

Date: 17 April 2012
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To:

Members of the Overview and Scrutiny Committee (Mike Allen, Peter Bowden, Graham Brown, Peter Burrows, Derek Button, David Chapman, Deborah Custance Baker, Vivien Duval Steer, Roger Giles, Mike Howe, Stuart Hughes, John Humphreys, Sheila Kerridge, David Key, John O'Leary, Brenda Taylor, Graham Troman, Tim Wood, Eileen Wragg, Claire Wright, Tom Wright)
Portfolio Holders
Chief Executive; Deputy Chief Executives

Overview and Scrutiny Committee

Thursday 26 April 2012

6.30pm

Council Chamber, Knowle, Sidmouth

Members of the Council who do not sit on this Committee are welcome to attend as observers.

Members of the public are welcome to attend this meeting.

- There is a period of 15 minutes at the beginning of the meeting to allow members of the public to ask questions.
- In addition, the public may speak on items listed on the agenda. After a report has been introduced, the Chairman (Leader of the Council) will ask if any member of the public wishes to speak 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 Chairman has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.

A hearing loop system will be in operation in the Council Chamber.

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

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 meeting of the Overview and Scrutiny Committee held on 29 March 2012. | 4 - 7 |
| 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 Cabinet called in by Members for scrutiny in accordance with the Overview Procedure Rules under Part 4.5 of the Constitution. There are no items identified. | |
| 8. | Cabinet Agenda Members are asked to notify in advance the Chairman or the Democratic Services Officer any Cabinet items they wish to debate. Members to debate any issues of concern on the current Cabinet agenda in order for the Chairman to feed this back to the Cabinet at its meeting on the 2 May 2012. The website link to the Cabinet agenda will be e-mailed to Members on 23 April 2012. | Please refer to Cabinet agenda |
| 9. | Update on Post Office Local pilot scheme Councillor Ken Potter will give a brief update to the Committee. | |
| 10. | On-street parking enforcement In response to a request by the Committee on costs, this report sets out the costs and revenue income from on-street parking enforcement. | 8 - 9 |
| 11. | Transforming the Council This is the Cabinet report for comment by this Committee, covering the Customer Plan, Communications Plan, and the ICT Plan. These plans underpin the delivery of services across the Council. Members are asked to consider if they support the recommendations going to Cabinet on 2 May 2012. | 10 - 21 |
| 12. | Implementation of the Localism Act This report, originally before Cabinet on 7 March, gives a breakdown of the elements of the Act that impact on the Council. | 22 - 30 |
| 13. | Draft Annual Report of the Overview and Scrutiny Committee Members are asked to review the draft Annual Report and comment as required. It is suggested that the final version for Annual Council is agreed by the Chairman and Vice-Chairman on behalf of the Committee, to take account of this meeting. | 31 - 33 |

14. **Forward Plan**

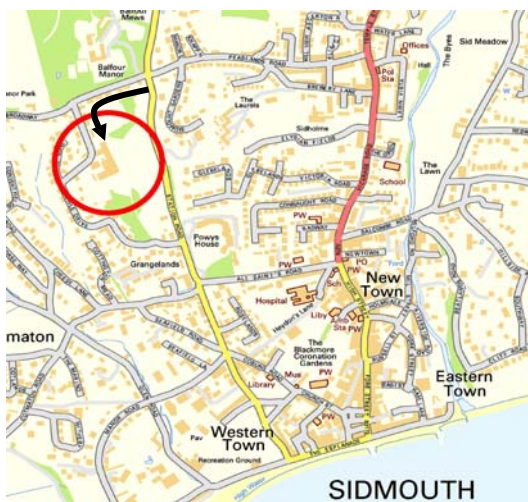
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Members are asked to note the Forward Plan.

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 Cabinet 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.

Getting to the Meeting – for the benefit of visitors



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Please check your local timetable for times.

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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

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 a Special
Overview and Scrutiny Committee held
at Knowle, Sidmouth on 1 March 2012

| | | |
|--------------|---|--|
| Present: | Councillors: Stuart Hughes (Chairman) John Humphreys (Vice Chairman) Graham Brown Peter Bowden Deborah Custance Baker Vivien Duval Steer Roger Giles Sheila Kerridge | David Key John O'Leary Graham Troman Tim Wood Eileen Wragg Tom Wright |
| | Officers: Denise Lyon – Deputy Chief Executive Debbie Meakin – Democratic Services Officer | |
| Also Present | Councillors: Ray Bloxham Trevor Cope David Cox Paul Diviani Jill Elson Martin Gammell Steve Gazzard | Stephanie Jones Tony Howard Frances Newth Peter Sullivan Pauline Stott Phil Twiss Chris Wale |
| | Committee Members: Mike Allen David Chapman Peter Burrows Brenda Taylor Claire Wright | Councillors: Alan Dent Geoff Chamberlain Steve Hall Andrew Moulding |

The meeting started at 6.30pm and ended at 7.25pm.

*87 Public Question Time
There were no questions from the public.

*88 Minutes

The minutes of the meetings of the Overview and Scrutiny Committee held on 1 March 2012 were signed and confirmed as a true record.

*89 Declarations of Interest

| Councillor/ Officer | Minute number | Type of interest | Nature of interest |
|--------------------------------|--------------------------|-----------------------------|---|
| Cllr Stuart Hughes | 90 | Personal | Devon County Council Cabinet Member responsible for Flooding Risk |
| Cllr Peter Bowden | 90 | Personal | Member of South West Regional Flood and Coastal Committee |
| Cllr Eileen Wragg | 90 | Personal | Member of South West Regional Flood and Coastal Committee |

*90 Devon County Council's progress in Flood Risk Management

The Chairman welcomed Martin Hutchings, Flood Risk Manager, to the meeting. Martin took the Committee through his update report, highlighting:

- Flood Risk Regulation 2009 threshold of 30,000 people at risk meant that Devon had no "significant flood risk areas" under this legislation. The Preliminary Flood Risk Assessment produced as required by this legislation will be reviewed before June 2017 and at subsequent six year levels, or if a change of threshold is made;
- Flood and Water Management Act 2010 – Strategy for Local Flood Risk Management. The production of this strategy is being overseen by a Devon Flood Risk Partnership, and will be used as a toolkit for local risk management authorities. A draft strategy will be out for consultation in the autumn of 2012;
- New powers enable the County Council to designate an asset, which in their opinion has an important contribution to flood defences. Members raised concern at the impact of this designation on the asset owner. If the asset needed substantial repair or replacement, there was no recognised funding to cover the cost. In response, Martin confirmed that the cost could rest with the asset owner, but thought it was likely that other funding could be sourced to assist financially.
- Sustainable Drainage Systems (SuDS) provisions consultation closed in March and Defra are expected to provide the results of the consultation in May 2012. The current implementation date for establishing a SuDS Approving Body (SAB) and having a SuDS delivery plan in place is now likely to be 1 April 2013.

The new funding mechanism is explained in the update report. Members recognised that the funding mechanism is biased towards the number of properties to protect from flooding, as well as deprived areas. This meant that rural areas would be unlikely to attract significant funding. Other sources of funding, such as through section 106 monies, or from the Community Infrastructure Levy, had to be considered to meet costs.

Members stressed the serious disadvantage of rural communities in attracting funding for flood alleviation schemes. Devon County Council has made a significant contribution to costs, but Councillor Peter Bowden gave an estimation of £30million funding shortfall over a seven year period. He urged Members to recognise the District Council's part to play in contributing to that funding gap.

*90 Devon County Council's progress in Flood Risk Management
(continued)

In answer to questions, Martin assured the Committee that work continued to educate the public in their responsibilities as landowners in keeping watercourses flowing.

The Committee noted the progress to date and would continue to monitor progress regularly.

RESOLVED that the Overview and Scrutiny Committee review the draft Strategy for Local Flood Risk Management during the consultation period in the autumn of 2012.

*91 Mid and East Devon Local Police Areas temporary command by Exeter LPA Commander

Councillor Tom Wright, Member of the East and Mid Devon Crime and Disorder Scrutiny Panel, informed the Committee of the recent changes in police command for the area. Due to reorganisation within the Police, in preparation of the election of a Police and Crime Commissioner, the Exeter LPA Commander is now in charge of the East and Mid Devon areas. Councillor Wright felt this could adversely affect the policing of the lower crime areas of East and Mid Devon, by diverting police to Exeter.

RESOLVED that the LPA Commander be invited to attend the Overview and Scrutiny Committee to give assurances on continued effective police levels for all areas under his command.

*92 Equality Policy and Objectives

Denise Lyon, Deputy Monitoring Officer, reminded the Committee of the requirement under legislation to have an equality policy in place.

The Corporate Business Think Tank had worked to further reduce the size of the policy presented to the Committee, changing the construction of the document. It is now in the form of a two page policy document, supported by a detailed document. The intention is for the policy to be clear, targeted at the public, staff, and Members. The supporting document is for staff to use for detailed information in implementing the policy into service delivery.

The report presented to the Committee contained the recommendation for a dedicated Equalities Support Officer. This will change before presentation to Cabinet, as officers and Members felt it would be better to buy in skills as and when needed. Denise outlined recent costs suffered by Somerset County Council in dealing with challenges on their equalities approach.

RESOLVED That the amended policy documents be circulated to the Overview and Scrutiny Committee on the 30 March. Further comment on the policy documents can be made up to 4 April prior to Cabinet.

*93 Forward Plan

Debbie Meakin, Democratic Services Officer, updated the Committee on changes to the forward plan. The first Community Infrastructure Levy Task and Finish Forum is due to be held on 22 May 2012.

Chairman Date

Agenda Item 10

Overview and Scrutiny Committee

26 April 2012

AE/smep



On-street parking enforcement

Summary

This is a brief overview of the present costs and revenue income for on-street parking enforcement.

Recommendation

To consider the information provided in the report

a) **Reasons for Recommendation**

This is a report for information at the request of Members.

b) **Alternative Options**

None at present

c) **Risk Considerations**

None at present

d) **Policy and Budgetary Considerations**

There are no policy and budgetary considerations at this time

e) **Date for Review of Decision**

None

1 Main Body of the Report

- i. On 27 October 2011 Members of this Committee requested a report on the cost and revenue for on-street parking in East Devon.
- ii. In 2008 we entered into a partnership agreement with Devon County Council to provide a civil parking enforcement service on-street within our area. This service would run alongside our own civil parking enforcement service which we operate in our own car parks.

iii. In general terms the service management, back office and organisational on-costs are shared pro-rata between the two services but on the “front-line” Devon County Council fund eight full time equivalent civil enforcement officers (CEOs) working on-street and we fund four permanent (and two seasonal) CEOs to inspect our car parks.

iv. Two distinct areas of added value arise from the present arrangement:

We have the luxury of a pool of seventeen experienced (full and part time – a full time equivalent of 12 officers plus two seasonal) CEOs with the built-in flexibility that enables us to provide reliable seven day district wide coverage without the need for overtime working.

The visibility of these seventeen CEOs (all wearing identical uniforms) raises awareness of the service and encourages compliance with both on-street restrictions and car park pay and display rules, thereby protecting our off-street revenue income, regardless of which particular activity the CEO might actually be engaged in at that time.

v. Our budgets currently identify that the on-street element of civil parking enforcement is actually cost neutral to the District Council. For the financial year 2010/11 the actual costs were as summarised below

| | |
|-----------------------------------|-----------|
| Cost: | £ 340,675 |
| Income from penalty charges: | -£196,146 |
| Income from Devon County Council: | -£144,529 |
| | <hr/> |
| | £0 |

Legal Implications

There are no legal implications within the report.

Financial Implications

The financial implications are indicated in the report

Consultation on Reports to the Executive

N/A

Background Papers

N/A

Andrew Ennis – ext. 1583
Environmental Health Manager

Overview & Scrutiny
26 April 2012

Agenda Item 11

Report to Cabinet for Overview & Scrutiny debate

Cabinet 2 May 2012

DL



Transforming the Council

Summary

This report builds on the previous Cabinet meeting's agenda item on the Council Plan and its supporting plans to achieve the Council's four priorities:

- Living in this outstanding place
- Working in this outstanding place
- Enjoying this outstanding place
- An outstanding Council

The plans in this report will help us achieve the fourth priority 'an outstanding Council'. They are the Customer, Communications and ICT Plans, which show members how we plan to deliver services that meet the expectations of our residents. We are already performing at the level of the best councils for most of our frontline services whilst maintaining the 14th lowest council tax level in the country. These plans show how we will:

- build on our customer principles to design service delivery in a way that gives our residents what they need when they need it
- make the most of technology so that more people choose to use our website because it is easy to navigate, works first time and is accessible at any time from any location or mobile device
- improve the way we communicate to show we are accountable, open and listening to our residents.

Recommendations

- 1. Members support the three Plans attached to support the Council's transformation plans to become an outstanding Council**
- 2. Members support the recruitment of a Communications and Reputation Manager to support these plans**
- 3. Members support a budgetary provision for a Residents' Survey designed to track the Council's reputation and allow us to use the findings to improve our services and people's quality of life.**
- 4. Members support a budgetary provision to buy the LG Futures District profile tool so that we have good data to inform our audience-led communication, decision making and equalities agenda.**

a) Reasons for Recommendation

These plans are a result of several months of discussion between senior officers and members about how the council can best meet the needs of its 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 we operate.

b) Alternative Options

None recommended.

c) Risk Considerations

There are additional costs in this paper, but we are confident that these can be built into our budget. The risks in not moving forward with this agenda are that we will be out of touch with our residents at a time when we most need to work with them to agree acceptable public services at the lowest cost. We have very little capacity to manage communications or profile data currently and are running the risk of making decisions without good intelligence to support them.

d) Policy and Budgetary Considerations

These are as set out in the paper.

Positive Impact Overall

Affordable Homes.

Safe Environment.

Green Environment.

Young People.

Excellent Customer Service.

Inspirational Council.

Meeting our crime and disorder duties.

Meeting our Diversity and Equality duties.

Providing more service at same cost.

e) Date for Review of Decision

Each Plan has its own review date and our annual report on progress on the Council Plan priorities will also pick up on the actions related to these Plans.

1 Main Body of the Report

1.1 The Customer Plan (Appendix A), Communications Plan (Appendix B) and ICT Plan (Appendix C) have principles (Appendix D) and purposes in common:

- a. improve the Council's services and our use of technology for the benefit of our residents and customers
- b. improve the Council's capacity to communicate, listen and base decisions on good data

1.2 We know that there is high correlation between residents' satisfaction, good design of services and good reputation management. People who get what they need from our services when they need it and who feel well informed and engaged are more likely to be satisfied with their Council. The public and councillors backed the move to a more open and accountable Council when we consulted on a change to our values: Accountable, Open, Listening, Caring and Looking forwards.

1.3 We also know that there is a shift in society towards digital communication and service delivery, so our plans show how we will manage this, as well as involve people in shaping public services as described in the government's localism agenda.

1.4 In terms of the specific costs of these plans, most of the proposals are included in existing budgets apart from the following:

- a. A residents' survey to track our reputation (similar to the 2008 Place Survey as a minimum of once a year and possibly bi-annually. On the back of the results, we will use audience-led campaigns to tell people what we are doing about the concerns they are raising. In future, it is hoped that we can work collaboratively with Devon County Council but they are not planning anything similar in the next year or so. Whilst this survey will be designed and analysed in-house there is a budgetary requirement for printing and posting and also to employ a temporary data input officer. **It will be in the region of £6,500.00.**
- b. Recruiting a Communications and Reputation Manager who will work closely with both Members and officers. This post will provide organisational communications expertise and help drive the delivery of customer focused service delivery and communication. A job description is attached under Appendix E. It is likely to cost in the region of **£41,203.00** including on-costs.
- c. The LG Futures tool will give us profile data of East Devon District so that we better understand the make up of our community. This profile includes population and economic profiling. **It will cost £5,000.00 a year.**

Legal Implications

Legal comment will be updated at the meeting

Financial Implications

Financial comment will be updated at the meeting

Consultation on Reports to the Cabinet

Overview and Scrutiny Committee, Strategic management Team and the Corporate Business Think Tank

Denise Lyon
Deputy Chief Executive
Karen Jenkins
Corporate Manager Organisational Development
Chris Powell
Corporate Manager ICT

Cabinet
May 2012

Customer Plan 2012 - 2016

Purpose of the Plan

This Plan sets out the Council's vision for future service delivery 2012 - 2016. Despite difficult financial times we will continue to deliver services that help improve and maintain the outstanding quality of life in East Devon.

We will:

1. design and manage our services in a way that delivers what matters to our customers;
2. cut out waste, bureaucracy and inefficiency to reduce the time it takes to make a decision as well as bring down costs;
3. tailor services to individual customers so that no matter how a resident contacts us, whether it be by email, through our website, on the phone or in person, we have the right skill or information in place to deliver what they need at that point;
4. exploit the benefits of digital technologies to help our staff and customers access information and services however, wherever and whenever they choose whilst continuing to provide face to face services and home visits to suit people's needs.

Principles of the Plan

We will work with customers to understand what is important to them and how we can best deliver what matters by adopting the following customer service principles:

1. Find out what matters to customers and cost effectively design services to meet this demand
2. Tailor our service delivery to our demographics and customer "shapes"
3. Design services so that, wherever possible, we deal with a customer's enquiry there and then no matter which is their preferred way of contacting us
4. Make all services accessible through the web and help residents make the most of this style of service, but make sure phone and face to face contact is available for those who want or need it
5. Understand that first impressions count and that customer perception is important to us
6. Treat customers as you, yourself, would want and expect to be treated
7. To a customer, the council is a joined-up system which means we must make it so
8. We always want to know what our residents think about our service and will consult on changes to the shape and future of the district or your local area
9. We will measure the things that tell us whether we are responsive services delivering what matters to our customers (end to end times, preventable demand analysis, one stop analysis and the top issues being worked on to meet our services' 'purpose' and improve service delivery).

Communications Plan 2012-16

Shaping the national debate; addressing local priorities

This strategy aims to consistently deliver effective communications to our customers. We strongly believe that customers who are informed about our services and benefits are more positive in their view of the council than those who are not so informed.

Through this strategy we will be reinforcing the message that East Devon is an outstanding place and the council is playing its part by keeping council tax low, working hard to recycle and keeping our surroundings beautiful.

Through ensuring we have a strong, vibrant economy with local jobs, we will encourage people who grew up in East Devon to raise their own families here. All this is underpinned by great customer service for all our residents and visitors and a careful approach to budgeting to achieve our ambition.

Some important shifts in our communication strategy

1 We will accelerate our shift towards digital and on-line communications. We will continue to improve the customer journey on the website and keep content fresh and updated as we move a greater share of our communications activity online.

2 Public scepticism about government means that we are seeking to construct campaigns which are much more able to involve people in shaping their public services.

3 The Localism Bill means new opportunities for local authorities and citizens. Our communications activity will reflect this and will help to empower communities and manage expectations.

Understanding our audiences is the cornerstone of all our work and drives our communications strategy

We will understand our customers by organising them into defined audience groups and use that knowledge to inform what and how we communicate. That means audience led communication using the appropriate channel with digital channels explored and exploited wherever possible.

Good, honest evaluation

We know that good evaluation is central to the approach of the communications team. We will continuously monitor outcomes and carry out meaningful evaluation that helps us refine our methods and approach. In this way we will ensure our approach begins and ends with the customer.

Internal communications

We know that our employees are our most important asset and great ambassadors for the council. Employees are more engaged when they receive good communication and are actively involved in shaping the council and its services. Our internal communication will continue to ensure that we can attract and retain great people and that they are fully engaged with the council and its future.

ICT Plan 2012-2016

Purpose of the Plan

The creative use of ICT will help the Council deliver customer services through electronic channels, such as the website and smartphones, and gain efficiencies and savings throughout Council operations.

This ICT Plan is essentially a framework of principles which will aid decision making and prioritisation of ICT resources.

The principles and known projects are:

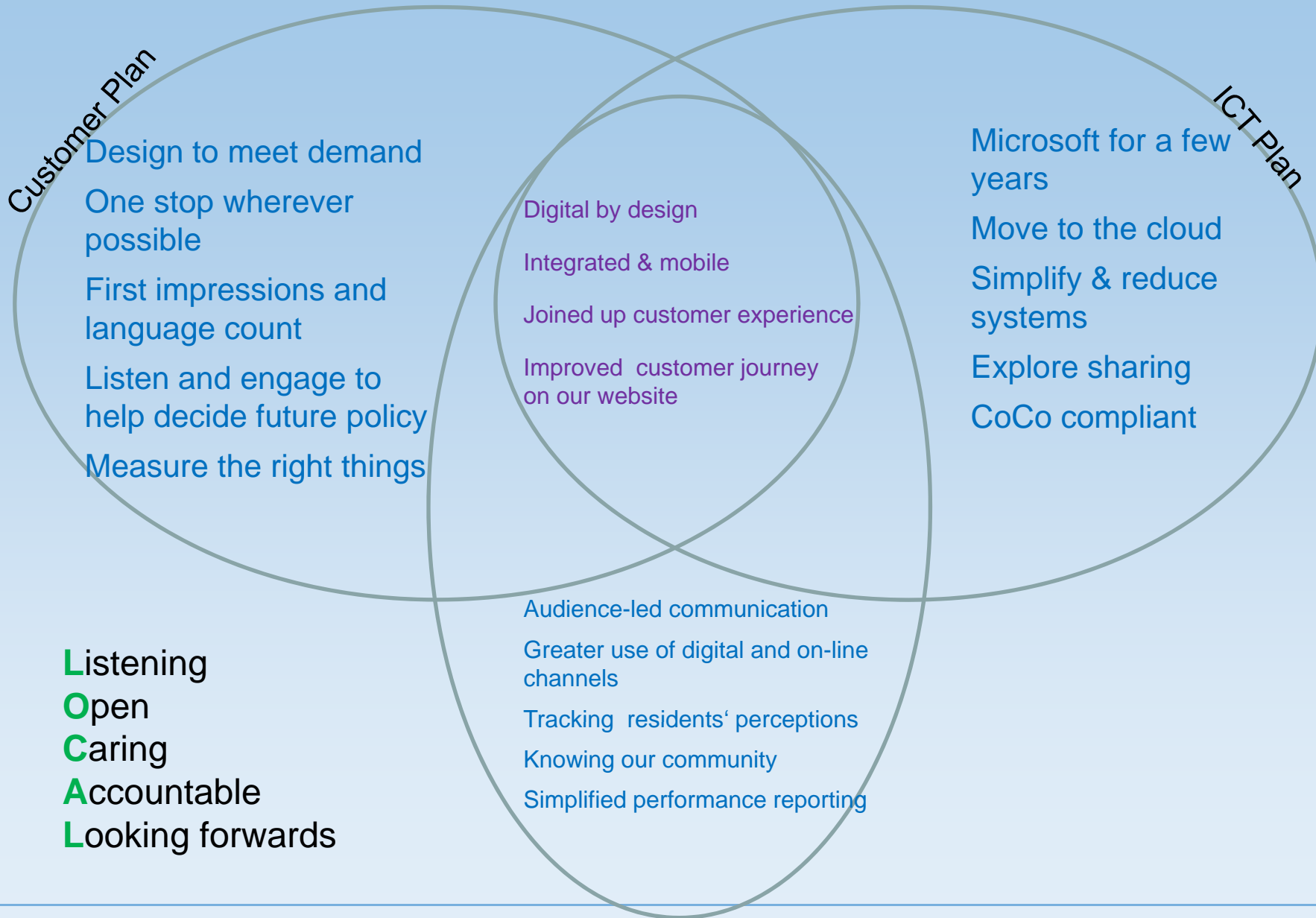
1. Our customers need only contact the Council once and this information is then available for use by any service in the Council. We will work towards providing employee access to a “single version of the truth” about people, assets, finance, services and performance.
2. Services are delivered electronically as a first thought, not an afterthought. We will produce an improved website with a complete range of transactional and information services that is very easy for customers to use in 2012.
3. Electronic services must be integrated and provide end-to-end connection between customers and those who actually do the work. We will continue the “integrated mobile working” project to give employees mobile access to systems and also mobile apps for customers.
4. Continue to simplify and standardise the ICT infrastructure wherever it is practical and cost effective to do so. We will investigate rationalisation of Finance, Human Resource and Customer Relationship Management systems in 2012.
5. Implement systems and technology that will enable a move to cloud-based computing for the Council in the interests of reducing costs and improving access and resilience. We will select the appropriate systems and complete installation by April 2013.
6. Comply pragmatically with the security standards that enable the council to connect and use such services as the Public Sector Network (PSN), the Government’s secure email and Benefits systems; the Credit Card industry’s payment systems and the banking systems.
7. Work towards delivering value-for-money ICT Services in a shared service or collaborative environment with other councils or partners.
8. Make sure Councillors have IT systems that enable them to carry out their Council business effectively and securely. We will investigate the use of tablet PCs in 2012.

Protective Marking: UNCLASSIFIED

9. The networking and computer operating systems will remain predominantly Microsoft for the next three years at least. We will renew our Microsoft licences in June 2012 and investigate the viability of open-source software by 2015.

10. If the Council relocates, the new building will employ modern telecommunication and networking technology that will enable smart and flexible working for staff, members and customers.

Customer, Communications and ICT Plan principles



Listening
Open
Caring
Accountable
Looking forwards

JOB DESCRIPTION and PERSON SPECIFICATION

This document is intended to cover the range of principal duties and areas of work relating to the post. It is the intention to ensure that you are aware of the actual and the potential range, level of duties, responsibilities and areas of operation which may be required. In addition, you may be required to perform other relevant activities commensurate with the grading of this post.

| | |
|-------------------------------|---|
| Post title and number: | Communications and Reputation Manager |
| Service: | Organisational Development |
| Team: | Organisational Development |
| Grade & Salary: | tbc |
| Responsible to: | Corporate Organisational Development Manager |
| Responsible for: | Communications Officer |

Job purpose:

The Communications and Reputation Manager provides communications leadership and best practice to develop a strong and consistent reputation for the council.

This postholder will manage and drive all aspects of the council's internal and external communications, ensuring the council's policies, actions and brand are effectively communicated to staff, councillors, residents, local and national media.

Core accountabilities:

1. Drive the implementation of the council's communication strategy with particular emphasis on strengthening the council's use of social media and digital communications (both corporately and at service level) to protect and enhance the council's reputation.
2. Significantly enhance the visibility of the council's work and widen conversation and engagement among key stakeholder groups maximising and exploiting interactive digital technologies where possible.
3. Ensure rigorous evaluation and continuous improvement of communications activities, drawing on industry best practice and seizing opportunities to innovate and ensure we stand out.
4. Manage all aspects of media relations including building good relationships with media contacts, issuing press releases and reactive statements as required.
5. Actively deliver core messages and decisions with tailored messages for specific audiences in support of the council plan and the council's brand.
6. Provide strategic support and expertise to assist Strategic Management Team (SMT) and individual services in getting their messages out in a clear and appropriate way. This includes advice on corporate branding.

7. Build strong and positive relationships with Members, officers and partners providing support, assistance and professional advice to enable an integrated, strategic approach to informing our customers with clear messages.
8. Work closely with SMT to ensure performance reporting and progress against our council plan is clearly and effectively communicated.
9. Work closely with the Engagement and Funding Officer to ensure a strong, effective link between engagement/consultation and communications.
10. Work with a web design expert to oversee the wholesale redesign and development of the council's website with an emphasis on interactivity and strong search capability.
11. Oversee new website once it's in place, intranet and other electronic services ensuring high standards of content and design.
12. Work with service based web editors and communications champions to ensure fresh and up to date content and campaigns for communication channels.
13. Manage the production of EDDC's corporate publications/e-publications in close liaison with the design team to ensure design and content is consistent with the council's house style and brand.
14. Oversee the production of service publications and leaflets to ensure we maximise opportunities to enhance our brand. This includes copywriting, editing and proofing key communications and exploiting the web channel for these.
15. Co-ordinate and advise on media opportunities such as press conferences, interviews and photo-shoots.
16. Work with Corporate Organisational Development Manager to co-ordinate employee communications to tell the council's story and ensure a deep-rooted sense of the council's values.
17. Support SMT in enhancing the council's reputation at a local, regional and national level.
18. Provide effective leadership and strong performance management of communication officer and wider creative/design team. Be accountable for staff related matters within the team by ensuring that Human Resources policies are implemented appropriately including performance management, learning and development, absence, discipline and grievance issues.
19. Manage the financial monitoring and performance of budgets and resources effectively and in accordance with the Council's Financial Regulations. Ensure that the service operates within agreed financial criteria and achieves best value in procurement and tender exercises.
20. Support the Council's approach to equalities and diversity ensuring that our services and policies identify, address and promote the needs of our diverse community. This includes the need for safety of children and other vulnerable people.
21. Take personal responsibility for the relevant aspects of the Council's Health and Safety Policy.
22. Ensure awareness and compliance with the Council's policies, Code of Conduct and Constitution.

PERSON SPECIFICATION

| Category | Requirements | Essential/ Desirable (E/D) | Method of Assessment |
|-----------------------------|--|---|--|
| Education/training | <ul style="list-style-type: none"> ▪ A relevant degree or substantial equivalent experience in a similar role. | E | Application form (AF) |
| Knowledge | <ul style="list-style-type: none"> ▪ Good knowledge and experience of web and how to manage web design and content. ▪ Good knowledge of social media; how to use it to enhance communications and engagement. ▪ Strong appreciation of how traditional print and broadcast media operate. ▪ Good knowledge and understanding of local government. | E E D | AF and interview AF and interview AF and interview |
| Skills and Abilities | <ul style="list-style-type: none"> ▪ First class written and verbal communication skills. ▪ Ability to act decisively. ▪ Excellent inter-personal skills and ability to forge strong working relationships with individuals from a broad range of perspectives. ▪ A 'self-starter' mentally and ability to operate successfully without close supervision. ▪ Passionate about communication and reputation management. ▪ Strong ICT skills. ▪ Skilled people manager able to give and receive feedback and enable the team to flourish. ▪ Talent for influencing and building consensus across complex stakeholder groups to ensure the credibility to deliver at the highest levels of the council. | E E E E E E E | AF , interview, presentation Interview Interview/ Occupational Personality Questionnaire (OPQ) OPQ and interview Interview Interview/ presentation Interview/OPQ AF and interview |
| EDDC Competencies | <ul style="list-style-type: none"> ▪ Communication - Communicates honestly, openly and clearly ▪ Personal effectiveness – accepts | E E | Interview Interview |

| | | | |
|---------------------------------|---|--|--|
| | <p>responsibility for their own work activities, behaviour and personal development</p> <ul style="list-style-type: none"> ▪ Customer focus – ensures service delivery of ‘what matters’ to our customers ▪ Working with others – builds relationships and works collaboratively with others to deliver effective services ▪ Analysis, judgment and decision making – makes best use of available information and resources to exercise decision making responsibilities ▪ Makes it happen and measures results – focuses on the system of work and pays attention to measures ▪ Managing and developing people – is committed to managing performance and developing others. ▪ Organisational awareness and joined up thinking – understands the vision and priorities of the Council and works in a corporate way to achieve these ▪ Leadership – is able to influence the behaviour and commitment of others to achieving organisational priorities. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>Interview</p> <p>Interview/OPQ</p> <p>Interview/OPQ</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> |
| Successful experience in | <ul style="list-style-type: none"> ▪ A track record of success in building and leveraging a network of media contacts to meet communications objectives. ▪ Experience of defining and delivering transformational communications strategy in a complex environment. | <p>E</p> <p>E</p> | <p>AF/Interview</p> <p>AF/Interview</p> |
| Special requirements | <ul style="list-style-type: none"> ▪ A valid driving licence and own car are essential (reasonable adjustments may be possible according to the Equality Act). ▪ Able to work non standard hours to attend important evening meetings on an occasional basis. | <p>E</p> <p>D</p> | <p>Interview</p> <p>Interview</p> |

Agenda Item 12



Report previously referred to Cabinet on

7 March 2012

RP

Implementation of the Localism Act

Summary

Now that the Act is in place, officers are working on an implementation programme. This places new obligations on Local Authorities some of which will require extra resources, which we may be able to reclaim through the New Burdens mechanism.

There are widespread implications across the Council in terms of assessing how the Council can best comply with the new duties and use its discretion within the context of the tightest public sector financial constraints for a generation.

Recommendation

1. That members consider the report

2. That further reports are received as the detail of supporting regulations, guidance and policy are known.

a) Reasons for Recommendation

To prepare to implement the Act.

b) Alternative Options

Identified within the report

c) Risk Considerations

Financial constraints

d) Policy and Budgetary Considerations

Although some additional funding may come from government there will be additional costs in implementing this legislation. Resource issues have been highlighted in the report.

Positive Impact Overall

Affordable Homes.

Thriving Economy.

Safe Environment.

Inspirational Council.

Potential Negative Impact

Excellent Customer Service.

e) Date for Review of Decision

Reports will be brought to Cabinet as the detail of significant regulations and guidance is known.

The main elements of the Act are shown below:

1. General power of competence for local authorities

We will have the legal capacity to do anything that an individual may do that is not specifically prohibited by other laws.

- Not expected to make much difference to the way we work as this closely resembles the existing 'well-being' power.
- The government does not intend to issue further guidance.

2. Abolition of the Standards Board and changes to the Code of Conduct

Authorities will have a duty to promote and maintain high standards of conduct

- Establish a voluntary code of conduct for East Devon, based on existing principles by July 2012. From that date all complaints will have to be dealt with under the new rules.
- It is hoped to agree a common Code for County, Districts and parishes across Devon.
- Details of the requirements have been discussed at Standards Committee and recommendations will be made to full Council in due course.
- Regulations awaited on the detail.
- Seminar to be run for members outlining the changes.

3. Clarifying the rules on predetermination

Councillors to play a more active part in local discussions of planning applications without necessarily being liable to legal challenges

- Guidance has been issued to members on this. Essentially members must still retain an open mind when considering planning applications but a previous statement of view will no longer amount to predetermining the application. However, having a 'closed mind' and refusing to consider the options at committee is still not advisable and likely to result in legal challenges.
- The government does not intend to issue further guidance.

Contact Corporate Legal and Democratic Services Manager (Rachel Pocock) or Monitoring Officer (Denise Lyon) for further details.

4. Local Government pay and remuneration

Publish senior pay levels and policy statement in prescribed format

- Set and approve policy at full Council in February 2012.
- Publish list on Council website.

Contact Corporate Organisational Development Manager (Karen Jenkins) for further details.

5. Greater local control over business rates

Councils will be able to retain some of the income generated from business rates if they “grow” their business rate base. Central Government will still set the rateable values for businesses and the rates charged. This has been proposed to encourage local authorities to attract firms, investments and jobs. It is unknown at this stage as to the element of any extra revenue raised that will be retained locally but the sum will be shared 80/20 between the District and County Council respectively.

However, it also adds further risks to Councils as a drop in the business rate base will reduce the income the authority receives. The full burden of losses will sit with each Council until a prescribed safety net is reached. As this income is part of the funding for core services, it will be important to ensure as much stability as possible in providing key services to our residents. More information will be available during the year as we prepare for the changes in April 2013.

Contact Head of Finance [Simon Davey] for further details.

6. Community right to challenge

Voluntary & community groups (including parish councils and employees) to have right to express an interest in taking over the running of a local service. The Council must evaluate whether the challenge would promote social, economic or environmental wellbeing. If accepted then it must enter into a procurement exercise.

- Awaiting detailed regulations on how expressions are to be assessed and further guidance [expected April].
- Secretary of State has powers to assist community groups, parish councils in this bid process.
- EDDC preparing to respond to groups expressing an interest in taking over the running of a service.
- Develop a clear process for groups to express an interest; and for EDDC to evaluate their proposal.
- Set up process for staff wishing to establish ‘mutuals’.
- No change required to existing procurement practice - any community group would need to satisfy the council that it met with all the needs of the pre-qualification process, financial ability, insurance, sustainability considerations, Equalities Act etc. If a competitive tender process was enacted the group would need to comply with the agreed criteria.

Contact Deputy Chief Executive [Denise Lyon] for further details.

7. Community right to bid

Local authorities to maintain a list of “Assets of Community Value” submitted by the community, which includes both public sector and privately owned assets. When listed assets come up for sale or change of ownership, community groups will have 6 months to develop a bid on the open market with others for the asset when it comes onto the market. Owners must abide by the moratorium but have no obligation to sell and may sell to whom they choose.

- Provisions already in place; Secretary of State to make regulations/orders; system very bureaucratic

- Nothing to stop the Council disposing of its own assets on a voluntary basis now, where appropriate
- Develop, maintain and publish a list of Assets of Community Value from April 2012. List - will include privately owned assets e.g. shops, post offices, pubs as well as Council assets. We must respond to nominations, and liaise with owner(s)
- Identify additional resources required for development and operation of listing and review procedures and information/support for community groups wishing to take over assets, secure funding etc. Current.
- Develop a clear process for groups to express an interest and process applications (underway).
- Budget for compensation provisions in the legislation which the council would be responsible for.

Contact Deputy Chief Executive [Richard Cohen or Head of Economy [Kate Little] for further details.

8. Right to veto excessive Council Tax rises

There will be an agreed “ceiling” for Council Tax rises. If a local authority proposes to raise taxes faster than this rate, local people will have the right to approve or to veto the rise in a referendum. Ministers have determined that the following increases constitute an excessive tax rise.

- Police and Fire Authorities more than 4%.
- Other Authorities more than 3.5%.

Contact Simon Davey for further details..

9. Abolition of Regional Spatial Strategies

This has been replaced with a duty on Local Authorities to cooperate with each other in planning for sustainable development.

- Our existing process allows communities to comment on strategic growth as well as location.
- Implication in New Growth Point area for accommodating housing and employment sites for Exeter.

Contact Richard Cohen or Kate Little for further details.

10. Neighbourhood Development Planning (NDP)

Right for communities to draw up a “neighbourhood development plan” through the parish council or a Neighbourhood Forum & say where new houses, businesses, etc. should go. Must conform to Council’s overall growth plans and National Planning Framework. NDPs that pass these tests and get majority support via a referendum are adopted as a statutory planning document. Local Planning Authorities are required to provide technical advice & support. The Government has funded some independent sources of help & advice for communities; ‘Frontrunners’ [pilots] of Neighbourhood Planning have been resourced by Government at £20,000 each.

- National guidance and regulations expected at the same time as publication of the National Planning Policy Framework [NPPF].
- Evaluate lessons from ‘Frontrunner’ pilots.

- Local Development Framework has enabled Parishes to respond with their needs for growth.
- Identify available resources within planning teams to support communities doing NDPs and communicate this to parishes before 1 April 2012; unclear whether smaller parish councils will want neighbourhood plans.
- Guidance on Parish Plans to be updated ready for April 1 2012.
- Cost of Neighbourhood Plan examination and referendum.
- Head of Service has identified need for Neighbourhood Plan officer.

Contact Kate Little for further details.

11. Community right to build

As part of Neighbourhood Planning community organisations will be given the ability to bring forward small developments, which might include a new village hall, homes & businesses. This must be supported by a referendum, which will remove the requirement for a planning application to the Planning Authority. Any benefits (for example: profit from lettings) will stay in the community providing they meet minimum criteria.

- Awaiting further clarification.

Contact Kate Little for further details.

12. Requirement to consult communities before submitting certain large planning applications

Developers to consult local communities before submitting planning applications for certain developments, giving local people a chance to comment where there is genuine scope to make changes to the proposals.

- This strengthens the current requirement for developer to prepare a Statement of Community Involvement.

Please contact Kate Little for further details.

13. Strengthening enforcement rules

Strengthen planning authorities' powers to tackle abuses of the planning system.

- power to decline to determine retrospective applications.
- time limits for concealed breaches.
- planning enforcement orders.
- planning officers' time limits and penalties.
- Awaiting details, guidance to be updated.

Contact Kate Little for further details.

14. Reforming planning obligations - the Community Infrastructure Levy (CIL)

Changes and enhancement to the contributions (paid by developers), which currently is obtained, via Section 106 planning agreements, to support new infrastructure such as roads, leisure facilities and schools, so that the money raised can be spent on

maintaining infrastructure as well as building new infrastructure. This gives Local Authorities (LAs) greater freedom to set different rates by area. Requires LAs to allocate a “meaningful” proportion of the levy back to the community where the development occurs.

- CIL Charging Schedule done for New Growth Point area. Due to commence in rest of District shortly. Upfront revolving infrastructure fund necessary.
- Head of service has identified need for CIL officer.
- Report to Cabinet and Full Council to recommend to adopt CIL approach and run concurrently with Core Strategy adoption process.
- Identify ‘Critical’, ‘Essential’ and ‘Desirable’ Infrastructure, costs and funding sources.
- Determine funding gap and policy for determining distribution of funds, whether funds are to come from CIL, S106 or other sources.
- Set up monitoring and management mechanism for collecting funds and transparent mechanism for distribution of funds in accordance with Infrastructure Delivery Plan (IDP).
- Consult twice with developers on level of CIL to be set.
- Formally adopt CIL after Local Development Framework (LDF) public enquiry where CIL rates will be set.

Contact Richard Cohen or Kate Little for further details.

15. Reform the way local plans are made

Limit the discretion of planning inspectors to insert their own wording into local plans; will ensure that Local Authorities focus on reporting plans’ progress to local communities rather than central government.

- Noted for development of Core Strategy.
- Preferred Option document reviewed by Local Plan Panel [Formerly Local development Framework Panel] and out for public review 1st Dec 2011.

Contact Kate Little for further details.

16. Duty to Cooperate

Local authorities and other public bodies should work together on planning issues in ways that reflect genuine shared interests & opportunities to make common cause.

Contact Kate Little for further details.

17. Nationally significant infrastructure projects

Abolish the Infrastructure Planning Commission and restore its responsibility for taking decisions to Government Ministers. This will ensure the National Policy Statements, which will be used to guide decisions by Ministers, can be voted on by parliament.

Contact Deputy Chief Executive [Richard Cohen] for further details.

18. Reform of social housing finance

Following several consultation stages the final phase of the plans for reform of social housing finance will be in place for April 2012. The self-financing debt settlement has been confirmed as £84,376,000, which is the amount we have to pay to the Treasury at the end of March.

A full analysis with financial modelling has been reported to the Housing Review Board in January 2012 and earlier reports track progress of the initiative.

The Housing Review Board will be considering an updated 30 year Housing Revenue Account Business Plan in March which sets the reforms in the context of our known income assumptions and expenditure needs.

Final calculations will be dependant upon the interest rate at the time we borrow the money and the structure of the loan portfolio.

19. Social housing tenure and flexible rent reform

More flexible arrangements for people entering social housing in the future. Social landlords will be able to grant tenancies for a fixed length of time (minimum length 2 years, no upper limit) allowing them to manage their social homes more effectively & fairly.

- Rent levels no longer set nationally.
- Tenant Services Authority abolished and Homes and Communities Agency to focus on economic regulation where there is serious risk of failure.
- A change to length of tenure requires a new strategy. This is being developed through Housing Review Board/Cabinet. The Housing Review Board received a report in January on the changes in the legislation and a report is going to the March meeting proposing a modification of our existing policy.
- Devon Strategic Housing Group is producing a Devon wide framework which can be adapted for local circumstances.
- Partners (other Registered Providers) will need to sign up to our approach.

20. Social housing allocations reform

Local Authorities given greater freedom to set their own policies about who should qualify to go on the waiting list. Option to prevent those who have no need of social housing or little realistic expectation of getting it from joining the waiting list. LAs will continue to be obliged to ensure that social homes go to the most vulnerable in society and those who need it most.

- Our Devon Home Choice system is a shared register which will do the job.
- Option to reduce Waiting List for social housing.
- Reforms to welfare benefits will prompt some social housing tenants to move, for example those living in properties too large for their needs.
- Deadline for publication of tenancy strategy to be 15 January 2013 [assumes prior publication of allocations strategy and homelessness strategy].

21. Reform of homelessness legislation

Lets Local Authorities meet their homelessness duty by providing good quality private rented homes, which could provide an appropriate solution for people experiencing a homelessness crisis, at the same time as freeing up social homes for people in real need on the waiting list.

- No changes are required here as we already place people in private sector properties but will no longer need to document their consent.

22. National Home Swap Scheme

Enables people who would like to swap their social home to access details of all other tenants who may be a suitable match, allowing them to exercise greater control over their lives.

Contact Head of Housing [John Golding] for further details on all housing issues.

23. Power to require local councils to contribute to European Union fines

The Act will allow the Secretary of State to require local authorities to contribute to any EU financial sanction imposed under Article 260 of the Treaty on the Functioning of the European Union when the acts of the authority have caused or contributed to the infraction of EU law for which the financial sanction is made.

- Consultation has now begun on the government policy to deal with the process of making councils responsible for bearing part of the fine; a report is planned for April Cabinet on this issue.

Contact Rachel Pocock for more information.

24. Transfer of local public functions and delegation of functions of Ministers

The Act makes provision for the transfer of local public functions from a public authority to a "permitted authority"[which includes EDDC]. It also makes provision for the delegation of functions by Ministers to permitted authorities.

- Enables, for example, district councils to ask for functions like universal credit and also continue to administer housing benefit.
- County councils may also view this legislation as an opportunity.
- Devolution could relate to regeneration, transport, for example [see Liverpool as an example].
- Risk management and governance would be critical.
- Could be linked with the potential for raising funds through Tax Increment Financing in the current Finance Bill.

Contact Mark Williams for further information.

Legal Implications

Main issues incorporated within the report. A close eye is being kept on the commencement dates for the different sections of the Act and the various legal options available for implementation. Up to 142 sets of regulations could be made. Additional legal resources will be required for the implementation work; currently we have two solicitor posts vacant and efforts are being made to fill them as soon as possible and to use interim staff where needed. A significant rewrite will be needed to the Council's constitution.

Financial Implications

There are significant financial implications contained in the areas highlighted in the report. Members would have had specific details as reports have, and continue to be made, on these areas.

Consultation on Reports to the Cabinet

It is recommended that Overview and Scrutiny also consider this report. Many of the issues covered in the report are already subject to detailed voluntary or statutory consultation processes.

Rachel Pocock Ext 2601
Corporate Legal and Democratic Services Manager

Cabinet
7 March 2012

Strategic Management Team

Overview and Scrutiny
26 April 2012

Annual Report of the Overview and Scrutiny Committee 2011/12

Changes to the overview and scrutiny structure in 2011 reduced the four Committees down to one single committee, operating task and finish forums for specific issues. The Committee has continued to work in alignment with the Council's corporate priorities and regularly receive updates from Portfolio Holders, as part of their scrutiny role as the "critical friend". The Committee now have a standing item about the Cabinet agenda, requiring prior notice to the Chairman.

Thriving Communities

Northern Devon Healthcare NHS

The Committee heard from NHS representatives on why they were going for Foundation Trust status. The Committee raised a number of issues, including the number of East Devon representatives being too small to reflect the size and demographics of the area. A number of recommendations were made, covering integrating community hospitals and increasing mental health facilities. These were fed back into the NHS consultation.

The Committee will continue to monitor NHS developments. GP Commissioning is still due for discussion by the Committee.

Crime and Disorder

The East and Mid Devon Crime and Disorder Scrutiny Panel have met twice this year. With a change of councillors on this panel both from this Council and from Mid Devon, time has been spent getting up to speed with the work of the Community Safety Partnership. The Panel now begin monitoring preparations for the new Police and Crime Commissioner (PCC) and consider how their work may be affected by the new Police and Crime Panel set up to scrutinise the PCC.

Devon and Cornwall Constabulary updated the Committee on the recent changes to their service following budget reductions. The Committee are also seeking assurances from the Local Policing Area Commander about temporary arrangements covering Exeter, East and Mid Devon.

Post Office network upgrade

POL are undertaking a number of pilot "Local" post offices in the County, with some located in East Devon. The Member Champion for Rural Communities has worked closely with the Chairman to raise awareness of the schemes through the Overview and Scrutiny Committee. Representatives from POL and their "watchdog" Consumer Focus discussed the pilot schemes with the Committee. A working party of Members of the Wards affected by the pilot schemes is now set up to monitor the success of the schemes to collate views to feed back to POL. Concern still exists around the impact on those post offices not identified for upgrading, and the Committee will return to the topic in the summer once the pilots end.

Community Infrastructure Levy

The Committee have received a presentation on the forthcoming Levy, which requires governance arrangements to be set up locally. A Task and Finish Forum, under the Chairmanship of Councillor Graham Troman, has begun looking at the outstanding situation with section 106 contributions and the difficulties in governing an effectively pooled fund.

Vitality of High Streets and Town Centres

A Task and Finish Forum is underway, looking at recent reviews such as the Mary Portas Review. Many local towns are considering making a bid under the Portas Pilot scheme and the Forum have met with a number of representatives from the main towns in the District, covering both Town Councils, Chambers of Commerce and other interested parties. The Forum has also looked into the costs to local businesses, discussing with the Valuation Office how the National Non-Domestic Rates are calculated.

Outstanding Environment

Bathing water quality

The Committee welcomed a report on the new Directive for bathing water quality, which highlighted the excellent quality of the beaches in the District. The newly formed Beach and Foreshore Forum regularly reports to the Committee.

Monitoring implementation of the Flood and Water Management Act

The Committee receive regular reports from Devon County Council as the responsible authority for this Act. The Committee are keen to see continued partnership working between authorities and key bodies.

Local Plan

The Committee held a special meeting in order to participate as a consultee on the Local Plan.

Excellent service for customers

Quarterly monitoring of performance

The Committee receives quarterly reports, outlining key service issues identified and what action is being taken as a result. The Committee regularly offer other suggestions for actions, and raise questions on performance indicators showing concern.

Improving Ward Member interaction with Planning

Monitoring of quarterly performance led to the Committee identifying a need to analyse the working relationship between Ward Members and the planning service. A Task and Finish Forum was set up, under the chairmanship of Councillor Peter Bowden. A total of nine recommendations were agreed by Cabinet. Work continues into the next year to follow up on the implementation of those recommendations.

Leisure East Devon

The Committee identified a need to review the functioning of Leisure East Devon and examine how well its activities related to the needs and requirements of the Council. A Task and Finish Forum was set up under the chairmanship of Councillor Tim Wood. A total of 11 recommendations were agreed by Cabinet. The recommendations are being considered by the Leisure East Devon Board.

Customer Strategy

The Committee was involved as a consultee for the draft Customer Strategy and fed a number of views into the consultation; such as the need to cater for face to face and telephone contact, so that all sections of the community could get in touch with the Council in a way that suited them.

Equalities policy and objectives

The Committee was involved as a consultee for the review of the Equalities policy and objectives.

Budget 2012/13

The Committee took a fresh approach to scrutinising the draft budget for 2012/13. Financial information on the breakdown of each service was presented visually to the Committee, with the opportunity to discuss service detail with individual officers. The Committee then approached the budget with a balanced view on how reducing or increasing expenditure impacted on other services.

Call-ins

The Committee exercised its right once during the year, calling in a Portfolio Holder decision on the sale of a former Council house. Provided with more information, the Committee were happy with the decision but called for more information to be provided to Members about the decisions published in the Confidential Knowledge.

Other work

- Review of financial detail relating to joint working with South Somerset District Council;
- Information on the new Management Structure;
- Review of preventable demand in the Customer Service Centre;
- A number of Cabinet agenda items discussed

Forward Plan for Overview and Scrutiny Committee

| Month | Topic |
|---------------------------------|--|
| 7 June 2012 | Strategic Commissioning NHS Devon Recording at Meetings Broadband (tbc) Quarterly Monitoring of Performance – 4 th Qtr 2011/12 |
| 5 July 2012 | Post Office Local feedback on local pilot schemes – Member Champion for Rural Communities |
| 26 July 2012 | |
| 30 August 2012 (if required) | |
| 27 September 2012 | Youth service provision (tbc) Quarterly Monitoring of Performance – 1 st Qtr 2012/13 |
| 25 October 2012 | |
| 22 November 2012 | Quarterly Monitoring of Performance – 2 nd Qtr 2012/13 |
| 3 January 2013 | |
| 16 January 2013 | Special Budget meeting (all day) |
| 24 January 2013 | |
| 28 February 2013 | Quarterly Monitoring of Performance – 3 rd Qtr 2012/13 |
| 28 March 2013 | |
| 25 April 2013 | |

Topics for scoping and allocation to the Forward Plan:

- Shortage of housing for elderly in rural communities
- Local Plan production
- Reviewing the general terms of reference for working parties and task and finish forums, including consideration to formalising some officer meetings and criteria to apply.

Task and Finish Forums Update

- Community Infrastructure Levy – First meeting planned for 22 May 2012 at 5.00pm in the Committee Room
- Vitality of High Streets and Town Centres – Next meeting 15 May hearing from Axminster, Ottery and Honiton, as well as the Valuation Office; and an additional date of 29 May to hear from Sidmouth, Budleigh and Exmouth.
- HRB TaFF are continuing – Garage Management; and Sheltered Housing.