

Agenda for Overview & Scrutiny Committee

Thursday, 14 August 2014; 6.30pm



[Members of the Committee](#)

Venue: Council Chamber, Knowle, Sidmouth, EX10 8HL

[View directions](#)

Contact: Debbie Meakin, 01395 517540 (or group number 01395 517546): Issued Monday 4 August 2014

East Devon District Council
Knowle
Sidmouth
Devon
EX10 8HL
DX 48705 Sidmouth
Tel: 01395 516551
Fax: 01395 517507

www.eastdevon.gov.uk

- 1 [Public speaking](#)
- 2 Minutes for 12 June 2014 (pages 2-6)
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#) – none identified
- 6 To agree any items to be dealt with after the public (including press) have been excluded. There are **no** items that officers recommend should be dealt with in this way.
- 7 Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview Procedure Rules. There are **no** items identified.
- 8 **Sustainable Homes and Communities Portfolio Update** (pages 7-13)
The Portfolio Holder for Sustainable Homes and Communities will update the committee on recent progress, and members will have opportunity to ask questions on services within her portfolio.
- 9 **Review of format of full council meetings** (pages 14-21)
The Portfolio Holder for Corporate Business and the Portfolio Holder for Corporate Services have already begun work through their joint think tank in debating what improvements can be made to the format of a full council meeting. Included in the agenda papers are documents previously provided to members, which outline possible lines of enquiry and notes from the first two think tanks. Members are asked to debate what improvements could be made to full council meetings.
- 10 **Budget scrutiny notes of 15 July 2014** (pages 22-23)
Latest meeting notes for information.
- 11 **Overview and Scrutiny Forward Plan** (pages 24-29)
Includes the current Cabinet forward plan for members to consider what items due to Cabinet in future months would be suitable for debate at this committee.

[Decision making and equalities](#)

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

EAST DEVON DISTRICT COUNCIL

Minutes of a Meeting of the Overview and Scrutiny Committee held at Knowle, Sidmouth on 12 June 2014

Attendance list at end of document

The meeting started at 6.30pm and ended at 9.33pm.

***6 Public Speaking**

There were no questions from the public at this part of the meeting.

***7 Minutes**

The minutes of the Overview and Scrutiny Committee meeting held on 15 May 2014 were confirmed and signed as a true record.

***8 Declarations**

Cllr Frances Newth; min no. 10; Personal interest: Member of Sidmouth Hospital Comforts Fund Committee.

Cllr Jill Elson; min no. 10; Personal interest: Exmouth District Community Transport.

***9 Exclusion of the public**

RESOLVED:

that the classification given to the document to be submitted to the Overview and Scrutiny Committee be confirmed; there was one item which officers recommended should be dealt with in Part B.

***10 “Integrated, personal and sustainable: Community Services for the 21st Century” strategic framework document for Northern, Eastern and Western Devon Clinical Commissioning Group**

The Chairman welcomed Tamara Powderley and Dr Rob Daniels from the NEW Devon Clinical Commissioning Group (CCG).

The CCG had issued a document outlining a framework for transformation of services, and were seeking views through consultation up to 8 July 2014.

The CCG was looking to improve the service provided to give a ratio of one registered nurse to eight beds – current levels did not match this standard. There was also a degree of unused and empty beds, with some in the wrong location. With pressures on budgets for other valuable services, there was a need to resolve the empty bed issue.

Dr Daniels gave the committee a presentation on research undertaken to date to establish where the need for services and the provision of local hospital beds lay, before examining options for placing care in the correct places to cater for that need. The presentation was centred around the Wakley area, with slides covering Axminster, Honiton, Ottery St Mary, Seaton and Sidmouth. These included:

- Comparison by demography
- Comparison by morbidity
- Comparison by admission rates

***10 “Integrated, personal and sustainable: Community Services for the 21st Century” strategic framework document for Northern, Eastern and Western Devon Clinical Commissioning Group (continued)**

From this research, an option of a three cluster provision of community service beds seemed most closely to meet the demands identified in the research. The slides also explored a 2 site option to work alongside the “hospital at home” service.

The CCG was set on providing more detailed proposals for specific localities by the end of July 2014, and consult widely on them over a 15 to 16 week period, with a view to a decision being taken in October of this year.

The Portfolio Holder for Homes and Sustainable Communities echoed the message of the need for change, and for councillors to work with the CCG to bring about those changes.

During debate, discussion included:

- Praise for the “hospital and home” service
- Concern being expressed that some community hospitals might no longer support in-patient care when residents in those areas might have made financial contributions to enable such care
- Hospital closures were not planned. The services provided by community hospitals were highly valued by both GPs and patients
- Exploring private sector care options for recuperative care, part of which involved identifying care homes that people have confidence in;
- Need to identify and assess appropriate care for patients suffering from severe mental health issues, as well as care for milder cases where key work relates to understanding and dealing with their triggers;
- Minor injuries units, termed as “urgent care centres” within the consultation documentation, were highlighted as an excellent service and should be expanded;
- Research had included reviewing planning applications and land identified for further homes, but this showed a much higher percentage of family homes being built; whereas the need for care research showed that patients admitted to community hospitals were elderly, living on their own.

The Chairman thanked the representatives for their helpful discussion with elected members, and welcomed future discussions as the proposals took shape in the coming months.

***11 New Waste Contract development**

The Chairman welcomed the newly appointed Refuse and Recycling Manager, Paul McHenry, to the meeting. A briefing note was provided to the Committee, outlining recent developments with the Integrated Devon Project; the current recycling and waste collection contract; and kerbside cardboard collection.

Members welcomed news that the initial report on the business case for a Devon integrated service was being reviewed, with a second report commissioned to evaluate several factors based on three collection authorities and Devon County Council. The committee will receive a further update when this second report has been received.

The option of extending the current SITA contract for recycling and waste by one year was being considered in light of the integrated Devon project.

A proposal from SITA on kerbside collection of cardboard is currently being examined by the Recycling and Refuse Partnership Board, with a report due to Cabinet on their findings.

***12 Update on corporate engagement work**

Jamie Buckley, Community Engagement and Funding officer presented her report giving an update on recent consultation carried out by the Council, including:

- “Viewpoint” – questionnaire of 3,000 randomly selected residents on the council’s services, last sent out in 2013. Following analysis of the results, a feedback booklet was sent to residents that responded to the survey outlining what actions were being taken as a result of the survey results;
- “Viewpoint – equalities” consultation was carried out by a number of means to reach different groups with protected equalities characteristics;
- “Viewpoint – towns and parishes” questionnaire responded to by 38 of the district’s towns and parishes, with a feedback booklet being sent to respondents on actions planned. The next consultation is due in 2015;
- Sustainable Communities Act – two proposals were received at the last round, with the reasons for acceptance of one, and refusal of another, set out in the report;
- Participatory budgeting – the spend of section 106 funds from developments on sport and play;
- Office relocation
- Open for business – web channel
- Speak now residents panel and East Devon Editors;
- Parks and Gardens questionnaires

Discussion took place on:

- The current residents’ panel having become far less representative of the demography of the District. Other authorities had disbanded their panels, and a report will go forward to SMT recommending the same option. Other methods of consultation were available and more effective as an alternative to the panel format;
- Thresholds for community consultation, in terms of how effective a decision was based on low responses. Proposals, such as for spending on play areas, were taken to events, highly publicised, and voting encouraged for visitors to the event. There was a good statistical basis from low numbers – an example of 500 responses for the population of Exmouth was quoted;
- Viewpoint survey responses on planning were as expected, because of the nature of the public perception of planning being a “win” or “lose” situation. Work had been done to reinforce the message that all objections are taken into account, and that conditions are intended to deal with many of those objections raised.

The Community Engagement and Funding Officer received high praise from the committee for her excellent work, with a number of local examples outlined by elected members.

***13 Quarterly monitoring of performance for fourth quarter Jan to Mar 2014**

The committee had previously noted the continued missed target for the percentage of minor planning applications determined within 8 weeks, and recommended in February that the contract for an agency planner should be extended to assist with workload. The Chief Executive confirmed that this had been considered by Cabinet and amended to give him delegated authority to appoint fixed term planners, which was in hand.

***14 Update on joint working initiatives**

The Chief Executive reminded the committee of the history to the shared chief executive experience. He also outlined the bigger picture in the form of sharing involving the local LEP, Devon and Somerset County Councils, and also various district councils in the wider south west. Examples of shared thinking on provision of services were given, and the positive outcomes both of improved services and reduced cost of the sharing exercise. The current contract for a shared chief executive had been extended, with the agreement of both councils, beyond the district council elections in 2015.

The corporate ICT manager outlined the progress of a shared ICT provision, in the form of an independent company named Strata. He outlined the potential savings over a 10 year period, totalling £2,262,421 for the council, with implementation costs of £813,784. The committee discussed the implications for staff, location of data, and percentage share amongst the three participating councils, Teignbridge, Exeter and East Devon. Discussion was still to take place over the arrangements for a joint scrutiny provision between the three councils to oversee the performance of the company as implementation progressed.

***15 Forward Plan**

The committee noted the forward plan having discussed various elements within it.

***16 Exclusion of the public**

RESOLVED:

that under Section 100(A) (4) of the Local Government Act 1972 and in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public (including the press) be excluded from the meeting as exempt and private information (as set out against each Part B agenda item), is likely to be disclosed and on balance the public interest is in discussing the items in private session.

17 Update on strategic management team review

A revised management structure was considered by the Committee. A number of points were clarified in relation to reporting mechanisms and capacity of officers. The Committee was in agreement that the revised structure would deliver savings to the Council as well as meeting service needs.

RECOMMENDED:

That the proposed management structure, including minor changes and consequential revisions, be agreed and that delegated authority be given to the Chief Executive in consultation with the Leader to fully implement the proposals.

Attendance list

Present:

Tim Wood (Chairman)
Graham Troman (Vice Chairman)
David Chapman
Maddy Chapman
Deborah Custance Baker
Vivien Duval Steer
Roger Giles
Peter Halse
Tony Howard
John Humphreys
Sheila Kerridge
Frances Newth
Chris Wale

Jamie Buckley, Community Engagement and Funding officer
John Golding, Head of Housing
Paul McHenry, Refuse and Recycling Manager
Debbie Meakin, Democratic Services Officer
Chris Powel, Corporate ICT Manager
Giles Salter, Solicitor
Mark Williams, Chief Executive

Ray Bloxham
Iain Chubb
Paul Diviani
Christine Drew
Jill Elson
Martin Gammell
Stephanie Jones
Pauline Stott
Peter Sullivan
Phil Twiss
Tom Wright

Apologies:

Mike Allen
Peter Bowden
David Key
Brenda Taylor
Eileen Wragg
Steve Wragg
Claire Wright
David Cox
Alan Dent
Steve Gazzard
Ian Thomas

Chairman

Date.....

Dear Overview and Scrutiny Committee Members,

Overview & Scrutiny Committee - 14 August 2014

I have been asked to provide a midterm review as Cabinet Member for Sustainable Homes and Communities as part of your regular monitoring of Portfolio Holder/Cabinet Member activities.

I am delighted to report that we are making excellent progress across my portfolio on our commitments contained in the Council Plan; Homes and Communities Plan and the Housing Service Plan. Critically we are providing good quality homes for people in housing need and delivering against our Systems Thinking purpose of 'right people in the right home'.

Our aims have remained fairly constant for a few years and are shown below:



The Homes and Communities Plan

This sets out our key priorities and plans for housing across the district. It contains ten key aims.

- To provide a range of affordable housing to meet housing needs
- To prevent homelessness wherever possible
- To maintain and manage the council-owned housing stock to a high standard
- To bring sub-standard housing up to current standards
- To improve the use and safety of housing
- To enable people to live as independently as possible
- To improve sustainability and energy efficiency, and eliminate fuel poverty
- To widen the choice of housing
- To support the improvement and regeneration of local communities
- To have consistently satisfied customers

We have a vision and well established aims for the Service. We are on a journey and seeking to continuously improve services for our customers. Our aims are high level and still relevant to 2020.

For this midterm report I have submitted this list of activities, which I will expand on in presentation on the evening of your committee meeting.

One of our major achievements over the past year is a record breaking **311 new affordable homes completed** during 2013/14. This figure includes a number of homes acquired by the Council's Housing Service (shared house; four flats and a family home), but mainly our Registered Provider partners completing schemes across the district with the majority at Cranbrook. This is the highest number of

affordable homes delivered in any one year, and we expect to deliver similar numbers in the next few years through our enabling and direct provision work.

Our overall approach and ambitions for new affordable housing are set out in the table below:



Delivering affordable housing in East Devon

Providing affordable housing is one of the Council's top priorities.

- Working hard to identify and fund the construction or purchase of more council homes in East Devon
- Working with partners to provide other forms of affordable housing – at least 100 every year
- Aiming to deliver of at least one rural scheme each year
- Developing new ways to bring land forward for development
- Interim mixed affordable and market housing position statement
- Virtual affordable housing team
- Cranbrook has started and Phase 1 should provide over 300 affordable homes over the next four to five years

We aim to grow our housing stock through new build and acquisitions. Good business decisions are essential to achieve vfm and viability, with no grant subsidy available. In the early years we can afford to provide 10 – 20 new homes per annum. We enabled 311 new affordable homes in 2013/14.

Our **Housing Revenue Account** finances are looking strong after another successful year of managing the debt we took on in 2012 in return for the freedoms and flexibilities granted by Government. Contributing to our financial health is achieving a rent collection rate of some 99.8% of rent due. This is remarkable when considered alongside the introduction of 'bedroom subsidy' and our approach of keeping tenants informed of the changes and working with them is paying off. A big challenge for the future is the loss of our DCC Supporting People Grant from 2015 and we are planning to reorganise the service so the support to sheltered housing tenants is maintained.

The table below outlines some of the key features of our HRA and shows that we have created a useful Debt Repayment Volatility Fund to insulate us against a downturn in our finances in the future.

- **HRA is a ring-fenced landlord account with an annual turnover of £18million.**
- **The annual budget is based on a 30 year Business Plan.**
- **New freedoms and flexibilities were granted in 2012 that involved taking on a share of Government housing debt (our share £84.5 million @ 2.99% interest rate).**
- **The budget is based on rental income projections and expenditure on maintaining and improving tenants homes, providing tenant services (housing management) and a modest element of new build/acquisitions.**
- **We are projecting a year end surplus of circa. £4 million (£2 million balance required). We have £2.9 million in a Debt Repayment Volatility Fund.**

Our **Repairs and Asset & Property** teams have been busy maintaining and improving our housing stock. We are spending close to £9 million in the local economy on repairs and improvements each year so we maintain our tenant's homes in good condition and undertake good asset management. A particular challenge has been the 300+ homes affected by water damage during the past severe winter with insulation materials damaged and having to be removed. A significant insurance claim has been submitted and work is being carried out to remedy the defects.

We have also been completing Fire Risk Assessments in our flats and undertaking work to ensure tenants are protected in the event of a fire.

We have recently signed a new Partnering Charter with our two responsive repairs contractors and continuous improvement in performance is a desire for all parties. We are experimenting with an innovative approach to responsive repairs where we allow the tenant to agree with the contractor when a repair is undertaken rather than the Council setting the timescale. Our Systems Thinking purpose is to achieve the 'right repair, at the right time, fix and stay fixed'.

We continue with our programmes of kitchen, bathroom, boiler, electrical and doors upgrades with £5 million+ budgeted this financial year.

Our **Estates and Community Development** teams have contributed greatly to the achievements of the Service. We have seen a number of recent high profile evictions for anti social behaviour, and our officers have been involved in a range of estate and building improvements, including Powell Close, Seaton and fire protection work in sheltered housing schemes. We are maintaining a range of occupancy checks and estate walkabouts as a proactive way of dealing with tenancy fraud and the general appearance of our estates. We are working with partners on the Troubled Family Initiative and seeing some positive outcomes for families with multiple problems.

We have extended our community development activities into more areas and have recently been leading the Honiton Together initiative attracting some resources and community involvement to improve the quality of life for the town. Our team have facilitated a campaign to save the Honiton youth service.

We have also linked up with the Countryside Service to provide nature and outdoor experiences for the young people of Honiton.

Both teams have been expanded during the last six months using the HRA surpluses and more resources will translate into more things happening on the ground for our communities. These activities enhance our reputation as a Council and landlord and is having a measurable beneficial impact in communities.

Over the past few months we have been working towards improved embedding of **safeguarding** duties ensuring that children and vulnerable adults are safe when accessing our services. We make referrals to child protection experts when our concerns are raised and work closely with partner agencies.

We have implemented a new **Home Safeguard** rota following negotiations with staff to provide more staffing at peak call times to meet customer demand.

We have had a successful year in terms of **Homelessness** prevention with our approach of early intervention and homeless prevention. This approach is better for the household concerned often avoiding the trauma of homelessness and placement in temporary accommodation. We have reduced the number of homeless acceptances and through good use of our own stock, the private rented sector and nominations to partners meaning that we have managed the situation effectively. This has also saved on our homeless budgets as we have not resorted to using expensive temporary accommodation.

We have managed the Local Welfare Support scheme to good effect during the year and have provided financial support and advice to households in crisis as well as providing financial contributions to local food banks and the Plough and Share Credit Union.

The table below summarises our approach to homeless prevention.

Housing advice and preventing homelessness in East Devon

We take positive steps to tackle all forms of homelessness. Good working relationships with partners, and local knowledge of services has led to improvements in the service.

- Proactive housing advice and options service
- Preventing homelessness through early intervention
- Strong multi-agency working has led to low levels of homelessness
- Projects in place such as Smartmove, Rent Deposit Guarantee Bond Scheme, Young Devon, Homemaker and the Street Homeless Outreach team
- Number of people in temporary accommodation remains low



Our overarching aim is to ensure that everyone has a decent home.

Homelessness is a sign of failure in the housing market and the worst kind of housing crisis.

Early intervention and prevention is our successful approach. We need to ensure an adequate housing supply and affordability to achieve the 'right people in the right home'.

We recognise the **private sector** as an important housing resource and there has been much activity around advising landlords and where necessary enforcing improvements in housing conditions. We have a

strong safety remit and seek to ensure that homes are in good repair, have modern facilities and are safe, specifically in terms of fire and wholesome water supplies.

Some interesting statistics from the last few years show:

1. Housing Service Requests (total)

2011 – 457

2012 – 484

2013 – 455

2014 – 191 (mid June) (running at around 458 final)

2. Disrepair (Service Requests)

2011 – 211

2012 – 201

2013 – 192

2014 – 73 (mid June) (running at around 175 final)

3. Disabled Facilities Grants

Completed

2012/13 90

2013/14 86

Approved

2010 – 97

2011 – 88

2012 – 80

2013 – 89

2014 – 37 (June) (running at around 88 final)

4. Wessex Loan Enquiries

2010 – 11

2011 – 9

2012 – 15

2013 – 15

2014 – 8 (so far)

5. Private Water Supplies

Risk Assessments completed (as of April 2014) = 236

Risk Assessments outstanding (as of April 2014) = 41-50 (there have been some additions following Risk Assessments which will bring the final figures to nearer 300)

6. Empty Homes

Empty Homes Strategy being refreshed to reflect the importance of the work and in an attempt to improve our performance in bringing empty homes back into use.

7. Statutory Notices served

Housing Act 2004 2012 16

Service Requests 2012 92

Private Water Supplies 2012 98 (served when sample shows failure)

Housing Act 2004 2013 15

Service Requests 2013 32

Private Water Supplies 2013 46 (see above)

Housing Act and Service requests 2014 = 36 so far.

Housing in the private sector

Assessing housing conditions and assisting owner occupiers and landlords to maintain, improve and adapt their homes.

- Bring sub-standard housing up to current standards
- Assess hazards in the private sector rented stock
- Provide low cost subsidised loans to vulnerable homeowners
- Provide Disabled Facilities Grants to people who need their homes adapted
- Improve the energy efficiency of private sector housing and reduce fuel poverty
- Encourage empty home owners to bring their properties back into use
- Sample and risk assess all private water supplies
- Licence camping and caravan sites



An important resource and part of the housing supply solution.

Need a stronger approach to regulation to ensure lettings are safe and secure.

HMO fire safety and management standards a priority.

Work with landlords to improve living conditions.

Bring more empty homes back into use.

Protect private water supplies.

I am grateful for the high quality work of the **Housing Review Board** throughout the year and their annual report to the June meeting of the Board illustrated just how much work they are getting through.

The **Tenant Scrutiny Panel** is on their third major piece of work reviewing tenant participation arrangements. In the past they have produced useful reviews of community centres and the void property process, which has led to service changes.

We have established a **Designated Tenant Complaints Panel** in the last few months and amended our formal complaints process to reflect the role of tenants in complaint resolution. The Panel have started to consider dissatisfaction referred to them and how they might mediate in the process.

Our Housing publications have been well received with the **Annual Report to Tenants** and **Housing Matters** magazine continuing to be well received and valued by tenants.

The tenants held a successful conference or **open day** at East Budleigh in June. The event was well planned and a variety of topic issues we considered. It was particularly good to have the Council's Chief Executive attend and Hugo Swire MP.

We have recently purchased a new **IT software package** from Capita and are in the process of a lengthy implementation to their Open Housing product which will give us the ability of improved customer care and tenant/contractor access to reporting and information, mobile working, paperless working, plus a range of efficiencies that the current multiple systems do not permit. The Housing website pages are also in the process of being rewritten and improved.

As you can see life as a Cabinet Member for Sustainable Homes and Communities has been hectic, but immensely satisfying. I am passionate about this work and proud to be leading for the Council on this most important activity. I shall look forward to expanding on this midterm report at your meeting.

We all know that our home is the basis for a good quality and fulfilling life and with this in mind I will continue to work tirelessly towards 'a decent home for all'.

Yours sincerely,

Jill Elson.

Are we making the best use of Full Council Meetings?

Introduction

This report is a framework for discussion at a joint Corporate Business and Corporate Services Think Tank. It is responding to member and officer frustration that meetings of the full council are not making the best use of member and officer time and need to be reviewed.

This matter was raised at the Overview and Scrutiny Committee meeting on 27th February 2014 when the Committee supported the Portfolio Holder for Corporate Business' suggestion for a review of full Council meetings to make the best use of meeting time. The Committee's recommendation that a review of the role of Council meetings be led by the Portfolio Holder for Corporate Business was ratified by Cabinet at its meeting on 2nd April 2014.

What is the role of Council meeting?

Current roles include:

- Policy Making Body - considering and deciding on policy framework;
- Making decisions on Executive functions or the budget where the recommendation is contrary to the policy framework or the budget;
- Sets the budget each year;
- Elects the Leader of the Council and appoints membership of committees etc;
- Monitoring actions taken by the Executive and other committees on behalf of the Council, as well as their ongoing performance;
- Determines / approves constitutional changes;
- Demonstrating community leadership;
- Ensuring correct structures are in place for effective implementation and delivery of services;
- Agreeing and/or amending the terms of reference for Think Tanks and committees, deciding on their composition and making appointments to them;
- Appointing representatives to outside bodies unless the appointment is made by the Cabinet or has been delegated by the Council;
- Adopting an allowance scheme;
- Changing the name of the area or a parish and conferring the title of honorary alderman;
- Confirming the appointment of the head of paid service and senior officers;
- Byelaw making/revoking and promoting/opposing local legislation and personal Bills;
- Expressing views to the Cabinet before the Cabinet resolve to make a compulsory purchase order;
- Local choice functions as set out in part 3 of the Constitution;

- Certain functions relating to elections;
- Decision on issuing a casino licence;
- Other matters which must be reserved to Council by law;

Are there any other roles? (Holding decision makers to public account?)

What should Council consider?

Policy and Budgetary issues

Policy and Budgetary framework issues that are responsibility of EDDC and any other matters that have been referred to Council by another Committee?

Motions to Council

One of the first issues that arose from the PH review was the question of motions to Council which either were either unlawful or related to business that fell outside the scope of the Council's influence. At its meeting of 7th May, Cabinet approved changes to the Council's constitution as set out below. (These proposals and Cabinet recommendations, were adopted by Annual Council on 14th May.)

The constitutional proposals respond to the fact that some members have disputed the clarity of certain motions on notice. It is proposed that a new Procedural Standing Order 10.3 be added:

Where a motion on notice has been submitted in accordance with this standing order, and prior to the dispatch of the agenda, the Chief Executive may seek to clarify the purpose and/or wording of such a motion (such action may include recommending its rewording) so as to ensure that any such motion, if approved, is compliant with the Council's legal and administrative powers.

Where the wording of the motion is not immediately relevant to the business of the Council, the presumption is that it will be referred to the relevant committee or Overview and Scrutiny Committee in the first instance to enable research to be properly carried out into the issue to facilitate a relevant and informed debate.

Question to the Leader and Portfolio Holders.

Previously a question put to the Leader or Portfolio Holder, which was answered in writing, had the opportunity for the questioner to ask a supplementary follow up question to the same Cabinet member. Constitutional changes were approved by Cabinet (7th May) and adopted by Full Council (14th May) provide that the Leader may, at their discretion, invite a Portfolio Holder to respond to a question or motion.

Could things be done differently at Council?

- Policy Decisions.

Council is required to agree policy and the policy framework. Should opportunities be created for the Council to be involved in policy development at earlier stages such as:

- Key policy that is developed at Overview & Scrutiny / Cabinet - should Council be given the opportunity to debate and to offer a general steer at an early stage before it is referred to Council for final approval?;
- For all other policy, should there be opportunity for Council to debate it at the developmental stage and refer the recommendations from this early consideration to

Overview & Scrutiny for further research and scrutiny. What are the workload considerations?

- Should the Council develop its role in **monitoring** the Cabinet's Executive activity and the ongoing performance of the Cabinet? Could Overview and Scrutiny be improved too?
- Questions to the Leader or Portfolio Holder

Could supplementary questions be abolished, with Member questions at Council being routinely answered only in writing?

Should there be provision for a small number of Member questions /statements designated for discussion?

Should Members be encouraged to use other avenues to pose their questions, particularly at Cabinet Meetings or alternatively Overview & Scrutiny, where Panels have rights to call Executive Members to attend their meetings?

Should Member questions be at the end of the Council Agenda?

- Presentations.

Should these be included as part of the Council agenda, presented before the meeting or presented at a different time? What is gained from presentations? Should this be established and set out on the agenda so that only presentations that meet this criteria are included within Council agenda?

- Service and External Awards (eg Best Kept Village & Long Service awards to staff)

Should these continue to be part of Council meetings or at a separate event? Would those receiving an award feel more comfortable at a separate event or do they appreciate being honoured at the formal meeting?

Council demonstrating Community Leadership

Should the Council be more proactive in providing opportunities for partner bodies to deliver presentations and to deal with Members' questions?

Should the Council receive an update, monitor and debate progress on specific Council priorities?

Should the Council make provision for topical, local public issues to be debated?

Should the Council debate regional and national issues on behalf of the community and deliver a strong message to the appropriate Government agency? Would such open style meetings help to engage people in local democracy?

What is the role of Chairman and Vice-Chairman of Council in managing and championing community leadership items, particularly in the context of agenda planning? **(NOTE - Article 5 of the Constitution)**

Following a public submission, should there be an opportunity for a meaningful time-limited debate?

Could Council make more use of Overview and Scrutiny to enable detailed consideration to be given to a matter raised in a public submission? How would the research and officer time be resourced as consideration would need to be timely and informed?

Should members of the member of the public be allowed to address Council from a more central position i.e from the microphone on the desk adjacent to the Chairman?

Do we make enough of our Member Champions at Council meetings?

Agenda Planning

Should the Chairman and Vice Chairman of Council be involved in the pre-planning of the agenda, particularly in ensuring space for community leadership items and a balanced and engaging agenda?

Should a draft Council agenda be made available to Political Groups well in advance of the normal lead in / despatch date for the agenda, in order to provide an opportunity for the wider membership to have some influence over the agenda?

Should there be an outline annual work plan for Council including Policy and Budget Framework Items and Community leadership Items? Should this annual work plan go out for consultation to the Members?

Could the Council agenda include guide timings for each item?

Should Members be urged to enlist the support of Officers in the drafting of motions in advance of the meeting?

The Culture of the Meeting

The Chairman of the Council has some discretion in respect of the rules of debate within the constitution - for example to allow a speech to exceed 5 minutes, close a motion or adjourn the debate but should the Chairman of the Council have more power to relax rules if debate is going well – e.g allow more time and more speakers, curtail debate if not constructive and quality poor as long as there is sufficient balance in contributions and waive some procedural rules and thus exercise wide discretion in the management of debates and discussions? What training and support would be needed to achieve this? Currently the Chairman and Vice Chairman are appointed based on their contribution over the years to the the Council, they might not necessarily have had the opportunity to chair meetings. **(NOTE - need to take account of existing Standing Orders)**

Should the Vice Chairman take a more active role in Council meetings, accepting responsibility for time management of agenda items, whilst the Chairman presides over the proceedings?

Should Members have greater respect for the role of the Chairman and Vice Chairman abiding by the Chairman's ruling at all times? How could this be achieved?

Should Members have greater respect the formality of the meeting and conduct themselves in an efficient, effective and courteous manner? How could this be achieved?

Should all-Member training sessions be held to cover the effective debating and the role and working of Full Council?

Joint think tank notes (PHCB & PHCS) 10 July 2014 by DM

Present: PHCB; PHCS; Graham Troman; Frances Newth; Maddy Chapman; Alan Dent; Peter Sullivan; Tony Howard; Graham Godbeer; Claire Wright; Diana Vernon; Debbie Meakin

Discussion covered:

Decision versus ratification – should debate be undertaken on topics already discussed and agreed by Cabinet or other decision based committee be further debated at Council when the decision has already been made and full discussion already taken place? Members agreed that, for any recommendation for decision before the Council, it should receive full debate; and did not oppose the suggestion of a report to accompany that recommendation. Previously this would be presented as a recommendation within a set of minutes, not isolated as a separate item on the agenda.

- Possible recommendation for debate – that any recommendation before Council also has accompanying officer report contained within papers, and is identified as a separate item on the agenda

Presentations – at times could be too long, particularly those not specifically related to council business.

- Possible recommendation for debate – strict limit on presentations to 10 minutes maximum

Chairman control over agenda – currently agenda at draft stage is viewed by Chairman and Vice Chairman along with key Cabinet members. Should this be reviewed to allow the Chairman to have greater control over the agenda items, including picking out key issues from the minute book that have been highlighted to him by councillors or he feels warrants attention.

- Possible recommendation for debate – earlier involvement of Chairman in production of draft agenda; councillors contact the Chairman at earliest opportunity of concern over a minute that will become part of minute book; once published, minutes are publicised to councillors via e-mail or knowledge newsletter with link

Calling a minute from the minute book – to better prepare responses and debate on the minute, would it be easier to have an earlier deadline for calling in, such as two working days prior to the meeting.

- Possible recommendation for debate – councillors must notify democratic services by no later than 6pm on the Monday preceding full council of call in of a minute from the minute book

Need to further publicise public speaking to both encourage more public participation but also manage expectation

- Possible recommendation for debate – explore improvement to website setting public speaking rules and what to expect

Review what works for other authorities and see if any good practice from elsewhere can be incorporated into existing practice here.

Questions over element of “overview” of the overview and scrutiny committee and if this had been lost; the merits of a separate overview committee need further discussion as to topics and resource. More topics needed to come forward generally from members for the overview and scrutiny function.

Present: PHCB; PHCS; Pauline Stott; Steve Hall; Christine Drew; Frances Newth; Alan Dent; Sheila Kerridge; Mike Allen; Ben Ingham; Roger Giles; Peter Sullivan; Tony Howard; Douglas Hull; Susie Bond; Graham Godbeer; Tim Wood; Helen Parr; Paul Diviani; Diana Vernon; Debbie Meakin

Discussion covered:

Explanation of the starring of minutes

An un-starred minute presented to Cabinet or Council contains one or more recommendations that are open for discussion and need a decision – for example, a recommendation from Overview and Scrutiny will go to the Cabinet as an un-starred minute; once the Cabinet has made a decision on that recommendation, it will go forward to full Council in the minute book as a starred item as the decision has already been made.

There are five days to **call in** a decision made by Cabinet – if it is not called in, the decision stands and the minute will be starred.

Starred minutes can still attract debate subject to the agreement of the Chairman, but the decision will still stand.

Call in

In order for a call in of a cabinet or portfolio holder decision to be valid, 5 or more members of the Overview and Scrutiny Committee (one of whom must be the Chairman or Vice Chairman) must request it and meet specific criteria. An extract of the constitution covering call in is set out at the end of these notes for ease of reference.

Decisions for Full Council

Comments were made on the executive arrangements brought in by the LGA Act 2000. These were designed to achieve greater efficiency; the majority of decisions (within the Council agreed policy and budget framework) are now made by the executive body, in this case, Cabinet. Considering and debating strategic and significant decisions at full Council should generate full debate and voting by all members and allows the public to observe how strategic decisions are reached. This is balanced against discussion already undertaken on some issues at previous committees, such as Overview and Scrutiny, and Cabinet. However at these meetings although councillors who are not members of those meetings have an opportunity to attend and speak they are not able to vote. Timing of meetings, with a long gap between full Council meetings, may also work against timely decisions..

Should the Cabinet therefore identify more issues that were presented in their agenda that should go forward to Council for a decision?

Another idea raised that needs to be checked against the procedure is if the formal presentation of minutes is necessary, particularly the quasi judicial committees.

Separating out items from minute book for full Council

Members welcomed the recent practice of highlighting recommendations for a decision from the minute book in a separate paper. There was some concern that this may lead to some members not reading their minute book; however it was felt that this practice could be developed for improvement, working with the Chairman to decide which items should receive more focus by the full Council. Papers relating to the minute could be accessed by links to previous committee agendas rather than be reproduced in the council agenda - although special consideration would have to be given to recommendations made in Part B as the supporting report would remain unavailable to the public.

It was suggested that full council should also received Portfolio Holder reports as a regular exercise. Currently this was undertaken at the Overview and Scrutiny Committee. It was also suggested, in light of

budgetary pressures continuing, that items such as discretionary services, fees and charges, and staffing levels, should reach debate at full council.

Debate

Conflicting opinion between recollection of more debate prior to the change in executive arrangements, and that at post executive arrangements there was more debate, due to more motions raised at council. All agreed that quality debate was welcomed.

A suggestion was made of an officer setting up the debate with an executive summary for council items, as is the practice for Development Management Committee.

Presentations at Council – presentations for information

Comments made on the relevance of some presentations previously received at full Council. Whilst the opportunity to potentially address all members was recognised, it was felt that presentations should be directed to the relevant committee, and those members with a particular interest in the topic can attend as the meetings are always open to all members. Criteria for presentations could be drafted by the Overview and Scrutiny Committee, it was suggested, to help determine if and where a presentation should be received. The time and style of presentations also needed attention to avoid “death by PowerPoint”.

Presentations at Council – long service awards and other awards

Members agreed that this was a worthwhile exercise at full Council meetings, as it was important to recognise the contribution by staff, as the Council’s most valuable asset. Staff are asked if they wish to be formally presented with a long service award either before full council, personally by the Chairman, or to purely receive the certificate without fuss. In response to a suggestion that details of the individual staff members are added to the council agenda, the Chairman made clear that this would have to be subject to the individual’s agreement.

Should recognition of significant achievements, either by individuals or teams, also take place? This could also serve to promote good news stories. Another idea was to hold a separate annual civic event to make awards that could encompass other awards made, such as the best kept village awards.

Other points raised

- Council Plan review should go before Overview and Scrutiny for debate, then directly to Council for a decision, with Cabinet being responsible for the implementation;
- Individual Chairman should ask themselves how much control they have over their agenda items;
- Need for all members to read minutes to keep up to date;
- Papers needed in advance for all meetings, including from those visiting to give a presentation, to allow members time to research and prepare for questioning;
- Officers should not repeat in full what is in their report at a meeting, only to highlight or mention developments since the report was published;
- Care needed on wording of motions to make clear the relevance to the Council;
- Members should make efforts to attend other meetings where they are not on the committee, particularly Cabinet
- In response to disappointment at lack of press attendance at meetings, the PHCS advised of recent meetings with editors where it was apparent that they did not have the resources to attend, but press content was regularly used from the press releases issued and response to queries;
- Recorded votes. Members have a right under Local Government legislation to request a recorded vote before the vote on an issue is taken. It is for the meeting to decide whether or not to have a recorded vote. This opportunity is valued by some members as means to call others to account whilst others consider it time consuming. Recording of votes could be undertaken more efficiently when the Council is relocated and has purpose built facilities for voting.

Possible recommendations from both think tanks meetings to date:

- that any recommendation before Council also has links to accompanying officer report from previous committee where it was discussed, and is identified as a separate item on the agenda;
- Cabinet, working with the Chairman, consider what items should go to Council for a decision where they have discretion to do so;
- criteria for presentations to full council devised to decide if and where the presentation should be heard;
- strict limit on presentations to 10 minutes maximum to full council;
- long service awards be retained at full council and extended to include recognition of individual and team 'star achievements';
- earlier involvement of Chairman in production of draft agenda; councillors to contact the Chairman at the earliest opportunity to highlight a recommendation (un-starred minute) that they would like to be included as a separate item for debate on the Council agenda;
- councillors must notify democratic services by no later than 6pm on the Monday preceding full council of call in of a minute from the minute book;
- explore improvement to website setting public speaking rules and what to expect.

For information

Call in (from constitution)

- Must be in writing (on paper or email)
- Specify the relevant decision that is subject of the call in
- Be supported by at least 5 members of the Overview and Scrutiny Committee, one of whom must be the Chairman or Vice Chairman of the committee
- Confirmation that the 5 or more members have each considered all of the following matters before requesting the call in:
 - Whether the decision is likely to cause distress, harm or significant concern to a local community, or to prejudice individuals within it;
 - Whether the matter has been subject to consultation or debate with relevant interested parties;
 - Whether the delay in implementing the decision is likely to cause significant harm to the Council or others;
 - Whether the decision is against an approved policy or budget provision of the Council;
 - Whether the decision is contrary to a provision in the Sustainable Community Strategy;
 - Whether the decision was made against the advice of professional staff;
 - Whether the decision-maker complied with the decision making principles set out in Article 12 of the constitution;
 - Whether the views of the Members requesting the call-in were taken into account in arriving at the decision;
 - Stating reasons for the call-in decision.

Notes of a Meeting of the Budget Scrutiny Task and Finish Forum held at Knowle, Sidmouth on 15 July 2014

Attendance list at end of notes

29. Public Questions

There were no questions from the public.

30 . Economic development

Nigel Harrison, Economic Development Manager, outlined the current budget for the service. The East Devon Business Centre (EDBC) was discussed. The centre was at full occupancy and continued to receive enquiries from individuals and businesses for advice.

Although the budget breakdown provided to the Forum separated out the EDBC, other somewhat disparate functions were not separated; the Forum felt that a further breakdown was needed to make a clear separation between the estates function of the service and the economic development element. These services were entirely discretionary, and partly as result, they had been significantly reduced in budgetary terms several years earlier, with the most significant reduction impacting on tourism promotion – this was now confined purely to the premises costs of the tourist information centres. Indirectly, tourism was being promoted through the work of the Street Scene service in the high standard of maintenance and floral displays of the parks and gardens in the district.

The Forum examined the budget but also discussed the wider issues relating to economic development, including:

- The need for a clear statement of the exact budget input into economic development including separately regeneration elements, before further examination of the value for money obtained;
- Wider implications of economic development policy and how other factors, including market forces and planning policy, may work for or against the economic growth of the areas;
- The transport links that could be exploited for development to help brand the wider south west area as an area of economic growth;
- Linking up budget spend with other authorities through partnership working to achieve better value for money and more impact on economic growth;
- Working with the private sector to bring forward more sites, either of office accommodation or industrial units, to meet the demand for the area;
- Work to meet the demands of a rural economy in addition to attracting larger firms to the area;
- The Local Enterprise Partnership which should help deliver some aspects of growth but which had been slower to establish than elsewhere in the country;

It was pointed out that there were a number of examples of the private sector bringing forward units for businesses, including in Woodbury, Axminster and Luppitt. Therefore it could be that the economic activity work should now have a new focus compared with when the EDBC was first conceived. The service is now helping to facilitate the delivery of units for businesses through the investment of the private sector rather than concentrating on providing small business units directly.

However, there were still asset management assessments in place to work on the present assets of the council, including the refresh of existing units owned by the authority.

The Forum discussed where the balance should lie in the authority providing business units, in providing provision where private investment did not provide facilities, against the cost or potential income to the council of such units.

RESOLVED:

That a further breakdown of the economic development service be provided to the next meeting of the Forum, along with a copy of the forthcoming Cabinet report on the service due in September.

31. Financial Services update

Further budget breakdown on the accountancy service, and on the countryside service fleet, was received and noted.

32. Date of next meeting

Date agreed for 2 September 2014 at 11am subject to officer availability.

Present:

Forum Members:

Tim Wood (Chairman)
Peter Bowden
Peter Burrows
Peter Halse
Tony Howard
Geoff Pook
Philip Skinner

David Cox
Tom Wright

Laurelie Gifford – Financial Services Manager
Nigel Harrison – Economic Development Manager
Debbie Meakin - Democratic Services Officer

Apologies:

Mike Allen
Ken Potter

The meeting started at 11.00am and ended at 12:38pm.

Agenda Item 11**Overview and Scrutiny Committee****14 August 2014****Overview and Scrutiny Committee Forward Plan 2014/15**

Date of Committee	Report	Lead Officer
11 Sept 2014	Consultation on Playing Pitch Strategy (tbc) National Parks proposal and Member Champion for Tourism update	Debbie Meakin
16 Oct 2014	Office relocation project progress update (tbc) Finance Portfolio Holder update	Richard Cohen Simon Davey
13 Nov 2014	Police and Crime Commissioner for Devon Devon & Cornwall Constabulary representatives Community Safety Partnership update	
14 Jan 2015	Draft budget and service plans for 2015/16	Simon Davey
22 Jan 2015		
26 Feb 2015		
26 Mar 2015	Draft Overview and Scrutiny Annual Report	

Work for scoping and allocation to the Forward Plan:

Proposed date	Topic
Pending	Commissioning and governance of new Waste Contract
As and when available	Updates from Portfolio Holders
Start once Inspector's final report published	Review of production process of Local Plan
When available	NHS England to discuss the provision of GP services
October	Honiton Town Council update on the Beehive Centre (tbc)
On completion of TaFF	Business Task and Finish Forum final report
ongoing	Budget Task and Finish Forum reports
pending	Trees Task and Finish Forum

EAST DEVON DISTRICT COUNCIL

Forward Plan of Key Decisions - For the 4 month period 1 July 2014 to 31 Oct 2014

[In addition Key Decisions and other decisions which are proposed to be taken in a private meeting are identified to comply with the Local Authorities (Executive Arrangements)(Meetings and Access to information)(England) Regulations 2012).

A public notice period of 28 clear days is required when a decision making body is to hold a meeting wholly or partly in private This document includes notice of those matters the Council intends, at this stage, should be considered in the private part of the meeting and the reason why. Any written representations that a particular decision should be moved to the public part of the meeting should be sent to the Democratic Services Team [address at the end] as soon as possible.

Key Decision	List of documents to be submitted to Cabinet [so far as known at present]. Other documents may be submitted to the Cabinet in addition.	Lead Member	Lead/reporting Officer	Proposed Consultation and meeting dates (Committees, principal groups and organisations) Members of the public are given the opportunity to speak at meetings unless shown in italics.	Operative Date for decision (if no call-in)	Part A = Public meeting Part B [private meeting] (and reasons)	
1	Shared IT Services		Corporate Services Portfolio Holder	Corporate ICT Manager	Information Management Group Cabinet 2 July 2014 Council 23 July 2014	24 July 2014	Part B – commercially sensitive information.
2	Cardboard recycling		Environment Portfolio Holder	Recycling and Refuse Manager	Cabinet 2 July 2014 Council 23 July 2014	24 July 2014	Part A
3	Information Management Strategy		Corporate Services Portfolio Holder	Corporate ICT Manager	Information Management Group Cabinet 3 September 2014 Council 15 October 2014	16 October 2014	Part A
4	East Devon Serviced Workspace Demand and Delivery		Economy Portfolio Holder	Economic Development Manager	Cabinet 3 September 2014	11 September 2014	Part A

5	Dawlish Warren & Exmouth Beach Management Study and Beach Recharge Works		Environment Portfolio Holder	Streetscene Manager	Cabinet 3 September 2014 Council 15 October 2014	16 October 2014	Part A
6	EDDC Playing Pitch Strategy		Environment Portfolio Holder	Countryside & Leisure Manager	Cabinet 1 October 2014	9 October 2014	Part A
7	Office Accommodation		Council Leader	Deputy Chief Executive (RC)	Cabinet 5 November 2014 Council 17 December 2014	18 December 2014	Part B – commercially sensitive information
8	Revenue and Capital Estimates 2015/16		Portfolio Holder – Finance	Head of Finance	Cabinet 11 February 2015 Council 25 February 2015	26 February 2014	Part A
9	Treasury Management Strategy		Portfolio Holder – Finance	Head of Finance	Cabinet 11 February 2015 Council 25 February 2015	26 February 2014	Part A
10.	Annual Revenue and Capital Outturn report 2014/15		Portfolio Holder – Finance	Head of Finance	Cabinet June 2015		Part A
11.	Annual Treasury Management Report 2014/15		Portfolio Holder – Finance	Head of Finance	Cabinet June 2015		Part A

	Other decisions to be taken in Part B	Exmouth Regeneration Action Notes following regular meetings	Portfolio Holder Strategic Development and Partnership	Deputy Chief Executive (RC)	Cabinet meetings following production of Action Notes		Part B [if commercially sensitive]
		Seaton Regeneration Action Notes following regular meetings	Portfolio Holder Economy	Deputy Chief Executive (RC)	Cabinet meetings following production of Action Notes		Part B [if commercially sensitive]

Table showing potential future key decisions which are yet to be included in the current Forward Plan

Future Key Decision		Lead Member	Lead Officer	Consultation and meeting dates (Committees, principal groups and organisations) To be confirmed	Operative Date for decision To be confirmed
1	Integrated waste Strategy for Devon	Environment Portfolio Holder	Head of Environment	A report was produced by waste consultants Eunomia in December 2013 to investigate the potential benefits of collaborative working between Devon authorities on joint recycling and waste collection contracts. The Member Board decided more work was required to move forward. A cluster arrangement between East Devon, Exeter and Teignbridge seems the most likely option and a report on this was presented to the Integrated Devon Member Board in March. Our Cabinet has given delegated authority to commit East Devon in principle to an integrated approach. In the May 2014 meeting it agreed to further work by consultants to drill down into the potential savings figures to provide more details on how the level of savings could be achieved. A detailed report from consultants will be provided later this year [Sept/Oct 2014] and presented to the Integrated Devon Member Board	
2	Specific CIL Governance Issues	Strategic Development and Partnership Portfolio Holder	Deputy Chief Executive (RC)		

Future Key Decision		Lead Member	Lead Officer	Consultation and meeting dates (Committees, principal groups and organisations) To be confirmed	Operative Date for decision To be confirmed
3	Business Support – options for the future	Portfolio Holder – Economy	Deputy Chief Executive (R)		
4	Cranbrook – electoral review update	Leader	Chief Executive		
5	Thelma Hulbert Gallery - progress	Portfolio Holder - Environment			

This plan contains all the key decisions that the Council's Cabinet expects to make during the 4-month period referred to above. The plan is rolled forward every month. Key decisions are defined by law as **“an executive decision** which is likely :-

- (a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area

In accordance with section 38 of the Local Government Act 2000, up-dated by the Local Authorities (Executive Arrangements)(Meetings and access to Information)(England) Regulations 2012 in determining the meaning of “significant” in (a) and (b) above regard shall be had to any guidance for the time being issued by the Secretary of State in accordance with Section 9Q of the 2000 Act (guidance).. The Cabinet may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of the Constitution and the Regulations. A minute of each key decision is published within 2 days of it having been made.

This is available for public inspection on the Council's website <http://www.eastdevon.gov.uk>, and at the Council Offices, Knowle, Sidmouth, Devon. The law and the Council's constitution provide for urgent key decisions to be made without 28 clear days notice of the proposed decisions having been published. A decision notice will be published for these in exactly the same way.

Obtaining documents

Committee reports made available on the Council's website including those in respect of Key Decisions include links to the relevant background documents. If a printed copy of all or part of any report or document included with the report or background document is required please contact Democratic Services.

The members of the Cabinet are as follows: Cllr Paul Diviani (Leader of the Council and Chairman of the Cabinet), Cllr Andrew Moulding (Strategic Development and Partnerships Portfolio Holder), Cllr Ray Bloxham (Corporate Business Portfolio Holder) Cllr Phil Twiss(Corporate Services Portfolio Holder) Cllr Ian Thomas (Economy Portfolio Holder), Cllr Iain Chubb (Environment Portfolio Holder) Cllr David Cox (Finance Portfolio Holder), Cllr Jill Elson (Sustainable Homes and Communities Portfolio Holder), and Deputy Portfolio Holders – Cllr Stephanie Jones (Deputy – Sustainable Homes and Communities) and Cllr Tom Wright (Deputy – Environment) Members of the public who wish to make any representations or comments concerning any of the key decisions referred to in this Forward Plan may do so by writing to the identified Lead Member of the Cabinet (Leader of the Council) c/o the Democratic Services Team, Council Offices, Knowle, Sidmouth, Devon, EX10 8HL. Telephone 01395 517546.

16 June 2014