

EXECUTIVE

Date: Tuesday 6 June 2023

Time: 5.30 pm

Venue: Rennes Room, Civic Centre, Paris 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 Manager on 01392 265477.

Entry to the Civic Centre can be gained through the rear entrance, located at the back of the Customer Service Centre, Paris Street.

Membership -

Councillors Bialyk (Chair), Wright (Deputy Chair), Denning, Foale, Morse, Parkhouse, Pearce, 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 4 April 2023.

(Pages 3 -
14)

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

6 **Appointment to Outside Bodies 2023**

To consider the report of the Director Corporate Services. (Pages 15 - 26)

7 **Members' Allowances and Expenses Paid 2022/23**

To consider the report of the Director Corporate Services. (Pages 27 - 34)

8 **Members' Training**

To consider the report of the Director Corporate Services. (Pages 35 - 46)

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 27 June 2023** 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.

Follow us:

[Twitter](#)

[Facebook](#)

Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265275.

EXECUTIVE

Tuesday 4 April 2023

Present:

Councillor Bialyk (Chair)

Councillors Wright, Denning, Ghusain, Morse, Parkhouse, Pearce, Williams and Wood

Also present:

Councillor D. Moore (as an opposition group Leader).

Apologies:

Councillor K. Mitchell (as an opposition group Leader)

Councillor Jobson (as an opposition group Leader)

Also present:

Director Finance, Service Lead Legal Services, Service Lead Net Zero & Business, Museums Manager and Cultural Lead, Environmental Health & Community Safety Manager, Assistant Service Lead – Local Plan and Democratic Services Manager

41

CHIEF EXECUTIVE

The Leader, in opening the meeting, advised that Bindu Arjoon as the new Chief Executive of the Council. The Chief Executive was not in attendance but was welcomed in her new position.

42

MINUTES

The minutes of the meeting held on 28 February 2023, were taken as read, approved and signed by the Chair as a correct record.

43

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

44

QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER NO. 19

No questions from members of the public were received.

45

OVERVIEW OF GENERAL FUND REVENUE BUDGET 2022/23 - QUARTER 3

The Executive received the report which advised Members of the overall financial position of the General Fund Revenue Budgets for the 2022/23 financial year after nine months.

Members were referred to the financial summary in the report and advised that the General Fund had a current underspend of £1,009,313, with an outturn transfer of £806,287. There was an overall projected underspend of £743,010 against a revised Service budget of £20,868,560, which would likely require additional supplementary budgets in the next financial year. The report also highlighted two supplementary budget requests, which would be funded by earmarked reserves with no impact on the projected General Fund working balance.

Councillor D. Moore, as an opposition group leader, spoke on this item. She requested whether detail on the business case for the Affordable Housing

Development budget could be provided, explaining why it had been given up as a saving? She also requested detail on why the Exeter Community Grants Programme had been paused and now deferred.

The Leader, in responding, requested that detailed a response to the questions raised, be provided from the Director Finance.

RECOMMENDED that Council notes and approves (where applicable):

- (1) the General Fund forecast financial position for the 2022/23 financial year;
- (2) the supplementary budgets as detailed in paragraph 8.12 of the report;
- (3) the outstanding Sundry Debt position as at December 2022;
- (4) the creditors payments performance; and
- (5) the One Exeter programme update.

46

2022/23 GENERAL FUND CAPITAL MONITORING STATEMENT - QUARTER 3

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

The Leader proposed an additional recommendation:-

- That a further funding request be added for the purchase an additional workboat for the Harbour team.

It was explained that the reason for the additional recommendation was that a delegated decision had been taken by the Director Net Zero Exeter & City Management and relevant Portfolio Holders to use unspent revenue budgets to fund the cost of £30,000 to purchase the new boat. The Council would then be able dispose of two boats, leading to some small savings in mooring fees and fuel costs. The delegated decision was to approve the funding for the capital asset and now required Council approval to make the purchase.

Members were advised that during the first nine months of the year, the Council had spent £52.592 million on the programme, and was compared with £12.924 million spent in the first nine months of 2021/22.

The Director Finance referred Members to the three further requests for funding outlined in section 8.6 of the report advising that the BLRF scheme would be financed by Grant, the Cathedral Green Display Cases would be financed from surplus money from the Guildhall shopping centre. The Topsham Museum would require borrowing for the further funding request.

Councillor D. Moore, as an opposition group leader, spoke on this item. She enquired about the budget line carried forward for the Exeter Quay Cellars cliff face, and whether the money would be made available for the re-opening of the Quay toilets.

The Leader, in responding, requested that response to the re-opening of the Quay toilets would be provided from the Portfolio Holder.

In response to a question raised by a Member, the Director Finance explained that the money for the Topsham Museum would cover extensive rendering and repair

work to the front of the museum and associated work at the site. He would provide a detailed response on the work to be undertaken at the museum.

Following the discussion, the Leader moved and was seconded by Councillor Wright to include the additional recommendation in the report which was voted for unanimously and supported.

RECOMMENDED that Council approves:-

- (1) the overall financial position for the 2022/23 Annual Capital Programme;
- (2) the amendments and the further funding requests to the Council's Annual Capital Programme for 2022/23; and
- (3) the additional funding request for the purchase an additional workboat for the Harbour Team be included in the Council's Annual Capital Programme for 2022/23.

47

2022/23 HRA BUDGET MONITORING REPORT - QUARTER 3

The Executive received the report on the financial position of the HRA Revenue and Capital Budgets for the 2022/23 financial year after nine months. Members were referred to Appendix 1 of the report which highlighted areas of risk and advised that certain budgets had been identified as being vulnerable to factors beyond the control of the Council, which could result in potential deviations from budget, and were being closely monitored by officers.

Councillor D. Moore, as an opposition group leader, spoke on this item. She enquired about the replanting of trees as a result of ash die back. She highlighted that she had been informed that expenditure would be provided, but it had been rolled forward, and was concerned that tree planting was not taking place. Councillor Moore also enquired about the consultancy fees spent on the review of the responsive repairs contract and the consultancy work as cost saving for service improvements for Housing Assets.

The Leader, in responding, requested that detailed response to the questions would be provided from the relevant Director.

During the discussion the following points were raised:-

- Members welcomed seeing Edwards Court in the report and the highlight of the provision for Extra Care in Passivhaus standard; and
- Social Housing was 80% full and some homes had been kept back as part of the pathway project which had generated income for the Council. Five homes had now been made available to social housing tenants.

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

- (1) the HRA forecast financial position for 2022/23 financial year; and
- (2) the revision of the HRA Capital Programme to reflect the reported variations detailed in Appendix 4 of the report.

48

COUNCIL TAX SUPPORT FUND 2023-24

The Executive received the report which set out the new led Government Council Tax Support Fund for 2023-24. The Government had provided £100 million to local authorities to support economically vulnerable residents with their Council Tax

payments. The Council Tax Support Fund (CTSF) was a single year grant payment to be made to Council Tax Billing Authorities.

Members noted that the indicative allocation for Exeter City Council was £186,776 which must be fully spent by the end of March 2024 and the use of the funding was divided into two schemes:-

- the Mandatory Scheme would reduce the liability of all current recipients of Council Tax Support at the start of 2023-24 by up to £25 where they had a remaining liability; and
- the Discretionary Scheme which would determine the local approach for using any remaining funds to help economically vulnerable residents with their Council Tax bills.

Councillor D. Moore, as an opposition group leader, spoke on this item. She enquired whether there would be any performance indicators in relation to the length of time for processing requests for support.

The Portfolio Holder for Customer Services and Council Housing welcomed the report, which was considered to be an excellent scheme to support residents. The £25 liability reduction would greatly support residents in the current economic climate.

The Leader requested that a response on performance monitoring and assessment of potential risk to overpayments be made available.

RECOMMENDED that Council agree to the adoption of the proposed policy for the application of the Discretionary Scheme element of the Council Tax Support Fund scheme.

49

GENERAL GRANTS POLICY

The Executive received the report on a proposed policy, which would enable the Council, to award grants to organisations to fund activities and would contribute to the achievement of the priorities set out in the Corporate Plan.

The Council currently had a process for awarding Grants through the Community Grants Programme and the policy would provide the Council with an open and transparent policy to award general grants which were outside of the Community Grants Programme.

Particular reference was made to the process which would happen in two ways:-

- where the allocation of a grant has approved funding from Council, the Executive would have the power to award grants; and
- where the allocation of a grant has not been approved by Council, the Executive would have the power to award the grant subject to approval by full Council.

Councillor D. Moore, as an opposition group leader, spoke on this item. She enquired on the relation of the policy to the Community Grants Programme and whether there were details available applying for a grant?

The Leader, in responding, highlighted that the report provided an overview of the policy, rather than the process for allocating grant money. The policy would allow the Council to support major projects or organisations against the Corporate

Strategy. A response on the application process would be made available to Members.

Members welcomed the policy and noted that the policy would not be administered by the Community Grants Programme.

RECOMMENDED that Council adopt the policy to ensure that, should the Council wish to award grants to organisations over and above those within the Community Grants Programme, it had a clear and transparent decision-making process through which to identify opportunities, allocate funds and award grants.

50

**AMENDMENT TO THE FINANCIAL REGULATIONS AND PROCUREMENT
CONTRACT PROCEDURE RULES**

The Executive received the report which sought approval to the financial regulations and to the Procurement and Contract Procedures, as outlined in the report appendices presented at the meeting.

Members noted that there were minor changes to the financial regulations which were reflected by the recent introduction of the Council's ordering system. The procurement and contract procedures changes reflected the change of the threshold for officer spending, when going out to tender to improve efficiency. The changes in the report would also bring the Council further in line with other neighbouring local authorities.

Particular reference was made to:-

- the spend threshold for Officers obtaining three quotes would be increased from £10,000 to £25,000; and
- the spend threshold which Officers were required to go out to tender would be increased from £50,000 to £100,000; and
- Officers would continue to be mindful to ensure they were getting value for money on all tenders.

Councillor D. Moore, as an opposition group leader, spoke on this item. She enquired on the process for analysing tenders and quotes.

The Leader, in responding agreed that clarification on the process would be sought.

In response to a question raised by a Member, the Director Finance explained that:-

- the inclusion of the latest Procurement Policy Note (PPN) for increasing the threshold for advertising in the contracts finder was a change in the Government threshold and therefore wasn't a recommendation to Council; and
- the Executive Committee and the Strategic Management Board (SMB) had responsibility for Risk Management. The Audit and Governance Committee monitored the effectiveness of risk management at the Council and monitored progress against the targets set in Corporate Risk Register.

RECOMMENDED that Council:-

- (1) approve the revised Financial Regulations in Appendix A of the report;
- (2) increase the spend threshold at which Officers are required to obtain three quotes from £10,000 to £25,000;
- (3) increase the spend threshold at which Officers are required to go out to tender from £50,000 to £100,000; and

- (4) approve the revised Procurement and Contract Procedures in Appendix B of the report.

51

AMENDMENTS TO THE CONSTITUTION

The Executive received the report which set out the proposals to amend the Council's Constitution to match operational arrangements. The amendments to the Constitution included the changing of the Chief Executive and Growth Director's post title to Chief Executive with immediate effect following the full Council meeting on 18 April 2023. The removal of the post of Corporate Manager, Democratic & Civic Support would be effective from 1 June 2023. The report also sought to ensure that the Scheme of Delegation to Officers was updated to match operational arrangements of the Council.

Members also noted the additional responsibility for the Chief Executive to act in the role of the Council's Shareholder Representative in respect of Exeter City Group Limited and its subsidiaries.

Councillor D. Moore, as an opposition group leader, spoke on this item. She enquired as to the status of the Governance Review report in relation to constitutional changes.

The Leader advised that the Governance Review report was a separate matter, and would be brought to Executive in due course, following discussions with relevant officers and Members.

Members welcomed the report and expressed their thanks to the Corporate Manager, Democratic & Civic Support for all his dedicated support and hard work during his time at the Council.

RECOMMENDED that Council approve the changes to the Constitution, including the Scheme of Delegation to Officers, as set out in the Appendix of the report, with such changes affecting the post of Chief Executive & Growth Director being with immediate effect, and those affecting the post of Corporate Manager, Democratic & Civic Support being effective from 1 June 2023.

52

EXETER PLAN: OUTLINE DRAFT CONSULTATION: CONSULTATION REPORT

The Executive received the report on the responses of the outline draft of the emerging Exeter Plan consultation, which had been undertaken between September and December 2022. The report highlighted the engagement activities undertaken during the consultation and the review of the responses received.

The matter had been considered by the Strategic Scrutiny Committee on 16 March 2023 and the comments made during the consultation would be used in support of the preparation for the emerging Exeter Plan in future.

Particular reference was made to:-

- the summary of responses received to the consultation which were outlined in the report, and that the total number of responses received was 3,473;
- the summary of responses showed that elements of the key strategy in the plan related to climate change, reduction in travel and providing affordable homes, had received significant support;
- there was clearly more support for brownfield development sites than greenfield sites; and

- going forward, the responses to the outline draft plan consultation would be used to develop the next stage of the plan-making process, with a further consultation to be undertaken later in 2023.

During the discussion the following points were raised:-

- there were some excellent points raised by consultees which highlighted the aspirations of those living and working in the city;
- clarification was sought on 15 minute communities, which had been raised by some residents; and
- the report was very detailed and informative and reflected good practice by the Council, and thanks were given to the team for the hard work that had been undertaken.

The Portfolio Holder for City Development and Planning praised the team for the dedicated work that had gone into the report. The figures for the number of responses received was very good and a large volume of information had been received and checked.

The Leader thanked officers and requested clarification and detail about what a 15 minute community was to be provided to Members.

RESOLVED that the content of the 'Exeter Plan: Outline Draft Consultation Report' in Appendix A of the report be noted as a document which will be used to inform the preparation of the emerging Exeter Plan in future.

53

REPORT OF THE PLANT BASED FOOD TASK AND FINISH GROUP

The Executive received the report on the work undertaken by the Plant Based Food Task and Finish Group to develop a City Council Sustainable Food Policy. The cross-party Task and Finish Working Group had been setup following approval of a Notice of Motion on 13 December 2022, to ensure food provided at internal Council meetings would be plant-based foods and ready for the Annual Council meeting in May 2023.

Further work had also been undertaken to ensure that Council run external sites also had plant-based options available as part of their regular catering menu.

Four Plant Based Food Task and Finish Group meetings had been held during February and March 2023, to enable the cross party group to attain information from City Council Officers and external contributors to develop the Sustainable Food Policy .

Particular reference was made to:-

- the policy would address plant based options at all Council owned venues;
- there was a challenge in setting a policy to cover the various venues who had differing resources available;
- the policy would also ensure that only plant based food options would be provided at meetings run by the Council;
- there would be a 50% plant-based and 50% dairy, fish and meat options on menus at all venues; and
- performance indicators would be set up to monitor progress and the impact to the Council. A report would be brought back to the Executive in six months.

Councillor D. Moore, as an opposition group leader, spoke on this item. She enquired whether the Lord Mayoralty was included under Council meetings. She highlighted the importance of ensuring that all dietary requirements were catered for and sought assurance that there would be no impact to the single use plastic policy.

The Leader, in responding requested that an information table be put together by the Service Lead for Net Zero & Business to address dietary options available to provide further clarity on the policy.

The Deputy Leader advised that the Council no longer provided food at its committee meetings and the Lord Mayoralty had been consulted as part of the work.

The Portfolio Holder for Climate Change thanked all contributors and Members for the work that had been undertaken. The subject matter was complex and there was a lot of variation for different outlets in relation to how they would operate under the policy. He highlighted that the policy would address dietary choices and its impact on the environment.

RECOMMENDED that Council:-

- (1) note the work undertaken by the Plant Based Food Task and Finish Group and endorse the new City Council Sustainable Food Policy;
- (2) agree that the Sustainable Food Policy be reviewed after six months and is brought back to Executive on 28 November 2023;
- (3) raise awareness within the local business community of the work undertaken by the South West Food Hub and the national Dynamic Purchasing UK to support local suppliers and producers to gain new public sector contracts; and
- (4) agree for the Net Zero & Business team to:-
 - review the Single Use Plastic Notice of Motion that was carried at Council on 24 April 2018;
 - develop a range of KPI's to monitor the Sustainable Food Policy and carbon emissions associated with the City Council buying food and drink for consumption through Council meetings, Council events and within Council run sites;
 - work with Procurement in developing an approved supplier list for the catering of Council meetings and Council events, in line with the six month review of the Sustainable Food Policy, with information to be made readily available for staff on the City Council's intranet;
 - work towards the Heart of the South West declaration of at least a minimum of 50% of all food spend to be procured from growers, producers and manufacturers within the South West local region by 2028;
 - co-ordinate customer surveys of City Council venues to understand customer demand for plant based food and drink, and results be made available for the six month review;
 - work with the Waste & Recycling team to develop food waste collection from City Council venues, once food waste has been rolled out to residential homes;
 - research options of developing a Devon Fruit and Veg Wholesale Market, utilising the Matford Centre;
 - review options of installing a filtered water dispenser at the historic Guildhall; and
 - explore the potential of registering all public facing Council catering venues as Refill stations under the refill water scheme.

FINANCIAL ASSISTANCE POLICY FOR THE BETTER CARE FUND

The Executive received the report which sought to revise the Council's Financial Assistance Policy to ensure that financial assistance was available to vulnerable individuals, both inside and outside of the mandatory Disabled Facilities Grant system. The Financial Assistance Policy was a ring fenced, Devon-wide policy with input provided from both District Councils and Devon County Council to provide more consistency for those working in social care, who refer service users to the provisions of the policy.

The report also sought permission to transfer £300,000 from the Exeter City Council Better Care Fund (BCF) allocation for 2022-23 to the Exeter City Council 'Lendology' Loan Fund. The transfer would allow the Council to use non-committed funds from the 2022-23 financial year to benefit residents in future years through the provision of loans offered at 0%.

Members were referred to the changes to the policy, with particular reference made to:-

- the Accessible Homes Grant had increased from £20,000 to £40,000;
- the Healthy Homes Grant had increased from £5,000 to £10,000;
- the Warm Up Grant had increased from £2,000 to £3,000;
- the introduction of the 0% BCF loan, which would be funded by £300,000 of unallocated BCF funding from 2022-23.;
- the Stairlift Grant had been extended to include other lifts and access options; and
- the introduction of a bathroom Grant, which removed the means testing for the most common adaptations.

Councillor D. Moore, as an opposition group leader, spoke on this item. She enquired about the money being passed to 'Lendology', and why there was a large underspend. Was there a means to use the under-spend on grants or to promote the policy further?

The Leader, in responding, requested that a breakdown on the number of residents who had applied for the Financial Assistance be provided from the Environmental Health & Community Safety Manager.

During the discussion the following points were raised:-

- welcomed the inclusions of solar panels, and other methods as part of the Healthy Homes Grant, which was important in reducing carbon emissions whilst supporting residents to warm their homes;
- continuing to further the partnership working with 'Lendology' was welcomed, particularly with the means to continue supporting residents and maintaining a revenue stream in the city; and
- the means testing may have been a contributing factor for grants not being applied for, and its removal was welcomed.

RECOMMENDED that Council adopt the revised Financial Assistance Policy for the Better Care Fund, incorporating the creation of a ring-fenced Better Care Fund loan fund of £300,000.

PROPOSAL TO ESTABLISH AN OVERSIGHT PANEL TO MONITOR THE ROYAL ALBERT MEMORIAL MUSEUM & ART GALLERY'S DELIVERY AGAINST THE FUNDING AGREEMENT MADE BETWEEN EXETER CITY

COUNCIL AND ARTS COUNCIL ENGLAND FOR PERIOD 2023-26.

The Executive received the report on establishing a new Oversight Panel to provide Arts Council England (ACE) with monitoring, evaluation and reporting information, relating to the City Council's receipt of National Portfolio Organisation (NPO) funding for the Royal Albert Memorial Museum & Art Gallery (RAMM).

An Oversight Panel was a requirement of the national funding programme, and provided the ACE with the assurance of the governing body's engagement with the funding programme, as well as providing an appropriate level of scrutiny. Exeter City Council was the accountable body for the funding agreement with the ACE and their offer covering the period 2023-26 was for £618,000 per annum, which was subject to the settlement received from Government for this period.

Councillor D. Moore, as an opposition group leader, spoke on this item. She enquired on the relationship between the oversight group and other organisations who had an interest in the RAMM

The Deputy Leader and Portfolio Holder for Arts, Culture and Corporate Services advised that the purpose of the oversight panel was not to direct the activities of the Royal Albert Memorial Museum & Art Gallery, but to focus on monitoring and reporting on work delivered through funding from Arts Council England's NPO programme.

The Museums Manager and Cultural Lead explained that the Museum was grateful for the support its two associated independent charities, the Friends of RAMM and the RAMM Development Trust, however neither had decision making responsibilities for delivery of museum activities. The oversight panel would similarly have no decision making role but act solely as a monitoring panel for Arts Council England targets which formed part of the NPO funding agreement with the City Council.

RECOMMENDED that Council agree:-

- (1) to establish a new Oversight Panel, as a prerequisite of the Funding Agreement that the Council will make with Arts Council England, in connection with its receipt of National Portfolio Organisation Funding 2023-26; and
- (2) the Terms of the Reference for the Oversight Panel.

56

COUNCILLOR GHUSAIN

The Leader expressed his thanks to Councillor Ghusain, who was standing down from her role as a City Councillor, after the election. He highlighted her contribution and work to the Executive and the Council.

(The meeting commenced at 5.30 pm and closed at 6.45 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 on 18 April 2023.

DRAFT

This page is intentionally left blank

REPORT TO EXECUTIVE

Date of Meeting: 6 June 2023

REPORT TO COUNCIL

Date of Meeting: 18 July 2023

Report of: Director Corporate Services

Title: Appointment to Outside Bodies 2023

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:

That Executive recommends to Council:

- (1) to approve the appointments to the outside bodies set out in Appendix A of the report with immediate effect; and
- (2) that the Director Corporate Services be granted delegated powers in consultation with the Group Leaders to appoint representatives to outside bodies when necessary 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 Council to consider.

6. What are the legal aspects?

None identified.

7. Monitoring Officer's comments:

This report does not raise any issues for the Monitoring officer.

8. Report details:

8.1 The full list of outside bodies is attached at 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.

8.2 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 delegated powers are granted to the Director Corporate Services in Consultation with the Group Leaders to appoint representatives. This will remove the need to report to Executive and Council which would cause delays to the appointment process. All appointments can be viewed on the City Council website.

8.3 Members are reminded that if they are appointed to an outside body, that they are appointed as a representative of the Council. Where any appointment is made for particular position, such as a Director's role, then Members would have a duty of responsibility to that organisation.

8.4 Members are also reminded, where they have been appointed to an outside body, that they must update their Other Registerable Interests, to include the appointments accordingly.

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 it is not 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.

Director Corporate Services, Baan Al-Khafaji

Authors: Mark Devin, Democratic Services Manager.

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

This page is intentionally left blank

Title	Representative
Age UK Exeter	Councillor Rob Hannaford
Barnfield Theatre Board	Councillor Richard Branston
Community Safety Partnership	Vacancy
	Deputy Leader and Portfolio Holder for Culture & City Centre Strategy Councillor Laura Wright
	Portfolio Holder for Communities & Homelessness Prevention Councillor Martin Pearce
Dartmoor National Park Community Forum	Vacancy
	Champion for Net Zero Exeter 2030 Councillor Zion Lights
Devon and Cornwall Police and Crime Panel	Deputy Leader and Portfolio Holder for Culture & City Centre Strategy Councillor Laura Wright
Devon Authorities Strategic Waste Committee	Portfolio Holder for Place & City Management Councillor Ruth Williams
Devon County Agricultural Association	Councillor Andrew Leadbetter
Devon Disability Collective	Champion for Community Engagement Councillor Naima Allcock
Devon Historic Buildings Trust	Portfolio Holder for City Development Councillor Emma Morse
Devon Rail Forum	Portfolio Holder for Leisure Services & Physical Activity Councillor Duncan Wood County Councillor Andrew Leadbetter
Energy From Waste Liaison Committee	Portfolio Holder for Place & City Management Councillor Ruth Williams
Exe Estuary Management Partnership	Councillor Andrew Leadbetter
Exeter Allotment Forum	Vacancy
Exeter and Heart of Devon Growth Board	Council Leader Councillor Philip Bialyk
Exeter Business Centre Board	Vacancy
	Councillor Amy Sparling
	Portfolio Holder for Leisure Services & Physical Activity Councillor Duncan Wood
Exeter Canal & Quay Trust Ltd.	Councillor Andrew Leadbetter
	Portfolio Holder for Climate & Ecological Crisis Councillor Josie Parkhouse
	Deputy Leader and Portfolio Holder for Culture & City Centre Strategy Councillor Laura Wright
	Council Leader Councillor Philip Bialyk Councillor Richard Branston
	Vacancy
	Portfolio Holder for Place & City Management Councillor Ruth Williams Councillor Tony Wardle

Exeter Church Charities	Alderman John Landers
	Alderman Mary Danks
	Portfolio Holder for Council Housing Development and Support Services Councillor Barbara Denning
	Vacancy
Exeter Citizen Advice Bureau	Portfolio Holder for Council Housing Development and Support Services Councillor Barbara Denning
Exeter Fairtrade Steering Group	Portfolio Holder for Communities & Homelessness Prevention Councillor Martin Pearce
	Vacancy
	County Councillor P Prowse
Exeter Health and Wellbeing Board	Councillor Catherine Rees
	Portfolio Holder for Climate & Ecological Crisis Councillor Josie Parkhouse
	Portfolio Holder for Communities & Homelessness Prevention Councillor Martin Pearce
	Council Leader Councillor Philip Bialyk
Exeter Homes Trust	Alderman Alan Williamson
	Councillor Richard Branston
	Vacancy Vacancy
Exeter International Airport Consultative Group	Portfolio Holder for Leisure Services & Physical Activity Councillor Duncan Wood
Exeter SAFE (SAFE Foundation)	Deputy Leader and Portfolio Holder for Culture & City Centre Strategy Councillor Laura Wright
In Exeter	Vacancy
Local Government Association General Assembly	Council Leader Councillor Philip Bialyk
Maynard School	Vacancy
Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Councillor Andrew Leadbetter
	Portfolio Holder for Leisure Services & Physical Activity Councillor Duncan Wood
Relate	Vacancy
Royal Albert Memorial Museum Development Trust	Councillor Andrew Leadbetter
	Deputy Leader and Portfolio Holder for Culture & City Centre Strategy Councillor Laura Wright
South East Devon Habitat Regulations Executive Committee	Vacancy
South West Councils	Council Leader Councillor Philip Bialyk
South West Employers Panel	Council Leader Councillor Philip 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 Vacancy
St. Sidwell's Parish Lands and Other Charities	Portfolio Holder for Communities & Homelessness Prevention Councillor Martin Pearce Vacancy
St. Thomas Church Charities (Seldon & Others)	Councillor Rob Hannaford Mrs Carole Smith Mrs Patricia Metford
The Exeter Phoenix Arts Board	Deputy Leader and Portfolio Holder for Culture & City Centre Strategy Councillor Laura Wright
Topsham Community Association	Councillor Joshua Ellis-Jones
Topsham Mooring Owners Association	Councillor Andrew Leadbetter
Topsham River Commissioners (under the Exeter Port Dues Act 1840)	Councillor Andrew Leadbetter Portfolio Holder for Leisure Services & Physical Activity Councillor Duncan Wood Vacancy
Turntable Furniture Re-cycling Project	Portfolio Holder for Council Housing Development and Support Services Councillor Barbara Denning
Wessex Reserve Forces and Cadets Association - Devon Committee	Councillor Andrew Leadbetter

This page is intentionally left blank

Equality Impact Assessment: *Appointment to Outside Bodies 2023*

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 – 6 June 2023 Council – 18 July 2023	Appointment to Outside Bodies 2022	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 any 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 Director Corporate Services 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).	Neutral	Low	There is no evidence to suggest that the proposed report would have an impact on this characteristic.

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
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.	Neutral	Low	There is no evidence to suggest that the proposed report would have an impact on this characteristic.
Sex/Gender	Neutral	Low	There is no evidence to suggest that the proposed report would have an impact on this characteristic.
Gender reassignment	Neutral	Low	There is no evidence to suggest that the proposed report would have an impact on this characteristic.
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	Neutral	Low	There is no evidence to suggest that the proposed report would have an impact on this characteristic.
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Neutral	Low	There is no evidence to suggest that the proposed report would have an 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).	Neutral	Low	There is no evidence to suggest that the proposed report would have an impact on this characteristic.
Pregnancy and maternity including new and breast feeding mothers	Neutral	Low	There is no evidence to suggest that the proposed report would have an impact on this characteristic.
Marriage and civil partnership status	Neutral	Low	There is no evidence to suggest that the proposed report would have an impact on this characteristic.

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

The appointments to the Outside Bodies would enable partnership working for Members with independent organisations to support the local area and community.

Officer: Mark Devin, Democratic Services Manager.

Date: 2 June 2023

REPORT TO EXECUTIVE

Date of Meeting: 6 June 2023

Report of: Director Corporate Services

Title: Members' Allowances and Expenses Paid 2022/23

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

To report the allowances paid to Elected Members in 2022/23.

2. Recommendations:

The Members of the Executive note the allowances paid and the expenses claimed by Members in 2022/23.

3. Reasons for the recommendation:

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:

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

5. Section 151 Officer Comments:

The report sets out the costs associated with Members over the previous financial year. This is a factual account and there are no financial decisions required.

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:

Members should note that members' allowances are usually set in accordance with the recommendations made by the Independent Remuneration Panel.

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 2022/23 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 13 December 2022, which accepted the recommendations of the Independent Remuneration Panel on Members' Allowances, which included approval of the scheme for 2023/24.

8.4 The report included the detail of remuneration paid for the Council Housing and Development Advisory Board, which is drawn separately from the Housing Revenue Account.

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 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 report is for information.

12. Carbon Footprint (Environmental) Implications:

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

13. Are there any other options?

None

Director Corporate Services, Baan Al-Khafaji

Author: Sharon Sissons

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

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265115

This page is intentionally left blank

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 2023 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 £	Special Responsibility Allowances £	Comments	Conference/Travel / Subsistence Expense Claims £	Carers £	Sub Total £
N	Allcock	6425.04	1605.96		Member Champion			8031
M	Asvachin	5716.9						5716.9
Y	Atkinson	6425.04						6425.04
C	Bennett	5734.18						5734.18
J	Begley	535.42						535.42
P	Bialyk	6425.04	20,880		Leader of	1089.85		28394.89
R	Branston	6425.04						6425.04
B	Denning	6425.04	9792.33	829.04	Chair Strategic Scrutiny Committee (Part Year) and Portfolio Holder	312		17358.41
J	Ellis-Jones	5699.63						5699.63
B	Foale	6425.04	1299.6	4196.32	Portfolio Holder (Part Year) Licensing Committee Chair			11920.96
A	Ghusain	6425.04	11243.04		Portfolio Holder			17668.08
R	Hannaford	6425.04	535.34	5596	Chad Chair Strategic Scrutiny Committee (Part			12556.38
D	Harvey	6425.04	1299.6		Portfolio Holder (Part Year)			7724.64
Y	Henson	6425.04	5596		Lord Mayor (Part Year)	24.4		12045.44
P	Holland	6304.14						6304.14
A	Jobson	6425.04	2892.56		Group Leader Conservative Group			9317.6
P	Knott	5734.18						5734.18
A	Leadbetter	6425.04	375.6	2797.58	Group Leader Conservative Group (Part Year) Deputy Chair Strategic Scrutiny			9598.22
Z	Lights	6425.04	1472.13		Member Champion			7897.17
K	Mitchell	6425.04	1878.63		Leader Progressive Group (shared)			8303.67
M	Mitchell	6425.04	3212.04		Deputy Chair Customer Focus Scrutiny Committee			9637.08

Initial	Councillor Surname	Basic Allowance £	Special Responsibility Allowances £	Special Responsibility Allowances £	Comments	Conference/Travel / Subsistence Expense Claims £	Carers £	Sub Total £
D	Moore	6425.04	1878.63		Leader Progressive Group (shared)	£654.00		8957.67
J	Moore	6425.04						6425.04
E	Morse	6425.04	11243.04		Portfolio Holder	54		17722.08
R	Newby	6425.04	1398.74	414.46	Deputy Chair Strategic Scrutiny Committee(Part Year) /Deputy Lord Mayor(Part Year)			8238.24
T	Oliver	6425.04	829.04		Lord Mayor (Part Year)			7254.08
H	Packham	6425.04						6425.04
J	Parkhouse	5716.9	9792.33		Portfolio Holder	293.05		15802.28
M	Pearce	6425.04	9792.33		Portfolio Holder			16217.37
G	Sheldon	535.42						535.42
L	Sills	535.42						535.42
K	Sparkes	535.42						535.42
T	Read	5716.9						5716.9
C	Rees	5716.9						5716.9
M	Snow	5734.18						5734.18
A	Sparling	6425.04						6425.04
R	Sutton	6425.04	2797.7	1299.6	Portfolio Holder (Part year) and Deputy Chair Planning Committee	13.3		10535.64
M	Vizard	6425.04	6425.04		Chair Customer Focus Scrutiny Committee			12850.08
T	Wardle	6425.04	3212.04		Chair Audit & Governance Committee and Chair of Council Housing and Advisory Board			9637.08
S	Warwick	6425.04						6425.04
R	Williams	6425.04	11243.04		Portfolio Holder			17668.08
D	Wood	6425.04	11243.04		Portfolio Holder			17668.08
L	Wright	6425.04	11243.04		Portfolio Holder	1034.3		18702.38

Initial	Councillor Surname	Basic Allowance £	Special Responsibility Allowances £	Special Responsibility Allowances £	Comments	Conference/Travel / Subsistence Expense Claims £	Carers £	Sub Total £
	TOTAL	£246,966.79	£143,180.84	£15,133.00		£3,474.90	£0.00	£408,755.53

This page is intentionally left blank

REPORT TO EXECUTIVE

Date of Meeting: 6 June 2023

Report of: Director Corporate Services

Title: Members' Training

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 This report provides an update on the progress of work on the Members' training programme and also includes the Members' attendance for the various training sessions, which have been held since December 2022 to April 2023 (Appendix A).

1.2 Appendix B of the report, identifies the Councillor Feedback statistics to date on training or briefing sessions attended.

1.3 Appendix C of the report, shows the various tour and shadowing opportunities made available to Members during the period.

1.4 Appendix D highlights the current number of training opportunities available on the SSS online training platform and number of completion certificates received.

2. Recommendations:

It is recommended that the Executive Committee note the report.

3. Reasons for the recommendation:

3.1 To ensure that the current induction and training programme for Members remains fit for purpose and appropriate;

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

None specific to this report.

5. Section 151 Officer comments:

There are no financial implications for Council to consider.

6. What are the legal aspects?

The Council is obliged to ensure that Members receive adequate training to allow them to undertake their duties. This is particularly pertinent for those members who sit on the administrative committees such as Planning and Licensing.

7. Monitoring Officer's comments:

The Monitoring officer has no comment to make.

8. Report details:

8.1 The report provides an overview of Members' attendance at training events, additional training completed and feedback received since the previous report. Members will recall that the Councillor Development Steering Group requested that a regular report be presented to the Executive outlining attendance for the training sessions held, feedback received and other training undertaken.

8.2 In preparedness for the intake of new councillors following the May 2023 elections, that Members elected in 2022 were asked to provide any feedback they had on the 2022 Induction Programme, to support any development or improvements to the 2023 Induction Programme. Though there were few responses received, the Councillor Development Steering Group, having considered the improvements made in 2022, agreed to continue with the same induction process for 2023.

A new training option being introduced for new Members is Councillor to Councillor training, to utilise the knowledge and experience of existing Members to support the new intake of Members.

8.3 Appendix A of this report provides a breakdown of attendance at the various training sessions held since December 2022 to April 2023. There had been 5 sessions held since the last report. The average attendance rate has increased from 15 to 17 equating to 45% and an increase of 8%. The average absence rate has also reduced from 51% to 42% from the previous period.

Members are reminded that if they are unable to attend the live session, that they need to notify Democratic Services to advise that they have viewed the training session and their attendance will be recorded accordingly.

8.4 Appendix B details a summary of the feedback forms for the various training sessions held since December 2022. The form is issued to all Members after each session to capture Members' views on any training or briefing sessions they attend. The form also enables Members who could not be in attendance to notify Democratic Services to state that they have viewed the training.

During this period, the volume of feedback has reduced to 3 responses, but indicates that on average 82% of the responses received, were very satisfied with the training provided. Members are encouraged to provide feedback on the courses, and Members who were not in attendance, to indicate that they viewed the training recordings.

8.5 Appendix C shows the various tour and shadowing opportunities made available to Members during the period. Unfortunately during the winter period, there has only been one event held which was attended by two Members. As part of the induction process and going forward, more opportunities are being arranged.

8.6 Appendix D highlights that since the previous report, two additional training courses had been made available to Members, in which 3 completed certificates had been submitted. The two training courses for GDPR and Safeguarding Thematics has shown

an increase from 5 to 8 completed certificates, which is an 8% improvement for completion.

Members are reminded to note that the licence for the SSS Platform is due expire later in the year and are continued to be encouraged to complete and submit the completed training certificates as soon as possible.

8.7 Members are also reminded that their attendance at formal Council meetings is a publically available document on the Council's website, and that any expenses paid, for attending training events are reported annually as part of the statutory report on allowances paid to members.

8.8 Members are also reminded and encouraged to make use of the Councillor Hub, which is available on the intranet and through the Web App on the Councillor iPad's, for accessing important support materials, to assist them with role as a Councillor.

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

Ensuring that Members are appropriately trained and briefed means that they have an understanding of the issues affecting the Council, which in turn enables them to take informed decisions.

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

10.1 Ensuring that Members are appropriately trained and briefed means that they have an understanding of the issues affecting the Council, which in turn enables them to take informed decisions.

10.2 If inappropriate training was given, or if appropriate Members did not attend the sessions, challenges could be made to any decisions taken, which would not only jeopardise the Council's reputation, but could also lead to potential claims for compensation and review of the decisions taken.

11. Equality Act 2010 (The Act)

11.1 In preparing this report, it is accepted that people learn things in different ways, and that some delivery methods are not best suited to all.

11.2 A detailed review of the training programme and briefing sessions, including the delivery methods, have helped identify gaps in this provision and also how best any training difficulties can be overcome.

11.3 There has been a focus on ensuring that training on disability awareness, as well as diversity and equality requirements, form an integral part of any revised training programme.

11.4 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 No direct carbon/environmental impacts arising from the recommendation.

13. Are there any other options?

To continue with the current training programme.

Director Corporate Services, Baan Al-Khafaji

Author: Mark Devin, Democratic Services Manager.

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

Appendix A - Member Training

Session	Date	Total Cllr Attend	Total % Attend	Non Attend	Non Attend %	Live Attend	Post Attend	Committee	Number of Committee Attend	% Committee Attend
Briefing: Rough Sleeping	06/12/2022	15	38%	24	62%	15	0			
Briefing: Police Neighbourhood Meeting	11/01/2023	19	49%	20	51%	19	0			
Briefing: Budget 2023/24	18/01/2023	27	69%	12	31%	27	0			
Training: Carbon Literacy Training	18/01/2023	10	83%	2	17%	10	0			
Briefing: Police Neighbourhood Meeting	22/03/2023	16	41%	23	59%	16	0			

Page 39

No Cllrs	39
Licensing	14
Planning	14
Audit & Governance	12
Community Grants	6

Highest Attendance	27	69%
Average Attendance	17	45%
Lowest Attendance	10	26%

Highest Absence	24	62%
Average Absence	16	42%
Lowest Absence	2	5%

Highest Attended Live	27	69%
Average Attended Live	17	45%
Lowest Attended Live	10	26%

Highest Attended Post Session	0	0%
Average Post Session	0	0%
Lowest Attend Post Session	0	0%

This page is intentionally left blank

Appendix B - Member Feedback on Training

2022	Total Responses	Very Satisfied	Satisfied	Dissatisfied	Not applicable
Overall impression of the briefing / training	3	3	0	0	0
Facilitator's ability and competence	3	3	0	0	0
Facilitator's rapport with the delegates	3	3	0	0	0
Accurate course description versus content delivered on the briefing / training	3	3	0	0	0
Relevance to your personal learning needs	3	2	1	0	0
Effectiveness of the learning methods	3	3	0	0	0
Quality and appearance of course materials	3	3	0	0	0
Quality of facilities	3	3	0	0	0
Notice / contact prior to the course	3	2	1	0	0
Joining instructions and content information	3	2	1	0	0
Adequacy of support for special needs	3	0	0	0	3
Total		27 82%	3 9%	0 0%	3 9%

This page is intentionally left blank

Appendix C - Attendance and Tours and Shadowing Events

Description	Date	Expected	Total Cllr Attend	%
Tour of the Guildhall	07/12/22	2	2	100%

1		2	2	100%
---	--	---	---	------

This page is intentionally left blank

Appendix D - 2022-23 Training on the SSS Platform

Description		Completed	Total Members	% Completed
Training: General Data Protection Regulation (GDPR)		8	39	21%
Training: Safeguarding - County Lines		3	39	8%
Training: Equality, Diversity & Inclusion in the Workplace		3	39	8%
Introduction to Safeguarding Thematics		8	39	21%

4

