

Date: 27 June 2011  
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To: Members of the Overview and Scrutiny Committee  
(Mike Allen, Peter Bowden, Graham Brown, Peter Burrows,  
Derek Button, David Chapman, Deborah Custance Baker,  
Vivien Duval Steer, Roger Giles, Mike Howe,  
Stuart Hughes (Chairman), John Humphreys (Vice Chair),  
Sheila Kerridge, David Key, John O'Leary, Brenda Taylor,  
Graham Troman, Tim Wood, Eileen Wragg, Claire Wright, Tom Wright)

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Portfolio Holders  
Other Members of the Council for Information  
Chief Executive  
Deputy Chief Executives

## Meeting of the Overview and Scrutiny Committee

Thursday 7 July 2011 – 6.30pm

Council Chamber, Knowle, Sidmouth

### **Members of the public are welcome to attend this meeting.**

- **A period of 15 minutes has been provided at the beginning of the meeting to allow members of the public to raise questions.**
- **In addition, the public may speak on items listed on the agenda. After a report has been introduced, the Chairman of the Committee will ask if any member of the public would like to speak in respect of the matter and/or ask questions.**
- **All individual contributions will be limited to a period of 3 minutes – where there is an interest group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **The public is advised that the Chairman has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.**

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

### **Overview and Scrutiny Training**

All Members are welcome to stay – not just those new to the Council – for a half-hour session run by the former Overview and Scrutiny Chairman, Councillor Ray Bloxham, outlining the basic principles of scrutiny, look in more detail at how to question at a meeting, and the scoping process necessary for task and finish forums.

## AGENDA

Part A	Page/s
1. <b>Public question time</b> – standard agenda item (15 minutes) Members of the public are invited to put questions to the Committee through the Chairman. Councillors also have the opportunity to ask questions of the Leader and/or Portfolio Holders during this time slot whilst giving priority at this part of the agenda to members of the public	
2. To confirm the minutes of the meeting of the Overview and Scrutiny Committee held on 9 June 2011	5 - 8
3. To receive any apologies for absence	
4. To receive any declarations of interest relating to items on the agenda.	
5. To consider any items which, in the opinion of the Chairman, should be dealt with as matters of urgency because of special circumstances. (Note: Councillors please notify the Chief Executive in advance of the meeting if you wish to raise a matter under this item, who will then consult the Chairman).	
6. To agree any items to be dealt with after the public (including the press) have been excluded. There are <b>no</b> items that the officers recommend should be dealt with in this way.	
7. Decisions made by the Cabinet called in by Members for scrutiny in accordance with the Overview Procedure Rules under Part 4.5 of the Constitution. There are <b>no</b> items identified.	
8. <b>Cabinet Agenda</b> Members to debate any issues of concern on the current Cabinet agenda in order for the Chairman to feed this back to the Cabinet at its meeting on the 13 July 2011. The website link to the Cabinet agenda will be e-mailed to Members on 4 July 2011.	Please refer to Cabinet agenda
<b>Members are asked to notify in advance the Chairman or the Democratic Services Officer detailed at the top of this agenda of any Cabinet items they wish to debate.</b>	
9. <b>Review of the Joint Integration Committee</b> <i>Mark Williams, Chief Executive</i> This report is in response to a request from the Overview and Scrutiny Committee at its meeting on 9 June 2011 to review the joint working and the costs incurred through the Joint Integration Committee. The Chief Executive will attend to debate any resulting questions that arise from the contents of this report.	9 - 14
10. <b>New Management Structure</b> <i>Mark Williams, Chief Executive</i> In response to a request from the Committee, the Chief Executive will clarify the Council's approved Management Structure.	15 - 16

11. **Portfolio Holder for Corporate Business – Update** Verbal report (plus 17)  
*Councillor Ray Bloxham, Portfolio Holder for Corporate Business*  
 Councillor Bloxham will cover the Portfolio Holder alignment with the new Management Structure, and outline his long term vision for the Council covering the next four years.
12. **Forward Plan** 18  
 Members are asked to note the Forward Plan and any suggestions for further additions are welcomed.

Members remember!

- ❑ You must declare the nature of any personal or prejudicial interests in an item whenever it becomes apparent that you have an interest in the business being considered.
- ❑ Where you have a personal interest because the business relates to or is likely to affect a body of which you are a member or manager as an EDDC nominee or appointee, then you need only disclose that interest when (and if) you speak on the item. The same rule applies if you have a personal interest in relation to a body exercising functions of a public nature.
- ❑ Make sure you say the reason for your interest as this has to be included in the minutes.
- ❑ If your interest is prejudicial you must leave the room unless
  - a) you have obtained a dispensation from the Council's Standards Committee or
  - b) where Para 12(2) of the member Code of Conduct applies. [Para 12(2) allows a Member with a prejudicial interest to stay for the purpose of making representations, answering questions or giving evidence relating to the business but only to the extent the public are allowed the same rights. If you do remain for these purposes, you must not exercise decision-making functions or seek to improperly influence the decision; you must leave the meeting room once you have made your representation, answered questions or given evidence.]
- ❑ The Code states that any member of the Executive Board or other decision-making committee or joint committee or sub-committee attending Overview and Scrutiny committees has a prejudicial interest in any business where that member was a member of the committee at the relevant time **and** present when the decision was made or other action was taken (whether or not implemented). Members with prejudicial interests should declare them and are allowed to remain in the meeting for the limited purposes set out in the Code para 12(2) – see last paragraph.
- ❑ You also need to declare when you are subject to the party whip before the matter is discussed.

## Suggestions for questioning during an Overview and Scrutiny meeting

Below are some prompts which may help you to form your own questions to ask at an Overview and Scrutiny meeting. Your questioning technique is crucial in creating an atmosphere conducive to open answers. Avoid excessive interrogation and treat those being questioned with courtesy and respect; however don't be afraid to ask supplementary questions if you feel that you haven't been given a clear answer.

- ❑ **IS IT REQUIRED?** (do we have this, does it make sense to tackle it, do we really need it).
- ❑ **IS IT SYSTEMS THINKING?** (is it evidence based and designed around the customer demands)
- ❑ **IS THE INTENTION CLEAR?** (what are we actually trying to achieve)
- ❑ **ANY REAL OUTCOMES?** (are we actually, and measurably, achieving things for our customers).
- ❑ **WHAT IS THE COST?** (both time and money)
- ❑ **DOES IT COMPLY?** (have we checked that it meets our obligations, the law, any formal guidance, and any Council policy or resolutions).
- ❑ **OTHERS DO WHAT?** (how do other organisations tackle this, best practice)
- ❑ **EFFECTIVE AND EFFICIENT?** (how do we know we're doing things well, in a timely fashion, and at "best value")
- ❑ **WHAT IS THE RISK?** (any areas of risk for the Council)
- ❑ **ANYONE LOSE OUT?** (are there sections of the community who might be disadvantaged by this approach, or be less able to take advantage, than others)
- ❑ **DOES IT LINK?** (have we linked this to other, similar, pieces of work within or outside the Council)

## Getting to the Meeting – for the benefit of visitors



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

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

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

**From Exeter – 52A, 52B**

**From Honiton – 52B**

**From Seaton – 52A**

**From Ottery St Mary – 379, 387**

Please check your local timetable for times.

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

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

# **EAST DEVON DISTRICT COUNCIL**

## **Minutes of a Meeting of the Overview and Scrutiny Committee held at Knowle, Sidmouth on 9 June 2011**

### **Present:**

#### **Councillors:**

Stuart Hughes (Chairman)  
Peter Bowden  
Graham Brown  
Peter Burrows  
David Chapman  
Deborah Custance Baker  
Vivien Duval Steer  
Roger Giles  
Mike Howe

Sheila Kerridge  
David Key  
John O'Leary  
Brenda Taylor  
Graham Troman  
Tim Wood  
Eileen Wragg  
Claire Wright

#### **Officers:**

Debbie Meakin – Democratic Services Officer  
Denise Lyon – Deputy Chief Executive & Monitoring Officer

### **Also Present**

#### **Councillors:**

Steve Gazzard  
Pauline Stott  
Christine Drew  
Douglas Hull

Frances Newth  
Peter Sullivan  
Ray Bloxham  
Tony Howard  
Jill Elson  
Andrew Moulding  
Stephanie Jones  
Paul Diviani  
Peter Halse  
Steve Hall  
Graham Godbeer

### **Apologies:**

#### **Committee Members:**

John Humphreys  
Mike Allen  
Tom Wright

#### **Councillors:**

Trevor Cope (attending a  
Ward meeting)

The meeting started at 6.30pm and ended at 7.58pm.

\*1

### **Public question time**

There were no questions from the public at this time.

Councillor Douglas Hull asked a question relating to a Service Delivery and Performance Overview and Scrutiny meeting in March, when land drainage and the Flood Management Act was discussed. He enquired if Town and Parish Clerks had been issued with the committee report as resolved, and if the issue of land drainage could be put on the Forward Plan of the Committee.

The Chairman agreed that this could be tabled as a future item and suggested that Darren Queenan, Team Manager for Flood Risk Management of Devon County Council, be invited back to update the Committee.

\*2 **Declarations of Interest**

There were no declarations declared.

3 **Cabinet Agenda**

The Chairman reported that he had not received prior notice of any Committee Member wishing to speak on a Cabinet agenda item.

The Chairman reminded the Committee that the requirement of prior notice was clearly explained in the agenda. All Councillors had been e-mailed the link to the Cabinet agenda on 7 June 2011.

Some Committee Members felt that this did not give enough time for them to consider the items on the Cabinet agenda before notifying that they wished to discuss the item at Overview and Scrutiny Committee. In answer to a question, the Chairman advised that the minimum notice required was 24 hours.

**RESOLVED** that the Chairman and Democratic Services would discuss the availability time of the Cabinet agenda in relation to the Overview and Scrutiny meeting dates.

4 **Sustainable Communities Act**

Jamie Buckley, Engagement and Funding Officer, presented her report on the Government's invitation to Local Authorities to submit further proposals under the Act. Back in 2009, the Council took the opportunity to generate some proposals from communities that contributed to the sustainability and well-being of local areas. The present Government had announced that the Act formed a considerable part of the Big Society and Localism agenda.

Members discussed if it was appropriate, now, for the Council to generate and submit further proposals under the Act. Some Members voiced concern that the detail of how Localism could be delivered, would not be available until later in the year.

**RESOLVED** that the Localism agenda, and the Sustainable Communities Act, be considered later in the year once more detail was available.

\*9 **Quarterly Monitoring of Performance – 4<sup>th</sup> Quarter 2010/11**

Denise Lyon, Deputy Chief Executive, presented the key indicators highlighted for note in the fourth quarter, including

- Improved sickness levels after extensive work;
- Improvement of epic proportion from the Benefits Team. She congratulated the Team on their work in producing such a marked improvement, bringing the service to a ranking of 4<sup>th</sup> in the Country;

Denise Lyon also answered questions on individual indicators raised by Members and explained how the pie charts were produced, linking them with the headings set out on the detailed report. The Service Delivery and Performance Overview and Scrutiny Committee had extensively reviewed the format of the report with Member involvement. Some Members felt that pie chart representation of progress needed changing to bar charts.

\*9 **Quarterly Monitoring of Performance – 4<sup>th</sup> Quarter 2010/11 continued**

The Committee debated the value of the indicator centred on customer satisfaction for the planning service. Members were reminded of the systems thinking review and the satisfaction level change from 66% to 94% following completion of the review, with the level remaining around 94% from monitoring information since completion.

Members discussed if the performance indicator, and the concept of considering the applicant as the “customer”, was a true reflection of the wider regard of the planning service. Members recounted examples of poor quality service and constituent concern on applications, along with sub-standard development built contrary to the service purpose of “Say Yes to Good Development”. Members were aware of the resource difficulties with enforcement, and informed that enforcement individuals were attached to geographical teams to move towards improving this aspect of the service.

Further debate on the planning service and satisfaction service included:

- Urgent need to improve enforcement resource;
- Consider other customers in measuring performance, such as individual objectors and supporters, and Town and Parish Councils;
- Look at the level of complaints made against the service;
- Appreciation of the work achieved to date by the service and the quality of the officer work undertaken.

- RESOLVED**
- (1) that a Task and Finish Forum be set up to scope and review how customer satisfaction is measured for the planning service, covering applicants, consultees (such as Town and Parish Councils) and individual supporters and objectors;
  - (2) that the planning customer satisfaction TaFF Members be Peter Bowden, Graham Troman, Graham Brown, Steve Hall and Tim Wood
  - (3) that future performance monitoring reports amend the format of representation of progress of corporate priorities from pie charts to bar charts.

\*10 **Forward Plan**

Member considered the issues highlighted for future work of the Committee. Two issues had been discussed at Annual Council; review of Outside Bodies and the election of the Chairman of the Housing Review Board.

The Chairman considered that as the appointment of the Chairman of the Housing Review Board was set out in the Council’s constitution, it was not appropriate for the Committee to review. The review of Outside Bodies representation was being undertaken by the Portfolio Holder for Corporate Business and therefore any review by the Committee would be duplication.

Councillor David Key requested that the Committee set up a Task and Finish Forum on economy, to obtain more transparency on the financial aspects of the Council. Councillor Andrew Moulding, speaking on behalf of the Portfolio Holder for Finance, reminded Members of many opportunities for Members to put questions about finance, including:

- Monthly financial monitoring presented to Cabinet;
- Medium Term Financial Plan presented to Cabinet;
- Budget process that included presentation to the Overview and Scrutiny Committee;
- Questions direct to the Portfolio Holder.

\*10 **Forward Plan continued**

Members also discussed:

- a future item reviewing the work of the Joint Integration Committee and the expenditure for the project;
- Flood Management Act and the cost of implementation, suggesting that the Committee consider the issue again in October when significant work on the issue would be ready to report;
- concern over proposed NHS changes, and agreed that this had to be discussed at a future meeting once more details were confirmed;
- practical implications of the new management structure – a presentation would be helpful to Members;
- Involvement in the discussions over 4<sup>th</sup> and 5<sup>th</sup> tier structure changes. Advice to be sought due to the sensitivity of the work;
- The Chairman of the Asset Management Forum to present to a future meeting to update on the review of assets;
- Reviewing Leisure East Devon as a priority, in light of recent increases in charges to the public that had occurred after the annual financial meeting with LED;
- Care on keeping reasonable number of items to the agenda to properly consider each topic.

- RESOLVED**
- (1) that the forward plan be updated to reflect agreed issues including;
    - a) Flood Management Act
    - b) NHS changes once clarified
    - c) Presentation of new management structure as a priority item
    - d) Reports back from the East and Mid Devon Crime and Disorder Scrutiny Panel
    - e) Asset Management
  - (2) that a Task and Finish Forum be set up to review Leisure East Devon Service Level Agreement and EDDC contribution;
  - (3) that the LED TaFF Members be Vivien Duval-Steer, Geoff Chamberlain, David Chapman, Sheila Kerridge and Tim Wood;
  - (4) that the Portfolio Holder for Corporate Business present a report to the Overview and Scrutiny Committee in July;
  - (5) that the Joint Integration Committee work and costs be reviewed at the Overview and Scrutiny Committee in July.

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

## Agenda Item 9

Overview and Scrutiny Committee

7 July 2011

MW



### Review of the Joint Integration Committee

#### Summary

This report is in response to a request from the Overview and Scrutiny Committee at its meeting on 9 June 2011 to review the joint working and the costs incurred through the Joint Integration Committee. The Chief Executive will attend the Committee meeting on the 7 July 2011 to debate any resulting questions that arise from the contents of this report.

#### Recommendation

**That the report be noted**

#### a) Reasons for Recommendation

The report is factual covering the work of the JIC and costs incurred.

#### b) Alternative Options

None.

#### c) Risk Considerations

None.

#### d) Policy and Budgetary Considerations

Conforms with Council decision and costs met by grant funding.

#### e) Date for Review of Decision

N/A

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#### 1. Joint Integration Committee

- 1 The Council adopted a recommendation from the Executive Board on 9 December 2009 that formal working in partnership with South Somerset District Council (SSDC) be explored. The formation of the Joint Integration Committee (JIC) was approved by Council on 24 February 2010. The JIC met on four occasions (listed in Appendix A), on three occasions in SSDC offices (Yeovil and Chard) and once at EDDC. The Terms of Reference of the JIC were approved by both Councils and are set out under Appendix B.

- 2 The last scheduled meeting of the JIC was the 28 October 2010 but this meeting did not take place by mutual agreement. That meeting was to consider reports from officers confirming the identified level of savings from the, earlier identified, 16 business plans and the possible sharing of a management team. The business plans had been prepared against a brief of a prudent assessment of the likely level of savings; with instructions not to spend an undue amount of time on their preparation; the use of a simple proforma; and the utilisation of informed business like assessments. The end result of this process was a report prepared by the Project Manager summarising the Strategic Alliance Programme Plan which identified an initial estimated £3.792m net shared saving for the two authorities, deliverable over a four year period.
- 3 To assist with the costs in investigating the potential for shared services, a grant from the South West Improvement and Development Agency (the IdEA) of £15,000 was secured. £7,000 was spent on employing the Project Manager; with the remaining sum having been retained (and set against incidental expenditure).
- 4 Whilst the actual cost of officer time in analysing services with a view to shared services was not recorded, the body of work undertaken was of value to both authorities. This Council had previously agreed a general policy of being willing to share services with other Councils (wherever the opportunity arose) and the work undertaken can be considered to be a necessary pre-requisite to understanding the likely level of savings/benefits to be derived through sharing with any other Council.
- 5 Members will of course recall the work by officers to help implement savings of £2.4m to achieve a balanced budget for the current financial year and the additional £950,000 under spend for 2010/11 which has recently been reported. I have absolutely no doubt that our ability to achieve this was influenced by the work undertaken on the 16 business plans which facilitated a more informed understanding of the cost pressures/opportunities within each budget.
- 6 The work of the JIC followed the best practice recommended by the IdEA (see the links in the Background Papers): costs were met by a grant; work undertaken was available for all Members to consider; and Members themselves set up a joint Scrutiny Panel to follow the work of the JIC. Fundamentally, the work on sharing services stopped due to member uncertainties about residual organisational capacity consequent upon the implementation of the possible savings as well as an apparent reluctance to further pursue sharing beyond a Chief Executive for the foreseeable future.

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#### Legal Implications

No further legal observations

#### Financial Implications

The financial details are contained within the report

## Background Papers

- Agendas and minutes of the JIC and the Joint East Devon and South Somerset Scrutiny Panel
  - IdEA links: <http://www.idea.gov.uk/idk/aio/8890180>;  
<http://www.idea.gov.uk/idk/aio/14197204>
- 

Mark Williams  
Chief Executive

Overview and Scrutiny Committee  
7 July 2011

## Joint Integration Committee Membership:

<b>EDDC</b> Randall Johnson Miss S M (Vice Chairman) D J Cox Moulding A T Geoff Chamberlain Mike Green	<b>SSDC</b> Tim Carroll (Chairman) Rick Pallister Paul Robathan (later replaced by Rupert Cox) Jo Roundell Greene Martin Wale
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**JIC Meetings held:**

8 April 2010  
 13 May 2010  
 17 June 2010  
 9 September 2010

Meetings open to all Councillors to attend. Members of the Rationalisation Panel supplied with agenda.

## Joint East Devon and South Somerset Scrutiny Panel Membership (JESS):

<b>EDDC</b> Ray Bloxham (Chairman alternating) Bob Buxton Roger Giles Helen Parr Steve Wragg	<b>SSDC</b> Sue Steele (Chairman alternating) Carol Goodall Pat Martin Paul Robathan Angie Singleton
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**JESS Meetings held:**

24 June 2010  
 23 September 2010 – Meeting open to all Councillors to attend.

## Joint Integration Committee

### Terms of Reference

The Joint Integration Committee is a joint committee of both East Devon District Council and South Somerset District Council as provided for under s 102 of the Local Government Act 1972.

Membership of the committee comprises of five members from each council including the leader of each council. Each block of five seats per council will be assigned on the political proportionality of that council.

In the case of East Devon District Council the Leaders of the three political groups will be members of the Committee together with 2 members of the majority political group (subject to the power of substitution referred to later).

Unless and until determined otherwise by the agreement of both councils, the Joint Integration Committee will not be a decision-making body.

Either leader of the council will chair the committee. Chairmanship will normally be on a six monthly rotational basis. In the event of unavoidable absence of both leaders the committee will elect a chairman for that meeting alone by a majority show of hands.

The primary role of the committee is to ensure that, with guidance from the joint chief executive, a Joint Integration Strategy/Work Plan is produced and all appropriate matters are covered within the strategy/work plan. The committee will ensure an action plan details how all aspects of the proposed integration will take place and the time scales for each. All activities will be costed in the plan and all tasks assigned.

The committee will make recommendations to each council on adoption of the strategy and action plan.

The committee will make any consequential recommendations to either the executives or full council meetings of both councils where appropriate.

Once adopted the committee will take on the primary role in monitoring compliance, recommending adjustments and ensuring good resource allocation in respect of the Joint Integration Strategy.

The committee will arrange for appropriate joint briefing sessions with the scrutiny committees and executives of both councils to ensure full member involvement and good communication.

The committee will be the primary body for resolving any disputes that may arise as a result of the joint initiative.

The joint chief executive will serve as the principle advisor to the committee.

Other statutory officers will, from time to time, be required to attend and discuss matters at the committee's request.

The chairman of the committee will not have a casting vote on any matter.

Substitution of any committee member may be agreed by the leader of the council concerned prior to any meeting of the committee. The substitution must be from the same political party to ensure overall political proportionality remains.

The location of the meetings will normally alternate between the two councils unless agreed otherwise by a majority vote of the committee.

Frequency of meetings will be as determined by the committee at its first meeting.

**Chief Executive  
Mark Williams**

**Deputy Chief Executive – Transformation  
and Systems Thinking  
Denise Lyon**

**Purposes:**

- Develop and measure the Corporate Business and design it around the customer
- Equalities
- Deliver major projects

**Deputy Chief Executive – Development,  
Regeneration and Partnership  
Richard Cohen**

**Purposes:**

- Development, Regeneration and Partnership
- Asset management
- Deliver major projects

**Corporate Managers**

**Services:**

**Rachel Pocock** - Legal and Democratic Services including Elections and Licensing

**Karen Jenkins**

Organisational Development- HR, Payroll, Training, Communications, Performance reports, Complaints and FOI

**Chris Powell** - ICT, Document Management

**Head of Housing  
John Golding**

**Services:**

- Homeless/Housing Needs
- Housing Management
- Housing Strategy and Enabling
- Private Sector Housing
- Home Safeguard

**Head of Economy  
Kate Little**

**Services:**

- Planning
- Building Control
- Economy
- Estates and Property Services
- Growth Point Team

**Head of Environment  
Simon Smale**

**Services:**

- Environmental Health including car parks
- StreetScene – Grounds maintenance, cleansing, waste and Countryside and Culture
- Engineers
- Emergency planning
- Health and Safety

**Head of Finance  
Simon Davey**

**Services:**

- S151
- Financial Services
- Revs and Bens
- CSC
- Corporate Procurement
- Land charges
- Audit & Governance

**Chief Executive**  
**Mark Williams**

**Strategic Director**  
**(Operations and Customer Focus)**  
**Vega Sturgess \***

Assistant Director  
(Environment)  
**Laurence Willis \***

Assistant Director  
(Health and Well-Being)  
**Steve Joel**

Customer Focus  
Support Manager  
**Jason Toogood**

Building Control  
Manager  
**David Durrant**

Community Health and  
Leisure Manager  
**Lynda Pincombe**  
*(currently on maternity leave)*

Engineering and  
Property Services  
Manager  
**Garry Green**

Arts and Entertainment  
Manager  
**Adam Burgan**

Environmental Health  
Manager  
**Alasdair Bell**

Sport and Leisure  
Facilities Manager  
**Cameron Bate**

Street Scene  
Manager  
**Chris Cooper**

Housing and Welfare  
Manager  
**Kirsty Larkins**

Licensing  
Manager  
**Nigel Marston**

Countryside  
Manager  
**Katy Menday**

Civil Contingencies  
Manager  
**Pam Harvey**

**\* Waste & Recycling managed by Somerset Waste Partnership**

Assistant Director  
(Legal and Corporate  
Services)  
**Ian Clarke**

HR Manager  
**Mike Holliday**

Democratic Services  
Manager  
**Angela Cox**

Legal Services  
Manager  
**Nick Whitsun-Jones**

Fraud and Data  
Manager  
**Lynda Creek**

Assistant Director  
(Finance and Corporate  
Services)  
**Donna Parham**

ICT Manager  
**Roger Brown**

Revenues and Benefits  
Manager  
**Ian Potter**

Finance Manager  
**Amanda Card**

Procurement and Risk  
Manager  
**Gary Russ**

**Strategic Director**  
**(Place and Performance)**  
**Rina Singh**

Assistant Director  
(Communities)  
**Helen Rutter**  
*(Temporary)*

Assistant Director  
(Economy)  
**Martin Woods**

Performance Manager  
**Sue Eaton**  
Spatial Systems Manager  
**Bruce Soord**

Area Development  
Manager (North)  
**Charlotte Jones**

Economic Development  
Manager  
**David Julian**

Area Development  
Manager (South)  
**Kim Close**

Spatial Policy  
Manager  
**Andy Foyne**

Area Development  
Manager (East)  
**Helen Rutter**

Development Control  
Manager  
**David Norris**

Area Development  
Manager (West)  
**Andrew Gillespie**

Third Sector and  
Partnership Manager  
**Alice Knight**

Council structure:

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

Portfolio Holders (with Think Tanks)

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

Champions

Member development & engagement Rural Broadband	Branding & Marketing Customer Service (Inc. equality of access) Plain English	Exmouth Town Localism & the Big Society Seaton Town	Affordable Homes Youth	Business & Tourism Planning Design & Heritage Rural Communities (inc. Post Office)	Culture Public amenity, beach and foreshore Recycling	Asset management Procurement
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## Forward Plan for Overview and Scrutiny Committee

Month	Topic
28 July 2011	
1 Sept 2011	Quarterly Monitoring of Performance – 1 <sup>st</sup> Qtr 2011/12
29 Sept 2011	Report from Ward Member customer satisfaction with Planning Task and Finish Forum
27 Oct 2011	Flood Management Act implementation – update from Devon County Council
24 Nov 2011	Quarterly Monitoring of Performance – 2 <sup>nd</sup> Qtr 2011/12 Localism agenda update
5 Jan 2011	
26 Jan 2011	
1 Mar 2011	Quarterly Monitoring of Performance – 3 <sup>rd</sup> Qtr 2011/12
29 Mar 2011	
26 Apr 2011	

### Topics for scoping and allocation to the Forward Plan:

- Implications of the budget cuts from Devon & Cornwall Constabulary, with particular reference to the impact to partnership working;
- Changes to health administration, devolving from PCTs to local GPs;
- Regular reports from Portfolio Holders.

### Task and Finish Forums

- Leisure East Devon – scoping underway, dates to be circulated
- Ward Member customer satisfaction with Planning – scoped, dates now circulated. Final report expected for submission to the 29 September meeting.