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To: The Chairman and Members of the Executive Board  
Other Members of the Council for information  
Chief Executive  
Corporate Directors

Dear Sir/Madam

**Executive Board, Wednesday, 24 November 2004 at 5.30 pm**

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

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

**Would Members please bring to the meeting the following documents:**

- Regional Spatial Strategy for South West – SWRA booklet and summary document  
(circulated with the Environment Overview Committee agenda of 11 November 2004)**
- Review of the Communications Policy and Customer First Policy**
- Freedom of Information Policy**
- Licensing Act 2003 – Licensing Policy Adoption**
- Customer Access Strategy  
(circulated with the Strategic Overview Committee agenda of 16 November 2004)**
- Future management arrangements for Leisure facilities – Options Appraisal.  
(circulated prior to the meeting of the Communities Overview Committee of 18 November 2004)**
- Coloured Performance Indicator information  
(circulated with the relevant overview committee agendas this cycle)**

Yours faithfully

MARK WILLIAMS

Chief Executive

# AGENDA

## Part A

			Page/s
1	To confirm the minutes of the meeting of the Executive Board held on 27 October 2004.		5-9
2	To receive any apologies		
3	To consider any items which in the opinion of the Chairman, should be dealt with as matters of urgency because of special circumstances.  (Note: Such circumstances need to be specified in the minutes; any Member wishing to raise a matter under this item is requested to notify the Chief Executive in advance of the meeting)		
4	To agree any items to be dealt with after the public (including the press) have been excluded. The items which the Officers recommend should be dealt with in this way are shown under Part B of the agenda.		
5	To note the contents of the Forward Plan for the period 1 December 2004 to 31 March 2005		10-12
6	Matters referred to the Executive Board (by an Overview Committee or the Council) for re-consideration in accordance with the Overview Procedure or budget and Policy Framework Procedure Rules under Part 4 of the Constitution (no items have been put forward).		
7	To note or take appropriate action in respect of the following reports from the Overview Committees:		
	Strategic Overview	16 November 2004	To follow
	Environment Overview	11 November 2004	To follow
	Economy Overview	17 November 2004	To follow
	Communities Overview	6 October 2004	13-14
		18 November 2004	To follow

## Key Decisions

8	Future management arrangements for East Devon's Leisure Facilities:– Options appraisal – presentation by PMP Consultants (Tim Mills)	Head of Leisure and Lifestyles	*+report previously circulated
9	East Devon Local Plan Public Inquiry Part 2 – Pre-Inquiry Changes	Head of Policy & Conservation	15-29
10	Customer Access Strategy	Head of ICT	30-39 **+ report previously circulated
11	Licensing Act 2003 – policy document	Head of Legal and Member Services	40-44 **+ report previously circulated

12	Anti-Social behaviour statement	Head of Housing and Social Inclusion	45-55
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**Matters for Decision**

13	Capital funding requirements 2005/06 to 2006/08	Financial Services Manager	56-61
14	Revenue and Capital monitoring report 2004/05 – month six (September)	Financial Services Manager	62-66 ****colour booklet
15	Quarterly monitoring of performance – second quarter 2004/05	Policy Manager	67-81 +colour pages previously circulated
16	Adoption of Asbestos Policy	Property Services Manager	82-83 ****+ booklet
17	Freedom of Information Policy	Policy Manager	84-85 **+ report previously circulated
18	Employment Policy up-dates	Head of Organisational Development	86-99
19	Lease Car Policy	Head of Organisational Development	100-101
20	Regional Spatial Strategy for the South West 2006-2026 – consultation report	Head of Policy and Conservation	102-106 ***+ report previously circulated
21	Review of the Communications and Customer First Policies	Policy Manager	107-115 **+ report previously circulated

\* report considered by the Communities Overview Committee at its meeting on 18 November 2004.

\*\* report considered by the Strategic Overview Committee at its meeting on 16 November 2004.

\*\*\*report considered by the Environment Overview Committee at its meeting on 11 November 2004.

\*\*\*\*circulated to Members of the Executive Board only, to keep print costs down but copies are available on request, preferably electronically, and there will be spare copies at the meeting.

**22 The Vice-Chairman of the Board to move the following:-**

“that under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed”.	115
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## **Matters for Decision – Exempt Information**

23	Implications of the Medium Terms Financial Plan and the prioritisation process	Para 1 Schedule 12a – Information relating to particular employees	Chief Executive	116-139
24	Redundancy Policy and Procedure	Para 1 Schedule 12a – Information relating to particular employees	Head of Organisational Development	140-153
25	Housing and Social Inclusion Service – interim staffing arrangements	Para 1 Schedule 12a – Information relating to particular employees	Head of Housing and Social Inclusion	154-167

### **Members Remember!**

You must declare any personal or prejudicial interests in an item before it is discussed. Make sure you say the reason for your interest, as this has to be included in the minutes. If your interest is prejudicial you must leave the room. You also need to declare when you are subject to the party whip, again before the matter is discussed.