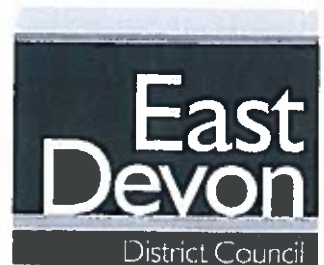


Date: 14 January 2011
Contact name: Debbie Meakin
Contact number: 01395 517540
E-mail: dmeakin@eastdevon.gov.uk



To: Members of the Overview and Scrutiny Co-ordinating Committee
(Councillors: Ray Bloxham; Peter Bowden; Bob Buxton; Iain Chubb;
Christine Drew; Roger Giles; Pat Graham; Steve Hall; Peter Halse;
John Humphreys; Stephanie Jones; David Key; Frances Newth;
Barry Nicholson; Marion Olive; Helen Parr; Bob Peachey; Ken Potter;
Graham Troman; Eileen Wragg; Steve Wragg)

Portfolio Holders
Other Members of the Council for Information
Chief Executive
Corporate Directors

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Meeting of the Overview and Scrutiny Co-ordinating Committee

Wednesday, 26 January 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.

AGENDA

Page/s

1. **Public question time** – 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 meetings of the Overview and Scrutiny Co-ordinating Committee held on the 17 November 2010 4 - 9
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 **no** items that the officers recommend should be dealt with in this way.
7. Decisions made by the Executive Board called in by Members for scrutiny in accordance with the Overview Procedure Rules under Part 4.5 of the Constitution. There are **no** items which have been identified.
8. **Draft Revenue and Capital Estimates 2011/12 Recommendations from Overview and Scrutiny Budget TaFF**
Members are asked to consider the attached recommendations reached by the Task and Finish Forum on 17 January 2011 to go forward to the Executive Board on the 9 February 2011. (to follow)
9. **Scrutinising Scrutiny** 10 - 21
The Committee deferred making a recommendation on scrutiny structure options at their last meeting on the 17 November 2010. Members are asked to consider the attached updated report, which covers action since the last meeting on the agreed good practice measures.
10. **Update from the East and Mid Devon Crime and Disorder Scrutiny Panel** Verbal report
11. **Update from the Chairman of each Overview and Scrutiny Committee.** Verbal report
12. **Overview and Scrutiny Committees Forward Plan** 22

Members remember!

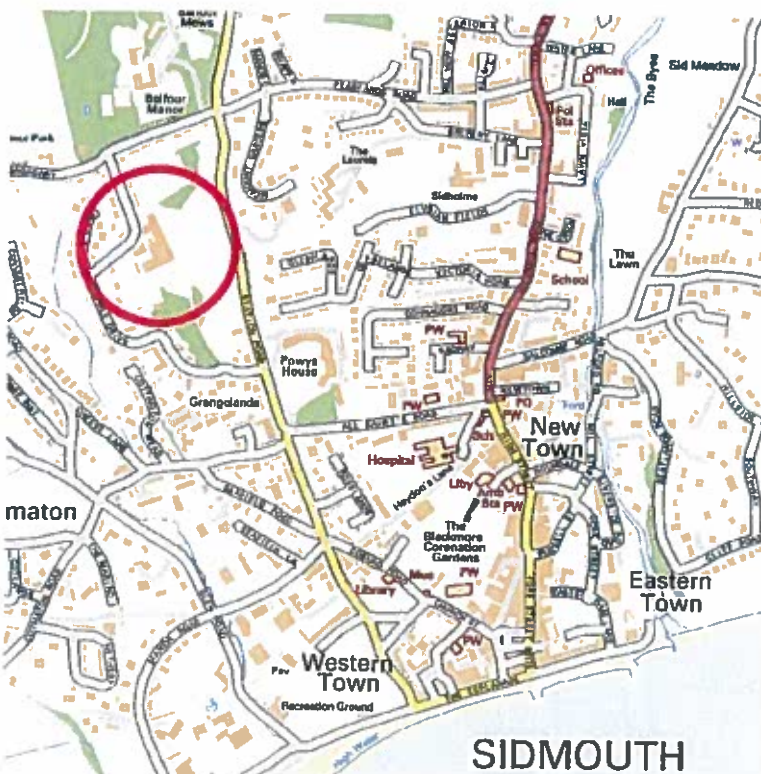
- You must declare the nature of any personal or prejudicial interests in an item whenever it becomes apparent that you have an interest in the business being considered.
- Where you have a personal interest because the business relates to or is likely to affect a body of which you are a member or manager 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



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

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

The following buses all terminate at the Triangle in Sidmouth. From the Triangle, walk up Station Road until you reach the Council Offices (approximately ½ mile).
From Exeter – 52A, 52B
From Honiton – 52B
From Seaton – 52A
From Ottery St Mary – 379, 387

Please check your local timetable for times.

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

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

EAST DEVON DISTRICT COUNCIL

Minutes of a Meeting of the Overview and Scrutiny Co-ordinating Committee held at Knowle, Sidmouth on 17 November 2010

Present:

Councillors:

Ray Bloxham (Chairman)
Bob Peachey (Vice-Chairman)
Iain Chubb
Pat Graham
Peter Halse
David Key
Frances Newth

Marion Olive
Helen Parr
Ken Potter
Graham Troman
Steve Wragg

Officers:

Diccon Pearse – Corporate Director
Rachel Pocock – Head of Legal, Licensing and Democratic Services
Debbie Meakin – Democratic Services Officer

Also Present

Councillors:

Vivienne Ash
Christopher Gibbings
David Cox
Paul Diviani
Jill Elson

Stuart Hughes
Graham Godbeer
Sara Randall Johnson
Pauline Stott
Tim Wood

Apologies:

Peter Bowden
Bob Buxton
Christine Drew
Roger Giles
Steve Hall

Stephanie Jones
Eileen Wragg

Andrew Moulding

The meeting started at 6.30pm and ended at 8.34pm.

***31 Public question time**

There were no questions from the public at this time.

***32 Minutes**

The minutes of the meeting of the Overview and Scrutiny Co-ordinating Committee on 18 October 2010, were confirmed as a true record.

***33 Declarations of Interest**

There were no declarations declared.

34 Scrutinising Scrutiny

Debbie Meakin, Democratic Services Officer, highlighted some key points from her report centred on further improvement and changes to the Overview and Scrutiny function. She had undertaken research into other arrangements at similar authorities but had found no common committee structure; however, common themes had arisen for those authorities that had been recognised by the Centre of Public Scrutiny as exhibiting good practice.



34 **Scrutinising Scrutiny (continued)**

The report also offered some alternative proposals to a committee structure for the Overview and Scrutiny function, as an aid to debate for Members.

Rachel Pocock, Head of Legal, Licensing and Democratic Services, reminded Members of the recent report to the Executive Board covering the statutory changes to the Leader and Executive governance model.

Overview and Scrutiny Committee Structure

Members debated the merits of different structures and the impact on the rest of the Committee structure, including:

- Increased use of Portfolio Holder Think Tanks alongside reducing the current Overview and Scrutiny function to one committee could prove very effective;
- Current membership of the Co-ordinating Committee of 21 was too large and the smaller number set out in proposal B would address that; conversely involving fewer Members could reduce Member engagement across the Council;
- Proposal C would produce a cost saving and provide more focus to the scrutiny process and give a better use of officer resource;
- Think Tanks could provide the needed level of strategic thinking and therefore should be increased in frequency;
- Task and Finish Forums were effective when used but needed to draw Members from the Council as a whole, not just the Overview and Scrutiny Committee. This would make use of Members with a specific interest or skill set and engage a wider number of Members;
- The current structure of four Committees allowed Councillors to expand their experience of the range of services provided by the Council and outside to the functions carried out by other agencies;
- The remit of the four Committees was not exhaustive and therefore it was not clear where all the services and areas of responsibility sat within the Overview and Scrutiny function. The Chairman informed Members that generally the Co-ordinating Committee picked up areas not covered by the other three Committees.

Jill Elson, Portfolio Holder for Communities, advised the Committee of her appreciation of the work of the Communities Overview and Scrutiny Committee (COSC). The COSC provided an excellent vehicle to monitor her work as Portfolio Holder.

Graham Godbeer, Portfolio Holder for Economy, spoke of the virtues of Think Tanks in allowing greater freedom of speech for Members, in that they were not minuted, or inhibited.

Frances Newth, Vice-Chairman of the Service Delivery and Performance Overview and Scrutiny Committee, related to Members the success of that Committee in monitoring the improvements of services recently reviewed under Systems Thinking. She strongly opposed dissolving the Committee.

There was no general agreement on an Overview and Scrutiny structure, as the Committee was split between making savings by reducing committees and meetings, and maintaining the level of study work currently undertaken in the current structure.

34 **Scrutinising Scrutiny (continued)**

Improvements to Overview and Scrutiny Function

Members debated the options set out in the report for overall improvement of the Overview and Scrutiny function, including:

- Close tracking of the Executive Board would be beneficial, to consider issues both prior to decisions made by the Board and monitoring implementation after;
- Minutes would benefit from an inclusion of an "action" column to indicate who had responsibility for following up the decision – either officer or Member.
- Making better use of the powers available to summon decision makers to question at meetings;
- Tracking of decisions needed improvement to ensure that decisions made were carried out;
- Monitoring the Executive Board Forward Plan would be useful but its effectiveness needed reviewing. The Leader explained to Members the statutory requirement to produce a Forward Plan. Not all issues were pre-planned and she gave an example to illustrate her point;
- The need for Members to take more responsibility in reading agendas and reports, following up on decisions rather than relying on officers, and becoming more engaged with the work of the Council;
- Scoping issues would be a useful exercise. A template for scoping was requested for the next meeting.

Rachel Pocock advised Members that the SPAR software, that was currently used to track performance indicators, may be applicable to tracking of decisions. This would need further investigation.

David Cox, Portfolio Holder for Streetscene, advised the Committee that the Executive Board had requested a tightened procedure for ensuring that decisions are followed through.

Inclusion of Housing Review Board

Members discussed how the role of the Housing Review Board, considered as an Overview and Scrutiny function specifically relating to the Housing stock and homelessness, could be closer linked with the other four Committees. Members debated different options, with the Committee concluding that the best option was having the Chairman of the Housing Review Board on the Co-ordinating Committee.

Pauline Stott, Chairman of the Housing Review Board, outlined to members a number of key issues currently under consideration by the Board. She urged members to become more involved and attend the meetings to get a better understanding of the work of the Board.

Role of engagement with Towns and Parishes

Diccon Pearce outlined to the Committee how discussions were continuing with the Town and Parish Councils on the levels of service delivery. He advised that at a recent meeting with the Town Councils, there was still a desire to discuss assets and other services, but the Towns wanted to concentrate on budget setting and the local elections next May before discussing options further.



34 **Scrutinising Scrutiny (continued)**

Members discussed their concerns in shifting services from District to Town or Parish level and how that would affect their resources and precept. There were also examples shared with the Committee of where services had become more localised with great success, and the desire that some areas had to take on more responsibility, subject to cost. The concept of stepped funding to gradually ease a Town or Parish in to taking on a service was generally agreed as a helpful concept.

Members were encouraged to attend a presentation by North Dorset District Council on their work with parish councils, on 9 December 2010.

Governance model

The Committee agreed that the options set out for executive arrangements were a false choice. Members did not think that an elected Mayor would be successful for the area, but also thought that a four-year term for a Leader was limiting. Members favoured keeping the current arrangement of a one-year term.

Rachel Pocock reminded Members of the contents of the legislation and the indications from central Government to remove the requirement to elect a Leader for four years by including an amendment in the Localism Bill.

Members strongly felt that the constraints by the previous Government should be reversed, and wanted to advise the current government of their rejection of the four-year term.

Role of Portfolio Holders

The question was raised of the role of the Portfolio Holder being aligned with the same role at a County level. Members agreed that this debate should be held at a future meeting.

Number of Elected members of the Council

The Committee briefly discussed the implications of reducing the number of elected Members of the Council and the cost saving that could arise if reducing that number. Examples of other authorities with a higher proportion of population to Member were given, but the Committee were advised of the protracted process of changing the number of elected Members via the Boundary Commission. To illustrate the possible level of savings, Members were advised that a reduction to 44 elected members would provide a £100,000 saving.

Seating arrangement at full Council

The seating arrangement for the political parties and independents arose during the debate of the Executive Governance model, with some views voiced that the current seating arrangement was unfair. Some Members wished to see seating changed to allow at least the leader of the Liberal Democrats and the Independents to be at the front of the seating arrangement, with their group in a block behind.



34 **Scrutinising Scrutiny (continued)**

- RECOMMENDED**
- (1) that SPAR software be investigated to determine if it can be used to track the progress and implementation of decisions;
 - (2) that the Chairman of the Housing Review Board is automatically a member of the Overview and Scrutiny Co-ordinating Committee to enable a stronger link with the Housing Review Board as an Overview and Scrutiny function;
 - (3) that a letter be sent to the Minister for Housing and Local Government, advising that of the two options, the Leader option is preferred but the notion of a four year term is rejected; and that the constraints of the Local Government and Public Involvement in Health Act 2007 imposed by the previous administration be reversed;
 - (4) that the seating arrangement at full Council be revised to provide a fairer layout for the minority political and independent groups.
 - (5) that the Committee progress discussions be continued with Town and Parish Councils on the future delivery of community services (following the presentation by North Dorset District Council on 9 December 2010);

- RESOLVED**
- (1) that the remit of each Overview and Scrutiny Committee is clarified to ensure that all areas of the Corporate Strategy and the areas of responsibility of the Portfolio Holders are covered;
 - (2) that the Committee recognises that the option of Task and Finish Forums was available to use;
 - (3) that Committee Members will increase their independent research into issues where necessary;
 - (4) that scoping be undertaken for all reviews, with a scoping template made available for information at the next meeting of the Committee;
 - (5) that in principle, any main Overview and Scrutiny Committee track the work of the Executive Board by meeting as frequently, meeting in alignment, and considering the Board agenda items as a standard item for that Committee;
 - (6) that the effectiveness of the Executive Board Forward Plan be reviewed;
 - (7) that a recommendation on the structure of the Overview and Scrutiny function, and the frequency of meetings, be deferred until the management restructure is agreed;
 - (8) that a debate on the number of elected members of the Council and the implications of reducing that number be held at a future meeting of the Committee;
 - (9) that a debate on portfolio holder roles at District and County level be held at a future meeting.



35 East and Mid Devon Crime and Disorder Scrutiny Panel Update

The Chairman reported back on a recent meeting of the Panel held on 20 October 2010.

Members supported the recommendations that had come forward from the Panel.

- RECOMMENDED**
- (1) that on completion of the CCTV review at MDDC, consideration is given to allow a sharing of that resource with EDDC when an identified need arises;
 - (2) that an officer with sufficient delegated authority attends the CSP to represent the Council if the Chief Executive is unable to attend in person; and that other agencies and authorities in the Partnership be requested to ensure sufficient delegated authority is in place;
 - (3) that Members representing the Council on LAGs, the CSP or in any other capacity regularly update their Council on progress and positive work undertaken.

***36 Update from the Chairman of each Overview and Scrutiny Committee**

Helen Parr, Graham Troman and Frances Newth gave the Committee a brief update on the work of the Overview and Scrutiny Committees and made reference to the forward plan of future work.

The effectiveness of the Local Government Association was raised as an issue and this was agreed as a future topic for the Economy Overview and Scrutiny Committee.

***37 Overview and Scrutiny Committees Forward Plan**

Members noted the forward plan. The plan would be amended to take into account the resolutions made at the meeting under minute 34.

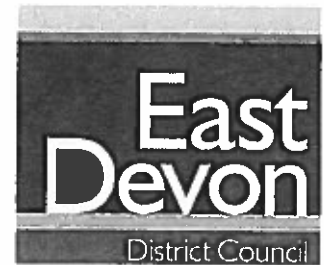
Chairman Date

Agenda Item 9

Overview and Scrutiny Co-ordinating Committee

26 January 2010

DM



Scrutinising Scrutiny – An update

Summary

This report covers work undertaken since the last meeting of the Committee on 17 November 2010 and amended options for changes to the Overview and Scrutiny function in relation to structure, following the revised management structure being approved by Council on 8 December 2010.

Recommendation

- 1) That proposal C be recommended for adoption from May 2011 for reasons of the greatest savings in allowances paid and officer support required;
- 2) That the good practice work undertaken to date be noted.

a) Reasons for Recommendation

Reduction in lead officer support has now been confirmed in the revised agreed management structure. In order for Members to retain lead officer support, a change in the committee structure is required.

b) Alternative Options

Keep existing structure and current practices for topic selection.

c) Risk Considerations

Less non-executive Member engagement if a smaller structure for Overview and Scrutiny Committees is put in place. Keeping the current structure will not receive the same level of lead officer support previously enjoyed.

d) Policy and Budgetary Considerations

Adopting a single Overview and Scrutiny Committee, or a reduced number of committees, reduces expenditure of special allowances.

e) Date for Review of Decision

May 2011

1 Resolutions from Committee on 17 November 2010

- 1.1. The Committee debated the original report on Scrutinising Scrutiny on the 17 November 2010, making the following resolutions (Minute 34):



RESOLVED

- (1) that the remit of each Overview and Scrutiny Committee is clarified to ensure that all areas of the Corporate Strategy and the areas of responsibility of the Portfolio Holders are covered;
- (2) that the Committee recognises that the option of Task and Finish Forums was available to use;
- (3) that Committee Members will increase their independent research into issues where necessary;
- (4) that scoping be undertaken for all reviews, with a scoping template made available for information at the next meeting of the Committee;
- (5) that in principle, any main Overview and Scrutiny Committee track the work of the Executive Board by meeting as frequently, meeting in alignment, and considering the Board agenda items as a standard item for that Committee;
- (6) that the effectiveness of the Executive Board Forward Plan be reviewed;
- (7) that a recommendation on the structure of the Overview and Scrutiny function, and the frequency of meetings, be deferred until the management restructure is agreed;
- (8) that a debate on the number of elected members of the Council and the implications of reducing that number be held at a future meeting of the Committee;
- (9) that a debate on portfolio holder roles at District and County level be held at a future meeting.

1.2. The Committee requested clarity on the remit of each of the four committees to ensure that all service areas are covered. The broad remits have been expanded below to incorporate the areas set out in the Constitution that fall under Portfolio Holder responsibility:

Overview & Scrutiny Co-ordinating

- Developing partnership working, helping to achieve integrated Devon service delivery;
- Achieving savings through remote working with neighbouring authorities;
- Working with parish councils, Police, Fire and the Primary Care Trust;
- Comprehensive Area Assessment issues;
- Local Strategic Partnership commissioning;
- Crime and Disorder.
- Environment Portfolio Holder responsibilities
- Resources Portfolio Holder responsibilities (where not in conflict with Audit & Governance Committee remit)
- Strategic Planning and Regeneration Portfolio Holder responsibilities



Communities Overview & Scrutiny

- Affordable housing, housing availability;
- Urban, rural and Safe Communities;
- Developing, reviewing and monitoring the effectiveness of the Council's work on equality and diversity;
- Developing and implementing the community empowerment visions;
- Scrutinise community engagement and empowerment initiatives and governance arrangements, with input from communities to drive improvement.
- Communities Portfolio Holder responsibilities

Economy Overview & Scrutiny

- Recession recovery;
- Town services and High street future;
- Skills and training;
- School provision for leavers and achievers; further education provision;
- Property based decisions;
- Local government association issues.
- Economy Portfolio Holder responsibilities

Service Delivery and Performance Overview & Scrutiny

- Focus on the right sized establishment;
- Monitoring progress of systems thinking reviews;
- Monitor on-target delivery
- Communications Portfolio Holder responsibilities
- StreetScene Portfolio Holder responsibilities

- 1.3. Topics, and deciding which Committee would be best placed to debate them, will remain a decision for the Chairman and Vice-Chairmen of the four committees to make.
- 1.4. Following the resolution by the Committee to adopt a scoping approach, a scoping template is attached as appendix A for the Committee to consider using for future topics.
- 1.5. The Executive Board Forward Plan (referred to as the Forward Plan for the remainder of this report) has been reviewed in light of the Committee's resolution to consider the effectiveness of that plan.
 - 1.5.1. As a reminder to Members, the Forward Plan should contain, as set out in the Constitution, "matters which the Leader has reason to believe will be subject of a key decision during the period covered by the plan". Against each key decision is a date or period of time within which the decision will be taken.
 - 1.5.2. A Key Decision is defined as:
 - a) likely to result in incurring significant expenditure or producing significant savings, having regard to the budget, and/or;
 - b) having a significant effect on communities living in two or more wards of the District.A key decision can be taken even if it is not published on the Forward Plan, if the decision falls under an exception. The Forward Plan is published 14 days prior to its start date; and covers a four month period.
 - 1.5.3. In reviewing the Plan over the last 18 months, there have been little variations to the content, with some items having been on the Plan for many months, if not years. The wording on the Plan does give the impression, to the layman,



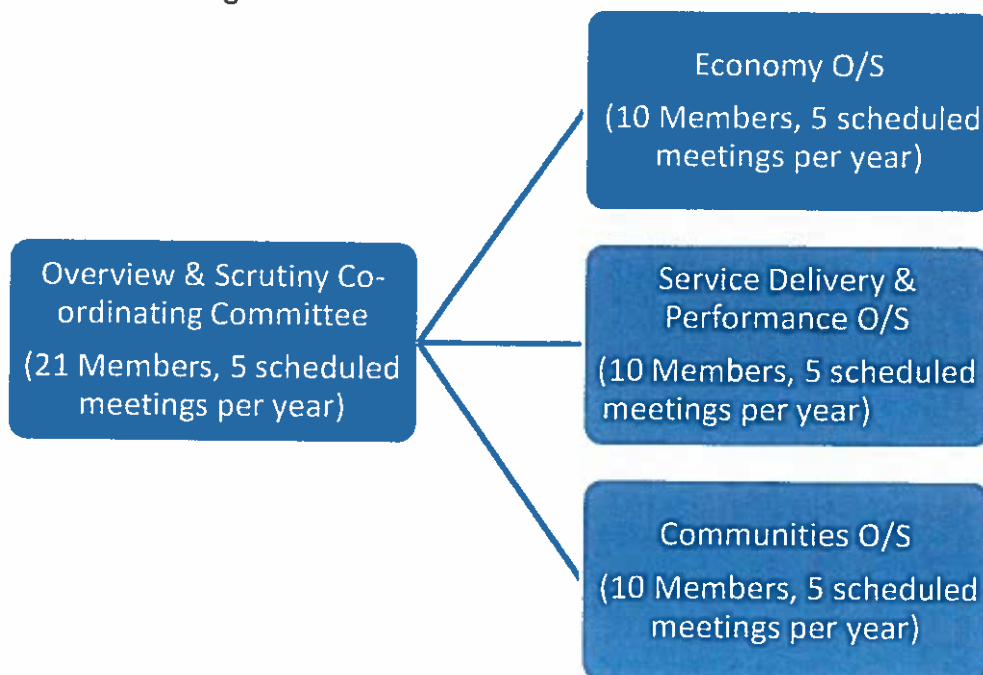
that the decisions are likely to be taken during the span of that Plan (four months).

- 1.6. The original report on Scrutinising Scrutiny suggested that topics for Overview and Scrutiny could be informed by the Plan. As the plan appears to be utilised more as a rolling list, a better option may be to challenge why some of those key decisions have been rolled forward on repeated occasions; and to look directly to the Executive Board agenda to drive the Overview and Scrutiny work.
- 1.7. The roles and responsibilities of the Portfolio Holders, as set out in the Constitution, are set out in Appendix B to aid Member in any debate on portfolio holder roles.

2. Structure possibilities that require constitutional change

- 2.1. The current structure allows for time and consideration to be given to the wide base of issues that fall under the Corporate Strategy. The number of committees and members allocated to each allows for a large proportion of non-executive Members to engage in the overview and scrutiny role. The work of the Chairmen and Vice-Chairmen in an informal meeting capacity helps avoid duplication of work and plan the workload across the four Committees.
- 2.2. Service Delivery and Performance has achieved its main aim of reviewing major service delivery issues, with systems thinking improvements now in place. The workload is now diminished and Members may wish to consider if the regular monitoring would be better suited as regular updates sent to Members, with discussion at a committee taking place if a significant performance issue arises.
- 2.3. In light of the current financial situation of the Council, the focus of the overview and scrutiny function seems logical to change. Members may wish to consider the following proposals for the structure of the overview and scrutiny function from May 2011. All proposals assume that a political balance is maintained.

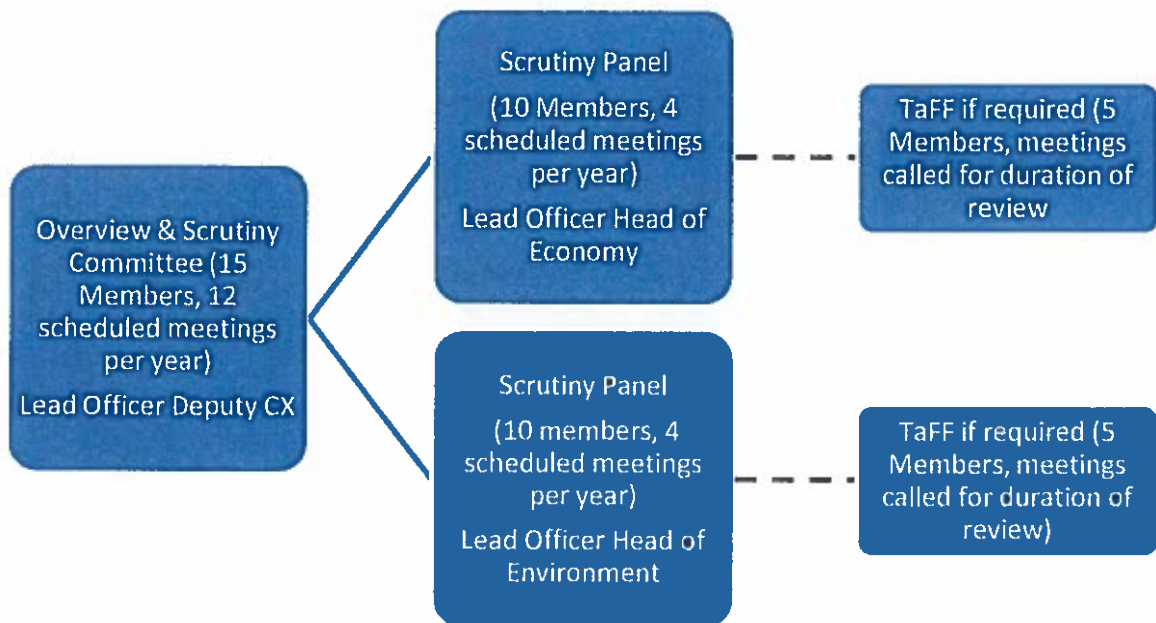
Proposal A No change



Four Chairman allowances total £10,051 per annum

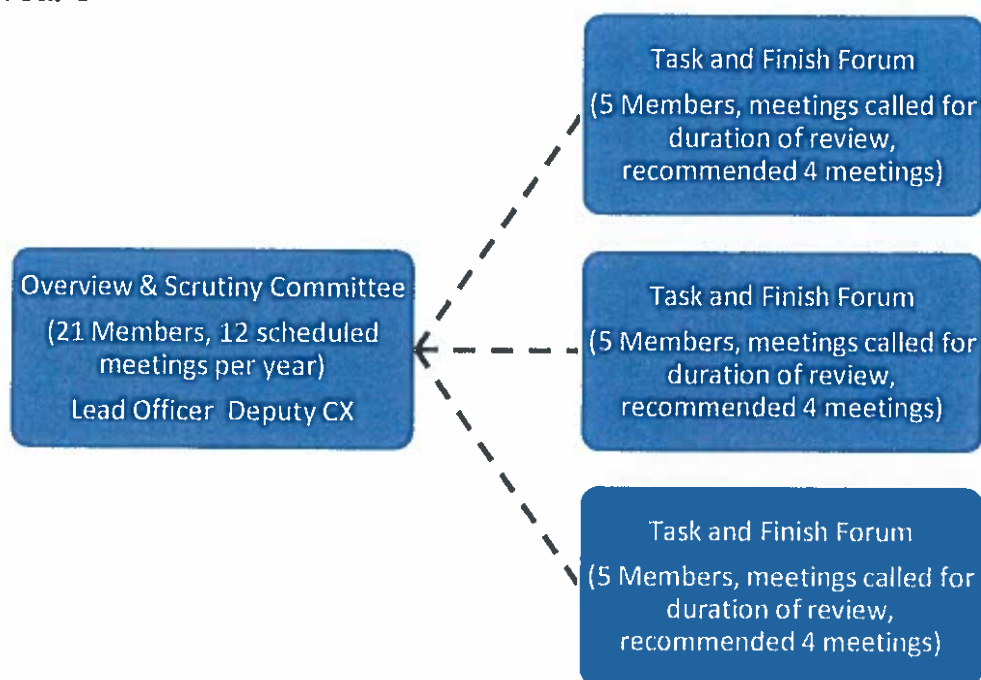


Proposal B



- Two Scrutiny Panels to be chaired by member of Overview and Committee (OSC), allocated work from programme set by the OSC aligned to the emerging council priorities.
- If detailed review required, Task and Finish Forums could be utilised by a Scrutiny Panel to draw in expertise from other Members with a specific skills set but capacity would have to be verified.
- OSC meets monthly in line with the Executive Board and work is driven by the Executive Board Forward Plan and agenda.
- Panels **meet as needed** to carry out in-depth review on allocated topic and report back to OSC, with suggested 4 meetings each, spaced out as work determines, giving a total of 22 meetings per year.
- Looking at the new management structure, lead officers could be the Deputy Chief Executive for the main OSC; and the Head of Environment for one Scrutiny Panel and Head of Economy for second Scrutiny Panel.
- Less non-executive Members involved in a formal committee – total of 31
- Potential saving of £2010 per annum if allowances allocated to Chairman of OSC and chairman of each Scrutiny Panel at current allowance rate.

Proposal C



- OSC meets monthly in line with the Executive Board and work is driven by the Executive Board Forward Plan and agenda.
- Task and Finish Forums set up as needed for each specific review, calling on members with specific skills sets outside of OSC to be available as and when required. Recommended that, due to officer capacity, no more than three TAFFs to be concurrently active.
- Less non-executive Members involved in a formal committee but more opportunity to become involved in a topic of interest as part of a TAFF.
- Potential saving of £6030 per annum if allowance only allocated to Chairman of OSC.

Legal Implications

By law, the Council need only have one Overview and Scrutiny Committee.

Appropriate amendments to the Council's Constitution will be drafted and recommended to Annual Council in May to implement any necessary constitutional changes, once members have decided on the new structure.

For completeness, it should be noted the Housing Review Board is also an Overview and Scrutiny committee but that the report is not recommending any change to those arrangements at the present time.

Financial Implications

The financial implications are included in the report.

Consultation on Reports to the Executive

Not applicable

Background Papers

- Centre for Public Scrutiny
- Scrutinising Scrutiny report to OSCC on 17 November 2010.

Debbie Meakin
Democratic Services Officer

Overview & Scrutiny Co-ordinating Committee
17 November 2010



Overview and Scrutiny Committee

Scope of work for scrutiny:

Broad topic area:	
Specific areas to explore within topic area:	
Areas NOT covered by the review:	
Desired outcomes of the review:	
Who should be consulted to obtain evidence (e.g. Ward Member, officers, stakeholders)	
What evidence already exists (consultation, good practice examples)	
What experts are needed to help with the review:	
What other resources are needed:	
Undertaken by the Committee or is a TAFF required:	
Timescale including start date:	
Who are the recommendations being reported to:	



Extract from the Constitution – reference to Portfolio Holders

ARTICLE 6 – THE EXECUTIVE BOARD

6.07 Members of the Executive Board who are Portfolio Holders

During their period as a Portfolio Holder each Councillor will be expected to work closely with key staff. This will require an effective system of relevant information provision to those Councillors. Responsibility for the identification of such information lies with the Portfolio Holder and/or the key staff who will also be expected to brief the appropriate Councillor on important operational items which may be happening as part of delegated Council business. Portfolio Holders expected to speak at Executive Board meetings, or called in to speak at Overview Committee or other Council meetings, must also be briefed by appropriate staff who will be entitled to accompany them at such meetings and able to speak there in their own right.

The generic role of a Portfolio Holder will include:

- (i) Collective responsibility for policy implementation as a Board Member.
- (ii) Specific responsibility for speaking at the Board on issues within allocated portfolios.
- (iii) The exercise of delegated powers.
- (iv) Occasional responsibility for speaking on behalf of the Council at outside meetings where Councillor attendance is required.
- (v) An acceptance of the need to be well informed, and where appropriate to undergo training about relevant current issues.
- (vi) Responding to media requests as appropriate in relation to topical issues. In this respect, each Councillor should attend media training sessions.
- (vii) Speaking at Council meetings on issues relevant to the allocated portfolio.
- (viii) Attendance at the Overview Committees to speak on particular performance issues and to assist on the preparation of policy issues.

EXECUTIVE BOARD PORTFOLIOS

Member Portfolio Detail

Communications	Access to Services Advertisement Policy Communications Strategy Complaints and Ombudsman Consultation Strategy Customer Service Centre Democratic Renewal Electronic Government and Information Strategy ICT Strategy Media PR, Marketing the Council and Branding
Communities	Animal Control Community Development and Participation Community Planning Community Safety Community Transport Schemes Developing and Maintaining Partnerships Food and Water Control Health Inequalities Health and Safety Control Housing Provision and Control Pollution and Nuisance Control Social Inclusion, Independent Living and Sustainable Communities

<p>Economy</p>	<p>Agricultural Diversification Business Relations Car Parks Culture and the Arts Links with Leisure Economic Development Educational and Skills Review Local and Rural Business Development Marketing East Devon Operational Council Asset Management Public Transport Support Rural and Urban Development (joint with Environment and Strategic Planning and Regeneration) Transport Infrastructure Tourism Development</p>
<p>Environment</p>	<p>Allotments Access Agreements Building Control Cemeteries, Burials Climate Change, Carbon Reduction / Energy Conservation and Sustainability (including Sustainable Transport) Coast Protection, Beaches and Foreshores Conservation Areas and Historic/Listed Buildings Countryside / Nature Conservation Gypsy Sites (jointly with Strategic Planning and Regeneration Portfolio Holder) Land Charges Land Drainage and Flooding Issues Parks and Pleasure Grounds Sewerage Water Safety</p>
<p>Resources</p>	<p>Audit and Best Value Benefits Corporate Governance Council Tax Equalities Finance and Investment Management Financial Strategy Grants and Lottery Human Resource Issues Insurances Legal, Licensing and Democratic Services Procurement Strategy Risk Management Strategic Asset Management Data Quality</p>
<p>Streetscene</p>	<p>Streetscene services Grounds maintenance Public conveniences Street and general cleansing Waste and Recycling</p>



<p>Strategic Planning and Regeneration</p>	<p>Strategic Planning and Major Projects - urban and rural ('place shaping')</p> <p>New Growth Point, (including Cranbrook), including infrastructure, access, design and sustainability (to the extent these are permitted to be Executive functions)</p> <p>Local Development Framework / Local Plan / Policy / Development Management (to the extent that these are permitted to be Executive functions)</p> <p>Rural and Urban Regeneration Programmes</p> <p>Gypsy Sites (jointly with the Environment Portfolio Holder).</p>
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SECTION 2

TERMS OF REFERENCE AND DELEGATED POWERS OF COMMITTEES ETC

Portfolio Holders

(In respect of the areas covered by their respective portfolios)

Such decisions as the Executive Board may from time to time delegate to them subject at all times to the following provisos:

1. The decision in question is not a "key decision".
2. The power to make the decision has not previously been delegated to an officer.
3. The portfolio holder has considered what consultation is necessary with regard to the proposed decision – including the need to consult with local ward members.
4. The proposed decision is compliant with the terms and conditions of the existing policy framework.
5. Receipt and consideration of a written report containing a summary of the legal, financial and all other relevant implications arising from the proposed decision.
6. Publication of the proposed decision in accordance with the Executive Procedure rules referred to in Part 4 of the Constitution.

General Delegations to all Portfolio Holders (subject to requirement that the matter is within the terms and reference of their respective portfolios)

1. Authority to issue press releases and deal with the press.
2. Authority to approve proposals and schemes in respect of operational matters that are required to implement the policy framework.
3. Authority to accept the lowest tender, provided it falls within the sum set by the Executive Board, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council, such acceptance to be reported to the next meeting of the Executive Board where tenders or offers are invited by the Council for:
 - (a) the carrying out of work in accordance with a Specification and/or Bills of Quantities, or
 - (b) the purchase or sale of land, vehicles, equipment or machinery surplus to the Council's needs, or
 - (c) concessions in accordance with detailed particulars to accept a tender provided the accepted sum is within estimates.
4. Authority to approve alterations and extensions to schedules/specifications to contracts that do not have the effect of exceeding a previously approved budget sum, subject to legal advice.
5. Authority to approve a maximum 5% "over-spend" in respect of expenditure on works for a specified project within an approved budget.
6. Authority to approve grant aid if within budget.



7. Authority to approve acquisitions, disposals, and leases where in accordance with the Policy Framework and subject to relevant terms and conditions being negotiated by the Head of Property and Economic Development.
8. Authority to increase or alter fees and charges subject to statutory consultation and/or advertisement procedures where applicable.

Specific Delegations to the Portfolio Holder for the Communities

1. Authority to authorise the execution of Consents to Dealing in favour of approved Housing Associations.
2. Authority to approve requests to purchase and/or lease land from the Council (provided the request has the support of all the local ward members).
3. Authority to approve requests by tenants to carry out a business.
4. Authority (in consultation with Ward Members), to determine applications in all cases (other than those where consent may not be withheld) for consent for resale (pursuant to S.104C of the Housing Act 1957 or S.19 of the Housing Act 1980) of former Council dwellings.
5. Authority to approve Housing Association partners for the provision of rented housing, as provided in the Capital Programme.
6. Authority to agree funding, in connection with tenant participation, under £500 for individuals and/or groups.
7. Authority to take decisions within the advisory remit of the Housing Applications Review Panel where the Panel so advises.
8. Authority, in consultation with the Chairman of the East Devon Sports Council (plus the particular sport representative where appropriate), to determine submitted applications for revenue support grants for sports clubs under the recreation strategy in respect of qualifying schemes (a maximum of one scheme per organisation to be approved each year).

Specific Delegations to the Portfolio Holder for the Economy & Regeneration

1. Authority to approve temporary changes to the charges applied and operational procedures in respect of the management of the Council's car parks.
2. Authority to agree annual grants to individual Tourist Information Centres.

Specific Delegations to the Portfolio Holder for Strategic Planning and Regeneration

Authority to give written notice required in accordance with the Town and Country Planning General Regulations 1976 authorising the seeking of deemed planning consent for schemes included within the approved Capital and Revenue Programmes.

Specific Delegations to the Portfolio Holder for the Environment

Authority to authorise emergency action under the Building Act 1984 and Building Regulations, the Town and Country Planning Act 1990, the Local Government (Misc.Provisions) Act 1976 Planning (Listed Buildings and Conservation Areas) Act 1990 and all associated legislation where such action would result in the expenditure of money by the Council.

Specific Delegations to the Portfolio Holder for Resources

1. Authority to approve financial assistance in respect of the following matters
 - a) grants under the Ring and Ride scheme
 - b) grants to the Citizens Advice Bureaux
 - c) Village Shop Rate Relief
 - d) Relief from Business Rates in respect of Charities/Good Causes and cases of hardship.
2. Authority to accept the recommendations of the Independent Remuneration Panel
3. Authority to agree the establishment of an Interview Panel and all relevant associated procedures/requirements following the resignation of the Head of Paid Service or a Chief Officer

4. Authority to appoint a valuer to advise on the rateable values of properties on which the Council is liable for rates and where considered appropriate, lodge appeals.
5. Authority to approve/determine revenue support or small capital grants through the Lottery or Arts programmes.
6. Authority to determine applications for feasibility studies (but not project development) costing up to £5,000 for proposed National Lottery Fund schemes.

Specific Delegations to the Portfolio Holder for Communications

Authority to accept renewal of the contract for advertising the weekly list of planning applications on the basis of two or three years so long as the cost does not exceed the annual rate of inflation published for the previous twelve months

Think Tanks

Each Portfolio Holder and the Leader will be advised and assisted in carrying out their responsibilities by a group of members appointed by the Council. The groups will be informal and flexible to establish all-party working within each portfolio area. Their primary function will be to enable the Leader/Portfolio Holders to initiate the review and development of policies to discuss major issues which have yet to be considered by the Executive Board or the implementation of matters which have already been approved in principle and to advise on budget monitoring.

It is the prerogative of the Leader/Portfolio Holder to call meetings of the Think Tanks and to frame their agendas – although other Group members and the Chief Executive/Corporate Directors will be able to suggest topics for discussion and the Executive Board will be entitled to refer items to a Think Tank for debate. Think Tanks will not be decision-making bodies and their meetings will therefore not be in public.

Forward Plan for all Overview and Scrutiny Committees

Month	Topic	Lead
Communities 16 February 2011	<p>Exmouth Street Pastors Members to hear of the work of this group</p> <p>Community Groups and Community Engagement Members to hear of funded Community Groups and also from successful community engagement projects (such as Exmouth model)</p>	
Economy 24 February 2011		
Service Delivery & Performance 9 March 2011	Annual Report of the Service Delivery and Performance Overview and Scrutiny Committee	Denise Lyon
Co-ordinating 16 March 2011	Review of the Year	

Suggestions for Future topics for Communities:

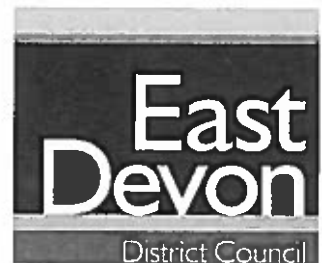
Parish Plans; and presentations from Member Champions (Post Offices; Community Safety; Sustainability) – what work is being done for communities and how can the Council assist further:

Suggestions for Future topics for Economy:

Inviting David Henley from Bicton College to speak; inviting the DCC Cabinet Member for Economy to address the Committee; and what skills employers need from employees and how to achieve these skills.



Date: 20 January 2011
Contact name: Debbie Meakin
Contact number: 01395 517540
E-mail: dmeakin@eastdevon.gov.uk



To: Members of the Overview and Scrutiny Co-ordinating Committee
(Councillors: Ray Bloxham; Peter Bowden; Bob Buxton; Iain Chubb;
Christine Drew; Roger Giles; Pat Graham; Steve Hall; Peter Halse;
John Humphreys; Stephanie Jones; David Key; Frances Newth;
Barry Nicholson; Marion Olive; Helen Parr; Bob Peachey; Ken Potter;
Graham Troman; Eileen Wragg; Steve Wragg)

Portfolio Holders
Other Members of the Council for Information
Chief Executive
Corporate Directors

East Devon District Council
Knowle
Sidmouth
Devon
EX10 8HL

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Tel: 01395 516551

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Meeting of the Overview and Scrutiny Co-ordinating Committee
Wednesday, 26 January 2011 – 6.30pm
Council Chamber, Knowle, Sidmouth

Please find attached papers for Item 8 - Draft Revenue and Capital Estimates 2011/12, Recommendations from Overview and Scrutiny Budget TaFF (pages 23 – 36).

Further background information to the Revenue and Capital Estimates can be found on the Executive Board agenda for 5 January 2010 Item 11



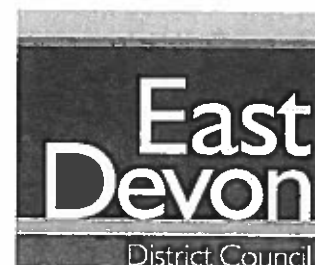


Agenda Item 8

Overview and Scrutiny Co-ordinating Committee

26 January 2010

SD/DM



Draft Revenue and Capital Estimates 2011/12 Recommendations from the Task and Finish Forum

Summary

These recommendations have resulted in the draft budget surplus of £475k being reduced by £219k from items considered appropriate by the Forum to be added back into the budget, and approximately £32k special item bids being accepted. This has resulted in a revised surplus budget figure of approximately £224k. Consideration needs to be given of costs involved in a project team to deal with the Localism Bill and Asset Management issues as identified by the Forum.

Notes of a Service Planning and Budget Task and Finish Forum held at Knowle, Sidmouth on 17 January 2011

Present:

Councillors:

Vivienne Ash
Ray Bloxham (Chairman)
Bob Buxton
Marion Olive

Helen Parr
Ken Potter
Graham Troman
Steve Wragg

Officers:

Simon Davey – Head of Finance
Debbie Meakin – Democratic Services Officer
Mark Williams – Chief Executive

Officers present for part of meeting relevant to their service:

Donna Best – Principal Estates Surveyor
Paul Deakin – Waste and Recycling Manager
Andrew Hancock – Area Manager East, Streetscene
Nigel Harrison - Economic Development Manager
Karime Hassan – Corporate Director
Peter Jeffs – Corporate Director
Karen Jenkins – Head of Organisational Development
Kate Little – Head of Planning
Denise Lyon – Corporate Director
Rachel Pocock – Head of Legal, Licensing and Democratic Services
Chris Powell – Head of ICT
Simon Smale - Head of Environmental Health & Health Equalities
Keith Steel – Senior Engineer (Technical)



Also Present**Councillors:**

Geoff Chamberlain
Vivien Duval-Steer
Jill Elson
Ray Franklin
Graham Godbeer
Mike Green
Steve Hall
Peter Halse
Stuart Hughes

Sara Randall Johnson
Stephanie Jones
Ann Liverton
Graham Liverton
Andrew Moulding
Frances Newth
Philip Skinner
Pauline Stott
Tim Wood

Apologies:

Graham Brown
Roger Boote

David Cox
Jim Knight

The meeting started at 9.10am and ended at 5.10pm.

***1 Election of Chairman**

Councillor Ray Bloxham was elected as Chairman of the Task and Finish Forum.

2 Draft Budget for 2011/12**Budget Overview**

Simon Davey, Head of Finance, reminded Members of the budget context for the forthcoming year, explaining the pull on reserves and £2.11m savings achieved in 2010/11 covering service reductions, deleted posts and other measures. The Rationalisation Panel, accountants and managers, and the Budget Working Party has already carried out work to find savings to balance the 2011/12 budget. The Formula Grant announced in December was less stringent than expected and savings proposed being greater than required, resulting in a revenue budget in surplus of £0.582m based on the budget presented to the Forum now adjusted to £0.475m.

The forecast budget gap for future years, bearing in mind announced further reductions under the comprehensive spending review, was:

- 2012/13 £0.562m
- 2013/14 £0.367m
- 2014/15 £0.555m

The Capital Reserve would be depleted by March 2012. Options open to Members to address this were to consider:

- Housing Revenue Account becoming self-sufficient from 2012/13 in terms of capital funding;
- Borrowing but with the implications of interest and principle repayments on the revenue budget;
- Transferring interest earned directly into Capital reserve.

Members asked specific questions about the current balances of accounts, and where the money came from. The Government proposal for local authorities to "buy out" the HRA subsidy system was also explained. The concessionary fares scheme was taken into account in the announced formula grant.



2 **Draft Budget for 2011/12 (continued)**

Mark Williams reminded Members that the presented draft budget "surplus" was effectively an "overcut", explaining the methodology of the Budget Working Party in reaching the draft budget presented to the Forum for scrutiny.

Members were also mindful of the pending implications of the Localism Bill, and how services would need to be structured to directly support the local community and local initiatives.

The Chairman asked the Forum to consider the longer financial term of the Council in considering the draft budget presented to them, both in terms of the forecast deficit of future years and the need to consider:

- new ways of working to deliver the aims of the Localism Bill;
- find return on the Council's assets by better means of asset review and management;
- in light of staff redundancies, consider reduction in Councillor costs;
- addressing the Capital Programme for the future by considering options.

Members considered the concept of developing project based teams to work specifically on localism and asset management, using the successful model of the Growth Point Team, to bring about real change in services and increase income.

Proposed savings – Organisational Development

Members considered the Budget Working Party recommendation to reduce the Communication and Improvement Team. A number of questions were asked of Karen Jenkins, Head of Organisational Development, about the implications of reducing the team and what the roles entailed. Members were in strong agreement that the post of Engagement and Funding Officer was crucial to the implementation of the Localism agenda and would be a key player in facilitating work with local councils and voluntary groups.

Proposed savings – Organisational Development

Members were also mindful of the reduction in work now that the Audit Commission was no longer in existence.

Debate over the Localism Bill led to discussions on the approach adopted by North Dorset District Council in becoming a facilitator for the local community. The concept of project based teams to specifically cover the Localism agenda, as the work was far larger than the capacity of one officer, was discussed. The Leader reminded Members of the need to be mindful of the budget whilst considering how the Council would need to change to meet future challenges.

Proposed savings – Property Services and Corporate Buildings

Peter Jeffs, Corporate Director, explained to Members the methodology in the savings proposed that would provide repair at a bare minimum – Members would have to decide on a risk based approach to repair and maintenance, as the savings proposal did not offer an effective maintenance programme. Some Members voiced concern in cutting back too far on maintenance, as it could lead to a higher cost in subsequent years in emergency repairs; others showing concern on spending on assets that could potentially be deemed suitable for disposal after an asset review. There was also concern on how the reduced budget would impact on the Exmouth Video Surveillance system and the Forum considered that a meeting with the Police and the Town Council should be held to find ways of ensuring its future viability.



2 **Draft Budget for 2011/12 (continued)**

Proposed savings - Beaches and Foreshores; Coastal Protection; Flood Prevention

Andrew Hancock, Area Manager (East) for Streetscene, informed Members of the work involved in beach management and the level of work that the reduced budget would produce. He voiced concern to the Members of cutting rental payments to Crown Estates for land along the Exe Estuary; and removing rates and water charges that would impact on rental income. This has since been clarified between officers and the total saving is reflected in the recommendations at Appendix A.

Keith Steel, Senior Engineer, confirmed it was his role to monitor various sites such as sea walls; the proposed budget allowed purely for monitoring, and any emergency work required a request to the Executive Board to use any remaining capital reserve or other funds to pay for it. Work for flood prevention was weather dependent and the proposed budget only covered statutory works.

Proposed savings - Public Accountability

Members were concerned with the proposal to serve notice on the enquiry office from 2012/13 as they felt this was a valued service and needed further review before a decision was taken.

Proposed savings – Civic Expenses

Many Members were in support of retaining the budget in full, both for providing the Chairman with funds to operate as "the face of the council"; and so as not to preclude any Member from accepting the role of Chairman. There were concerns on the public perception of expenses especially when used for the Council's own Members; and that more work should be done to recognize the work of volunteers. Councillor Ann Liverton, as a former Chairman and wife of the current Chairman, explained to Members the diversity of demands on the Chairman that incurred costs, and the reduction over the years on travel costs. The main role was to help promote what the District offered to both residents and visitors.

Proposed savings - Legal Services; Licensing

Rachel Pocock answered Members' questions on the current capacity of the Legal, and Licensing teams. Many Members were concerned that potential future work, such as the review of assets and the Localism agenda, would need input from the Legal team and therefore did not support a reduction in staff numbers. In light of Members' recommendation to look at project based teams, there was general agreement that the budget saving proposed should be actioned. However Members supported a proposal to increase the team with another senior legal post with skills sets to support the Localism agenda. Members were keen to have an effective Legal team with the correct skills set to deal with the changing face of the Council in the coming years, who could be on hand in-house to speed up the process, rather than facing delays and higher costs by contracting out to the private sector.

Members were keen to see the Licensing service continue as a nationally recognised quality service. Further changes were forecast for the workload of this Service once additional changes to the Licensing Act were in force. Members agreed that the level of staff previously approved by the Executive Board should not be reduced at this time, but re-assessed once the implementation of the Act changes had been completed. Efficiency savings had been identified and would be included in the savings.



2 **Draft Budget for 2011/12 (continued)**

Other proposed savings discussion included:

- Bus shelter costs could be taken on by local councils as already undertaken to some degree by Exmouth Town Council;
- Contracting out the Payroll service had already been extensively researched and the conclusion reached that it was more effective to keep in-house;
- Important to properly maintain sports centre buildings but look towards LED terms review to add in repair of leased buildings;
- ICT Support and Communications savings centered around reduced staffing (by reduction of one post and reduced hours of three posts) and continued work in reducing printing and post costs. Members discussed continuing escalating costs of mail and continuing development in technology that could in the future further reduce printing and post costs;
- Requirement for foot canvass in getting back electoral roll registration forms was explained and its cost implications;
- Level of calls had stabilised for the Customer Service Centre following the recycling and refuse contract roll-out and the reductions in staffing levels were felt appropriate as a result;
- Following a vacant Manager post, the car park inspectors service had been successfully absorbed by an existing Manager within Environmental Health. There had been an impact on the capacity of the Environmental Health team which had been exacerbated by the loss of a vacant Technical Officer post. The team's ability to respond to some pressing issues which will resurface in the summer would be compromised. Members were advised that a seasonal Environmental Health worker would be needed to resolve this capacity problem but that further savings could be made by the removal of 2 Seasonal Civil Enforcement Officer posts without significant loss of income. Members agreed with the proposal;
- Members debated why a saving in Land Charges should be considered when the service could only charge what it cost to run. The proposal was not considered to be a true saving and therefore was re-instated in the budget;
- Members were warned that the Localism Bill could greatly impact the Development Management service once implemented, something to be mindful of for years 2012/13 onwards;
- Introducing fees to the car park at the Council Offices was not deemed a viable option at the present time as the use of the building as office accommodation was under review;
- An original re-instatement by the Budget Working Party for a Youth Press Officer was debated by Members as irrelevant as the placement was no longer filled.



2 **Draft Budget for 2011/12 (continued)**

Special Items – Growth Point Team

Members were keen to see the successful team continue and develop, in future years, to become a team to handle projects across the District. Members were also mindful that the Council should be prepared for future years when the economic situation improved and the District attracted new development.

Nigel Harrison clarified to members that the proposal included reallocating £45,710 from payment made to the West Devon Business Information Point (BIP) to the Growth Point Team – this would mean that the current independent, free business advice and support for businesses in East Devon provided by the BIP would cease, and no such service would be provided by the Growth Point Team.

Other special items discussion included:

- Awareness that all the items listed would be additional burden on the budget;
- Support that all the items listed were of worth, but in light of the current budget there were not sufficient funds to have them in place;
- ICT linked items should be subject to review under a fundamental review of ICT provision to underpin the changing way the Council had to operate. Members appreciated that the items were spend to save initiatives but felt that the transformation budget should be used for these items. The cemeteries software had been previously agreed in principle by the Executive Board to fund from the transformation reserve;
- Whilst there was public support for enhancing the Recycling service to include mixed plastics and cardboard, Members felt that the current roll-out of the new service should be completed first and more detail be provided to Members on the implications of amending the service in terms of costs and practical impact on users of the service;
- It was difficult to prioritise the listing of Streetscene special items, and many Members spoke in support of items that directly related to their Wards. In light of the need to reach a balanced budget over the next two years, Members agreed after extensive debate on the items listed under Appendix B to go forward into the budget for 2011/12.



2 **Draft Budget for 2011/12 (continued)**

- RECOMMENDED**
- (1) that the Chief Executive present a report to Overview and Scrutiny Co-ordinating Committee on how the Localism agenda and the Council's assets should be handled for the next four years with specific consideration to project based teams;
 - (2) that the Overview and Scrutiny Co-ordinating Committee endorse the recommendations on savings for 2011/12 as set out in Appendix A TaFF recommendations on working party savings to the Executive Board;
 - (3) that the Overview and Scrutiny Co-ordinating Committee endorse the recommendations on special bids as set out in Appendix B TaFF recommendations on Special Items 2011/12 to the Executive Board;
 - (4) that the Executive Board agree to request a fundamental review of ICT provision, to take account of the emerging new structure of the Council and technology advances, with a view using the Transformation Reserve to support the "spend to save" initiatives such as CAPS changes and cemetery records;
 - (5) that the Overview and Scrutiny Co-ordinating Committee endorse the Capital Programme to the Executive Board as presented to the Forum (Appendix C);
 - (6) that the Overview and Scrutiny Co-ordinating Committee ask the Executive Board to consider transfer of income from investments to the Capital Programme from 2012/13 when investment interest should rise.



Appendix A TaFF recommendations on working party savings list	2011/12 Draft Cash Budget (4/11/10) Net Expenditure	Working Party Draft Budget	Savings	Working Party Recommendations	TaFF Recommendation	Savings
Civic Expenses	10,030	-	10,030	No budget for Chairman or civic events etc	Reduce budget to £8,000	2,030
Communication & Improvement Team	212,280	81,846	130,434	Staff reductions of 4 posts (3.68 FTE). Allow budget for admin support for OD (1 FTE)	Re-instate Engagement and Funding Officer (1FTE) and Management Information Officer (0.68FTE) to budget; support other post reductions.	81,550
Customer Serv Centre	279,750	224,350	55,400	Staff reductions: Reduction of Customer Service Officers (1.7 FTE), Officer training £1.5k, overtime £1k & casual staff £1k.	As per working party recommendation.	55,400
Legal Serv	173,630	129,438	44,192	Staff reduction by 1FTE Lawyer	Delete post but reinstate budget for reason of key importance of legal team to recommendation for project based work.	-
Human Resources	124,980	55,804	69,176	Staff reductions: Learning & Development Team (2.3FTE)	As per working party recommendation, with admin support (1 FTE) realigned to Communications & Improvement Team.	44,376
ICT Support & Communications	683,510	631,670	51,840	To work on saving of staff reduction; 2FTEs, saving of £65k on Draft Budget (part to HRA recharges)	As per working party recommendation.	51,840
Corporate Activities (Cost not attributable to direct service delivery -corporate costs)	(37,230)	(59,105)	21,875	Delete Corporate Training budget (£25k - part of saving goes to HRA)	As per working party recommendation. Include in budget £17K for corporate training budget for Learning & Development Partnership (£14,880 to General Fund; £2,120 to HRA)	7,000
Electrons (Electrol Registration)	152,530	148,330	6,200	No foot canvass (not seen as a problem), general reduction in costs & reduction 0.4 FTE through reduced hours. District Council election costs excluded (assumed from Balances)	As per working party recommendation.	6,200
Licensing Section (Exc Taxis)	30,168	7,947	22,221	Discretionary work no longer to be carried out	Re-instate £13,460 to budget to retain staff; £8,761 saving through efficiency savings and review staffing levels after Licensing Act changes are implemented.	8,761
Bus Shelters	5,230	0	5,230	Cease maintenance	As per working party recommendation.	5,230
Payroll	75,010	72,905	2,105	Minor savings on supplies and services.	As per working party recommendation.	2,105
Property Services (team dealing with management & maintenance of Council property)	281,890	148,077	26,810	Only undertake minimum obligation works (re-instated £107k to budget following further review on legal minimum after completion of work by the BWP as informed at Executive Board on 5 Jan 2011)	As per working party recommendation. Emergency expenditure will have to be requested from Council reserves if necessary	26,810
Corporate Buildings (main admin buildings: Knowle, Campedown & Manstone depots, Exmouth Town Hall & video surveillance)	356,520	174,057	182,463	Minimum obligation, mainly reactive repairs essential for safety or to permit operations (heating, electric doors etc). This approach could lead to longer term costs and loss of capacity for urgent responses	As per working party recommendation bar reduce savings by £40k covering Exmouth and Sidmouth CCTV (to be reviewed and discussed with Town Councils) Emergency expenditure will have to be requested from Council reserves if necessary.	142,463
Car Parks	(2,448,850)	(2,482,059)	33,209	Reduce by vacant Managers post (1FTE)	As per working party recommendation and additional saving of two CEO seasonal posts	53,209
Sports Centres And Swim Pools	1,348,630	1,287,840	60,790	Service Agreement with LED. Agreed 5% cut year on year of service payment.	As per working party recommendation.	60,790



Appendix A TaFF recommendations on working party savings list	2011/12 Draft Cash Budget (4/11/10) Net Expenditure	Working Party Budget		Savings	Working Party Recommendations	TaFF Recommendation	Savings
		Draft Budget	Party Budget				
Service Area							
Beaches & Foreshores (includes beach huts, shelters and cafes, seafront furniture and railings as well as main beaches; Seaton, Beer, Sidmouth, Budleigh & Exmouth)	(129,150)	(255,230)	126,080	Only statutory duties navigation markers and inspect taxi licensing. No beach levelling, sand dune management & beach infrastructure maintenance. Unsure if these landlord responsibilities and risk of reduced income beach huts, cafes etc.	As per working party recommendation. Details of required expenditure not included were given relating to £25K Exe Estuary payment and £24K rates, insurance etc	77,080	
Building Control	(9,840)	(18,656)	8,816	Reduction of grade for one post	As per working party recommendation, but clarified as a reduction of hours and not post.	8,816	
Coastal Protection Revenue	49,940	20,000	29,940	Only budget for monitoring no works possible	As per working party recommendation.	29,940	
Entertainment (only now includes Seaton festoon lighting)	4,000	0	4,000	Turn off seafront lighting and cease maintenance	As per working party recommendation.	4,000	
Flood Prevention Revenue	73,890	40,000	33,890	Only works of Statutory nature	As per working party recommendation.	33,890	
Land Charges	(66,190)	(77,785)	11,595	Staff reduction 0.67 FTE	Re-instate to budget as not true saving.	-	
Public Accountability (mainly external audit fees, bank charges etc)	159,150	157,150	2,000	Stop membership of Sparsity Partnership £2k; Enquiry office serve notice of no grant in 2012/13 (£10k)	As per working party recommendation for Sparsity Partnership. Review enquiry office service in detail before taking decision on notice of grant in 2012/13.	2,000	
Strategic Plan Admin (Admin team supporting Development management but also Land Charges and Building Control)	317,790	288,280	29,510	Staff reduction; 1.46 FTE	As per working party recommendation.	29,510	
Town And Country Planning (includes Development Management & Planning Policy)	776,610	681,119	95,491	Reduce staff; 2 FTE vacant posts (Development Manager + Appeals Officer)	As per working party recommendation.	95,491	
Youth TaFF	2,000	2,000	-	Re-instate to budget	Remove from budget as sum allocated for youth press officer no longer utilised	2,000	
Refuse & Recycling					Taiff were informed of a £40K net savings from introducing GPS tracking on collection vehicles in order to reduce fuel consumption.	40,000	
Other saving recommended:							
Charging staff to park at Knowle (after set up costs)			10,640				
Increase in car park permits (dependant on method but estima			17,900		Disregard from savings for reasons of Knowle building review pending	-	
					Agreed and acknowledge car park consultation may affect final figure	17,900	
Vacant Post currently in budget			99,644	2 FTE Environmental Health (admin & Technical), Cleansing & Enforcement Operative Street Scene (1FTE), Admin Assistant Street Scene (1FTE).	Agreed to retain as vacant posts; plus seasonal EHO for one year at £15K	83,644	
Total Service Savings			1,190,681		Taiff recommended savings total:	972,035	

(Management Restructure Savings (tiers 2 & 3) 311,218 Agreed by Council 8 December 2010
Note: Where budgets have been reduced in front line areas such as Flood Prevention, Coast Protection etc and expenditure arises of a urgent/necessary nature then the Council will utilise its reserves



Appendix B TaFF recommendations on Special Items 2011/12:

Service	Item	Amount £	Additional Information	TaFF Recommendation
Growth Point Team	P/T secondment from SWRDA Continuation of 2 current P/T FTC posts Possible savings to offset above: Business Improvement Point-grant payment in order to give business in East Devon access to advice Consultants fee budget in Economic Development	29,500 49,050 (45,710) (21,770) 11,070	Saving proposed to enable continuation of Growth Point Team	Agree to include in budget for reason of continuation of Growth Point Team.
ICT	Purchase of CAPs software (currently rented)	61,000	Spend to Save: Total purchase cost £95k plus £24k revised maintenance cost less £58k already included in budgets for licences/maintenance. Cost £61k in 1st year but will save £34k for each year thereafter.	Not include in budget for reason of consideration under transformation budget
ICT	Move Land Charges to a module of CAPS	11,400	Spend to Save: Total purchase price £25,000 less licence already included in budget £14,600, but plus new charge £1,000 = £11,400. Thereafter saving of £13,600 each year.	Not include in budget for reason of consideration under transformation budget
Licensing	ICT software to replace manual records.	10,000	Spend to gain efficiencies: Current manual records (3 sets of manual records currently kept) are used to record cemeteries details. It is considered this will significantly help with reduction made in staffing.	Not include in budget for reason of consideration under transformation budget
Refuse & Recycling StreetScene: Beaches	Enhanced service - collection of mixed plastics and cardboard Exmouth - Sand dune netting and re-planting	30,000 16,600	 To assist in the management of the sand dunes. Netting to allocate walk areas and no go areas. Possibly need another 20 rolls of net. Time for gardeners to remove small pieces of marram grass and replant in sparse areas.	Not include in budget for reason of deferral until roll-out completed and detailed report on implications submitted.
Car Parks	Surveys	3,000	So we have up to date survey information on all our car parks.	Not include in budget
Car Parks	Lime Kiln car park - Access Ramp	12,000	To give wheelchair users safe access from Lime Kiln Car Park to the esplanade and Budleigh Town Centre.	Not include in budget
Car Parks	Repairs	18,000	Following the annual engineering inspection of all EDDC car parks maintained by Streetscene, a number of defects have been identified. These defects range from pot holes to broken barriers.	Not include in budget
Cemeteries	Seaton Cemetery - Memorial Wall	12,000	The memorial wall will be full of plaques in the next two years. If we are to keep supplying this service, then the wall has to be extended.	Not include in budget
Cemeteries	Resurface Cemetery footpaths	5,000	Public safety	Not include in budget



Appendix B TaFF recommendations on Special Items 2011/12:

Service	Item	Amount £	Additional Information	TaFF Recommendation
Coast Protection	Cliffs - Inspection & Repairs	17,000	To safeguard and protect the public from falling rocks from the cliffs. To carry out a condition survey of the cliffs owned by EDDC in order to identify any potential dangers of loose rock and material.	Not include in budget
Coast Protection	Cliffs - Small Works resulting from inspections	15,000	To safeguard and protect the public from falling rocks from the cliffs. While the annual inspections are being carried out, it is cost effective, while the contractor is on site, to carry out minor works to remove unstable material and rocks that may, in the near future, fall onto the public below.	Not include in budget
Coast Protection	Annises Knob - Readings	2,000	To monitor whether there is any movement in the cliff rock formation known as Annisis Knob. If movement is detected it may give us warning if the rocks were to fall and act as a safeguard to the public.	Not include in budget
Flood Prevention	Purchase Flood barriers	10,000	To prevent properties flooding - eg Feniton & OSM. Divert water away from properties.	Not include in budget
Flood Prevention	Clearing of East & West Outfalls	19,000	Part of agreement between EDDC and Clinton Devon Estates.	Not include in budget
Parks	Connaught Gardens - Wall Repairs	18,000	A section of wall and archway has become cracked and unsafe due to tree roots. The tree will have to be removed and the wall taken down and rebuilt.	Agree to include in budget
Parks	Roman Way, Honiton - New Bridge	12,000	Following inspections this year, the main beams & decking have rotted out, and are in need of replacement as they are past the point of repair.	Not include in budget
Parks	Maintenance of meadow/grassland area in The Byes - due to relinquishment of the lease	3,000	Need money to fund the upkeep.	Not include in budget
Parks	Peak House - Repair driveway and replace fencing	8,000	As per lease agreement- we ARE responsible & money does need to be spent.	Not include in budget
Parks	Pheat Park - Footpath maintenance	6,000	Public safety	Previously agreed at Executive Board, being undertaken from 2010/11 budget
Parks	Plantation Walk - Resurface footpaths	10,000	Public safety	Not include in budget
Sports Centres	Colyton Grammar School - Provision of replacement fence around All weather pitch	18,000	Shared ownership with DCC and Colyton Grammar School. EDDC responsible for part repairs.	Not include in budget
Sports Grounds	Sidford - Create extra parking in the space behind the changing rooms between football & rugby grounds	14,000	Loss of parking space due to the building of the cycle path through Sidford rugby ground is causing problems.	Not include in budget
Water Safety	Lifesaving Rings, Buoys, Housings & zone marker buoys	2,000	Repair deteriorating equipment and update to new.	Not include in budget
	Total Special Item bids	344,070	Total recommended to include in budget	Agree to include in budget
				32,070



APPENDIX C - CAPITAL PROGRAMME

Service Area	Code	Project	Score	2011/12 £000's	2012/13 £000's	2013/14 £000's
Mandatory/ Health & Safety:						
Public Protection	M	83313 Pollution Prevention - Warren View - Exmouth	30	35		
Public Protection	M	83314 Pollution Prevention - Imperial Field - Exmouth	30	300	675	
Improvement Grants	M	85827 Disabled Facilities Grants	31	512	512	512
Improvement Grants	M	85827 Disabled Facilities Grants Funding	31	(402)	(402)	(402)
Corporate Buildings & Sec	M	83344 Disability Access	42	33	40	40
Street Scene	H&S	83350 Waste Transfer Depots Manstone/Camperdown	19			
Environment	H&S	83104 Sidbury Cemetery Extension	19			
Committed (Reserves/Part External funded / Unfunded Rolling Programme):						
Economy	U	83926 Chamber's Close replace Drill Hall	20	300		
Economy		83926 Chamber's Close replace Drill Hall	20	(100)		
Economy	CR	83208 Honiton - Community Centre	33	0	276	
Parks Pleasure Grounds	CR	83193 Axe Wetlands Project Management	24	17		
				217	276	0
Externally / Self funded via Capital Receipts						
Economy Regen	SF	83247 Exmouth Regeneration - Elizabeth Hall	17	6	Cap receipt £600k	
Economy Regen	SF	83280 Exmouth regeneration - Orcombe point	17			
Economy Regen	SF	83280 Exmouth regeneration - Orcombe point Match funding	17	Cap Receipt £60k		
Economy Regen	SF	83249 Exmouth regeneration - Queens Drive	17	220		
Economy Regen		83280 London Inn Car Park Exmouth	17			
Economy Regen	SF	83245 Seaton Regeneration	17	1,855		
Flood Alleviation	EF	83896 Flood Alleviation All Saints 2	35	50		
Flood Alleviation	EF	83896 Flood Alleviation All Saints 2 DERFA Funding	35	(50)		
Flood Alleviation	EF	83902 Flood Alleviation Beer 1a	35	450		
Flood Alleviation	EF	83902 Flood Alleviation Beer 1a DERFA Funding	35	(450)		
				2,081	0	0



APPENDIX C - CAPITAL PROGRAMME

Service Area	Code	Project	Score	2011/12 £000's	2012/13 £000's	2013/14 £000's
Uncommitted (Part/Unfunded Rolling Programme):						
Street Scene	URP 83731	Parks Equipment Replacement	26	70	70	70
Street Scene	URP	Capital Salaries - Street Scene to match Revenue	N/A	23		
Street Scene	URP 83932	Replacement of Children's Play Areas Safety Surface	26	40	40	40
Economy	URP 83106	Axe Valley Scentre - relace boiler & other plant. 40% recharge to LED	51	125		
Economy	URP 83106	Axe Valley Scentre - relace boiler & other plant. 40% recharge to LED / DCC.	51	(50)		
Economy	URP 83107	Broadclyst Scentre - relace boiler & other plant 40% recharge to LED	51	100		
Economy	URP 83107	Broadclyst Scentre - relace boiler & other plant 40% recharge to LED / DCC.	51	(40)		
Economy	URP 83189	Exmouth Tennis Centre Floor	30	60		
Parks Pleasure Grounds	URP 83734	Phear Park Resurface 3 x courts	36		29	
Parks Pleasure Grounds	URP 83110	Resurface tennins courts Coburg Gardens Sidmouth	36	35		
Street Scene	URP 83833	PC Renovation Programme	13	100	100	100
Street Scene	URP 83401	Replacement of Grounds Maintenance Plant & Eqpt	29	98	56	118
Street Scene	URP 83402	Replacement of Street Cleansing Plant & Equipment	29	30	195	111
HRA	URP 85902	Major Improvements/Extensions to Existing Dwellings	11	175	175	175
HRA	URP 85904	Re-modelling of Sheltered Schemes	11	200	200	200
HRA	URP 85903	Off Street Car Parking	10	50	50	50
HRA	URP 85890	Roadworks (Non Feasance Road Repairs)	10	10	10	10
HRA	URP 85213	Social Services Adaptations Mandatory?	23	200	200	200
Other Unfunded:				1,226	1,125	1,074
Coastal Protection	U 83332	Axmouth Hbr Low Water Corrosion	7	47		
Economy	U	Capital Salaries - Prop Services to match revenue	N/A	20		
Economy	U 83335	Honiton Heathpark Industrial Estate - Sewer Adoption	23	77		
Coastal Protection	U 83893	Pennington Point	11	17		
Flood Alleviation	U New	Enmainment watercourses EA scheme	32	45	0	0

