  | 13 |    | Asset Management Forum                      | 9.30 am |
| Thursday  | 13 |    | Audit and Governance Committee              | 2.30 pm |
| Friday    | 14 |    | Planning Inspections                        | #       |
| Tuesday   | 18 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Tuesday   | 25 | †† | Licensing and Enforcement Sub (if required) | 9.30 am |
| Thursday  | 27 |    | Overview and Scrutiny Committee             | 6.30pm  |



**APRIL**

|           |    |    |   |          |
|-----------|----|----|---|----------|
| Tuesday   | 1  | †† | Licensing and Enforcement Sub (if required) | 9.30 am  |
| Tuesday   | 1  |    | Development Management                      | 2.00 pm  |
| Wednesday | 2  |    | Cabinet                                     | 5.30 pm  |
| Tuesday   | 8  | †† | Licensing and Enforcement Sub (if required) | 9.30 am  |
| Tuesday   | 8  |    | Standards Committee                         | 10.00 am |
| Wednesday | 9  |    | COUNCIL                                     | 6.30 pm  |
| Thursday  | 10 |    | Asset Management Forum                      | 9.30 am  |
| Friday    | 11 |    | Planning Inspections                        | #        |
| Tuesday   | 15 | †† | Licensing and Enforcement Sub (if required) | 9.30 am  |
| Tuesday   | 22 |    | Licensing and Enforcement Sub (if required) | 9.30 am  |
| Thursday  | 24 |    | Overview and Scrutiny Committee             | 6.30pm   |
| Tuesday   | 29 | †† | Licensing and Enforcement Sub (if required) | 9.30 am  |

**MAY**

|           |    |  |                        |         |
|-----------|----|--|------------------------|---------|
| Tuesday   | 6  |  | Development Management | 2.00 pm |
| Wednesday | 7  |  | Cabinet                | 5.30 pm |
| Thursday  | 8  |  | Asset Management Forum | 9.30 am |
| Thursday  | 8  |  | Housing Review Board   | 6.00 pm |
| Friday    | 16 |  | Planning Inspections   | #       |

# 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 2014 (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.

## Appendix F (b) List of meetings 2013/2014

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    | 2013 |      |      |     |      |     |     |     | 2014 |     |     |     |     |    |
|--|-----|---------|------|------|------|-----|------|-----|-----|-----|------|-----|-----|-----|-----|----|
|  |     |         | May  | June | July | Aug | Sept | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May |    |
| <b>Annual Council</b>  | Wed | 6.30pm  | 22   |      |      |     |      |     |     |     |      |     |     |     |     |    |
| <b>Council</b>   | Wed | 6.30pm  |      |      | 24   |     |      |     | 9   |     | 4    |     | 19  |     | 9   |    |
| <b>Cabinet</b>   | Wed | 5.30pm  |      | 12   | 17   |     |      | 4   | 2   | 27  |      | 8   | 5   | 5   | 2   | 7  |
| <b>Overview &amp; Scrutiny Committee</b>                         | Thu | 6.30pm  |      | 6    | 11   |     |      | 26  | 30  | 24  | 21   |     | 2   | 27  | 27  | 24 |
| <b>Overview &amp; Scrutiny Service Plan &amp; Budget Meeting</b> | Wed | 9.00am  |      |      |      |     |      |     |     |     |      |     | 15  |     |     |    |
| <b>Development Management Committee</b>                          | Tue | 2.00pm  |      | 11   | 16   | 20  | 17   | 15  | 12  | 10  | 7    | 4   | 4   | 1   | 6   |    |
| <b>Planning Inspections Committee</b>                            | Fri | tba     |      | 21   | 26   | 30  | 27   | 25  | 29  | 20  | 17   | 14  | 14  | 11  | 16  |    |
| <b>Audit &amp; Corporate Governance Committee</b>                | Thu | 2.30pm  |      | 27   |      |     | 26   |     | 7   |     | 16   |     | 13  |     |     |    |
| <b>Housing Review Board</b>                                      | Thu | 6.00pm  |      | 20   |      |     | 5    |     | 7   |     | 9    |     | 6   |     | 8   |    |
| <b>Licensing &amp; Enforcement Committee †</b>                   | Tue | 9.30am  |      | 11   |      | 27  |      |     | 19  |     |      | 25  |     |     |     |    |
| <b>Licensing &amp; Enforcement Sub Committee †† *</b>            | Tue | 9.30am  |      | 11   | 2    | 6   | 3    | 1   | 5   | 3   | 2    | 4   | 4   | 1   |     |    |
|  |     |         |      | 18   | 9    | 13  | 10   | 8   | 12  | 10  | 7    | 11  | 11  | 8   |     |    |
|  |     |         |      | 25   | 16   | 20  | 17   | 15  | 19  | 17  | 14   | 18  | 18  | 15  |     |    |
|  |     |         |      |      | 23   | 27  | 24   | 22  | 26  |     | 21   | 25  | 25  | 22  |     |    |
|  |     |         |      |      | 30   |     |      | 29  |     |     | 28   |     |     | 29  |     |    |
| <b>Standards Committee</b>                                       | Tue | 10.00am |      | 18   |      |     |      | 29  |     |     | 21   |     |     | 8   |     |    |
| <b>Asset Management Forum</b>                                    | Thu | 9.30am  |      | 27   |      | 15  | 12   | 10  | 7   | 5   | 9    | 13  | 13  | 10  | 8   |    |
| <b>Rates Consultation (with business community)</b>              | Mon | 6.30pm  |      |      |      |     |      |     |     |     | 2    |     |     |     |     |    |

### NOTES

# 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.

- Devon County Council Budget meeting time tabled for February 2014 (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.