



Agenda for Annual Council Wednesday, 22nd May, 2019, 6.00 pm

Members of Annual Council

Councillors: T McCollum, N Hookway, M Howe, K Bloxham, K McLauchlan, C Pepper, A Dent, B Ingham, D Manley, C Brown, F Caygill, S Chamberlain, M Chapman, I Chubb, A Colman, O Davey, S Bond, M Hartnell, M Armstrong, C Gardner, M Allen, I Hall, E Wragg, S Hawkins, P Arnott, P Faithfull, P Hayward, S Hughes, K Blakey, S Jackson, P Jarvis, L Jeffery, V Johns, G Jung, D Key, F King, D Ledger, J Loudoun, B De Saram, J Bailey, T Wright, P Millar, A Moulding, H Parr, S Gazzard, G Pook, G Pratt, V Ranger, M Rixson, J Rowland, E Rylance, P Skinner, B Taylor, I Thomas, P Twiss, J Whibley, T Woodward, D Barrow, C Wright and D Bickley

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(or group number 01395 517546)

Thursday, 14 May 2019

Prior to the formal start of the meeting, the Chairman will invite Rev'd Jeremy White to say a prayer.

Dear Sir/Madam

Meeting of the Council of the District of East Devon on Wednesday 22 May 2019 at 6.00pm

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

Yours faithfully

A handwritten signature in black ink, appearing to be "M. Howl", written in a cursive style.

Chief Executive

Note: This meeting is being audio recorded by EDDC for subsequent publication on the Council's website.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but

it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

- 1 Election of Chairman of the Council for the ensuing year
The Chairman will ask for nominations for the Office of Chairman of the Council for the ensuing Civic Year.
(The Chairman, if nominated, may not vote on his/her own election).
- 2 Appointment of Vice Chairman of the Council for the ensuing year
The Chairman will ask for nominations for the appointment of the Vice-Chairman of the Council for the ensuing year.
- 3 Public Speaking
Information on [public speaking](#) is available online
- 4 Minutes of the previous Council meeting (Pages 6 - 13)
Minutes of the Council Meeting held on 24th April 2019.
- 5 Apologies
- 6 Declarations of interest
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 7 Matters of urgency
Information on [matters of urgency](#) is available online
- 8 Announcements from the Chairman
- 9 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.
- 10 Election of leader of the Council for the ensuing year
- 11 Leader's appointment of the Deputy Leader of the Council
- 12 Leader's appointment to Cabinet

The Leader will recommend the Cabinet members to act as Portfolio Holders.

- 13 To confirm which other committees to establish for the municipal year
The current Committee Structure is set out in Articles 7, 8, 9 and 10 of the Constitution. Proposed changes are included in the Chief Executive's report.
- 14 To decide the size and terms of reference of Committees
These are as set out in Articles 7, 8, 9 and 10 of the Constitution subject to changes included within the Chief Executive's report.
- 15 To confirm the membership of the Standards Committee
Council representatives: Chairman of the Council and four other members of the Council to be nominated and appointed.
Substitute members: Three members of the Council to be nominated and appointed.
Non-voting independent representatives: Martin Goscomb and Tim Swarbrick*
Non-voting parish/town council representatives: Bob Nelson (Broadhembury Parish Council), one vacant position.

*Tim Swarbrick (non-voting independent representative) was originally appointed in 2012 for a 4-year term. Council approved a second 4-year term in 2016 to retain Mr Swarbrick's experience and knowledge.

For information - The Council's non-voting appointed Independent Person (Alison Willan) is a consultee and not a member of the Standards Committee. The Monitoring Officer consults with an Independent Person when dealing with Code of Conduct complaints. Her original appointment in 2012 was for a term of 4 years, Members approved a second 4-year term in 2016 for the Independent Person so that her experience and knowledge could continue to benefit this Council and support its governance arrangements.

- 16 To confirm the non District Council membership of the Housing Review Board
Tenant and/or Leaseholder representatives (5) - to serve a further year on the Board:
Peter Sullivan, Mike Berridge, Pat Gore, Cat Summers and Alek Williams.

Independent Community representatives (2) – to serve a further year on the Board:
Julie Bingham and Christine Drew.
- 17 To consider the report of the Chief Executive (Pages 14 - 28)

- a) To decide the allocation to different political groups of seats to be filled by the Council in accordance with the political balance rules. (This does not apply to Cabinet)
- b) To decide the allocation to different political groups of seats on Panels, Forums and Joint Bodies to be filled by the Council in accordance with political balance rules.
- c) To agree the proposed amendments to the Constitution including the Scheme of Delegations.

RECOMMENDED

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

Conservative Group	19 Members	32%
Independent Group	17 Members	29%
Independent East Devon Alliance	11 Members	18%
Liberal Democrats Group	8 Members	13%
Cranbrook Voice	3 Members	5%
East Devon Green Party	2 Members	3%
Total	60 Members	

- b) that the allocation of seats on individual overview/scrutiny, regulatory and other committees according to proportional balance be as set out in Appendix A;
- c) that the make-up of Panels, Forums and Joint Bodies be as set out in Appendix B;
- d) that the proposed amendments to the Constitution, including the Scheme of Delegations be approved as set out in Appendix C, with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution.

- 18 To agree the appointment of Councillors to Committees (Pages 29 - 30)
- 19 To appoint the Chairmen and Vice Chairmen of Committees (Page 31)
- 20 To agree the appointment of Councillors to Panels, Forums and Joint Bodies (Pages 32 - 33)
- 21 To agree the appointment of representatives on Outside Bodies (Pages 34 - 36)
- 22 To agree the appointment of Lead Members (Pages 37 - 38)
- 23 To approve a programme of ordinary meetings of the Council, Cabinet and Committees for 2019/20 (Page 39)

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

[Decision making and equalities](#)

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

EAST DEVON DISTRICT COUNCIL**Minutes of the meeting of Council held at Council Chamber, Blackdown House, Honiton on 24 April 2019****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 7.07 pm

58 Public speaking

The Chairman welcomed those present and invited members of the public to address the Council.

The first speaker was J. Bleasdale who wanted to address item 10 of the agenda relating to climate change. She wanted to ask the Council what efforts it would be making locally to reduce carbon emissions, and how it would use its unique position to bring about electrification of its own vehicle fleet and those of the companies it does business with. This could be very effective locally and have a significant impact over the next twenty years.

In response, the Portfolio Holder for the Environment, Cllr Tom Wright, stated that the Council takes this issue very seriously. There are currently problems involved with making changes to the councils existing vehicles, until technology provides better solutions, but one of the largest council contractors, SUEZ, are actively pursuing an alternative supply of electrical vehicles for rubbish collection. There are currently no manufacturers who make a suitable vehicle for this purpose. There are electric car charging points at the Council's offices and there will soon be charging points in all council car parks. There was a decision at the last Council meeting to take environmental factors into account in all future decisions, and it will continue to press for industry and technology to come up with required solutions.

The next speaker was Richard Eley who wanted to discuss the Sidmouth Beach Management Plan, which was also related to climate change. He outlined the situation facing Sidmouth in terms of rapid erosion and the likely risk of flooding, with a severe storm potentially bringing about inundation of the town centre. He stated that there needed to be a serious discussion about how to progress this in the face of unlikely assistance from the government. He had resigned from the Group two years ago but stated that there was now more data available and greater understanding of possible solutions available in order to generate effective change. He wanted to thank John Golding and Dave Turner for their hard work.

In response, the Portfolio Holder for the Environment, Cllr Tom Wright, stated that he had been chairing the Sidmouth Beach Management Plan Group for the last year. A fully designed and costed Plan is currently being prepared which will be brought to a meeting next month, which it is hoped will satisfy the Environment Agency and assist the Group in getting funds to prevent flooding. The nature of the meetings has much improved and Cllr Wright stated that he was confident a Plan will be produced which will safeguard Sidmouth from the risk of flooding in future.

The next speaker was D. Rochester who introduced himself as a scientist by profession and who also wanted to discuss climate change. He stated that East Devon was uniquely exposed to climate change, which would have a dramatic impact on the district. He wanted to ask;

1. Whether the Council is prepared to adopt a Motion that EDDC aspires for the district to be carbon neutral by 2030, and
 2. Whether as a Council it would make all reasonable efforts to achieve this.
- He stated that it was necessary to take action now.

The final speaker was Patricia Bell, who stated that she had come to the meeting because of the nearness of the climate change catastrophe, which is only nine years away. She wanted to ask the Council to look at all aspects of climate change and to inform all of its committees about what can be done so that it can take measures accordingly.

59 **Minutes of the previous meeting**

The minutes of the meeting of the Council held on 27 February 2019 were confirmed and signed as a true record.

60 **Declarations of interest**

No declarations of interest were advised.

61 **Matters of urgency**

There were no matters of urgency.

62 **Announcements from the Chairman and Leader**

The Chairman stated that since the Council was approaching the end of the current civic year, with an Election at District and Town & Parish Councils on 2nd May, he wanted to make an announcement about those councillor colleagues who will not be standing for re-election this year, some of whom he had known for a long time.

There are ten current District Councillors who are standing down this year.

They are;

Matthew Booth – A councillor representing Sidmouth Town since 2015, and a member of the Overview, Licensing & Enforcement and Strategic Planning Committees amongst other responsibilities.

John Dyson - Another councillor representing Sidmouth Town since 2015. A member of the Licensing & Enforcement Committee, Budget Working Group, Vice Chairman of Audit & Governance and involved with the Port Royal Project Steering Group.

Roger Giles – A councillor representing Ottery St Mary and first elected in 1995. He has also been a Devon County Cllr for many years. Roger has been on many committees during his political career, including being Vice Chair and Chairman of the Scrutiny Committee until the present date, an invaluable function of any healthy authority, as well as sitting on a variety of Panels, Joint Bodies and Think Tanks.

Graham Godbeer – A councillor representing Coly Valley and first elected in 2007.

Graham is a former Council Chairman and has also been a member of many committees, working groups and Think Tanks; being a Vice Chair and Chairman of Overview committee until the present date and involved in the AONB (Area of Outstanding Natural Beauty) Partnership and the GESP (Greater Exeter Strategic Plan) process.

Simon Grundy – A councillor representing Exe Valley since 2015. A member of Scrutiny, Development Management and Audit & Governance committees.

John Humphreys – A councillor representing Exmouth Littleham and first elected in 2007. He has been a Member Champion and Lead Cllr on various topics and has also been a member of many committees and outside bodies, only standing down briefly in 2012 to perform his duties as Mayor of Exmouth.

Jim Knight – A councillor representing Seaton and first elected in 2003. He is another councillor who has been on many committees, outside bodies and forums during his time in office.

Darryl Nicholas – A councillor representing Exmouth Brixington and elected in 2016. He has been a member of the Scrutiny and Licensing & Enforcement Committees, making a valuable contribution during his relatively short time with EDDC.

John O’Leary – A councillor representing Honiton St Pauls and first elected in 2011. John is currently Vice chair for the Licensing & Enforcement Committee, and has also been a member of the Overview & Scrutiny committee as it was and the HRB (Housing Review Board). He has been a committed supporter of Arts & Culture locally.

Mark Williamson – A councillor representing Exmouth Littleham and first elected in 2007. Mark is currently Chair of the Audit & Governance Committee, has also been a Member Champion and Lead Cllr on various topics, including Procurement, Neighbourhood Planning and becoming a Director of the Queens Drive Exmouth Community Interest Company, apart from sitting on a range of committees, Outside Bodies, and Think Tanks. The Chairman stated that the individual and combined loss of this wealth of experience and knowledge from EDDC will be sorely missed, and that it was his hope that some will manage to find time to support new Councillors who have yet to arrive, but also wished them a happy retirement from the Council. He thanked all of them for the contributions they have made.

The Leader, Cllr Ian Thomas, also took the opportunity to wish everyone the best for the coming years.

63 **Confidential/exempt item(s)**

There are no confidential or exempt items.

64 **To answer questions asked by Members of the Council pursuant to Procedure Rules No. 9.2 and 9.5**

One question had been submitted in accordance with Procedure Rule 9.2 - the question and answer was circulated with the agenda and printed copies were available at the meeting. Councillors submitting questions are entitled to put a related supplementary question (Procedure Rule 9.5). A summary of the supplementary question asked and response is set out below.

Question – Cllr Gardner stated that contrary to the answer provided to her original question, she had not confused two different systems, but was concerned about the specific situation relating to businesses with accommodation over them, which resulted in them paying both Council Tax and Business Rate. She requested that confirmation is provided in all such cases that Businesses are not being penalised by having to pay extra Council Tax when empty residential accommodation is included on their premises, which needs renovating.

In response, the Chief Executive, Mark Williams, stated that in view of the clarification provided on the specific situation identified, officers would have to look into it further and provide Cllr Gardner with a written answer.

Reports from the Cabinet and the Council's Committees and questions on those reports

Arising from consideration of the minutes of Cabinet on 3 April:-

➤ Cabinet, minute number 193 – Environmental sustainability and climate change emergency

Councillor Roger Giles wanted to propose an amendment to the minute. The Chief Executive clarified that the discussion at Cabinet had resulted in a resolution, and was not, therefore, susceptible to amendment. He went on to point out that if members were unhappy with a resolution from Cabinet, the Scrutiny Committee has a call-in procedure which enables the resolution to be debated further, with the possibility of an alternative resolution being put to Cabinet. This has been a procedure at EDDC for many years.

There followed a debate arising from the issues above. Cllr Giles expressed concern that he had submitted a Notice of Motion for the meeting on time, according to procedure and on a topic relevant to the Council. It was subsequently rejected by the Chief Executive on the basis of being superfluous.

Cllr Giles referred to the school girl Greta Thunberg, who had got the attention of all political parties in Sweden. With reference to the report to Cabinet on 3 April, many initiatives were referred to but the subsequent proposals were too modest and lacked urgency and did not address the seriousness of the situation. By proposing an amendment, Cllr Giles had hoped to generate more decisive action but stated that councillors had instead been told that they could not debate issues which were important to all parties. He referred to the amendment he wanted to propose which included declaring a climate emergency, and also referred to having support from Conservative Cllrs as well as Independents.

Cllr Gardner commented that the date of 2050 to ensure a carbon neutral Devon was ridiculous. Teignbridge Council had committed to a date of 2025 to achieve this, so the fact that EDDC was committed to the date proposed by Devon County Council was not logical.

Cllr Rixson referred to recent reports by experts which concluded that we had ten years to take effective action, rather than 30 years which would take us to 2050.

Cllr Rylance commented that she had also recently tried to submit two motions which would have supported climate change measures, which were also rejected.

Cllr Gazzard stated that he was disappointed not to have heard Cllr Giles' Motion at the meeting, pointing out that this generation owes it to young people to put right the situation in relation to the planet, and to set a new target date. He stated that the debate at Cabinet had been good and he recalled Cllr Thomas saying that a new target date would be considered.

Cllr Allen stated that there was no complacency in the Council about this issue and referred to Cllr Wright's earlier comments about measures EDDC was taking already. He expressed disappointment with national and international leaders, but that EDDC needed to come up with practical solutions.

Cllr Howe agreed with Cllr Giles that there was a need to be more ambitious and disagreed that some councillors were merely being troublesome before an election. Exeter and Teignbridge councils have put more ambitious dates on their work, so EDDC should also develop a cost effective and timely framework for actions on climate change.

Cllr Godbeer referred to the fact that having been a climate change sceptic, he had accepted the science and experience now evident. At a recent Overview Committee they had had an excellent debate with an expert about the issues

involved, but no non-Committee members attended. He expressed a view that during the next sitting Council, councillors should take part in such discussions and listen to the information.

Cllr Elson gave examples of a number of environmentally friendly measures which had been implemented by Housing but not necessarily promoted as supporting measures to address climate change. She went on to confirm that the Housing Review Board had also been discussing modular buildings which are sustainable and environmentally friendly, as well as how to realistically achieve progress within affordable means.

Mark Williams referred to the second bullet point of the resolution by Cabinet which specifically committed EDDC to considering a more ambitious date for becoming carbon neutral and a report coming back to Cabinet.

He went on to say that he and John Golding had been working with Dr Newton at Exeter University to prepare a report for the new Council, which would be presented to the first or second Cabinet of the next civic year. However, he pointed out that councillors needed to understand the possible ramifications of actions required. For example, to take effective action could mean refusing planning applications, closing car parks or discouraging tourism.

Cllr Thomas stated that he did not agree with plucking random dates against which to set targets without the evidence to do so, and that EDDC needed to understand the implications of the carbon balance specifically in its own area, houses and roads. The new Council year will have a new report with an effective implementation plan and specific actions to support it. This will become part of the officers' work plan, with responsibilities and realistic timescales. The topic will also become part of the Transformation Portfolio Holder's responsibility. He confirmed that the minute from Cabinet was accurate, albeit not particularly explicit.

- (a) **Minutes of Cabinet held on 6 March 2019 Minute numbers 162 to 181**
These were moved and agreed.
- (b) **Minutes of Cabinet held on 3 April 2019 Minute numbers 182 to 194**
These were moved and agreed.
- (c) **Minutes of Scrutiny Committee held on 7 March 2019 Minute numbers 51 to 59**
These were moved and agreed. Apologies were to be included for Cllr Wright, and thanks were expressed to the officers and councillors who had supported the work of the Committee.
- (d) **Minutes of Strategic Planning Committee held on 26 March 2019 Minute numbers 50 to 59**
These were moved and agreed.
- (e) **Minutes of Development Management Committee held on 5 March 2019 Minute numbers 51 to 57**
These were moved and agreed.
- (f) **Minutes of Development Management Committee held on 2 April 2019 Minute numbers 58 to 66**
These were moved and agreed.

- (g) Minutes of Audit & Governance Committee held on 21 March 2019**
Minute numbers 48 to 57
These were moved and agreed. Cllr Williamson stated that minute 54 indicated the first time that the committee had received an audit on Strata, and asked councillors to note the discussion points included.
- (h) Minutes of Licensing & Enforcement Committee held on 20 February 2019**
Minute numbers 16 to 22
These were moved and agreed.
- (i) Minutes of Standards Committee held on 22 January 2019**
Minute numbers 7 to 14
These were moved and agreed.

66 **Motion - Government support requested for financial contributions from utility companies to flood and coastal protection schemes**

The following motion was proposed by Councillor Stuart Hughes, seconded by Councillor David Barratt and supported by Councillors Phil Twiss, Ian Hall, Colin Brown, Jenny Brown, John Dyson and Iain Chubb.

‘This Council is leading and coordinating coastal protection schemes in Sidmouth, Exmouth and Seaton. There is an expectation, based on current funding models, for significant amounts of partnership funding to be raised. An example of this is the circa. £13 million project for Sidmouth which has identified £3 million of partnership funding to be raised before the scheme can progress.

This necessary work will protect not just homes and businesses but also important infrastructure and utilities. In Sidmouth, for example, the SWW infrastructure and other utilities will be protected from the incursion of the sea and erosion when the scheme is delivered.

It seems fair and reasonable that all utility companies contribute towards the cost of coastal and flood protection works.

Therefore, I ask Council to support the motion that ‘The Government ensures that where assets and infrastructure will be protected by a flood and coastal protection scheme all utility companies are required to make a proportionate and appropriate mandatory level of financial contribution towards that scheme. ‘

The proposer of the motion, Councillor Stuart Hughes, reiterated the fact that EDDC is engaged in coastal defence projects in several parts of the District, with the expectation that considerable partnership funding will need to be raised via Local Authorities, agencies and EU partners. Based on the current funding models, the project in Sidmouth will require £3m of partnership funding before the scheme can go ahead. He pointed out that it could be impossible to raise this level of funds. However, the necessary work will protect the critical infrastructure and assets of utilities companies such as South West Water (SWW), so it seems only fair that they should contribute towards it. He stated that North Norfolk and several other Councils are pursuing this type of action to assist them in their work and have written to the government, so EDDC would not be a lone voice on this issue.

The seconder of the motion, Councillor David Barratt stated that he strongly supported the motion and pointed out that it was clear that SWW in particular should be contributing to the scheme in Sidmouth since they will be a major

beneficiary, whose assets will be safeguarded on the sea front. Since it is suggested that a letter be sent to government, he stated that efforts should also be strengthened to persuade SWW locally to contribute, as well as pursuing funding from other partners. He confirmed that it was desperately urgent to progress this before Sidmouth falls into the sea.

The following comments were made by Councillors during consideration of the motion:

Cllr Wragg has been involved in issues with SWW and consultative committees for many years and is familiar with the topic. She was worried about the costs of the utility companies contributing to such schemes being loaded back onto the customers, and suggested a slight amendment by re-wording the motion to safeguard against this.

The Chairman asked Cllr Hughes and Cllr Barratt if they were happy for a slight re-wording of the motion, to which they agreed.

Cllr Gardner had been involved with the Sidmouth Beach Management Plan Group, but had also resigned due to lack of progress and no sight of a scheme which was affordable, or which was likely to achieve government support or which utilities companies would contribute to. She would support the Motion because it would affect her ward, without conviction that it would change matters.

Cllr Ingham commented that if EDDC tried to prescribe how SWW raised the funds to contribute to schemes they would not agree. It was inevitable that they would pass on costs to the customer.

Cllr Wright stated that he supported the Motion but clarified that the funding gap was now £2m rather than £3m. He was confident that a full Business case would soon be available to be put to Council which would help in obtaining the necessary funding.

The Chairman asked Cllr Hughes to give his right to reply.

Cllr Hughes stated that in North Norfolk, Anglian Water had acted positively by endorsing the fact that they should be contributing to coast and flood defence schemes.

The Chief Executive read out the amended motion with a slight re-wording as follows;

‘That the Government ensures that where their assets and infrastructure will be protected by a flood and coastal protection scheme all utility companies are required to make a proportionate and appropriate mandatory level of financial contribution towards that scheme, and subject to the costs of any contribution not being borne by the utilities customers’.

Having agreed the re-wording the Chairman put the motion to the vote.

RESOLVED

that following a vote, the motion proposed by Councillor Stuart Hughes and seconded by Councillor David Barratt was carried with 2 against.

Attendance List
Councillors present:

A Moulding (Chairman)	J Elson	J O'Leary
D Key (Vice-Chairman)	P Faithfull	H Parr
C Gardner	M Armstrong	G Pook
S Bond	S Gazzard	G Pratt
M Allen	R Giles	V Ranger
P Stott	G Godbeer	M Rixson
D Manley	S Grundy	E Rylance
C Brown	I Hall	P Skinner
J Brown	M Hartnell	B Bailey
P Burrows	M Howe	B Taylor
P Carter	S Hughes	I Thomas
Chapman	D Barratt	M Williamson
I Chubb	B Ingham	E Wragg
A Dent	G Jung	T Wright
P Diviani	R Longhurst	
D Barrow	C Nicholas	

Officers in attendance:

Mark Williams, Chief Executive
Henry Gordon Lennox, Strategic Lead Governance and Licensing
Susan Howl, Democratic Services Manager

Councillor apologies:

T Dumper
J Dyson
M Evans-Martin
S Hall
J Knight
M Booth
D Nicholas
C Pepper
B de Saram
P Twiss

Chairman

Date:

Annual meeting of the East Devon District Council on 22 May 2019

Report by the Chief Executive on:

Part A	Allocation to different political groups of seats on overview, regulatory and other committees in accordance with the political balance of the council.
Part B	Allocation of seats on sub-committees, advisory panels/forums and joint bodies in accordance with the political balance of the Council.
Part C	Agree recommended changes to the Constitution.

Part A**Allocation to different political groups of seats on overview, regulatory and other committees in accordance with the political balance of the Council.****1 Introduction**

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

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

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

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

2 Scope of sections 15-16 of the 1989 Act

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

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

Report by the Chief Executive (part A) continued.

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

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

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

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

(a) Overview, regulatory and other committees

The committee structure agreed by Council at its meeting on 29 April 2015 for the creation of separate Overview and Scrutiny Committees to replace the Overview and Scrutiny Committee is to be retained. The Overview and Scrutiny Committees plus the Housing Review Board will continue to utilise Task and Finish Forums as required.

The Overview Committee's ordinary meetings are scheduled eight times per year.

The Scrutiny Committee's ordinary meetings are scheduled to be held monthly.

The meetings of these Committees have been scheduled sufficiently in advance of Cabinet meetings so that their minutes can be referred to the next meeting of Cabinet.

Please refer to the Committee membership chart, and the list of Panels, Forum and Joint Bodies for details of all Committees, Sub Committees and Boards.

Report by the Chief Executive (part A) continued.

2019/20 agreed committee structure:

Overview Committee	13 seats
Scrutiny Committee	15 seats
Housing Review Board	5 Councillor seats

plus the following Regulatory and other Committees:

Audit & Governance	10 seats
Development Management	16 seats
Employment Appeals	7 seats
Interviewing – Chief Officers	7 seats
Licensing and Enforcement	15 seats
Standards Committee	5 seats (including Chairman of the Council)
Strategic Planning Committee	15 seats

The allocation of the total of **108 seats** on all of these committees between 60 members of the council is as follows:-

Conservative group	19 members	32 %	35 seats
Independent group	17 members	29%	31 seats
Independent EDA	11 members	18%	20 seats
Liberal Democrats group	8 members	13 %	14 seats
Cranbrook Voice	3 members	5 %	5 seats
Green Party	2 members	3%	3 seats
Total seats			108

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

(b) **Standards**

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

(c) **Licensing**

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

It is proposed that the arrangement agreed in 2009 of having one Licensing Sub-Committee be continued. Membership of the Sub-Committee to comprise 3 members of the Licensing and Enforcement Committee, empanelled by the Strategic Lead – Governance and Licensing, as and when required.

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

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

Membership is currently 16. Ward members who are also members of the Development Management Committee (DMC) have the right to vote in respect of applications within their own ward. Ward members who are not members of the DMC can speak on applications in their own ward but are not entitled to vote. The Committee may organise a Committee site inspection if Members feel that a site needs to be viewed before a decision can be made.

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

The political balance rules are applied to sub-committees, advisory panels, forums and joint bodies as shown at **Appendix B**

Part C – Agree proposed changes to the Constitution.

The proposed changes are set out in the report of the Chief Executive.

To agree

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

RECOMMENDED;

(1)

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

Conservative group	(19 members) – 32%	35 seats
Independent group	(17 members) – 29%	31 seats
Independent EDA	(11 members) – 18%	20 seats
Liberal Democrats group	(8 members) – 13%	14 seats
Cranbrook Voice	(3 members) – 5%	5 seats
Green Party	(2 members) -- 3%	3 seats
Total		108 seats

- (b) that the allocation of seats on individual overview/scrutiny, regulatory and other committees be agreed as set out on **Appendix A** to this report,
- (2) that the make-up of Panels, Forums and Joint Bodies be agreed as set out on **Appendix B** to this report,
- (3) that the proposed amendments to the Constitution, including the scheme of delegations be approved as set out in **Appendix C** with the Monitoring Officer being given delegated authority to make consequential drafting amendments to the Constitution,

MEMBERSHIP OF COMMITTEES – SEATS AND PROPORTIONAL BALANCE 2019/20

APPENDIX A

Number in Group % of Council membership	15seats: Scrutiny	13seats Overview	5 seats: Housing Review Board	15 seats Strategic Planning	16 seats Development Management	10 seats Audit and Governance	*5 seats Standards	7 seats Interview (Chief Officers)	7 seats Employ- ment Appeals	15 seats Licensing & Enforce- ment	108 total seats
19 Conservatives (32%)	4	4	2	5	5	3	2	3	2	5	35 32%
17 Independent Group (29%)	4	4	1	4	4	3	2	2	3	4	31 29%
8 Liberal Democrats (13%)	2	2	1	2	2	1	0	1	1	2	14 13%
11 Independent EDA (18%)	3	2	1	3	3	2	1	1	1	3	20 18%
2 Green Party (3%)	1	0	0	0	1	1	0	0	0	0	3 3%
3 Cranbrook Voice (5%)	1	1	0	1	1	0	0	0	0	1	5 5%

NOTE:

1. The **Cabinet** is not shown on the above table as it is not a legal requirement for the political balance rules to apply.

APPENDIX B - Makeup of Panels, Forum and Joint Bodies 2019/20

Panels and Forums	Composition 2019 / 20	Positions to be appointed at Annual Council
1. Asset Management Forum (Five Cabinet Members plus two ex officio Councillors)	Portfolio Holders: Asset Management (Chair) Economy Strategic Development Finance Transformation ex officio: Leader Chairman of the Council	None
2. Budget Working Party (The Cabinet plus two Councillors)	Leader (Chair) Portfolio Holders: Asset Management Economy Strategic Development Finance Transformation Sustainable Homes & Communities Environment Corporate Services Deputy Portfolio Holder: Environment Cllrs: Two	Two Councillors
3. Capital Strategy and Allocation Group (The Cabinet plus two Councillors)	Leader (Chair) Portfolio Holders: Asset Management Economy Strategic Development Finance Transformation Sustainable Homes & Communities Environment Corporate Services Deputy Portfolio Holder: Environment Cllrs: Two	Two Councillors
4. Community Grant Panel	Portfolio Holder: Finance (Chair)	Six Councillors

APPENDIX B - Makeup of Panels, Forum and Joint Bodies 2019/20

	(One Cabinet Member and five Councillors)	Cllrs: Six	
5.	Community Infrastructure Levy (CiL) Working Group (Three Cabinet Members, Chair & Vice Chair of DMC and four Councillors)	Portfolio Holders: Strategic Development Economy Sustainable Homes & Communities DMC: Chair (Chair) Vice Chair Cllrs: Four	Four Councillors
6.	Disciplinary Panel – to consider disciplinary matters relating to statutory officers (Four Councillors)	Cllrs: Four	Four Councillors
7.	Member Development Working Party (One Cabinet Member and five Councillors)	Portfolio Holder: Corporate Services (Chair) Cllrs: Five	Five Councillors
Joint Bodies		EDDC Appointees	Positions to be appointed at Annual Council
8.	Heart of the South - West Joint Committee (Two Cabinet Members)	Leader Deputy Leader (substitute: Portfolio Holder: Strategic Development)	None
9.	Arts and Culture Forum (Two Lead Members, one Councillor and one ex officio Councillor)	Lead Members: Culture (Chair) Tourism Cllrs: One (plus 2 Community & 7 town representatives)	One Councillor

APPENDIX B - Makeup of Panels, Forum and Joint Bodies 2019/20

		ex officio Portfolio Holder: Corporate Services	
10.	East and Mid Devon Community Safety Partnership (One Councillor)	Cllrs: One	One Councillor
11.	County Committees including: East Devon Highways and Traffic Orders Committee (Three Councillors)	Cllrs: Three	Three Councillors
12.	Exeter and East Devon Enterprise Zone Board (One Cabinet Member)	Leader	None
13.	Exeter and Heart of Devon Growth Board (One Cabinet Member)	Leader (substitute: Deputy Leader)	None
14.	Greater Exeter Strategic Plan a) Member Steering Group which includes a representative from each of the five councils (Devon, East Devon, Exeter, Mid Devon and Teignbridge) (One Cabinet Member)	a) Portfolio Holder: Strategic Development (substitute: Portfolio Holder – Economy)	a) None
	b) *Joint Advisory Reference forum (Five Councillors – comprising a Cabinet Member, representatives of East and West of the District and two Councillors)	b) Portfolio Holder: Economy East and West of District Representatives (substitutes: two Councillors) Cllrs: Two	b) East and West of the District Representatives and two substitutes Two Councillors

*Informally politically

APPENDIX B - Makeup of Panels, Forum and Joint Bodies 2019/20

balanced forum
comprising 5 councillors
each from the five
councils to consider and
make comments on draft
plan proposals before
they are formally
considered by each
council)

15.	LED Leisure Management Ltd (Two Councillors)	Cllrs: Two	Two Councillors
16.	Local Joint Panel (Three Cabinet Members, Two Councillors)	Leader Portfolio Holders: Finance Corporate Services Cllrs: Two	Two Councillors
17.	Lower Exe Mooring Authority Management Committee (Two Councillors)	Cllrs: Two (plus substitute)	Two Councillors and one substitute
18.	Recycling and Waste Partnership Board (Two Cabinet Members and three Councillors)	Portfolio Holder: Environment (Chair) Deputy PH Environment Cllrs: Three	Three Councillors
19.	Regeneration Board – Axminster (Three Cabinet Members, one Lead Member and two local ward Councillors)	Portfolio Holders: Strategic Development Sustainable Homes & Communities Economy (Chair) Axminster Lead Cllrs: Two Axminster Ward Councillors	Two Axminster Ward Councillors
20.	Regeneration Board - Exmouth	Portfolio Holders: Economy (Chair)	None

APPENDIX B - Makeup of Panels, Forum and Joint Bodies 2019/20

	(Three Cabinet Members, two Lead Members)	Strategic Development Sustainable Homes & Communities (Vice Chairman)	
		Lead Members: Exmouth Tourism	
21.	Sidmouth Beach Management Plan Steering Group (Three Cabinet Members, Sidmouth Ward Members, One Councillor)	Deputy Leader Portfolio Holder: Environment Deputy PH Environment Sidmouth Ward Members Cllrs: One	One Councillor
22.	Sidmouth Port Royal Project Reference Group (Two Councillors)	Cllrs: Two	Two Councillors
23.	STRATA Joint Executive Committee (EDDC, Exeter City and Teignbridge authorities) (One Cabinet Member and CEO)	Leader Chief Executive (substitute: Portfolio Holder: Corporate Services)	None
24.	STRATA Joint Scrutiny Committee ((EDDC, Exeter City and Teignbridge authorities) (Three Councillors)	Cllrs: Three (substitutes: three Councillors)	Three Councillors and three substitutes
25.	South East Devon Habitat Regulations Executive Committee (One Cabinet Member)	Portfolio Holder: Strategic Development (substitute – PH Environment)	None
26.	Woodbury, Exmouth & Budleigh (WEB) Community Health and Wellbeing Board	Portfolio Holder: Sustainable Homes and Communities	None

APPENDIX B - Makeup of Panels, Forum and Joint Bodies 2019/20

(One Cabinet Member) **(substitute:** Health and Well
Being Lead Member)

***includes any amendments made to appointments agreed at Council meetings held during the civic year 2016/17**

NOTES:

1. The Council is required to appoint 'designated persons' to comply with the arrangements (introduced in 2014) for dealing with complaints by tenants – the designated persons to work alongside the Tenant Complaint Panel.

2018/19 current 'designated persons' were Cllrs Rob Longhurst and Simon Grundy.

APPENDIX C

The detail below contains the main proposed amendments to the Constitution and the rationale behind the changes. There are a couple of minor typographical changes that are not detailed but are in track changes in the draft attached.

Article 2

- 1.1 The list of Councillors has been updated to reflect the newly elected Council and also the revisions to the Wards following the Local Government Boundary Review in 2017.
- 1.2 There are also some consequential amendments throughout to reflect that there are now 60 Councillors.

Cabinet Portfolios and Lead Members

- 2.1 There will be changes to the Cabinet Members and possibly the areas of responsibility. There may also be changes to the Lead Members in terms of the number and the areas they cover. The need to amend the Constitution to deal with these changes is dealt with in the recommendations section.

Terms of Reference of Committees

- 3.1 Wording has been added in relation to the Licensing Committee to ensure that the Licensing Authority can continue to carry out its regulatory function between the election of new Councils and the appointment of committees at Annual Council.
- 3.2 The quorum number for Audit and Governance has been increased to three from two.

Panels and Forums

- 4.1 The Office Accommodation Executive Group has been removed as, following the move, it is no longer necessary.
- 4.2 The New Homes Bonus Panel and Community Fund Panel have been combined into a Community Grant Panel with the intention that this panel will make all decisions on the giving of grant money (from whatever source) to the community. Below is the proposed Terms of Reference for the Panel.

Community Grant Panel Terms of Reference

Membership: 7 members (politically balanced) determined at Annual Council

Meetings: There will normally be at least two meetings annually. Meetings called on an “as and when required” basis to deal with business.

Quorum: 4

The Community Grant Panel was set up by Council at its meeting on 22nd May 2019 (Minute XX).

Terms of Reference

- 1. The Lead Officer is the Community Engagement and Funding Officer.*
- 2. To determine any applications made for grant funding under a scheme which Cabinet has determined shall be dealt with by the Community Grant Panel (which includes those decisions previously the responsibility of the Community Fund Panel and New Homes Bonus Panel).*
- 3. To make recommendations to Cabinet on the allocation of grant funding which is not otherwise delegated to the Community Grant Panel or to officers under the Scheme of Delegation.*
- 4. To receive information on the administration and use of grants awarded by the Council.*
- 5. To determine the criteria and / or rules which a grant funding scheme shall follow where requested to do so by Cabinet or to recommend to Cabinet the criteria and / or rules which a grant funding scheme shall follow.*

Rules of Procedure

- 5.1 Reference to ‘Development Management Committee’ has been removed from paragraph 1.2 III (page 113) as this is a politically balanced committee.

Scheme of Delegations

Portfolio holders

- 6.1 It is proposed to include the ability for the Portfolio Holder for Sustainable Homes and Communities to determine applications to remove S.157 restrictions from properties – this is the restriction that seeks to keep former Council housing available to local residents and which is supposed to depress the value. There are very few applications but following a situation during last year and a recommendation from the Local Ombudsman that we have a process for dealing with requests it is proposed that the Portfolio Holder is the right level for such decisions to be taken at. The Portfolio Holder already determines whether or not

consent should be granted to someone who doesn't automatically qualify for consent to occupy under the restriction.

Officers

- 6.2 To save the Licensing Committee from hearing licensing applications where an agreed position has been reached (thereby rendering a hearing unnecessary) the Strategic Lead (Governance and Licensing) has been given the power to approve such licences with a revision to the existing authority in paragraph 3 on page 86.
- 6.3 The Environment delegations to the Strategic Lead (Housing, Health and Environment) have been amended to keep the list of legislation up to date. There is a new authority to deal with the granting of permissions under the Coastal Protection Act which essentially relates to the maintenance / upkeep of coastal flood defense structures (with consequential numbering changes).
- 6.4 The Planning and Building Control delegation No.11 has been amended to include reference to another type of application that officers consider should not need to go before DMC – being applications that relate to a development where there principle of what is sought has been established through the prior notification procedures. There is also a clarification point to make it clear that non-material amendments (i.e. very minor amendments to approved schemes) do not need to be reported to DMC.

There is a consequential change to delegation No.13 to make it clear that such applications can be determined by the Service Lead. Additionally, the approval of non-designated heritage assets to be included on the Local List is delegated to the Service Lead.

Delegation No.18 is amended to make it clear that it is the Service Leads discretion whether to take enforcement action in relation to the Community Infrastructure Levy Regulations 2010.

Members Code of Conduct

- 7.1 The Members Code of Conduct has been amended so that references to 'Parts' is now 'Sections' for the sake of clarity. Paragraph 3 has been amended to refer to social media following the recommendation from the Standards Committee.

Employee Code of Conduct

- 8.1 The employee code has been updated to make it clear that we won't employ someone where a conflict might arise due to a relationship with someone who is already employed by the Council.

Members Allowances

- 9.1 Travelling rates section amended to remove specific date / rate information and reference to 'current' HMRC included. To avoid having to amend the section if / when HMRC amend their rates.
- 9.2 Childcare and dependents allowance section amended to make it clear that payment is based on the National Living Wage and the basis upon which payments are made.

RECOMMENDATION that Council

1. Approves the amendments to the Constitution as shown in the [draft](#) attached and detailed in the report.
2. Delegates authority to the Monitoring Officer to amend the Constitution during the civic year to reflect legislative changes and to amend any of the details in the 'Existing Name and Area of Wards and Number of Councillors' table as necessary.
3. Delegates authority to the Monitoring Officer to amend the Constitution to reflect the Leader's appointment of Cabinet Members and portfolio areas of responsibility and to revise the Leader's Scheme of Delegations to Portfolio Holders (Part 3 Section 2) so that specific powers align with any changed portfolios where necessary.
4. Delegates authority to Cabinet to determine the Lead Members and their areas of responsibility and to the Monitoring Officer to update the Constitution accordingly.

Appendix A - Membership of Committees 2019/20

Members of Cabinet and Committees 2019/20	Cabinet 10	Housing Company Sub 5	Scrutiny 15	Overview 13	Housing Review Board 5	Strategic Planning 15	Development Management 16	Standards 5	Audit & Governance 10	Interviewing (Chief Officers) 7	Employment Appeals 7	Licensing & Enforcement 15
Allen Mike												
Armstrong Megan												
Arnott Paul												
Bailey Jess												
Barrow Dean												
Bickley Denise												
Blakey Kevin												
Bloxham Kim												
Bond Susie												
Brown Colin												
Caygill Fred												
Chamberlain Sarah												
Chapman Maddy												
Chubb Iain												
Colman Andrew												
Dacey Olly												
Deer Alan												
DeSaram Bruce												
Faithfull Peter												
Gardner Cathy												
Gazzard Steve												
Hall Ian												
Hartnell Marcus												
Hawkins Sam												
Hayward Paul												
Hookway Nick												
Howe Mike												
Hughes Stuart												
Ingham Ben												
Jackson Sarah												
Jarvis Paul												
Jeffery Luke												
Johns Vicky												
Jung Geoff												
Key David												
King Fabian												

Appendix A - Membership of Committees 2019/20

Members of Cabinet and Committees 2019/20	Cabinet 10	Housing Company Sub 5	Scrutiny 15	Overview 13	Housing Review Board 5	Strategic Planning 15	Development Management 16	Standards 5	Audit & Governance 10	Interviewing (Chief Officers) 7	Employment Appeals 7	Licensing & Enforcement 15
Ledger Dan												
Loudoun John												
Manley Dawn												
McCollum Tony												
McLauchlan Kathy												
Millar Paul												
Moulding Andrew												
Parr Helen												
Pepper Christopher												
Pook Geoff												
Pratt Geoff												
Ranger Val												
Rixson Marianne												
Rowland Jack												
Ryan Eleanor												
Skinner Philip												
Taylor Brenda												
Thomas Ian												
Twiss Phil												
Whibley Joe												
Woodward Tony												
Wragg Eileen												
Wright Chris												
Wright Tom												

Portfolio Holders: Strategic Development, Corporate Services, Economy, Environment, Deputy Environment, Finance, Sustainable Homes and Communities and Transformation.

EAST DEVON DISTRICT COUNCIL**Nominations for Chairmen and Vice-Chairmen 2019/2020**

Committees	Chairman	Vice-Chairman
Overview Committee		
Scrutiny Committee		
Housing Review Board		
Strategic Planning Committee		
Development Management		
Audit & Governance		
Standards		
Interviewing (Chief Officers)		
Employment Appeals		
Licensing and Enforcement		

Item 20 – Appointments to Panels, Forum and Joint Bodies 2019/20

Panels and Forums	Positions to be appointed at Annual Council	Nominations
1. Budget Working Party	Two Councillors	
2. Capital Strategy and Allocation Group	Two Councillors	
3. Community Grant Panel	Six Councillors	
4. Community Infrastructure Levy (CiL) Working Group	Four Councillors	
5. Disciplinary Panel – to consider disciplinary matters relating to statutory officers	Four Councillors	
6. Member Development Working Party	Five Councillors	

Joint Bodies	Appointees required	Nominations
7. Arts and Culture Forum	One Councillor	
8. East and Mid Devon Community Safety Partnership	One Councillor	
9. County Committees including: East Devon Highways and Traffic Orders Committee	Three Councillors	
10. Greater Exeter Strategic Plan Joint Advisory Reference forum	Four Councillors comprising; East and West of the District Representatives (and two substitutes) and two Councillors	

Item 20 – Appointments to Panels, Forum and Joint Bodies 2019/20

- | | | |
|-----|---|---|
| 11. | LED Leisure Management Ltd | Two Councillors |
| | | |
| 12. | Local Joint Panel | Two Councillors |
| | | |
| 13. | Lower Exe Mooring Authority Management Committee | Two Councillors and one substitute |
| | | |
| 14. | Recycling and Waste Partnership Board | Three Councillors |
| | | |
| 15. | Regeneration Board – Axminster | Two Axminster Ward Councillors |
| | | |
| 16. | Sidmouth Beach Management Plan Steering Group | One Councillor |
| | | |
| 17. | Sidmouth Port Royal Project Reference Group | Two Councillors |
| | | |
| 18. | STRATA Joint Scrutiny Committee ((EDDC, Exeter City and Teignbridge authorities) | Three Councillors and three substitutes |

Tenant Complaint Panel

19. **Designated Persons**

Appointee required

Three Councillors

Nominations

PREVIOUS REPRESENTATION ON OUTSIDE BODIES 2018/19 & NOMINATIONS FOR 2019/20

	Name of Outside Body	Previous Councillor appointments 2018/19	Councillor nominations 2019/20	Portfolio Holders/ Lead – reporting link
(a)	APPOINTMENTS: GENERAL	Shaded boxes indicate where more nominations have been made than spaces available		
1	Blackdown Hills (AONB) Joint Advisory Committee	Paul Diviani		Environment
2	Devon and Exeter Area Rail Working Party	Tim Dumper Rob Longhurst Brian Bailey		Economy
3	Devon Authorities Strategic Waste Committee	Environment Portfolio Holder Substitute: Deputy Portfolio Holder		Environment
4	SPACE (formerly Devon Youth Service)	Member Lead – Sport and Recreation		Sustainable Housing/ Communities
5	East Devon AONB Partnership	Graham Godbeer Geoff Pook		Environment
6	East Devon Citizens' Advice Bureau	Peter Burrows Maddy Chapman Steve Hall		Sustainable Housing/ Communities
7	East Devon Transport, Research and Information Project (TRIP) Working Party/Management Group	Tim Dumper Dean Barrow		Sustainable Housing/ Communities
8	Action East Devon (formerly East Devon Volunteer Support Agency)	Megan Armstrong Mike Allen		Sustainable Housing/ Communities
9	Exe Estuary Management Group	Eileen Wragg Mike Howe (substitute: John Humphreys)		Environment
10	Exeter International Airport Consultative Group	Eleanor Rylance Philip Skinner		Economy/ Environment
11	Exeter Science Park Board of Directors: Exeter Science Park – Shareholder representative	PH – Economy (Director) PH – Finance (Shareholder rep) Eleanor Rylance		Finance/ Economy/ Strategic Dev & Partnerships

	Name of Outside Body	Previous Councillor appointments 2018/19	Councillor nominations 2019/20	Portfolio Holders/ Lead – reporting link
		(Shareholder rep)		
12	Queens Drive Exmouth Community Interest Company	Steve Gazzard (Director) Mark Williamson (Director) Pauline Stott (Director)		Finance/ Economy/ Strategic Dev & Partnerships
13	Greater Exeter Strategic Sports Board	Economy Portfolio Holder (substitute Lead Councillor – Sport & Recreation)		Economy/ Sustainable Housing/ Communities
14	Local Government Association General Assembly	Leader* (substitute: Deputy Leader) *Leader is SW representative on district councillor network executive		Council
15	Local Government Association Annual Rural Assembly	Leader (with vote) Deputy Leader (who can vote in the absence of Leader)		Council
16	Police and Crime Panel – Devon and Cornwall	Steve Gazzard Tom Wright Substitute: Alan Dent		Council
17	SWAP (South West Audit Partnership Ltd)	Peter Burrows Shareholder – Audit and Governance Chairman Director – Section 151 Officer		Finance
18	South West Councils - including Employers' Panel	Leader Deputy: Portfolio Holder – Corporate Services		Council
19	SPARSE – Rural Special Interest Group	Leader Sub: Rural Economy Champion		Council

***above details include any amendments made to appointments agreed at Council meetings held during civic year 2018/19**

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

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

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

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

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

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

Lead Councillors – Nominations 2019/20

	Leader nominations 2019/20	Associated Portfolio
Axminster		Sustainable Homes and Communities
Culture		Environment
Exmouth		Strategic Development
Business and Employment		Strategic Development
Flooding		Environment
Health and Wellbeing		Sustainable Homes and Communities
Member Development and Engagement		Corporate Services
Neighbourhood Planning		Strategic Development
Building Design and Heritage		Economy
Procurement		Finance
Rural Economy		Economy
Sport and Recreation		Economy
Tourism		Economy
Youth		Corporate Services
Community Safety		Environment
NPPF		Strategic Development
Environmental Health		Environment
Council Housing		Sustainable Homes and Communities

Affordable Homes		Sustainable Homes and Communities
Parks and Open Spaces		Environment
Consultation		Corporate Services
Branding and Marketing		Corporate Services
Customer Services		Corporate Services
Estates and Property Services		Asset Management
Commercial Property		Asset Management

List of meetings 2019/2020

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

2019				2020											
Meeting	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.00pm	22												13
Council	Wed	6.00pm			24			23		11		26		22	
Cabinet	Wed	5.30pm		5	10		4	2 30	27		8	5	4	1	6
Housing Company Sub Committee	Wed	2.30pm						2					4		
Scrutiny Committee	Thu	6.00pm		6	4			3	21			6	5	2	
Overview & Scrutiny Committees joint meetings	Wed	9.00am					5				15				
Overview Committee	Thu	6.00pm		27	25	29			14		30	27	26		
Strategic Planning Committee	Tue	10.00am		10		20		22		17		25		28	
Development Management Committee *	Tue	10.00am		11 18	9	6	3	1 29		3	7	4	3	7	5
Audit & Governance Committee	Thu	2.30pm			25		26		28		30		19		
Housing Review Board ~	Thu	2.30pm		20			19		21		23		26		
Licensing & Enforcement Committee	Wed	9.30am			3			16				12		15	
Standards Committee	Tue	10.00am				13		15			21			14	
Asset Management Forum	Thu	9.30am		13			5			5			5		
STRATA Joint Executive Committee	Wed	5.30pm		18			24								
STRATA Joint Scrutiny Committee	Thu	5.30pm	30				4								
South East Devon Habitat Regulations Executive Committee ~		2.00pm			18			30			30			17	
Recycling and Waste Partnership Board	Wed	10.00am		5	17			23			29			29	
Capital Strategy and Allocation Group	Wed	2.30pm			10			16		4					
Budget Working Party	Wed	2.30pm		26			25						18		

Sub-Committees of the Licensing and Enforcement Committee are timetabled for Wednesdays on an 'if required' basis. **Cancelled meetings are shown crossed through in red. Extraordinary Council meetings are shown in blue.** ~ Held at Exmouth Town Hall, # Held at Civic Centre, Exeter; ~ Held at Teignbridge District Council, Forde House, Newton Abbot; * Formal site visits as required will be held on the morning of the meeting date. ^ Starts at 2pm. ♠ Starts at 11.30am. ▣ Starts 4pm. + Starts at 4.30pm.