

EAST DEVON DISTRICT COUNCIL
Minutes of a Meeting of the Cabinet
held in the Council Chamber, Knowle, Sidmouth
on Wednesday, 2 May 2012

Present:

Councillors:

Paul Diviani (Leader/Chairman)
Ray Bloxham
Iain Chubb
David Cox
Jill Elson
Graham Godbeer
Stephanie Jones
Chris Wale

**Also
Present:**

Councillors:

David Atkins
Roger Boote
Geoff Chamberlain
Alan Dent
Martin Gammell
Steve Gazzard
Steve Hall
Peter Halse
Stuart Hughes
John Humphreys

Ben Ingham
John O'Leary
Helen Parr
Ken Potter
Pauline Stott
Phil Twiss
Mark Williamson
Tim Wood
Tom Wright

**Also
present:**

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Denise Lyon, Deputy Chief Executive
Simon Davey, Head of Finance
John Golding, Head of Housing
Karen Jenkins, Corporate Organisational Development Manager
Rachel Pocock, Corporate Legal & Democratic Services Manager
Chris Powell, Corporate ICT Manager
Andrew Wood, Projects Director
Jamie Buckley, Community Engagement and Funding Officer
Diana Vernon, Democratic Services Manager

Apologies

Councillors:

Andrew Moulding
Ian Thomas

Non-Cabinet Members:

David Chapman
Maddy Chapman
Frances Newth
Geoff Pook
Eileen Wragg

The meeting started at 5.30 pm and ended at 7.40 pm.

***230 Public Questions**

The Chairman welcomed Councillors present at the meeting.

In reply to a question from Councillor Chamberlain about the failure of the Council's Outlook software over recent days, the Corporate ICT Manager outlined the extent of the problem and recovery work undertaken.

***231 Minutes**

The minutes of the meeting of the Cabinet held on 4 April 2012 were confirmed and signed as a true record subject to the inclusion of Councillor Pauline Stott in the list of Members present.

***232 Declarations of interest**

Councillor/ Officer	Minute number	Type of interest	Nature of interest
Councillor David Cox	242	Personal	Seconded member of Leisure East Devon Board

***233 Urgent item – Office relocation – appointment of architectural services**

The Leader agreed for this item to be taken as a matter of urgency to avoid unnecessary delays to the office relocation project. Due to the exempt information contained in the report (Paragraph 3 Schedule 12A – information relating to the financial or business affairs of any particular person), the item would be considered under Part B of the agenda.

***234 Exclusion of the Public**

RESOLVED: that the classification given to the documents to be submitted to the Cabinet (including the urgent item at minute 233 above), be confirmed, and that the reports relating to exempt information, be dealt with under Part B.

***235 Forward Plan**

Members noted the contents of the Forward Plan for the period 1 May to 31 August 2012.

***236 Matters referred to the Cabinet**

There were no matters referred to the Cabinet by the Overview and Scrutiny Committee or the Council.

***237 Minutes of the meeting of the Overview and Scrutiny Committee held on 29 March 2012**

RESOLVED: that the following decisions be noted:

- Minute 90** The Overview and Scrutiny Committee to review the draft Strategy for Local Flood Risk Management during the consultation period in Autumn 2012.
- Minute 91** The Local Police Area Commander to be invited to attend the Overview and Scrutiny Committee to give assurances on continued effective police levels for all areas under his command.
- Minute 92** The amended policy documents in respect of equality policy and objectives to be circulated to members of the Committee.

***238 Minutes of the meeting of the Recycling and Refuse Partnership Board held on 28 March 2012**

Councillor Iain Chubb, Partnership Board Chairman, up-dated Members on the progress being made in respect of the expansion of the service currently provided. A decision on cardboard banks had been delayed until a more detailed appraisal on the option of kerbside collection of cardboard was available. The SITA development team had been requested to produce a report for consideration by the Partnership Board on costings, types of materials that could be combined, vehicle design/capacity and an indicative timetable for introducing mixed plastics and cardboard to kerbside collections across the district. Councillor Chubb emphasised the importance of any expansion being cost effective. He also advised that SITA and Streetscene Officers were addressing problems previously reported in respect of side-waste.

***239 Recommendations of the meeting of the Community Fund Panel held on 2 April 2012**

Each year the Council allocated a sum of money to be given in grants for community buildings in villages. The scheme was usually administered by the Community Council for Devon but this year had been administered by EDDC. The Panel had taken into account the application guidance notes and the background details of each application.

- RESOLVED:**
- (1) that the Panel's recommended contributions, as set out in the report, be approved;
 - (2) that the Panel's recommended refusals/deferrals of applications, as specified in the report, and the reasons given, be supported;
 - (3) that the Community Council of Devon's offer to administer the Village Halls' funding scheme in 2012/13 be accepted.

240 **Transforming the Council – Key Decision**

Members considered the joint report of Denise Lyon, Deputy Chief Executive, Corporate Organisation Development Manager and Corporate ICT Manager setting out plans (Customer, Communications and ICT) for achieving the Council's fourth priority of 'an outstanding Council.' The up-dated versions of the plans, following final input and editing, were circulated at the meeting. The plans would help drive improvement in customer focused service delivery, giving the public a choice of how these services could be accessed by harnessing advances in technology. Although the plans were distinctive, they had the same overarching aim which would draw the various strands together corporately.

Implementing the plans had cost implications which were set out in the report. The recommended appointment of a Communications and Reputation Manager to support the plans had sparked debate at the meeting of the Overview and Scrutiny Committee on 26 April 2012.

Councillor John Humphreys, Vice Chairman of the Overview and Scrutiny Committee gave feedback. He advised that the Committee had supported the intention of the report but Members wished to reassure themselves regarding the value for money aspects of the proposal bearing in mind the likely budget shortfalls. The Committee had asked for the decision on the Communications and Reputation Manager appointment to be deferred to allow a Task and Finish Forum to be set up to analyse the post's job description to ensure that the appointment would achieve value for money and defined benefits for the Council.

Further debate included:

- The drive for improved customer service, public perception and the Council's reputation;
- Improvement to the electronic channels of communication as well as continuing to provide more traditional links such as telephone and face-to-face;
- The proposed new Manager would operate strategically for the benefit of the whole Council, including keeping Members informed;
- The Council did not currently have sufficient in-house resource to be able to provide a proactive service;
- The use of social media and web opportunities would help the Council to engage with the public more widely;
- There were areas of Council involvement that were key to the future of the district but had been given limited media coverage – such as Cranbrook and the Jurassic Coast;
- It was important to improve the links between this Council and the local town and parish councils as these were the community leaders. Elected Councillors also had a role in developing and improving this key relationship.

RECOMMENDED: (1) that the Plans attached to the report to support the Council's transformation plans to become an outstanding Council be agreed;

240 **Transforming the Council – Key Decision – continued.**

- (2) that a Residents' Survey designed to track the Council's reputation be agreed - the finding would be used to improve Council services and people's quality of life (budgetary provision £6,500);
- (3) that the Local Future Group Ltd District profile tool be purchased to provide good data to inform the Council's audience-led communication, decision making and equalities agenda (budgetary provision £5,000).

RESOLVED: that a politically balanced Task and Finish Forum be set up to examine the job description of the proposed Communications and Reputation Manager with the recommendations being reported to Cabinet to enable the decision to be referred to the July meeting of Council.

(The Corporate Organisational Development Manager to run a workshop on corporate reputation for Members of the Task and Finish Forum in advance or as part of its meeting(s).

REASON To best meet the needs of East Devon residents in the context of a reducing public sector and the need to work more closely with communities to reflect their needs and wishes in how the Council operates.

*241 **Investors in People Silver Standard**

Members welcomed the report of the Corporate Organisational Development Manager who confirmed that the Council had been awarded the Silver Investors in People Standard. This strong and positive message reflected the Council's drive to be a great place to work and an organisation that people wanted to belong to. The assessor had provided a list of additional indicators that she felt the Council could work on to help achieve the Gold Standard. This information would be used as the basis of an action plan.

RESOLVED that an investment of £1,400 be agreed to enable the Council to go for the Gold Investors in People Standard – to reinforce pride in working at the Council and in the services delivered, help retain the skilled workforce and continue to enhance its reputation.

REASON The Investors in People Award helped to motivate staff and was an external endorsement of the great work being done across the Council.

***242 Development of the Cranbrook New Community – Key Decision**

Members considered the report of the Projects Director which provided an up-date on the development of Cranbrook, with particular focus on its social development as a new community. The Projects Director recommended that expressions of interest be made to secure a community development resource to support the first residents of Cranbrook and to help manage the new Multi-Purpose Community Building. Members were also invited to consider how best to secure the political representation of Cranbrook in advance of the establishment of a formal parish/town council.

A letter received from Chief Executive of Leisure East Devon Limited proposing their early use of part of the multi-purpose building was circulated for consideration.

Members noted that Devon County Council would be providing mobile library services for the next 5 years with no future decision yet being taken regarding taking accommodation within the multi-purpose building. The County Council would not be contributing to the cost of fitting out the building. How to address the identified budget shortfall to progress the development of the building was discussed. The aim was for the building to become self-financing; it would provide accommodation for the town council when formed as well as use by community groups.

RESOLVED

- (1) that the progress being made with the delivery of the Cranbrook new community be noted;
- (2) that the approach of inviting formal expressions of interest for securing the community development resource be endorsed;
- (3) that the launch of a marketing exercise for the vacant space within the Multi-Purpose Building be supported;
- (4) that options for meeting the capital fit-out costs for the Multi-Purpose Building through external funding sources be explored;
- (5) that how best to support the political representation of Cranbrook, until a town council was established, be further explored;
- (6) that the proposal from Leisure East Devon be followed up and its feasibility or otherwise reported back to the Cabinet.

REASON

To ensure that the residents of Cranbrook are supported from the outset in the best way possible. Steps also needed to be taken to meet the cost of fitting out the multi-purpose building which was being delivered ahead of schedule.

***243 Local Communities Fund**

The Community Engagement and Funding Officer presented her report, setting out the details of a new funding opportunity for Town and Parish Councils in East Devon that would equate to £1.10 per elector. Devon County Council had committed £1 per person on the electoral roll for East Devon and this Council had committed an additional 10p per elector from part of the New Homes Bonus Fund.

The scheme would be administered by this Council through the New Homes Bonus Panel plus a representative from Devon County Council. A copy of the application form and guidance was included with the agenda report. The fund would be launched by the Leader and Portfolio Holder – Corporate Business at the Town and Parish Councils Jubilee Awards event on 17 May 2012.

Some concern was raised regarding the requirement for local councils to work with at least one other council. However Members accepted that running the scheme as set out for a trial year and then review would be useful.

RESOLVED that the Local Community Fund application form and guidance notes be endorsed with delegated authority being given to the Corporate Organisational Development Manager to formally implement the scheme through the New Homes Bonus Panel.

REASON The new funding stream would be administered by EDDC on behalf of itself and Devon County Council. The scheme needed a coherent application form and guidance notes.

***244 Community Hall Funding**

Members considered the report of the Community Engagement and Funding Officer in respect of the Community Funding Scheme for community halls. Until 2011, the scheme had been administered by the Community Council for Devon on behalf of the Council. The arrangement then ceased temporarily due to lack of funding but could be re-instated now that Community Council funding had been restored.

RESOLVED

- (1) that the Community Council of Devon once again administer EDDC's Community Funding for Village Halls;
- (2) that EDDC's criteria for the Community Hall funding be widened to include community shops and community pubs in villages.

REASON To make more effective use of Council resources and to better align the fund with the new Community Council of Devon criteria.

***245 Performance monitoring report until March 2012**

Denise Lyon, Deputy Chief Executive presented the performance information for the 2011/12 financial year until March 2012. Performance report showed improved and positive performance across the board, including in respect of collection rates and rents, despite the recession. She thanked all staff who had helped achieve such a good performance. This information was now available on line.

***245 Performance monitoring report until March 2012 - continued**

RESOLVED that the progress and proposed remedial action for performance measures for the 2011/12 financial year until March 2012 be noted welcomed and congratulations given to all concerned.

REASON To enable the Cabinet to continue to monitor the Council's progress in achieving excellent customer service using relevant performance measures.

***246 Exmouth Regeneration**

Richard Cohen, Deputy Chief Executive gave a presentation on progress being made on the regeneration of Exmouth and the associated projects and timeframes. He outlined demographical information in respect of East Devon and then specifically Exmouth, with national comparisons. He set out Exmouth's positive characteristics and assets and areas where improvements were needed. The presentation indicated opportunities for growth and included the Masterplan, priority projects and possible future initiatives for the benefit of Exmouth.

The Leader thanked Richard for his informative and helpful presentation.

***247 Exclusion of the Public**

RESOLVED that under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, is likely to be disclosed and on balance the public interest is in discussing the items in private session (Part B).

***248 Seaton Regeneration Programme Board – Action Points**

Members noted the confidential report of the meeting of the Seaton Regeneration Board held on 20 March 2012 and progress being made in respect of prioritised projects.

***249 Exemption from Standing Orders – Seaton Discovery Centre**

Members considered the report of the Head of Economy seeking approval for an exemption from Standing Orders to enable the preferred Seaton Discovery Centre operators to use their design company for the interior of the Centre. In addition an exemption from Standing Orders was also sought for the extension of services of Natural Histories as lead consultant on behalf of the Council.

- RESOLVED**
- (1) that an exemption from Standing Orders be approved to enable the extension of Natural Histories appointment to lead the design development and external funding bid of the Discover Centre;
 - (2) that an exemption from Standing Orders be approved to enable the appointment of Devon Wildlife Enterprise to develop the interpretative designs and installations within the Discovery Centre.

***249 Exemption from Standing Orders – Seaton Discovery Centre - continued**

REASON To assist the facilitation of a project that will enhance the area and support the Seaton Regeneration agenda in general and ambitions for the delivery of a Discovery Centre in particular. The Seaton Regeneration Programme Board was an enthusiastic supporter of the Seaton Jurassic Coast Discovery Centre.

***250 Office relocation – appointment of architectural services, exemption from Standing Orders**

Members considered the report of Richard Cohen, Deputy Chief Executive seeking an exemption from Standing Orders to extend Kensington Taylor Architects' existing appointment to help meet the very tight timetabled programmes.

- RESOLVED**
- (1) that the Kensington Taylor Architects' current engagement be approved for a further and final extension up to a sum of £27,700 (excluding VAT) to deliver services detailed in the report – with exemption to Contract Standing Orders requiring three written quotations being approved in the particular circumstances set out in the report;
 - (2) that the details of the project spend to date be noted;
 - (3) that a review of costs of the project viability period be approved with a further report being referred to the Cabinet following consideration by the Office Accommodation Member Working Party on 30 May 2012.

REASON To enable the project to continue through to outline planning stage using existing acquired expertise and to avoid 6-8 weeks project slippage.

***251 Members' Office Relocation Working Party – Action notes**

Members noted the confidential report of the meeting of the Members' Office Relocation Working Party held on 27 March 2012.

***252 Budleigh Salterton Long Boat Cafe**

Members considered the report of the Head of Economy seeking authority to grant a 99 year sub-lease on the store behind the public shelter adjacent to the Longboat Cafe to the cafe owners. Once in place, authority was then sought to grant a 125 year lease to Budleigh Salterton Town Council on the public shelter.

Budleigh Salterton Ward Members spoke on the report and added that the Town Council's intention was to refurbish the shelter in celebration of the Queen's Diamond Jubilee. They also asked for the conditions in respect of the sub-lease of the rear store to include the need to allow unrestricted access to the viewing platform on the roof of the store.

***252 Budleigh Salterton Long Boat Cafe - continued**

RESOLVED

- (1) that a 99 year sub-lease be granted for the rear store behind the shelter adjacent to the Longboat Cafe on terms to be agreed by the Head of Economy in consultation with the Portfolio Holder – Economy, subject to Landlord's consent;
- (2) that subject to (1) above, a sub-lease of the public shelter adjacent to the Longboat Cafe be granted to Budleigh Salterton Town Council for a term of 125 years at a peppercorn rent, subject to Landlord's consent.

REASON

As set out in the report.

Chairman.....

Date.....