



Exeter City Council

A meeting of **EXETER CITY COUNCIL** will be held at the **GUILDHALL, HIGH STREET, EXETER** on **TUESDAY 23 APRIL 2024**, at 6.00 pm, at which you are hereby summoned to attend.

The meeting will be live streamed on YouTube - [Democratic Meetings – YouTube](#)

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

The following business is proposed to be transacted:-

Pages

- 1 Minutes
To approve and sign the minutes of the Extraordinary and Ordinary meetings held on 20 February 2024 and the Extraordinary meeting held on 21 March 2024. 3 - 34
- 2 Official Communications
- 3 Public Questions
Details of questions should be notified to the Manager Democratic Services Manager at least three working days prior to the meeting - by 10am on Thursday 18 April 2024.

Further information and a copy of the procedure are available from Democratic Services) and details about speaking at Council to be found here: [Public Speaking at Meetings](#).
- 4 Local Government (access to Information act 1985 - Exclusion of Press and Public
To pass the following resolution:-

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of item 18 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph's 1, 2, and 3 of Part 1, Schedule 12A of the Act.

To receive minutes of the following Committees and to determine thereon:-
- 5 Planning Committee - 19 February 2024 35 - 40
- 6 Planning Committee - 25 March 2024 41 - 44
- 7 Audit and Governance Committee - 6 March 2024 45 - 54

8	Licensing Committee - 19 March 2024	55 - 56
9	Exeter Harbour Board - 11 March 2024	57 - 62
10	Strategic Scrutiny Committee - 14 March 2024	63 - 72
11	Customer Focus Scrutiny Committee - 28 March 2024	73 - 78
12	Strata Joint Scrutiny Committee - 13 February 2024	79 - 82
13	Executive Committee - 5 March 2024	83 - 88
14	Executive Committee - 9 April 2024	89 - 118

15 Lord Mayoralty

To nominate the Lord Mayor Elect and the Deputy Lord Mayor Elect for the 2024/25 Municipal Year.

16 Questions from Members of the Council under Standing Order No. 8

Pages

17 Senior Leadership Review

To consider the report of the Chief Executive and the Leader.

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Part II: Items suggested for discussion with the press and public excluded

Pages

18 Senior Leadership Review

To consider the report of the Chief Executive and the Leader.

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A plan of seating in the Guildhall is attached as an annexe

Date: Monday 15 April 2024

Bindu Arjoon
Chief Executive

EXTRAORDINARY MEETING OF THE COUNCIL

Tuesday 20 February 2024

Present:-

The Right Worshipful the Lord Mayor Councillor Kevin Mitchell (Lord Mayor)

Councillors Allcock, Asvachin, Begley, Bennett, Bialyk, Branston, Denning, Miller, Mitchell, M, Moore, D, Parkhouse, Patrick, Pearce, Read, Rees, Sheridan, Snow, Sparling, Vizard, Wardle, Warwick, Williams, M, Williams, R, Wood and Wright

Apologies:-

Councillors Atkinson and Morse

Also Present:-

Chief Executive, Director Finance, Service Lead Legal Services, Democratic Services Manager and Democratic Services Officer (PMD)

1

PUBLIC QUESTIONS

The Lord Mayor reported the receipt of five questions from members of the public.

Question from Sharon Whitgreave to Councillor Bialyk, Leader.

“In the Wellbeing Exeter video, a councillor states, “Wellbeing Exeter brings people together to work in partnership, to collaborate, share ideas and best practices.” Do the councillors have a plan for Wellbeing Exeter to work with Citizens Advice to ensure that residents can access specialist and accredited advice and information?”

The Leader asked Councillor Pearce, Portfolio Holder for Communities & Homelessness Prevention, to answer Ms Whitgreave’s question. Cllr Pearce gave the following response:

Wellbeing Exeter partners already sign post people to a range of advocacy and advice services both in the city and online including CAE. This will continue as normal.

In a supplementary question, Ms Whitgreave expanded on the range of expert services provided by Citizens Advice and enquired about any formal arrangements between Exeter Wellbeing and Citizens Advice to ensure that residents received the service they deserved. Cllr Pearce responded that discussions were ongoing between Exeter City Council and Citizens Advice aimed at providing residents with the service they needed.

Question from Carolyn Naylor to Councillor Bialyk, Leader.

“The Dix’s Field office space has issues with damp, roof structure and plumbing. If Citizens advice relocates due to high rent charges, do councillors

realistically think they will find alternative tenants to pay the expected rent given the number of empty office spaces in the city?”

The Leader asked Councillor Pearce, Portfolio Holder for Communities & Homelessness Prevention, to answer Ms Naylor’s question. Cllr Pearce gave the following response:

The repair of the flat roof is scheduled to take place during 2024 as part of Council’s capital programme. This information would be made available to any prospective future tenant if any office space becomes vacant.

Question from Joe Oliver to Councillor Bialyk, Leader.

“Will the Council consider and cost the impact a reduced Citizens Advice service, necessitated by a loss of funding, would have on residents; for example, the potential loss of the benefits tribunal services and court repossession services, and Citizens Advice Exeter no longer having an office in the city centre?”

The Leader asked Councillor Pearce, Portfolio Holder for Communities & Homelessness Prevention, to answer Mr Oliver’s question. Cllr Pearce gave the following response:

The council intends to offer CAE a grant transitional grant of £75,000 for 2024/25 it will be up to the management of CAE to prioritise which aspects of their work are continued. CAE have previously refused offers of alternative office accommodation in the Civic Centre including shared space within the Council’s Customer Contact Centre.

In a supplementary question, Mr Oliver sought clarity about who adjudicated on grant applications such as rent grants. The Leader explained to Mr Oliver that any application for a grant would be treated within the normal process, namely through the Leader and the Executive Committee and through Council at the appropriate time.

Question from James Banyard to Councillor Bialyk, Leader.

“Recently I reported pavement flooding due to a drain blocked with leaves. DCC said they would clear the gully, but that leaf sweeping was an issue for ECC. It’s hard for residents to know what to do next. How can co-ordination between ECC and DCC be improved?”

The Leader asked Councillor R Williams, Portfolio Holder for Place and City Management, to answer Mr Banyard’s question. Cllr R Williams gave the following response:

Every road within Exeter is on a mechanical sweeping route with visitation scheduled between 6 – 12 times a year dependent on the location. Outside of these visits, residents can report leaf litter on the council’s website and either a mechanical sweeper or deep clean team will attend as soon as resources allow. Sweeping schedules do not always prevent leaf litter that falls in between visits, from superficially covering gullies which can lead to standing water. Reporting these

types of issue to us, for action is therefore an important part of keeping the city clean and safe.

The DCC gully clearance programme clears gullies in the city on average once every three years. This programme generally ensures that standing water should drain within 24 hours. If the standing water remains in place 24 hours after the rain has stopped, or where there is a speed limit of 40mph or above in force, the issue should be reported to DCC who will take action.

In a supplementary question, Mr Banyard asked what practical measures could be taken within both councils to ensure joined-up working. Cllr R Williams directed Mr Banyard to the Exeter City Council website for additional information on the subject and thanked him for bringing this matter to the attention of the Council.

Question from John Butler to Councillor Bialyk, Leader.

“The ECC report states the current level of subsidy to allotments is £15,418 which is expected to rise above £25,000 in 2024-5. The proposed rent increase (41%0 nets £21,400. Can ECC provide financial evidence to justify the excessive increase in required subsidy (65%) & how current rental is spent?”

The Leader asked Councillor R Williams, Portfolio Holder for Place and City Management, to answer Mr Butler’s question. Cllr R Williams gave the following response:

At the point the allotment report was submitted, the council subsidy for the allotment service was predicted to be approximately £15K. However, since the addition of water costs in quarter 3, and after adding National Insurance and Superannuation from the national pay rise, the final council subsidy for 2023/24 is now forecasted to be closer to £34K.

Expenditure will remain at around £98K and income expected to remain at around £63k. The budgets for 2024/25 are set to remain the same, with inflationary uplifts applied only to pay, electricity and insurance. Other costs are expected to remain largely stable, as is income. As ever, inflationary costs for materials are an unknown but these will be monitored in year. The allotment team be providing a breakdown of budget forecasts on the Council’s FAQ page so that allotment holders can review the forecasts in more depth.

In a supplementary question, Mr Butler asked if the Council would consider metrics of a non-financial nature, such as wellbeing, when setting allotment rents. Cllr R Williams assured Mr Butler that the responses from the ongoing consultation on allotments would influence the Council’s thinking and decision-making and that the wellbeing of residents was one of the many factors considered.

2

TO RECEIVE MINUTES 6, 7, 8 AND 9 OF THE COMBINED STRATEGIC SCRUTINY AND CUSTOMER FOCUS SCRUTINY COMMITTEE - 7 FEBRUARY 2024

Councillors Harvey and Snow left the meeting, having declared an interest relating to the Budget as Council allotment tenants.

Responding to a Member’s query, the Lord Mayor clarified that the recommendation at **Minute No. 5** (‘Capital Strategy 2024-25’) was for the Executive and not Council. The minutes were taken as read and noted.

3 **TO RECEIVE MINUTE 11 OF THE EXECUTIVE OF 9 JANUARY 2024**

The minute was noted and adopted.

4 **BUDGET 2024/25**

The Leader moved, and Councillor Wright seconded, the resolution as set out in the agenda and circulated papers in respect of the Council Tax for Exeter for 2024/25.

The following alternative budget had been submitted by the Progressive Group:-

Alternatives to the proposed budget by the Progressive Group – received Wednesday 14 February 2024

Proposer: Councillor Diana Moore

Seconder: Councillor Michael Mitchell

The Progressive Group noted the Budget put forward and proposed the following amendments to the medium term financial strategy:-

Amendment 1: Capital Budget: investment in improving recycling and food waste service.

To address the £6 million funding gap of the £8 million required for the materials reclamation facility in the MTFs and establish a doorstep glass recycling service:

- a) *Sale of the Civic Centre - a minimum of £2.5m capital income;*
- b) *Reallocation of the Civic Centre HFX Door Access Requirement (£100,000) to this purpose;*
- c) *Fund the remainder by using unallocated CIL and undertaking a review of the CIL budget of projects which have underspent or have allocated resources that have not yet been used, in order to prioritise investment in the MRF and doorstep glass recycling collections.*

Amendment 2: Service Improvements over medium term financial plan.

Improve efficiencies and cooperation between Councils: *Negotiate a move of back office functions to Devon County Council offices or, failing that, another property within ECC portfolio. Operating costs assumed to be similar in terms of overheads and a reduction in office space requirement. Move to be funded by £100,000 of the additional revenue grant received from Government and funds from the sale of the property as required.*

Investment in customer services: *To move ECC customer service centre to an empty shop in the Guildhall Shopping Centre to provide an accessible and welcoming public face and regenerate an empty shop in the Guildhall with an anchor tenant: the Council. The set up and the overhead operating costs to be funded by the unearmarked surplus from the Guildhall Shopping Centre.*

To undertake a review of Leisure Services with a view to being on a stable financial basis over the life of the MTFs with the aim of becoming cost neutral.

Amendment 3. Service Improvements for 2024-25 budget

Allotment Service: £40,000

- *Reverse the 2024/25 in year allotment fee increase of £20,450 to spread this over three years so that the fees cover service costs over a three-year period. Assuming 5% inflation each year thereafter, this is an addition to the MTFS of £15,030 to 26/27.*
- *To invest £24,969 in allotment improvements in discussion with allotment holders.*
- *Both of these points above to be funded by £40,000 from the additional revenue grant received from Government.*
- *To reduce administration costs by enabling a direct debit service for the payment of fees.*
- *Introduce a deposit scheme equivalent to three months' rent (except for those in receipt of any benefits) to be forfeited should a tenant be evicted due to non-cultivation. Forfeited deposits to be reinvested in allotment improvements.*
- *Investigate the development of new allotment sites on HRA land for council housing tenants using funds from the uncommitted HRA working balance.*

Investment in Street Cleansing: £67,770

Increase all day car parking by £2, the price of a single bus fare, in zones 1 & 2 and in Zone 3 by £3 (taking an all-day ticket to £8) to generate £67,770 to mitigate the cuts and invest into the street cleansing services.

Flagship Parks and Green Spaces: Invest £43,575

Extend the charging periods on a Thursday evening for the John Lewis, Guildhall, Mary Arches to align with the charges for those car parks on every other night of the week. To generate £25,605. To reallocate budget line for a chatbot (£17,970). All to be invested in the City Centre parks and green spaces infrastructure and planting.

Ensuring a well run Council: *Appointment of a part-time (.5) Scrutiny Officer (Grade H, £22,920) to improve the scrutiny arrangements of the Executive and across all Council services. To be funded by a 50% contribution from each of the HRA and general fund unallocated surplus for each fund.*

After Councillor Moore had read out the proposed amendments above, the Lord Mayor opened the floor to debate.

Members speaking in favour of the alternative Budget proposals made the following points:-

- the proposed sale of the Civic Centre was a bold and welcome move;
- moving the Exeter City Council customer service to the Guildhall shopping centre made perfect sense;
- more time was needed to implement changes to the allotment scheme;
- scrutiny in its current format was failing in its role in holding the Executive to account;
- many litter bins needed replacing;
- the alternative budget better reflected the priorities of the people of Exeter;
- the leisure budget had been adequately managed;
- Exeter, as a city, needed a fresh set of ideas;
- there was a sense that the proposed changes to the allotment scheme had been decided despite the current consultation; and
- there was currently no strategic plan aimed at promoting biodiversity in Exeter, as witnessed by its absence from the Council website's front page.

Speaking against the alternative Budget, a Member criticised the proposed increase in parking charges, arguing that:-

- the bus service in Exeter was not practical;
- retail trade was struggling; and
- motorists were an 'easy target'.

Councillor Mitchell, in seconding the amendment, made the following points:-

- any Council was only ever as good as its Scrutiny process;
- there was a need for improving both services and governance.

Councillor Moore, in commending the alternative Budget to Council, made the following points:-

- the proposed increase in parking charges applied to all-day tickets only;
- there was no need for the Council to sit on underused assets and unused developer levies; and
- it was unfortunate that no comment had been made on the proposed amendments by the Labour Group.

Councillor Bialyk, speaking as Leader, advised that his group would not be supporting the alternative budget and that any comments he may have on the alternative budget of the Progressive Group would be made during the debate on the substantive budget.

The alternative Budget proposals of the Progressive Group were put to the vote and LOST.

The Leader, in presenting his Budget speech, (appended to this set of minutes), covered the following themes:-

- there was a statutory duty in setting a balanced budget for the year ahead;
- the current cost of borrowing;
- the challenges for the Council ahead for 2025/26;
- the five key strategic priorities;
- how the Council has been using its Household Support Fund allocation;
- the findings from the Centre for Cities report, Cities Outlook 2024;
- the modernisation of the CCTV coverage in Exeter;
- the forthcoming review of car parking charges, specifically for Sundays and for Thursday evenings;
- the rolling programme of playground improvements;
- the success of St Sidwell's Point;
- Leisure services;
- new schemes introduced by the Housing Team;
- delivery of the Homelessness Strategy Action Plan;
- the retrofit programme;
- the Edwards Court Extra Care housing scheme;
- funding of the new core Wellbeing Exeter programme in 2024/2025;
- the new £3.5m Water Lane Smart Grid and Storage Project;
- the planting of 107 trees across the city's open spaces;
- the extension by three weeks of the consultation on allotments until 15 March;
- how any increase in charges would be phased in over two years;
- the successes of the Corn Exchange and many other places of culture in the city;

- the One Exeter programme;
- the letting of office space in Phase One of the Civic Centre;
- the current drawing up of plans for alternative accommodation options to the Civic Centre; and
- the impending Senior Management restructure.

The Leader then talked Members through the details of the Budget itself, explaining that its approval would result in the setting of a District Council tax of £180.37 for a Band D property - an increase of £5.24 a year for a Band D property.

Councillor Moore, as co-leader of the Progressive Group, thanked the Leader for his detailed Budget speech and Council staff for their hard work. Furthermore, she:-

- commended the retrofit scheme;
- regretted that no mention had been made of affordable housing, noting that Exeter City Council had not met its targets;
- stressed the importance of how the CIL was spent;
- expressed concerns about cutting car parking charges;
- remarked that too many residents were still left out of the food waste recycling scheme;
- detected inconsistency in the Council's commitment to offering glass collection on the doorstep;
- expressed concerns about the Council's ability to keep on top of asset repairs;
- stressed the importance of consulting residents;
- reminded Members that the Budget had to be seen in the context of chronic underfunding from the Government; and
- called for reassurances that the Council's services will make a difference for all communities across Exeter.

Councillor Jobson, as leader of the Conservative Group, announced that she would be supporting the budget but offered particular thanks to the officers who had helped set the budget. She further welcomed:-

- the plans for a review of the car parking charges;
- the extension to the consultation on allotments and the phasing in of any rent increases; and
- the fact that the Council was currently unable to borrow, given the context of the £166m worth of debt.

A number of Members spoke in favour of the Budget and commented on:-

- the dynamism and proactiveness demonstrated by Exeter City Council for the past nine years;
- the success of Wellbeing Exeter despite Devon County Council and the NHS withdrawing funding;
- the £75,000 grant for Citizens Advice;
- the national picture and the cuts in real terms since 2010;
- Exeter City Council's place in the top 5 District Councils in the country for Net Zero;
- the importance of actions rather than words on green policies;
- the 100 certified passive homes;
- the need for all Members to be involved in discussions about street cleansing changes;
- how many of the policies suggested by the Progressive Group were already being implemented by the current administration;

- the importance of carrying on with existing policies rather than seeking new ideas;
- the successes of Exeter City Council's leisure services in the context of the difficulties experienced by the leisure industry nationwide;
- the non-partisan nature of the news.exeter.gov.uk website;
- the success of the GP referral service;
- partnership achievements;
- the role of Labour in Exeter; and
- heritage achievements.

Speaking against the Budget, a Member praised officers and Portfolio Holders for their hard work and noted the frustrations occasioned by the council tax constraints. He made the following comments:-

- it was unclear whether the reasons for the Council's economic successes were causal or coincidental;
- Parkwood Leisure used to pay Exeter City Council for the use of its leisure facilities;
- the Council's debt now stood at £95 million;
- the museum rebuild had gone over budget;
- while he did not disagree with the idea of investment, he stressed the importance of being mindful of the consequences; and
- parts of the city were still not covered by the food waste recycling scheme.

Councillor Wright, in seconding the proposal, reminded Members of the context of the cuts instigated by the Coalition government and made the following points:-

- borrowing had been necessary;
- Exeter City Council would continue to invest in wellbeing programmes;
- all Exeter residents were suffering from reduced funds;
- it was crucial to maintain and develop partnerships;
- it was important to acknowledge the support received from community groups; and
- the balanced budget presented today was proof of a well-run Council.

In conclusion, the Leader thanked the Portfolio Holders and Members for their contributions to the debate and re-affirmed many of the points made. He made the following further comments:-

- the refurbishment of various play parks across the city was proof of the Council's commitment towards young people;
- if Exeter City Council had kept its contract with Parkwood Leisure, the service would have had to be withdrawn;
- a review of car park charges was imminent;
- the issues around food waste recycling had already been debated two years ago;
- there were 12 mobile teams picking up litter around the city;
- the extension of the consultation period on the allotments scheme was proof that Exeter City Council listened to its residents;
- the Council had a duty to look across all services provided to residents rather than choose selectively;
- the money loaned out to Exeter City Living (ECL) would be repaid;
- the Council was committed to providing affordable homes for the people of Exeter; and

- he expressed disappointment that the Progressive Group had submitted a late alternative Budget rather than reaching out to him with suggestions prior to the Budget.

The Leader commended the budget to Council.

In accordance with Standing Order 30, a named vote on the Resolution, as set out in the agenda papers, was recorded, as follows:-

Voting for:-

Councillors Allcock, Asvachin, Begley, Bialyk, Branston, Denning, Foale, Holland, Jobson, Ketchin, Knott, Leadbetter, Miller, Parkhouse, Patrick, Pearce, Vizard, Wardle, Warwick, M Williams, R Williams, Wood and Wright.

(23 Members)

Voting against:-

Councillors Fullam, Hannaford, M Mitchell, Moore and Read.

(5 Members)

Abstain:-

The Lord Mayor
Councillors Bennett, Rees, Sheridan and Sparling.

(5 Members)

Absent:-

Councillors Atkinson, Ellis-Jones, Harvey, Lights, Morse and Snow.

(6 Members)

The Resolution was CARRIED:-

RESOLVED:-

- (1) That the following, as submitted in the Estimates Book, be approved:-
 - (a) the Revenue estimates for 2024-2025;
 - (b) the Capital programme for 2024-2025;
 - (c) the Fees & Charges for 2024-25;
 - (d) the Treasury Management Strategy for 2024-2025;
 - (e) the Prudential indicators for 2024-2025 (incorporating the Minimum Revenue Provision Statement); and
 - (f) the Capital Strategy for 2024-2025.

- (2) that it be noted that, at the meeting of the Executive on the 9 January 2024, the Council calculated the figure of 39,045, as its council tax base for the year 2024-2025 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 made under Section 33(5) of the Local Government Finance Act 1992;
- (3) that the following amounts be now calculated by the Council for the year 2024-2025 in accordance with Sections 31A of the Local Government and Finance Act 1992:-
- (a) £120,007,420 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act;
- (b) £112,964,874 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act;
- (c) £7,042,546 being the amount by which the aggregate at (3)(a) above exceeds the aggregate at (3)(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year;
- (d) £180.37 being the amount at (3)(c) above divided by the amount at 2 above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its council tax for the year;

(e) Valuation Bands

A	B	C	D
£120.25	£140.29	£160.33	£180.37
E	F	G	H
£220.45	£260.53	£300.62	£360.74

Being the amount given by multiplying the amount at (3)(d) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (4) That it will be noted that, for the year 2024-2025, Devon County Council, the Office of the Police and Crime Commissioner for Devon and Cornwall and the Devon and Somerset Fire and Rescue Authority have stated the following amounts on precepts issued to the Council, in accordance with Section 83 of the Local Government Act 2003, for each of the categories of the dwellings shown below:-

Devon County Council

A	B	C	D
£978.72	£1,141.84	£1,304.96	£1,468.08
E	F	G	H

£1,794.32	£2,120.56	£2,446.80	£2,936.16
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Devon County Council - Adult Social Care

A	B	C	D
£165.06	£192.57	£220.08	£247.59
E	F	G	H
£302.61	£357.63	£412.65	£495.18

Office of the Police and Crime Commissioner for Devon and Cornwall

A	B	C	D
£183.00	£213.50	£244.00	£274.50
E	F	G	H
£335.50	£396.50	£457.50	£549.00

Devon and Somerset Fire and Rescue Authority
Valuation Bands

A	B	C	D
£66.45	£77.53	£88.60	£99.68
E	F	G	H
£121.83	£143.98	£166.13	£199.36

- (5) That, having calculated the aggregate in each case of the amounts at (3)(e) and (4) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby set the following amounts as the amounts of council tax for the year 2024-2025 for each of the categories of dwellings shown below:-

Valuation Bands

A	B	C	D
£1,513.48	£1,765.73	£2,017.97	£2,270.22
E	F	G	H
£2,774.71	£3,279.20	£3,783.70	£4,540.44

(The meeting commenced at 6.00 pm and closed at 8.26 pm)

Chair

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COUNCIL

Tuesday 20 February 2024

Present:-

The Right Worshipful the Lord Mayor Councillor Kevin Mitchell (Lord Mayor)
Councillor Tess Read (Deputy Lord Mayor)
Councillors Asvachin, Allcock, Begley, Bennett, Bialyk, Branston, Denning, Foale, Fullam, Hannaford, Holland, Jobson, Ketchin, Knott, Leadbetter, Miller, Mitchell, M, Moore, D, Parkhouse, Patrick, Pearce, Rees, Sheridan, Snow, Sparling, Vizard, Wardle, Warwick, Williams, M, Williams, R, Wood and Wright

Apologies:-

Councillors Atkinson and Morse

Also Present

Chief Executive, Director Corporate Services, Director Finance, Service Lead Legal Services, Democratic Services Manager and Democratic Services Officer (PMD)

1

MINUTES

The minutes of the Ordinary Meeting of the Council held on 12 December 2023, were moved by the Leader, Councillor Bialyk and seconded by Councillor Wright and taken as read, approved and signed as correct.

2

OFFICIAL COMMUNICATIONS

The Lord Mayor advised that he had attended a number of events:-

- several Carol Services over the Christmas period, which included: the Blue Light Carol Service attended and organised by Exeter's Emergency Services; the Exeter University Civic Carol Service with the Exeter Philharmonic Choir; and finally, on Christmas Eve, the Cathedral's Grandison Service where he had the honour of being invited to do a reading;
- in the New Year, a wide array of events: the Pinhoe Pantomime Society's Annual Production of Treasure Island; the Coronation and Crown Sound & Light Show; and the Exeter College Students Award.
- on 26 January, the lighting of a candle at the Holocaust Memorial Day Opening Ceremony which was held in the Cathedral. In the afternoon, the Lord Mayor had the honour of hosting the Closing Ceremony in the Guildhall where he lit a candle to commemorate those that lost their lives during the Holocaust, paying particular homage to the 15,000 members of the homosexual community;
- our affiliated Military Contingent's Exercise Janus Serpent Parade – a Flag changing Parade for 243 (Wessex) Field Hospital re-rolling into a Multi-Role Medical Regiment where the Lord Mayor had the honour of handing out the new flags;
- the Football Against Homophobia game at Exeter City Football Club;
- the Chinese New Year Celebrations with the Hongkonger community at the Exeter Phoenix.

He reminded Members of his forthcoming Coffee Morning.

3

ADDITIONAL ANNOUNCEMENT

The Leader informed Members that he had attended the funeral of Councillor Atkinson's late husband. On behalf of the Council, he expressed his best wishes to Councillor Atkinson.

4

PUBLIC QUESTIONS

The Lord Mayor reported the receipt of a question from a member of the public:-

Question from Mr Ian Frankum to the Leader, Councillor Bialyk

“Exeter City Council are responsible for the collection of pollution data for the city. Devon County Council have now confirmed that traffic has increased on all arterial roads since the Low Traffic Neighbourhood (LTN) trial. I don't buy the assertion that more traffic, idling, doesn't mean more pollution. When will the newly installed monitors begin to give meaningful data on current pollution levels?”

The Leader asked Councillor Foale, Portfolio Holder for Corporate and Democratic Services & Environmental Health, to answer Mr Frankum's question. Cllr Foale gave the following response:

The monitors are now operational, and the data is being verified to make sure that reliable data is being obtained. Exeter City Council will report on the data from the new sensors as well as our existing monitoring network as part of our annual Air Quality Status Report. This is produced to a timetable set by DEFRA and has to be submitted to them for approval before it is published. The report is typically published in September each year.

In a supplementary question, Mr Frankum asked the Portfolio Holder if he would consider sharing air quality data more frequently than once a year. Cllr Foale replied that this was indeed his intention and that he hoped this was the intention of Exeter City Council too.

5

AUDIT AND GOVERNANCE 29 NOVEMBER 2023

The minutes of the Audit and Governance Committee of 29 November 2023 were presented by the Chair, Councillor Wardle, and taken as read.

In respect of Minute No. 63 (External Auditors – Interim Audit Findings Report 2021/22), Councillor Moore asked when the Council would be informed of the full liability of the outstanding Exeter City Living debt. Minimum Revenue Provision. The Leader responded that the complete information would be given once available.

RESOLVED that the minutes of the Audit and Governance Committee of 29 November 2023 be received.

6

PLANNING COMMITTEE - 5 DECEMBER 2023

The minutes of the Planning Committee of 5 December 2023 were presented by the Chair, Councillor Knott, and taken as read.

In respect of **Minute No. 78 (Planning application no. 22/1145/FUL - Haven Banks Retail Park, Haven Banks, Exeter)**, Councillor Read enquired about the timeliness of the delivery of a strategic flood escape route for the Water Lane area

as set out in the conditions for approval. The Leader advised that the Portfolio Holder for City Development had unfortunately sent apologies for this meeting but assured Cllr Read that an answer would be given to her in a timely manner.

RESOLVED that the minutes of the Planning Committee held on 5 December 2023 be received.

7 **PLANNING COMMITTEE - 15 JANUARY 2024**

The minutes of the Planning Committee of 15 January 2024 were presented by the Chair, Councillor Knott, and taken as read.

RESOLVED that the minutes of the Planning Committee of 15 January 2024 be received.

8 **LICENSING COMMITTEE - 30 JANUARY 2024**

The minutes of the Licensing Committee of 30 January 2024 were presented by the Chair, Councillor Asvachin, and taken as read.

RESOLVED that the minutes of the Licensing Committee held on 30 January 2024 be received.

9 **CUSTOMER FOCUS SCRUTINY COMMITTEE - 30 NOVEMBER 2023**

The minutes of the Customer Focus Scrutiny Committee of 30 November 2023 were presented by the Chair, Councillor Vizard, and taken as read.

RESOLVED that the minutes of the Customer Focus Scrutiny Committee held on 30 November 2023 be received.

10 **CUSTOMER FOCUS SCRUTINY COMMITTEE - 1 FEBRUARY 2024**

The minutes of the Customer Focus Scrutiny Committee of 1 February 2024 were presented by the Chair, Councillor Vizard, and taken as read.

RESOLVED that the minutes of the Customer Focus Scrutiny Committee held on 1 February 2024 be received.

11 **STRATEGIC SCRUTINY COMMITTEE - 25 JANUARY 2024**

The minutes of the Strategic Scrutiny Committee of 25 January 2024 were presented by the Deputy Chair - and Chair for the meeting -, Councillor M Mitchell, and taken as read.

In respect of **Minute No. 6 Section 2 (Update or Commentary on Any Major Ongoing Programmes of Work)**, Councillor Read asked the Portfolio Holder for Climate and Ecological Crisis for an update on discussions between the Services Lead Net Zero & Business and the Planning team regarding the offsite biodiversity net gain. Councillor Parkhouse committed to respond to Councillor Read via email.

RESOLVED that the minutes of the Strategic Scrutiny Committee held on 25 January 2024 be received.

12 **COMBINED STRATEGIC SCRUTINY AND CUSTOMER FOCUS SCRUTINY
COMMITTEE - 7 FEBRUARY 2024**

The minutes of the Combined Strategic Scrutiny and Customer Focus Scrutiny Committee of 7 February 2024 (with the exception of minute numbers 4, 5, 6 and 7, which had been considered at the Extraordinary Council meeting immediately preceding this meeting) were presented by the Chair for the meeting, Councillor Vizard, and taken as read.

Responding to a query on a matter of process from Councillor Moore, Councillor Vizard clarified that the recommendation at **Minute No. 5 ('Capital Strategy 2024-25')** was for the Executive and not Council.

RESOLVED that the minutes of the Combined Strategic Scrutiny and Customer Focus Scrutiny Committee held on 7 February 2024 be received.

13 **EXETER HARBOUR BOARD - 14 DECEMBER 2023**

The minutes of the Harbour Board of 14 December 2023 were presented by the Chair, Councillor R Williams, and taken as read.

In respect of **Minute No. 66 (Exeter Port Users Group Update)**, Councillor Read asked if the Portfolio Holder for Climate and Ecological Crisis was aware of the concerns raised by the Exeter Port Users Group regarding the Exeter Plan Consultation and the Water Lane Supplementary Planning Document. Councillor R Williams asked Councillor Read to email the question to Councillor Parkhouse and copy her in.

RESOLVED that the minutes of the Harbour Board held on 14 December 2023 be received.

14 **STRATA JOINT SCRUTINY COMMITTEE - 16 JANUARY 2024**

The minutes of the Strata Joint Scrutiny Committee of 16 January 2024 were presented by the Chair, Councillor Knott, and taken as read.

RESOLVED that the minutes of the Strata Joint Scrutiny Committee held on 16 January 2024 be received.

15 **STRATA JOINT EXECUTIVE COMMITTEE - 30 JANUARY 2024**

The minutes of the Strata Joint Executive Committee of 30 January 2024 were presented by Councillor Wood, substituting for Councillor Bialyk on the day of the meeting, and taken as read.

In respect of **Minute No. 18 (2024/25 Strata Business Plan)**, Cllr Moore asked for an update on the carbon impact of Strata activities and how this was being incorporated into their business plan. Councillor Bialyk replied that he would respond to her but felt that the correct forum for her question would be the standing item from the Strata Joint Executive Committee, "Questions from Members of the Councils Under Procedure Rules". Under Standing Order 10(5)(f), Councillor Moore clarified the reason for her original question. Councillor Bialyk advised that this was covered under paragraph 4.3.1 of the proposed 2024/25 Strata Business Plan.

Councillor Wood moved and Councillor Bialyk seconded the recommendation and, following a vote, the recommendation was carried.

RESOLVED that the minutes of the Strata Joint Executive Committee held on 30 January 2024 be received.

16

EXECUTIVE - 9 JANUARY 2024

The minutes of the Executive of 9 January 2024 (with the exception of minute number 11, which had been considered at the Extraordinary Council meeting immediately preceding this meeting) were presented by the Leader, Councillor Bialyk, and taken as read.

In respect of **Minute No. 5 (City Wide Net Zero)**, Councillor Moore enquired about :-

- support for the community group in the light of funding for Exeter Connect ending; and
- the alignment of the commercial objectives mentioned in the report with the objectives of the community group.

Councillor Parkhouse responded that she was proud of the Council's achievements on Net Zero and that the approval of the recommendation would enable the appointment of a paid two-year post within the Council to address external Net Zero. She further advised that she would be meeting up with partners, directors and community groups across the city.

The Leader moved and Councillor Wright seconded the recommendations and, following a vote, the recommendations were carried.

In respect of **Minute No. 6 (Update Briefing on the Governance Review Working Group)**, Councillor Mitchell sought reassurance that Members would still be able to have an influence on future amendments to the Constitution. The Leader responded that the Constitution made it clear that Members had the final say on amendments.

In respect of **Minute No. 8 (Tenancy Policy and Strategy Review)**, Councillor Hannaford commented that, while he opposed their previous iterations when he was the Portfolio Holder for Housing, he now welcomed the adoption of the new, revised Tenancy Strategy and Tenancy Policy and praised Councillor Denning for her work on the matter.

The Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried unanimously.

In respect of **Minute No. 9 (Council Housing Strategy 2023 – 2027)**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried unanimously.

In respect of **Minute No. 13 (Approval of Devon Districts Procurement Strategy (DDPS))**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried unanimously.

In respect of **Minute No. 15 (Review of Policy for Dealing with Unacceptable Customer Behaviour)**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried unanimously.

In respect of **Minute No. 16 (Review of Equality and Diversity Policy)**, Councillor Moore welcomed the policy and stressed the importance of monitoring how it made a difference, suggested this be reported to Full Council or to Scrutiny. Councillor

Wright agreed with her. The Leader clarified that this was an internal policy for Exeter City Council staff.

The Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried unanimously.

RESOLVED that the minutes of the Executive held on 9 January 2024 be received and, where appropriate, adopted.

17

EXECUTIVE - 22 JANUARY 2024

The minutes of the Executive of 22 January 2024 were presented by the Leader, Councillor Bialyk, and taken as read.

In respect of **Minute No. 18 (Safeguarding Policy)**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried unanimously.

In respect of **Minute No. 19 (Community Grants Programme Proposal 24/25)**, Councillor Rees recognised the constraints around Wellbeing Exeter but called for a commitment for its implementation in every ward of the city as well as a stronger sense of objectives set linked to funding. Councillor Moore welcomed the fact that the programme would continue and sought clarity on:-

- assurances on good governance and accountability;
- the embedding of key aspects of the Exeter Connect contract;
- Lottery income;
- the aim of the community buildings review;
- the arrangements of the decision-making for the allocation of Community Grants.

Addressing these comments, Councillor Pearce highlighted:-

- the praise received by Wellbeing Exeter's citywide model and the context of the withdrawal of funding from Devon County Council and the NHS;
- the changing landscape of funding in the city;
- the ongoing nature of the priority-setting process;
- the importance of training, which can be given by Community Builders;
- the administrative cost involved in running the Lottery;
- the sustainability of the networks developed by Exeter Connect;
- the need to have one central register of community buildings;
- the continuation of the current process for deciding on the allocation of Community Grants.

Councillor Hannaford clarified that the changing rooms in St Thomas were still being used to that effect despite of the state of the building and damage caused by vandalism.

The Leader moved and Councillor Wright seconded the recommendations and, following a vote, the recommendations were carried.

RESOLVED that the minutes of the Executive held on 22 January 2024 be received and, where appropriate, adopted.

The minutes of the Executive of 6 February 2024 (with the exception of minutes numbers 24, 25, 26 and 27, which had been considered at the Extraordinary Council meeting immediately preceding this meeting) were presented by the Leader, Councillor Bialyk, and taken as read.

In respect of **Minute No. 23 (Annual Review of One Exeter Programme)**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried.

In respect of **Minute No. 28 (Housing Benefit Modified Scheme policy)**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried unanimously.

In respect of **Minute No. 29 (Local Council Tax Support Scheme for 2024-25)**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried unanimously.

In respect of **Minute No. 30 (Council Tax Empty Homes and Second Homes Premiums from 2024-25)**, the Leader moved and Councillor Wright seconded the recommendations and, following a vote, the recommendations were carried unanimously.

In respect of **Minute No. 31 (Gender Pay Gap Report)**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendations were carried unanimously.

In respect of **Minute No. 32 (Annual Pay Policy Statement 2024/25)**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried.

In respect of **Minute No. 33 (Review of the Article 4 Direction)**, Councillor M Mitchell welcomed the review but raised concerns around three areas directly adjacent to the university campus and called for:-

- the proactive monitoring of houses in multiple occupation (HMOs); and
- a detailed breakdown of HMOs by ward and by area.

Councillor Pearce noted that the 1995 legislation was a retroactive document. The Leader clarified the process and reminded Members of the legal requirement for a full public consultation. The Leader moved and Councillor Wright seconded the recommendations and, following a vote, the recommendations were carried unanimously.

In respect of **Minute No. 35 (Application to join South West Audit Partnership)**, the Leader moved and Councillor Wright seconded the recommendation and, following a vote, the recommendation was carried unanimously.

RESOLVED that the minutes of the Executive held on 6 February 2024 be received and, where appropriate, adopted.

NOTICE OF MOTION BY COUNCILLOR READ UNDER STANDING ORDER NO.**6**

Councillor Read, seconded by Councillor M Mitchell, moved a Notice of Motion in the following terms:-

Box shifting is a practice whereby businesses “occupy” a commercial premises by means of some boxes and so trigger zero business rates relief for up to 6 months. Businesses return sporadically to shift the boxes creating sufficient proof of occupation meaning that zero rates relief remains applied. In practice, businesses employ other companies to do this. Companies which specifically advertise their capacity to carry this out and indeed in many cases this “box shifting” is their only trade. It is well known to this Council that there are several businesses of this type operating in Exeter, working with multi chain operating businesses to deprive this Council of vital funds. An internal estimate is that Exeter City Council is losing out by around £150,000 a year because of this practice. Meanwhile, premises stand empty disfiguring our city centre and depriving charities and community art projects or similar of what could be useful community-centred space.

This Council notes that:

- Box Shifting is a well-established business rates avoidance practice which enables landlords and multi chain operators to exploit legal loopholes triggering 3-6 month rate relief and deprive the Councils of England an estimated £250mn annually, according to the charity Ban Box Shifting. Exeter City Council is aware that the practice occurs in our city, depriving the Council of much-needed funds.

- Ethical rates mitigation, i.e. the offering of rent-free spaces of charities creates benefits to local communities, landlords and charities.

This Council further notes that box shifting could be prevented by:

- 1. extending the period of occupation which activates rates exemption from six weeks to six months.*
- 2. Giving councils more powers in deciding when empty rates relief can legitimately be granted.*

This Council resolves to

request the Chief Executive write to Exeter’s two MPs to draw this to their attention and to the Secretary of State for Levelling Up, Housing and Communities to ask for implementation of these points to prevent box shifting, and promotion of ethical rates mitigation.

The Leader moved an amendment, under Standing Order 6(5) to refer the matter to the relevant Scrutiny Committee. The amendment was seconded by Councillor Wright, put to the vote and CARRIED. The Leader advised that he was committed to bringing the matter back to Full Council as a priority.

NOTICE OF MOTION BY COUNCILLOR JOBSON UNDER STANDING ORDER NO. 6

Councillor Jobson, seconded by Councillor Leadbetter, moved a Notice of Motion in the following terms :-

Nearly 1600 people have now replied to the Conservative organised survey and over 85% are clear - this scheme is not working. It is causing social isolation and increasing the vulnerability of many within the scheme area. It is causing additional

pollution on the arterial roads and on North Street in particular. It is adversely affecting local trades and businesses.

There are 8 Members of the Exeter HATOC Committee that also sit on this Council. Those members are urged to:

Either

(i) request in writing that the Exeter HATOC Chairman calls an urgent meeting of Exeter HATOC to pass a motion to suspend the Heavitree and Whipton Active Travel Scheme at the earliest opportunity.

Or

(ii) write to the DCC Committee secretariat demanding that such a meeting is called to suspend the scheme. Only 4 signatures are required.

The Lord Mayor consulted the Deputy Monitoring Officer, who advised as follows:-

“The motion seeks to direct members of the Exeter Highways and Traffic Orders Committee to act and vote in a certain way and thereby takes away their discretion. The ability of Members to act and vote as they chose cannot be fettered by Full Council. Accordingly, the motion will not be put to Members.”

Councillor Jobson, while expressing disagreement with this interpretation of the Motion, stated that he fully respected the Lord Mayor’s decision to DEFER the Notice of Motion.

21 **NOTICE OF MOTION BY COUNCILLOR JOBSON UNDER STANDING ORDER NO. 6**

Councillor Jobson, seconded by Councillor Leadbetter, moved a Notice of Motion in the following terms :-

It is understood that Exeter that the introduction of a car charging - ULEZ style scheme is being considered for Exeter. It is to be hoped that this is not the case.

Such a scheme would penalise many of the less wealthy motorists and would adversely affect trade and business.

This Council resolves to oppose any attempt to introduce such a scheme in Exeter.

The Lord Mayor, under Standing Order 49, decided to DEFER this matter until further information was received from Devon County Council.

22 **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER NO. 8**

In accordance with Standing Order No. 8, the following question was put by Councillor Rees to the Leader:

“Other local authorities, such as East Devon, have a cross party committee looking at planning policy development (distinct from the scrutiny process). South Oxfordshire and Vale of White Horse even have a joint committee developing policy for their local plan. Here in Exeter, the Planning Member Working Group doesn’t perform that function. Now that the draft local plan is

nearing its final stages, how will the local plan be finalised on a cross party basis by Councillors?”

The Leader responded to Councillor Rees making the following points:-

- the Exeter City Council constitution made provision for the Planning Member Working Group to undertake various functions, including to ‘discuss issues relating to planning policies or briefs’, which included the Exeter Plan;
- he had agreed with the co-leader of the Progressive Group that, once the consultation had been completed, there would be an opportunity for Councillors, as elected representatives of the public, to formally convey the opinions of their communities on the local plan;
- he had already spoken to the Chief Executive to this effect.

23

SENIOR LEADERSHIP REVIEW

The Leader proposed an additional recommendation as follows:-

“(3) [That Council] in ensuring appropriate leadership focus is given to the administration of the City Council, and Police and Crime Commissioner Elections in May 2024, during the Senior Management restructure consultation, agree that the Chief Executive be designated as the Council’s Returning Officer and Electoral Registration Officer with immediate effect and that the Constitution be amended accordingly.”

The Leader moved, and Councillor Wright seconded, the recommendations as amended and, following a vote, the amended recommendations were carried as set out below.

RESOLVED that Council:-

(1) note the content of the report, the rationale for the restructure, the process to be followed and an indicative timescale for implementation;

(2) note that a detailed report containing details of the existing and proposed structure and the indicative costs will be shared as a Part 2 item (Minute No. 25), which included a number of detailed recommendations; and

(3) in ensuring appropriate leadership focus is given to the administration of the City Council, and Police and Crime Commissioner Elections in May 2024, during the Senior Management restructure consultation, agree that the Chief Executive be designated as the Council’s Returning Officer and Electoral Registration Officer with immediate effect and that the Constitution be amended accordingly.

24

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT 1985 - EXCLUSION OF PRESS AND PUBLIC

The Leader moved and Councillor Wright seconded the recommendation to move into Part II to exclude the press and public and, following a vote, the motion was carried unanimously.

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of item 24 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph’s 1, 2, and 3 of Part 1, Schedule 12A of the Act.

The minutes of this item are restricted.

(The meeting commenced at 8.40 pm and closed at 10.39 pm)

Chair

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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EXTRAORDINARY MEETING OF THE COUNCIL

Thursday 21 March 2024

Present:-

The Right Worshipful the Lord Mayor Councillor Kevin Mitchell (Lord Mayor)
Councillors Allcock, Asvachin, Begley, Bennett, Bialyk, Branston, Denning, Ellis-Jones, Foale, Fullam, Hannaford, Holland, Jobson, Ketchin, Knott, Leadbetter, Miller, Mitchell, M, Moore, D, Patrick, Pearce, Read, Rees, Sheridan, Snow, Sparling, Vizard, Wardle, Warwick, Williams, M, Williams, R, Wood and Wright

Also Present:-

Chief Executive, Director Corporate Services, Director Net Zero Exeter & City Management, Service Lead Legal Services, Deputy Chief Finance Officer, Finance Manager - General Fund Services, Democratic Services Manager and Democratic Services Officer (PMD)

5

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey and R. Williams.

6

RESPONSE TO CONSULTATION ON THE PROPOSED DEVON AND TORBAY DEVOLUTION DEAL

The Leader presented the report on the Council's response to the proposed Devon and Torbay Devolution Deal published by the Secretary of State for Levelling Up, Homes and Communities (DLUHC) and made the following points:-

- the discussion around devolution had been going on for years;
- the recommendation was to note the consultation;
- the legislation was clear that district councils could not be constituent members of a CCA;
- from a political point of view, some devolved powers would be handed back to local areas regardless of who won the next General Election;
- in the event of a Labour victory at the General Election, a bespoke deal would be proposed to Exeter and Devon rather than the imposition of a Mayor;
- the House of Lords had proposed amendments giving district councils voting rights within the CCA, but these were voted down by the Government;
- £8 would be put aside towards the housing strategy;
- on the issue of transport – of the utmost importance in Exeter-, it was disappointing that Plymouth City Council had opted not to be part of the CCA;
- the deal presented was inevitable;
- even without voting rights, the district councils would have a say in the CCA; and
- Exeter City Council could have opted to take no part in any of the CCA's structures, but it was essential that Exeter's arguments could be put forward.

The Leader further advised that he had held constructive conversations with the other group leaders about the issue of the Business Advisory Committee, and it had

been agreed that, in its report, the Council would be seeking to ensure that said committee, as well as a for-profit business representative, also featured:-

- a not-for-profit business representative (i.e. social enterprise); and
- voluntary and community sector representative.

Councillor M Mitchell, as co-Leader of the Progressive Group, was in agreement with the Leader but felt that:-

- the transfer of certain powers from a lesser to a greater authority was contrary to the very idea of devolution;
- decisions would be made that weren't Exeter City Council's priorities;
- Exeter would essentially be a silent bystander to a higher-tier authority arrangement;
- the money spent on setting up the CCA deal could have been put to better use;
- each district Council within Devon had different needs and different demands; and
- Exeter City Council must ensure that the CCA deal did not constitute the first step towards the creation of a unitary authority for Devon.

Councillor Moore, as co-Leader of the Progressive Group, made the following points:-

- the CCA deal was a foregone conclusion;
- Exeter City Council would inevitably be affected by the deal;
- transport was indeed a priority for Exeter;
- it was reassuring that the Devon and Torbay Devolution Deal appended to the report made reference to the environment and surprising that it used the term "climate emergency"; and
- she welcomed the Leader's decision to take on board her suggested amendments to the report but stressed the importance of ensuring that ECC's representatives on the advisory boards scrutinised the CCA.

During debate, Members made the following comments:-

- Devon was too complex and diverse to fall under a single unitary authority;
- the district council model worked for Exeter;
- the emphasis on housing was welcome, although the upper tier authorities needed to buy into the housing agenda;
- the real issue was about resources;
- the proposed deal was both uninspiring and undemocratic;
- it was puzzling that, with similar-sized populations, Torbay had voting rights in the CCA while Exeter did not;
- the LEP had failed and would be replaced by another failing body; and
- there was a lack of accountability in the proposed governance of the CCA, as attested by the fact that there would be no direct election for seats on the CCA itself.

Councillor Wright, in seconding the recommendation, thanked the Leader for his work on this matter and, while she regretted the money already spent on setting up the CCA deal, she welcomed the fact that group leaders had come together to finesse the report, adding that, if the CCA deal did go ahead, Exeter City Council would more than ever need to speak as one voice.

In concluding, the Leader thanked Members for their contributions to the debate and re-affirmed many of the points made. He made the following further comments:-

- he had been trying to build consensus with the Council's group leaders as well as with the other district councils;
- the Devolution deal needed to focus more on the needs of local residents;
- there would be a democratic deficit if either coastal, rural or urban areas were not adequately represented;
- the deal did not constitute a Local Government reorganisation;
- Exeter has strong convening role to play, specifically by using 'soft' powers of persuasion, for example for better bus services;
- people in Exeter looked to the City Council before the County Council;
- preserving the independence of Exeter City Council was paramount; and
- Exeter City Council would use its influence to hold the CCA to account.

The Leader moved and Councillor Wright seconded the recommendation and following a vote, the recommendation was carried unanimously.

RESOLVED that Council note the proposed Devon and Torbay devolution deal and formation of the Devon and Torbay Combined County Authority and submits the response to the consultation as outlined in the report.

7

ALLOCATION OF CAPITAL FUNDING FOR THE MRF

The Leader presented the report which sought approval for the allocation of £6 million funding from CIL to enable the MRF capital project to proceed, remarking how:-

- important and urgent this investment was to Exeter, which explained why it could not be pushed back until after May;
- the MRF needed increased capacity;
- dedicated food waste bays were needed in order to increase food waste collection;
- a contractor would be found if the recommendation was approved;
- investing in the MRF would make a difference to the recycling rate of the city;
- funding would come mostly through Community Infrastructure Levy (CIL) receipts; and
- as well as food collection, this project would ensure that the MRF would run effectively for the next 10 to 15 years and modernise the operation.

Councillor M Mitchell, as co-Leader of the Progressive Group, offered full support for the proposal but remarked that:-

- he would like household glass collection to be added to the collection remit; and
- the basis for the proposal came from the alternative budget put forward by the Progressive Group in February and which had been voted down by the Leader's group.

Councillor Moore, as co-Leader of the Progressive Group, welcomed the report and highlighted how the MRF was a critical piece of infrastructure. She further made the following points:-

- she made reference to a video produced by the Portfolio Holder for Place & City Management which challenged residents to help the Council further reduce waste levels;
- Exeter was third in the country in terms of the lowest levels of waste produced by a city;
- once residents had produced their waste, however small, it became the responsibility of the Council to dispose of it appropriately; and
- the current recycling rate of 25% was insufficient and needed to be raised to at least 65%.

During debate, Members made the following further comments:-

- the lower the amount of waste produced, the more challenging it was to increase recycling in terms of percentage;
- Exeter's MRF was among the first in the country to deal with flexible plastic;
- the MRF was overdue for renewal;
- the current team worked wonders with old equipment;
- a recycling rate of 96% would be achievable with the new equipment;
- it was unclear why CIL money was being spent on cycle routes when Exeter City Council was not a highways authority;
- too much CIL money had been spent on the St Sidwell's Point leisure centre to the detriment of other wards;
- household glass recycling was urgently required;
- the low level of waste in Exeter was the result of the low level of garden waste produced, which should not be celebrated as it demonstrated a lack of gardens in the city; and
- investing in the MRF now would cost the council less in the long term.

In summing up, the Leader addressed Members' comments as follows:-

- "Future Investment in the MRF" had been discussed as a Part II item at the Full Council meeting of 12 December 2023, during which he had encouraged Members of all parties to contact him on the matter;
- on the issue of glass collection, he would ask the Director Net Zero Exeter & City Management to provide a detailed response, which would be forwarded to all Members;
- the continued success and popularity of St Sidwell's Point had vindicated the investment;
- there was a precedent for undelivered promises made to Exeter by the highways authority;
- the reason why many other district Councils had better recycling rates was precisely because they produced more garden waste;
- food waste was a concern but not the only one;
- it was essential for the city to be non-partisan on this matter.

The Leader moved and Councillor Wright seconded the recommendation and following a vote, the recommendation was carried unanimously.

RESOLVED the allocation of £6 million from the CIL infrastructure fund be approved to enable the project approved in December 2023 to proceed.

8

PUBLIC QUESTIONS

It was noted that no public questions had been received.

9

**QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER
NO. 8**

It was noted that no questions had been received from Members.

(The meeting commenced at 6.00 pm and closed at 7.09 pm)

Chair

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PLANNING COMMITTEE

Monday 19 February 2024

Present:-

Councillor Knott (Chair)

Councillors Asvachin, Begley, Bennett, Jobson, Ketchin, Miller, Mitchell, M, Patrick, Sheridan, Vizard and Warwick

Apologies

Councillors Wardle and Williams, M

Also Present

Director of City Development, Principal Project Manager (Development) (MD), Principal Project Manager (Development), Planning Solicitor and Democratic Services Officer (SLS)

7

MINUTES

The minutes of the meeting held on 5 December 2023 and 15 January 2024 were taken as read, approved and signed by the Chair as correct.

8

DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

9

PLANNING APPLICATION NO. 23-1174-RES - LAND OFF SPRUCE CLOSE AND CELIA CRESCENT, SPRUCE CLOSE, EXETER

The Principal Project Manager – Development Management (CMB) presented the application for approval of reserved matters of layout, scale, appearance and landscaping pursuant to planning permission ref. 20/0538/OUT for the erection of 93 dwellings with associated access, drainage, open space, play area and landscaping.

A presentation, published on the web site, included the wider site and site layout, street scenes and illustrative visuals of the proposed dwellings. The following information was provided, including a reminder that the outline consent for 93 dwellings was originally refused by Planning Committee, due to the development on a greenfield site, but was allowed at appeal due to housing need. The outline consent included various approved parameter plans on scale, height, movement, and space provision.

- the number of objections had risen from 32 to 36 (although one objection was neutral) and related to comments on the principle of the development, highways issues, the effect on the ecology, flooding and infrastructure, residential amenity, character, concerns for the valley park, impact on the wider landscape setting and the management of construction. Many of the concerns expressed in the representations have been assessed and found to be acceptable, but other concerns raised were beyond the remit of this application or were addressed under the original outline conditions and the Section 106 Agreement.
- there have been no objections from any statutory consultees except from the Lead Local Flood Authority. The drainage conditions were subject to outline conditions rather than reserved matters, and would be taken into

consideration under a separate application (23/1175/DIS). It was intended that the Lead Local Flood Authority would remove its holding objection following the imminent return of the confirming officer.

- an objection from Living Options Devon which related to a misnumbering of the wheelchair accessible units had now been updated.
- the impact on the wider area including the landscape setting was found to be acceptable at the outline stage, subject to a building height parameter plan of the 9.5 metres limit, with a plus or minus of one metre height differential in the northwest part of the site, and similarly, in the southeast part of the site, of a house type to be less than 12 metres, with the caveat of a plus or minus one metre was deemed compliant.
- there were five instances of affected properties which were detailed at the meeting. There had been further discussion between the developer and occupier of 67 Pinwood Meadow Drive in relation to a suitable boundary treatment to the front garden.
- an objection relating to a new access and adjacent Devon Bank had been addressed by a Section 106 Agreement and contribution.
- the 93 new dwellings would be a positive contribution towards the current local housing need, with 35% being affordable housing, to include 32 units on site, plus a financial contribution and as set out in the Section 106 Agreement.

The application has been substantially improved following the Design Review and Urban Design Officers' comments with more street trees and less visible car parking. Other benefits included employment through the construction phase, increased footfall for local amenities, a developer contribution for the Valley Park, a public open space on site including equipped and non equipped areas as well as an orchard. There would also be a biodiversity net gain of over 10% with the majority of existing mature hedgerows and trees being retained. In conclusion, and in line with NPPF paragraph 11c, there were no adverse impacts to outweigh the benefits of the scheme and the recommended proposal would be to APPROVE, subject to the conditions as set out in the report and in the update sheet, and subject to the removal of the current holding objection from the Lead Local Flood Authority.

In response to queries from Members, the Principal Project Manager – Development Management advised that:-

- provisions within the outline Section 106 Agreement would address the future management of the valley park.
- although impact assessments for the ecological and biodiversity aspects of the application were included in the outline application, a request for updated information could be made.
- a contribution of approximately £15,000 would be paid to the City Council, to create the Devon bank.
- the detail of the community orchard was under consideration under a separate discharge condition and part of the long-term management.
- the outline consent included a landscape value impact assessment, and the current scheme was within the parameters set out to protect the landscape setting.
- Devon County Council had requested soak away tests results be undertaken to demonstrate that an attenuation based method was required. The Officer dealing with that matter would remove the holding objection.
- the public would have greater access to the area and new valley park. A parameter plan called 'Movement and Access' had assessed the walking,

cycling and vehicular routes. The current scheme was in compliance with the approved plan.

In response to a Member's comments, the Assistant Services Lead (Development Management) clarified that the proposal for 93 dwellings and conditions had not changed. The outline consent was granted by the Planning Inspector at the Appeal. He added that access to the existing site was informal, but the outline permission, included a legal agreement to ensure greater public access in perpetuity. The adoption of the highway would enable the public to have access through the site. A number of options for the future management of the valley park had still to be determined.

Speaking Under Standing Order 44, Councillor Allcock had anticipated that a public speaker, Dr Baker would speak objecting to the application on behalf of the community, but it was noted that the correct registration had not been made. However, with the agreement of the Chair, Councillor Allcock was permitted to read Dr Baker's speech.

Councillor Allcock raised the following points:-

- the outline application had been very controversial with strong opposition from the community. Their concerns included the unsustainability and inaccessibility of a hill top green field site, which was an unsuitable location for new housing. The Planning Committee had previously agreed with that view and the application had been unanimously refused.
- the Planning Inspector's decision to uphold the appeal and grant outline permission had been disappointing to the community.
- although there were still strong feelings following the Appeal decision, it was important to look forward to ensuring that the houses built on those fields were of the best design and quality possible to negate the impact on the local area and neighbouring residents.
- she was grateful to the Planning Officers who had worked hard on the application and acknowledged that with the inclusion of the independent Design Review process there had been substantial improvements to the application.
- although she was not aware of issues over the current design and layout of the site, she hoped that the discharge of conditions application would deal with residents remaining concerns.
- she sought some reassurance over the impact of the new road on the valued community green at the top of Juniper Close during construction and after completion of the site, and enquired if the Devon Bank could be established before the new road opened and included as a further condition to Section 7. The community would welcome engagement with officers over the coming months to help shape the design of the Bank. She was reassured there would be further consultation over access with the Highways Authority.
- although not part of the application, there was a concern over excessive run off water in the area and houses directly below the development have experienced flooding during recent heavy rain. She welcomed the planned flood mitigation for this development which would also improve existing flooding issues in the area.
- the new valley park and public access was a silver lining from the development and the community had already started to have discussions on the management of the space going forward. It was noted that it will be managed by a development management company but a concern over the potential loss of the wild open countryside characteristics. The community

were keen to explore stewardship with the Devon Wildlife Trust and integrate the area into the city's valley park network.

- the community were keen to explore the feasibility of allowing some access to the site and valley park prior to occupation.
- one last point, was to draw attention to two planned roads from the houses at the bottom field and reassurance that those roads would not be used to extend the development further northeast in the future.

Councillor Allcock read out some comments from Dr Gillian Baker:-

- Dr Baker thanked the Assistant Services Lead (Development Management) and the Planning Department who had worked hard to minimise the impact of the build and the negotiations for the new valley park.
- there had been 465 objections to the original development and Councillor Allcock had provided support and reasoning for the development to be rejected by the Planning Committee.
- a fund by the community for the Planning appeal had raised over £5,000 to support the Rule 6 party involvement and the local community to fight the development in the four day enquiry.
- this was a valued part of the Northern hills of Exeter, which despite the best efforts of the community and Members would now be developed for housing.
- it was now important to ensure that this development was the best it could be with the least impact negative on the local community.
- there remained concern over the details of the discharge conditions, for which there has been no public consultation.
- some assurance was sought from the Planning Department that the flood mitigation would be sufficient to reduce the impact of this development and decrease the flood risk in the area.
- the community would like to be involved in the design and timings of the Devon Bank construction to protect Spruce Close from the access road.
- a request for further consultation to discuss whether a bus route through the estate and if yellow lines in Pinwood Meadow Drive would be advantageous or detrimental.
- to negotiate access to the valley park before and during the construction phase and have a say in the management of the Vally Park and how biodiversity net gain would be achieved.
- and a request to work collaboratively with Edenstone and the Council to ensure that a silver lining in this dark cloud that has blighted our community can be found.

Councillor Allcock responded to a Member's comment and advised that she had talked to the developer at the Public Enquiry over the reticence of access to the site and safety concerns of public access during construction, and before the homes were occupied.

Mr Dan Trundle from Black Box Planning attended and speaking in support of the application raised the following points:-

- this was a high quality scheme from an independent, regional housebuilder with a proven track record of delivery across the South West.
- the designs were the result of a considered and constructive pre-application enquiry with planning, design and ecology officers, which involved the proposal being assessed by an independent Design Review Panel.
- the scheme meets the approved parameter plans and Section 106 obligations from the outline permission, including significant street planting, a

- new Valley Park for the city, two new play areas and an orchard area.
- the scheme would deliver a very significant in terms of Biodiversity Net Gain, with an 75% increase in habitats and 150% increase in hedgerows – which was above the recently mandated 10% requirement for new applications.
- the high specification dwellings include improved building fabric, air source heat pumps (with no connection to the gas grid), smart meters, electric vehicle charging points, battery storage and inverters and full fibre ready broadband.
- the scheme would deliver 32 affordable homes to be brought forward in partnership with a Registered Provider. The affordable housing mix accords with the locally assessed need – 23 to be available for Social Rent with 9 available for shared ownership with a mix of 1-to-4-bedroom homes.
- this scheme would be able to be added to the Council's five-year housing land supply forecast.
- the application represented good design, was universally compliant with the outline planning permission and he hoped that Members would approve the recommendation.

Mr Trundle responded as follows to queries from Members:-

- the affordable housing and the detailed location of each phase was set out in the application. The Council's Affordable Housing Officer and the Design Officer had discussed the clustering of the affordable housing element and noted that there would be no more than 9 dwellings in one location.
- the valley park site was currently private land with no rights of access, and the application would provide access. A construction management plan would also include health and safety consideration but encouraging public access through a construction site was unwise.

Members debated the application. A Member made the following comment that the original refusal of the application was the right decision. The local residents and Councillor Allcock had been very involved in the application process. The Member raised his concern over traffic access before the Devon Bank was created.

The Assistant Services Lead (Development Management) responded to two points:-

- regarding the proposal for a further amendment to Condition 7 relating to the Devon Bank, requiring the implementation of the Devon Bank prior to the access being in place, he stated that with any condition, the request had to comply with legal tests. The area identified for the Devon Bank, was included in the Section 106 agreement, but was not on City Council owned land. The local community had negotiated for a sum of money to be given to the City Council to provide a boundary treatment, prior to the development and the Council would be able to determine the nature of the boundary treatment and as and when it was delivered.
- He was aware of the issues over poor drainage due to the nature of the soil and the slope which had affected existing properties. As with any development, flooding and drainage concerns were key aspects and a condition had been added after the Appeal decision with a separate discharge condition application. The developers had provided a Drainage Strategy, to deal with the natural attenuation and the water run off rate. Devon County Council will employ drainage engineers to assess this aspect of the proposals, which should result in an improvement for local residents.

The recommendation was moved, seconded and CARRIED.

RESOLVED that planning permission for reserved matters of layout, scale, appearance and landscaping pursuant to planning permission ref. 20/0538/OUT for the erection of 93 dwellings with associated access, drainage, open space, play area and landscaping:-

be **APPROVED** subject to the conditions as set out in the report and in the update sheet, and subject to the removal of the current holding objection from the Lead Local Flood Authority.

10

LIST OF DECISIONS MADE AND WITHDRAWN APPLICATIONS

The report of the Director City Development was submitted.

RESOLVED that the report be noted.

11

APPEALS REPORT

The schedule of appeal decisions and appeals lodged was submitted.

The Director City Development responded to a Member's comment on the Heavitree Road Appeal and the role of Devon County Council, as the Highway Authority and stated that the Planning Inspector's report had included comments on the design, scale and massing of the application, and being out of keeping with the character of the surrounding area, which led to the appeal being dismissed. The appeal decision would offer learning opportunities which would be taken up as part of a case review. In a further response to the Member, it was noted that in general terms, Devon County offered the City Council support through their expert commentary and advice, as well as attendance at this Committee by a dedicated officer. A Local Member for Newtown and St Leonard's wished to record his thanks to the City Council's Planning and legal officers and external legal representation associated with the case as well as the community for their support.

The Director City Development also reported that Members would be aware that the High Court handed down its judgment against this Planning Committee's decision to grant outline planning permission at St. Bridget's Nursery. Officers have considered the judgment to 'quash' the decision carefully. He stated that officers were putting in place steps to consider the matter afresh. The application will be brought back to be redetermined by this Committee in due course.

RESOLVED that the Appeals report be noted.

(The meeting commenced at 5.30 pm and closed at 7.00 pm)

Chair

PLANNING COMMITTEE

Monday 25 March 2024

Present:-

Councillor Knott (Chair)

Councillors Asvachin, Begley, Bennett, Jobson, Ketchin, Miller, Mitchell, M, Patrick, Sheridan, Vizard, Wardle, Warwick and Williams, M

Also Present

Director of City Development, Service Lead City Development and Democratic Services Officer (PMD)

12

MINUTES

The minutes of the meeting held on 19 February 2024 were taken as read, approved and signed by the Chair as correct.

13

DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

14

PLANNING APPLICATION NO. 22-1548-FUL EXELAND HOUSE, TUDOR STREET, EXETER, EX4 3BR

The Service Lead - City Development presented the application for Renovation, conversion and change of use from retail unit and office to form a co-living scheme of thirty-four units including communal facilities and a co-working office space, front extension with four floors, link building, public plaza on the existing car park and renovation of existing bridge link to New Bridge Street, reminding Members of the context, namely that:-

- the Committee had approved the application on 25 January 2024;-
- after the Committee's decision, the Environment Agency withdrew its initial objection;
- communication had been received from the owner of a neighbouring site, expressing an ambition to develop their property and highlighting potential impacts of the Exeland House development on their future proposal, specifically regarding access, light, and the potential for construction disruption;
- at the January 2024 planning committee discussions, a pre-application enquiry for The Old Vic (submitted in early 2023, with feedback provided in April 2023) was not mentioned, leading to concerns from the Old Vic's representatives about the comprehensive consideration of material factors in the decision-making process; and
- further correspondence had been received – and responded to – from Ward Councillor Tess Read and from Expedite Planning Ltd, representing their client, Mr Will Miles.

He urged Members to focus on the issue at hand concerning recent correspondence rather than purely what had already been covered in January. He further advised that:-

- the contention from the owner of the neighbouring plot was disputed by

- planning officers;
- design solutions could be invited to mitigate;
- the solution proposed by the owner of the neighbouring plot had been deemed unnecessary by officers, who added that reconfiguration would cause its own problems; and
- throughout negotiations with Historic England, there had been no way of knowing that there would be objections for the neighbouring plot owners.

The Service Lead - City Development answered queries from Members as follows:-

- Historic England had not been asked about the proposal from the owner of the neighbouring plot to move the building;
- as far as he knew, the adjacent building wasn't listed; and
- any development on the Old Vic site would have to take neighbouring buildings into consideration.

Although not objecting to the application per se, Mr Will Miles, co-owner of the neighbouring site, had registered to speak; he made the following points:-

- he was surprised when he found out about the Exeland development;
- the Old Vic was quite clearly a brownfield site that needed developing;
- the advice he had been given was to submit a pre-application enquiry as a matter of urgency;
- his site and the site of the proposed Exeland development were the last two sites on the street that had not yet been developed; and
- he felt that he and the applicant could reach a better outcome by working together as neighbours.

Mr Miles responded as follows to queries from Members:-

- he had not had any direct dealings with the applicant;
- he had not received any correspondence from the Council and only found out about the Exeland application via a public note;
- during the consultation, he had declared himself as "neutral";
- he felt that a couple of months would be enough to reach out to the applicant and agree on a workable solution for both parties;
- all bedroom windows in the Exeland development would overlook his site;
- he recognised that the Exeland site would need to be developed; and
- there had been a breakdown in communication.

The Service Lead - City Development clarified the Council's process for engaging with the occupants of addresses of the adjoining sites, advising that the Council would write to them more than once and that letters went to the address on the street. He also confirmed that the issue of access and right of way had been covered at the January meeting.

The Director City Development made the following concluding points:-

- while it was unfortunate that there had been no dialogue between the applicant and the owners of the Old Vic site, the Council could only encourage dialogue, not enforce it;
- the Council could, however, acknowledge concerns from the owners of an adjoining piece of land;
- pre-applications were not necessarily in the public domain;
- clarity had been provided by the Environment Agency; and
- the purpose of the present meeting was to give the owner of a neighbouring site an opportunity to voice their concerns and/or objections.

During debate, several Members expressed the following views:-

- the situation in which the Old Vic site owners found themselves was unfortunate and, therefore, in the interest of natural justice, additional time should be allowed for the owners of the neighbouring sites to make contact and reach a compromise;
- the public speaker had made it clear at the present meeting that he wanted to a dialogue with the applicant; and
- it was regrettable that no representative from the developers had requested to attend the present meeting.

Conversely, several Members made the following remarks:-

- it would be inappropriate to do anything other than uphold the decision from the January meeting;
- there had been ample time since February 2023 for the owners of the Old Vic site to actively seek to make contact with the applicant;
- opportunities had been missed - by both parties – to make contact;
- there was a risk of setting a precedent, when the correct procedure had been followed throughout;
- the Environment Agency had withdrawn its original objection; and
- it was unclear what pausing the process would entail.

The Chair commented as follows:-

- the role of the Planning Committee was to look at long-term planning;
- the Committee hadn't seen the application from the owners of the Old Vic site; and
- the alternative proposal was anything but a mere tweak.

Having received clarification from the Director City Development on procedural matters, Councillor Jobson proposed the following alternative recommendation:

“That the matter be deferred until the next meeting of the Planning Committee to enable the applicant and the respondent present at the current meeting to discuss the application if they so wish.”

Speaking in favour of the alternative recommendation, Councillor Mitchell made the following comments:-

- two weeks would be sufficient to establish whether contact could be made between the applicant and the owners of the Old Vic site; and
- new information had come in since the January meeting of the Planning Committee.

Members speaking against the alternative recommendation commented as follows:-

- the opportunity to make contact had been there throughout the process;
- not upholding the original decision would leave the Committee vulnerable to further proceedings;
- no material plans had been provided by the owners of the Old Vic site;
- natural justice was not a matter for the Planning Committee; and
- due process had been observed all along.

Councillor Jobson moved, and Councillor Sheridan seconded, the alternative recommendation which was voted upon and DEFEATED.

The Chair moved the substantive recommendation for approval which was seconded by the Deputy Chair, voted upon and CARRIED.

RESOLVED that the Planning Committee:

- a) note the withdrawal of the Environment Agency's objection and the recommended conditions to mitigate flood risk;
- b) considers the communication from the neighbouring site owner as a material consideration, acknowledging the potential for future development and its implications.
- c) delegates to the service lead (city development) to grant permission subject to the completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 (as amended) to secure the following:-

- On-site Affordable Housing at 20 per cent for Build-to-Rent;
- £18,240 for local GP surgeries expansion;
- A Management Plan (Co-living) to include details of tenant vetting and on-site management;
- Pedestrian rights of way across the approved Plaza;
- £5,000 towards the implementation of the Devon County Council; and
- Exeter Local Cycling and Walking Infrastructure Plan.

as well as the conditions (and their reasons) as set out in the report.

15

LIST OF DECISIONS MADE AND WITHDRAWN APPLICATIONS

The report of the City Development Manager was submitted.

RESOLVED that the report be noted.

16

APPEALS REPORT

Councillor Vizard noted that, under 3.2 (23/0533/FUL - Stoneycombe, Matford Road, Alphington), reference was made to the "St Leonards Conservation Area" when it should have read "Alphington Conservation Area". This would be rectified accordingly.

RESOLVED that the schedule of appeal decisions and appeals lodged be noted.

(The meeting commenced at 5.30 pm and closed at 6.20 pm)

Chair

AUDIT AND GOVERNANCE COMMITTEE

Wednesday 6 March 2024

Present

Councillor Wardle (Chair)

Councillors Jobson, Allcock, Fullam, Miller, Mitchell, M, Moore, D, Snow and Williams, M

Apologies

Councillors Atkinson, Branston and Patrick

Also Present

Chief Executive, Director Finance, Deputy Chief Finance Officer, Service Lead Legal Services, Audit Manager, Net Zero Project Manager and Democratic Services Officer (SLS)

1

MINUTES

The minutes of the meeting held 29 November 2023 were taken as read, approved and signed by the Chair as correct.

2

DECLARATION OF INTERESTS

No declarations of disclosable pecuniary interests were made.

3

CITY COUNCIL NET ZERO RISK REGISTER

The Net Zero Project Manager presented the report, which advised the Audit and Governance Committee of updates to the City Council's Net Zero Risk Register, and key measures introduced to deliver the Council's Net Zero aspiration by 2030. The report linked to the Net Zero Scrutiny report and updated Carbon Reduction Plan, and the 2022/23 Greenhouse Gases Inventory report, which offered detail of the latest carbon footprint. The Net Zero Project Manager reported an overall reduction of 4% compared to 2021/22. That Social Housing accounted for 39% of overall emissions and non domestic (corporate estate) accounts for 42% spread across everything we have purchased as a Council. Grants were limited by scope and funding is needed, to reduce risk, and for implement of measures needed to protect ourselves from the effects of global warming.

The Net Zero Project Manager responded to the following comments from Members:-

- the carbon reduction plan linked to the original Greenhouse Footprint report produced for the City Council by the University of Exeter in 2022. The report provided potential measures needed to achieve net zero for each sector and a trajectory of outcomes to achieve Net Zero. The Carbon reduction Plan was built on this information and the measures to be undertaken to get to net zero;
- the Council was working with larger suppliers to address their supply chain, which included Mears, proving housing maintenance works and accounting for one of the biggest contractor spend. As a priority they were rolling out of

the Green Accord Accreditation Scheme to all such suppliers to help them work towards reducing their emissions in the services provided to us. Further work with procurement and housing had just commenced, and the Net Zero Project Manager would provide a further update in six months' time;

- it was estimated that, by March 2025, retrofit delivery to 929 housing properties would be completed. It was difficult to calculate the exact timescale for full delivery of the Council housing retrofit programme. This was primarily due to the fact that over the past three years, the Council has been successful in securing Government grant funding (£4.1m) for retrofit upgrades and this had assisted the completion rates. Should grant funding not be available or not be secured over the next few years this would adversely impact the number of properties completed and the ultimate timescale. Our estimated cost for full retrofit roll-out was £88m at current prices;
- the Net Zero team were currently working with the University of Exeter in respect of an Investment Plan, which would help identify more accurate costings in relation to the cost of achieving the Council's Net Zero ambition by 2030;
- the Net Zero Project Manager took an action to seek further information in relation to the Member's comment on the reference to afforestation and the Council's relationship with the Devon Wildlife Trust, and to provide at a later date in relation to the Council's relationship with Devon County Council and the local nature strategy; and
- in terms of the different net zero targets of 2030 and 2050, the Net Zero Team were working with neighbouring local authorities, and were involved in joint working and projects. The Council also benefitted from its membership of a number of different groups including the Climate Emergency Task Force for Devon (and districts), and membership of the South West Energy and Environmental Group (SWEEG), drawing on the expertise of all of those groups and the Centre for Energy and Environment at Exeter University.

The Audit and Governance Committee noted the City Council's Net Zero Risk Assessment update which included key measures introduced, and which would continue to be presented every six months.

4 **INTERIM AUDIT FINDINGS REPORT FOR EXETER CITY COUNCIL 2021/22**

The Director, External Audit (Grant Thornton) presented an update of the Interim Audit Findings report on the Council's 2021/22 financial statements. She provided an update on further work undertaken since the last Committee meeting in September 2023, and confirmed there were no matters that would require a modification of their audit opinion. There had not been any significant changes or additional issues to bring to Members' attention. The Value for Money work was ongoing and work in respect of the 2021/22 audit was a joint exercise with the 2022/23 arrangements. As part of the final part of the formal process, she confirmed that there were no issues resulting from investigative work undertaken in relation to a formal response to two public objections made on the 2021/22 accounts. She was required to formally respond to the objectors giving statement reasons and setting out the work she had conducted and the conclusions reached.

The Director, External Audit made the following responses to Members' enquiries:-

- the Executive summary set out the latest position and the changes were

now shown with track changes. The main adjustment was an update on the minimum revenue provision.

The Director Finance also responded to a Member's questions:-

- the provision of loans was not included in the MRP provision, because they were being repaid and equated to an amount that was set aside. Debt was reducing at the correct amount. He explained that changes to Government regulations would address the issue of MRP against the loans. The financial year of 22/23 was likely to be the final year that Exeter did not charge MRP for loans as the Council was scaling back ECL.
- there was no charge against the property and it was just in respect of an unsecured loan that was being repaid on an annuity basis.

RESOLVED that the Audit and Governance Committee note the update of the Interim Audit Findings report.

5 **THE AUDIT FINDINGS REPORT FOR EXETER CITY COUNCIL 2022/23**

The Director, External Audit (Grant Thornton) presented an update of the Interim Audit Findings report on the Council's 2022/23 financial statements and confirmed that whilst there had not been any significant changes or additional issues to bring to Members' attention there were still some areas of work that were outstanding at the point of publication of the agenda. She provided an update on each area including the completion of debtors, creditors and collection fund testing and work in relation to Exeter City Living which would be concluded by the end of the week with some follow up work in relation to the completion of valuation work in respect of St Sidwell's Point and the audit testing on pension liability. Further information on the Council's Minimum Revenue provision was also forthcoming. The remainder of the work had been completed.

The Director External Audit made the following responses to Members' enquiries:-

- an external valuation expert provided a valuation of St Sidwell's Point, which had a recognition that St Sidwell's Point was constructed to a particularly high specification standard and of the discrepancy between the true actual cost of building and the cost to rebuild and deliver an equivalent leisure centre of that nature. The audit would consider the assumption and conclusion of the Council's valuation and recognition of the difference between the cost to build and the current carrying value was materially accurate and was reflected as an impairment adjustment.

The Deputy Chief Finance Officer responded to a Member's question over the values and reported that she had checked the Asset Register and the accumulative spend which was £44.6 million. A sum of £37.76 million was included on the balance sheet as at the end of March 2023.

- it was important to recognise that the Statement of Accounts should include instances where the Council had related parties with external bodies and if there had been significant transactions or element of Council with those parties. A formal process and return of Declarations of Interests from the Strategic Management Board was a part of this work and following further contact, the appropriate responses were received to ensure the disclosures were accurate.

The Director Finance confirmed that the Strategic Management Board did agree with the recommendation and further work on the required annual return, including a nil return, would be completed to ensure the process was followed, and any Declarations of Interest relevant to Council business declared.

The Director Finance made the following responses to Members' enquiries:-

- the new finance system would be live from April 2025. A review of superuser access would be included as part of a restructure of the Finance team.
- the Strategic Management Board would be monitoring the recommendations for the Council identified in the report and Action Plan throughout the year to ensure they were addressed. Any failure to implement the recommendations would be reported to the Audit & Governance Committee.

The External Audit Director added that an update in the key recommendations would be included as part of their year-end report. She provided assurances that her team formally followed up progress on key recommendations as she was duty bound to report back and would report back as scheduled but was able to provide an interim update if required.

The Chief Executive provided assurance to the Committee that the Strategic Management Board which included the Director Finance would be monitoring progress against the recommendations. She said she could see no reason why they could not report back to the Committee on the progress of that. She was happy for the Director Finance to report back progress on the recommendations.

The Member appreciated this and said she was concerned about the recommendations in relation to the shareholder's representatives and this has been an ongoing issue for the last two years now. The Audit and Governance Committee had looked at this before and attempted to clarify but there were a number of associated companies and the issues still that remain and she would appreciate and update at the next Committee and see if we can focus on this issue and how it can be resolved, and look into the CIPFA Guidance on associated companies and a report and some changes made.

The Chief Executive was happy to come back to the next Audit & Governance Committee or the one after but she certainly agreed that it was an area that they started to look at and they would come back with responses.

RESOLVED that the Audit and Governance Committee note the update of the Interim Audit Findings report from the Exeter City Council (External Auditor), Grant Thornton.

6 **INTERIM ANNUAL AUDITOR'S ANNUAL REPORT ON EXETER CITY COUNCIL 2021/22 AND 2022/23**

The Director External Audit (Grant Thornton) referred to the approach to assess the Council's arrangements for the value for money assessment which changed in 2021 introduced by the National Audit Office to a much broader scope of work using the three pillars of :-

- Financial sustainability
- Governance
- Arrangements for improving economy, efficiency and effectiveness.

She advised that, rather than report by exception, they now had to offer a more detailed narrative statement giving positive assurances as well as those areas which required attention and scope for improvement about how a Council was operating. She was pleased to report that was not the case at Exeter City Council. There were three classifications and recommendations that could arise from their work as part of the assessment including improvement, key recommendations and a statutory recommendation.

On that basis, she drew Members' attention to the Executive summary of the report and confirmed that they had not identified any significant weaknesses, but had in recognition of ongoing financial challenges for the Council identified a number of recommendations with scope for further improvement of the existing arrangements for the financial years of 2021/22 and 2022/23.

This included one key recommendation relating to Exeter City Living.

They had identified one further key recommendation and a broad assessment in the governance arrangements of the Council working with External Parties such as Exeter City Futures, Exeter Science Park, Exeter Business Centre and Exeter Canal and Quay Trust.

The Council should have defined and specific objectives so the performance of the specific arrangements could be effectively monitored and there was not enough reporting on the performance objectives and financial impacts. The Council had agreed with that recommendation and there were assurances from the Chief Executive already in the measures that were in place to respond to the recommendations.

The next recommendations related to the economy and effectiveness and they had raised another key recommendation because they felt there was a significant weakness in relation to performance management, they looked at performance reporting of the council in 2021 and to the end of 22/23 and there was not sufficient reporting of how the council was performing against strategic priorities. She was pleased to note that there had been some discussion on this internally and from Members of the Executive and officers within service areas. They were not saying that performance management was non-existent but in terms of transparency and reporting how the council was performing and achieving the objectives needed to be more formally set out.

There were a number of other recommendations in the report across the areas.

The Democratic Services Officer would follow up an enquiry about the Scrutiny proposals proposed and including those in the Scrutiny Bulletin. The notes of the Scrutiny Programme Board were already included in the Scrutiny Bulletin.

The Director Finance responded to the following Members' comments –

- there had been limited public consultation on the budget due to the scale and pace and changes to the budget. He agreed with the recommendations and will review as part of a wider consultation approach to understand the governance priorities. They already intended to start engaging with Members much earlier in the budget process, commencing in the summer.

The Director External Audit responded to the following Members' comments:–

- in respect of the significant weakness in relation to Exeter City Living and if we should be concerned. The table broke down the different components of the recommendation and it was the principle of how the Council managed its Companies and Exeter City Living was the biggest, and whilst the principle would be superseded by the winding down of the company, the principle did hold.
- as a result of a different approach having been taken in relation to advertising Chief Officers' post, this was an improving recommendation and the financial context of restricting was noted but was a recommendation in respect of the interests of public transparency.

The Audit and Governance Committee noted the report.

7

FINAL STATEMENT OF ACCOUNTS 2022/23

The Deputy Finance Officer presented the report on the Council's Statement of Accounts for 2022/23 for approval and adoption. It was a statutory requirement to publish the Statement of Accounts which were intended to provide a 'true and fair view' of the financial position and transactions of the Council, including the Group financial statements as at 31 March 2023. She was pleased to report that there were minimal changes to the accounts as published on the 31 August 2023. There was also no change in the overall position as reported to Members in November 2023 on the final Outturn position for the Council and she anticipated an unqualified opinion by the Auditor being issued.

The recommendation included a request for delegated powers to be granted to the Director Finance with the Chair of the Audit and Governance Committee to sign off the 2022/23 accounts.

The Director Finance gave the following responses:-

- the proposed Guidance for local authorities would provide for a summary of the accounts but that had not come into force yet, but should make the required documentation more accessible. He suggested the report to the Executive and Council on the final Outturn position provided the information more clearly;
- he explained that the process of noting a profit or loss on disposal did not mean necessarily a financial loss and it related to what was received for the asset compared to the value in the accounts. The Council had stock that may have been written out of the accounts and if sold the Council made a gain and sometimes it gave assets away at less than best and on occasion could get nil consideration, which would result in a loss. However, it would not impact the council taxpayers as it was written off to the balance sheet; and
- officers would be bringing back a report on our companies and other structures that we have.

RESOLVED that:-

- (1) the Audit and Governance Committee approve the audited Statement of Accounts for 2022/23, and
- (2) subject to any additional material changes to the accounts be delegated to the

Director Finance and the Chair of the Audit and Governance Committee to be agreed, and to make any further amendments before signing the accounts and to report back to the July meeting of this committee any findings if they are identified in the remainder of the Audit.

8

MANAGEMENT LETTER OF REPRESENTATION 2022/23

The Director Finance referred to the Management Letter of Representation to the External Auditor Grant Thornton in respect of the 2022/23 Statement of Accounts, which confirmed the Council had provided all the necessary information, and followed the correct practices in delivering the Statement of Accounts as required as part of the Audit.

Exeter City Living was included in the Statement of Accounts as at the end of the financial year of 31 March 2023 and whilst there has subsequently been a resolution to scale back the operations, that information was not known at that time and so whilst there had been an impact, it will be disclosed in a note rather than materially impacting the accounts.

RESOLVED that the Audit and Governance Committee approve the Management Letter of Representation, and request that it be signed by the Director Finance (Section 151 Officer) and the Chair of the Audit and Governance Committee for forwarding to the External Auditor, Grant Thornton.

9

INFORMING THE AUDIT RISK ASSESSMENT

The Deputy Chief Finance Officer presented the completed questionnaire for Grant Thornton, which set out responses from the City Council to help inform the risk assessment of Exeter City Council as part of the planned audit process. Due to the delay in presenting the audit for 2021/22 and 2022/23 which have been reported in quick succession, this was the first opportunity to present this information to the Committee. Colleagues had compiled responses to questions to offer an understanding of the Council's management processes and oversight in the following areas:-

- General Enquiries of Management,
- Fraud,
- Laws and Regulations,
- Related Parties,
- Going Concern, and
- Accounting Estimates.

The Director Finance noted the Member's comments in relation to an allegation of fraud by a member of the public in support of a planning application.

The Audit and Governance Committee noted the responses given in respect of the Audit Risk Assessment report.

10

ANNUAL INTERNAL AUDIT PLAN 2024/25

The Director Finance advised the retirement of Helen Kelvey as one of the two Audit Managers of Internal Audit. She has provided an excellent service in her 36 years supporting the strengthening of the internal control environment. He also

referred to the remainder of the Internal Audit team who were transferring to the South West Audit Partnership (SWAP) and Members also wished them well in their future endeavours. The Chair joined Members in offering their best wishes to Helen Kelvey for her retirement and for all of her years of service for the Council.

The Audit Manager (HP) presented the annual Internal Audit Plan for 2023/24, attached as an appendix and presented to the meeting, which required Members' approval. Despite the move to the Partnership, the Council's Annual Plan would be produced on a rolling plan basis and any changes to the Plan would be brought back to this Committee during the year. Input from the Senior Management Board has been very welcome.

The Audit Manager noted a Member's suggestion regarding future audits of planning, to take into account the outcomes of any judicial reviews to ensure that their recommendations are being actioned.

RESOLVED that the Audit and Governance Committee approve the annual Internal Audit Plan for 2024/25.

11 **INTERNAL AUDIT QUARTERLY PROGRESS REPORT**

The Audit Manager (HP) presented the quarterly report on the internal audit work carried out during the period 1 July to 30 September 2024, and advised on overall progress against the Annual Audit Plan. The team were on target to deliver the Plan with no outstanding remedial actions to report, and agreed actions from previous reports were being progressed satisfactory and would continue to be monitored.

The Audit and Governance Committee noted the Internal Audit Progress Report for the third quarter of the year 2023/24.

12 **REVIEW OF CORPORATE RISK REGISTER**

The Director Finance presented the report and advised the Audit and Governance Committee of the Council's risk management process, which was monitored by the Strategic Management Board (SMB) in consultation with the relevant Portfolio Holders. The report was also presented to the Executive meeting on 5 March and no significant risks were added to the Register. Members of the Audit and Governance Committee were invited to review and comment on the Risk Register, and any comments would be reported to SMB to continue to strengthen the approach and ensure the Risks were identified and accurately linked together.

The Director Finance responded to the following Members' comments:-

- training for both officers and Members would be offered as support for their respective roles in terms of risk management;
- the revised approach to Risk Management with the Executive now charged with determining whether any actions should be undertaken to further mitigate the risks. The role of Audit and Governance Committee was different but nevertheless was about being satisfied that there was an appropriate mechanism in place to ensure any risks were identified and managed.
- the Capital Programme was prioritised on the basis of health and safety with those schemes where there was the greatest risk. The property team regularly inspected the Council's properties to ensure they remained fit for

purpose with an assessment for a range of approaches from partial or complete closure of the property or structure in question.

- the final part of the Business Case for the Development Fund to provide an opportunity for homes still needed to be completed and that would determine if it could provide a suitable mitigation against risk or not.

The Audit and Governance Committee noted the quarterly report in the Corporate Risk Register.

13

SHARON SISSONS

The Chair noted that the Democratic Services Officer, Sharon Sissons, would shortly be changing jobs and starting work at the Royal Albert Memorial Museum. He expressed his thanks for all the support offered to him as both as Chair and as a Councillor and wished her well in the future.

(The meeting commenced at 5.30 pm and closed at 7.25 pm)

Chair

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LICENSING COMMITTEE

19 March 2024

Present:

Councillor Marina Asvachin (Chair)

Councillors Warwick, Begley, Fullam, Foale, Holland, Parkhouse, Rees, Sheridan, Snow, Vizard and Wood

Apologies:

Councillor Patrick

Also present:

Service Lead - Environmental Health & Community Safety, Principal Licensing Officer, Legal Advisor, Apprentice Solicitor and Democratic Services Officer (SLS)

4 **Minutes**

The minutes of the meeting held on 30 January 2024 were taken as read, approved and signed by the Chair as correct.

5 **Declarations of Interest**

No declarations of interest were made by Members.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

6 **Revised Street Trading Policy**

The Service Lead - Environmental Health and Community Safety presented the report which detailed a review of the Street Trading Policy, and a request for Members' approval to publish a draft for public consultation, before being considered for adoption by the Licensing Committee and Council. The report included the findings of the Street Trading working group made up of Members of the Licensing Committee, with contributions from expert witnesses and the Council's Licensing Officers.

There had been no changes in the legislation since the Policy was last approved in 2015, and so the deliberations of the working group had been very welcome and had resulted in a strengthening of ten areas of the Policy, which were set out in the report. It was anticipated that a further meeting of the working group would be held after the ten week consultation period had closed to consider the responses as well as a possible redesign of the street trading application form.

Councillor Warwick, as Chair of the Working Group had welcomed the opportunity to review the Policy and encouraged Members to comment on the circulated draft as part of the consultation. He thanked the Service Lead - Environmental Health and Community Safety and the Licensing team for their hard work in researching and drawing on best practice from other local authorities across the country.

Following discussion, Members proposed the following minor amendments to the draft Policy, which also reflected comments made at the working group and was agreed would be included in the draft document before publishing for consultation:-

Paragraph 6.5.2 - to read 'street trading consent will not be permitted if powered by a diesel or petrol generator '

Paragraph 6.5.3 – to be deleted.

Paragraph 15.5.2 – to read 'that no person under the age of 16 years shall engage or be employed in street trading, and those that under the age of 18 years shall be supervised at all times by an adult over the age of 18 years'.

Insert new Paragraph 15.9.3 – to read 'all street traders will be required to have arrangements in place for recycling and dealing with refuse. This will be required to be evidenced through their trade waste transfer note'.

To renumber the remaining paragraphs in Section 15.9.

Members also made particular reference to:-

- the aspirations of meeting the Council's net zero targets
- the avoidance where possible of single use plastics
- the list of licensed parks and open spaces as set out in the report was only indicative and further discussion with the Parks and Open Spaces team would be held.

A copy of the revised draft Policy for consultation would be attached to the minutes.

RESOLVED that the Licensing Committee agree to a consultation of the revised Street Trading Policy to run from 22 March 2024 until 31 May 2024.

7 **Councillor Steve Warwick**

The Chair requested an addendum to the minutes to note that the Councillor Steve Warwick would not be standing again for the Council in the forthcoming Elections. She expressed her thanks to him for being a supportive Deputy Chair of the Licensing Committee and wished him all the best in retirement from being a Councillor.

The meeting commenced at 5.30 pm and closed at 6.20 pm

Chair

EXETER HARBOUR BOARD

Monday 11 March 2024

Present:-

Councillor Williams, R (Chair)

Councillors Leadbetter, Read, Snow and Williams, M and Messrs Garratt and Seddon

Apologies:-

Councillor Pearce, Ms Green and Messrs Eggleton, May and Michaelson

Also Present:-

Harbour Master Exeter Port Authority, Waterways Team Manager and Democratic Services Officer (PMD)

70

MINUTES

The minutes of the meeting held on 14 December 2023 were taken as read and signed by the Chair as correct.

71

DECLARATIONS OF INTEREST

No declarations of pecuniary interest were made.

72

PUBLIC QUESTIONS

Mr John Monks asked the following question:-

“The Harbour Board received a presentation on the Exeter Ship Canal and Heritage Harbour Route Map in September. It decided to discuss it at the Visioning Day last month. What was the outcome of the discussion? Will the Harbour Board endorse the document as ECQT has done?”

In response, the Chair confirmed that members of the Board and waterways staff who attended the January Visioning Day had considered the Route Map and further explained that:-

- the activity had involved participants splitting into three small groups with each group allocated eight of the 23 projects/activities listed in the Route Map;
- participants considered synergies and fit of each activity against Harbour Board (HB) Terms of Reference (ToR), and the HB Vision Statement (VS);
- the Route Map had been welcomed by all attendees;
- responses from the three groups indicated overall synergy with ToR though a small number of projects were identified as being unrealistic; and
- questions about liability were raised around two projects, and potential conflict with HB ToR identified for two others.

She offered to write to Mr Monks with more detailed feedback.

Responding to a follow-up question from Mr Monks, the Chair confirmed that the Exeter Harbour Board acknowledged that the future of the canal was part of the future of the Board. She reiterated that the Board broadly supported the Route Map.

CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:-

Councillor Andrew Leadbetter

The present meeting would be Councillors Leadbetter's last as a member of the Exeter Harbour Board, as he had opted not to seek re-election to Exeter City Council in May 2024. The Chair thanked him for his contributions throughout his tenure on the Exeter Harbour Board.

Messrs Andrew May and Owen Michaelson

The presented meeting also marked the end of Messrs May and Michaelson's terms as Exeter Board Members. The Chair thanked them for their contributions and advised that she would be looking at expressions of interest for the two vacancies created, stressing the importance of the skill set required.

Duty Holder

The Director Net Zero and Waterways had explained that there were two options regarding which body would be the Duty Holder of Exeter Port Authority: Exeter City Council or the Executive. The latter was the preferred option. He would be submitting a report to the April meeting of the Executive and confirmation would come from Full Council on 23 April.

Sharon Sissons

The Chair placed on record her thanks to Sharon Sissons, who would soon be leaving her role as Democratic Services Officer, for her work and dedication in administrating the Exeter Harbour Board.

EXETER PORT USERS GROUP UPDATE

The Chair of the Exeter Port Users Group (EPUG), Rex Frost, talked the Board through the key highlights from the most recent EPUG meeting:-

- the Draft Harbour Revision Order (HRO) had aroused many comments from various quarters, with a significant number of people seeing the HRO as a vehicle for increasing charges and imposing control where previous the none was needed;
- the HRO did not set out how the Exeter Harbour Board would exercise management over several mooring authorities;
- while the drop-in sessions had been well attended and were useful for most, some attendees had used these occasions to air perceived grievances and conspiracies; and
- the winter weather has caused some continuing problems with navigation marks needing to be moved and replaced and occasional boats drifting off their moorings; also, the amount of sand disappearing off Dawlish Warren was likely to cause problems in the next few months.

On this last point, the Harbour Master advised that the geotubes were exposed and that a survey would be conducted by Shoreline Surveys at the end of March.

The Chair, having made reference to a public event held at Starcross, where one attendee expressed dissatisfaction at a questionnaire from Topsham Sailing Club thinking it was a Harbour Board document, requested that it be formally minuted that the questionnaire had nothing to do with Exeter City Council.

Members noted the update.

75

HARBOUR BOARD VISIONING EVENT REVIEW

Having already addressed the Harbour Board Visioning Day earlier in the meeting by answering a public question, the Chair gave a brief overview of the event as follows:-

Terms of reference

Members wanted to strengthen the wording around biodiversity in the terms of reference. The Chair proposed to discuss with Board members during the post-meeting informal session.

Material for the HRO

The material had been prepared for the pre-consultation, which had started on 1 February. It had also been suggested that the FAQ section on the website could be more user-friendly.

The Chair further noted members' support for the Route Map and felt that the Visioning Day had been a good team-building exercise. She read out comments sent by Mr Michaelson via email, in which he:-

- voiced support for the consolidated updates to the vision and mission statements;
- recognised that members discussed merging the vision and mission statements but noted that they did have slightly different purposes;
- felt there was room for improvement with regard to engaging with key stakeholders who had an influence on any future decisions the Harbour Board needed to make.

On the last point, Councillor Read made reference to the 'Duty to Cooperate' practice adopted by some authorities such as Brighton and suggested some research could be done into the matter. The Chair expressed support for looking at practices in place in other parts of the country. She also felt that the pre-consultation was a clear demonstration of the Board's willingness to engage with stakeholders, especially having been advised not to do it. Councillor Read and Mr Garratt suggested a formal approach to stakeholder engagement, which would include having representatives of Exmouth Town Council, Teignbridge District Council and East Devon District Council on the Exeter Harbour Board.

While Mr Seddon offered support for the principle of stakeholder engagement, Councillor Read proposed to table a recommendation about how best the Exeter Harbour Board could have an open discussion with key stakeholders for Exeter's waterways. Both the Chair and Councillor Snow stressed the need to discuss the legal aspect of such a proposal first before it could be taken any further, although the Chair confirmed that she supported the idea in principle. Mr Garratt made reference to committees such as the Tamar Bridge and Torpoint Ferry Joint Committee, which featured representatives from various authorities.

Members noted the update.

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HARBOUR REVISION ORDER UPDATE

The Harbour Master talked the Board through the key points of the pre-consultation so far and made the following comments:-

- three drop-in sessions had taken place;
- the six-week period of pre-consultation would end on 15 March;
- most of the concern expressed by respondents centred around funding and costs;
- many positive comments had been received; and
- the HRO was a procedural exercise aimed at managing the waterways more efficiently.

The Chair advised that:-

- approximately 150 people had attended the drop-in sessions in total;
- their answers would be consolidated into several areas; and
- the consolidated answers would be put up on the ECC website within eight weeks of the end of the pre-consultation period.

She thanked the Waterways team for their help with the pre-consultation.

During discussion, the following comments were made:-

- Councillor Leadbetter stressed the importance of not underestimating people's fear of the unknown;
- the Chair remarked that most people's queries were addressed on the FAQ page of the website; and
- Mr Garratt advised that, from the feedback he had received, there was no objection to making the river a safer place but warned that it was naïve to think that no charges would have to be brought in.

Councillor Read felt that the Board needed to discuss the waterways budget and proposed to table a recommendation to have this added to the Exeter Harbour Board agenda. Members debated this suggestion and commented as follows:-

- the Chair stressed the need to examine the legality of the proposal first;
- Mr Garratt highlighted the importance of being upfront about charges but felt that, currently, this was not the right forum to discuss budgetary matters;
- Mr Seddon felt that visibility on the waterways budget would be good, if only for information;
- several members remarked that such data was publicly available;
- Councillor Read suggested that, although the data was in the public domain, the Harbour Board could still have a discussion about it.

Members noted the update.

The Harbour Master introduced his report reminding members of the context of the recent audit and the lengthy document which came back, prompting a change in the reporting format. He made the following further comments:-

- 'Percy the Dredger' would not be coming to the river Exe, as it had gone to Blackwater in Essex instead;
- a lot of work had taken place clearing vegetation on canal bank edges;
- extra pontoons had been purchased from Dartmouth and would be positioned at strategic points;
- the harbour authorities had only just taken delivery of the new moorings barge;
- it could take up to four weeks in inclement weather to put buoys back in their place when they have broken free;

- on the issue of Maritime Coastguard Agency (MCA) coding for boats, further steps were being taken towards more compliance.

He responded to members' questions as follows:-

- the owner of the River Exe Café had come to see him about some issues (e.g. holding tanks) and, while the café was indeed managed by Teignbridge, the various stakeholders were in contact;
- contractors had been brought in to look at the inner set of gates at Turf Locks to reduce the water escaping;
- he would take it as an action to find out at what point discharges amounted to a serious incident, commenting that the worst thing that could happen was to have a discharge on a flood tide.

The Chair read out the following comments sent by Mr Michaelson via email:-

- *Within the management objectives the Harbour Master has given himself an objective of reporting incidents to the Marine Accident Investigation Branch (MAIB) within 24 hours. If an incident is at a scale which needs to be reported, the Harbour Master should also inform the Harbour Board members within 24 hours. I would also recommend that we prepare a reactive communications plan to deal with enquiries and to avoid speculation. This plan should set out who needs to be informed and when alongside a pro-forma communications statement which sets out the core information which needs to be included in a release.*
- *Our Harbour Master should provide in his report a standing update on all Health Safety and Environment incidents reported in the period. This should be on a period basis and a year-to-date basis so that we get visibility on the risks we are managing. My advice is that we need to see evidence of all the recorded incidents and a written report on all high potential near misses which we record. This is the only board I sit on which has no HSE report as a standing item.*

On the first point, the Harbour Master advised that this was already in place. On the second point, he advised that he currently used his own incident reporting system but he accepted Mr Michaelson's comment and offered to expand the incident reporting in his updates accordingly.

Members noted the update.

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DATE OF NEXT MEETING

The Chair advised that the next meeting would take place on Thursday 13 June at 5.30pm.

(The meeting commenced at 5.31 pm and closed at 6.46 pm)

Chair

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STRATEGIC SCRUTINY COMMITTEE

14 March 2024

Present:

Councillor Yvonne Atkinson (Chair)

Councillors Mitchell, M, Allcock, Asvachin, Ketchin, Lights, Moore, D, Read, Snow, Vizard and Williams, M

Apologies:

Councillors Branston and Knott

Also present:

Director Corporate Services, Director of Culture, Leisure and Tourism, Assistant Service Lead – Local Plan, Service Lead Net Zero & Business, Net Zero Project Manager and Democratic Services Officer (SLS)

In attendance:

Councillor Philip Bialyk	- Leader
Councillor Laura Wright	- Deputy Leader and Portfolio Holder for Culture and City Centre Strategy
Councillor Emma Morse	- Portfolio Holder for City Development
Councillor Josie Parkhouse	- Portfolio Holder Climate and Ecological Crisis
Councillor Duncan Wood	- Portfolio Holder Leisure Services and Physical Activity

8 **Minutes**

The minutes of the meeting held on 25 January 2024 were taken as read, approved and signed by the Chair as correct, subject to the amendment that in Minute 6, Section 2 that a reference to 'watch should read Watching Brief.

9 **Declarations of Interest**

No declarations of interest were made by Members.

10 **Questions from Members of the Public Under Standing Order No.19**

There were no questions submitted by the public.

11 **Questions from Members of the Council Under Standing Order No.20**

In accordance with Standing Order No. 20, the following question was submitted by Councillor Moore in relation to the Portfolio of Councillor Bialyk who attended the meeting. The question was circulated at the meeting to Members of the Committee. The response of the Leader is set out in italics below: –

Question

What action is being undertaken by the Council to ensure that the public toilets at the bus station remain open for use?

Response

The Leader stated that the Bus Station conveniences were the responsibility of Stagecoach under the terms of their lease of the Bus Station. Sadly, the facilities

have been subjected to extensive misuse and vandalism since the Bus Station opened and have been closed for periods of repair. This continues to be the case and the City Council was working with Stagecoach to see how the position could be improved.

He was aware they had been open recently and had met with Peter Knight, the Managing Director of Stagecoach Southwest and the Council's City Surveyor and made a brief inspection of the facility. He had been made aware of the damage caused from ongoing levels of vandalism anti-social behaviour resulting in a significant repair bill. Stagecoach have been working to get the toilets open and he had impressed on them of the need to have them open, particularly with the Easter weekend. He assured the Member that the situation was being monitored.

Supplementary Question and Response

Councillor Moore sought assurances that the toilets would be open soon and before the Easter weekend.

The Leader referred to his earlier reply and stated that he often walked through the Bus Station and had walked through the Bus Station with the Director City Development earlier that week and the toilets were open. He would ask the question of Stagecoach and impress on them the importance of the toilets being open and that subject to no vandalism they should be open.

12 Portfolio Holder report - Councillor Wright

Councillor Wright reported on her Portfolio for Culture, and City Centre Strategy and detailed the issues relating to achieving the Council's published priorities, major ongoing programmes of work, issues impacting delivery, financial performance, budget requirements and potential changes being considered.

She responded to the following advance question from a Member and the response was set out in italics below:-

What reassurances can be provided that the boarded off sections of the wall will be unboarded before the end of this calendar year. If so, such reassurances can be given what solutions are currently being explored to replace the ineffective and ugly metal fencing which is on so many parts of the city wall. Additionally, when was the date of the last quinquennial inspection of the wall?

The delivery of works to the City Wall would be completed when sufficient resources are identified to complete the works. As Members are aware we recently tendered for a scheme to deliver one element, but the cost of the tenders was significantly over budget. Delivery is also dependant on the successful implementation of relevant aspects of the Corporate Property Assets restructure and consultant and contractor availability. In the current climate this is particularly difficult, especially when dealing with such a specialist asset as the Wall.

Removal of the fencing will take place once works commence (if an alternative site hoarding is installed) or once the works are completed. The latest inspection of the City Wall was made in 2020.

The Council's Heritage Officer had been looking at other cities with Roman walls and heritage to see if there were any opportunities for external funding for maintenance, but there was no extra Government funding available. The Roman Wall in Exeter was

an integral part of the city's heritage and culture and the Director and City Surveyor were working with the Leader.

The Member appreciated that finding funding sources was about exploring temporary solutions. She also raised an issue of graffiti on a section of the wall in Southernhay, which had been discussed with the Public Realm team and was the subject of a report from English Heritage.

The Portfolio Holder referred to a recent Heritage meeting with the Director when a different approach to maintenance was considered, looking at eight sections of the wall rather than the structure as a whole, to seek grant funding in a different way, concentrating on the sections that were the most prominent or least safe which had to be the primary concern.

The Portfolio Holder made the following responses to Members' questions :-

- the cost of running the recent Safer Streets project in the city with appropriately trained staff which included paramedics and security was significant. InExeter had partnered with the Police, the University of Exeter as well as the Exeter Community Safety Partnership and obtained a one-off pot of Government funding. She had met with the Chair of InExeter to see if there were any other opportunities for future funding as members of the public and of the night time economy had found the service invaluable. A funding bid for a business case through the Community Safety Partnership would explore a different model using more volunteers, alongside professional staff.
- an update and Member Briefing on the Digital Transformation project would be held after the City Council Elections in May. The roll out of Office 365 was already underway along with information on how that will affect Council users including outward facing customers.
- a leak to the roof of the Barnfield Theatre had been fixed. The Council had a lease agreement for the Barnfield, with the Northcott Theatre who had taken over the management and revitalised the space.
- Work through the Exeter Community Safety's Partnership, Anti Social Sub Group did not include a public health approach but work was ongoing through Devon County Council, Colab, and the NHS.
- she would make an enquiry about an issue of coaches idling and parking in South Street.
- the City Wall in Bartholomew cemetery was part of the cityscape and discussions were taking place on making the wall safe. She anticipated that a triennial inspection would take place in 2025, and as stated earlier in her report, a different approach to view the maintenance of sections of the wall and that survey work will commence shortly.
- a report on the Police and Crime Commissioner and Devon and Cornwall Police was made at the latest Panel meeting. Further training had been identified to redress the issues raised in relation to the issues raised. The Acting Chief Constable, Jim Cowell had been present and offered reassurance of the changes that were going to be made.
- the Culture Sub group on the Exeter Place Board were due to meet in the next six weeks and will discuss the terms of reference. The membership would include representatives of the Place Board.

The Portfolio Holder report was noted.

13 **Portfolio Holder report - Councillor Morse**

Councillor Morse reported on her Portfolio for City Development and detailed the issues relating to achieving the Council's published priorities, major ongoing programmes of work, issues impacting delivery, financial performance, budget requirements and potential changes being considered.

Councillor Morse responded to advance questions from a Member as follows:-.

The Liveable Exeter Placemaking Charter and given that this will prioritise "sustainable development principles" aligning with Exeter's vision 2040 for a sustainable urban future, can the Portfolio Holder set out what requirements are proposed to be placed on developers for green energy production for all developments.

There are a series of draft policies in the emerging Exeter Plan covering new zero Exeter, renewable and low carbon energy generation, district heating, solar, and future energy efficiency standards. It should also be noted that energy performance of buildings is predominantly managed by Building Regulations.

In the update on any major ongoing programme of work and in the context of the preparation of the local cycling and walking infrastructure plan can the Portfolio Holder provide an update on plans for the replacement of Mallison Bridge as a major link in cycling routes for the city.

The replacement of Mallison Bridge is included within two route proposals in the Local Cycling and Walking Infrastructure Plan. It has also been noted in the draft infrastructure plan accompanying the Exeter Plan. Delivery would be determined by future funding being available.

The City Council's Engineering team were working with their counterparts at Devon County Council to access Active Travel funding streams from the Department for Transport. A well-developed bid was submitted and we are currently waiting to hear the result. An official announcement was expected imminently.

In a further response, the Portfolio Holder was unable to provide any more details on the timetable.

The Portfolio Holder responded to the following questions :-

- the recent High Court challenge did not overturn the Planning Committee decision, but provided the opportunity for the planning application to be reconsidered by the Planning Committee.
- she was unaware of the length of vacant posts in the Planning team, but one issue is that the wage may not be competitive with the private sector. She would obtain a written response.
- she would also obtain a response on the pattern of planning enforcement.
- she thanked the Member for the positive comments on the Article 4 Direction which will need to be monitored when it comes into being next year. Further reviews will be made alongside the Local Plan.
- Exeter had a strong affordable housing provision policy of 35% included in the Local Plan. Officers would continue to work with developers and despite being bound within viability regulations would aim to achieve the best affordable housing provision.

The Service Lead (Planning) responded to a Member's comment on the requirement by the Health and Safety Executive for Building Control officers to be assessed for professional competency by 6 April, and the date for registration had been extended until 6 July to allow those officers to take the necessary exams.

- the CIL and Section 106 position had improved with a valued and dedicated officer in place. She would ensure a written reply was given to the Member on the breakdown for Section 106 specific to the St David's ward. The CIL contributions were put into a centralised fund.
- officers would continue their dialogue with Devon County Council and their support in relation to the recent High Court challenge.
- the police had decided not to take any action with regard to the fictitious representations for a specific application and officers will work together to ensure a basic check of the application and addresses.
- it was anticipated that a report proposing a format for pre-application charging would be presented to the next Executive and Council.

The Assistant Service Lead (Local Plan) advised that they were duty bound to consider any sites that come forward but the areas around Matford and County Hall are not consulted on in the autumn.

- she was unaware of the numbers of developers taking up the services of the Design Quality Partnership, but many more applications have met with them. She welcomed the input of the Council's Urban Designer which had resulted in a much better quality of application.
- the current planning system allows for the submission of outline planning applications but efforts can be made to discourage this practice. It can be frustrating when some work has been done on a site the application had to be heard.
- the approval of the Exeter, East Devon, Mid Devon and Teignbridge Joint Strategy which is not legally binding offered good intentions and should benefit Exeter City Council when making approaches to Government for funding.

The Portfolio Holder report was noted.

14 **Progress Report Shared Prosperity Fund - Update 4**

The Service Lead Net Zero & Business presented a six-monthly update for Members on Exeter's Shared Prosperity Fund (UKSPF) allocation, which supports Building Pride in Place and Increasing Life Chances in Exeter. The report included an update of the original allocation of £1.4 million awarded from Department for Levelling Up, Housing and Communities (DHLUC). A Project Manager had been appointed, and were working with project leads to keep projects to agreed timeframes and spend, collecting outputs and outcomes, as well as supporting projects in direct delivery and commissioning projects for the year. A presentation was provided on the Business Support Programme which included:-

- a theme around 'Greening your Business' with support for businesses based in the city in how they can reduce their carbon emissions and be more energy efficient;

- startups and supporting businesses, individuals and entrepreneurs within the city;
- job creation and safeguarding jobs within the city.

The business support included workshops, advice, events, Enterprise Clubs as well as an online learning platform.. Events are held in Exeter, East and Mid Devon with no limit on how much support a business or individual could obtain. There had been a very good take up, with data collected monthly for reporting back to DLUHC.

The following responses were given to Members' comments:-

- Shared Prosperity Fund is a three year project which started April 2022. The Programme Manager was employed on a time limited contract, which finishes two months after the Programme, to allow for evaluation and monitoring of all funded projects. There have been discussions around the Combined Authority taking on the role of accountable body for Shared Prosperity going forward, further details have yet to materialise.
- the City Council's allocation of £1.4m has been fully committed, with a long list of projects in reserve if any project underspend.
- an evaluation of the outputs and outcomes will be made at the end of Year 3.
- there has been much interest in the Parklet project which has been designed, delivered and managed by InExeter, not the City Council.

Strategic Scrutiny Committee noted:-

1. the progress made in delivering Exeter's Shared Prosperity Fund in Exeter;
2. the change made to the Community Energy project in year 3, as indicated in 6.5, and
3. that a further report to be presented in six months' time on the delivery and management of UKSPF, the next being September 2024.

15 **Working Towards Net Zero - Exeter City Council's Corporate Carbon Reduction Plan**

The Net Zero Project Manager presented the six monthly update on the work of the Net Zero Team to reduce the City Council's carbon emissions and delivery of the City Council's Carbon Reduction Plan, working towards the 2030 target. The updated Carbon Reduction Action Plan (February 2024 v4.0) was included following a six monthly review of all measures (Achieving Net Zero Report 2022) across each sector of the Council's Carbon Footprint. The report also included an update of the Council's Annual Carbon Footprint Report and Greenhouse Gas Inventory results for 2022/23.

The Net Zero Project Manager responded (in italics) to the following questions from a Member which had been submitted in advance:-

Question

P 42 Last bullet point of Measures taken - states that three sites are being surveyed and findings will be reported to SMB for further consideration should the heat network be developed. Should this read that three sites are being surveyed and findings will be reported to SMB regarding whether the heat network should be developed?

"The heat network project being taken forward by 1Energy is not dependent on the council's buildings connecting. Both in terms of heat load and also in terms of the

economic viability of the project the connection (or not) of the three ECC buildings would not be a reason for the network going ahead or not. A decision whether or not to connect these buildings to the network is only pertinent if 1Energy proceed to develop the network.”

Question

P43 Last bullet point of measures taken regarding Council owned housing: how is the high priority of installing PV on all remaining suitable homes by 2030 reconciled with the statement that the current development programme has been suspended?

Currently, the cost of development and in particular interest rates, means that we are unable to take forward the Council housing development programme in a way which is financially viable. We continue to seek government funding to support our delivery aspirations and will endeavour to successfully deliver the programme of new council properties when budgets allow. However, the Council has developed a capital investment programme for the existing housing revenue account properties which is fully budgeted for as part of the Medium Term Financial Plan. As such, the ongoing retrofit works to improve the energy efficiency of properties does include the installation of PV panels and this is making a significant contribution to delivering affordable warmth for our tenants.

The Net Zero Project Manager highlighted the following:-

- the Net Zero team produce an update of the Carbon Reduction Plan, which is reviewed on a six monthly basis, through face to face meetings with various Heads of Service across the Council. She provided an overview of the ongoing work to deliver the commitment of a Net Zero Council, which included the decarbonisation of the Council's assets. Every effort was made to seek Government funding to decarbonise our property estate.
- the Green Accord Scheme sets the standard for suppliers and encourages them to reduce and report their carbon emissions.
- the LEVI fundings is allocated to Tier 1 authorities, the team works with Devon County Council to secure the best arrangement for the City Council. She hoped to update Members very soon on progress.
- the Water Lane Smart Grid and Storage Project supports three electric refuse vehicles and energy for Exton Road..
- the team have submitted a fund bid to the South West Net Zero Hub, to support solar PV roll out for a number of Council properties, which do not have a renewable energy supply.
- the Net Zero team have been supporting the Service Lead for Active & Healthy People in reviewing the Council's Green Travel Plan.
- the team have trained 196 staff and Members in carbon literacy. The team are also responsible for the Council's Net Zero Ambassadors, to ensure staff were aware of the commitment to Net Zero.
- the Service Lead for Net Zero & Business continues to support 1Energy on a new city centre District Heating Network.
- The team are working with Planning to better manage and report the city's biodiversity net gain.
- Strata now have their own Carbon Reduction Plan and have been carrying out sustainable procurement, introduced a Green Travel Plan and were monitoring their database more accurately to ensure ways of reusing their equipment.

The Net Zero Project Manager responded to the following Members' comments:-

- the subscriptions related to staff for their professional development and membership of Exeter Chamber.
- the energy produced by the solar farm is enough to support the MRF operation, office accommodation and to charge vehicles. Any excess generation is sold back to the grid and that helps to pay the loan for the project. She would like to arrange a visit to the solar farm and presentation for Members.

Strategic Scrutiny Committee noted:-

1. the progress made and challenges to achieving measures set out in the Corporate Carbon Reduction Plan; and
2. the results of the most recent carbon footprint report (2022/23), which shows a small overall decline of 4% on the previous year.

16 **Exeter Plan: Full Draft Consultation: Initial Reporting**

The Assistant Service Lead (Local Plan) presented the report and referred to the Council's consultation on a Full Draft of the emerging Exeter Plan, the new Local Plan for the city. This was held between September 2023 and January 2024. Since the consultation closed, the Local Plans Team has been undertaking early evaluation of the consultation responses received. This report provided an initial summary of this work with a fuller analysis of the consultation to be reported to the Executive in April.

The report referred to the nature of the consultation and the activities undertaken. This included 15 exhibitions/events along with an online engagement platform, as well as new engagement activity to engender further interest such as coffee mornings, quick questions, Instagram reels and an audio version of the consultation available online for the first time. Nearly 2,900 individual responses were received from over 1,100 respondents and around 500 people attended the exhibitions and more than 100 at the coffee mornings. There were also 11,900 hits on the web site.

The analysis showed that 41 out of the 61 policies were generally well received. The policies receiving most comments related to the overall strategy, sustainable transport, the Liveable Exeter principles, housing requirements and net zero. The policies with the fewest comments were on employment and culture. Comments were made on sites identified in the Plan with the development site at Exe Bridges retail park having by the far the largest number of comments followed by the Liveable Exeter sites of Water Lane, East Gate, North Gate, Marsh Barton and South Gate. There were four sites (all brownfield) which received at least 50% positive responses. There were five sites to which over 70% of respondents provided negative responses. Four of these sites are greenfield, with the other being at Exe Bridges retail park.

The report also included a brief comparison of the engagement levels from last year's outline draft Plan. The consultation on the Full Draft Plan received fewer responses from a smaller number of respondents.

The following responses were given to Members' enquiries:-

- a summary of changes made to the Plan following consultation will accompany the next version but this won't respond to each comment individually because of the volume of work that would entail.
- compared to many local authorities the Council has carried out a comprehensive consultation with 15 exhibitions across a compact geographical area.

- there was an interesting dynamic between the two consultations – consultation context is likely to have an impact on how people respond.
- there were general comments received relating to concerns over development as a whole while some respondents assumed that high density development means student accommodation. There were also assumptions made that taller buildings proposed would be a lot higher than would be acceptable in reality.
- the consultation had reached out widely across the city and accessed different communities through the variety of activity. The greatest number of respondents were from the 45 and 54 years age group. Responses to similar consultations by neighbouring authorities often see larger numbers of responses from older age groups. Accessing younger age groups on planning issues is difficult but using social media aims to encourage greater interest. There is also a set of Liveable Exeter lesson plans online which has been put together by the planning team and Building Greater Exeter to attract greater interest in development and planning more generally.

The next steps will include the Local Plan team analysing the responses in more detail to inform the next version of the Plan which will be the final draft before submission. The next draft will be reported to the Strategic Scrutiny Committee in September and the Executive in the autumn.

Strategic Scrutiny Committee noted the summary of the Full Draft Exeter Plan consultation, as included in this report.

17 **Ethical Advertising and Low Carbon Framework**

The Director presented the report requested by Members on the topic of enhancing the council's current ethical advertising policy. At a previous Scrutiny Committee meeting Members were asked to submit their thoughts around changes to the policy. These are attached at Appendix 1 and 2.

The Chair reminded Members that there had been a full discussion at the Committee meeting in June, when the matter was adjourned for specific information on carbon emissions on our screen, as well as the views of Members.

The Director provided the following response to Members on the timeline and stated the next opportunity for review of the Policy will be by April 2025. He thanked Members for their comments and the debate at the Scrutiny Committee which had been invaluable. He confirmed that when the Policy is updated, it will be reported to the Executive and Council, as part of a formal process and where Members can contribute.

Strategic Scrutiny Committee noted the contents of the report.

18 **Forward Plan of Business and Scrutiny Work Plan**

Members commented on the work plan.

Councillor Mitchell proposed that Dr Dan Lash from the University of Exeter be formally invited to attend the discussion on city wide Net Zero at the Strategic Scrutiny Committee meeting in September to provide technical expertise. Members voted on the proposal, which was agreed.

A Member voiced some concern on the level of proposed business for the September meeting. There were a number of important matters to discuss including the Local Plan and the effectiveness of individual components of the Air Quality Action Plan. She would like to invite a guest to speak and suggested asking

representatives from community groups to speak about the effects of air pollution. The Chair suggested that in inviting expert witnesses, they should be relevant to the topic and independent of any affiliation, lobbying and campaign groups.

The Chair said that a meeting of the Scrutiny Programme Board would be held in May to be able to discuss the agendas for the forthcoming meetings. It was noted that a joint budget meeting would be held on 28 June 2024. The date will be communicated to Members and included in the work plan.

A Member indicated that she would like to invite Glen Woodcock to contribute to the discussion on City wide net zero in September. She suggested he would be able to explain the output from Exeter City Futures. The Chair suggested that the City Council was no longer involved in the Exeter City Futures programme, but suggested the Member consider the proposal at the June meeting.

Members noted the Council's Forward Plan and draft Scrutiny Work Plan.

The meeting commenced at 5.30 pm and closed at 8.00 pm

Chair

CUSTOMER FOCUS SCRUTINY COMMITTEE

28 March 2024

Present:

Councillor Matthew Vizard (Chair)
Councillors Rees, Begley, Fullam, Hannaford, Holland, Knott, Miller, Patrick, Sparling and Wardle

Apologies:

Councillors Atkinson, Harvey and Warwick

Also present:

Service Lead Legal Services, Service Lead Housing Needs & Homelessness and Democratic Services Officer (PMD)

In attendance:

Portfolio Holders: Councillors Bialyk, Pearce and R Williams
Councillor Moore

11 Minutes

The minutes of the meeting of the Customer Focus Scrutiny Committee held on 1 February 2024 were taken as read, approved and signed by the Chair as a true and accurate record.

12 Declarations of Interest

No declarations of interest were made by Members.

13 Questions from the Public under Standing Order No. 19

No questions from members of the public had been received.

14 Questions from Members of the Council under Standing Order No. 20

In accordance with Standing Order No. 20, the following question was submitted by Councillor Rees in relation to the Portfolio of Councillor Pearce who attended the meeting:-

“In Section 2 of your report, there is reference to the start of the new Wellbeing Exeter programme. Please could you provide more information about the progress of the transition (and challenges that as a Council we need to overcome), in particular, how we are progressing to secure funding for the enhanced model, so that all wards in Exeter can continue to benefit from this valuable service?”

The Portfolio Holder for Communities and Homelessness Prevention welcomed the opportunity to speak about this issue and encouraged everyone to visit the Wellbeing Exeter website. He reminded Members of the context of the withdrawal of all funding from both Devon County Council and the NHS, resulting in a diminished programme. He further explained that:-

- the tender process for a new operator was not complete yet;
- the Council was working as hard as possible to raise other funding, including through philanthropic givers;

- negotiations were ongoing; and
- the Wellbeing Exeter relaunch was scheduled for June 2024.

Finally, he encouraged Members to ask him further questions at Full Council on 23 April.

15 **Portfolio Holder Update - Communities and Homelessness Prevention**

The Chair opted to take the report of the Portfolio Holder for Communities and Homelessness Prevention as read and go straight to questions.

Councillor Pearce responded to questions from Committee Members as follows:-

Severe Weather Protocol for Rough Sleepers

- The rough sleepers who turned down offers of accommodation did so for a mixture of reasons;
- Sometimes people were not found after contact had been made; and
- Engagement remained the biggest challenge.

Community Lottery

- The attribution of grants was currently administered on an ad hoc basis at the moment but would be curated by the Grants Panel in the future;
- The new relaunch process was scheduled for May 2024;
- Grants would be awarded in alignment with corporate priorities;
- The Community Lottery website offered a detailed breakdown of where grants had been awarded;
- All the details of the administrative costs involved were featured in the original report which went to Full Council;
- Beside the administrative costs, it was worth noting that the lottery operative took all the risk;
- With a hundred community groups having signed up to it, the Community Lottery represented value for money and was about incentivised giving rather than gambling;
- While there hadn't been a tailing off of participants, their patterns had changed; and
- Some of the organisations who had scant – or in some cases zero – ticket sales would be given training.

Howell Rd Homeless Pods

- The pods had been vandalised in January this year;
- They had since been closed, repaired and relocated to a slightly different spot.

Refugee Schemes

- Exeter had been a City of Sanctuary for many years, taking in refugees from e.g. Hong Kong, Ukraine, Afghanistan, Syria...;
- There were many ways in which the Council could support refugees, through small grants but mainly through partnerships with organisations and structures such as the Devon-Ukraine Association, Inclusive Exeter, St Sidwell's Community Café among many others;
- The Hong Kong British National (Overseas) Welcome Programme was now closed and there was no current pathway for Hongkongers wishing to resettle in the UK anymore; and
- There was currently no resettlement route for Palestinian refugees but, if there was one, Exeter would be part of it.

Asked how Scrutiny could help his portfolio area going forward, Councillor Pearce replied that:-

- effective scrutiny consisted of more than just being quizzed by a committee;
- the task & finish group on homelessness had been useful, and anything that looked into an issue in that level of detail was welcome;
- 'Community Grants' was an area that deserved to be looked into;
- any topic was worth considering so long as it delivered genuine proposals.

On the highlights and frustrations of his tenure as Portfolio Holder, Councillor Pearce mentioned the following:-

Highlights

- saving Wellbeing Exeter (even though it isn't citywide at the moment);
- the Local Authority Housing Fund
- the increase in housing stock
- the Disabled Facilities Grant

Frustrations

- the lack/withdrawal of funding (e.g. Wellbeing Exeter)
- the lack of longer-term funding decisions from the Government.

Members noted the update from the Portfolio Holder for Communities and Homelessness Prevention.

16 **Homelessness Strategy - six-monthly progress report**

The Service Lead - Housing Needs & Homelessness, in introducing his report, made particular reference to:-

- the pathway to making applications;
- the temporary accommodation service;
- the emphasis of the entire service on maximising prevention, involving mediation;
- the increase in levels of homelessness;
- the 10% increase in applications in the last 12 months (not just in Exeter but all over the country);
- the statutory "Duty to Defer";
- the impact of the withdrawal of funding from Devon County Council; and
- how the temporary accommodation numbers had doubled.

He responded to questions from Members as follows:-

- the additional funding from Government towards probation accommodation amounted to one full-time staff and there was no specific funding for accommodation;
- Exeter Prison definitely did have an impact on homelessness, especially with regard to rough sleepers;
- Exeter City Council was only aware of an inmate's release when the prison referred the information;
- verification of address for released prisoners was not a thorough process;
- the reality was that there weren't enough homes available;
- Concord House had been offered to ECC at one stage but it was unaffordable;
- he was not aware of any large developments being used to accommodate homeless people that had existing structural issues;

- the people being housed at the Great Western Hotel did have some breakfast facility provided and a communal kitchen was being discussed;
- the Great Western Hotel was currently at the highest level of occupancy;
- ECC would continue to use the Great Western Hotel for now;
- he did not anticipate a change of use application to be necessary for the Great Western Hotel but admitted that it was a short-term solution that had gone on for longer than planned;
- some hotels were not available for local authority use and some were subject to a strict cap of number of bookings;
- the Great Western Hotel's capacity was now capped regarding the number of rooms that could be made available to ECC;
- the figure of 11 homeless deaths was unfortunately accurate; the majority of deaths being people who were 'street-attached' and had housing as opposed to being street homeless;
- although toxicology results were not yet available, it was clear that synthetic opioids were having a serious detrimental impact on homelessness in Exeter;
- there had been an increase in drug education programmes;
- homelessness teams deployed naloxone (anti-opioid medicine used to arrest overdose) and testing strips for users to pre-assess drug components were being considered alongside collaborative work with local needle exchange outlets;
- the vast majority of accommodation provided were self-contained units with en-suite facilities;
- he was unable to give a number of children currently in temporary accommodation but advised that it was not high, and endeavoured to provide Members with the exact number;
- the Council was acutely aware of the need not to expose care leavers and young persons to exploitation and other risk issues and assessments did take place although it was not always possible to offer a 100% guarantee of suitable accommodation for a young person;
- the Great Western Hotel had 24/7 trained security staff;
- ECC was currently working closely with Devon County Council commissioners to increase bespoke service provision for young persons including care leavers ;
- every risk assessment was being undertaken to minimise risk of mixing the needs of household placements in temporary accommodation (e.g. modelling gender-specific / women-only housing) and, where this was not possible, ECC proactively sought alternative accommodation solutions;
- the loss of capacity caused by Airbnb did have an impact and there hadn't been any rent reductions in the private sector, but the Housing Needs & Homelessness Team had been lobbying the Government through the District Council Network; and Homelessness Advisory team; and
- he wasn't aware of any discussions having taken place to include homelessness units with co-living providers.

On the subject of no-fault evictions:-

- the Service Lead - Housing Needs & Homelessness confirmed that they did have an impact but there was little evidence that they were significantly on the increase; the exception being landlords withdrawing from the market due to mortgage / property loan affordability pressures;
- the Portfolio Holder for Communities and Homelessness Prevention noted that, according to Shelter, the end of a short-term lease was the number one cause of homelessness;
- Members received confirmation that this trend was being closely monitored;

- the Chair remarked that being a landlord was a commitment; and
- the Service Lead - Housing Needs & Homelessness confirmed that the affordability gap in the private sector as well as the social housing sector was increasing and stressed the importance of the financial assistance work being carried out by team.

The Portfolio Holder for Communities and Homelessness Prevention praised the Housing Needs & Homelessness team and remarked that, in Exeter, no one had been homeless for more than six months, which was rare for a local authority.

The Chair invited Councillor Sparling to put in writing her suggestion that Co-Lab and St Petrock's be invited to a future meeting of this committee; her proposal would then be discussed at the next meeting of the Scrutiny Programme Board.

Members noted the report of the Service Lead - Housing Needs & Homelessness.

17 **Forward Plan of Business and Scrutiny Work Plan**

The Chair referred to the work plan and noted that the next two meetings had lengthy agendas. Councillor Sparling requested that, going forward, the committee be notified of all scrutiny proposals submitted by Members. This was agreed in the room and acknowledged by the Democratic Services Officer.

Finally, the Chair expressed his gratitude to all members of the committee for their contributions, noting that some would not be standing in the forthcoming election.

The meeting commenced at 5.30 pm and closed at 7.04 pm

Chair

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STRATA - JOINT SCRUTINY COMMITTEE**TUESDAY, 13 FEBRUARY 2024**Present:

Councillors Levine, Westerman, Knott (Chair) and Clarence

Apologies:

Councillors Hartnell, Leadbetter, Patrick, Radford and Smith

Officers in Attendance:

Trish Corns, Democratic Services Officer
Suzanne Edwards, Strata Finance Director
Steve Mawn, Director of IT and Digital Transformation
Christopher Morgan, Trainee Democratic Services Officer

**These decisions will take effect from 10.00 a.m. on Tuesday 6 June 2017
unless called-in or identified as urgent in the minute**

21. MINUTES

It was proposed by Councillor Clarence and seconded by Councillor Levine that the minutes of the previous meeting be agreed as a correct record and signed by the Chair.

A vote was taken.

RESOLVED

That the minutes of the previous meeting be agreed as a correct record and signed by the Chair.

22. DECLARATIONS OF INTEREST

None.

23. QUESTIONS FROM THE PUBLIC UNDER PROCEDURAL RULES

None.

24. QUESTION FROM MEMBERS OF THE COUNCILS UNDER PROCEDURE RULES

None.

25. SCRUTINY OF STRATA JOINT EXECUTIVE COMMITTEE DECISIONS 30 JANUARY 2024

The Strata Director introduced the item to the committee.

The Committee discussed the use of chat bots for Council websites, licensing costs, and third party costs. It was noted that strata includes non IT costs such as postage and printing.

It was proposed by Councillor Clarence and seconded by Councillor Knott that the decisions made by the Joint Executive Committee are agreed by the Joint Scrutiny Committee.

A vote was taken.

RESOLVED

That the decisions made by the Joint Executive Committee are agreed by the Joint Scrutiny Committee.

The Committee also reviewed the finances of Strata. This included benchmarking costs against other councils and the national average. Finances mentioned included considerable third party costs, moving to the cloud, postage and printing, business transformation, and staffing which included some non-IT staff. Peers from outside councils had been interested in Stratas costs and services. Strata had achieved several millions in savings this year.

In response to a question, it was clarified how much is spent on Microsoft software.

26. APPOINTMENT OF NOMINATED REPRESENTATIVES

Democratic Services introduced the item to the Committee.

It was noted by members of the Committee that 24 hours would be the most appropriate deadline for appointment of a representative with the Chairs' agreement.

It was agreed that members of the Committee should be aware of the virtues of their role and of attending meetings, and that recruitment process of members onto the Committee should be considered in the future.

RESOLVED

That as per the existing Terms of Reference, Committee Members' are able to nominate representatives up to 24 hours before a meeting in their absence.

The meeting started at 3.35 pm and finished at 4.15 pm.

Chair
Cllr Paul Knott

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EXECUTIVE

Tuesday 5 March 2024

Present:

Councillor Bialyk (Chair)

Councillors Wright, Denning, Foale, Morse, Parkhouse, Pearce, Williams, R and Wood

Also Present:

Councillor Jobson (as an opposition group Leader);

Councillor Moore (as an opposition group Leader); and

Councillor M. Mitchell (as an opposition group Leader)

Councillors in attendance under Standing Order No. 44

Councillor Ketchin speaking on item 8 (Minute No. 41 below)

Also present:

Chief Executive, Director Finance, Service Lead City Development, Assistant Planning Manager (HS), Service Manager Public and Green Spaces and Democratic Services Manager

36

MINUTES

The minutes of the meeting held on 6 February 2024, were taken as read, approved, and signed by the Chair as a correct record.

37

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

38

QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER NO. 19

No questions from members of the public were received.

39

REVIEW OF THE CORPORATE RISK REGISTER

The Executive received the quarterly update report on the Council's risk management progress and the revised Corporate Risk Register which was linked to the Council's Strategic Priorities. The register had been updated by Directors in consultation with their Portfolio Holders and there were no significant risks added to the register.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on whether officers would include recommendations in future reports for the Executive to consider.
- Cllr Moore – enquired on the Portfolio Holders' role in contributing to the review of the risk register.

The Leader advised that the recommendations were on proposing any necessary actions to help mitigate the risks where it was possible, and that Portfolio Holders had already held discussions with the Directors.

RESOLVED that Executive note the Corporate Risk Register and propose any necessary actions to help mitigate the risks for which it is responsible.

40

**HOUSEHOLDER'S GUIDE: DESIGN OF EXTENSIONS AND ALTERATIONS
SUPPLEMENTARY PLANNING DOCUMENT (SPD): ADOPTION**

The Executive received the report which set out the details of a review and update to the Council's Householder's Guide: Design of Extensions and Alterations Supplementary Planning Document (SPD) which was first adopted in 2008.

The updates had focussed on aligning the document with the policy and the Council's residential design guide and a 12-week consultation was held between 23 October 2023 and 12 January 2024. During this process the document title had been changed and 24 responses received. Six responses were from organisations such as the Environment Agency with a focus on flood risk and all comments had been collated to revise the document for adoption.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – expressed concern that cycle stores in front gardens required planning permission and that dropped kerbs wouldn't. She commented on the government consulting on permissive development rights and the potential danger of the Council policy falling out of sync with government policy.

She welcomed the biodiversity and sustainable urban drainage sections, but expressed concern that there was no mention of the increasing trend in replacing gardens with artificial grass.

- Cllr Mitchell – enquired on the ability to make future amendments to the document; and
- Cllr Jobson – welcomed the report.

During the discussion Members made the following points:-

- the work undertaken in developing the document was welcomed;
- how much influence did national regulations have on the document? and
- was there anything in the consultation feedback that changed the document?

The Portfolio Holder for City Development expressed her thanks to the officers for the work undertaken, especially around the other larger volumes of work being undertaken. She advised that:-

- cycle parking was a national matter, in which planning permission was required for building at the front of a house;
- planning permission wasn't required for a dropped kerb, and only required for flat surfaces where water could not be drained away; and
- planning permission wasn't required artificial grass, which was a permeable surface and therefore had not been included in the document

The Assistant Planning Manager advised the document could be amended as required, but it was best practice to allow time for the document to be in operation before further updates were considered.

RESOLVED that the Consultation Statement documenting the consultation responses of the Supplementary Planning Document attached as Appendix A of report be noted.

RECOMMENDED that Council approve the adoption of the updated and revised Householder's Guide: Design of Extensions and Alterations SPD attached at Appendix B of the report.

41

TREE AND WOODLAND STRATEGY 2023-33

The Executive received the report on the new Tree and Woodland Management Strategy, which provided best practice in regard to the maintenance and welfare of the Council's tree and woodland estate. Adoption of the Strategy would formalise the standard operating procedures and set the vision for the development of Exeter's tree estate.

Particular reference was made to:-

- the draft strategy was subject to a public consultation, in which 330 responses were received, with strong support for the recommendations in the report;
- two objections focussed on the objectives of maintaining a comprehensive tree inventory and increasing the city canopy cover to 30%;
- there was a typo in the strategy, relating to the canopy cover, in which the actual baseline canopy was 20.2% citywide;
- the Council was already delivering tree services and operations aligned with the strategy, and was now seeking to standardise the operating procedures for the development of Exeter's tree estate; and
- no additional funding or resources were being sought at this stage.

Councillor Ketchin, having given notice under Standing Order No. 44, spoke on this item and made the following points:-

- Devon County Council needed to be engaged as a major stakeholder for areas with low tree canopy cover and for issues such as roadside improvement, air quality, and high visibility elements related to public enjoyment;
- there needed to be something in the document for stakeholders to encourage Devon County Council to be a part the vision;
- when trees were felled or badly damaged, the Tree Protection Order (TPO) could follow other local Councils in using a 3:1 ratio replacement strategy;
- the Council's 10% biodiversity rule may not be enough for areas with an absence of tree cover and the strategy would support planning matters for areas with an absence of tree cover;
- funding options for planting in new areas could be a source of capital and there were options for citizen funded routes for local communities. It cost around £800 to plant a tree and would encourage community engagement.

The Leader advised that questions had been received from Councillor Moore, which the Executive had considered wouldn't change the recommendations. The Leader advised that he would circulate the responses and would also be appended to the minutes.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – had submitted questions, which the questions and responses are appended to the minutes. She also enquired on whether the strategy had enough funding to be progressed.

- Cllr Jobson – welcomed the report and thanked the officers involved.

During the discussion Members commended the report and made the following points:-

- thanks were made to the officers for the work undertaken in writing the report and to the Portfolio Holder for Place & City Management;
- the consultation was welcomed and reflected the importance of trees to residents, and their environmental, well-being and economic benefits;
- the strategy addressed how the Council tackled the ecological crisis in the city;
- Exeter had a higher canopy cover than most other authorities, with some wards having nearly double the national average of 3%;
- engagement with Devon County Council would be welcomed particularly for ensuring CCTV cameras were not obscured by tree cover and preventing fallen leaves blocking drains;
- was the 3:1 replacement scheme or tree sponsorship viable?
- were any reasons or alternative options given, from those who responded against increasing the tree canopy cover? and
- Exeter had a community lottery, which community groups could subscribe to for fundraising to purchase trees for their local community.

The Portfolio Holder for Place & City Management commended the report and highlighted that the city's trees were a fantastic resource for improved air quality and absorbing harmful gases. Trees were beneficial to mental health and increased property values. She further highlighted the excellent work of the team in collating the consultation responses and endorsed the strategy.

The Service Manager Public and Green Spaces in responding to points made by Members, advised that:-

- Devon County Council were developing a Devon wide tree strategy, in which Exeter City Council was a partner and contributing to;
- the Council operated 2:1 planting ratio based on success levels of bringing specimens to maturity;
- Exeter City Council was a statutory consultee for planning developments and contributed towards the wider planning policy development; and
- there were five consultees who disagreed with the principle of canopy increase, but didn't elaborate on their reasoning.

RECOMMENDED that Council approves the adoption of Tree and Woodland strategy 2023-2033.

(The meeting commenced at 5.30 pm and closed at 6.10 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 23 April 2024.

Questions and Responses from Opposition Leader

Executive Committee - Tuesday 5 March 2024

Item 8: Tree and Woodland Strategy 2023-33

From: Councillor Moore

1. The 2023-24 approved budget for Ash Die back is: “Ash Die Back Tree Replacement £237,630 (GF Capital programme)”

“Reduction in Ash Dieback Budget HRA (£153,000)(HRA MTFP)”

Please can you clarify if £302,000 is an accurate figure to be rolled forward and the budget book components that make up that figure?

Response:

The General Fund Ash Die Back capital budget 24/25 was originally set at **£201,700** however, expenditure in quarter three was lower than anticipated so we will be rolling over more than **£201,700**. General Fund Capital doesn't change unless an underspend is declared which it hasn't been.

The HRA budget is a combined budget covering all tree and hedge works costs, including but not exclusively Ash Die Back. The **£153,000** reduction in the HRA MTFP relates to a change in the spending profile. It is not a reduction in the overall budget. The rate of Ash decline in Exeter has not been as fast as originally predicted, but the levels of infection are expected to remain the same and the programme will need to last longer. As a result, the budget has been profiled out to provide adequate Ash Die Back funding beyond 23-25FY. There was an underspend in the HRA budget in 22/23 of £300k, which got carried forward, but early in 23/24 officers reported that **£300,000** wasn't needed in year and has now been profiled out to provide budget of **C. £100,000** pa in 2027/28, 2028/29 and 2029/30.

Collectively its anticipated that General Fund and HRA budgets for 2024 -25 will exceed **£302,000**.

2. How much has been spent on ash die back from each of the General Fund and HRA budgets during 2023-24?

Response:

General Fund Ash Die back expenditure is being reported in Q3 at £30,000. Costs for Ash Die Back are not separated out in the HRA Tree works budget, but the total expenditure set out in Q3 of 2023-24 is reported at **£167,000**.

3. How much is allocated in the HRA budget for ash die back management in 2024-25?

Response:

Approved budgets for 24/25 are **£201,700** for general fund and **£132,770** for HRA, but these will be updated by any underspend in 2023/24.

4. Please provide a breakdown on the expenditure for each year on the Northbrook Wild Arboretum?

Response:

Work on Northbrook Arboretum started in earnest this financial year with DWT undertaking a mixture of ground work to level out the artificial features of the former golf course, bulb and tree planting and ground preparation for wild flower meadows. So far invoices have been paid to the total of **£16,096** (exc. VAT). A further invoice is expected shortly for the remainder of the work completed during this financial year.

EXECUTIVE

Tuesday 9 April 2024

Present:

Councillor Bialyk (Chair)

Councillors Wright, Denning, Foale, Parkhouse and Williams, R

Also present:

Councillor Moore (as an opposition group Leader); and

Councillor M. Mitchell (as an opposition group Leader).

Apologies:

Councillors Pearce and Wood and Jobson (as an opposition group Leader)

Also present:

Chief Executive, Director Corporate Services, Director Net Zero Exeter & City Management, Director of City Development, Director of Culture, Leisure and Tourism, Director Finance, Service Lead Net Zero & Business, Service Lead - Environmental Health & Community Safety, Service Lead - Active & Healthy People, Assistant Service Lead – Local Plan and Democratic Services Manager.

42

COUNCILLOR WOOD

The Leader advised Councillor Wood was unable to be in attendance, following a recent operation and on behalf of the Executive Committee, wished him well for his recovery.

43

MINUTES

The minutes of the meeting held on 5 March 2024, were taken as read, approved and signed by the Chair as a correct record.

44

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

45

QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER NO. 19

No questions from members of the public were received.

46

OVERVIEW OF GENERAL FUND REVENUE BUDGET 2023/24 – QUARTER 3

The Executive received the report which advised Members of the overall financial position of the General Fund Revenue Budgets for the 2023/24 financial year after nine months and the approval of additional expenditure required during the financial year.

Particular reference was made to:-

- a number of service projects were likely to run over into the next financial year, with a predicted service underspend of £2.9 million, and future supplementary budget requests would need to be made; and

- there were requests for three supplementary budgets, two of which were for reductions in the budget for areas to be carried forward into the next financial year and one for the depreciation budgets.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on the terminology of ‘income realignment’ in relation to parking and trade waste.
- Cllr Moore – enquired on the risk related to the commercial income generation and what was being done to address the ongoing issue.

During the debate, a Member advised that trade waste realignment referred to original income targets being unrealistic and had been amended to set a more realistic target to support the service.

In response to questions raised, the Director Finance advised that:-

- budget realignment involved the reduction of income budget for trade waste and car parks to reflect the Council’s current financial circumstances;
- the capital programme was proving a challenge to deliver and had not currently required borrowing, with the Council using its own existing funds to finance it and therefore, no additional loans had been taken out;
- commercial income initiatives would be considered over the next financial year as part of the budget process.

The Leader moved, and Councillor Denning seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council notes and approves (where applicable):

- (1) the General Fund forecast financial position for the 2023 financial year;
- (2) the supplementary budgets as detailed in paragraph 8.12 and Appendix 3 of the report;
- (3) the outstanding Sundry Debt position as at December 2023;
- (4) the creditors payments performance; and
- (5) the One Exeter programme update.

47

2023/24 GENERAL FUND CAPITAL MONITORING STATEMENT – QUARTER 3

The Executive received the report on the current position of the Council’s revised annual capital programme, advising 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.

Particular reference was made to:-

- full Council approved a general fund capital programme of £72 million, which as of December 2023, £3.45 million had been spent;
- the total forecast spend for the financial year was £8.6 million;
- the significant capital programme being carried forward into the new financial year, some of which had been approved in the February 2024 budget and the remainder would be presented to Members in July 2024;
- the challenges in delivering capital receipts, with only £20,000 worth of general fund capital receipts generated in the financial year;
- some schemes had been deferred, whilst other schemes including BLRF were no longer proceeding; and

- the further funding requests outlined in the report were being sought this year and would be carried forward for delivery in the new financial year.

An opposition group leader spoke on the item and made the following points:-

- Cllr Moore – enquired on the AV budget for equipment and whether it would be for improvements to meetings and broadcasting.

During the debate, a Member enquired on the issues of delivering the capital strategy and sought clarification on the uncertainty of the projects in relation to timings.

In response to questions raised, the Director Finance advised that:-

- the AV programme should improve the technology used for delivering meetings;
- some capital projects in the programme were uncertain by their very nature, and although there was a large budget for enhancements at the Guildhall Shopping Centre, it was not known when a lease would be ended or the budget required; and
- there was an ongoing issue in recruiting and maintaining staff in engineering and corporate property services, which were vital in managing the capital programmes.

The Leader moved, and Councillor Denning seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approves:-

- (1) the overall financial position for the 2023/24 annual capital programme; and
- (2) the amendments and further funding requests to the Council's annual capital programme for 2023/24.

48

2023/24 HRA BUDGET MONITORING REPORT – QUARTER 3

The Executive received the report on the financial position of the HRA Revenue and Capital Budgets for the 2023/24 financial year after nine months. The report also highlighted areas of risk, where certain budgets had been identified as being vulnerable to factors beyond the Council's control and could result in potential deviations from budget, were subject to close monitoring by officers.

Members noted that the HRA had remained broadly stable throughout the financial year, however particular reference was made to:-

- the significant challenges to the repairs and maintenance budget, which had significantly overspent by £1.1 million and there had been a number of substantial voids reported;
- the HRA had attracted more investment interest than was anticipated when the budgets were set;
- the capital charges were about £350,000 lower than budgeted for; and
- repairs and maintenance would need close monitoring for reasons that the more spent in the revenue account would provide less available funding for capital projects.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on whether there was a strategy in place to recover the repairs and maintenance situation and what the timescales would be to balance it.
- Cllr Moore – enquired if the Portfolio Holder could report on the HRA budget, following conversations held at the Council Housing Advisory Board on the non-expenditure of sundry land maintenance in relation to trees and in respect of property maintenance. She also enquired on what the final outcome of overspending would be with the likely increased demand for repairs.

The Portfolio Holder for Council Housing Development and Support Services advised that budget issues were being addressed at the appropriate level. Additional contracts were in place to allow repairs which needed to be completed. Voids were also being looked at to ensure that people could move in quickly to regain the rent charges. The Council Housing and Development Advisory Board received reports on these matters and full engagement was made. She requested that detailed questions be emailed to her and a response would be provided.

The Leader moved, and Councillor Denning seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council notes and approves (where applicable):

- (1) the HRA forecast financial position for 2023/24 financial year; and
- (2) the revision of the HRA Capital Programme to reflect the reported variations detailed in Appendix 4 of the report.

49

THE HOUSEHOLD SUPPORT FUND – SCHEME 5

The Executive received the report which sought Member agreement to delegate authority to the Director Finance in consultation with the Leader and the Portfolio Holder for Council Housing Development & Support Services to agree and disburse funding from the fifth Household Support Fund scheme.

Members noted that the Chancellor of the Exchequer had announced a 6-month extension to the Household Support Fund, to run from 1 April 2024 to 30 September 2024 and given the timing of the announcement, delegated power was being sought to agree the scheme and ensure the money could be used by the 30 September.

Particular reference was made to:-

- since the report was written, Devon County Council (DCC) had indicated that the Council's allocation of funding may be £309,000, but the official grant agreement had not yet been received;
- DCC were required to send their overall delivery plan to the Department for Work and Pensions by 10 May; and
- support would be provided to a cross section of vulnerable households, including disabled people, care leavers and people with caring responsibilities.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on how the Council could ensure that those who need support could apply and can get hold of this funding and be directed toward the information.
- Cllr Moore – welcomed the report but considered the government proposal to be late and too short a time period for support. She enquired if there was any data available from the previous funding schemes to inform on the level of

demand and if the Council had previously been able to fulfil all the requests made.

During the discussion, the following points were made:

- the funding was welcomed and would be put to good use;
- was the funding similar to the previous household support fund schemes?
- was the Council likely to receive a top up amount from DCC? and
- the Council had records of those who had benefited from the schemes and enabled residents to be contacted and advised.

The Leader requested that data on funding allocations made to date be made available to Councillors.

The Leader moved, and Councillor Denning seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council grant delegated authority to the Director Finance in consultation with the Leader and the Portfolio Holder for Council Housing Development & Support Services to agree the scheme for disbursing funding from the fifth Household Support Fund.

50

CLIMATE ADAPTATION STRATEGY FOR DEVON, CORNWALL AND ISLES OF SCILLY

The Executive received the report which sought the Councils endorsement of the Climate Adaptation Strategy for Devon, Cornwall, and Isles of Scilly, which had been produced by the Devon, Cornwall, and Isles of Scilly Climate Impacts Group, who coordinate the regional action on climate application and to improve resilience across the region and was chaired by the Environment Agency.

Particular reference was made to the strategy which included an action plan which would be reviewed again in five years and focussed on impacts relating to river and surface water flooding, rising sea levels, reduced water availability and temperature changes.

Members noted that 64 impacts had been identified and evaluated across five sectors, with 18 being classified as severe, 28 major, 16 moderate, one minor and one negligible. The City Council would work with the actions in the strategy to support the work of the Net Zero team.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – welcomed the report and enquired about how the measures set out in the five-year strategy would be incorporated into the new local plan.
- Cllr Mitchell – enquired on the statutory function of the board and how it related to planning implications. He also enquired on how the strategy fit in with the Councils 2030 Net Zero target in relation to the timescales of other authorities.

The Portfolio Holder for Climate & Ecological Crisis welcomed the report, noting that the recommendations focused on the responsibilities of Devon County Council, covering the period until 2027, where it was hoped a further report would be made. She also welcomed the number of organisations and authorities involved who were addressing the importance of climate change.

The Leader requested that information on the statutory functions be provided to Councillors and would enquire on how it fit in with the new Local Plan under Minute No. 54.

The Leader moved, and Councillor Denning seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approve:-

- (1) the endorsement of the Climate Adaptation Strategy for Devon, Cornwall, and Isles of Scilly; and
- (2) to continue attending and participating in Devon, Cornwall, and Isles of Scilly Climate Impacts Group meetings, which coordinate regional action on climate adaptation, preparing communities and organisations for a changing climate, and improving resilience across the region.

51

COUNCIL HEALTH AND SAFETY AT WORK POLICY

The Executive received the report on the Council's Health and Safety at Work policy, which was a legal policy had been revised to reflect changes to the Council's structure, legislation, and best practice. Members were advised that there were no major changes to this report other than administrative amendments as set out in section 8 of the report .

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council adopts the Corporate Health and Safety Policy.

52

MEMBERS' TRAINING

The Executive received the report which provided an update on the progress of work on the Members' training programme and Members' attendance and feedback for the various training sessions, which have been held since November 2023 to present. The report also provided a summary of the work undertaken by the Councillor Development Steering Group for 2023-24.

Particular reference was made to:-

- the training feedback received from Members showed that 59% were either very satisfied or satisfied with the training provided;
- the average turnout for the last quarter was 44%, and more work would be done to ensure training sessions were accessible; and
- the safeguarding and GDPR training on the SSS training platform was notably popular with Members.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – welcomed the figures and satisfaction levels.
- Cllr Mitchell – noted that a planning training event was only open to six members and would therefore be 100% turnout.

During the debate, Members made the following points:-

- the SSS training platform was commended in its ability in providing various training options at a user's leisure;

- GDPR and Safeguarding was recommended as priority training for all Councillors; and
- one of the SSS training courses had been entered twice on the spreadsheet.

The Portfolio Holder for Corporate & Democratic Services and Environmental Health in commending the report, advised that he had sought responses from Members, of which 80% had been very positive. Work had been undertaken on the training provided for licencing and planning to be more interactive and varied and further work on timings and accessibility was being taken.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RESOLVED that the Executive Committee note the report.

53

LIVEABLE EXETER PLACEMAKING CHARTER AND PRE-APPLICATION CHARGES

The Executive received the report which set out the details of the six-week consultation on the proposals for the provision of charging for pre-application advice on major planning applications, and the introduction of the Liveable Exeter Placemaking Charter.

Particular reference was made to:-

- the Council currently provided a free pre-application advice service, and implementing a fee for advice would provide a more proactive service and encourage developments whilst being consistent with neighbouring authorities;
- the report was seeking delegated authority to make minor editorial changes before publishing the charter on the council's website, and to also ensure it was updated regularly;
- benchmarking work had been undertaken on charges with other authorities, as well as market testing with consultants prior to launching consultation;
- the fee structure was divided into three bands, to reflect the complexity and need for specialist advice, and income would be reinvested to improve the quality of the service provided; and
- the consultation was targeted to a specific group of likely users of the service and some criticism had been received around the limited scope.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on the differences between developers with various numbers of homes and charging rates and whether there was flexibility to charge by the number of units being produced. He also enquired on which authorities had been benchmarked with and whether future review periods were needed.
- Cllr Moore –enquired on whether there were any risks to other planning applications and decision making and how it would improve team capacity. She further enquired about formalising community engagement, enhancing decision making processes and whether councillors and public could see the review panel reports and what had been agreed.

During the discussion, the following points were made:

- the report was welcomed, given there had previously been a public misunderstanding of pre-application advice, providing clarification on its purpose was beneficial;
- would there be any issues relating to an application being refused by the Planning Committee, if a developer had paid for advice?
- would the paid service create extra work for planning officers? and
- how would the fees be re-invested to support the planning team and improve application processes?

In response to questions raised, the Director of City Development advised that:-

- the report set out a legal framework for charging for pre application fees, which would provide a quality of service, but was not a decision process;
- advice provided from officers would be the same as that provided now but would provide a more project management approach. Government guidance encouraged the publication of planning performance agreements and Design Review Panel advice would be quoted in officer reports;
- the service would be contained within the major projects team to support larger, complex applications and would not impact on the overall planning team dealing with householder applications; and
- neighbouring authorities had been compared as part of the benchmarking process; and
- the approach to a flat rate would be structured to reflect the services provided to an applicant.

The Leader moved and Councillor Wright seconded an amendment to the recommendations to read as follows:-

2.3 That the Executive recommends that Council grants delegated authority to the Director of City Development, in consultation with **the Leader**, to make minor editorial changes to the Liveable Exeter Placemaking Charter, attached at Appendix B, prior to its publication on the City Councils website.

2.4 That the Executive recommends that Council grants delegated authority to the Director of City Development, in consultation with **the Leader**, to regularly monitor and review the Liveable Exeter Placemaking Charter, and make minor alterations to improve its clarity and detail.

The Leader explained that the reason for the amended wording was because he was currently managing after the Planning Portfolio and wished to ensure consultation on delegated authority was made with the appropriate Member.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED as amended unanimously.

RESOLVED that the Executive Committee note the Consultation Statement, which documents the responses to the consultation on the proposals for pre-application charges and the introduction of the Liveable Exeter Placemaking Charter, attached at Appendix A of the report.

That **Executive RECOMMEND** that the officer recommendations to Council be amended as follows:-

(1) approves the introduction of preapplication charges as set out in the report and endorses the Liveable Exeter Placemaking Charter attached at Appendix B of the report;

(2) grants delegated authority to the Director of City Development, in consultation with the Leader, to make minor editorial changes to the Liveable Exeter Placemaking Charter, attached at Appendix B, prior to its publication on the City Councils website; and

(3) grants delegated authority to the Director of City Development, in consultation with the Leader, to regularly monitor and review the Liveable Exeter Placemaking Charter, and to make minor alterations to improve its clarity and detail.

54

EXETER PLAN: FULL DRAFT CONSULTATION REPORTING

The Executive received the report on the consultation held between September 2023 and January 2024 on the full draft of the emerging Exeter Plan for the city and the evaluation of the consultation responses received.

Members noted that this was the third major consultation undertaken on the draft plan and the first to include all the details of a full plan. Attention would now turn to the preparation of a final draft for a fourth consultation later this year before submission to the planning inspectorate for examination. Members were also advised that the Devon, Cornwall, and Isles of Scilly climate adaptation emergency strategy would be a part of the evidence base of the local plan.

Particular reference was made to:-

- the consultation used new methods of engagement, including coffee mornings, social media, and different venues;
- a full audio version of the documentation had been made available online, to enhance engagement;
- the consultation in numbers and responses were outlined in the report;
- positive support was received for the approaches set out in the quick questions, particularly in relation to energy efficiency and renewable and to the Council's brownfield approach. A firm level of support for development at higher density and height was identified in the appropriate context;
- 41 of the 61 topic-based policies had been well received;
- the responses to development site proposals generally demonstrated support for brownfield sites; and
- there was a slight reduction in the level of consultation responses compared to the previous consultations.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – thanked officers for the work undertaken but noted a number of issues requiring more discussion within the Council before the next draft. It was noted the local plan would go to one scrutiny committee and an ongoing series of monthly Planning Member Working Group meetings, but an agreed process for more Member inclusion was needed.
- Cllr Mitchell – thanked the officers for the work undertaken and welcomed options for Member involvement, including a Members' briefing or forum on the matter before a full Council debate.

During the discussion, the following points were made:

- officers were thanked for the work undertaken and the detailed report was commended;
- Members needed to contribute to the consultations before a final version was received by full Council;

- it would be welcomed in future reports where any key changes or differences were; and
- having residents respond and engage with the consultation had helped shape and develop the plan.

The Leader agreed that Councillors had a role in the development of the local plan, but the current stage of the process was on listening to residents. Planning Member Working Groups would be holding informative sessions on the matter as it progressed, which were open to all Members. He agreed he would look at how Councillor engagement would be taken forward.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RESOLVED that the content of the 'Exeter Plan: Full Draft Consultation Statement' (Appendix A) be noted as the document to be used to inform the preparation of the final draft of the emerging Exeter Plan.

55

WONFORD COMMUNITY WELLBEING HUB

The Executive received the report which provided an update on the progress of the Wonford Community Wellbeing Hub prior to a formal planning application and shared the business case and £7 million costs of the project.

Members were advised that there was a typo in the report, and that it was February 2022 that Council had approved the provision of £750,000 funding to progress to the next stage of work and the business case. There had been a high level of responses from the community and what they valued, and the business case outlined how the Wellbeing Hub could generate profit within its first five years.

Members received a presentation on the Wonford Community Wellbeing Hub (attached to the minutes), which included:

- an overview of the purpose and desired outcomes of the hub;
- the progress of work to date;
- an overview of the existing fragmented buildings and the proposed new hub;
- an overview of the designs of the hub; and
- a forecast of the capital cost & revenue position and next steps of the project.

Opposition group leaders spoke on the item and made the following points:-

- Cllr Moore – enquired on the different options to governance arrangements and legal structures, how these might be resolved and who will be taking the project forward in regard to community involvement? She also enquired on what extent would capital be addressed to ensure community organisations do not struggle financially.
- Cllr Mitchell – enquired on the capital funding for the project and what percentage of the capital requirements would be met through grant funding?

During the discussion, the following points were made:

- the Wonford area was one of the most deprived areas in city and deserved the new hub which was supported; and
- the hub would provide both social and community value to residents and be a benefit to the community.

The Leader in commending the report advised that business case figures should be integrated in regard to income and that a report would eventually go back to Scrutiny for consideration on its progress and community engagement.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously

RECOMMENDED that Council note:-

- (1) the report, extensive business case and community engagement; and
- (2) that officers will bring back a report with potential funding options for £7 million by April 2025.

56

LIVE AND MOVE SPORT ENGLAND PLACE PARTNER 2025-2028

The Executive received the report on the Live and Move Programme (Exeter and Cranbrook) as one of the original 12 Sport England Local Delivery Pilots, which launched in 2017 following a successful bid receiving over £7.5m of investment.

The current funding would end on 31st March 2025 and the report sought approval to extend Exeter City Council's role as a Sport England Place Partner and apply for further investment to develop the work of the Live and Move Programme for a further three years (2025-2028).

Members received a presentation on the Live and Move Sport England Place Partner 2025-2028 (attached to the minutes), which included:

- what the report was about;
- the rationale and impact; and
- the high-level programme structure 2025-2028

Opposition group leaders spoke on the item and made the following points:-

- Cllr Mitchell – enquired on the process of going to Sport England and what would happen if the bid were not successful at the current level? Would funding continue?
- Cllr Moore – enquired on the Sport England framework outlined in 8.12 of the report and how various issues can be brought together and related to other strategies. She further enquired if groups would be involved with the Exeter Place Board in a governance capacity?

In response to questions raised, the Director of Culture, Leisure and Tourism advised that the project was 100% funded by Sport England and there was no other funding available, so the Council was being proactive in applying for bid.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously

RECOMMENDED that Council:-

- (1) authorise the Director of Culture, Leisure, and Tourism in consultation with the Portfolio Holder for Leisure Services and Physical Activity to develop a next stage bid and to apply to Sport England for funding;
- (2) recognise this next stage of work will focus on increasing physical activity, decreasing inactivity, reducing inequalities, and providing positive experiences for children and young people; and

- (3) support the proposed next stage bid to Sport England based on the learning from the project to date and the principles outlined at 8.12 of the report.

(The meeting commenced at 5.30 pm and closed at 7.24 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 23 April 2024.

DRAFT

Executive Meeting -

Wonford Community Wellbeing Hub

Jon-Paul Hedge & James Bogue

9th April 2024

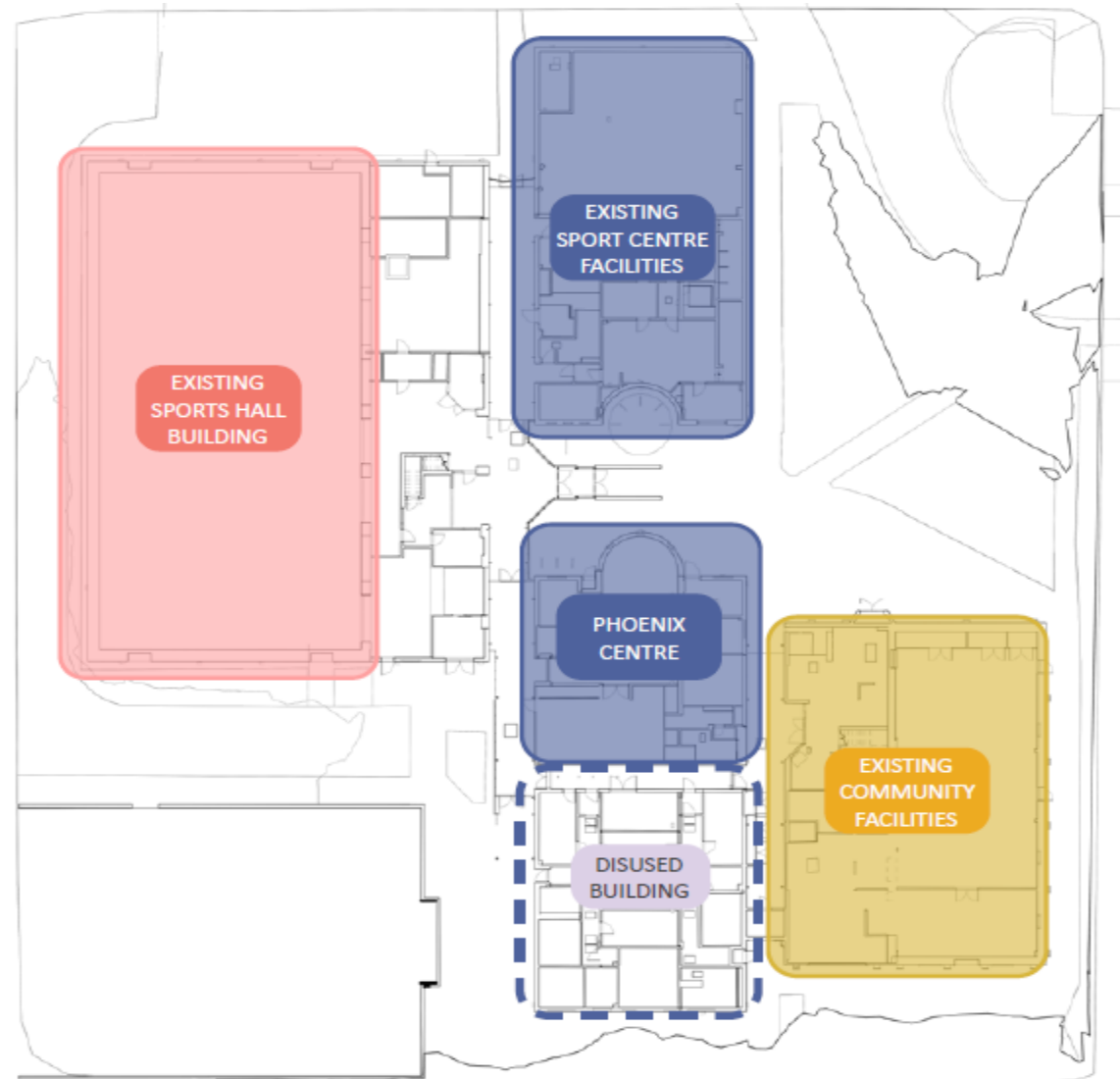
Previous engagement with the local community has highlighted a vision for the community wellbeing hub that includes:

- 1) The development of **a hub that brings the community together and improves the health and wellbeing of local residents;**
- 2) Opening the facility outwards to the community rather than the current intimidating building outlook;
- 3) Connecting the facility to Wonford Playing Fields, the Ludwell Valley park and the wider city Green Circle cycle and walking route;
- 4) The development towards a local hub for leisure and wellbeing activities led by the local community, rather than a sports centre for those living outside Wonford

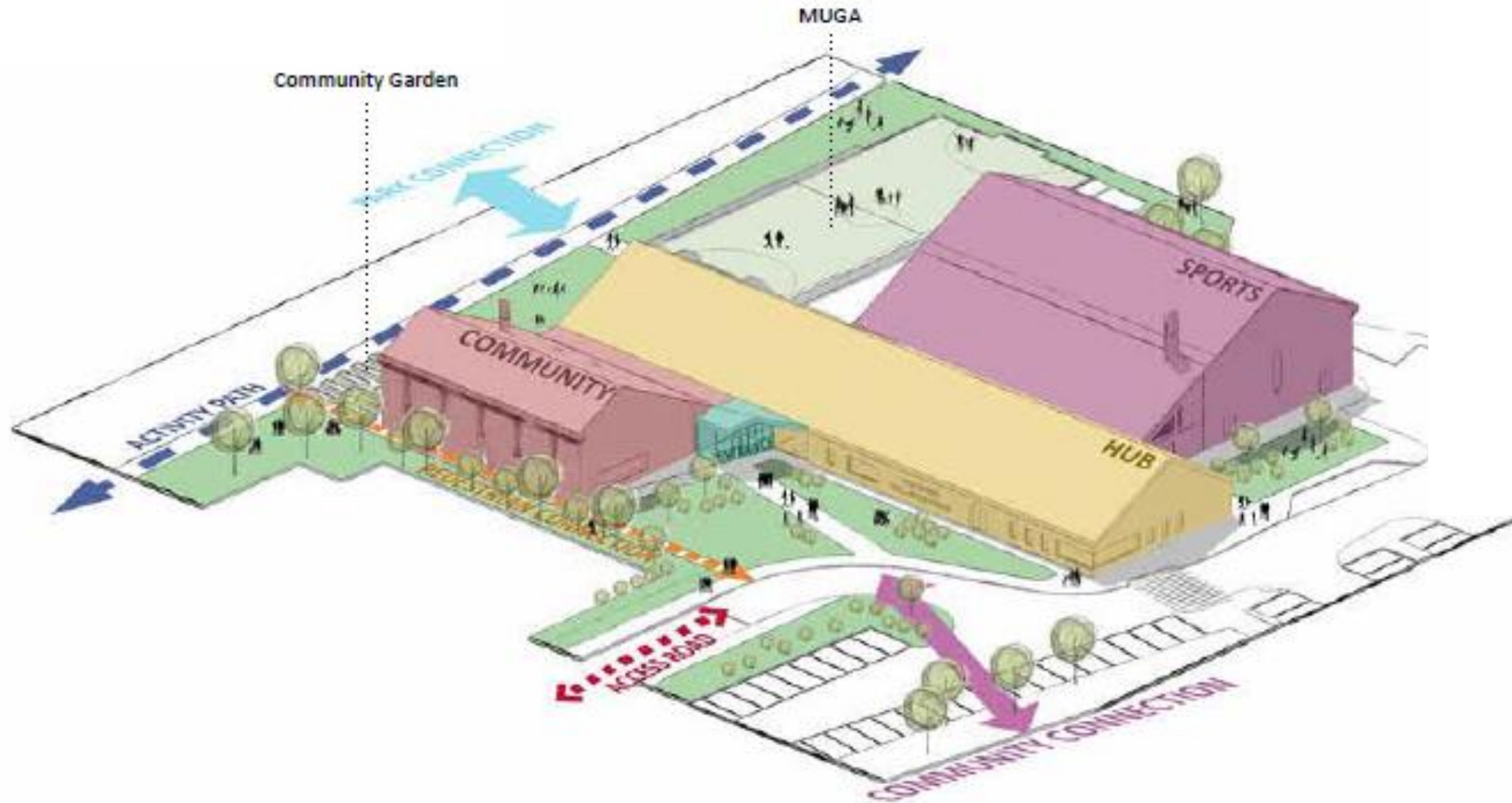
In the last 24 months officers have undertaken / produced:

- Facilitated a community-led local vision for health and wellbeing in Wonford, 'What Wonford Wants' – [What Wonford Wants – This Is Wonford](http://www.thisiswonford.co.uk/what-wonford-wants) (www.thisiswonford.co.uk/what-wonford-wants)
- A full business case (**Appendix A**)
- In depth co-design and engagement with Community Centre trustees and Exeter Leisure colleagues, including an options appraisal of the future management model.
- A full suite of technical investigations and surveys (structural surveys, ground investigations, utilities surveys, services surveys / searches, drainage surveys, highways assessments)
- Completion of RIBA stage 2 design and are currently progressing with the RIBA stage 3 design.
- A flythrough video of the concept design
- Further pre planning application community engagement sessions.

Overview of Design : Existing fragmented buildings



Accessibility and security:



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Overview of Design



Forecast Capital Cost & Revenue position

Capital forecast - A Preliminary Cost Estimate has been produced by a Professional Quantity Surveying practice. The Cost Estimate is based on the RIBA Stage 2 design and takes into account the layout of the proposed hub, the accommodation schedule, a measure of the new building works, a measure of the refurbishment works, and findings from the building surveys undertaken to date.

The total forecast cost to progress the scheme from Planning application submission to opening of the facility is £7,000,000. This is based on a current figure aligned to the project/ construction programme below and includes inflation and contingencies as of March 2024.

Revenue Forecast – The review of existing incomes and costs (for the Community Centre & Leisure Centre), and consideration of these within the context of the new Hub (including new facilities, larger gym, etc) has resulted in the forecast first 5 years revenue position of the new hub being:

Year 1	Year 2	Year 3	Year 4	Year 5
-£237k	-£30k	£49k	£46k	£51k

Next Steps

1. Continue with design development and submit the planning application.
2. Further develop funding/investment approach and progress detailed conversations with Sport England
3. Continue with project design group including Wonford Community Centre Trustees and Exeter leisure colleagues
4. Ongoing further community engagement through Wonford Trustess and local community groups

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Executive Summary

Executive 9th April 2024

**LIVE AND MOVE SPORT ENGLAND
PLACE PARTNER 2025-2028**



- The Live and Move Programme (Exeter and Cranbrook) is one of the original twelve Sport England Local Delivery Pilots, launched in 2017, and has received over £7.5m of investment. The current funding will end on 31st March 2025.
- Sport England are committing significant investment over the next 5 years to deepen and expand their approach for place based systemic change, which evolved from the Local Delivery Pilots.
- This report seeks Member approval to extend Exeter City Council's role as a Sport England Place Partner and apply for investment to 'deepen' the work of the Live and Move Programme for a further three years (2025-2028)
- Without further investment, the programme cannot continue beyond 31st March 2025.

- The Live and Move Programme contributes to the Exeter 2040 Vision aspirations of being a healthy and inclusive city, an innovative and analytical city and the most active city in the UK.
- **..and** contributes towards delivering the Council's strategic priorities:
 - Building Great neighbourhoods and communities
 - Promoting active and healthy lifestyles
 - Net Zero Carbon City ambition
- There is potential to unlock other investment opportunities for schemes which support the broader Sport England outcomes for place-based work and delivery.
- Sport England have invested £1.759m into the Wellbeing Exeter Programme. Future investment for the programme will be a fundamental element of the proposed bid.

Across Exeter and Cranbrook, the data shows:

- A developing trend of a reduction in people ‘doing nothing’ or impact on the least inactive. Rates across Exeter Priority Areas are down to 13% and 10% in Cranbrook. See diagram below.
- A strong bounce back from COVID activity levels (within LSOA’s)
- A narrow gender inequality gap
- A significant recovery of physical activity levels for diverse communities
- A significant link between use of GP referrals and better health outcomes for individuals
- A separate impact report published in March 2024 highlights the scale and value of the Wellbeing Exeter Programme.

11% increase in the proportion of families who regularly (weekly or more frequent) spend time together doing something active.

Source: Wellbeing Exeter Impact Report, March 2024

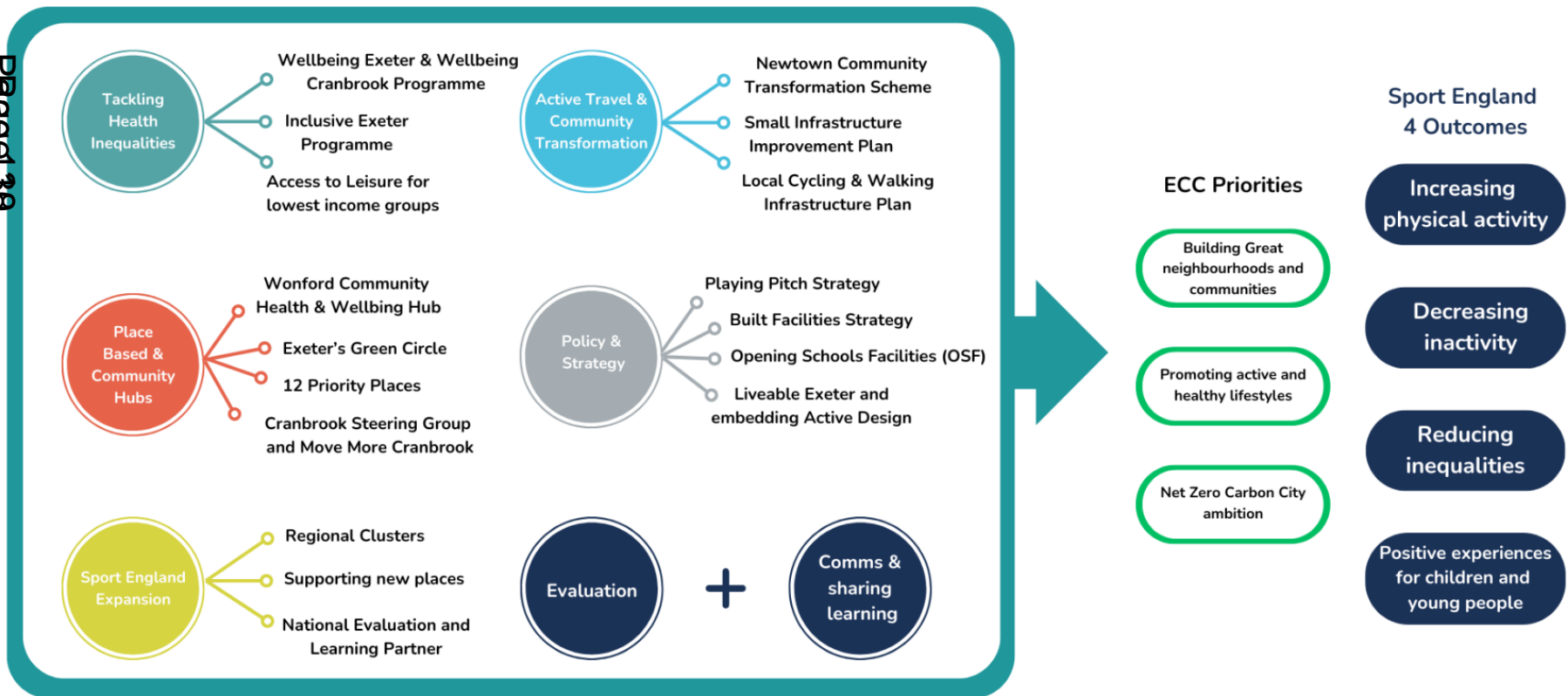
A recently published impact summary shows that nationally, inactivity levels are reducing two and a half times faster in Local Delivery Pilot Areas compared to other places and as a result, achieved a social return on investment of £78.7m.

Source: Sport England Place Insight Impact, November 2023



High Level Programme Structure 2025-2028

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REPORT TO COUNCIL

Date of Meeting: 23 April 2024

Report of: The Leader and the Chief Executive

Title: Senior Leadership Review

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 In February 2024, Council agreed the business case for a revised senior leadership structure as a draft for consultation and authorised the Chief Executive to commence that consultation with affected officers, in line with the council's Organisational Change Policy. The Chief Executive has now consulted with affected officers and considered the feedback given and this has been used to inform the final business case for the proposed revised senior leadership structure.

1.2 This report sets out:

- the outcome of the consultation with affected officers;
- the proposed new senior leadership structure;
- the proposed job descriptions;
- the proposed salaries which have been brought forward following evaluation of the revised job descriptions by the Local Government Association (LGA) and benchmarking with comparable councils; and
- the cost of the new structure

2. Recommendations:

That Council agrees to note:

2.1 the outcome of the consultation with affected officers;

2.2 the final proposed structure;

2.3 the job descriptions for the proposed new posts;

2.4 the timescale for implementation of the new structure;

2.5 that a detailed report containing the proposed salaries for the Strategic Management Board and Operational Management Board as well as an Equality Impact Assessment costs will be shared as a Part 2 item. This will include a number of detailed recommendations; and

2.6 that the cost of the proposed new structure is less than the cost of the existing structure.

3. Reasons for the recommendation:

3.1 To create a more cohesive group of senior leadership, acting as a joint team to enable the delivery of the council's priorities through better balanced portfolios, a co-ordinated and corporate approach, and an ability to drive transformation together.

4. What are the resource implications including non financial resources

4.1 Information relating to the costs of the proposed new structure, including the proposed salaries, has been excluded from this report. This information is exempt from disclosure because it relates to the financial or business affairs of the council and could also be linked to individuals.

4.2 Determination of final salaries

4.2.1 The job evaluation process has been undertaken by the LGA for the Chief Executive post and the proposed Director posts and is currently being undertaken internally for the proposed Service Lead posts. The Director posts has been evaluated at a Grade CO1 and the Service Lead post is very likely to be evaluated at a Grade P. Salary information will be published at a later stage in accordance with the council's commitment to openness and transparency.

4.2.2 The salaries for Directors and Service Leads have been determined by the Leader and the Chief Executive, with support from the LGA, and based on the size of the role compared to the current structure and benchmarking information obtained from comparable councils- those being the comparable councils identified by CIPFA and local Devon District councils.

4.2.2 The benchmarking data that has been used to inform the salaries can be found in the table below. Please note that for the purposes of benchmarking purposes, although shown, Canterbury and South Hams & West Devon have been excluded from consideration. For the former, this is because these salaries are an outlier, possible because of the proximity to London and for the latter, this relates to two combined councils.

		Exeter	Ipswich	Lincoln	Worcester	Canterbury	East Devon (*)	South Hams & West Devon	Teignbridge
		2023/24	2023/24	2023/24	2023 / 2024	2023 / 2024	2023 /2024	2023/2024	2023 /2024
Chief Executive	Band	n/a	£136,344 - £143,393	£116,942 - £131,825	£120,496 - £123,881	n/a	£134,550 - £135,599	£139,725 - £150,075	£116,577 - £124,134
	Spot	£128,007	n/a	n/a	n/a	£164,498	n/a	n/a	n/a
Executive Directors / Strategic Directors / Directors	Band	n/a	£95,167 - £99,548	£92,878 - £108,090	£87,484 - £93,183	n/a	£87,975 - £102,602	£88,298 - £98,686	£86,571 - £93,060
	Spot	£91,835	n/a	n/a	n/a	£122,365	n/a	n/a	n/a
Assistant Directors	Band	n/a	£85,199 - £89,883	£76,717 - £82,439.82	£76,084 - £81,785	n/a	£72,450 - £79456	£70,762 - £63,808	n/a
	Spot	n/a	n/a	n/a	n/a	£102,624	n/a	n/a	n/a
Heads of Service / Service Leads	Band	£63,334 - £66,691	£61,783 - £66,467	£69,358 - £76,276	£64,686 - £70,386	£62,100 - £82,800	£56,925 - £77,624	£52,748 - £63,808	£79,519 - £85,487
	Spot	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

4.3 Reinvestment of cost reduction

4.3.1 The cost reductions achieved through the restructure will be reinvested in supporting the new management team to facilitate the cultural change required to deliver the new way of working. This is likely to include the development and delivery of a Management Development programme and the potential creation of posts to fill knowledge/skills gaps within the organisation. A costed report will be brought back to Members for consideration and that will set out the proposals for how the cost reductions will be reinvested following discussions with the newly appointed Directors.

4.3.2 Without reinvestment, there is a risk that the council will be unable to effect the change required to deliver an effective and efficient council that can meet the future needs of its stakeholders.

5. Section 151 Officer comments:

5.1 As the Section 151 Officer is affected by the proposals, these comments reflect issues that need to be considered by Members in respect of the financial aspects of the proposal. The proposed salaries will provide a significant cost reduction to the Council of close to £400,000 that can be reinvested to strengthen those areas of weakness that have been identified in the Council's internal structure.

6. What are the legal aspects?

6.1 The process which has been followed complies with the council's Organisational Change Policy and all relevant employment legislation.

7. Monitoring Officer's comments:

7.1 The Monitoring Officer is aware that these restructure proposals impact on her and therefore has been careful to limit her comments to the legal implications.

7.2 Section 4(1)(b) of the Local Government and Housing Act 1989 provides that it is the Council's duty to provide the Head of Paid Service ("HoPS") with such staff, accommodation and other resources as the HoPS considers sufficient to allow them to discharge their duties.

7.3 In accordance with section 4(2) of the Act, it is the duty of the HoPS to prepare a report for Members' attention in relation to:

- a) the manner in which the discharge by the authority of their different functions is coordinated;
- b) the number and grades of staff required by the authority for the discharge of their functions;
- c) the organisation of the authority's staff; and
- d) the appointment and proper management of the authority's staff.

7.4 Section 4(5) states that where any such report is presented, Council must consider the report. In deciding whether or not to approve the recommendations of the HoPS, Members will have regard to the duties imposed on them as set out in section 4(1)(b) referred to above to provide the HoPS with such staff as the HoPS considers necessary to allow them to perform their duties.

8. Report details:

In February 2024, Council agreed the business case for a revised senior management structure and authorised the Chief Executive to commence consultation with affected officers in line with the council's Organisational Change Policy subject to the submission of a final business case for implementation.

8.1 The Context of the Proposed Restructure

The instigation of the One Exeter Programme 2021 signalled the start of the Council's journey to modernise its internal operations and service delivery. This included:

- a review of the council's culture and values.
- a revised performance and development framework for staff.
- a review of cross-cutting services across the council to identify opportunities for these to be delivered in a more cohesive and cost-efficient way, for example, health and safety, enforcement, and debt recovery.
- review of the council's approach to risk management.
- the development of a customer strategy and a revised Public Consultation strategy.
- the design and implementation of a digitised, single-front-door approach for those seeking information and support from the council.

It is clear however, that if the council is to deliver on its ambitions to modernise and improve the way it works by breaking down silo working, focussing on the needs of customers, and supporting our employees, then organisational structure change is required.

8.2 The Development of the Proposed Restructure

To inform this review the council invited the LGA to conduct a Decision Making and Accountability (DMA) exercise in February and March of 2023.

Decision Making Accountability (DMA) is a robust, proven methodology that has been used by the LGA across different types of Councils. The DMA exercise:

- identifies where decisions are best made in an organisation.
- decreases the amount of overlap in the decision-making process.
- ensures each level of management adds value to the front line.
- diagnoses and informs the development of healthy management hierarchies.
- design cost-effective and fit-for-future organisational structures.

The LGA's summary findings have been shared on the Members Portal and a summary was presented in the One Exeter Annual Report to Members on 20 February. Members will note that the review identified a number of issues including staff feedback, organisation culture, infrastructure, value added, employee development and performance and leadership and communication. These areas are either being addressed or will be addressed through the council's One Exeter Programme or work being done by the Strategic Management Board.

The LGA's key finding on organisational structure is:

“ECC should consider reducing the number of SMB & OMB roles to create a more cohesive group of appropriately empowered roles that better balance portfolios, co-create strategy and drive transformation together.”

8.3 Consultation and Feedback

The Chief Executive has now consulted with affected officers and considered the feedback given. Changes have been made to the proposed structure in response to the feedback received.

Members will recall that the proposed draft structure submitted to Council in February 2024 contained some service areas that could potentially sit within two Directorates. These were annotated with a red dotted outline. As a result of the feedback received, further discussion with the LGA and work to ensure balanced areas of responsibility across Service Leads, the following decisions have been made in relation to these areas:

Service	Feedback	Decision
CX Support	It was suggested that the Website is moved the 'Digital and Data'	Agreed
GDPR/FOI	Legal should be separate from DP/FOI to maintain impartiality in any appeals process	Agreed that GDPR/FOI sits with SL for Digital and Data
Land Charges	Land Charges should remain with Building Control	Agreed
HR, Workforce Planning and OD	This should sit under the People Directorate as the HR function supports people and has close links with Digital and Data	Agreed
ASB	There were various suggestions on where Community Safety and ASB and Control Centre could be located.	Agreed that these functions should be grouped together within the Place Directorate. This is in keeping with best practice.
Business Services	There were various suggestions for how this Service could be dispersed across the council.	Agreed for Commercialisation and Sales and Marketing to move to Leisure and Healthy Living and for remainder to sit within Business Support .

The location of the following services has also been changed in response to feedback received during the consultation process:

- Engineering has been moved from Operations to Corporate Services;
- Harbours and Waterways has been moved from Corporate Services to Operations;
- Culture has been moved from Operations to Place; and
- Car parking has been moved from Place to Corporate Services

A summary of the responses received in relation to the proposed structure and any resultant changes can be found in Appendix C. The proposed job descriptions have been updated to reflect these changes.

8.4 The Proposed Structure and implications for affected positions and current post holders

The existing and proposed structure charts are at Appendix A.

In total, there are 24 positions in the existing structure which will be affected by the proposal (6 x Directors and 18 x OMB) but because one of the positions is currently vacant, there is a total of 23 affected employees.

It is proposed that under the new structure there will be 4 Directors at grade CO1 and 14 Service Lead posts predicted at Grade P.

The council's Organisational Change Policy will be followed except for the requirement for the use of a selection pool and redundancy selection criteria. The reason for this is that the council will be selecting for retention around the requirements of the new roles, rather than selecting for redundancy. Retention can be achieved in 3 ways - firstly via the slotting-in process, secondly by recruitment into a vacant post in the new structure and thirdly by way of an offer of Suitable Alternative Employment into a another, unrelated post.

The slotting in opportunity will be discussed during the next stage of individual consultations. Once this avenue has been exhausted the council will look to recruit into any remaining vacant posts, with applicants drawn directly from the ring-fenced group of affected employees.

8.5 Next Steps and Timescales

Should the proposal be approved, this will lead to individual consultations with all affected employees. The discussion will focus on how the new structure affects each individual and to work through the retention process, commencing with the potential for slotting in and discussions about Voluntary Redundancy if appropriate.

It is expected that this consultation will begin at SMB level, with this stage being delivered by the Chief Executive who will be supported by the LGA. The anticipated timeline is that consultation will take place at the end of April with subsequent appointments to the new SMB to commence in June.

Once SMB have been appointed, the new Directors will follow a similar process to appoint their new Service Leads. The anticipated start dates for Services Leads will be August 2024.

It is not known at this stage how many of the new posts will be filled internally but should vacancies remain at the end of the internal process, an external recruitment process will be commenced.

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

9.1 The LGA's advice is that the proposed structure set out in Appendix A will take the Council forward in the delivery of the Strategic Objective of leading a "well run council" as follows:

- will compare more favourably against other Councils' structures.
- will deliver efficiency improvements via a reduction in silo working.
- will facilitate delivery of a "one front door" approach.
- will bring to life a customer-centric, digitised and fit for the future organisation.

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

10.1 The Organisational Change Policy will be applied so that the council complies with the relevant employment legislation and is in line with the Advisory Conciliation and Arbitration (ACAS) best practice. This will mitigate the risk of any legal challenge and ensure that the process is conducted through a fair, transparent, and consistent process.

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 An Equalities Impact Assessment has been undertaken in relation to the recommendations contained within this report. The full assessment is exempt from disclosure because it contains sensitive personal information from which an individual could be identified.

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 Retain the existing structure. The LGA's work identifies that we could improve the structure to better deliver effective, value for money services to our residents.

Bindu Arjoon, Chief Executive

Cllr Phil Bialyk, Leader of the Council

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

LGA informed Senior Leadership Structure

April 2024

Strategic Management Board (SMB) structure
under former CX and Growth Director

**Chief Executive &
Growth Director**

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Director
Housing &
Customer
Access

Director
Communities

Director
Comms,
Tourism and
Marketing

Director
Corporate
Services

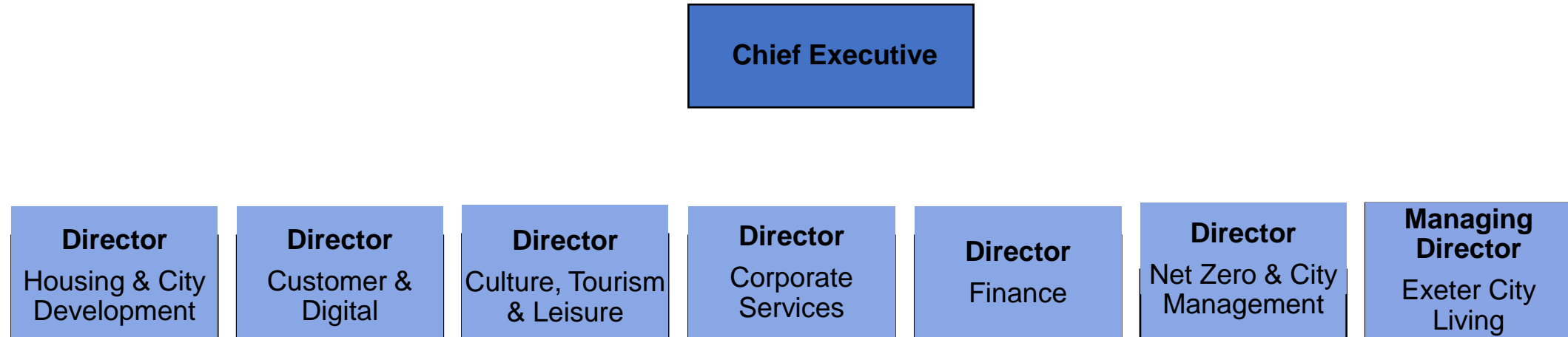
Director
Finance

Director
Street Scene

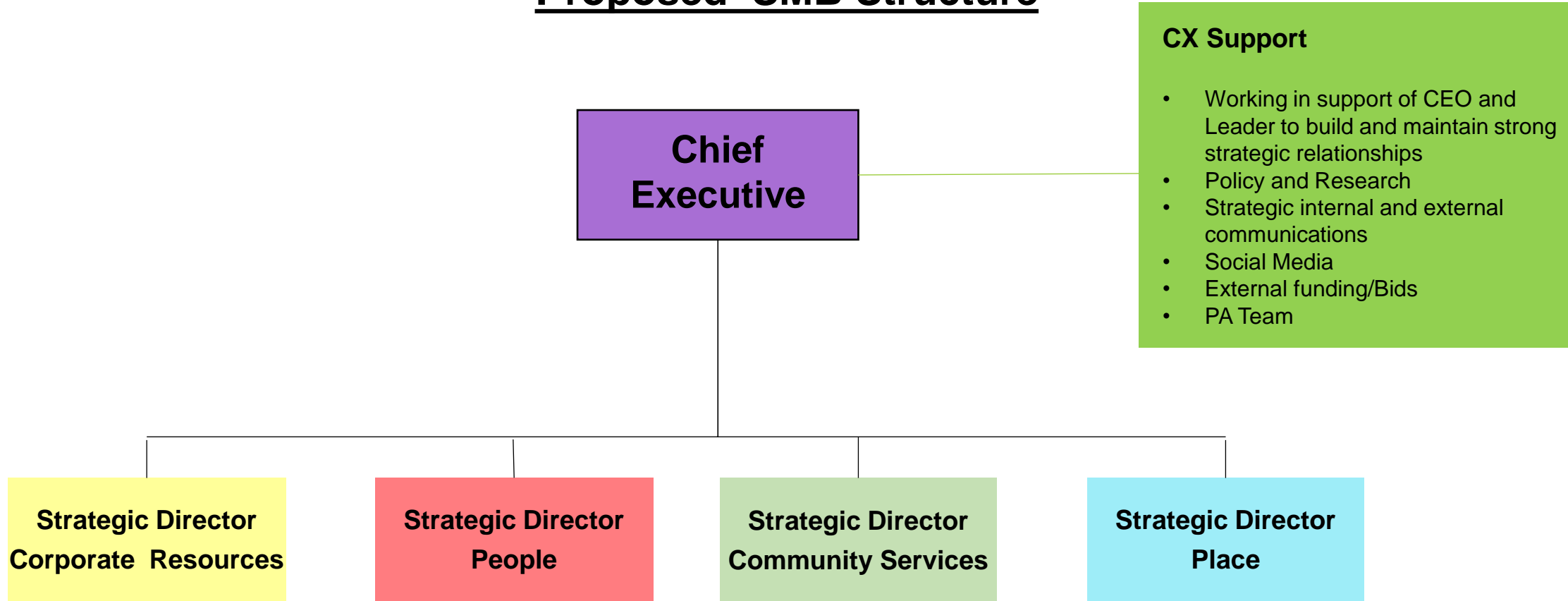
Director
City
Development

**Managing
Director**
Exeter City
Living

Current SMB structure

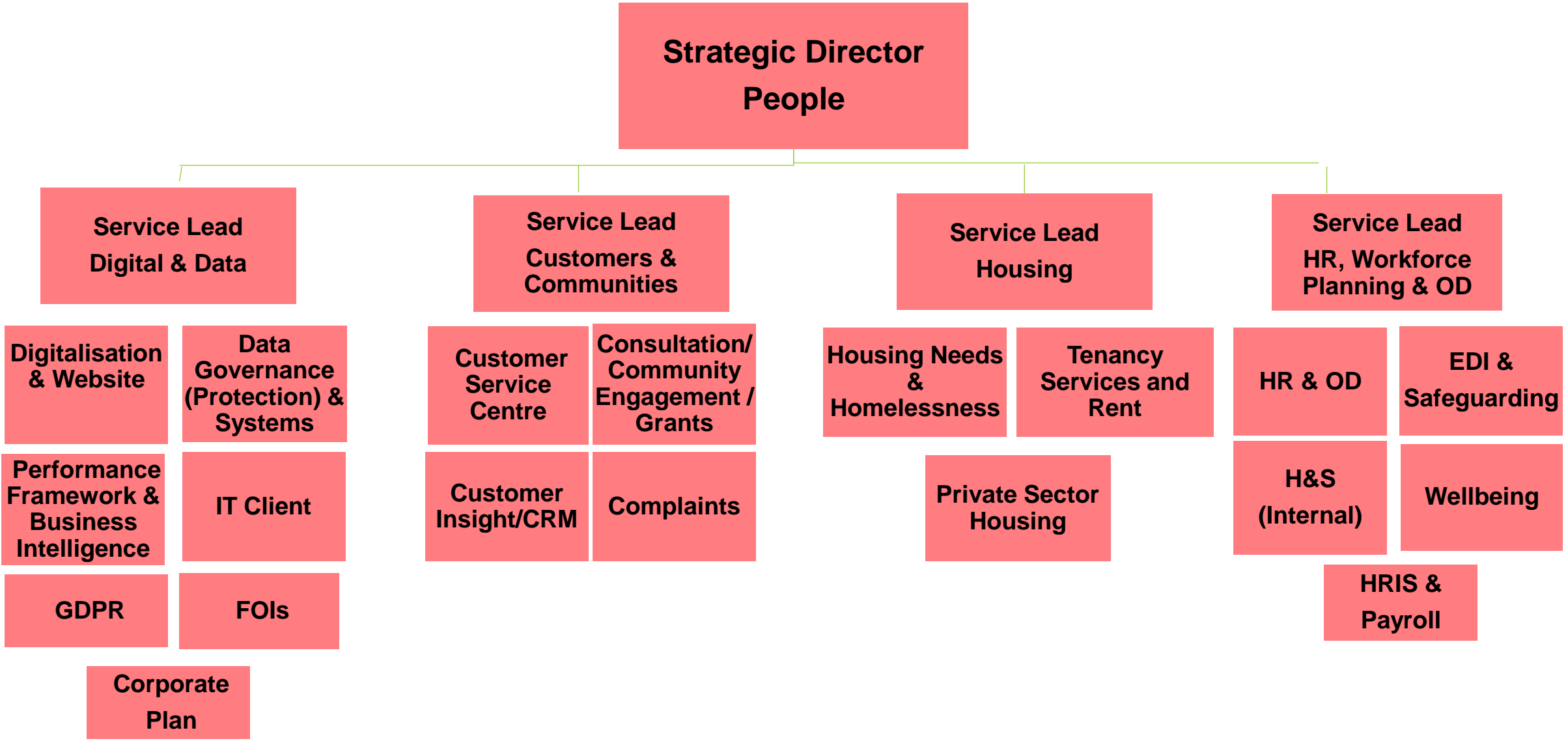


Proposed SMB Structure

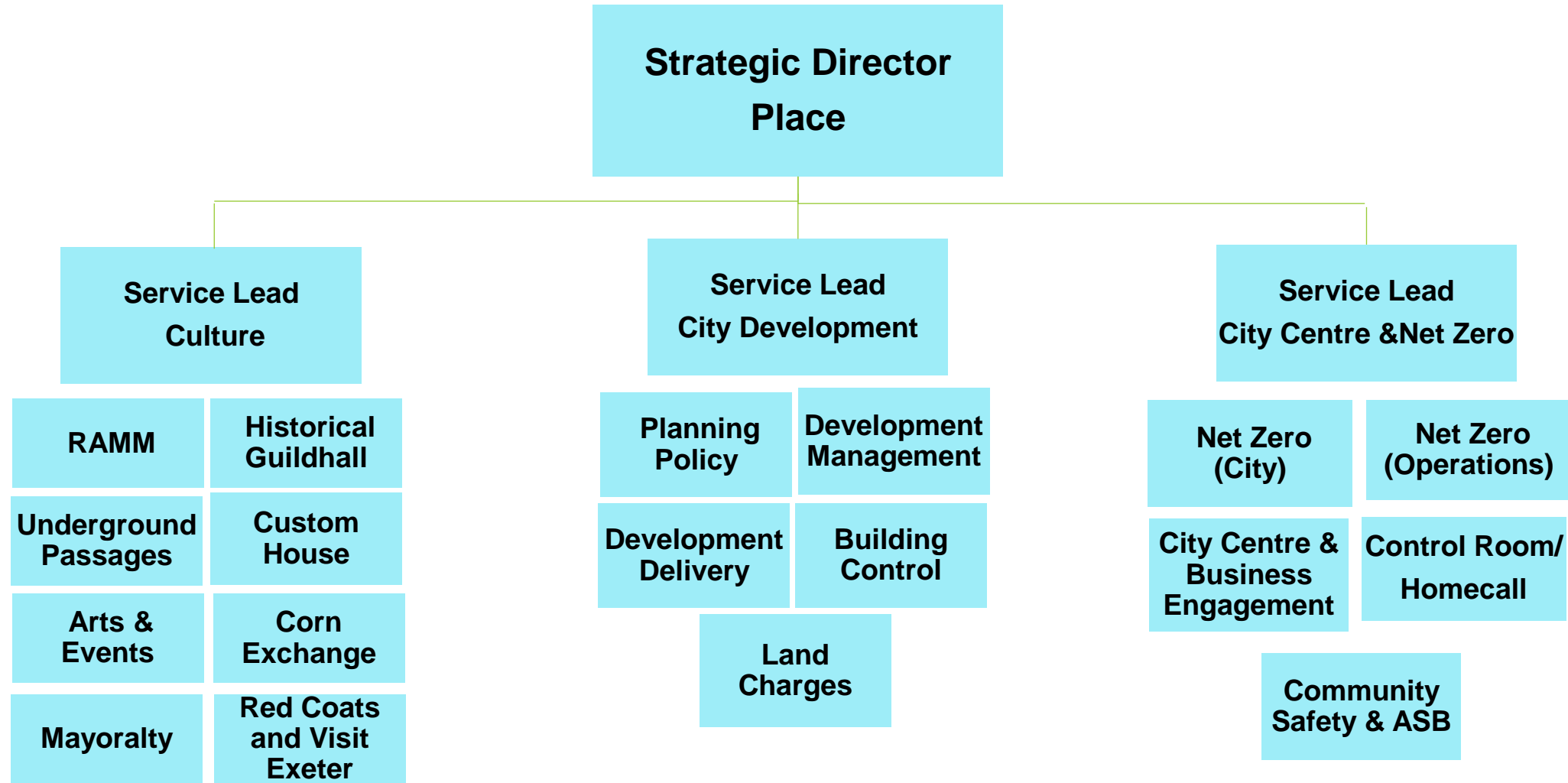




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APPENDIX B

Job Description & Person Specification

JOB TITLE: Strategic Director - Place

POST NO: 0000 **REPORTING INTO:** Chief Executive & Head of Paid Services

MAIN PURPOSE OF ROLE

To work as a member of the Strategic Management Board in delivering against corporate ambitions and priorities by providing strategic challenge and support to the Place Directorate teams that optimises their individual and collective contributions.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council's Strategic Management Board (SMB):

To work in partnership with customers, central government, public and private sector partners and all of national, regional and local partners to drive delivery of the Council's Corporate Plan.

To champion the democratic framework of the council, working closely with the local political leadership to ensure that elected members' role is understood by Council officers, and member priorities are implemented within the constraints of appropriate probity, legality and the agreed financial envelope.

To work closely with the local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.

To provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.

To co-deliver organisational change by embracing innovative, cross-Directorate and customer-centric collaboration that ensures joined-up and effective use of corporate resources.

To provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.

To provide leadership and direction in the Council's approach to gaining, evaluating and using customer insight in the development of both corporate and Directorate based customer service-related policy and approach.

To foster and develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new structures and ways of working in

order to ensure the most effective and efficient use of resources in the execution of the Council's responsibilities and duties.

To be exemplars of the Council's Values and Behaviour protocols in order to ensure that the Council's corporate image and reputation are held in the highest esteem by all of the customers and communities the City Council serves, as well as stakeholders and partners it collaborates with.

To lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

To represent the Council at, but not limited to, civic and partner functions, and committee meetings and to undertake any other duties as required that are commensurate to the role and Council. These may include representing the Chief Executive if required and/or carrying out a Statutory Officer role if appropriately qualified to do so.

As the Strategic Director for Place:

To provide strong and authentic leadership and management of the Council's Place Directorate Teams to create high-achieving, high quality, collegiate strategy development and service delivery performance.

To devise and deliver the Council's Culture, City Development and City Centre & Net Zero as they relate to the Council's Corporate Plan via the timely provision of appropriate Strategic, Business, Service Delivery and Workforce Plans, accompanying budgets and associated documentation.

To hold strategic responsibility and accountability for the delivery of all statutory planning services including Planning Policy, Development Delivery and Development Management and drive the Council's transformational Liveable Exeter programme and develop options for delivery.

To hold strategic responsibility and accountability for the delivery of the Building Control and Land Charges functions.

To take corporate responsibility for the NetZero ambitions, while working with business improvement districts and other stakeholders to ensure the city centre is thriving.

To take ownership of the Council's strategy for Community Safety and Anti-Social Behaviour while engaging key stakeholders both internally and externally.

To have strategic responsibility and accountability for Culture including the Royal Albert Memorial Museum, Historical Guildhall, Arts and Events, the Corn Exchange and Mayoralty.

To ensure that the Directorate's approach to, and delivery of, data-related issues comply with the Council's overarching data strategy.

To lead the City Council's growth, regeneration, and infrastructure strategies in partnerships across the city, region and country to support the ambitions of the organisation, while representing the Council on various external boards as required.

To ensure that the Directorate's approach to, and delivery of, customer-related issues comply with the Council's overarching customer insight and digital customer strategy.

To ensure that the Directorate's efforts in the delivery of innovative business improvement activities in search of efficient use of resources complies with the Council's overarching Continuous Improvement approach.

To ensure appropriate business continuity plans and emergency response procedures are in place for the Directorate.

Job Description & Person Specification

JOB TITLE: Strategic Director – People

POST NO: 0000

REPORTING INTO: Chief Executive & Head of Paid Services

MAIN PURPOSE OF ROLE

To work as a member of the Strategic Management Board in delivering against corporate ambitions and priorities by providing strategic challenge and support to the People Directorate teams that optimises their individual and collective contributions.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council's Strategic Management Board (SMB):

To work in partnership with customers, central government, public and private sector partners and all of national, regional and local partners to drive delivery of the Council's Corporate Plan.

To champion the democratic framework of the council, working closely with the local political leadership to ensure that elected members' role is understood by Council officers, and member priorities are implemented within the constraints of appropriate probity, legality and the agreed financial envelope.

To work closely with the local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.

To provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.

To co-deliver organisational change by embracing innovative, cross-Directorate and customer-centric collaboration that ensures joined-up and effective use of corporate resources.

To provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.

To provide leadership and direction in the Council's approach to gaining, evaluating and using customer insight in the development of both corporate and Directorate based customer service-related policy and approach.

To foster and develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new structures and ways of working in order to ensure the most effective and efficient use of resources in the execution of the Council's responsibilities and duties.

To be exemplars of the Council's Values and Behaviour protocols in order to ensure that the Council's corporate image and reputation are held in the highest esteem by all of the customers and communities the City Council serves, as well as stakeholders and partners it collaborates with.

To lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

To represent the Council at, but not limited to, civic and partner functions, and committee meetings and to undertake any other duties as required that are commensurate to the role and Council. These may include representing the Chief Executive if required and/or carrying out a Statutory Officer role if appropriately qualified to do so.

As the Strategic Director for People:

To provide strong and authentic leadership and management of the Council's People Directorate Teams to create high-achieving, high quality, collegiate strategy development and service delivery performance.

To devise and deliver the Council's Digital & Data, Customer & Communities, Housing, and HR, Workforce Planning & OD service priorities as they relate to the Council's Corporate Plan via the timely provision of appropriate Strategic, Business, Service Delivery and Workforce Plans, accompanying budgets and associated documentation.

To have overarching ownership of our Housing service meeting regulatory requirements and strategic oversight to address housing needs & homelessness.

To proactively develop and maintain partnerships with private sector housing organisations, to ensure compliance with regulations and create a customer centric service that supports tenants.

To have overarching ownership of our HR, Workforce Planning and OD strategy and related activities using evidence to create a service that supports, engages, retains, and recruits staff while driving excellence.

To have corporate responsibility for engaging with Strategic Directors and Service Leads to maintain and deliver the council's Corporate Plan.

To have strategic responsibility and accountability for Customers & Communities not limited to using customer insights and complaints to drive positive change in services across the City Council.

To lead the Directorate's Digital & Data service, which embraces the use of technology and data to support in the delivery of our vital services, improve efficiency across the Council and comply with our legal obligations in relation to the Data Protection and Freedom of Information Acts.

To be the Shareholder Director on the Board of Strata

To advise the CX and Members on the development of a Corporate Business Intelligence function

To ensure that the Directorate's approach to, and delivery of, data-related issues comply with the Council's overarching data strategy.

To ensure that the Directorate's approach to, and delivery of, customer-related issues comply with the Council's overarching customer insight and digital customer strategy.

To lead a Directorate that seeks to use technology that contributes to services delivering the Council's ambitious targets.

To ensure that the Directorate's efforts in the delivery of innovative business improvement activities in search of efficient use of resources complies with the Council's overarching Continuous Improvement approach.

To ensure appropriate business continuity plans and emergency response procedures are in place for the Directorate.

Job Description & Person Specification

JOB TITLE: Strategic Director – Corporate Resources

POST NO: 0000

REPORTING INTO: Chief Executive & Head of Paid Services

MAIN PURPOSE OF ROLE

To work as a member of the Strategic Management Board in delivering against corporate ambitions and priorities by providing strategic challenge and support to the Corporate Resources Directorate teams that optimises their individual and collective contributions.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council's Strategic Management Board (SMB):

To work in partnership with customers, central government, public and private sector partners and all of national, regional and local partners to drive delivery of the Council's Corporate Plan.

To champion the democratic framework of the council, working closely with the local political leadership to ensure that elected members' role is understood by Council officers, and member priorities are implemented within the constraints of appropriate probity, legality and the agreed financial envelope.

To work closely with the local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.

To provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.

To co-deliver organisational change by embracing innovative, cross-Directorate and customer-centric collaboration that ensures joined-up and effective use of corporate resources.

To provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.

To provide leadership and direction in the Council's approach to gaining, evaluating and using customer insight in the development of both corporate and Directorate based customer service-related policy and approach.

To foster and develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new structures and ways of working in order to ensure the most effective and efficient use of resources in the execution of the Council's responsibilities and duties.

To be exemplars of the Council's Values and Behaviour protocols in order to ensure that the Council's corporate image and reputation are held in the highest esteem by all of the customers and communities the City Council serves, as well as stakeholders and partners it collaborates with.

To lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

To represent the Council at, but not limited to, civic and partner functions, and committee meetings and to undertake any other duties as required that are commensurate to the role and Council. These may include representing the Chief Executive if required and/or carrying out a Statutory Officer role if appropriately qualified to do so.

As the Strategic Director for Corporate Resources:

To provide strong and authentic leadership and management of the Council's Corporate Resources Directorate Teams to create high-achieving, high quality, collegiate strategy development and service delivery performance.

To devise and deliver the Council's Finance, Legal, Asset Maintenance and Commercial Assets service priorities as they relate to the Council's Corporate Plan via the timely production of appropriate Strategic, Business, Service Delivery and Workforce Plans, accompanying budgets and associated documentation.

To create and deliver effective governance that equips the council to make decisions using an appropriate legislative framework.

To hold strategic accountability and responsibility for the Finance service including implementing effective systems and processes that support income generation in Revs & Bens, debt collection and risk management.

To take corporate responsibility for the management of the City Council's Commercial Assets including the Matford Centre and Markets and the maintenance of all of the City Council's property assets.

To take corporate responsibility of the Corporate Resources Directorate Business Plan and budget, while leading services that are effective, efficient and fit for the future.

To create a culture of continuous improvement and learning that inspires employees to be innovative in their approach to creating effective and customer centric services.

To take corporate ownership of our Legal Services not limited to Democratic services, Elections and Electoral Registration, Procurement and Corporate Governance ensuring appropriate frameworks are adhered to, and communicated across the City Council.

To ensure that the Directorate's approach to, and delivery of, customer-related issues comply with the Council's overarching customer insight and digital customer strategy.

To ensure that the Directorate's efforts in the delivery of innovative business improvement activities in search of efficient use of resources complies with the Council's overarching Continuous Improvement approach.

To ensure that the Directorate's approach to, and delivery of, data-related issues comply with the Council's overarching data strategy.

Job Description & Person Specification

JOB TITLE: Strategic Director – Community Services

POST NO: 0000

REPORTING INTO: Chief Executive & Head of Paid Services

MAIN PURPOSE OF ROLE

To work as a member of the Strategic Management Board in delivering against corporate ambitions and priorities by providing strategic challenge and support to the Community Services Directorate teams that optimises their individual and collective contributions.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council's Strategic Management Board (SMB):

To work in partnership with customers, central government, public and private sector partners and all of national, regional and local partners to drive delivery of the Council's Corporate Plan.

To champion the democratic framework of the council, working closely with the local political leadership to ensure that elected members' role is understood by Council officers, and member priorities are implemented within the constraints of appropriate probity, legality and the agreed financial envelope.

To work closely with the local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.

To provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.

To co-deliver organisational change by embracing innovative, cross-Directorate and customer-centric collaboration that ensures joined-up and effective use of corporate resources.

To provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.

To provide leadership and direction in the Council's approach to gaining, evaluating and using customer insight in the development of both corporate and Directorate based customer service-related policy and approach.

To foster and develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new structures and ways of working in order to ensure the most effective and efficient use of resources in the execution of the Council's responsibilities and duties.

To be exemplars of the Council's Values and Behaviour protocols in order to ensure that the Council's corporate image and reputation are held in the highest esteem by all of the customers and communities the City Council serves, as well as stakeholders and partners it collaborates with.

To lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

To represent the Council at, but not limited to, civic and partner functions, and committee meetings and to undertake any other duties as required that are commensurate to the role and Council. These may include representing the Chief Executive if required and/or carrying out a Statutory Officer role if appropriately qualified to do so.

As the Strategic Director for Community Services

To provide strong and authentic leadership and management of the Council's Community Services Directorate Teams to create high-achieving, high quality, collegiate strategy development and service delivery performance.

To devise and deliver the Council's Environment, Leisure & Healthy Living, and Operations services as they relate to the Council's Corporate Plan via the timely provision of appropriate Strategic, Business, Service Delivery and Workforce Plans, accompanying budgets and associated documentation.

To have overarching strategic ownership of our Operations service including parks & grounds maintenance, Cleansing, Fleet, waste management, harbours and waterways and cemeteries creating an effective and efficient service that is excellent value for money.

To have overarching strategic responsibility and accountability for Leisure Services, Healthy & Active Lifestyles, Commercialisation, Sales and Marketing ensuring the Council is proactive and seeks out commercial opportunities, while delivering services that are value for money.

To have corporate responsibility for Environmental Health, Air Quality, Licensing and Public Health, while ensuring the City Council's Emergency Planning and Business Continuity plans are efficient and effective in supporting the organisation to meet its obligations.

To ensure that the Directorate's approach to, and delivery of, data-related issues comply with the Council's overarching data strategy.

To create a culture of continuous improvement and learning that inspires employees to be innovative in their approach to creating effective and customer centric services.

To provide strong leadership and the creation of partnerships that delivers the Council's ambitious targets of ensuring Exeter is an excellent place to live, work, study, and visit.

To ensure that the Directorate's approach to, and delivery of, customer-related issues comply with the Council's overarching customer insight and digital customer strategy.

To ensure that the Directorate's efforts in the delivery of innovative business improvement activities in search of efficient use of resources complies with the Council's overarching Continuous Improvement approach.

To ensure appropriate business continuity plans and emergency response procedures are in place for the Directorate.

Person Specification for Directors

Criteria - Educational Standards	Assessed by Application Form	Assessed by Interview Panel	Assessed by a Presentation
E - Educated to Degree Level or equivalent in a related field to the portfolio.	X		
E - Evidence of Continuing Personal and Professional Development (CPD)	X		
Criteria – Experience			
E - Successful track record of achievement in leading large teams with diverse but relevant portfolios.	X		
E - Extensive leadership and senior management experience in a complex organisation	X		
E - Evidence of creating and managing substantial budgets	X		
E - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes		X	
Criteria - Attitude, Skills & Knowledge			
E - Is adept at forming productive partnerships at a senior level that delivers improvement across an organisation		X	
D - Is innovative in resolving problems and overcoming challenges facing the local			

government sector.		X	
E - Has demonstrable knowledge and understanding of legislative framework surrounding Local Government e.g. governance.		X	
E- Possesses inspirational leadership and strategic thinking skills and nous			X
D - Can demonstrate a natural ability to engage stakeholders in a political environment.		X	
Criteria - Personal Attributes			
E - Is solution focused and innovative in overcoming challenge.		X	
E- Has excellent communication skills and the ability to inspire colleagues			X
E - Can evidence a resilient, tenacious and courageous outlook		X	
E - Possesses good self-awareness and ability to analyse own performance to identify opportunities to enhance work for others		X	

E – Essential

D – Desirable

Date last updated March 2024



JOB TITLE: Service Lead – Asset Maintenance

POST NO: 0000

REPORTING INTO: Strategic Director – Corporate Resources

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Asset Maintenance service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council’s Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Councils services.
- Be an exemplar of the Council’s values and behaviour protocols to ensure that the Council’s corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council’s ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members’ will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council’s priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Asset Maintenance you will:

- Lead the management, development, performance and continuous improvement of all Asset Maintenance services including HRA Retrofit & Maintenance, General Fund Asset Management, Capital Expenditure, Facilities Management, Engineering, and External Health & Safety.
- Be responsible for and contribute to Asset Maintenance strategic and business plans and effective policies that form a customer centric service.
- Take ownership for creating a culture that prioritises health and safety, which is embedded across the whole council and partner organisations.
- Be responsible for the health and safety framework, policies and procedures for the City Council's external assets, buildings and general responsibilities.
- Be a champion of collaborative working by engaging services across the council and external stakeholders to deliver an outstanding Asset Maintenance service, which contributes to a healthy and safe city for all.
- Be knowledgeable, informed and offer excellent judgement while adhering to relevant laws, national policies and current trends across the sector.
- Be responsible for HRA Retrofit & Maintenance ensuring council owned buildings and houses are in an excellent state of repairs and is cost effective and within financial budgets.
- Lead the Assets Management team by delivering a comprehensive commercial property management function in respect of the Council's diverse property portfolio and to contribute to the delivery and management of those estate management activities.
- Have principal responsibility for the capital expenditure and engineering while establishing and implementing appropriate commercial strategies and improvement programmes for the council's property and other portfolios.
- Lead the professional development of employees within the Asset Maintenance service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Person Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E- Educated to Degree Level or equivalent in a relevant field to the Asset Maintenance portfolio.	X		
E- Evidence of Continuing Personal and Professional Development (CPD) in relation to Asset Maintenance.	X		

Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge leading services related to Asset Maintenance.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
E- Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E- Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

E – Essential

D – Desirable

Date last updated March 2024



JOB TITLE: Service Lead – City Centre & Net Zero

POST NO: 0000

REPORTING INTO: Strategic Director – Place

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the City Centre & Net Zero service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council’s Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council’s services.
- Be an exemplar of the Council’s values and behaviour protocols to ensure that the Council’s corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council’s ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members’ will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council’s priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for City Centre & Net Zero you will:

- Lead the management, development, performance and continuous improvement of all City Centre & Net Zero services including, Net Zero (City), Net Zero (Operations), City Centre & Business Engagement, Community Safety & ASB,

Control Room/Homecall.

- Take ownership for strategic and operational plans for the clean growth of the city including Net Zero Capital Projects.
- Work with wider council directorates to achieve its own ambitions to deliver NetZero services and be an example of positive change.
- Be a champion of collaborative working by engaging residents, public and private sector organisations to grow a green city and economy that is accessible for all.
- Demonstrate innovation by resolving challenges that the council may face in achieving its Net Zero ambitions, while maintaining a cost effective and responsible service.
- Work positively and effectively with businesses while creating a city that is mutually beneficial for organisations and residents. To create a city that attracts businesses and skills.
- Be knowledgeable, informed and responsible for Community Safety & Anti-Social Behaviour, while engaging with local, regional and national stakeholders to create an excellent place to live, work, study and visit.
- Be responsible for the management of the Control Room and the provision of the HomeCall Service.
- Lead the development of the city centre, while creating a customer centric service that listens, engages, and makes informed decisions based on evidence.
- Maximise commercial opportunities for the council. while meeting our ambitious NetZero targets.
- Actively seek out and secure government and other external funds to deliver programmes of work and interventions in relation to NetZero and enhancing our city.
- Lead the professional development of employees within the City Centre & Net Zero service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to City Centre & Net Zero.	X		
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to the City Centre & NetZero portfolio.	X		
Criteria – Experience			
E - Extensive leadership and senior management			

experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge and experience of the City Centre & NetZero.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

E – Essential

D – Desirable

Date last updated March 2024



JOB TITLE: Service Lead – City Development

POST NO: 0000

REPORTING INTO: Strategic Director – Place

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the City Development service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council’s Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Councils services.
- Be an exemplar of the Council’s values and behaviour protocols to ensure that the Council’s corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council’s ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members’ will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council’s priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for City Development you will:

- Lead the management, development, performance and continuous improvement of all City Development services including, Planning Policy, Development Management, Development Delivery, Building Control and Land Charges.

- Be responsible for and contribute to City Development strategic and business plans and effective policies that form a customer centric service.
- To be responsible for the overall performance management of City Development to ensure all statutory targets set by Government and any locally set targets are met and to ensure the regular reporting of performance to the Director, Strategic Management Board and Elected Members.
- To be the lead officer in relation to the statutory planning functions of the Council, providing strategic leadership across development management, planning policy, neighbourhood planning, planning enforcement, master-planning and conservation.
- Deliver an effective and efficient building control and land charges services that are proactive and cost effective.
- Be a champion of collaboration through engaging with internal services and external organisations for the benefit of the City Development services and wider council.
- To drive continuous improvement across the service through the sharing of information, best practice and the use of evidence-based practice.
- Take ownership of the delivery of the Exeter Plan and Liveable Exeter while ensuring there is agreed joint working policy and/or infrastructure with neighbouring authorities and agencies.
- Be knowledgeable, informed and offer excellent judgement while adhering to relevant City Development laws, national policies and current trends across the sector.
- Lead the professional development of employees within the City Development service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - A degree (or equivalent) in either Town and Country Planning, Building Surveying or a relevant related discipline.	X		
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to City Development (Policy).	X		
E - Corporate Member or Fellow RTPI or RICS (Planning) or (Building Control) or similar relevant professional qualification such as RIBA, CIOB, ABE.	X		

Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge and experience of the City Development (Policy) sector.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

E – Essential

D – Desirable

Date last updated March 2024



JOB TITLE: Service Lead – Commercial Assets

POST NO: 0000

REPORTING INTO: Strategic Director – Corporate Resources

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Commercial Assets service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council’s Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council’s services.
- Be an exemplar of the Council’s values and behaviour protocols to ensure that the Council’s corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council’s ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members’ will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council’s priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Commercial Assets you will:

- Lead the management, development, performance and continuous improvement of our Commercial Assets service including Surveying, Commercial Property, Car Parking and Matford Centre & Markets.
- Lead in the development of strategic and business asset management plans and

effective policies.

- Optimise property performance, maintenance and refurbishment to increase the council's commercial property use and income generation.
- Be knowledgeable and informed while adhering to relevant laws, local and national policies that relate to the Commercial Assets portfolio.
- Set up, manage, and lead multi-disciplinary and multi-agency project teams for each project where necessary, ensuring projects are delivered on time and within budget.
- Have principal responsibility for the successful running of the Matford Centre & Markets, through working with key stakeholders and engaging with the public.
- Be responsible for scrutinising contracts related to Commercial Assets by ensuring they are compliant and in line with legislation and policies.
- Continuously review and improve the Commercial Asset service and identified opportunities for more efficient and effective working.
- Lead the professional development of employees within the Commercial Assets service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to Commercial Assets	X		
E - Evidence of Continuing Personal and Professional Development (CPD) related to the Commercial Assets portfolio.	X		
Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		

D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge and experience of Surveying, Commercial Property, Livestock Centre, and Harbour & Waterways.		X	
E - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

E – Essential

D – Desirable

Date last updated March 2024



JOB TITLE: Service Lead – Culture

POST NO: 0000

REPORTING INTO: Strategic Director – Place

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Culture service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council’s Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council’s services.
- Be an exemplar of the Council’s values and behaviour protocols to ensure that the Council’s corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council’s ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members’ will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council’s priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Culture you will:

- Lead the management, development, performance and continuous improvement of all Culture services including, RAMM, Historical Guildhall, Underground Passages, Custom House, Arts & Events, Corn Exchange, Mayoralty, Red Coats & Visit Exeter.
- Be responsible for and contribute to Culture strategic and business plans and

effective policies that form a customer centric service.

- Be responsible for delivering Exeter City’s Council’s cultural strategy and supporting Exeter’s cultural organisations and partners to deliver a vibrant cultural offering.
- Take ownership of raising awareness and use of the Corn Exchange and Historic Guildhall ensuring they are cost effective and benefit residents.
- Take ownership of raising awareness and use of the Council’s cultural assets such as the Underground Passages and Custom House
- To be responsible for the RAMM’s world-class collections and ambitious programming to ensure that the museum is a place of discovery for everyone. This should include the identification and submission of bids for funding.
- Be innovative in the continued promotion of Exeter City, and be responsible for Visit Exeter and increasing sustainable tourism.
- Lead the planning and delivery of cost-effective programmes and events not limited to Arts & Events that engage residents, increase tourism while attracting a global audience.
- Be innovative in the council’s approach to the commercialisation of Culture services and generating profitable opportunities that benefit the city and residents.
- Be knowledgeable, informed and offer excellent judgement while adhering to relevant laws, national policies and current trends across the sector.
- Lead the professional development of employees within the Culture service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to Culture	X		
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to the Culture Service portfolio.	X		
Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		

E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge and experience of the Culture service portfolio.		X	
E - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

E – Essential

D – Desirable

Date last updated March 2024



Job description

JOB TITLE: Service Lead – Customers & Communities

POST NO: 0000

REPORTING INTO: Strategic Director – People

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Customers & Communities service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council's Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council's services.
- Be an exemplar of the Council's values and behaviour protocols to ensure that the Council's corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council's priorities and responsibilities.

- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Customers & Communities, you will:

- Lead the management, development, performance and continuous improvement of all our Customers & Communities service including Customer Service Centre, Consultation, Community Engagement/Grants, Customer Insight/CRM and Complaints.
- Be responsible and contribute to strategic plans and policies that influence, and shape customer centric council services.
- Own and maximise the use of data, analytics and trends to drive continuous improvement and aid efficiency across the council through Customer Insight/CRM.
- To be responsible for consulting with stakeholders and engaging with our communities to ensure we are providing the services and support that our communities and stakeholders need. This will include the administration and distribution of community grants.
- Champion and be a role model for positive performance management leading initiatives to create a workforce that reflects our diverse community.
- Review and introduce new processes for owning, handling, monitoring and reporting of complaints, while contributing to the timely resolution of these.
- Form excellent partnerships with regional and national stakeholders to learn, influence and embed best practice across the Council.
- Be knowledgeable, informed and offer excellent judgement while adhering to relevant laws, national policies and current trends across the sector.
- Be a champion of collaborative working by engaging services across the council and external stakeholders to deliver an outstanding Customer Experience service, which contributes to a healthy and safe city for all.
- Drive innovation ensuring forward thinking practices are embedded that have a direct impact on Exeter City colleague and customers.
- Lead the delivery and development of the CRM ensuring all employees maximise training and that policies are effective with excellent employee engagement.
- Lead the professional development of employees within the Customer & Communities service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Person Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to Customers &	X		

Communities.			
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to Customers & Communities.	X		
Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge leading services related to the Customer & Communities Services.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

Date last updated March 2024

JOB TITLE: Service Lead – Digital & Data**POST NO:** 0000**REPORTING INTO:** Strategic Director – People**MAIN PURPOSE OF ROLE**

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Digital & Data service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES**As a member of the Council's Operational Management Board (OMB) you will:**

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council's services.
- Be an exemplar of the Council's values and behaviour protocols to ensure that the Council's corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council's priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Digital and Data you will:

- Lead the management, development, performance and continuous improvement of our Digital & Data service including Data Governance (Protection) & Systems, Performance Framework & Business Intelligence, IT Client, GDPR, FOIs, Corporate Plan.
- Work with our ICT Provider, Strata, as client lead to oversee our ICT budgets, allocate and prioritise ICT resources and to deliver the council's digital customer strategy.
- Lead the design, implementation and ongoing development of the council's digital and data approach, while supporting architecture, programmes and training to staff and members. All while ensuring, we are providing the best value for money.

- Be responsible for working with services to develop a Performance Management Framework that can monitor progress against objectives and help to inform decision making.
- Take ownership of and maximise the use of business intelligence. To engage and work with key stakeholders and Directorates creating a culture that embeds the use of business intelligence to improve programmes and services.
- Have overarching responsibility for the Council's Corporate Plan, including the planning and engaging of key stakeholders across the organisation.
- Provide expert advice on the council's data strategy, including positioning the council as a sector leader in the use of technology.
- Be responsible for GDPR and FOI and to take ownership of information governance and cyber security
- Take ownership for the continuous improvement of digital platforms, not limited to the council website and intranets, while ensuring these are aligned with our Digital Customer approach.
- Lead the professional development of employees within the Digital & Data service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
Educated to Degree Level or equivalent relevant to Digital & Data.	X		
Evidence of Continuing Personal and Professional Development (CPD) in relation to Digital and Data.	X		
Criteria – Experience			
Extensive leadership and senior management experience in a complex organisation.	X		
Evidence of controlling and managing substantial budgets.	X		
Evidence of cultivating a high-performing culture that delivers cost-effective		X	

outcomes.			
Essential criteria – skills, abilities and knowledge			
Extensive knowledge and experience of Digital and Data services.		X	
Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
Excellent ability to collaborate with internal and external stakeholders.		X	
Solution focused and innovative in overcoming challenges facing the Council.		X	
A resilient, tenacious and courageous outlook.		X	
Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	



JOB TITLE: Service Lead – Environment

POST NO: 0000

REPORTING INTO: Strategic Director – Community Services

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Environment service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council’s Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Councils services.
- Be an exemplar of the Council’s values and behaviour protocols to ensure that the Council’s corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council’s ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members’ will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council’s priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Environment you will:

- Lead the management, development, performance and continuous improvement of all Environment services including Environmental Health, Emergency Planning, Air Quality, Public Health, Business Continuity, and Licensing.
- Be responsible for and contribute to Environment strategic and business plans and

effective policies that form a customer centric service.

- Ensure the councils' statutory obligations in relation to environmental health are met, which contribute to an excellent place to live, work, visit and study.
- Be responsible for the collation, analysis, interpretation and reporting of statistical data for the Council and regulatory authorities in relation to the Environmental Services.
- Be responsible for ensuring adequate arrangements are in place to deal with incidents as defined under the emergency plan. This includes coordinating with other agencies, liaising with other council departments and ensuring that the service delivers the optimal response possible to the emerging incident.
- Ensure that the Council has robust business continuity arrangements in place
- Champion collaborative working with internal council services and external agencies not limited to Public Health England, Drinking Water Inspectorate and other local authorities.
- Have overarching responsibility for and offer excellent advice and guidance in relation to licensing legislation and policies.
- Be knowledgeable, informed and offer excellent judgement while adhering to relevant Environment laws, national policies and current trends across the sector.
- Lead the professional development of employees within the Environment service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E – Educated to Degree Level or equivalent relevant to Environmental Health.	X		
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to the Environment service portfolio.	X		
E - Environmental Health membership of a relevant professional body or working towards this.	X		
Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		

E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge and experience of the Environmental service portfolio.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

Date last updated March 2024

JOB TITLE: Service Lead – Finance -**POST NO:** 0000**REPORTING INTO:** Strategic Director – Corporate Resources**MAIN PURPOSE OF ROLE**

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Finance service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES**As a member of the Council's Operational Management Board (OMB) you will:**

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council's services.
- Be an exemplar of the Council's values and behaviour protocols to ensure that the Council's corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.-
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council's priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Finance you will:

- Lead the management, development, performance and continuous improvement of all Finance services including, Accountancy, Revenues & Benefits, Exchequer, Internal Audit Client, Sundry Debt Collection & Risk Management.
- Lead the day-to-day responsibilities of the Finance Service including developing, reviewing and monitoring the forward planning and preparation of the Council's Medium-Term Financial Strategy and annual Revenue and Capital Budgets.
- Offer strategic leadership to support the financial transformation and sustainability of services. To provide financial business partnering advice to Directors to support the sustainability of their services and address key financial challenges.
- Be accountable for the deployment of all available resources for the revenues and benefits services for Exeter City.

- Be responsible for ensuring prompt payment for goods and services and for managing the efficient and timely collection of sundry debt.
- Have overall responsibility the Finance service ensuring all methods of working within these areas are compliant with relevant primary and secondary legislation, guidance and caselaw.
- Continue to review and transform operating models related to the Finance portfolio while mitigating risks and influence change across the organisation.
- Lead the council's risk management function and act as the Internal Audit Client Lead and manage day-to-day relationships with external auditors and relevant stakeholders.
- Manage the council's investments appropriately, safeguarding public funds and effectively managing the Exchequer service.
- Lead the professional development of employees within the Finance service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to Finance.	X		
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to the Finance service portfolio.	X		
E- Qualified accountant with current membership of the relevant professional body.	X		
Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			

E - Extensive knowledge and experience of the Finance service portfolio.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

E – Essential

D – Desirable

Date last updated March 2024

JOB TITLE: Service Lead – Housing**POST NO:** 0000**REPORTING INTO:** Strategic Director – People**MAIN PURPOSE OF ROLE**

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Housing service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES**As a member of the Council's Operational Management Board (OMB) you will:**

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council's services.
- Be an exemplar of the Council's values and behaviour protocols to ensure that the Council's corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council's priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Housing you will:

- Lead the management, development, performance and continuous improvement of all Housing services including, Housing Needs & Homelessness, Tenancy Services and Rent, and Private Sector Housing.
- Be responsible for and contribute to Housing strategic and business plans and effective policies that form a customer centric service.
- Be innovative in the creation and implementation of strategies that aim to reduce homelessness and rough sleeping across the city.

- Engage and work with the private sector to reduce the number of empty homes and create partnerships to address the council's priorities.
- Own and maximise the use of data, analytics and trends to drive continuous improvement and to use evidence-based practice to make informed decisions.
- Be a champion of collaborative working by engaging services across the council and external stakeholders to deliver an outstanding Housing service, which contributes to a healthy and safe city for all.
- Be knowledgeable, informed and offer excellent judgement while adhering to relevant housing laws, national housing policies and current trends across the sector.
- Identify the needs for affordable housing in the city and encourage the provision of new housing to address these issues. To work with relevant services and organisations across the public and private sector to overcome any obstacles.
- To proactively develop and maintain partnerships with private sector housing organisations and landlords, to ensure compliance with regulations and create a customer centric service that supports tenants.
- To lead Tenants & Residents Forums and other avenues to engage tenants with decisions about their neighbourhoods and place they live.
- To oversee the effective delivery of income ensuring the council maximises income streams, collects the highest levels of rent, while providing an effective value for money.
- To continuously review and improve the quality, security and energy rating of all the council's housing stock so tenants have a safe and energy efficient place to live.
- Lead the professional development of employees within the Housing service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- To provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to Housing.	X		
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to Housing Management Services.	X		
E - Chartered membership of the Chartered Institute of Housing (CIH) or other relevant profession body.	X		

E - A minimum of foundation degree/Level 5 qualification in housing management.	X		
Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge and experience of the Housing Management Services sector.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

Date last updated March 2024



Job description

JOB TITLE: Service Lead – HR, Workforce Planning & OD

POST NO: 0000

REPORTING INTO: Strategic Director – People

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the HR, Workforce Planning & OD service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council's Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council's services.
- Be an exemplar of the Council's values and behaviour protocols to ensure that the Council's corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council's priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for People & Organisational Development you will:

- Lead the management, development, performance and continuous improvement of our HR & OD, EDI & Safeguarding, Internal Health and Safety, Wellbeing, HRIS & Payroll.
- Lead our People function across the whole council while offering expert advice and guidance ensuring that the service contributes to our strategic aims.
- Be responsible and contribute to HR & OD strategic plans and effective HR policies that influence, and shape council services not limited to the People & Culture Plan.
- Own and maximise the use of data, analytics and trends to drive continuous improvement and to aid efficiency across the council to drive a proactive recruitment and retention strategy across the council.
- Champion and be a role model for positive performance management leading initiatives to create a workforce that reflects our diverse community.
- Ensure that workforce arrangements are safe and compliant with H&S requirements
- Form excellent partnerships with regional and national stakeholders to learn, influence and embed best workforce practice across the council.
- Drive innovation while delivering forward thinking wellbeing practices that have a direct impact on Exeter City colleagues.
- Lead the delivery of EDI and Safeguarding, ensuring training and policies are effective with excellent employee engagement.
- Take ownership of organisational development while leading initiatives that create efficient and cost-effective directorates.
- Lead on the values and behaviours for the council which shape the culture of the council and empower employees to do their best work.
- Advise the cabinet, committees, members and other key stakeholders on people and employment related matters.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Engage, inform and continue to develop strong and positive relationships with recognised Unions/ staff associations.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Person Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to the role.	X		
E - Evidence of Continuing Personal and Professional	X		

Development (CPD)			
E - CIPD Chartered Member or Fellow Status	X		
Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge leading services related to People, HR and OD.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

JOB TITLE: Service Lead – Legal**POST NO:** 0000**REPORTING INTO:** Strategic Director – Corporate Resources**MAIN PURPOSE OF ROLE**

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Legal service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES**As a member of the Council's Operational Management Board (OMB) you will:**

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council's services.
- Be an exemplar of the Council's values and behaviour protocols to ensure that the Council's corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.-
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council's priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Legal you will:

- Lead the management, development, performance and continuous improvement of all Legal services including: legal services, democratic services, corporate governance, procurement, elections/electoral registration.
- Provide the interface between the Legal Services portfolio and all levels of

management and directorates including the delivery of timely and effective legal advice.

- Champion the maintenance of legal and ethical standards to ensure the lawful behaviour and decision making of Members and Officers.
- Be responsible for ensuring that the council has effective Corporate Governance arrangements in place that are compliant with regulatory requirements.
- Provide litigation and represent the council before court, inquiries and tribunals.
- Be responsible for and contribute to Legal strategic and business plans, corporate governance and effective policies that contribute to forming a customer centric organisation.
- Manage activities related to elected members, including member development and other responsibilities that enable members to fulfil the duty of their roles.
- Lead the continuous transformation of our procurement and supply chain management systems and processes, while providing advice and support to both internal and external stakeholders.
- Manage and control the efficient and effective planning and delivery of the elections and electoral registrations.
- Lead the professional development of employees within the Legal service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to Legal.	X		
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to the Legal Services portfolio.	X		
E - Extensive experience as a practising Solicitor or Barrister (or equivalent qualification and experience).	X		
Criteria – Experience			
E - Extensive leadership and senior management			

experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge and experience of the Legal services.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

E – Essential

D – Desirable

Date last updated March 2024

JOB TITLE: Service Lead – Leisure & Healthy Living

POST NO: 0000

REPORTING INTO: Strategic Director – Community Services

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Leisure & Healthy Living service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council's Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council's services.
- Be an exemplar of the Council's values and behaviour protocols to ensure that the Council's corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council's priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Leisure & Healthy Living you will:

- Lead the management, development, performance and continuous improvement of all Leisure & Healthy Living services including Leisure Services, Healthy & Active Lifestyles, Commercialisation, and Sales & Marketing.
- Ensure that the council's leisure and healthy living programmes and contracts are delivered to the highest standards and generate the required income streams, along with monitoring other relevant contracted services and service level agreements.
- Take ownership for delivering the council's aspirations to address health

inequalities, improve access to community leisure opportunities and tackle deprivation for an inclusive quality of life for all.

- Develop and implement the creation of a Corporate Sales and Marketing Team to maximise opportunities in increase income generation.
- Provide strategic and operational oversight of leisure and healthy living policies, strategies and programmes to deliver the council's priorities.
- To represent the Council on internal and external strategic and policy groups as required. To be the Council lead contact with Sport England and other relevant national bodies.
- Actively seek out and secure government and other externally funded programmes of work and interventions in relation to Leisure and Healthy Living.
- Be knowledgeable and informed while adhering to relevant local and national policies, programmes and trends related to Leisure & Healthy Living portfolio.
- Provide strategic advice and leadership for the Wellbeing Exeter Programme ensuring that Council and partners strategies and policies are implemented by delivery partners and that additional programmes from the Sport England programme are fully embedded into the Wellbeing Exeter platform.
- Lead the professional development of employees within the Leisure & Healthy Living service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retaining staff.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to Leisure & Healthy Living.	X		
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to the Leisure and Healthy Living portfolio.	X		
Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		

D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge and experience of the Leisure & Healthy Living portfolio.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

E – Essential

D – Desirable

Date last updated March 2024

JOB TITLE: Service Lead – Operations

POST NO: 0000

REPORTING INTO: Strategic Director – Community Services

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the Operations service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council's Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council's services.
- Be an exemplar of the Council's values and behaviour protocols to ensure that the Council's corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council's priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Service Lead for Operations you will:

- Lead the management, development, performance and continuous improvement of our Parks & Grounds Maintenance, Waste Management, Cleansing, Harbour & Waterways, Cemeteries and Fleet services.
- Take ownership of Public and Greenspace development programmes, investment, maintenance and repair, while creating an excellent environment for the local community.
- Lead the strategic and operational aspects of the council's Waste Management, fleet and cleansing service, creating a value for money, efficient and customer centric service.
- Have in depth understanding of operational techniques and practices including recycling centre operations, waste transfer operations, waste treatment and disposal methods and experience managing complex waste related contracts.

- Act as the Council’s lead advisor on relevant legislation, codes of practice, national policies, best practice and to ensure that all the Operations portfolio meets with these requirements.
- Lead and be responsible for the maintenance and upkeep of the City Council’s cemeteries.
- Embed a culture where working methods are in accordance with policies, procedures and safety standards, and that regular inspections are carried out, recorded and rectified or improved as necessary to ensure a safe working environment across the service.
- Ensure effective financial management & planning of large revenue and capital budgets, maximise income generating opportunities across a range of services and instil a culture of commercial awareness.
- Have responsibility for complex confidential and sensitive situations and lead the development of our Harbour & Waterways strategy.
- Lead the professional development of employees within the Operations service creating a pathway for future leaders and qualified members of staff, while also addressing barriers to retention.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Provide accurate, timely and relevant advice to the Directors, Chief Executive, Members and other key stakeholders where appropriate.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Personal Specification

Criteria - Educational Standards	Assessed by application form	Assessed by interview panel	Assessed by a presentation
E - Educated to Degree Level or equivalent relevant to Operations.	X		
E - Evidence of Continuing Personal and Professional Development (CPD) in relation to the Operations service portfolio.	X		
E - Chartered Waste Manager qualification (MCIWM) with Extensive and demonstrable experience of senior waste service leadership	X		
Criteria – Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		

D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Essential criteria – skills, abilities and knowledge			
E - Extensive knowledge and experience of the Operations service portfolio.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

PERSON SPECIFICATION

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APPENDIX C

OMB and SMB feedback on proposed structure

SMB and OMB were consulted on the proposed structure. The table below summarises the suggestions made by SMB/OMB on where functions should sit within the proposed structure and the decision taken by the Chief Executive with support and guidance from the LGA.

Service	Suggestions on place in Structure	Decision
Operations	Add Cemeteries	Included as a specific area of responsibility
City Development	Break into three distinct teams: 1. Planning Policy 2. Development Management 3. Development Delivery	Agreed.
Land Charges	Keep with Building Control	Agreed
Consultation and engagement	Include with Customer and Communities	Agreed
DP and FOI	Move to Legal Legal should be separate from DP/FOI to maintain impartiality in any appeals process	Agreed
Health and Safety in Asset Management	Yes but move internal H&S to HR	Agreed
Facilities Management	Include Civic Centre Team. Hard and soft facilities management.	Agreed
Digital and Data	Website and ICT Client to sit with SL Digital and Data	Agreed
Policy and Research	Policy and Research to sit with CX Support	Agreed
Performance and Business Intelligence	Expand Performance to include Business Intelligence	Agreed
Waterways	Stay in Operations	Move to Operations
Governance	Legal Services with oversight from CX	Agreed
Red Coats and Visit Exeter	Include in the structure	Added to Culture
Community Safety and ASB and Control Centre	In Customer & Communities Or People Environment	All functions to move to Place In keeping with best practice.

Service	Suggestions on place in Structure	Decision
	Housing	
Engineering	Move to asset maintenance	Agreed
Enforcement	Expertise to remain within services	Cross Cutting review recommends that Enforcement stays with services with Legal supporting escalation of enforcement processes
Licensing	Conflict if in Legal In Env. Health	Move to Env Health
Audit	Done by SWAP?	Client function with Finance
Sundry debt collection	In Exchequer	Yes in Finance
Fundraising, commercialisation & marketing , business services		Commercialisation and Sales and Marketing added to Leisure and Healthy Living Service. Remainder to sit with CX Support
Community engagement	In Place	In People to understand our offer and intention and to work across all services
Complaints	Move to Customer	Agreed
Private sector housing	With Homelessness	PSH should stay with Housing. This is in keeping with what many other councils do.
Customer insight	Where should this sit?	People – Customer engagement
EDI & Safeguarding	HR CX Community engagement	HR
Procurement	In Legal or Finance	Legal
City Centre	In Culture	No – focus on businesses, whereas culture involves whole place
Building control	Synergies with Planning and City Development	City Dev't
Healthy and Active lifestyles	to sit under SL for City Centre and Net Zero, in Place.	Leave with Leisure and include commercialisation

Service	Suggestions on place in Structure	Decision
	It makes sense for healthy/active living to be aligned with leisure.	
Commercial assets	In resources	Agreed
Risk Management and Corporate Governance	In CX support function	Governance review – Democratic Services look after Constitution Risk management - Sit under SL Finance with Audit and Insurance
Health and Safety	Impartial in HR In Env. Services?	Internal H&S to sit with HR All other H&S to sit with Asset Maintenance
Debt recovery	Accounting	Agreed to include in Finance
Net Zero	In Place	Agreed
City Centre/Business Engagement	In Business Services	Keep in Place. Business Services have been removed from revised structure.
Customer	People	Agreed
Car Parking	In Operations	Agreed. Moved to Commercial Assets to maximise income generation opportunities.
Matford centre and Markets	In Culture	No this should remain in Commercial assets
Emergency Planning and Business Continuity	In Environment	Agreed
Change `Housing Enabling` to `Social Housing Delivery`, to reflect COB programme		Changed to Development Delivery to encompass enabling and delivery.
People and Organisational Development function	In People Directorate best placed alongside customer and digitisation, and this to devise, lead, support, implement and maintain the change journey ahead.	Agreed
Liveable Exeter Delivery – new Service Lead role		No – tie in with Development Delivery

Service	Suggestions on place in Structure	Decision
Could a Deputy Chief Executive role be included as part of one of the other Directors or a standalone role?	Could be with the person or the role?	Consider later at further stage. Directors are responsible for representing the CX when needed.
Leisure and Healthy Living	Should split – Leisure in Ops, Active and Healthy in People with Grants under the SL for Customer & Communities Or sits well together	Leave as is – but add commercialisation, sales and marketing

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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SEATING IN THE GUILDHALL

Agenda Annex

		Deputy Lord Mayor Councillor Read (G)	Chief Executive	Lord Mayor Councillor K.J. Mitchell (LD)	Democratic Services Manager	Service Lead Legal Services	
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Democratic Services Officers				Director Corporate Services	Director Finance	Director
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Councillors	Councillors	Councillors	TABLE	Councillors	Councillors
Warwick (L)	Miller (L)	Bialyk (L)		Moore, (G)*	Jobson (C)
Atkinson (L)	Snow (L)	Wright (L)		Mitchell, M.N. (LD)*	Leadbetter(C)
Patrick (L)	Begley (L)	Denning (L)		Fullam (LD)*	Holland (C)
Ellis-Jones (L)	Vizard (L)	Williams, R.T. (L)		Sparling (G)*	Sheridan (C)
Lights (L)		Parkhouse (L)		Ketchin (G)*	
Allcock (L)	Knott (L)	Foale (L)		Bennett (G)*	
Branston (L)				Rees (G)*	

Cllr Asvachin (L)	Cllr Williams M.J. (L)	Cllr Wardle (L)	Cllr Wood (L)	Cllr Pearce (L)			Cllr Hannaford (I)	Cllr Harvey (I)
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L: Labour: 23
G: Green: 6*
LD: Liberal Democrat 3*
C: Conservative: 4
I: Independent 2

* Known as the
Progressive Group

Portfolio Holders

Bialyk: Leader
 Wright: Deputy Leader and Culture and City Centre Strategy
 Parkhouse: Climate and Ecological Crisis
 Williams, R.T.: Place and City Management
 Denning: Council Housing Development and Support Services
 Wood: Leisure Services and Physical Activity
 Foale: Corporate and Democratic Services and Environmental Health
 Pearce: Communities and Homelessness Prevention

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