

Date: 22 February 2010  
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To: The Chairman and Members of the Executive Board  
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Dear Sir/Madam

**Executive Board, Wednesday, 3 March 2010 at 5.30 pm**

The above Board meeting will be held in the Council Chamber, Knowle, Sidmouth, to consider the matters detailed on the agenda below.

**Members of the Council who do not sit on the Executive Board are welcome to attend as observers.**

Yours faithfully

MARK WILLIAMS  
Chief Executive

**Members of the public are welcome to attend this meeting.**

- A period of 15 minutes has been provided at the beginning of the meeting to allow members of the public to raise 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 group.
- The public is advised that 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.**

## **AGENDA**

### **Part A**

1. **Public question time** – standard agenda item (15 minutes)  
Members of the public are invited to put questions to the Executive Board through the Chairman (Leader of the Council).

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.

Chief Executive: Mark Williams · Corporate Directors: Denise Lyon (and Deputy Chief Executive)  
Peter Jeffs · Diccon Pearse · Karime Hassan

**Page/s**

- 2 To confirm the minutes of the meeting of the Executive Board held on 10 February 2010 which were issued with the Council minute book.
- 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: Such circumstances need to be identified in the minutes. If you wish to raise a matter under this item, please do so in advance of the meeting by notifying the Chief Executive who will then consult with the Chairman).
- 6 To agree any items to be dealt with after the public (including the press) have been excluded. There are 2 items which Officers recommend should be dealt with in this way.
- 7 To note the contents of the Forward Plan for the period 1 March to 30 June 2010. 5-7
- 8 Matters referred to the Executive Board by the Overview/Scrutiny Committees of the Council for re-consideration in accordance with the Overview/Scrutiny procedure or budget and Policy Framework Procedure Rules under Part 4 of the Constitution. No items have been put forward.
- 9 To note or take appropriate action in respect of the minutes of the meeting of the Recycling and Refuse Partnership Board held on 3 February 2010. 8-15

#### **Part A Matters for Decision**

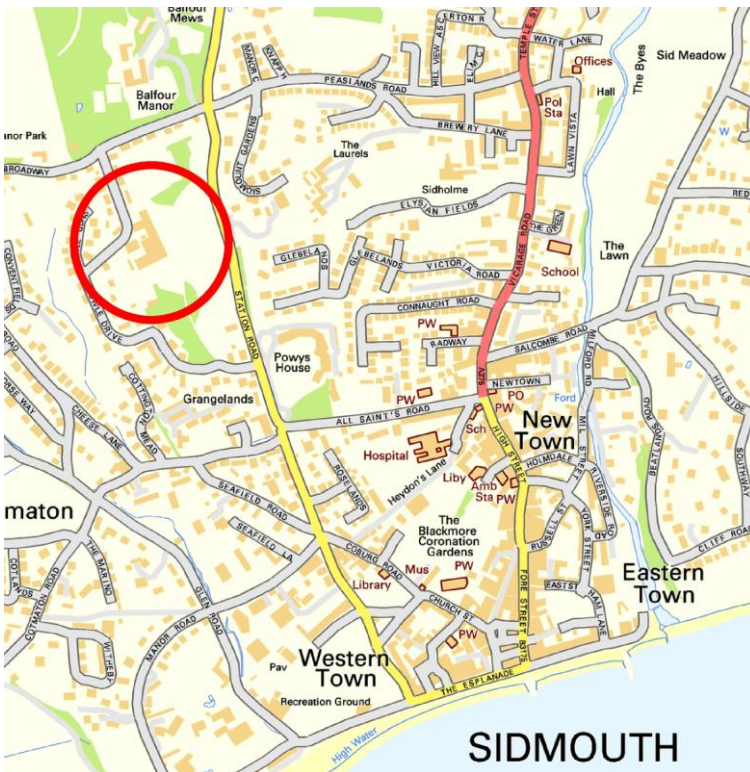
- |    |   |  |       |
|----|---|--|-------|
| 10 | Financial monitoring report 2009/10 Month 10  | Senior Accountants                     | 16-24 |
| 11 | Procurement up-date   | Procurement Officer                    | 25-31 |
| 12 | Performance monitoring report April 2009 – January 2010   | Communications and Improvement Manager | 32-37 |
| 13 | Revised Redundancy Policy and Procedure   | Head of Organisational Development     | 38-52 |
| 14 | The “Single Conversation” – the new process for securing investment in housing and regeneration   | Corporate Director – Karime Hassan     | 53-57 |
| 15 | Exmouth Rolle College Design Brief  | Corporate Director – Karime Hassan     | 58-66 |
| 16 | Exemption to Standing Orders for purchase of play area equipment  | Technical Assistant                    | 67-68 |
| 17 | <p><b>The Vice Chairman to move the following:-</b><br/> “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, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B).”</p> |  |       |

## **PART B - Matters for Decision**

|    |  |  |  |
|----|--|--|--|
| 18 | To receive and consider the minutes of the Exmouth Regeneration Programme Board held on 5 February 2010..                                    | Para 3 Schedule 12A Information relating to the financial or business affairs of any particular person (including the authority holding that information). | 69-72  |
| 19 | Supplemental Grant Funding Agreement Low Carbon Infrastructure Fund for Biomass Combined Heat and Power/District Heating Scheme at Cranbrook | Para 3 Schedule 12A Information relating to the financial or business affairs of any particular person (including the authority holding that information). | Projects' Director/ Corporate Director – Karime Hassan 73-75 |

### **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 you have obtained a dispensation from the Council's Standards Committee or where Para 12(2) of the Code can be applied. 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 at meetings where the public are also allowed to make representations. If you do remain, 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.



□ **Getting to the Meeting – for the benefit of visitors**

The entrance to the Council Offices is located on Station Road, Sidmouth. **Parking** is limited during normal working hours but normally easily available for evening meetings.

The following **bus service** stops outside the Council Offices on Station Road:

**From Exmouth, Budleigh, Otterton and Newton Poppleford – 157**

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**

Please check your local timetable for

times.

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.

**Visitors please note that the doors to the civic suite (meeting rooms) will be opened ¼ hour before the start time of the meeting. Councillors are reminded to bring their key fobs if they wish to access the area prior to that time.**

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