

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Cabinet held at Knowle, Sidmouth on 3 December 2014

Attendance list at end of document

The meeting started at 5.30pm and ended at 7.00pm.

***114 Public Speaking**

The Leader welcomed members of the public present. Mr Green indicated his wish to speak at agenda item 11 – Office Accommodation update.

***115 Minutes**

The minutes of the Cabinet meeting held on 5 November 2014 were confirmed and signed as a true record subject to the removal of the words ‘although BT had invested heavily’ (in broadband provision) from Minute 99.

***116 Declarations**

Cllr Ray Bloxham - Min no. 117

Personal interest

Reason: Resident of Cranbrook and his wife was involved with Cranbrook Community Fund projects.

Cllr Phil Twiss - Min no. 123

Personal interest

Reason: Ward Councillor of Honiton St Michaels – the proposed office headquarters relocation to Honiton would most benefit this Ward.

Cllr David Cox - Min no. 124

Personal interest

Reason: Appointed Trustee on LED Leisure East Devon

***117 New Homes Bonus Panel**

The Leader agreed that consideration be given to the recommendations of the New Homes Bonus Panel from its meeting held on 24 November 2014. The minutes had not been available when the Cabinet agenda was issued but the Leader agreed that the recommendations, which had been circulated to all Members in advance of this meeting, could be considered as a matter of urgency to avoid any delays in their implementation. Councillor Ray Bloxham, Chairman of the Panel, outlined the basis of the Panel’s recommendations and their value to the community. He referred to the six-month update report and gave credit to the parishes and towns for the schemes coming forward and their effective collaborative working.

RESOLVED:

1. that the application from Sidmouth Town Council for £3,876 for the Growing Together project be supported;
2. that £2,000 of the Medical Transport fund for residents of Cranbrook be transferred to the Cranbrook Community Fund;
3. that the Panel’s “in principle” support for the Old Station Youth Centre project, subject to the receipt of further information on what element of the scheme the grant of £5,000 would support, be noted.

***118 Exclusion of the public**

RESOLVED:

that the classification given to the documents to be submitted to the Cabinet be confirmed; there were two items which officers recommended should be dealt with in Part B.

***119 Forward Plan**

Members noted the contents of the forward plan for key decisions for the period 1 December 2014 to 31 March 2015.

***120 Matters referred to the Cabinet**

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

121 Overview and Scrutiny Committee – 13 November 2014

Members received and noted the minutes of the meeting of the Overview and Scrutiny Committee held on 13 November 2014.

In the absence of the Overview and Scrutiny Committee Chairman, Councillor Ray Bloxham drew Members' attention to the attendance of the Police and Crime Commissioner, Tony Hogg, at the meeting. The questions addressed to Mr Hogg at the meeting were included within the minutes together with the responses given. Councillor Bloxham also referred to a significant piece of work undertaken that reviewed the way in which meetings of the full Council are currently run. Councillor Bloxham and Councillor Twiss's Think Tanks (Corporate Business and Corporate Services) had jointly considered the present arrangements in depth and made recommendations to the Overview and Scrutiny Committee. Discussion had been positive with a good level of agreement.

RESOLVED 1 – that the following decisions be supported:

Minute 45 – contracts

that the Committee receive a report on how contracts are drafted where substantial grants are made to other organisation, outlining steps taken to safeguard the investment to ensure that it is used for the purpose intended.

Minute 50 – full council meeting review

that the Portfolio Holder for Corporate Business report back to a future meeting of the Committee on the other matters debated by the joint Think Tank, on the full Council meeting review, following further research.

Minute 51 – performance monitoring – second quarter 2014/15

that a report be provided to the Committee at a future date on the Council promise relating to developments supported with the right level of investment in infrastructure to benefit the community to help explain the issues to members.

Minute 54 – overview and scrutiny forward plan

1. that a report be brought to the Committee at their next meeting on the Business Task and Finish Forum with proposals of how, if the Committee agrees, it should proceed, bearing in mind that there has been no criminality, unlawfulness or maladministration arising out of the operation of the Forum and the Council's relationship with it;
2. that a report be brought back to the Committee at a future meeting on the contractual arrangements of the Beehive, Honiton to scrutinise how the value of the investment is being secured.

RESOLVED 2 – that the Committee’s recommendations in respect of Viewpoint survey results (Minute 53) be supported and taken into account when the item is raised later in the agenda (item 17):

RECOMMENDED – that the following recommendations be referred to Council for consideration:

Minute 49 – Exmouth beach management task and finish forum

1. To understand that the current Beach Management of Exmouth beach is in respect of protecting its amenity value – there is no identified risk of flooding and therefore any works will not attract government funding. Any emergency resulting from an exception storm would justify government funding to repair damage but not to undertake improvements;
2. Consideration should be given to raising funds from commercial enterprises and new development to use for future beach management specific to maintaining the amenity value of the beach area and address problems of sand erosion and accretion;
3. To undertake consultation with beach users – including the RLNI, fishermen and Stuart Line cruises – as an important means of gathering local intelligence in determining any change to the beach and estuary profile. This local information could be used to support the 6 monthly monitoring being undertaken by the Plymouth Coastal Observatory on behalf of the Environment Agency, and also to immediately flag up any problems or significant changes;
4. The Dawlish and Exmouth Beach Management Study to be renamed “The Dawlish Beach Management Plan” to be more factual and to avoid raising Exmouth residents’ expectations;
5. The beach trends and sand movement to be closely monitored to inform the Exmouth Beach Management Plan and potentially to bring forward action should the sand loss/accretion indicate an accelerated trend. The drafted Plan to be referred to the Task and Finish Forum and/or Exmouth Town Council for consideration before being referred to Cabinet;
6. Immediate improvement works to be carried out – including removal of sand from the Esplanade and road, clearance of exposed gun emplacement debris and alerting South West Water to problems arising from the exposure of the sewerage drainage pipe at the Maer.

Minute 50 – Full Council meeting review

1. In respect of agendas and decisions by the Council that:
 - a. There is timely and early involvement of Chairman in production of the draft Council agenda;
 - b. Councillors have a responsibility to contact the Chairman at their earliest opportunity about any inaccuracy or other concern over a minute that will become part of the minute book;
 - c. Councillors have a clearer understanding of the procedures to “calling in” a decision and “calling” a minute;
 - d. Councillors to have a clearer understanding of the decisions that can be made by Cabinet (resolutions) and those which are referred to Council (recommendations);
 - e. Councillors have a clearer understanding of the significance of starred and un-starred minutes;
 - f. Recommendations to Council from other meetings include a link to the officer report on which the recommendations were based. Where the officer report was in

- Part B of the agenda, Councillors will be given a supplementary list of agenda links to these officer reports;
- g. When the issue is within the remit of the Council to make a decision, in making its recommendations, Cabinet or other decision-making committee adds the wish that this matter is shown as a separate item on the Council agenda.
2. In respect of presentations to Council, that presentations will only be made in the following cases:
 - a. where the matter relates to the health and wellbeing of the district;
 - b. where the matter relates to a change to national policy and/or legislation which affects the Council's core business;
 - c. there the matter relates to a key decision that the Council will be asked to make;
 - d. and, in all of the above cases, it is considered necessary that all members of the Council be briefed;
 3. Presentation of long service awards and other awards such as Best Kept Village be retained at full Council;
 4. In respect of minutes of meetings, that as soon as possible (normally within five working days) draft (unsigned) minutes are publicised to councillors via email or Knowledge newsletter with link;
 5. Called minutes should be notified by Councillors to democratic services by no later than 6pm on the Monday preceding full Council, to notify of the intention to "call" a minute from the minutes book;
 6. Questions to the Leader and Portfolio Holders' administration is amended as follows:
 - a. That the period of notice of questions is increased to midnight on Thursday prior to the Wednesday full Council;
 - b. That questions provided for Council are circulated prior to the meeting for Members to consider them;
 - c. That the initial question and answer is projected on the screen so that members of the public may be aware of the question and answer;
 - d. That the questions and answers (and supplementary questions and answers if made) are included as part, or as an appendix to, the minutes of the meeting;
 7. The website be revised and improved in setting public speaking rules and what to expect.

122 **Housing Review Board – 6 November 2014**

Members received and noted the minutes of the meeting of the Housing Review Board held on 6 November 2014.

Councillor Pauline Stott, Chairman of the Housing Review Board drew Members' attention to the proposals for a 'handy person scheme' (Minute 48), the introduction of tenant inspectors for the Council's repair service which would help with voids (Minute 49), the Home Safeguard activity report and that team's success in passing another Telecare Services Association accreditation (Minute 51).

RESOLVED 1 – that the following were noted by the Board:

Minute 45 Housing Review Board forward plan.

Minute 46 Financial Monitoring report - the variances identified as part of the HRA revenue and capital monitoring process up to month six.

Minute 50 Update on older persons targeted support.

Minute 52 the proposals in the consultation paper on Right to Move.

Minute 53 the report on Tenants Leading Change.

Minute 56 the offer submitted for the purchase of Manstone Depot, Sidmouth.

RESOLVED 2 – that the following decisions be noted:

Minute 48 Handy Person Scheme

that a Task and Finish Forum be set up to develop the concept of a Handy Person Scheme and to propose a local scheme approved by the HRB.

Minute 51 Homesafeguard activity report

that the changes in the Home Safeguard work plan as set out in the report be approved.

Minute 55 Danby House/Exebank – DCC updated proposals

The Board's support to progress an opportunity to acquire the site.

RESOLVED 3 – that the following be approved:

Minute 47 Review of Asbestos Procedures

that an additional FTE post be appointed to undertake the annual review of council properties where asbestos materials are known to exist in accordance with current legislation.

RECOMMENDED – that the following recommendations be referred to Council for consideration:

Minute 49 that the introduction of tenant inspectors for the Council's repair service be recommended for approval in principle.

123 **Relocation update – key decision**

Mr Tony Green asked for a rough approximation of the cost of the negotiations in respect of the proposed move to the Skypark site and the cost of the specialist advice in respect of European procurement.

In response, the Deputy Chief Executive, Richard Cohen advised that details of the costs requested were not currently separately identified but were part of the overall cost. However, he added that these specific costs in relation to specialist advice would be provided as soon as possible.

Richard Cohen gave an update on the relocation of EDDC headquarters from Knowle. He stated that Members were not being asked to decide on the sale of the Knowle site at this point. Rather Members were being asked for their agreement for Officers to cease negotiations over the sale of Heathpark, to no longer pursue Skypark as an option and to examine the detail of the dual-site solution as being the most cost effective.

The report advised that the marketing of the Knowle and Manstone sites had now been completed and discussion with the bidders was in progress. This exercise had resulted in changes to relocation site preferences. It was noted as significant that bids received for developing the Knowle site would retain the public park; however, there was no market interest in retaining any of the existing buildings other than the protected bat roost. Next step in respect of the Knowle site was for the Office Accommodation Project Executive Group to undertake further exploration of the bids and recommend a preferred developer. The bids received did not include Manstone depot, allowing EDDC to continue operating as the depot for the foreseeable future. The level of bids received did not achieve the maximum price prediction and this affected the Council's options.

The report set out why the previously preferred relocation site of Skypark was no longer an attractive or viable option. Commercial interest in the Heathpark site for food retailing had been scaled down with the supermarket operator reducing its offer in line with national retail patterns. The reduced offer would no longer fund a Skypark move/Business Centre

replacement. Therefore, the use of the Heathpark site for the new EDDC headquarters was reconsidered with the advantage of this option achieving efficiencies and savings with the possibility of some shared space use with the retained Business Centre.

The report also looked at the opportunities arising from the vacation of Exmouth Town Hall by Devon County Council in September this year. The building had the capacity to retain its remaining tenants and provide extended office space for the district council subject to improvements being carried out. The dual site option (Honiton and Exmouth) would help meet service demand in those areas; service delivery at locations elsewhere in the district would be supported with improved mobile working and Council surgeries. The financial assessments indicated that the dual-centre (Honiton/Exmouth) solution was financially viable over 20 years. This solution would also give flexibility to the authority to adapt in the future.

The report reminded Members of why a move from the Knowle had previously been agreed. Details of the cost of refurbishing the 1970s part of the Knowle and cost of refurbishing the whole complex to achieve a modern office building had been appended to the report and showed that this was not a viable or sustainable option, and, significantly, would not generate a capital receipt.

The report set out the risks involved in relocating the office headquarters together with how these risks could be managed. Finance clinics would be held with the Project Manager and Strategic Lead – Finance for elected Members to understand in more detail the figures underpinning the strategic recommendations. Financial details were not included in this public report due to their commercial sensitivity.

During the debate, the following points were made:

- Exmouth would benefit from a significant EDDC presence, as it was the largest area of population and therefore EDDC's main customer base.
- Exmouth Town Hall was in close proximity to large car parks to serve the facility.
- The accommodation within the Town Hall should be re-organised as soon as possible to facilitate an early move – a suggestion was made to relocate the Town Council presence to the first floor of the building to enable EDDC officers to occupy the ground floor and assume responsibility for the reception area.
- There was logic in the dual centre approach as Exmouth was the main residential area and Honiton was the geographical centre of the district.
- The retention of Manstone as a depot was welcomed and Knowle depot would be relocated to this site. Members would be advised of the total staffing figure when this was available.
- Members were assured that other towns would be served by an EDDC presence.
- Sidmouth would be most affected by the loss of the EDDC headquarters and would need to be assured that the residents could continue to have access to the Council and services.
- The preferred developer of the Knowle site would not necessarily be the highest bidder. A detailed scoring exercise would be carried out; price would be given significant weight, but other socio/economic benefits would also be taken into account.
- The marketing of Knowle had been an open invitation for bids; no interest had been shown in retaining the existing buildings or on developing only half the site.
- The Council had an understanding with Sidmouth Town Council over the future of the parkland and lower car park.

- The timing of the decision was appropriate. Government funding was being reduced year on year; the Council had to be financially viable in the medium and long term. If the Council remained at Knowle, the increasing maintenance costs would drain the Council's resources and destabilise its future.
- The Council needed to look forward and to adopt modern ways of working.

RESOLVED:

that the office relocation project progress, following the previous update report of 4 June 2014, be noted

RECOMMENDED

1. that the emerging changes to the relocation project be recognised and the following be agreed:
 - a. The marketing exercise for Knowle and Manstone has resulted in a range of offers and, following a detailed assessment process, price, form and quality of development propositions have been received that merit further detailed negotiation towards selection of a preferred developer.
 - b. Leading offers for Knowle do not include options to sell Manstone in which case EDDC can choose to retain Manstone for the foreseeable future as a depot function and continued employment use.
 - c. The reduced offer for EDDC's Heathpark site no longer represents a sufficiently persuasive level of capital receipt and will not be pursued further.
 - d. The retention of Heathpark in EDDC ownership means that this now represents the most cost effective and straightforward location to develop a new headquarters building for the Council.
 - e. Relocation to Skypark is no longer a viable proposition based on the reduced offer for Heathpark and combination of Knowle market value and prudential borrowing.
 - f. The East Devon Business Centre (EDBC) should preferably be retained and could potentially be combined within a new EDDC HQ development.
 - g. In the interim, Exmouth Town Hall has been vacated by Devon County.
 - h. A new HQ in Honiton can be restricted in size and cost to a 170 desk equivalent scale with an improved Exmouth Town Hall for 80 EDDC staff as a main satellite office in the district's largest community.
 - i. As part of its commitment to more mobile working and accessibility, the Council will offer a service presence as customers require in future at locations elsewhere in the district.
 - j. That relocation continues to make financial and operational sense on a whole life cost basis, specifically 20 year projections combining capital receipt and repayment of prudential borrowing versus existing office running cost and unfunded expenditure on existing building repair, maintenance and improvement.
2. that the Deputy Chief Executive, in consultation with the Office Accommodation Executive Group, be authorised to take forward further actions in pursuit of the above recommendations and Project Plan,
3. that further reports be produced for Cabinet and Council on project progress and to seek formal approval for any disposal of Knowle.

REASON:

To advise on project progress, in particular the outcome of Knowle and Manstone site marketing and significant changes to relocation site preferences. To seek agreement to further progress the project and commit to report back to Cabinet and Council.

***124 Financial monitoring report 2014/15 – month 7 October 2014**

The Strategic Lead - Finance presented the summary of the Council's overall financial position for 2013/14 at the end of month seven (31 October 2014).

- The General Fund Balance (predicted as £3,373k) was being maintained at or above the adopted level (within the range of £2,800 - £3,600k).
- The Housing Revenue Account Balance (predicted as £4,703k) would be maintained at or above the adopted level of £2,100k (£500 per property). In addition, £2.9m was held in a volatility reserve.
- There was sufficient Capital Reserve to balance this year's Capital Programme. The total required from the Capital Reserve is £1,524k, with a predicted capital requirement of £25,131k.

Members were advised that the market on recyclables had reduced - this was being carefully monitored; any variation against budget would be reported to Cabinet next month.

Members were asked to consider a request from LED Leisure East Devon to increase its agreed loan of £2.45m by a further £400,000 to support its capital investment in Exmouth Leisure Centre (£2m enhancements) and to help cash flow during the possible transfer of Ocean Blue to LED. Members valued the quality of the service provided by LED and recognised that additional income generated would potentially lessen EDDC's annual contribution to LED in the future.

RESOLVED:

1. that the variances identified as part of the Revenue and Capital monitoring process up to month seven be acknowledged,
2. that a £400,000 increase to the LED loan facility as detailed in Section 6 of the report be agreed - subject to legal advice.

REASONS:

1. To up-date Members on the overall financial position of the authority following the end of each month; the report included recommendations where corrective action is required for the remainder of the year.
2. The Council recognised the importance of the major investment in East Devon facilities. A Facility Borrowing Agreement with LED was still being drafted. There was a need to ensure that State Aid rules were complied with - currently under consideration.

***125 Treasury Management performance 2014/15 – 1 April 2014-30 Sept 2014**

Members received details of the overall position and performance of the Council's investment portfolio for the first six months of 2014/15, submitted in accordance with the Chartered Institute of Public Finance and Accounting (CIPFA)'s Code for Treasury Management in Public Services. The report included values of investments held, return on investments (external and internal), borrowing, financial outlook and a forward-looking view from the Council's treasury advisor.

Members noted the low income from investment. The Treasury Management Strategy was reviewed annually and would be presented to Cabinet in February 2015 to ensure that it continued to be fit for purpose. Members would be asked to consider any options to increase interest yield whilst ensuring financial viability and safety of investments.

RESOLVED

that the investment values and performance for the period 1 April 2014 to 30 September 2014 be noted.

REASON

The Council is required by regulations issued under the Local Government Act 2003 and the Code of Practice on Treasury Management in Public Services published by the Chartered Institute of Public Finance & Accounting (CIPFA) to produce a half yearly review of its treasury management activities and performance.

***126 Council Tax Discretionary Discount and Reduction policy**

Members considered the report of the Revenues and Benefits Service Lead setting out details of a new policy (attached to the report together with a full Equality Impact Assessment), which brought together the Council Tax Discretionary Discount Policy and the Exceptional Hardship Fund Policy. The new policy would help align the application process; a common assessment framework was introduced for cases of financial hardship. The report set out the two ways in which the Council could use its discretionary powers to give a reduction in council tax. The policy would only be used to consider exceptional circumstances of financial need or crisis after all other statutory discounts or reliefs had been applied. All applications would be considered in line with the criteria set out within the policy to ensure that a consistent and fair approach was applied.

The Portfolio Holder – Sustainable Homes and Communities welcomed and supported the combined policy, which would make the process simpler for applicants and administrators.

The Portfolio Holder – Corporate Business drew Members' attention to the Equality Impact Assessment, which was taken into account during discussion.

The Portfolio Holder – Finance emphasised the valued and proactive work undertaken by the Benefits and Revenues teams and the ongoing improvements put in place for the benefit of the Council's customers.

RESOLVED

that the Council Tax Discretionary Discount and Reduction Policy be approved.

REASON

This policy brings together two separate policies and in doing so ensures that the Council is treating customers fairly and consistently.

In bringing the two policies together, it allows applications to be considered using one framework, and removes the previous requirement for customers to apply under each discretionary provision.

***127 Christmas 2014 parking concessions**

Members considered the proposals for Christmas 2014 parking concessions set out in the report of the Service Lead – Environmental Health and Car Parks. The proposal supported local businesses and customers without significantly damaging the Council's important income stream. The concessions had been trialled in 2013 and proved popular and effective.

RESOLVED

that a special offer of all day parking for £2 (after 10am) in all East Devon's car parks during December be approved - anyone buying a £2 ticket after 10am is entitled to use the same ticket to park in any other EDDC car park for the remainder of that day.

REASONS

A similar offer was made in 2013. The 10am start time prevents car parks from becoming blocked by workers and (in the case of Honiton, Axminster and Exmouth) by rail commuters.

Lost revenue from the more expensive transactions that would otherwise have taken place is relatively few at this time of year; losses in December 2013 because of the promotion were offset by an increase in the purchase of £2 tickets by customers who recognised the value of the offer.

A "golden ticket" prize draw with a winning pay and display ticket available each day during the pre-Christmas offer would be repeated - winning ticket holders were entitled to a free of charge all East Devon parking permit for the rest of the winter (1 January to 31 March).

The December 2013 offers were popular with customers and met with the approval of Chambers of Commerce and that is why the same concession is being offered for Christmas 2014.

***128 Environmental Health Team – Code of practice for the control of construction site nuisance**

The report raised concerns of the Environmental Health and Development Management services in relation to the control of nuisance (noise, dust and smoke) from construction sites, which can generate many complaints. The proposed code of practice (based on a national Considerate Constructors Code of Practice) for the whole district was recommended as a way of keeping construction site nuisance to a minimum in a consistent and transparent way. The Code would be attached for information on all planning permissions.

During discussion, the following points were raised:

- The draft guidance recommended that high frequency reversing alarms should be deactivated on site. This should only be the case if alternative/less intrusive reversing alarms were available on the vehicle such that site health and safety is not compromised.
- Construction vehicles often damaged ditches and neighbouring verges. Making good any damage should be included within the guidance.
- Construction vehicles causing traffic flow a problem was a County Highways issue.
- There was still value in attaching specific conditions to planning permissions, for example operating times, as an effective way of controlling specific site nuisance.

RESOLVED

that, subject to the Strategic Lead for Housing, Health and Environment checking Members' concerns in respect of reversing alarms and the inclusion of repair of ditches and verges to the ancillary section of the code, and amending where appropriate, the proposed EDDC code of practice for the control of construction site nuisance be adopted.

REASON

To achieve a consistent and transparent approach to the way in which construction site nuisance is controlled across East Devon.

***129 Viewpoint Surveys**

The Portfolio Holder – Corporate Business presented the report of the Strategic Lead – Organisational Development and Transformation with feedback from the Council's 2014 Viewpoint Surveys. The surveys were an element of the Council's Plan, which identified the Council's commitment to consulting its customers and partners. The surveys were used to help transform, develop and improve EDDC services by using feedback from East Devon residents, towns, parishes and equalities groups.

Most of the feedback was very good and indicated that the Council's customers were very satisfied in the way the Council was operating. The results had already been considered by the Overview and Scrutiny Committee at its meeting on 13 November 2014. Committee members had flagged up the satisfaction rate with the planning service as an issue. In addition, feedback from parishes and towns indicated that there was identified dissatisfaction with the planning service. The feedback indicated that the local councils did not feel that the Council was considering their comments when determining planning applications. Councillor Bloxham questioned whether this was actual or a perception. He recognised there was work to be done to keep local councils better informed about planning decisions in their area and the reasons for the decisions made. Local councils needed to be assured that their views were taken into account but that decisions made were based on other considerations as well. Improving the communication link with local councils on planning issues and outcomes would be included within the Council's action plan. Members recognised the importance of planning and how this touched everyone's lives.

In response to complaint that the Connect Magazine was no longer circulated as a paper copy, the Strategic Lead – Organisational Development and Transformation advised that the decision to produce an electronic version only was made by Devon County Council in a bid to cut costs. EDDC was trying to increase readership by developing its database of email addresses.

RESOLVED

1. that the contents of the report be noted; actions and responses be delegated to the Chief Executive and Senior Management Team in conjunction with relevant Portfolio Holders,
2. that as the results of the residents' survey are very similar to last year, responses showing a 5% difference or more compared with last year be identified – with it being noted that some fluctuations year on year would be expected,
3. that the action plan be amended to improve Council communication with its local councils in respect of planning application outcomes in particular,
4. that Members agreed that due to the similar nature of the feedback to the 2013 Viewpoint Surveys the next Viewpoint Surveys be carried out in 2016.

REASON

The Viewpoint Surveys form a fundamental part of the commitment made in the Communications Plan. The first residents' survey was carried out in 2013 and provided vital feedback to help the Council evaluate and plan its services. Every participant received individual feedback regarding the actions taken in relation to the 2013 survey and this will be replicated for the 2014 surveys.

It is envisaged that the Council will have many more customer email addresses in 2016 due to various system implementations and this will facilitate a largely electronic survey.

***130 Monthly performance report – October 2014**

The Cabinet considered the report of the Strategic Lead - Organisational Development and Transformation setting out performance information for the 2014/15 financial year for October 2014.

Most of the performance indicators showed acceptable performance

The following indicators showed excellent performance.

- percentage of planning appeal decisions where the planning inspector has disagreed with the Council's decision
- percentage of Council Tax collected
- days taken to process Housing Benefit/Council Tax Benefit new claims and change events
- percentage of invoices paid within 10 working days.

One performance indicator showed concern:

- Working days lost due to sickness absence. Members were assured that several long term cases were being monitored very closely - a full breakdown on this indicator would be provided for the next quarter if it remained in the red.

The Portfolio Holder – Sustainable Homes and Communities highlighted the Council's achievement of 3.5 days to clear fly tipping. She also praised the Housing Service for its proactive work with tenants.

RESOLVED:

that the progress and proposed improvement action for performance measures for the 2014/15 financial year for October 2014 be noted.

REASON:

The performance monitoring report highlights progress using a monthly snapshot report; SPAR reports on monthly indicators and systems thinking measures in key service areas including Streetscene, Housing, Development Management and Revenues and Benefits.

***131 Exclusion of the public**

RESOLVED

that under Section 100(A) (4) of the Local Government Act 1972 and in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public (including the press) be excluded from the meeting as exempt and private information (as set out against each Part B agenda item), is likely to be disclosed and on balance the public interest is in discussing the items in private session (Part B).

***132 Exmouth Regeneration Programme Board**

Members of the Cabinet noted the action points from a meeting of the Exmouth Regeneration Programme Board, which had been held on 30 October 2014. In response to a comment made by the Chairman of the Licensing and Enforcement Committee in respect of the taxi rank, he was assured that this matter had been raised at the meeting.

***133 Queen' Drive, Exmouth – exemption from standing orders**

Members were asked to note the continued appointment of Jones Lang LaSalle for professional services in relation to Queen's Drive, Exmouth. Reasons for this extension,

and therefore exemption from standing orders, were set out in the report. As required under the Council's Constitution, the extension was reported to Cabinet.

RESOLVED

that the exemption from standing orders and reasons for the continued appointment of Jones Lang LaSalle for Queen's Drive, Exmouth be noted.

REASON:

To clarify the nature of the fee basis for the professional advisor on the Queen's Drive project and to continue their appointment on this project.

Attendance list

Present:

Paul Diviani Leader/Chairman

Andrew Moulding Deputy Leader/Portfolio Holder Strategic Development and Partnership

Portfolio Holders:

Ray Bloxham Corporate Business

David Cox Finance

Jill Elson Sustainable Homes and Communities

Ian Thomas Economy

Phil Twiss Corporate Services

Deputy Portfolio Holders

Stephanie Jones Sustainable Homes and Communities

Tom Wright Environment

Also present:

Councillors:

Mike Allen

Bob Buxton

David Chapman

Maddy Chapman

Deborah Custance Baker

Susie Bond

Alan Dent

Christine Drew

Martin Gammell

Graham Godbeer

Steve Hall

Tony Howard

Douglas Hull

Ben Ingham

Sheila Kerridge

Frances Newth

Helen Parr

Geoff Pook

Ken Potter

Phillip Skinner

Pauline Stott

Peter Sullivan

Claire Wright

Also present:

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Simon Davey, Strategic Lead - Finance
John Golding, Strategic Lead – Housing, Health and Environment
Karen Jenkins, Strategic Lead – Organisational Development and Transformation
Rachel Pocock, Corporate Legal and Democratic Services Manager
Steve Pratten, Relocation Manager
Lisa Mansell, Communications and Public Affairs Manager
Amanda Coombes, Democratic Services Officer
Diana Vernon, Democratic Services Manager

Apologies:

Cabinet:

Iain Chubb, Portfolio Holder - Environment

Non Cabinet:

Peter Bowden
Geoff Chamberlain
Steve Gazzard
Peter Halse
Jim Knight
John O’Leary
Brenda Taylor
Tim Wood

Chairman

Date.....