

EXECUTIVE

Date: Tuesday 1 June 2021
Time: 5.30 pm
Venue: Guildhall, High Street, Exeter

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Mark Devin, Democratic Services Officer on 01392 265477.

Because of current social distancing restrictions brought about by the Corona Virus outbreak, this meeting is only open to members of the public who have registered to ask questions under Standing order No. 19.

The [live stream can be viewed here](#) at the meeting start time via Facebook.

Membership -

Councillors Bialyk (Chair), Wright (Deputy Chair), Foale, Ghusain, Harvey, Morse, Pearson, Sutton, Williams and Wood

Agenda

Part I: Items suggested for discussion with the press and public present

1 Apologies

To receive apologies for absence from Committee members.

2 Minutes

To approve and sign the minutes of the meeting held on 6 April 2021.

(Pages 5 -
8)

3 Declarations of Interest

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

4 Local Government (Access to Information) Act 1985 - Exclusion of Press

and Public

It is considered that the Committee would be unlikely to exclude the press and public during consideration of any of the items on the agenda, but if it should wish to do so, the following resolution should be passed:-

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1, Schedule 12A of the Act.

5 Questions from the Public Under Standing Order No. 19

To receive questions relating to items on the Agenda from members of the public and responses thereto.

Details of questions should be notified to the Corporate Manager Democratic and Civic Support by 10.00am at least three working days prior to the meeting. For this meeting any questions must be submitted by 10.00am on Wednesday 26 May 2021.

Further information about speaking at a committee can be found here: [Speaking at a Committee](#)

6 Revised Local Development Scheme

To consider the report of the Deputy Chief Executive.

(Pages 9 -
22)

7 Members' Allowances and Expenses Paid 2020/21

To consider the report of the Corporate Manager Democratic & Civic Support.

(Pages 23
- 28)

8 Appointment to Outside Bodies 2021

To consider the report of the Corporate Manager Democratic & Civic Support.

(Pages 29
- 38)

9 Honorary Aldermen

To consider the report of the Corporate Manager Democratic & Civic Support.

(Pages 39
- 42)

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 6 July 2021** at 5.30 pm in the Civic Centre.

A statement of the executive decisions taken at this meeting will be produced and published on the Council website as soon as reasonably practicable.

Find out more about Exeter City Council services by looking at our web site <http://www.exeter.gov.uk>. This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Democratic Services Officer (Committees) on (01392) 265115 for further information.

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EXECUTIVE
(HELD AS A VIRTUAL MEETING)

Tuesday 6 April 2021

Present:

Councillor Bialyk (Chair)
Councillors Sutton, Foale, Ghusain, Harvey, Morse, Pearson, Williams, Wood and Wright

In attendance

Councillor Leadbetter (as an opposition group Leader)
Councillor K. Mitchell (as an opposition group Leader)

Also present:

Deputy Chief Executive, Director Finance, Democratic Services Officer (MD) and Democratic Services Officer (HB)

38 **MINUTES**

The minutes of the meeting held on 9 March 2021 were taken as read, and approved as correct to be signed by the Chair at the earliest possible convenience.

39 **DECLARATIONS OF INTEREST**

No declarations of disclosable pecuniary interests were made.

40 **QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER NO. 19**

No questions from members of the public were received.

41 **LORD MAYORALTY**

The Leader proposed, and the Portfolio Holder for City Development seconded, that Councillor Oliver be nominated as Lord Mayor Elect for the 2021/22 Municipal Council year, and Councillor Quance be nominated as the Deputy Lord Mayor Elect for the 2021/22 Municipal Year.

RECOMMENDED to Council that Councillor Oliver be nominated as Lord Mayor Elect for the 2021/22 Municipal Year and that Councillor Quance be nominated as the Deputy Lord Mayor Elect for the 2021/22 Municipal Year.

42 **OVERVIEW OF GENERAL FUND REVENUE BUDGET 2020/21 – QUARTER 3**

The Executive received the report on the overall financial position of the General Fund Revenue Budgets for the 2020/21 financial year after nine months.

The Director Finance made particular reference to the Emergency Budget set by the Council in July 2020 in response to the Covid-19 Pandemic and to the Government's Sales Fees and Charges Compensation Scheme. He referred to the supplementary budgets sought as set out in the report and it was noted that the Council was projected to end the financial year in a slightly better position than anticipated at the Emergency Budget.

RECOMMENDED that Council notes and approves (where applicable):-

- (1) the General Fund forecast financial position for the 2020/21 year;
- (2) the supplementary budgets as detailed in paragraph 8.12 of the report presented to the meeting;
- (3) the outstanding Sundry Debt position as at December 2020; and
- (4) the creditors' payments performance.

43 **2020/21 GENERAL FUND CAPITAL MONITORING STATEMENT – QUARTER 3**

The Executive received the report on the current position of the Council's revised annual capital programme, which advised Members of the anticipated level of deferred expenditure into future years. The report also sought approval to amend the annual capital programme in order to reflect the reported variations.

The Director Finance made particular reference to the following:-

- the revised capital programme for the current financial year was £71.190 million and that during the first nine months the Council had spent nearly £23 million on the programme;
- an additional budget request of £250,000 following the receipt of tenders for Fire Risk Assessment Works; and
- an additional budget request of £661,500 to upgrade the Council's Building Management System in order to manage consumption and emissions across key assets to assist the Council in delivering its Net Zero ambition. The project would be entirely funded as a result of a successful bid to the Public Sector Decarbonisation Fund. Fifteen properties would be covered initially with scope to expand the programme, with significant savings to the Council.

RECOMMENDED that Council notes and approves (where applicable):-

- (1) the revision of the annual capital programme to reflect the reported variations detailed in 8.1 of the report and Appendix 1; and
- (2) the additional budgets detailed in 8.6 of the report.

44 **2020/21 HRA BUDGET MONITORING REPORT – QUARTER 3**

The Executive received the report on the overall financial position of the HRA Revenue and Capital Budgets for the 2020/21 financial year after nine months. Members' attention was given to the highlighted areas of risk, shown in the report, which identified budgets which were vulnerable to factors beyond the control of the Council, which could result in potential deviations from budget, and which were being monitored by officers.

The Director Finance advised that it was anticipated that there would be a surplus in the HRA working balance due to borrowing at lower interest rates and that no contributions would be made to the capital budget.

RECOMMENDED that Council notes and approves (where applicable):-

- (1) the HRA forecast financial position for 2020/21 financial year; and

- (2) the revision of the HRA Capital Programme to reflect the reported variations detailed in Appendix 4 of the report.

(The meeting commenced at 5.30 pm and closed at 5.48 pm)

Chair

The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council.

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REPORT TO EXECUTIVE

Date of Meeting: 1 June 2021

Report of: Deputy Chief Executive

Title: Revised Local Development Scheme

Is this a Key Decision?

Yes

Is this an Executive or Council Function?

Executive

1. What is the report about?

- 1.1. The report refers to a revised Local Development Scheme which identifies a brief scope and timetable for the preparation of the new Local Plan and identifies a broad approach to the preparation of other planning policy documents.

2. Recommendation:

- 2.1. That Executive approves the Local Development Scheme as the basis for preparing local planning policy and in particular, the new Local Plan.

3. Reasons for the recommendations:

- 3.1. The existing Local Development Scheme is out of date following the end of the Greater Exeter Strategic Plan (GESP) process. The end of the GESP process means that a full Local Plan will now be required to include the policy which would have formerly been included in the GESP and the Development Delivery Plan which is no longer required as a stand-alone document. There is a statutory requirement to keep the Local Development Scheme up to date. This report therefore presents an updated timetable for preparing local planning policy focusing on the Local Plan.

4. What are the resource implications including non-financial resources?

- 4.1. Staff and evidence budgets required to prepare the Local Plan have already been agreed at Council on 21 July 2020. The recommendation made in this report result in no direct additional resource implications.

5. Section 151 Officer comments:

- 5.1. This report raises no further resource implications. The resources required to develop the Local Plan were approved by Council on 21 July 2020 and have, in turn, been factored into the medium term financial plan.

6. What are the legal aspects?

- 6.1. A Local Development Scheme is required under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) and it must be maintained. The report seeks approval for an updated Local Development Scheme in line with this legislation.

7. Monitoring Officer's comments

7.1. This report raises no issues for the Monitoring Officer.

8. Report details

Background

- 8.1. In accordance with legislation, the Council has an existing Local Development Scheme (LDS) which identifies the planning policy documents which it intends to publish, the subject matter to be covered by each of the documents and a timetable for their preparation.
- 8.2. The current LDS was approved by Executive in December 2019. An informal update to report on progress on the preparation of the planning policy documents was set out online in May 2020. This took account of the impact of Covid-19.

Revisions to the Local Development scheme

- 8.3. Legislation requires that Councils maintain their LDS. This new document responds to this requirement. However, there are specific circumstances which mean an updated LDS is particularly important at this point. These are:
- The formal end of the process to prepare the Greater Exeter Strategic Plan;
 - The associated move away from the Development Delivery Plan;
 - The need for a new full Local Plan covering the content of the two documents above; and
 - A revised approach to preparing Supplementary Planning Documents.
- 8.4. The current LDS includes the Greater Exeter Strategic Plan. As Members will remember, a formal decision was made by Council in December 2020 to formally withdraw from the Greater Exeter Strategic Plan. This decision needs to be reflected in the LDS.
- 8.5. The decision means that work is now progressing on a new Local Plan. Once adopted, this document will replace the current Exeter Local Plan First Review and Core Strategy and will be the single, statutory planning policy document produced by the City Council.
- 8.6. The end of the GESP process and move to progress a new Local Plan has implications for the preparation of the Exeter Development Delivery Plan which is included in the current LDS. The Development Delivery Plan has previously seen significant work to progress it as far as the 'publication' version (a final draft). The withdrawal from the GESP process means all statutory planning policy produced by the Council will now be included in the new single Local Plan document and hence the Development Delivery Plan is no longer required as a stand-alone document. The work previously undertaken on this document will inform the new Local Plan going forward.
- 8.7. In addition to the statutory planning documents which the Council proposes to prepare, the current LDS also sets out the scope and timetable for preparing Supplementary Planning Documents. Supplementary Planning Documents are non-statutory planning documents which provide detailed guidance on how formal policies in statutory planning policy documents (such as the Local Plan First Review or the Core Strategy) will be implemented.
- 8.8. The two Supplementary Planning Documents included in the current LDS are:

- Code for Sustainable Homes Supplementary Planning Document; and
- Planning Obligations Supplementary Planning Document.

These documents were due for adoption in the first half of 2021. However, it is not now considered necessary to progress these documents.

- 8.9. In terms of the Code for Sustainable Homes Supplementary Planning Document, this would amplify policies CP13, CP14 and CP15 of the Exeter Core Strategy. This would give more detailed information about how the Council expects developers to meet the requirements of those policies which relate to decentralised energy networks, using renewable and low carbon energy in new development and sustainable construction. However, the additional guidance will have useful application for only a limited time because the policies will be reviewed as part of the new Local Plan and because of anticipated changes to the Building Regulations. As such it is not considered that this Supplementary Planning Document is currently required and that staff time would be more appropriately spent focusing on progressing the new Local Plan.
- 8.10. With regard to the Planning Obligations Supplementary Planning Policy Document, this would be used to supplement policy CP18 of the Core Strategy covering developer contributions. However, there is significant doubt over the future system for securing developer contributions either through s106 agreements or the Community Infrastructure Levy as a result of the proposals set out within the August 2020 White Paper – Planning for the Future. This suggests that both the Community Infrastructure Levy and the current system of planning obligations will be reformed. Given this state of uncertainty, it is not considered that this Supplementary Planning Document is currently required and that staff time would be more appropriately spent focusing on progressing the new Local Plan.
- 8.11. In place of identifying the specific Supplementary Planning Documents which are proposed, the new LDS is more flexible. It will enable appropriate documents to be produced as may be required in future to deal with issues as they may arise and as may be allowed by resources which should be focused on the new Local Plan.

The new Local Plan

- 8.12. The revised LDS focuses on the new Local Plan, setting out its anticipated scope, the topics it will cover and the timetable for its preparation.
- 8.13. The principal milestones for preparing the new Local Plan are set out below:
- | | |
|--|----------------|
| • Issues consultation: | September 2021 |
| • Draft plan consultation: | September 2022 |
| • Publication: | February 2023 |
| • Submission to Planning Inspectorate: | June 2023 |
| • Examination hearings: | October 2023 |
| • Adoption: | June 2024 |
- 8.14. As can be seen from the milestones above, the first consultation will be held in September of 2021. Following this, a series of consultations will be held over the coming years in order to provide meaningful opportunities for the community and stakeholders to inform the progress on the plan and to meet statutory requirements. The timetable sees the plan being submitted to the Planning Inspectorate in June 2023, who from this point, effectively determine the timetable until adoption. The timetable currently envisages the plan being adopted in June 2024. This will require a positive approach, and will to some extent depend on the implementation of proposals

in the Planning White Paper and the speed of the Examination, but is considered to be realistic.

- 8.15. Officers have undertaken a 'gateway review' process with the Planning Advisory Service (PAS) who have provided some guidance to inform how work on the new Local Plan may progress. This highlighted various options to accelerate the plan-making process in order to meet Government's current target that all Local Planning Authorities should have a Local Plan in place by December 2023.
- 8.16. This advice has informed the development of the timetable and the stages of work required. Following this advice, Officers have considered creative options for shortening the timetable in order to enable adoption in December 2023. However, given that the new Local Plan is still in its early stages of work and that the Local Plan team is still being established, it is felt that setting an adoption date in 2023 would be extremely challenging, particularly given the current uncertainties around the future content and structure of Local Plans as identified in the Planning White Paper proposals of 2020. On this basis, targeting adoption in 2024 is considered to be more appropriate.
- 8.17. This position is reflected in the approaches taken by our neighbouring Authorities who have already held Local Plan consultations and are pursuing timetables which would see the adoption of their Local Plans in 2024.

9. How does the decision contribute to the Council's Corporate Plan?

- 9.1. The revised Local Development Scheme is vital for guiding the preparation of the new Local Plan which will be critical to ensure the delivery of three corporate objectives set out in the Council's Corporate Plan:
 - Delivering Net Zero Exeter 2030;
 - Promoting active and healthy lifestyles; and
 - Building great neighbourhoods.

It will also play a central role in tackling congestion and accessibility, the focus of one of the three strategic programmes that addresses the current major challenges facing the city.

10. What risks are there and how can they be reduced?

- 10.1. There is a statutory requirement for Local Authorities to maintain a Local Development Scheme. There is some risk of slippage on the plan-preparation timetable, however this has been managed by setting a realistic adoption date. In future, the ongoing and continued establishment of the Local Plan team (as approved by Council in July 2020) will provide appropriate capacity to progress according to this timetable. If there were to be significant delay in the recruitment of additional staff resources this would have repercussions for process and timetable.
- 10.2. As previously mentioned, in 2020 Government consulted on the Planning White Paper: Planning for the future. This proposed fundamental reforms to the planning system including regarding the scope and content of Local Plans and the potential timetables for their preparation. If these proposals were to be enacted, there would be significant implications for the scope of the new Local Plan and the timetable for its preparation. Without further clarity on whether these proposals will come into force, it is appropriate to progress the new Local Plan to meet the current, formal requirements proactively and without delay as set out in the revised Local Development Scheme. If planning policy requirements are altered to reflect the White Paper proposals, the City Council

will proactively address them at the appropriate time, taking account of any transitional arrangements which may be in place.

11. Equality Act 2010 (The Act)

11.1. Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- Eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- Advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- Foster good relations between people by tackling prejudice and promoting understanding.

11.2. In order to comply with the general duty, authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3. In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

11.4. In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because the preparation of a revised Local Development Scheme is a legislative requirement setting out a timetable of work and does not directly address any equalities issues. An Equality Impact Assessment is not required because the Local Development Scheme does not set out Council policy.

12. Carbon Footprint (Environmental) Implications:

12.1. No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

13.1. There are no other options because the maintenance of an up-to-date Local Development Scheme is a statutory requirement.

Deputy Chief Executive, Bindu Arjoon

Author: George Marshall – Assistant Service Lead: Local Plan

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-
Current Exeter Local Development Scheme.

Contact for enquires:
Democratic Services (Committees)

Room 4.36
01392 265275

Exeter City Council

Local Development Scheme -

The timetable for preparing
planning policy documents for Exeter

June 2021



Contact details

Local plan team
Exeter City Council
Civic Centre
Paris Street
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EX1 1JN

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Email: planning@exeter.gov.uk

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To request this information in an alternative format or language please phone 01392 277888 or email planning@exeter.gov.uk

We consider requests on an individual basis

1. Introduction

- 1.1 This Local Development Scheme (LDS) is required to set out a programme of planning policy documents which the Council proposes to prepare for the city. It focuses on the new Local Plan and sets out the timetable for its preparation.
- 1.2 The LDS will come into effect from its approval by the Council's Executive in June 2021 and will replace the previous LDS of December 2019 and its update in May 2020. It will be updated as necessary to reflect the progress being made on the planning policy documents being prepared.

2. Planning policy for Exeter: The ‘development plan’

- 2.1 Planning legislation¹ requires all local planning authorities to produce what is called a ‘Development Plan’.
- 2.2 The current Development Plan for Exeter consists of a series of plans called Development Plan Documents. Taken together, these provide a vision and a framework for the future development of the city. More specifically, the documents set out the priorities for the city, identify areas for development and provide a comprehensive set of policies which are used to make decisions on planning applications.
- 2.3 In Exeter, the Development Plan currently includes the following documents:
- The adopted Exeter Core Strategy and saved policies from the adopted Exeter Local Plan First Review.
 - Neighbourhood Development Plans: Produced for specific areas in the city by local groups. The St James Neighbourhood Plan is currently the only ‘made’ plan in Exeter.
 - The adopted Devon Minerals Plan and adopted Devon Waste Plan. These are produced by Devon County Council
- 2.4 The policies in all these documents together must be taken into account when making decisions on planning applications.

¹ [The Planning and Compulsory Purchase Act 2004](#)

3. Exeter Local Plan

3.1 Going forward, the new Exeter Local Plan will be the only Development Plan Document produced by the City Council. It will replace the Strategy and the Local Plan First Review and will include a vision and objectives for Exeter, a development strategy, sites for development (allocations) and a series of planning policies. Some of these policies will be broad, covering themes and topics whilst others will specifically set out detailed requirements for development.

3.2 The scope of the Local Plan will be subject to consultation, however it is envisaged that the plan will cover a full range of topics including:

- The climate emergency
- Housing
- Economy and employment
- Retail and the city centre
- The natural environment
- The built and historic environment
- Green infrastructure
- Design
- Infrastructure
- Transport
- Digital connectivity; and
- Health and wellbeing

3.3 The timetable for preparing the new Exeter Local Plan is set out below:

- | | |
|--|----------------|
| • Issues consultation: | September 2021 |
| • Draft plan consultation: | September 2022 |
| • Publication: | February 2023 |
| • Submission to Planning Inspectorate: | June 2023 |
| • Examination hearings: | October 2023 |
| • Adoption: | June 2024 |

A summary of the steps required in preparing a local plan is set out in planning regulations². Preparation of the Local Plan will include the following stages:

- **Issues consultation:** This is the first stage of public consultation where the Council seeks views on what the plan should cover and the key issues facing the city.
- **Draft plan consultation:** After the issues consultation, responses are analysed, further evidence is prepared and options considered. From

² [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

this work, a draft plan including draft policies and potential sites for development is produced. A consultation exercise will take place where the Council seeks views on the draft plan document.

- **Publication:** After the draft plan consultation, responses are considered, amendments made and further work is completed to produce a second version of the plan. This 'publication' version is the plan which the Council intends to submit to the Planning Inspectorate for examination. A publication consultation is held on this version of the plan to seek formal comments ('representations').
- **Submission to the Planning Inspectorate:** The publication version of the plan, the supporting evidence and the formal comments on the plan are submitted to the Planning Inspectorate who appoint an independent inspector to test the plan through an examination.
- **Examination hearings:** During the examination, the planning inspector holds a set of public hearings to discuss the plan. These hearings can be attended by those making comments on the publication version of the plan. The discussions at the hearings help the inspector to reach conclusions regarding the soundness of the plan. The inspector will often identify modifications to the plan which may require further consultation. At the end of this process the Council will receive a report from the Planning Inspectorate which concludes whether the plan is 'sound'.
- **Adoption:** After the Council receives the report from the inspector, the local plan can be formally adopted by the Council. This means that the content of the plan, including the policies and development sites, become official planning policy for the city.

4. Supplementary Planning Documents

- 4.1 In addition to formal Development Plan Documents such as the Local Plan, the Council sometimes produces other policy such as Supplementary Planning Documents (SPDs). SPDs provide further explanation of Local Plan policies, how they should be interpreted and expectations for their implementation. SPDs can be used to provide further guidance for development on specific sites or on a particular issue and must be taken into account when making planning decisions.
- 4.2 The Council already has a series of SPDs covering topics such as affordable housing, planning obligations, public open space and various areas in the city. The list of SPDs will gradually need to be reviewed in the context of the new policies which emerge in the new Local Plan and to reflect changes in national planning policy which may result from the 2020 planning white paper ('Planning for the future'). Given these current uncertainties, this document does not include a specific series of SPDs which will be produced; further information will be provided on this in future.
- 4.3 SPDs do not provide formal planning policy in the same way as a local plan and so the procedure for preparing them is simpler and shorter as explained by the planning regulations³. They do however have to be prepared with supporting evidence, require public consultation and need to be formally adopted by the Council.

³ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

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REPORT TO EXECUTIVE

Date of Meeting: 1 June 2021

Report of: Corporate Manager Democratic and Civic Support

Title: Members' Allowances and Expenses Paid 2020/21

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 To report the allowances paid to Elected Members in 2020/21.

2. Recommendations:

2.1 The Members of the Executive note the allowances paid and the expenses claimed by Members in 2020/21, and the correction that the remuneration for the Chair of the newly formed Harbour Board is £1567.

3. Reasons for the recommendation:

3.1 The Council has a statutory obligation to publish all allowances paid, and expenses claimed by Members each financial year.

4. What are the resource implications including non-financial resources:

4.1 There is an existing budget allocation to meet the amount paid in Members' Allowances

5. Section 151 Officer Comments:

5.1 The amounts contained within the report were within budget for the 2020/21 financial year.

6. What are the legal aspects?

6.1 The Members Allowances Scheme is governed by the Local Government and Housing Act 1989, and in particular the details are set out in the Local Authorities (Members' Allowances) (England) Regulations 2003. Publication of the details contained in this report meet these requirements.

7. Monitoring Officer Comments:

The publication of the details concerned in this report meet the statutory requirements imposed upon local authorities.

8. Report details:

8.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to publish the total sum of each of the following allowances paid to each recipient in the previous financial year:

- (a) Basic allowance,
- (b) Special responsibility allowance,
- (c) Dependants' carers' allowance,
- (d) Travelling and subsistence allowance,
- (e) Co-optees' allowance, and
- (f) The Lord Mayor and Deputy Lord Mayor's expenses allowance.

8.2 A schedule of allowances made and expenses claimed for 2020/21 is attached to this report in Appendix A.

8.3 The amounts paid are in accordance with the Scheme of Member's Allowance as agreed by Council on 1 December 2020, which accepted the recommendations of the Independent Remuneration Panel on Members' Allowances, which included approval of the scheme for 2021/22.

8.4 The report included the detail of remuneration paid for the newly formed Council Housing and Development Advisory Board, which will be drawn separately from the Housing Revenue Account. Remuneration will also be paid to the newly formed Harbour Board. Members are requested to note that an administrative error was made in the sum quoted of £1527 in relation to the Chair of the Harbour Board in the report presented to the Executive on 1 December 2020, which should have read £1567.

9. How does the decision contribute to the Council's Corporate Plan?

- Ensuring a well-run Council.
- To invoke public confidence that the Council's operation in relation to Members are transparent.

10. What risks are there and how can they be reduced?

10.1 The risks are reduced by the publication of this annual report.

11. Equality Act 2010 (The Act)

11.1 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because the report is for information.

12. Carbon Footprint (Environmental) Implications:

12.1 There are no direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

13.1 None

Corporate Manager, Democratic Services and Civic Support, John Street.

Author: Sharon Sissons

Local Government (Access to Information) Act 1972 (as amended)

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
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As required by the Local Authorities (Members) 2003 Regulations 2003 the total amount of Basic, Special Responsibility and Travel & Subsistence Allowances paid to each Member (including part payment to those Members who ceased to be Councillors during the year) for the year ending 31 March 2021 are given below. For details of the Special Responsibility Allowances please refer to the Council's website - www.exeter.gov.uk

Initial	Councillor Surname	Basic Allowance £	Special Responsibility Allowances £	Comments	Conference/ Travel / Subsistence Expense Claims £	Carers £	Sub Total £
Y	Atkinson	6099.96					6099.96
J	Begley	6099.96					6099.96
P	Bialyk	6099.96	19824.96	Leader			25924.92
R	Branston	6099.96					6099.96
C	Buswell	6099.96					6099.96
B	Foale	6099.96	10674.96	Portfolio Holder			16774.92
O	Foggin	6099.96					6099.96
A	Ghusain	6099.96	10674.96	Portfolio Holder			16774.92
R	Hannaford	6099.96	1016.68	Chair of Council Housing and Advisory Board			7116.64
D	Harvey	6099.96	10674.96	Portfolio Holder			16774.92
D	Henson	6099.96					6099.96
Y	Henson	6099.96	1524.96	Deputy Lord Mayor			7624.92
P	Holland	6099.96	3049.98	Lord Mayor			9149.94
R	Lamb	6099.96					6099.96
A	Leadbetter	6099.96	3660	Leader Conservative Group			9759.96
R	Lyons	6099.96	2033.32	Part Year Chair Planning Committee			8133.28
A	Martin	6099.96					6099.96
K	Mitchell	6099.96	2795.87	Leader Progressive Group			8895.83
M	Mitchell	6099.96	3050.04	Deputy Chair Customer Focus Scrutiny			9150
D	Moore	6099.96					6099.96
J	Moore	6099.96					6099.96
E	Morse	6099.96	10674.96	Portfolio Holder			16774.92
R	Newby	6099.96	3050.04	Deputy Chair Strategic Scrutiny Committee			9150
T	Oliver	6099.96	1524.96	Member Champion			7624.92
K	Owen	6099.96	4575	Chair Licensing Committee			10674.96
H	Packham	6099.96					6099.96
J	Pattison	3558.31					3558.31
O	Pearson	6099.96	10,674.96	Portfolio Holder			16774.92
I	Quance	6099.96					6099.96
G	Sheldon	6099.96	508.32	Part Year Member Champion			6608.28
L	Sills	6099.96	6099.96	Chair Strategic Scrutiny Committee			12199.92
K	Sparkes	6099.96					6099.96
R	Sutton	6099.96	10674.96	Portfolio Holder			16774.92

Initial	Councillor Surname	Basic Allowance £	Special Responsibility Allowances £	Comments	Conference/ Travel / Subsistence Expense Claims £	Carers £	Sub Total £
M	Vizard	6099.96	6099.96	Chair Customer Focus Scrutiny Committee			12199.92
T	Wardle	6099.96	3050.04	Chair Audit & Governance Committee			9150
S	Warwick	6099.96					6099.96
R	Williams	6099.96	7231.04	Deputy Chair Planning Committee/ Part Year Executive Member 5960.19 and 1270.85			£13,331.00
D	Wood	6099.96	10,674.06	Portfolio Holder			16774.02
L	Wright	6099.96	10,674.96	Portfolio Holder			16774.92
TOTAL		£235,356.79	£154,493.91		£0.00		£389,850.70

REPORT TO EXECUTIVE

Date of Meeting: 1 June 2021

REPORT TO COUNCIL

Date of Meeting: 20 July 2021

Report of: Corporate Manager Democratic and Civic Support

Title: Appointment to Outside Bodies 2021

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To appoint Members to serve on outside bodies.

2. Recommendations:

- (1) that Executive approve the appointments to the outside bodies set out in Appendix A of the report, with immediate effect; and
- (2) the Corporate Manager Democratic and Civic Support be granted delegated powers, in consultation with the Group Leaders, to appoint, when necessary representatives to outside bodies during the course of the Municipal Year.

3. Reasons for the recommendation:

To ensure that the Council is represented on outside bodies.

4. What are the resource implications including non financial resources?

None.

5. Section 151 Officer comments:

There are no financial implications for the Council to consider.

6. What are the legal aspects?

None identified.

7. Monitoring Officer's comments:

With the introduction of the new Code of Conduct for member with effect from the 18 May 2021, members are reminded of the new responsibility on them to register and declare all "Registerable Interest" they may have.

8. Report details:

The full list of outside bodies is attached as Appendix A. Required appointments are highlighted and emboldened and relate to vacancies. The list also includes appropriate representation by Portfolio Holders. In addition to appointing new representatives, the full list is also reported to Executive, to be agreed by the first full Council meeting in the Municipal Year, in order for remaining appointments to be re-affirmed for the following 12 months.

During the course of the year, it will be necessary to re-appoint representatives where the term of office expires and also, possibly, to make appointments when a vacancy arises. To facilitate a rapid appointment wherever possible, it is proposed that the granted delegated powers to the Corporate Manager Democratic and Civic Support to appoint representatives in consultation with the Group Leaders, be continued. This will remove the need to report to Executive and Council delaying the appointment process. All appointments can be viewed on the City Council website.

9. How does the decision contribute to the Council's Corporate Plan?

Contributes to the key initiative of "A Well-Run Council".

10. What risks are there and how can they be reduced?

There are no risks associated with the proposals.

11. Equality Act 2010 (The Act)

In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because: because it is non applicable with this decision.

12. Carbon Footprint (Environmental) Implications:

No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

None applicable.

Corporate Manager, Democratic and Civic Support, John Street

Author: Mark Devin, Democratic Services Officer.

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

Title	Representative
Age UK Exeter	Councillor Rob Hannaford
Barnfield Theatre Board	Councillor Richard Branston
Central Exeter Relief in Need Charity	Billie Cornish Councillor Richard Branston
Community Safety Partnership	Portfolio Holder for Supporting People Councillor Ruth Williams Portfolio Holder for Transformation & Environment Councillor Bob Foale
Dartmoor National Park Community Forum	Councillor Zion Lights Councillor Rob Newby
Devon and Cornwall Police and Crime Panel	Deputy Leader & Portfolio Holder for Housing Development & Services Councillor Laura Wright
Devon Authorities Strategic Waste Committee	Portfolio Holder for City Management Councillor David Harvey
Devon County Agricultural Association	Councillor Andrew Leadbetter
Devon Disability Collective	Member Champion for Youth and Community Engagement Councillor Naima Allcock
Devon Historic Buildings Trust	Portfolio Holder for Transformation & Environment Councillor Bob Foale
Devon Rail Forum	Portfolio Holder for City Management Councillor David Harvey County Councillor Andrew Leadbetter
Energy From Waste Liaison Committee	Portfolio Holder for City Management Councillor David Harvey
Exe Estuary Management Partnership	Councillor Andrew Leadbetter
Exeter Allotment Forum	Portfolio Holder for City Management Councillor David Harvey
Exeter and Heart of Devon Growth Board	Council Leader Councillor Philip Bialyk
Exeter Business Centre Board	Portfolio Holder for City Management Councillor David Harvey Portfolio Holder for Corporate Services Councillor Ollie Pearson Councillor Amy Sparling
Exeter Canal & Quay Trust Ltd.	Councillor Andrew Leadbetter Portfolio Holder for City Management Councillor David Harvey Portfolio Holder for Leisure & Physical Activity Councillor Duncan Wood Council Leader Councillor Philip Bialyk Deputy Leader & Portfolio Holder for Housing Development & Services Councillor Laura Wright Councillor Richard Branston Councillor Rob Newby Councillor Tony Wardle
Exeter Church Charities	Alderman John Landers Alderman Mary Danks Deputy Leader & Portfolio Holder for Housing Development & Services Councillor Laura Wright Olwen Foggin
Exeter Citizen Advice Bureau	Councillor Barbara Denning

Title	Representative
Exeter Fairtrade Steering Group	Portfolio Holder for Communities & Culture Councillor Amal Ghusain Councillor Jemima Moore County Councillor P Prowse
Exeter Community Health and Wellbeing Board	Portfolio Holder for Communities & Culture Councillor Amal Ghusain Portfolio Holder for Corporate Services Councillor Ollie Pearson Council Leader Councillor Philip Bialyk Councillor Rob Newby
Exeter Homes Trust	Alderman Alan Williamson Councillor Chris Buswell David Henson Councillor Richard Branston
Exeter International Airport Consultative Group	Portfolio Holder for City Management Councillor David Harvey
Exeter Phoenix Arts Centre Board	Portfolio Holder for Corporate Services Councillor Ollie Pearson
Exeter SAFE (Stop Abuse for Everyone)	Portfolio Holder for Supporting People Councillor Ruth Williams
In Exeter	Portfolio Holder for City Centre & Corporate Services Councillor Ollie Pearson
Joint Habitats Mitigation Executive Committee	Portfolio Holder for Net Zero Exeter Councillor Rachel Sutton
Local Government Association General Assembly	Council Leader Councillor Philip Bialyk
Maynard School	Councillor Martin Pearce
Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Councillor Andrew Leadbetter Portfolio Holder for City Management Councillor David Harvey
Relate	Deputy Leader & Portfolio Holder for Housing Development & Services Councillor Laura Wright
Royal Albert Memorial Museum Trust	Councillor Andrew Leadbetter Portfolio Holder for Communities & Culture Councillor Amal Ghusain
South West Councils	Leader Councillor Phil Bialyk
South West Employers Panel	Leader Councillor Phil Bialyk
St. Edmunds & St Mary Major Charities, Exeter	Billie Cornish Councillor Richard Branston
St. Leonard's with Holy Trinity Charities	Councillor Matthew Vizard Councillor Richard Branston Mrs C Dunn
St. Sidwell's Parish Lands and Other Charities	Councillor Matthew Vizard Vacancy
St. Thomas Church Charities (Seldon & Others)	Councillor Rob Hannaford Mrs Carole Smith

Title	Representative
	Mrs Patricia Metford
Topsham Community Association	Councillor Andrew Leadbetter
Topsham Mooring Owners Association	Councillor Andrew Leadbetter
Topsham River Commissioners (under the Exeter Port Dues Act 1840)	Councillor Andrew Leadbetter Portfolio Holder for City Management Councillor David Harvey Councillor Rob Newby
Turntable Furniture Re-cycling Project	Portfolio Holder for Supporting People Councillor Ruth Williams
The Wessex Reserve Forces and Cadets Association	Councillor Andrew Leadbetter

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Equality Impact Assessment: *Appointment to Outside Bodies 2021*

The Equality Act 2010 includes a general duty which requires public authorities, in the exercise of their functions, to have due regard to the need to:

- **Eliminate discrimination**, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- **Advance equality of opportunity** between people who share a relevant protected characteristic and people who do not share it.
- **Foster good relations** between people who share a relevant protected characteristic and those who do not

In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

Authorities which fail to carry out equality impact assessments risk making poor and unfair decisions which may discriminate against particular groups and worsen inequality.

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
Executive Committee – 1 June 2021 Council – 20 July 2021	Appointment to Outside Bodies 2021	That Council approve: - (1) that Appointment be made to those outside bodies set out in Appendix A, where appointments are required; and	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
		(2) the Corporate Manager Democratic and Civic Support be granted delegated powers, in consultation with the Group Leaders, to appoint, when necessary representatives to outside bodies during the course of the Municipal Year;	

Factors to consider in the assessment: For each of the groups below, an assessment has been made on whether the proposed decision will have a **positive, negative or neutral impact**. This is must be noted in the table below alongside brief details of why this conclusion has been reached and notes of any mitigation proposed. Where the impact is negative, a **high, medium or low assessment** is given. The assessment rates the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact –some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Race and ethnicity (including Gypsies and Travellers; migrant workers; asylum seekers).	Positive	Low	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.
Disability: as defined by the Equality Act – a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse impact on their ability to carry out normal day-to-day activities.	Positive	Low	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.
Sex/Gender	Positive	Low	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.
Gender reassignment	Positive	Low	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	Positive	Low	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Positive	Low	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.
Age (children and young people aged 0-24; adults aged 25-50; younger older people aged 51-75/80; older people 81+; frail older people; people living with age related conditions. The age categories are for illustration only as overriding consideration should be given to needs).	Positive	Low	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.
Pregnancy and maternity including new and breast feeding mothers	Positive	Low	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.
Marriage and civil partnership status	Positive	Low	There is no evidence to suggest that the proposed report would have a potential impact on this characteristic.

Actions identified that will mitigate any negative impacts and/or promote inclusion

To review appointments to the Outside Bodies List to consider impact to equality to ensure fairness and strengthen the relationship with the Council. The report would allow Members to work with independent organisations to support the local community.

Officer: John Street, Corporate Manager Democratic and Civic Support.

Date: 10 June 2021

REPORT TO EXECUTIVE

Date of Meeting: 1 June 2021

REPORT TO COUNCIL

Date of Meeting: 20 July 2021

Report of: Corporate Manager, Democratic & Civic Support

Title: Honorary Aldermen – Three Applications

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

This report sets out a proposal to offer the position of Honorary Alderman of the City to Mesdames Foggin, Lyons and Robson, in recognition of their outstanding service to the Council.

2. Recommendations:

2.1 That in accordance with Section 249 of the Local Government Act 1972, the Right Worshipful the Lord Mayor be requested to convene an Extraordinary meeting of the Council, on the rising of the Ordinary meeting of the Council on 20 July 2021, to consider granting the position of Honorary Alderman of the City to Mrs Olwen Foggin, Mrs Rachel Lyons and Mrs Lesley Robson.

3. Reasons for the recommendation:

- 3.1 Section 249 of the Local Government Act 1972, gives Councils the power to grant the position of Honorary Alderman of the City to any individual who it feels has given eminent service to the City.
- 3.2 To this end, an Extraordinary meeting of the full Council must be convened to specifically consider this matter, with two thirds of those present, voting in favour.
- 3.3 An Honorary Alderman shall be entitled to the following rights and privileges:
 - To enjoy the courtesy title of Alderman and to be so addressed.
 - In the event of the Council deciding to give some badge, robe or emblem to Honorary Alderman, to wear such badge, robe or emblem on civic occasions.
 - At each meeting of the Council to have seats reserved in the public gallery for the use of Honorary Aldermen.
 - To receive a copy of each Council summons.
 - To receive invitations to all civic and social events to which Members of the Council are invited.

- To walk in civic procession in a position immediately senior to serving Members.
- To enjoy such other privileges as the Council may confer upon them from time to time.

3.4 If the recommendation contained in this report is accepted by The Executive and subsequently adopted by full Council, an Extraordinary meeting of the Council will therefore be organised immediately after the ordinary meeting of the Council scheduled for 20 July 2021, when Members will be asked to consider granting the position of Honorary Alderman of the City to Mrs Olwen Foggin, Mrs Rachel Lyons and Mrs Lesley Robson.

3.5 The nominations have each been received in accordance with the following agreed criteria against which nominations would be considered:-

A person shall be deemed eligible to be enrolled as an Honorary Alderman provided that the person:

- Is not a serving member of Exeter City Council
- Has served as a Member of the City Council for at least 12 years in total
- Has given exceptional service during that period

3.6 It is also worth noting, that each of the nominees have held the position of Lord Mayor whilst serving on the Council.

4. What are the resource implications including non financial resources?

Other than a small cost in preparing a suitable ceremonial scroll and hosting a small reception, there are no resource implications. These costs can be accommodated within existing budgets.

5. Section 151 Officer comments:

There are no additional financial implications contained in this report.

6. What are the legal aspects?

Section 249 of the Local Government Act 1972, gives Councils the power to grant Honorary Alderman status to any individual who it feels has given eminent service to the City.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report details:

8.1 The Council is asked to consider bestowing the honour to Mrs Olwen Foggin, Mrs Rachel Lyons and Mrs Lesley Robson, for the reasons as shown in paragraph 3.5 above.

8.2 In the cases of Mrs Foggin and Mrs Lyons, their terms of office amount to 13 and 17 years respectively, and therefore meet the necessary length of service criteria, as well as being Lord Mayor of the City during their terms of office.

8.3 In relation to Mrs Robson, however, her combined length of service amounts to only 11 years and 8 months. This is due to the fact that she was one of the councillors whose term of office was affected as a consequence of the Government's decision, in 2010, to revoke the decision on the Council's unitary status. She was not elected until 9th September that year.

8.4 Mrs Robson does not therefore meet the criteria regarding the minimum period required to be considered for the position of Honorary Alderman, but the Council is asked to consider making an exception in these extenuating circumstances which were beyond her control. It is worth noting, that a similar exception was made when the Council approved a similar application for Honorary Alderman for Margaret Baldwin. As stated above, Mrs Robson, has also held the positions of Deputy Lord Mayor, and Lord Mayor of the City.

9. How does the decision contribute to the Council's Corporate Plan?

This decision will help promote the City as a regional capital and one which supports those who support and promote the City as such.

10. What risks are there and how can they be reduced?

There are no risks associated with the proposals.

11. Equality Act 2010 (The Act)

In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because there are no risks associated with the proposals.

12. Carbon Footprint (Environmental) Implications:

No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

The Council could decide not to make the award, although it is felt that this would be against the principles of the approved criteria.

Corporate Manager, Democratic & Civic Support, John Street

Author: Corporate Manager, Democratic & Civic Support. John Street

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Contact for enquires:
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