

# **EAST DEVON DISTRICT COUNCIL**

## **Minutes of a Meeting of the Executive Board held in the Council Chamber, Knowle, Sidmouth on Wednesday, 9 February 2011**

**Present:**

**Councillors:**

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

**Also Present:**

**Councillors:**

Vivienne Ash  
David Atkins  
Ray Bloxham  
Roger Boote  
Peter Bowden  
Iain Chubb  
Andrew Dinnis  
Paul Diviani  
Chris Gibbings

Douglas Hull  
Frances Newth  
Marion Olive  
Helen Parr  
Tony Reed  
Pauline Stott  
Graham Troman  
Tim Wood

**Also present:**

**Officers:**

Mark Williams, Chief Executive  
Denise Lyon, Deputy Chief Executive  
Karime Hassan, Corporate Director  
Peter Jeffs, Corporate Director  
Diccon Pearse, Corporate Director  
Donna Best, Principal Estates Surveyor  
Simon Davey, Head of Finance  
John Golding, Head of Housing and Social Inclusion  
Karen Jenkins, Head of Organisational Development  
Peter Johns, ICT Officer, Infrastructure  
Rachel Pocock, Head of Legal, Licensing and Democratic Services  
Chris Powell, Head of ICT  
Simon Smale, Head of Environmental Health & Health Equalities  
Diana Vernon, Democratic Services Manager

**Apologies**

**Councillors:**

Geoff Chamberlain

**Non-Board  
Members:**

Malcolm Florey  
Steve Hall  
Stephanie Jones  
Jim Knight

Ann Liverton  
Graham Liverton  
Philip Skinner

The meeting started at 5.30 pm and ended at 7.45 pm.

**\*151 Public Questions**

The Leader welcomed members of the public present and invited them to address the Board

Syd Taylor, resident of Honiton, spoke about financial uncertainty, budget cuts and increased taxation and felt that it was not the right time to commit to building a community centre in Honiton. He also referred to lack of public support evidenced by the local poll.

Richard Eley, Chairman of the Sidmouth Chamber of Commerce, acknowledged that the Council had been faced with difficult choices due to cuts in Government funding and the current economic climate. He felt that more work needed to be carried out in respect of asset management and was disappointed that the review of car parking charges was being limited at the current time to residents' permits; he asked for a wider review to be carried out in consultation with local people and businesses.

John Bass, Chairman of Branscombe Parish Council, asked for the Council to support the extension of the graveyard at St Winifred's Church (Agenda Item 18). He particularly thanked Giles Salter, EDDC Assistant Solicitor, for his help in bringing the issue to the Board.

The Leader advised that all points raised would be taken into account when the agenda item was being considered.

**\*152 Leader's Announcements**

The Leader advised that this was Karime Hassan's last meeting as he was due to leave the Council on Friday for his new job with Exeter City Council. On behalf of the Board, the Leader extended very best wishes and sincere thanks.

The Leader also congratulated Councillor Ray Franklin on being awarded Local Government Information Unit Partnership Achievement of the Year. This top national award was in recognition of Councillor Franklin's work with the Growth Point Team on schemes aimed at providing housing and employment on land to the west of our district. The award would be given formal recognition at the next meeting of the Council (23 February 2011).

**\*153 Declarations of interest**

<b>Councillor/ Officer</b>	<b>Minute number</b>	<b>Type of interest</b>	<b>Nature of interest</b>
Jill Elson	158	Personal	Ring and Ride Volunteer
Stuart Hughes	169, 170	Personal	DCC Councillor on Highways Committee
Vivienne Ash	169	Prejudicial (left the Chamber during the debate and voting)	Member of Honiton Town Council, Trustee of the Honiton Development Trust; Council's elected representative on the Honiton Community and Arts Centre Project Working Group.
Chris Gibbings	170	Personal	Chairman of EDDC Licensing and Enforcement Committee

**\*154 Minutes**

The minutes of the meeting of the Executive Board held on 5 January 2011 were confirmed and signed as a true record subject to the up-date in respect of Minute 145: Shoreline Management Plan 2 with confirmation of new agreed text regarding the Maer at Exmouth, as it related to medium term actions, namely:

“Implement managed realignment through constructing a set-back defence where detailed study finds it appropriate to do so. Continue to maintain and improve defences under a hold the line policy in areas where realignment is not found to be appropriate.”

**\*155 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.

**\*156 Forward Plan**

The contents of the Forward Plan for the period 1 February to 31 May 2011 were noted.

**\*157 Matters referred to the Executive Board**

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

**\*158 Minutes of the meetings of the Overview and Scrutiny Committees**

The Board noted the minutes of the following meetings:

- Communities Overview and Scrutiny Committee 12 January 2011
- Housing Review Board 13 January 2011
- Service Delivery & Performance Overview/Scrutiny Committee 19 January 2011
- Economy Overview and Scrutiny Committee 20 January 2011
- Overview and Scrutiny Co-ordinating 26 January 2011

Councillor Helen Parr, Chairman of Communities Overview and Scrutiny Committee advised that the Committee had continued to hear presentations from local community groups. The Member Champion for Culture had also been invited to outline initiatives that she was involved with through her role and her future plans. The review of Home Safeguard indicated that the service was on-track to becoming self-financing in the next financial year.

Councillor Pauline Stott, Chairman of the Housing Review Board outlined the useful issues discussed at the meeting. She asked the Council to support the requested increase in the budget to help address under-occupation of council homes.

Councillor Frances Newth, Vice Chairman of the Service Delivery and Performance Committee advised that the meeting had focused on the Diversity Peer Challenge and draft action plan. The Member Champion for Equalities had presented a useful paper to the Committee in response to the Challenge. She had emphasised the progress made by the Council to date and the need to embed increased awareness of equalities issues throughout the Council. The Committee had recommended that over-all responsibility for equality and diversity should be included in the job description of a designated officer. This recommendation would be taken into account at the appropriate time during the restructuring of the Council.

**Minutes of the meetings of the Overview and Scrutiny Committees (cont)..**

Councillor Graham Troman, Chairman of the Economy Overview and Scrutiny Committee advised that the presentation from the Chairman of the Exeter and Heart of Devon Area Tourism Partnership had been helpful and informative. The Committee wanted to look at practical ways of supporting this organisation. The Leader advised that the possibility of providing administrative support would be taken into account at the appropriate time during the restructuring of the Council and subject to staff capacity.

Councillor Ray Bloxham, Chairman of the Overview and Scrutiny Co-ordinating Committee acknowledged that the Committee's recommendations in respect of the budget would be taken into account when the Capital and Revenue Estimates 2011/12 were considered later in the meeting.

Councillor Bloxham advised that the Committee had considered a paper on the Council's future scrutiny arrangements. He praised the work of the Communities, Economy and Service Delivery and Performance Committees and stressed that the proposal to reduce the number of Scrutiny/Overview Committees was to cut costs. The proposal for one Overview and Scrutiny Committee would enable the Council to make increased use of Task and Finish Forums. The Leader acknowledged the effective work of the existing Committees and advised that the new Council in May would be responsible for agreeing any changes to the existing Committee arrangements.

**RESOLVED:** (1) that the following decisions be noted:

**Communities O/S Committee Minute 29** that the position on the Home Safeguard budget be noted and the service encouraged to ensure that it achieves the budget set for 2010/11.

**Communities O/S Committee Minute 31** that the Localism Bill be added to the list of items to be considered at the next meeting of the Committee.

**Housing Review Board Minute 47** that Councillor Jim Knight, Rob Finch (independent community representative) and Sue Saunders (tenant representative) form a sub group to prepare information for an induction pack for new tenant members/applicants of the Housing Review Board.

**HRB Minute 49** that the Head of Housing and Social Inclusion write to Mrs Ann Bickham to thank her for her contribution to the Housing Review Board.

**HRB Minute 50** (1) that the Housing Review Board forward plan be noted.  
(2) that the Head of Housing and Social Inclusion arrange for the Tenant Participation Officer to work with tenants to produce notices to promote the forthcoming tenant representative elections for the Board.

**HRB Minute 51** that the draft response to the consultation 'Local decisions: a fairer future for social housing' be approved as the Council's position on the changes proposed.

**Minutes of the meetings of the Overview and Scrutiny Committees (cont)..**

**RESOLVED:**                    **that the following decisions be noted (cont)..**

- HRB  
Minute 54**
- (1) that the final wording for the Local Standards as set out in annex 4 to the report be approved,
  - (2) that the monitoring arrangements as set out in Section 5 and annex 5 to the report be agreed,
  - (3) that the way in which information on the Local Standards is circulated to tenants, as set out in Section 6.1 to the report, be agreed,
  - (4) that the feedback received on the Annual Report to Tenants be noted.

**HRB  
Minute 55**                    that the voids report be noted.

- Service Delivery &  
Performance O/S  
Cttee  
Minute 33**
- (1) that a report be presented to a future meeting on how Land Drainage problems could be addressed within current budgets, with input being invited from elected County Councillors;
  - (2) that Equality and Diversity issues continue to be monitored every 6 months;

**Economy O/S  
Committee  
Minute 32**                    that a report be prepared for the next meeting of the Committee suggesting practical ways to ensure better cooperation between EDDC, Exeter City Council and the Heart of Devon partnership and also the provision of administrative support to the Heart of Devon, possibly through the East Devon Business Centre and its staff. (The Committee to be made aware that any provision of administrative support would be taken into account at the appropriate time during the restructuring of the Council and subject to staff capacity).

**Co-ordinating O/S  
Cttee  
Minute 42**                    that scoping the work of the Overview and Scrutiny Committee commences from May 2011 as standard practice, with the scoping template being adopted for use.

**Co-ordinating O/S  
Cttee  
Minute 43**                    that the update from the East and Mid Devon Crime and Disorder Scrutiny Panel be noted.

**RESOLVED**                    **(2) that the following recommendations be approved:**

- Communities O/S  
Committee  
Minute 27**
- (1) that all Member Champions meet quarterly to help share best practice and experience.
  - (2) that following a meeting, Member Champions report to Full Council on their recent work.

**Minutes of the meetings of the Overview and Scrutiny Committees (cont)..**

**RESOLVED**

**that the following recommendations be approved (cont)..**

**Communities O/S  
Committee  
Minute 28**

- (2) that Devon County Council be urged to continue to support community transport groups which are part of the Devon transport plan.
- (3) that the Council write to the three Members of Parliament stressing the importance of community transport and how budget cuts to local authorities are threatening such services.

**HRB  
Minute 53**

that the content and timing of the Prior Information Notice for the re-tendering of the Council's contract for housing maintenance be approved.

**Service Delivery &  
Performance O/S  
Cttee  
Minute 32**

- (1) that the implications of the Diversity Peer Challenge report and draft action plan be taken into account in all aspects of Council decision and policy making, with the Council recognising and building on existing good practice,
- (2) that the reduction in management capacity due to restructuring and budget cuts be acknowledged and addressed through greater reliance on Ward Councillor involvement and two-way communication with their local communities, as well as consideration of a 3<sup>rd</sup> tier lead officer.

**Co-ordinating O/S  
Cttee  
Minute 41  
(Rec 1 & 7)**

- (1) that the Chief Executive present a report to Overview and Scrutiny Co-ordinating Committee on how the Localism agenda and the Council's assets should be managed over the next four years with specific consideration to project based teams;
- (2) that the Portfolio Holder for Environment contacts the Portfolio Holder for Environmental and Regulatory Services at Devon County Council in order to ensure engagement with the talks with Defra to secure future funding.

**RESOLVED**

**(3) that the following recommendation be taken into account at the appropriate time during the current Council restructuring**

**Service Delivery &  
Performance O/S  
Cttee  
Minute 33**

that over-all responsibility for equality and diversity be included in the Job Description of a designated Officer.

**Minutes of the meetings of the Overview and Scrutiny Committees (cont)..**

**RESOLVED** (4) that the following recommendations be taken into account by the Board when considering the draft Revenue and Capital Estimates 2011/12:

**Communities O/S Committee Minute 26** that whilst acknowledging the financial difficulties being experienced by the authority, the Council maintains current levels of financial support for Villages in Action which provides essential support to help maintain viable communities in East Devon.

**Communities O/S Committee Minute 28** (1) that whilst acknowledging the financial difficulties being experienced by the authority, the Council continues to support community transport groups in East Devon which provide a service which helps improve the quality of life for many residents of the District.

**Housing Review Board Minute 52** that the 2011/12 Housing Revenue Account be approved subject to the 'downsizing budget' being increased to £75,000.

**Co-ordinating O/S Cttee Minute 41 (Rec 2-6)** (1) that the recommendations on savings for 2011/12 as set out in Appendix A OSCC recommendations on working party savings, be endorsed;

(2) that the recommendations on special bids as set out in Appendix B OSCC recommendations on Special Items 2011/12 be endorsed;

(3) that a fundamental review of ICT provision be undertaken, to take account of the emerging new structure of the Council and technology advances, with a view using the Transformation Reserve to support the "spend to save" initiatives such as CAPS changes and cemetery records;

(4) that the Capital Programme as presented to the OSCC (Appendix C) be endorsed;

(5) that consideration be given to the transfer of income from investments to the Capital Programme from 2012/13 when investment interest should rise.

## **Minutes of the meetings of the Overview and Scrutiny Committees (cont)..**

**RESOLVED** (4) that the following recommendations be supported in principle and considered by the newly formed Council following the May 2011 elections:

**Co-ordinating O/S Cttee  
Minute 42** (1) that a single Overview and Scrutiny Committee structure (in addition to the Housing Review Board) be adopted from May 2011, operating with monthly meetings held shortly before to the Executive Board;

(2) that the single Overview and Scrutiny Committee utilise Task and Finish Forums as required, keeping flexibility by means of:

- a) the number of Members on each Forum as deemed appropriate for the task;
- b) drawing on the skills set of all Councillors (excluding members of the Executive Board) for Forum membership, rather than restrict to purely Overview & Scrutiny Committee Members, to maximise the Forum's effectiveness;
- c) the number of meetings as deemed appropriate for the task.

### **\*159 Recycling and Refuse Partnership Board Minutes**

Members received and noted the minutes of the meeting of the Recycling and Refuse Partnership Board held on 11 January 2011.

Councillor David Cox, Portfolio Holder – Streetscene advised that due to current operational problems, food-waste was temporarily being transported to Bournemouth; not added to landfill waste. He advised that unaudited recycling figures indicated continued improvement.

Councillor Cox had reported the Partnership Board's intention to extend the range of materials which could be accepted for recycling (mixed plastics and cardboard) at the last meeting of the Executive Board. A bid for £30,000 to facilitate this extension had been referred to the Service Planning and Budget Task and Finish Forum. This would be further investigated.

### **160 Revenue and Capital Estimates 2011/12 – Key Decision**

Diccon Pearse, Corporate Director, presented the Revenue and Capital Estimates for 2011/12. The Executive Board had adopted the draft 2011/12 Estimates at its last meeting. These had been considered in detail by the Service Planning and Budget Task and Finish Forum and then by the Overview and Scrutiny Co-ordinating Committee. The Corporate Director thanked Councillors for their engagement in the process which had been challenging due to the need to make hard cuts. Some changes had been made to the estimates as a result of the work of the Task and Finish Forum and Co-ordinating Committee and due to confirmation of Government Grant. The additional £34,000 grant to be received would be added to the contingency budget for asset management (Recommendation 2).

The Board also took into account the deliberations of the Rates Consultation Forum – the minutes of the meeting of the Forum held on 31 January 2011 had been circulated to all Council Members in advance of the meeting.

Members were asked to recommend the Revenue and Capital Estimates for 2011/12 and to reaffirm the decisions identified in the body of the report.

The Council was required to set prudential indicators as part of its budget setting process (as part of the Prudential Code for Capital Finance in Local Authorities) and these, together with the procedure and outcomes of the Equality Impact Assessments were appended to the report.



160 **Revenue and Capital Estimates 2011/12 – Key Decision (cont)..**

The Corporate Director thanked Simon Davey, Head of Finance and his team for their hard work in preparing the estimates. These thanks were echoed by the Leader who advised that the work was made harder by the Government's delay in confirming final Grant allocations. She added thanks to all Councillors for the way they had managed to deliver a balanced budget. She particularly thanked Councillor Ray Bloxham and Members of the Task and Finish Forum for their work and energy. She said that the work carried out had helped to develop a useful framework for future budgets. The new Council would need to do early work in respect of asset management and asset transfer to progress the Localism and Big Society initiatives.

The Chief Executive advised that balancing budgets in future years would be challenging, emphasising the importance of income streams (other than Government Grant and Council Tax) which represented 51% of the Council's income.

The Portfolio Holder, Streetscene expressed disappointment that the recommended funding to extend recycling had not been supported in the budget process. The Leader advised that it was appropriate for the new Council to decide on how the recycling initiative should proceed.

The Portfolio Holder, Resources thanked Heads of Service for their input, particularly during the Task and Finish meeting, and their understanding of the need to deliver services with reduced budgets.

- RECOMMENDED**
- (1) that items totalling £0.219m to be reinstated in the 2011/12 budget together with special item bids totalling £0.032m (as proposed by the Overview and Scrutiny Coordinating Committee detailed in the minutes of that Committee).;
  - (2) that the Net Revenue General Fund Estimates of £13.471m be approved. (This includes a contingency budget of £0.217m to provide temporary capacity to deal with asset management and possible issues arising from the Localism Bill.)
  - (3) that delegated authority be given to the Head of Environmental Health in consultation with the Portfolio Holder for Economy to agree revised charges for parking permits;
  - (4) that the Capital Budget totalling £4.672m be approved. (This includes £20,000 for Data Loss Prevention Software.)
  - (5) that the Housing Revenue Account Estimates with a net surplus of £0.040m be approved;
  - (6) that a Council Tax requirement for 2011/12 be set at £6.951m with a resulting Council Tax Band 'D' of £121.78 (2010/11 £121.78);
  - (7) that Council House Rents be increased from April 2011 in line with the Government Social Rent Reform guidelines with the general increase being given at a 6.8% increase;
  - (8) that Council garage rents be increased by 10% from April 2011;
  - (9) that the Prudential indicators detailed in Appendix A of the report be adopted.
  - (10) that a cost/benefit report on the possible extension of the existing recycling service be referred to a future meeting of the Executive Board.

160 **Revenue and Capital Estimates 2011/12 – Key Decision (cont)..**

**REASON** To comply with the requirement for the Council to set a balanced budget for both the General Fund and Housing Revenue Account and to levy a Council Tax for 2011/12.

161 **Adoption of Treasury Management Strategy for 2011/12 – Key Decision**

Diccon Pearse, Corporate Director asked the Executive Board to recommend the formal adoption of the annual Treasury Management Strategy to comply with good practice. The Council was also required to set prudential indicators relating to treasury activities that the authority would be undertaking in the forthcoming financial year. (These were appended to the Revenues and Capital Estimates 2011/12 report.)

The Corporate Director confirmed that the overriding objective for 2011/12 was to minimise risks whilst maximising returns. The document included an external fund lending list (managed by Investec) and maximum investment controls. As the Council undertook limited borrowing, any increase in interest rates would have a positive effect.

**RECOMMENDED** that the Treasury Management Strategy for 2011/12 be adopted.

**REASON** The Council is required to formally adopt a Treasury Management Strategy (including prudential indicators) prior to the forthcoming financial year.

\*162 **Financial Monitoring Report 2010/11 – Month 9**

Members considered the report of the Senior Accountants, which summarised the Council's overall financial position at the end of Month 9 (December 2010). Large, high risk and volatile budget areas had been particularly taken into account together with predicted spending patterns. Operational managers and finance staff had undertaken thorough risk assessments of material budgets. The variances in spending patterns would be considered as part of the Medium Term Financial Strategy.

The report detailed all budget variances for the period and indicated that the Council's balances and reserves were being maintained at or above the adopted levels. In respect of the General Fund, the Council had agreed to maintain a higher balance than the adopted level due to the many financial uncertainties and risks facing the Council.

The Portfolio Holder, Resources thanked Heads of Service for keeping a tight rein on expenditure throughout the year. He particularly acknowledged the efforts of the Head of Housing and Social Inclusion and the Portfolio Holder, Communities, which had resulted in the Housing Revenue Account balance now being £0.049m above the recommended level.

**RESOLVED** that the variances identified as part of the Revenue and Capital Monitoring process up to month nine be noted and it be acknowledged that all the Council's balances and reserves were being maintained at or above the adopted levels and therefore no action was required;

**REASON** To update Members on the overall financial position of the authority. Monthly monitoring by the Board included recommendations where corrective action was required for the remainder of the financial year.

163 **New Data Network**

The Portfolio Holder, Communications introduced the report of the Head of ICT setting out a proposal to achieve a more cost effective system of WAN (wide area network) data connections by using a new network known as Devon Network. Return of Investment in the network installation would be achieved as a result of network savings mid-way through year 2. The advantages of the new network included lower running costs, greater network security, improved network resilience, reduced maintenance loads and the potential to share IT services with other organisations connected to the network.

The Portfolio Holder, Resources reminded the Board of the intention to undertake a fundamental review of ICT provision and to guard against any action that could curtail future arrangements. In response the Head of ICT advised that a WAN was fundamental to promote future partnership working and the proposed new network would facilitate rather than prevent change.

- RECOMMENDED**
- (1) that EDDC enter into a contract for a WAN (Wide Area Network) with Siemens to take advantage of the benefits negotiated by Devon County Council.
  - (2) that an exemption be made to Contract Standing Orders on tendering to enable the Council to work with Siemens as network provider.

**REASON** To achieve long-term network savings and improved service provision.

164 **Change from Rental to Purchase of Uniform (CAPS) software**

Members considered the report of the Head of ICT setting out the business case for purchasing the Uniform (CAPS) software which was currently rented. Return of investment would be achieved in less than 3 years due to the reduction in annual running costs. In response to some concerns, the Head of ICT advised that the change was low risk and that by continuing to pay a maintenance fee, the system would be automatically up-graded as required.

- RECOMMENDED**
- (1) that the capitalisation option for the CAPS Uniform software be agreed;
  - (2) that an exemption be made to Standing Orders on procurement to enable the Council to purchase the Uniform (CAPS) software currently rented .

**REASON** To reduce ongoing revenue operating costs.

165 **Street Trading Consents – proposed fee increases**

Members considered the report of the Licensing Manager setting out a proposed increase in the current fee structure in respect of Street Trading Consents with effect from 1 April 2011; the increase would enable the Council to continue to recover its costs for carrying out its regulatory responsibilities.

- RECOMMENDED** that the proposed fees set out in Appendix A to the report for Street Trading Consents issued by the District Council be approved and that the proposed scale of fees be introduced with immediate effect for events occurring after the 1 April 2011.

**165 Street Trading Consents – proposed fee increases**

**RESOLVED** that a report be referred to a future meeting of the Board to consider possible transfer of Street Trading Consents to local councils.

**REASON** To enable the District Council to continue to recover the cost of carrying out its responsibilities relating to the administration of Street Trading Consents within the District.

**\*166 Performance Monitoring report December 2010**

The Deputy Chief Executive asked Members to consider the report on performance information for the 2010/11 financial year for December 2010. She advised that good progress was being made in improving performance in all reported indicators. This reporting enabled Members to monitor progress with selected performance measures and to identify any areas for improvement. Future reporting would include 12 month trends to further assist monitoring and comparison. Councillors had been provided with full details of IT Systems performance. The Head of ICT advised that better controls were now in place and a change in some processes had been effective in improving performance.

**RESOLVED** that the progress and proposed remedial action for performance measures for the 2010/11 financial year until December 2010 be noted.

**REASON** To actively monitor progress in achieving targets set for relevant performance measures and highlight any areas of concern.

Note: the regulation of street trading is a Licensing and Enforcement Committee function.

**\*167 St Winifred's Graveyard - Branscombe**

Members considered the report of the Assistant Solicitor in respect of St Winifred's Graveyard, Branscombe. The Council was asked to make a one third contribution to the cost of investigatory drilling works, on-costs and disbursements, capped at £1,200, on National Trust owned land to the southeast of St Winifred's Church to determine whether it would be suitable as an extension to the graveyard. The graveyard at St Winifred's was very nearly full. Members were advised that the Parish Council and the Parochial Church Council had indicated that they would each make a one third contribution to the costs.

The Head of Legal, Licensing and Democratic Services advised that the Council had the discretion to make this payment under the 'wellbeing powers' and invited Members to resolve accordingly in the interests of East Devon residents as the proposed extension to the graveyard would avoid the necessity of it being closed.

**RESOLVED** that the Council make a one third contribution to the cost of works necessary to explore the possible extension of the St Winifred's Graveyard, Branscombe, (up to a maximum of £1,200) with the balance of costs being met equally by the Parish Council and Parochial Church Council under Section 2 of the Local Government Act 2000 as being likely to promote or improve the social and economic wellbeing of the district of East Devon.

**REASON** To help facilitate the extension of the graveyard at St Winifred's as this was close to being full.

\*168 **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).

169 **Site for the proposed Honiton Community Centre**

Members were updated on the report of the Property Services Manager on the Honiton Community Centre. Karime Hassan, Corporate Director read out a representation received from a resident of Honiton.

At the last meeting of the Executive Board on 5 January 2011, Officers were requested to investigate the feasibility of Dowell Street as an alternative site for the Community Centre. The Corporate Director was confident that, as a result of preliminary investigations, the Dowell Street site could be used as a viable alternative. The site would have capacity to include servicing arrangements and car parking.

- RECOMMENDED**
- (1) that the Dowell Street car park be made available as the District Council's preferred location for the proposed Honiton Community Centre, subject to a contract for the building being let within 2 years of this resolution; the terms and conditions of transfer to be agreed by the Principal Estates Surveyor in consultation with the Head of Legal, Licensing and Democratic Services
  - (2) that, subject to the granting of planning permission and the letting of a building contract, the 0.351 *Ha* (0.868 acre) site of the Dowell Street car park be transferred on a long lease to Honiton Town Council at less than 'Best Value' than might reasonably be obtainable in the open market.

**REASON** To facilitate the construction of a new Community Centre to serve the Honiton community.

170 **The Strand Enhancement, Exmouth**

Members considered the report of the Principal Estates Surveyor which brought Members up-to-date on issues relating to the Strand Enhancement project in Exmouth and how this could be progressed.

- RECOMMENDED** that delegated authority, in consultation with the Portfolio Holder Economy, be granted to the Principal Estates Surveyor to:-
- (a) finalise a tri-lateral agreement between the Council, Devon County Council and Exmouth Town Council in relation to the future management and maintenance of the Strand in consultation with the Head of Legal, Licensing and Democratic Services;
  - (b) subject to planning permission being granted, instruct an external agent to commence marketing the Strand Pavilion based on the building plans submitted to the Authority for planning permission, and;
  - (c) submit a premises licence application to enable the holding of entertainment events in the enhanced Strand area, including the performance stage element of the Strand Pavilion.

**REASON** To progress the Strand Enhancement project and related matters..

**(All Officers present – other than the Chief Executive and Democratic Services Manager - left the meeting in advance of the following item.)**

**171 Meetings of the Interviewing Committee**

Members noted the minutes of the meetings of the Interviewing (Chief Officers) Committee held on 5 and 21 January 2011 and supported the decisions made. The Committee had agreed the draft Job Descriptions and Person Specifications for the Deputy Chief Executives, the Heads of Service and Corporate Managers. An external recruitment consultant with Local Government recruitment experience had now been appointed to provide input into the selection and recruitment process. The Chief Executive further up-dated Members on the outcome of the following meeting of the Committee on 1 February; the minutes of which would be reported to the next meeting of the Executive Board.

In reply to a question, the Chief Executive advised that all 2<sup>nd</sup> and 3<sup>rd</sup> tier Officers would need the right skills sets to be able to meet the challenges and opportunities of the Localism agenda/Big Society.

In reply to a question about lines of reporting in the new structure, the Chief Executive advised that the Deputy Chief Executives' work would be project orientated. The new structure would include four main service blocks that would be led by a Head of Service and supported by three Corporate Managers. The Heads of Service and Corporate Managers would report to the Chief Executive who would ensure that the Council could develop in the agreed direction and achieve its priorities.

**RECOMMENDATION** that the recommendations of the Interviewing Committee to progress the recruitment of 2<sup>nd</sup> and 3<sup>rd</sup> tier Management be supported.

**REASON** To progress the recruitment of 2<sup>nd</sup> and 3<sup>rd</sup> tier Management to the previously agreed new structure.

Chairman .....

Date .....