

EAST DEVON DISTRICT COUNCIL
Minutes of a Meeting of the Executive Board
held in the Council Chamber, Knowle, Sidmouth
on Wednesday, 12 May 2010

Present:

Councillors:

Sara Randall Johnson (Chairman)
Graham Brown
Geoff Chamberlain
David Cox
Jill Elson
Ray Franklin
Mike Green
Peter Halse
Stuart Hughes
Andrew Moulding

Also Present:

Councillors:

Vivienne Ash
David Atkins
Ray Bloxham
Iain Chubb
Paul Diviani
Christine Drew
Chris Gibbings
Graham Godbeer

Steve Hall
Ann Liverton
Graham Liverton
Frances Newth
Helen Parr
Philip Skinner
Pauline Stott
Graham Troman

Also present:

Officers:

Mark Williams, Chief Executive
Denise Lyon, Deputy Chief Executive
Diccon Pearse, Corporate Director
Karime Hassan, Corporate Director
Peter Jeffs, Corporate Director
Rachel Pocock, Head of Legal, Licensing and Democratic Services
Chris Lane, Democratic Services Officer
John Golding, Head of Housing & Social Inclusion
Karen Jenkins, Head of Organisational Development
Simon Smale, Head of Environmental Health & Health Equalities

**Apologies
from non-
Executive
Board
members**

Councillors:

Peter Bowden
John Jeffery
Stephanie Jones
David Key

The meeting started at 5.30 pm and ended at 7.05 pm.

***202 Public Questions**

The Chairman invited the Member of the public present to speak to the Board.

Richard Eley, referred to the progress made so far by the Port Royal Steering Group. The Group had been asked in October to prepare a development brief for the Port Royal area of Sidmouth and report back in March 2010. He hoped that a draft report would be available in a few weeks with details of what development would be considered acceptable on the site; a detailed document would be with the Council shortly. The Chairman expressed her thanks for the work undertaken so far by the Steering Group and reported that the Environment Portfolio Holder was having a meeting on Monday with various land owners in the area.

***203 Minutes**

The minutes of the meeting of the Executive Board held on 31 March 2010 were confirmed and signed as a true record.

***204 Declarations of interest**

Councillor/ Officer	Agenda Item	Type of interest	Nature of interest
Paul Diviani	*218	Personal	Member of Jurassic Coast Steering Board
Stuart Hughes	*218	Personal	Member of Jurassic Coast Steering Board

***205 Exclusion of the Public**

RESOLVED: that the classification given to the documents to be submitted to the Board, be confirmed, and that the reports relating to exempt information, be dealt with under Part B.

***206 Forward Plan**

The contents of the Forward Plan for the period 1 May to 31 August 2010 were noted.

***207 Matters referred to the Executive Board**

There were no matters referred to the Executive Board by the Overview and Scrutiny Committees or the Council.

***208 Joint Integration Committee**

The minutes of the meeting of the Joint Integration Committee (South Somerset and East Devon) held on 8 April 2010 were noted.

SSDC Councillor Tim Carroll had been elected Chairman of the Joint Integration Committee for a period of 6 months from April 2010, with Councillor Sara Randall Johnson being elected Vice-Chairman for the same period.

***208 Joint Integration Committee (cont)..**

The Joint Integration Committee had noted the Terms of Reference and the Legal Agreement which had been entered into by East Devon District Council and South Somerset District Council under Section 113 of the Local Government Act 1972. The decisions made by the two Councils at their respective Council meetings in February in respect of the shared services arrangements were noted. A joint approach to the scrutiny of the Joint Integration Committee would be reported to the next meeting.

The Joint Committee received presentations on the current budget position of each Council and noted the financial implications. Presentations were also made in respect of the benefits of Systems Thinking and Lean Thinking. The Joint Integration Committee had agreed to speak to staff from services which had been through both the Lean Thinking at SSDC and Systems Thinking at EDDC and report back on their findings to the next meeting of the Committee

- RESOLVED**
- (1) that there be a joint approach to scrutiny of the Joint Integration Committee.
 - (2) that the Joint Integration Committee agreed the Member Development Programme as offered by Regional Improvement and Efficiency Partnership (RIEP); the dates of which were yet to be confirmed;
 - (3) that amended Work Streams (attached to the JIC minutes), to involve key officers in both Councils, be approved;
 - (4) that the appointment of a Project Manager to assist in the establishment of the project and to work with the Joint Committee to determine the future level of project management support be noted;
 - (5) that a further funding bid be made to RIEP for future project management support;
 - (6) that a detailed action plan be presented to a subsequent meeting of the Committee;
 - (7) that the detailed action plan be formally approved by each Council before being progressed,
 - (8) that a Communications Plan be presented to the next meeting of the Joint Integration Committee.

***209 Recycling and Refuse Partnership Board**

The minutes of the meeting of the Recycling and Refuse Partnership Board held on 31 March 2010 were noted and action taken. The Street Scene Portfolio Holder reported that SITA had moved into their new depot at Greendale at the end of April. Members welcomed the news that the recycling rate in the period up to March had increased to 54.1% and that the residual waste had gone down by 11%. In response to a question he also confirmed that that roll out of the recycling contract for the remainder of the contract was on target for completion by the end of the year.

***209 Recycling and Refuse Partnership Board (cont)**

- RESOLVED**
- (1) that the District Council require a vehicle from within the SITA fleet to cover the extra work caused by the closure of the Exeter Waste Transfer Station
 - (2) that the existing process of back street collection for the Colonies, Exmouth continue;
 - (3) that Councillor David Cox, Chairman of the Partnership Board hold a meeting with relevant Exmouth Councillors when the date for Phase 4 of the roll out and final arrangements for the Colonies, Exmouth would be agreed.
 - (4) that Brett Pilkington the new Assistant Contract Manager, be invited to attend the next meeting of the Board.
 - (5) that SITA be instructed to leave wheeled bin lids closed after their contents had been collected.
 - (6) that the Performance Framework document for 2006 – 2016 be agreed as presented for a trial period from 1 June 2010.
 - (7) that the Waste and Recycling Manager obtain clarification regarding the preferred supplier status of appointing Original Organics to supply the Council's home composters by consulting the Internal Audit and Governance Manager.

210 Independent Remuneration Panel

The minutes of the meeting of the Independent Remuneration Panel held on 26 April 2010 were noted and appropriate action taken. The Panel had recommended that the mileage rates for councillors for 2010/11 be reduced to 46.4p per mile effective from 1 April 2010 to reflect the link with the officers' rate and from 2011/12 should be further reduced to HMRC rates which were currently 40p per mile. Members discussed whether, in response to the current economic climate, to reduce their mileage rates to the HMRC rate of 40p per mile with immediate effect.

- RECOMMENDED**
- (1) that the special responsibility allowance for the Chairman of the Housing Review Board (irrespective of whether a Councillor or Independent Member) remain at £2,010.
 - (2) that the Panel's support of the Council's decision to freeze their basic allowance in 2009/10 be noted together with their wish to see the basic allowance of £4,360 frozen again in 2010/11. (The Panel also wished to see the link between Officers pay and Councillors allowances retained);
 - (3) that, contrary to the recommendation of the Panel to introduce a reduction in mileage rates in a phased way, the mileage rates for Councillors for 2010/11 be reduced to the HMRC rates with immediate effect; currently 40p per mile;

210 **Independent Remuneration Panel (cont)..**

RECOMMENDED (4) that the special responsibility allowances be as follows:

(cont)..

Leader of the Majority Party - £14,421 (no change)
 Leader of the Opposition - £6,184 (no change) The allowance to be clarified to show allowance is (£4,174 + £2,010 as cabinet member without Portfolio)
 Deputy Leader of the Majority Party £4,021 (currently £3,590)
 Deputy Leader of the Opposition - £1,549 (no change)
 Cabinet Member with Portfolio - £6,184 (no change)
 Cabinet Member without portfolio – £2,010 (currently £2,065)
 Overview/Scrutiny Coordinating Committee – Chairman (no change)
 Vice Chairman £0 (no change)
 Other Overview/Scrutiny – Chairman -£ 2,010 (no change), Vice Chairman £0 (no change)
 Audit & Governance – Chairman - £2,010 (currently £2,066), Vice Chairman £0 (no change)
 Licensing & Enforcement – Chairman - £3,098 (currently £4,021) To reflect the reduction in the number of meetings/hearings over the last 2 years, Vice Chairman £836 (no change)
 Development Management/Site Inspection – Chairman -£6184 (no change), Vice Chairman - £3,098 (no change),
 All members of the Planning Site Inspection - £834 (no change);

- (5) that Child Care & Dependent Carer's allowance remain based on minimum wage,
- (6) that the scheme of subsistence allowances remain based on the Officers' scheme;
- (7) that in the case of an absence overnight from the usual place of residence £95, or for such an absence overnight in London or an annual conference of the Local Government Association or such other association of bodies as the Secretary of State may designate, £125. (These figures had not increased since 2004).

211 **Corporate Strategy – review and refresh**

Consideration was given to the report of the Deputy Chief Executive and Communications and Improvements Manager. The report explained how the current Corporate Strategy had been reviewed and refreshed for 2010/11 which had led to the development of a more concise document and the creation of separate Corporate Priority Delivery Plans. This reduced the number of corporate priorities from three to seven. Members recognised the need to undertake more work on the Corporate Strategy and the importance of engaging Town and Parish Councils in the consultation process to ensure its relevance to them.

During discussions, the following points were noted:

- That Officers would speak to individual Portfolio Holders to check they were happy with the wording relating to their areas of responsibility;
- That there was the need to include more in the document about the Council's future objectives;
- That the document was still “too wordy” and could be reduced in size further to make it more readable and relevant;
- Whether we were meeting our targets with regard to the Corporate Strategy;
- The need to include in the “key strategic objectives for 2010/13” section provision for double track through the station at Cranbrook to improve capacity;

211 **Corporate Strategy – review and refresh (cont).**

- The importance of the provision of “affordable decent housing” in the District;
- The need to better align the policies of the Local Strategic Partnership, Local Development Framework and the Corporate Strategy;
- That the Corporate Strategy could improve its reference to small communities in East Devon and it did not adequately recognise Parish Plans;
- The importance of updating the website and if possible making it fully transactional.

- RECOMMENDED**
1. that the Council adopt the refreshed Corporate Strategy and the accompanying Corporate Priority Delivery Plans;
 2. that the concept of having three corporate priorities instead of seven be supported.

*212 **Update on the implementation of the Freedom of Information Act**

Consideration was given to the report of the Communications and Improvements Manager giving an annual update on the implementation of the Freedom of Information Act. Members expressed a hope that with the recent change in Government, the requirement for the production of the amount of information for the Freedom of Information Act and Performance Indicators would be reduced.

- RESOLVED** that the number and type of requests made under the Freedom of Information Act during 2009 be noted.

*213 **Performance Monitoring Report April 2009-March 2010**

Members considered the report of the Communications and Improvement Manager which set out performance information for the 2009/10 financial year until March 2010 to enable the Council to monitor the performance of selected Performance Indicators and identify any service areas where improvement was necessary.

Members welcomed the improved performance by the Housing Rental collection section that had increased the rent collection rates to 98.55%. The Head of Housing & Social Inclusion confirmed that he was investigating the performance of individual contractors to try to improve their performance as this had adversely affected housing re letting times. The improvement in the time taken to process Housing Benefit/Council Tax Benefit new claims was also welcomed.

- RESOLVED** that the performance and proposed remedial action against these selected performance indicators for the 2009/10 financial year until March 2010 be noted.

214 **Updated Workforce Development Strategy**

Consideration was given to the report of the Head of Organisational Development on the updated Workforce Development Strategy. The Council's Workforce Development Strategy had been updated following the refresh of the Corporate Strategy. The Workforce Development Strategy supported the delivery of the Corporate Strategy by ensuring that the Council had the right people with the right skills in place.

- RECOMMENDED** that the Workforce Development Strategy 2010-13 be approved.

***215 Report of Exemption to Contract Standing Orders – Services to support bid for Government grant towards provision of Gypsy/Traveller site**

Members considered the report of the Head of Environmental Health and Health Equalities on a request for an exemption to Standing Orders to provide services to support a grant application for a Gypsy/Traveller site.

RESOLVED that the decision to grant an exemption to Contract Standing Orders to appoint NPS services Ltd to provide services to support a grant application for a Gypsy/Traveller site be approved.

***216 Report of Exemption to Contract Standing Orders – Occupational Health**

Members considered the report of the Head of Organisational Development on a request for an exemption to Standing Orders to continue to use the Devon County Council's own occupational health team called Well Being at Work. Members noted that the relationship had expanded and EDDC now used the team for occupational health services, counselling, mediation and employee screening.

RESOLVED that the request for exemption to Standing Orders to continue to use Devon County Council's Occupational Health Team (Well Being at Work), be approved.

***217 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)

***218 Exmouth Regeneration Board**

Members received and considered the minutes of the Exmouth Regeneration Programme Board held on 19 March 2010.

RESOLVED that the District Council spend £3,000 on an exploratory engineering survey for access to deep water from Exmouth and that the Exe Estuary Partnership be invited to offer their expertise in this matter.

***219 Securing funding to add to S106 money to purchase Affordable Housing in Woodbury**

Members considered the report of the Housing Projects Officer on a request to secure additional funding to purchase affordable housing in Woodbury from a Public Works Loan Board loan repaid by the rental income, funding from the Capital Plan or Housing Revenue Account, and the £64,000 commuted sum payment available. As properties in the report were now under offer the Board agreed.

RESOLVED (1) that a suitable property be identified for purchase;

***219 Securing funding to add to S106 money to purchase Affordable Housing in Woodbury (cont)..**

**RESOLVED
(cont)..**

- (2) that the funding be acquired from a combination of under-spend, trimming of schemes already in the budget, HRA surplus and a Public Works Loan;
- (3) that permission be granted to the Head of Housing & Social Inclusion in consultation with the Communities Portfolio Holder to bid on similar properties where the financing of the acquisition was viable.

Chairman Date