

## Agenda for Scrutiny Committee Thursday, 2nd October, 2025, 6.00 pm

### Members of Scrutiny Committee

Councillors: I Barlow, K Blakey, J Brown, M Chapman, B Collins, O Davey, M Goodman (Chair), A Hall, M Hall, M Hartnell, V Johns, Y Levine, D Mackinder (Vice-Chair) and J Whibley

**Venue:** Council Chamber, Blackdown House, Honiton

**Contact:** Sarah Jenkins;

01395 517406 email [sarah.jenkins@eastdevon.gov.uk](mailto:sarah.jenkins@eastdevon.gov.uk)

(or group number 01395 517546)

Wednesday, 24 September 2025



East Devon District Council  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton  
EX14 1EJ

DX 48808 HONITON

Tel: 01404 515616

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

1 Minutes of the previous meeting (Pages 3 - 6)

2 Apologies

3 Declarations of interest

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

4 Public speaking

Information on [public speaking](#) is available online

5 Matters of urgency

Information on [matters of urgency](#) is available online

6 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which officers recommend should be dealt with in this way.

7 Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure Rules

There are no items identified

8 Finance Report: Agency and Consultant Expenditure for 2023/2024 and 2024/2025 (Pages 7 - 17)

9 Work programme 2025 - 26 (Pages 18 - 31)

1. Scrutiny work programme
2. Cabinet forward plan 1 October 2025 – 31 January 2026

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Members of the public exercising their right to speak during Public Question Time will be recorded.

[Decision making and equalities](#)

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## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Scrutiny Committee held at Council Chamber, Blackdown House, Honiton on 4 September 2025**

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

The meeting started at 6.00 pm and ended at 7.31 pm

#### **11 Minutes of the previous meeting**

The minutes of the previous meeting held on 10 July 2025 were agreed and signed as a true record.

#### **12 Declarations of interest**

There were no declarations of interest.

#### **13 Public speaking**

There were no members of the public registered to speak.

#### **14 Matters of urgency**

There were no matters of urgency.

#### **15 Confidential/exempt item(s)**

There were no confidential or exempt items.

#### **16 Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure Rules**

There were no decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure rules.

#### **17 East Devon Safeguarding annual review 2024-25**

The Portfolio Holder for Council, Corporate and External Engagement introduced this item, commended the report to the Committee and thanked staff for their vigilance in safeguarding work.

The Assistant Director Environmental Health introduced the report which outlined the safeguarding work undertaken by the Council in 2024-25. Key points in the report were highlighted.

Discussion and responses to questions included the following points:

- Councillors with concerns regarding anti-social behaviour were advised to contact the Anti-social Behaviour and Community Safety Lead Officer. Community Safety Groups [formerly Local Action Groups] had started to meet again recently and bring together various local agencies to tackle issues such as anti-social behaviour;
- It was estimated that the number of referrals which proceed as safeguarding cases was approximately 1/5<sup>th</sup>, which was in line with the national average;

- Regarding training for Councillors, Officers were working with the Democratic Services Manager to improve take up of mandatory safeguarding training;
- It was noted and agreed that it would be desirable and appropriate to update Councillor training by June 2026 to bring this in line with the requirement for staff to undertake safeguarding training every three years;
- It would be beneficial to identify the level at which Councillors had been trained through external providers to ensure that Council training was appropriate;
- Councillors who had not undertaken training would be followed up to either complete mandatory safeguarding training, or provide evidence of training undertaken elsewhere;
- It was noted that work undertaken by the Anti-social Behaviour and Community Safety Lead had assisted with improved staff awareness and confidence to report safeguarding concerns;
- The report demonstrated the importance of safeguarding to the Council.

The Chair thanked Officers for the report and the Committee noted the activity that had taken place with regards to safeguarding delivery for 2024-25.

## 18 **Review of emergency planning and responses 2024-25**

The Portfolio Holder for Council, Corporate and External Engagement introduced this item and commended the report to the Committee.

The Assistant Director Environmental Health introduced the report which outlined emergency planning and response work undertaken in the year 2024-25. Key points were highlighted and it was emphasised that capacity within teams would need to be considered in the near future to ensure that teams are appropriately resourced going forward.

Discussion and responses to questions included the following points:

- It was suggested that the Councillor newsletter would be an appropriate place to raise awareness among Ward Members of the need for Town and Parish Councils to plan for emergencies;
- Town and Parish Clerks could be asked to add emergency planning to their council agendas to increase preparedness;
- Concern was raised with regard to the likelihood of a terrorist attack. Officers assured Members that the Council is aware of such issues and that the Emergency Duty Officer would receive notifications in the event of malicious or harmful threats;
- With regard to Martyn's Law, now enacted as the Terrorism (Protection of Premises) Act 2025, further work with various teams is required to understand how EDDC's public buildings and spaces will be affected by the legislation;
- A number of learning points had emerged from the Newton Poppleford flood event in 2023 and there is a review process built into the Local Resilience Forum work which provides feedback;
- It was welcomed that some parishes are working together to build resilience;
- It was suggested that an emergency planning pack or training video could be produced for Town and Parish Councils, and attention was drawn to the Devon Communities Together website which holds details of current live emergency plans;
- It was noted that the Emergency Planning and Business Continuity Officer is regularly in contact with East Devon Parish Clerks to raise awareness of emergency planning and support and resources available.

It was agreed to recommend to Officers that regular updates are included in the Councillors' newsletter.

The Chair thanked Officers for their informative report and details of the work being undertaken behind the scenes.

The Committee noted the activity that has been taken with regards to Emergency Planning and response delivery for 2024 – 25.

19 **Scoping document - impact of the ban on the use of glyphosate**

The Democratic Services Officer introduced the scoping document and drew Councillors' attention to the proposed timescale which allowed for consultation with Ward Members to understand fully any specific problem areas.

Discussion and responses to questions included the following points:

- If the review proceeds, it would be preferable to consider the report in February 2026 ahead of the year's growing season;
- The impact on biodiversity should be included when considering glyphosate use;
- Consideration should be given to the distinction between weed growth which is causing damage in certain areas or is viewed by residents as unsightly;
- The report should include the effectiveness of alternative methods of weed control;
- There should be clarity regarding land which is the responsibility of Devon County Council rather than EDDC land;
- Undeveloped EDDC land would be included in the review subject to Officer capacity;
- The duty of care to employees when using glyphosate should be recognised;
- The management of wildlife improvement areas requires a high level of staff resource;
- The review should include the Cabinet report of March 2022 and the agreed points from that meeting.

It was agreed to proceed with the review on the basis of the scoping document and the above points, with a report to the Committee in February 2026.

The Chair thanked the StreetScene Operations Manager for attending the meeting.

20 **Work Programme**

The work programme was amended to include the report on the impact of the ban on use of glyphosate coming to the February 2026 Committee. The work programme was then agreed.

**Attendance List**

**Councillors present:**

I Barlow  
K Blakey  
O Davey  
M Goodman (Chair)  
D Mackinder (Vice-Chair)

**Councillors also present (for some or all the meeting)**

R Collins  
R Jefferies  
J Loudoun  
M Rixson

**Officers in attendance:**

Matthew Blythe, Assistant Director Environmental Health  
Sarah Jenkins, Democratic Services Officer  
Melanie Wellman, Director of Governance (Monitoring Officer)  
David Whelan, Emergency Planning & Business Continuity Officer  
Julia Woodbridge, StreetScene Operations Manager

**Councillor apologies:**

J Brown  
B Collins  
A Hall  
M Hall  
M Hartnell  
V Johns  
Y Levine

Chair .....

Date: .....

Report to: Scrutiny Committee

Date of Meeting 2<sup>nd</sup> October 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Finance Report: Agency and Consultant Expenditure for 2023/2024 and 2024/2025

### Report summary:

The report was last presented to Scrutiny on 24 January 2024, therefore it includes comparative data from 2022/2023. It summarises directorate oversight of consultant, specialist advice, and agency staff spending for 2023/2024 and 2024/2025.

Expenditure within the council is carefully managed and monitored to ensure it is incurred solely when necessary. This includes providing coverage for staff absences, supplementing capacity when permanent recruitment is not feasible, or acquiring additional skills and expertise on a temporary basis.

The employment of agency workers and consultants differs across directorates, accounting for approximately 16% of the council's total workforce. Procedures are followed to regulate spending and allocate resources where required.

The significant work undertaken within the Housing and Health Directorate during this period to reduce the reliance on agency staff and improve the stability of the service through the recruitment of permanent staff is of note and is to be commended.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

Record of the expenditure details for Agency and Consultants Expenditure in 2023/2024 and 2024/2025.

### Reason for recommendation:

To report to Members of Scrutiny Committee the expenditure on consultants and agency staff in the delivery of Council services.

Officer: Melissa Muir – Principal Accountant, [melissa.muir@eastdevon.gov.uk](mailto:melissa.muir@eastdevon.gov.uk)

Portfolio(s) (check which apply):

- ☐ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☐ Environment - Operational

- ☒ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** N/A

**Link to** [Council Plan](#)

Priorities (check which apply)

- ☒ A supported and engaged community
- ☒ Carbon neutrality and ecological recovery
- ☒ Resilient economy that supports local business
- ☒ Financially secure and improving quality of services

**Report in full**

**Agency Expenditure 2022/2023 – 2024/2025**

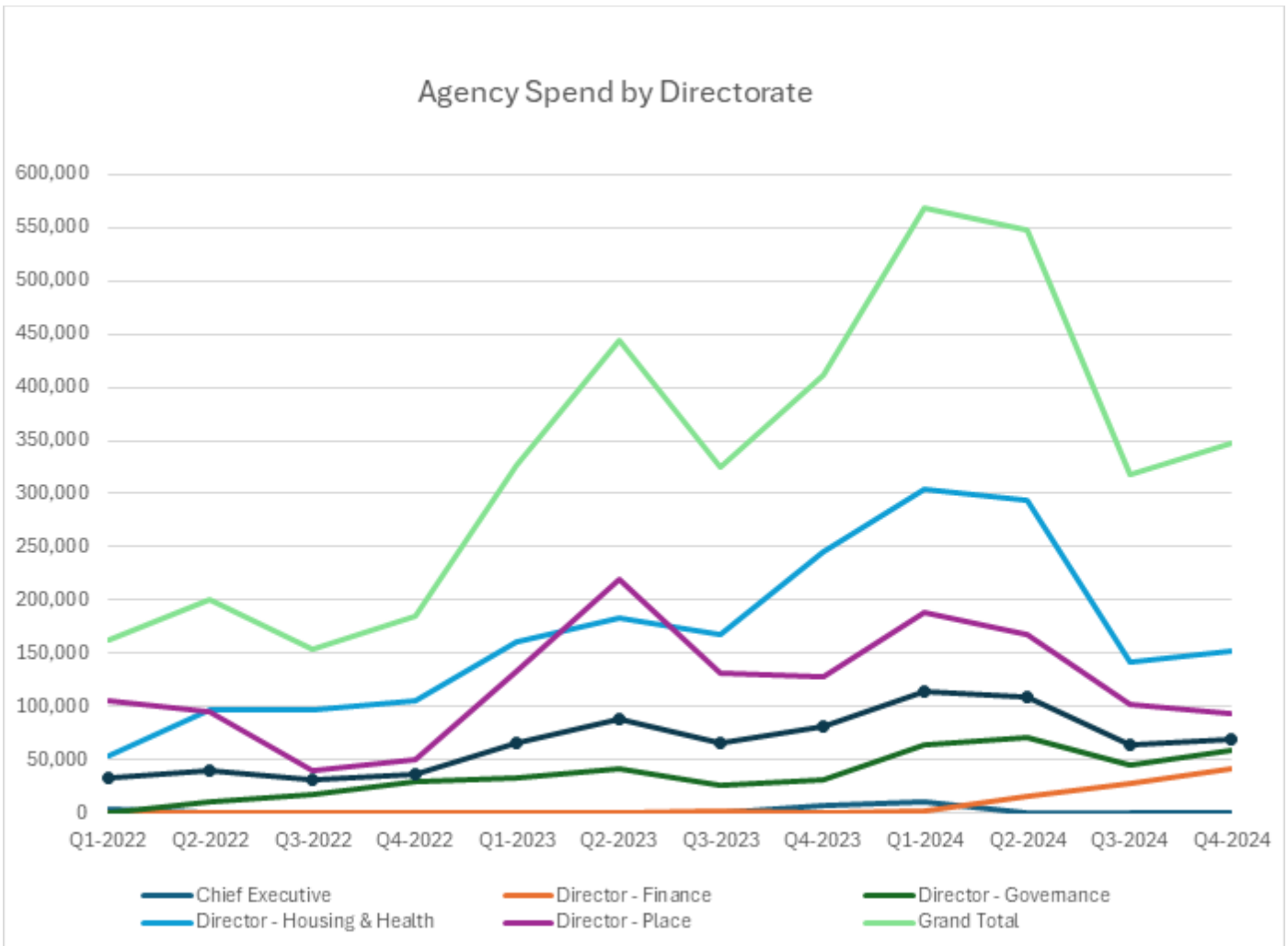
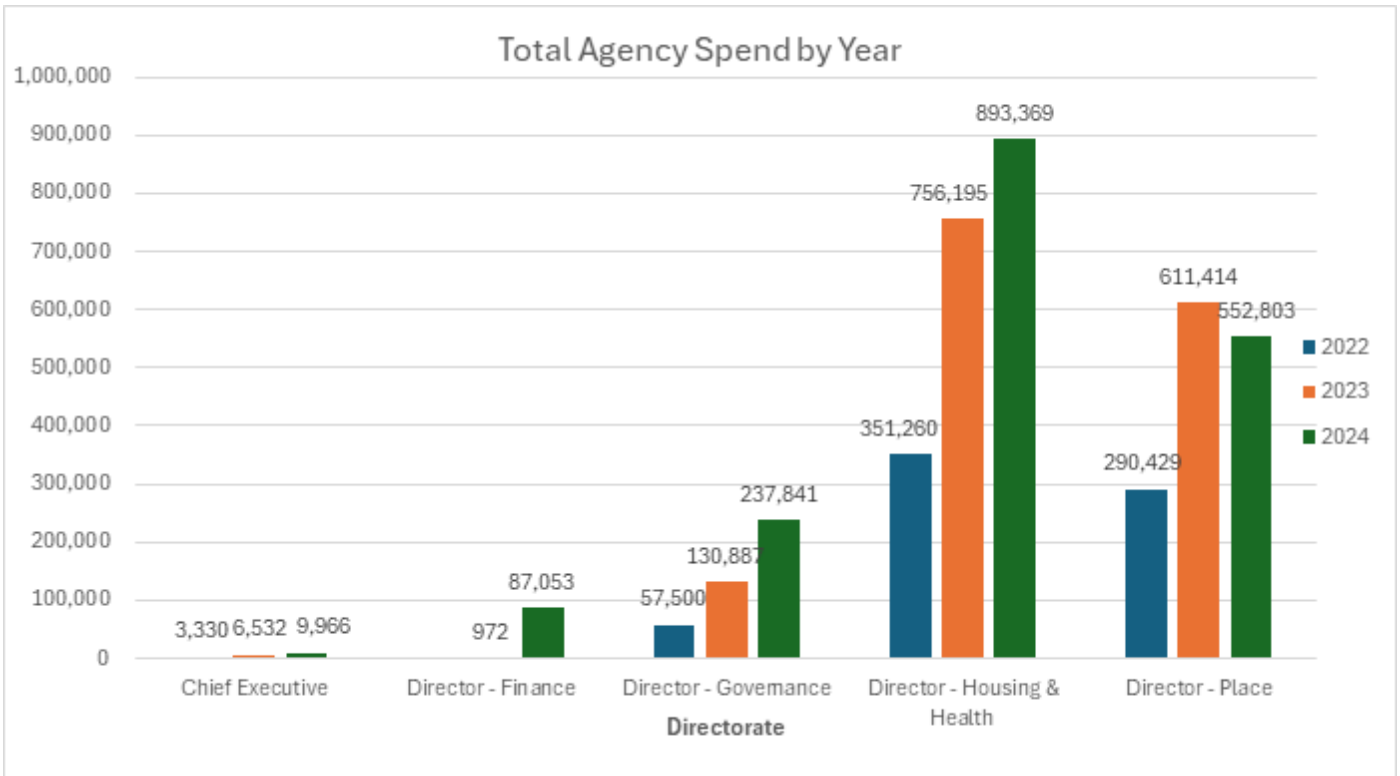
**Spend by Directorate**

The following Charts and tables show the variation in Agency expenditure by directorate over the last three financial years broken down by quarter.

Table 1: Agency expenditure by Directorate

Quarter	Directorate					Total Spend
	Chief Executive	Director - Finance	Director - Governance	Director - Housing & Health	Director - Place	
Q1-2022	3,330		-	53,819	105,546	162,694
Q2-2022			10,000	96,076	94,297	200,373
Q3-2022			17,500	96,723	39,607	153,829
Q4-2022			30,000	104,643	50,980	185,623
<b>Total 2022</b>						<b>702,519</b>
Q1-2023			33,037	160,396	132,955	326,388
Q2-2023			40,709	183,437	219,537	443,683
Q3-2023		972	26,734	166,899	130,756	325,362
Q4-2023	6,532		30,406	245,464	128,166	410,567
<b>Total 2023</b>						<b>1,506,000</b>
Q1-2024	9,966	1,750	63,416	304,699	189,187	569,018
Q2-2024		15,400	70,858	293,512	167,616	547,386
Q3-2024		27,503	45,595	142,310	102,152	317,559
Q4-2024		42,400	57,972	152,848	93,849	347,069
<b>Total 2024</b>						<b>1,781,032</b>
<b>Total Spend</b>	<b>19,828</b>	<b>88,025</b>	<b>426,227</b>	<b>2,000,825</b>	<b>1,454,647</b>	<b>3,989,552</b>





There are various measures in place to manage the spend of agency workers and consultants these are as follows:

1. The policy on the use of Temporary Workers aligns with the recruitment policy and considers the Council's objectives as well as a guide for managers in engaging temporary staff that supports the Council's policy for hiring temps, agency workers and consultants.
2. Agency workers are sourced through the Council's approved Commensura Recruitment framework. If suitable candidates are not available, managers may use other agencies while adhering to financial and procurement regulations and consulting Finance or Devon County Council Procurement Services as required. Agency expenditure outside the Comensura Contract averaged approximately £278,000 per quarter for 2023/2024 and 2024/2025, which is a 121% increase compared to 2022/23. Commentary by directorate is provided in Appendix 1. Directorates are listed according to the current organisational structure, but prior year expenditure may not directly align with these service areas.
3. Agency workers and consultants are used to fill positions temporarily, cover increased workloads, or provide specialised skills until permanent staff are appointed. This helps the council maintain service delivery when recruiting certain roles is difficult.
4. Agency and consultancy expenditures are reviewed monthly by Accountancy in conjunction with the Executive Leadership Team. These meetings provide an opportunity for ELT to constructively evaluate and challenge all spending activities. (see Appendix 2 for Actuals vs Budget).

## **Consultancy Expenditure 2022/2023 – 2024/2025**

### **Spend by Directorate**

The following Charts and tables show the variation in Consultancy expenditure by directorate over the last three financial years.

Table 2: Consultancy expenditure by Directorate

Quarter	Directorate					Total Spend
	Chief Executive	Director - Finance	Director - Governance	Director - Housing & Health	Director - Place	
Q1-2022		7,728	15,743	55,622	280,389	359,481
Q2-2022		2,220	67,688	14,227	524,102	608,238
Q3-2022		2,193	16,646	31,181	522,707	572,726
Q4-2022		27,864	17,384	56,661	485,630	587,539
<b>Total 2022</b>						<b>2,127,983</b>
Q1-2023		14,554	15,006	55,410	225,446	310,415
Q2-2023		7,795	16,437	58,803	340,515	423,549
Q3-2023		15,813	17,965	44,488	435,232	513,497
Q4-2023		8,950	-	29,917	320,808	359,675
<b>Total 2023</b>						<b>1,607,136</b>
Q1-2024	3,479	400	-	1,141	548,874	550,813
Q2-2024	10,474	6,495	8,610	43,413	173,602	242,594
Q3-2024	20,329	16,646	5,000	36,194	323,378	401,548
Q4-2024	15,284	14,690	6,516	42,381	485,766	564,636
<b>Total 2024</b>						<b>1,759,591</b>
<b>Total Spend</b>	<b>49,567</b>	<b>124,547</b>	<b>186,993</b>	<b>467,156</b>	<b>4,666,448</b>	<b>5,494,711</b>

### Consultancy Spend by Directorate

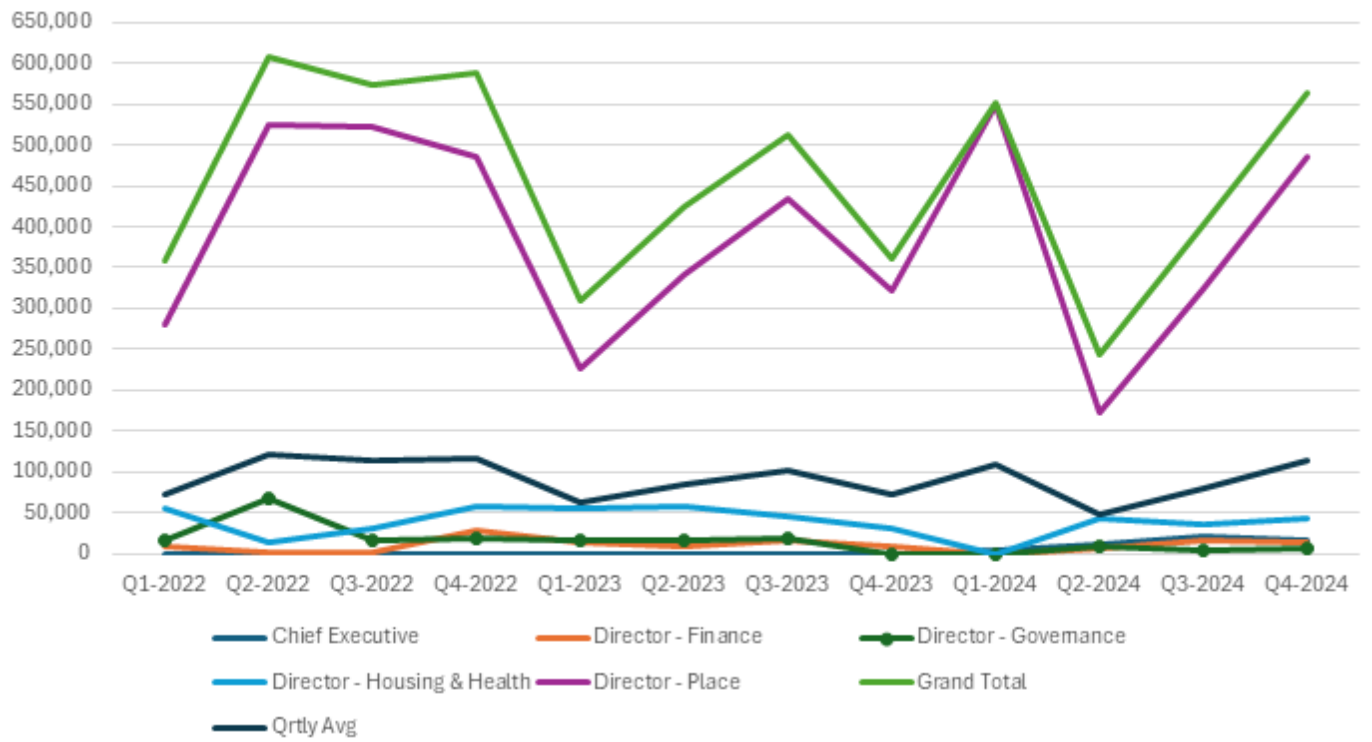


Table 3: Top 10 Highest-Spend in year on Consultancy Expenditure by Capital Project.

Top 10 Consultancy Expenditure by Capital Project	2022			Consultancy as a % of Capital Budget	2023			Consultancy as a % of Capital Budget	2024			Consultancy as a % of Capital Budget	Grand Total - Actuals
	Actuals	£'s	Budget		Actuals	£'s	Budget		Actuals	£'s	Budget		
Cliff Works		3,760	12,413	30%									3,760
Clyst Meadows - Sang									42,716	1,713,985		2%	42,716
Exmouth Bmp					23,752	165,000		14%	73,093	145,248		50%	96,845
Exmouth Emergency Seawall Repairs									130,291	3,569,393		4%	130,291
Exmouth Pavillion - Refurb & Improvements		3,669	133,000	3%	38,612	356,331		11%	43,511	79,216		55%	85,792
Feniton Flood Alleviation Work					153,010	2,165,085		7%	147,192	3,204,685		5%	300,202
Financial Management Project					9,060	174,644		5%					9,060
Honiton Mini Site Nr3 Retaining Wall		3,164	101,500	3%	7,446	101,321		7%	7,249	23,553		31%	17,859
Honiton Pool And Changing Room		311	165,529	0%									311
Hq Relocation Project		8,578	220,258	4%	8,229	208,603		4%	9,704	150,249		6%	26,511
Ottery & Broadclyst Lc Roofs		6,890	328,750	2%									6,890
Ottery St Mary Sluice Replacement					4,500	50,000		9%					4,500
Public Toilet Review - Right Toilet, Right Place					85,422	3,150,000		3%	138,694	2,668,405		5%	224,116
Seaton Coast Protect Scheme		7,565	450,000	2%	12,334	442,435		3%	110,453	434,065		25%	130,351
Var. Corp Props External Repairs		2,000	232,750	1%									2,000
Var. Led Sites - Sports Halls Floors		4,000	169,850	2%									4,000
Var. Ss Depots Operations Review					29,820	50,000		60%	28,873	39,680		73%	58,693
Various Led Sites - Swim Pool Plant Works		1,082	63,250	2%									1,082
<b>Grand Total</b>		<b>41,018</b>	<b>1,877,300</b>	<b>2%</b>	<b>372,185</b>	<b>6,863,419</b>		<b>5%</b>	<b>731,777</b>	<b>12,028,479</b>		<b>6%</b>	<b>1,144,980</b>

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- The increase in Consultant Capital Expenditure for 2023/24 and 2024/25 reflects the progression and significant scale of capital projects, including the Feniton Flood Alleviation Work and the Public Toilet Review.

## Appendix 1

### Directorate Commentary

#### Chief Executive

- Agency expenditure under the Chief Executive has remained consistently low, comprising only 0.43% of the total in 2023/24 and 0.56% in 2024/25. The individual previously served as Personal Assistant to the Director of Housing; however, following the appointment of the CEO, the Executive Support Team was established, and this role is now a permanent position within the newly formed team.
- Consultancy expenditure under Chief Executive support incurred in 2024 due to vacant post for Senior Communications Officer. This is a pivotal role that requires a specialist and absence of post holder could lead to a reputational risk.

#### Finance

- The main reason for hire under the finance directorate in 2024 is due to the need to cover a vacancy for the Performance and Data Analyst role within the Revenue and Benefits Support Team.
- In the Accountancy section, Agency staff were required for four months towards the end of 2024 because the position of HRA Accountant became vacant after a restructure, as the previous post holder was promoted to Principal Accountant within the team. The vacancy has since been filled by a permanent member of staff.
- The Overall consultancy expenditure for Finance remains consistent over the 3 years at around 2.4%. This includes the usual requirement is for the Council tax liability and Recovery team to engage consultants for policy rewrites due to legislative changes.

#### Governance

- Legal Services – Experienced Property Solicitor required for both knowledge/experience purposes and team capacity reasons. The majority of the work undertaken is capital related, outside of the day to day and therefore the costs are recharged across to those relevant project
- Legal Services – Locum Contracts Solicitor – locum cover brought in to identify the need for a more permanent role and to identify the processes outstanding. Recruitment is starting for a permanent contract solicitor.
- Od&T Communications Hire of Agency staff to cover long term sickness in 2024.

#### Housing & Health

- Agency spend in Housing and Health went from £351,260 in 2022, to £893,369 in 2024. This significant increase was primarily due to a large number of Management and Senior Leadership positions becoming vacant in the team in 2023, and the urgent exercise to fill these gaps to ensure service continuity and risk management. Primarily, these roles included:
  - Tenancy Services Management, ensuring robust oversight of our day-to-day estate and tenancy functions, as well as building our tenant and community engagement functions to ensure compliance with the new regulatory standards.

- Contract management position in our housing property and assets team, which was vital to ensuring the ongoing management of our Integrated Asset Management Contract (IAMC) and the ongoing repairs and maintenance services in our properties.
- Interim increases in surveying capabilities to support with backlogs of repairs and surveying, which existed partly as a result of gaps in permanent resourcing, but also backlogs from Covid, complaints and disrepair claims.
- Property and Asset management and leadership roles, overseeing compliance, day to day repairs, and planned works functions were sourced via agency at various points during this period also.
- During 2022/23, there was an increase in consultancy spend also. This was primarily attributed to expenditure with Echelon, who provided interim support for repairs and voids management functions related to the management and oversight of contractor delivery. Consultancy provision for these roles ceased at the end of 2023.
- Despite the overall spend increase seen across the three-year period, there has been a significant decrease across 2024 and into FY 25/26. From Q1 of 2024 to Q4 of 2024, you can see an in year decrease in agency spend of nearly 50% from £304,699 to £152,848. In Q1 of FY 25/26, this reduced further to c.£75,000 for the quarter with recruitment plans in motion to reduce this further again.
- There has been a significant focus on permanent recruitment across Housing over the past 12 months, with a number of key roles now filled, bringing stability and expertise into the services.

## Place

- £280k is spent annually on StreetScene agency staff that help deal with seasonal trends (tourism and visitor increases for bin collection and street cleansing), this influences agency expenditure in Streetscene job roles, including Cleansing and Grounds Maintenance, within the Directorate of Place. These roles consistently experience a peak in spending during the second quarter of each year, as illustrated in the chart above. Agency staffing here represents better value than permanent staff on a short-term basis due to ongoing pension strains for the latter. This is a BAU spend which while we operate these services, will continue.
- Development Management – Temporary Agency staff supplied in 2023/24 helped manage a large number of planning applications, reducing spend from £269,334 in 2023/2024 to £61,297.14 in 2024/2025 a 77% decrease. This expenditure was covered by a mixture of government grant funding and increased planning fee income. Consultancy expenditure peaked in 2022 and 2023 for support with digital validation of planning applications via Terraquest and temporary staff via Sarto Thomas Ltd due to absence, but this has now ended.
- Planning Obligations increased from £0 in 23/24 to £124,389. Creation of new planning structure to look at Section 106 and CIL. This cost was entirely paid for from the CIL administration pot which is funded from developer contributions.
- Consultancy support under the Directorate for Place typically provides specialist expertise for project delivery. For example, the Heat Distribution Network project incurred the highest consultancy costs over the past three years, mainly engaging Anthesis (UK) LTD (funded by Central Government) and Bevan Brittan for services outside the Legal Service function's remit. This expenditure is predominately from grant funding awarded by the Department of Energy Security and Net Zero (DESNZ) to support the delivery of district heating decarbonisation work. This work requires specialist support which is not possible to recruit to within EDDC.

## Appendix 2

Table 4: Budgets by Directorate 2023

Accounting Year	2023						
Values							
Director Title	Category	Original Budget	Revised Budget	Actuals	Variance		Agency + Consultancy as a % of staffing budget
Chief Executive	Agency	-	-	6,531.63	6,531.63		
	Employed	563,270.00	456,070.00	420,668.79	- 35,401.21		
Chief Executive Total		563,270.00	456,070.00	427,200.42	- 28,869.58		1%
Director - Finance	Agency		1,000.00	972.41	- 27.59		
	Consultancy	60,280.00	60,280.00	125,622.94	65,342.94		
	Employed	2,689,650.00	2,689,650.00	2,636,698.98	- 52,951.02		
Director - Finance Total		2,749,930.00	2,750,930.00	2,763,294.33	12,364.33		5%
Director - Governance	Agency		4,950.00	130,886.62	125,936.62		
	Consultancy	35,000.00	5,465.00	50,104.25	44,639.25		
	Employed	1,649,620.00	1,710,130.00	1,592,826.80	- 117,303.20		
Director - Governance Total		1,684,620.00	1,720,545.00	1,773,817.67	53,272.67		11%
Director - Housing & Health	Agency		116,170.00	756,195.47	640,025.47		
	Consultancy	421,660.00	211,431.00	223,485.93	12,054.93		
	Employed	5,863,570.00	6,157,660.00	5,564,911.81	- 592,748.19		
Director - Housing & Health Total		6,285,230.00	6,485,261.00	6,544,593.21	59,332.21		15%
Director - Place	Agency	82,950.00	112,950.00	611,414.36	498,464.36		
	Consultancy	486,980.00	758,172.58	1,332,485.72	574,313.14		
	Employed	7,856,150.00	7,856,150.00	7,418,520.30	- 437,629.70		
Director - Place Total		8,426,080.00	8,727,272.58	9,362,420.38	635,147.80		22%

Table 5: Budgets by Directorate 2024

Accounting Year	2024						
Values							
Director Title	Category	Original Budget	Revised Budget	Actuals	Variance		Agency + Consultancy as a % of staffing budget
Chief Executive	Agency	-	-	9,966.19	9,966.19		
	Consultancy	-	-	49,567.13	49,567.13		
	Employed	468,990.00	440,922.00	429,568.34	- 11,353.66		
Chief Executive Total		468,990.00	440,922.00	489,101.66	48,179.66		14%
Director - Finance	Agency			87,052.77	87,052.77		
	Consultancy	76,040.00	100,040.00	105,173.02	5,133.02		
	Employed	2,896,590.00	2,844,630.00	2,731,819.16	- 112,810.84		
Director - Finance Total		2,972,630.00	2,944,670.00	2,924,044.95	- 20,625.05		7%
Director - Governance	Agency	20,950.00	68,950.00	237,840.86	168,890.86		
	Consultancy	6,000.00	35,535.00	107,512.74	71,977.74		
	Employed	1,938,200.00	2,140,400.00	1,992,986.76	- 147,413.24		
Director - Governance Total		1,965,150.00	2,244,885.00	2,338,340.36	93,455.36		15%
Director - Housing & Health	Agency	58,085.00	213,080.00	893,368.99	680,288.99		
	Consultancy	343,160.00	360,360.00	120,975.64	- 239,384.36		
	Employed	6,778,710.00	6,917,176.00	5,953,530.84	- 963,645.16		
Director - Housing & Health Total		7,179,955.00	7,490,616.00	6,967,875.47	- 522,740.53		14%
Director - Place	Agency	132,950.00	283,570.00	552,803.36	269,233.36		
	Consultancy	691,602.00	931,302.19	1,533,187.23	601,885.04		
	Employed	8,396,510.00	8,399,898.00	8,121,149.82	- 278,748.18		
Director - Place Total		9,221,062.00	9,614,770.19	10,207,140.41	592,370.22		22%

- The combined external resource obtained of Agency and Consultancy over the last three financial years is shown in Table 6.
- As the data shows the average spend the last two financial years is circa £3.3m this is an increase of 18% based on 2022/2023.
- There is no expenditure on agency staff for Capital projects. Table 7 provides of the consultancy expenditure how much is attributed to capital vs revenue.

Table 6: Combined expenditure

External Resource	2022	2023	2024	Grand Total
Consultancy	2,127,983	1,607,136	1,759,591	5,494,711
Agency	702,519	1,506,000	1,781,032	3,989,552
<b>Total Spend</b>	<b>2,830,502.49</b>	<b>3,113,136.72</b>	<b>3,540,623.63</b>	<b>9,484,262.84</b>

Table 7: Total Consultancy Spend split by Capital vs Revenue

Accounting Year <input type="text"/>						
Capital Exp / Revenue Exp <input type="text"/>	2022		2023		2024	
	Amount	Cap / Rev as a % of Total	Amount	Cap / Rev as a % of Total	Amount	Cap / Rev as a % of Total
TOTCAP	41,018	1.93%	355,520	22.12%	742,079	42.17%
TOTREV	2,086,965	98.07%	1,251,616	77.88%	1,017,512	57.83%
<b>Grand Total</b>	<b>2,127,983</b>	<b>100.00%</b>	<b>1,607,136</b>	<b>100.00%</b>	<b>1,759,591</b>	<b>100.00%</b>

### Financial implications:

Contained in the report.

### Legal implications:

Any legal implications are identified in the report and no further comment is required.





## EAST DEVON DISTRICT COUNCIL

### Forward Plan of Key Decisions - For the 4-month period: 1 October 2025 to 31 January 2026

This plan contains all the Key Decisions that the Council's Cabinet expects to make during the 4-month period referred to above. The plan is rolled forward every month.

12.1.1 Key decisions: A "key decision" means an executive decision which is likely:

- (a) to result in the Council incurring expenditure or the making of savings of £100,000 or more; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area:
  - (i) In accordance with section 38 of the Local Government Act 2000, in determining the meaning of "significant" regard shall be had to any guidance for the time being issued by the Secretary of State
  - (ii) A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of this Constitution.

**A public notice period of 28 clear working days is required when a Key Decision is to be taken by the Council's Cabinet even if the meeting is wholly or partly to be in private.**

The Cabinet may only take Key Decisions in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of the Constitution and the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012. A minute of each Key Decision is published within 2 days of it having been made. This is available for public inspection on the Council's website <http://www.eastdevon.gov.uk>, and at the Council Offices, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton. The law and the Council's constitution permit urgent Key Decisions to be made without 28 clear days' notice of the proposed decisions having been published provided certain procedures are followed. A decision notice will be published for these in exactly the same way.

This plan also identifies Key Decisions which are to be considered in the private part of the meeting (Part B) and the reason why. Any written representations that a particular decision should be moved to the public part of the meeting (Part A) should be sent to the Democratic Services Team (address as above) as soon as possible. **Members of the public have the opportunity to speak on the relevant decision at the meeting in accordance with the Council's public speaking rules.**

#### Obtaining documents

Committee reports in respect of Key Decisions include links to the relevant background documents. If a printed copy of all or part of any report or background document is required, please contact Democratic Services (address as above) or by calling 01395 517546.

Members of the public who wish to make any representations or comments concerning any of the Key Decisions referred to in this Forward Plan may do so by writing to the Leader of the Council c/o Democratic Services (as above).

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Towards Zero Carbon Development in the West End: Interconnector Project Final Investment Decision (Parts 2)	Director of Place	Full Business Case			26 November 2025 Part 2	Part B
Use of Climate Change Budget to support Green Loans to Householders	Assistant Director Environmental Health					Part A
Air Quality/Contaminated Land Strategies	Assistant Director Environmental Health					Part A
Anti-Poverty Strategy	Asst Director Revenues, Benefits, CSC, Fraud & Compliance	Outcomes from consultation		Poverty Working Panel	29 October 2025	Part A
Place and Prosperity Fund acquisition	Assistant Director Place Assets & Commercialisation	None	Business case/Appraisal of proposal	Place and Prosperity Investment Board		Part B
Formation of an Exmouth Town and Seafront Subgroup	Assistant Director Place Assets & Commercialisation	Steering Group ToR		Placemaking in Exmouth Town and Seafront Group		Part A

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Council Depots Review	Project Manager Place, Assets & Commercialisation					Part B (commercially sensitive)
Exmouth Town Hall	Assistant Director Place Assets & Leisure				1 October 2025	Part B (commercially sensitive)
Site Acquisition opportunity	Assistant Director Place Assets & Leisure				1 October 2025	Part B (commercially sensitive)
Hayne Lane Masterplan	Assistant Director Place Assets & Commercialisation	Hayne Lane Masterplan	No	Asset Management Forum		Part A
Strategic Development Review – Exeter Science Park Limited	Director of Place		No			Part B
Public Toilets Review	Assistant Director Place Assets & Commercialisation					Part A
Housing Strategy	Director Housing and Health			Overview Committee	1 October 2025	Part A
Harepath Road, Seaton	Assistant Director Place Assets &	None	N	AMF (Part B)	1 October 2025	Part B

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Dog Control Enforcement Policy	Assistant Director Environmental Health			Overview Committee		Part A
Private Sector Housing Enforcement Policy	Assistant Director Environmental Health					Part A
Community Grant funding	Asst Director Revenues, Benefits, CSC, Fraud & Compliance				29 October 2025	Part A
Cranbrook Leisure - Review and approval of the project scope for Cranbrook Leisure together with approval of a budgetary envelope for delivery of the capital works.	Assistant Director Place Assets & Commercialisation			AMF (Part B)	29 October 2025	Part B
Additional in year revenue budget request to cover increased bridge inspection costs.	Assistant Director StreetScene				29 October 2025	Part A

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Climate Change Strategy	Assistant Director Environmental Health				Winter 2025/26	Part A
Public Space Protection Orders	Assistant Director Environmental Health				Winter 2025	Part A
Asset acquisition in Exmouth	Project Manager Estates					Part B
Recycling & Waste LATCo governance and financial proposal – further detail	Assistant Director StreetScene				1 October 2025	Part B
Update re Management Funding for Clyst Meadows Country Park	Assistant Director Countryside and Leisure			Strategic Planning Committee	26 November 2025	Part A possibly Part B some
EDDC Local Nature Recovery Plan	Assistant Director Countryside and Leisure				26 November 2025	Part A
Exmouth BMP Update	Assistant Director Countryside and Leisure				26 November 2025	Part A
Supported Housing Services	Assistant Director Statutory Housing Services				26 November 2025	Part A

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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Procurement of CBRE through the Crown Commercial Services Framework to undertake work in relation to the second new community	Delivery Manager					Part A
Colyford Road and Fosse Way Viability Assessment	Assistant Director Place Assets & Commercialisation	Colyford Road and Fosse Way Viability Assessment	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive
Cloakham Lawns Employment Site Viability Assessment	Assistant Director Place Assets & Commercialisation	Colyford Road and Fosse Way Viability Assessment	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive
Exmouth Town and Seafront Placemaking Plan Adoption	Assistant Director Place Assets & Commercialisation	Placemaking Plan and appendices	Yes some Strategic Outline Business Cases (SOBC)	Placemaking in Exmouth Town and Seafront Group		Part A *possibly some Part B commercially sensitive
Delivery Vehicle for Second New Community	Director for Place					

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Percy Wakley Woods Suitable Alternative Natural Greenspace	Assistant Director Countryside and Leisure				26 November 2025	Part A
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### Key Officer/Portfolio Holder Decisions

Sale of Workshop Site, Exmouth	Estates Surveyor					Part B Portfolio Holder Assets & Economy Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision



<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Procurement Support from Devon County Council – renew 5-year SLA	Director of Finance					Officer Executive Decision
Household Support Fund – Determining groups for targeted support	Assistant Director Customer Services, Revenues & Benefits		As per Cabinet recommendation at their meeting 30 October 2024			Officer key decision
Sewerage Treatment Plant Replacement Programme 2025/26	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Bathroom Adaptations to 20 properties	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Bathroom Adaptations to properties ED0322-24	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision

<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
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Structural Repairs & Refurbishment – 33, 35 & 37 Underleys, Beer	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Refurbishment of Flats, Langford Avenue, Honiton	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Refurbishment of 4no. Blocks of Flats, Arcot Park, Sidmouth	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Refurbishment & Extension of 1 School Lane, Newton Poppleford	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Internal Adaptations to various properties	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
LAD 1 Completion – Heating & Fabric Upgrades	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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Upgrade of Peazen Flats, Beer	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Internal Adaptations Q2-25	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision

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### Officer Decisions to enter into Contract

Sidmouth and East Beach BMP – Approval to enter design and construction contracts	Assistant Director StreetScene	Date
Recycling and Waste: - MRF/Baling Plant Refurbishment/Site Compliance - vehicle refurbishment programme	Assistant Director StreetScene	

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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Seaton Wetlands southern expansion and habitat creation project – HLF bid over £100K	Countryside Manager	EOI by January/Feb 2025 TBC
East Devon National Landscape HLF Open Programmes bid for Landscape Connections project	East Devon NL Manager	EOI Dec 2024

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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## Scrutiny Committee Work Programme 2025 - 2026

### Work for scoping and/or allocation to the Work Programme 2025 - 2026

Updated: 22 September 2025

Proposed date	Topic
2 October 2025	Report on consultancy and agency spend 2023-24 (Officer: Finance Manager)
6 November 2025	
3 December 2025	Joint meeting with Overview Committee to consider Directorate Plans for 2026-27
4 December 2025	
14 January 2026	Joint budget meeting with Overview Committee
5 February 2026	<ol style="list-style-type: none"> <li>1. UKSPF evaluation update report (Officers: Economic Development Manager &amp; Economy Projects Assistant) (previous update January 2025)</li> <li>2. Climate change report: update on progress with the climate change action plan 2020-2040 (follow up from report on 7 November 2024) (Officers: AD Environmental Health; Climate Change Officer)</li> <li>3. Report on the impact of the ban on the use of glyphosate (agreed September 2025)</li> </ol>
5 March 2026	<ol style="list-style-type: none"> <li>1. Invitation to Community Safety Partnership Councillor representative (Cllr Dan Wilson) to update the Committee, with a focus on current priorities for the Partnership, including update on anti-social behaviour. (Officer: Anti-Social Behaviour &amp; Community Safety Co-ordinator)</li> </ol>
2 April 2026	

Dates TBC	Topic – dates to be confirmed with lead Officers
TBC September 2026?	Exmouth Motorhome Parking – Overnight stopovers  Follow up from report to Cabinet 30 July 2025 (Officer: Parking Services Manager)
	<p>Agreed at Council meeting on 26 February 2025 Motion 2: Highways (Agenda item 22) Recommends that East Devon District Council's Scrutiny Committee consider undertaking an investigation of these issues in support of and in addition to other measures agreed at the meeting.</p> <p>Scrutiny Spotlight Session with senior officer(s) from DCC proposed, to cover input from DCC Highways as consultee on planning applications and attendance at EDDC Planning Committee meetings. Director of Place to follow up, subject to Deputy Monitoring Officer checking Constitution regarding most appropriate Committee to scrutinise item (Scrutiny or Strategic Planning).</p> <p>Agreed 10/07 Committee meeting: Request that the Deputy Monitoring Officer takes the item on Devon County Council's responses to planning applications back to the Strategic Planning Committee.</p>
TBC	Portfolio Holder reports: Awaiting the Scrutiny Action Plan and recommendations from the Constitution Working Group regarding changes to the Committee's terms of reference
Correspondence regarding Scrutiny Committee topics	
Date received	Details