

CABINET

12 April 2023

Present:-

Councillors R Croad, A Davis, R Gilbert, J Hart (Chair), S Hughes, J McInnes (Vice-Chair), A Saywell and P Twiss

Councillor Leadbetter (in remote attendance)

Members attending in accordance with Standing Orders 25

Councillors J Brazil, R Hannaford, J Trail BEM, C Whitton and S Randall Johnson (in person)

Councillors F Biederman and A Dewhirst (in remote attendance)

* 306

Minutes

RESOLVED that the minutes of the meeting held on 8 March 2023 be signed as a correct record.

* 307

Items Requiring Urgent Attention

There was no item raised as a matter of urgency.

* 308

Announcements

There was no announcement by the Chair at this meeting.

* 309

Petitions

The Leader was presented, by Liz Montague and Phil Comelio with a petition organised by a village conservation group "Wild About Loddiswell" containing in excess of 400 signatures concerning green space in the centre of Loddiswell. The Petition asked that the land not be sold for development and allow the village to keep it as green space.

The Chair indicated that the relevant Cabinet Member or Director would be asked to respond direct to the petitioners on the issues raised, within 15 days.

* 310

Question(s) from Members of the Council

There was no question from a Member of the Council.

* **311** **Highway Infrastructure Asset Management Plan**

Councillors Biederman, Brazil, Dewhirst, Hannaford and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet considered the Report of the Director of Climate Change, Environment and Transport, (CET/23/28) which sought approval to adopt the updated Highway Infrastructure Asset Management Plan, circulated prior to the meeting in accordance with regulation 7(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Corporate Infrastructure and Regulatory Services Scrutiny Committee at its meeting on 23 March 2023 had considered the Report of the [Standing Overview Group: Highways Asset Management Plan](#) which covered the Highways Infrastructure Asset Management Plan, Strategic Asset Management and the impact of funding challenges. The Committee had accepted the Report as an accurate record of the meeting and subsequently recommended;

(a) that the Highways Infrastructure Asset Management Plan contains further reference to taking opportunities for joint working with districts, towns and parishes on wider aspects of road maintenance such as litter picking; and

(b) that a map system to allow Councillors to easily identify the maintenance category of Devon roads be developed (alongside the plans to provide Councillors with access to the asset condition map) and that Members be permitted the ability to discuss with Officers the maintenance hierarchy of roads.

Cabinet noted that the Plan had been updated to incorporate the recommendations and the Cabinet Member for Highway Management thanked the Members involved in helping to shape its development.

He added that together with additional feedback from key stakeholders the Plan provided the Council with the best possible platform for which to adapt and evolve to best match the ever-changing environment it operated in.

The Cabinet noted that the updated Highway Infrastructure Asset Management Plan and associated Annexes (The Plan) was the next important suite of documents that sat alongside the Highway Asset Management Policy and Strategy, which had been approved by Cabinet in April 2022. (Report available here: [Highway Infrastructure Asset Management Policy and Strategy](#), Minute *143 referred [Cabinet 13 April 2022](#)). The Plan allowed for more focus and detail to be applied to key asset groups, describing the asset management tools and processes that the Service used to plan, operate and monitor their ongoing management and maintenance. The Plan was attached to the Report as Appendix B.

Through national performance measures such as the Incentive Fund, the Service reflected a strong maturity level in terms of its approach and adoption of asset management practices, a review was an important process to ensure good practice and a positive culture was incorporated and maintained. Updates to national guidance, notably a revised code of practice 'Well-managed Highway Infrastructure' had also steered this review and heavily influenced its structure. Link available here: [Code of Practice | CIHT](#)

The key elements of strategic asset management were:

- individual Asset strategies were required for each asset group and should be appropriate;
- asset plans must be aligned with larger corporate priorities;
- risk, cost and performance over time must be balanced; and
- Cultural challenges should be considered just as much as technical challenges.

This Plan had been derived from the Asset Management Policy and Strategy, (approved by Cabinet in April 2022) and provided more detailed information relating to how the organisation's asset management objectives could be achieved and how asset life-cycle decisions were put into practice. It introduced key asset management concepts and associated individual Annexes had been developed for twelve key asset groups, which allowed for focused maintenance strategies to be applied.

These asset groups were:

- Annex 1 – Carriageways (Road Surface)
- Annex 2 – Footways
- Annex 3 – Cycleways
- Annex 4 – Drainage
- Annex 5 – Fences and Barriers
- Annex 6 – Trees and Soft Landscape
- Annex 7 – Road Markings and Studs
- Annex 8 – Signs and Other Traffic Assets
- Annex 9 – Park and Ride Sites
- Annex 10 – Public Rights of Way
- Annex 11 – Structures
- Annex 12 – Traffic Signals and Street Lighting

Due to the current level of investment into highway assets, decline of some roads was unavoidable. The Service had therefore developed a framework of Maintenance Strategies ranging from 'improved condition' through to 'safety only'. These could be applied to the various asset types to create a set of Maintenance Standards.

This review of The Plan fitted within a wider framework of documents including the Highway Asset Management Policy and Strategy, which had been approved by Cabinet in April 2022. As part of this approval an Impact Assessment had been prepared which could be seen here: [Highway Infrastructure Strategy and Policy - Impact Assessment \(devon.gov.uk\)](https://www.devon.gov.uk). The impact assessment also contained an Equality Analysis.

The Plan had been subjected to an Independent Peer review as well as Internal Review.

It further aligned with the Strategic Plan with 'Best Place' priorities flowing through the Plan. The Report further explained (section 7), that in order to provide context to the main overarching Asset Management Strategy of 'managing decline' it provided the current national picture, and the impact this had to Devon, which was profound.

The matter having been debated and the options and alternatives and other relevant factors (e.g. financial, sustainability and carbon impact), risk management, equality and legal considerations and alignment with the Council's Strategic Plan) set out in the Director's Report having been considered:

it was **MOVED** by Councillor Hughes, **SECONDED** by Councillor Hart, and

RESOLVED

(a) that the updated Highway Infrastructure Asset Management Plan and associated Annexes be adopted;

(b) that the Director of Climate Change, Environment and Transport, in consultation with the Cabinet Member for Highway Management, be given delegated authority to make minor amendments to the Highway Infrastructure Asset Management Plan and associated Annexes; and

(c) that the Report be shared with Devon Members of Parliament.

* **312** **County Road Highway Maintenance Capital Budget and Progress on 2022/23 Schemes and Proposals for the 2023/24 Programmes**

Councillors Biederman, Brazil, Dewhirst, Hannaford and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet considered the Report of the Director of Climate Change, Environment and Transport, (CET/23/29) on capital funding for highway maintenance and the On-street Parking Account (OSP). It further reviewed the progress delivered in 2022/23 for the capital programme and detailed the proposed programmes for capital funding and OSP for 2023/24. The Report had been circulated prior to the meeting in accordance with regulation 7(4) of

the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The 2023/24 indicative funding awarded to the Council from central Government included in the Report had been approved by Full Council in February 2023. The Chancellor's March budget had included additional capital Potholes funding, of which Devon's allocation was £9,390,800. Recommendation (c) requested this be added to the 2023/24 capital programme and approval sought to allocate the capital funding across the programmes and schemes proposed in 2023/24 as listed in appendices D and E.

An overprogramming element within the programme helped to manage in year pressures, therefore the allocations included an anticipated overprogramming carry forward value of Local Transport Plan (LTP) monies from 2022/23 of £0.621 million, subject to approval of the revenue and capital outturn Report, to be submitted to Cabinet in June 2023.

The Report also sought approval from Cabinet for the programme of work identified in accordance with the provisions of the Traffic Management Act 2004, to be funded from the On-street Parking Account as listed in appendix F.

The Cabinet noted that the Service had been performing well (evidenced through compliance with national guidance and development of a risk-based approach as identified in the code of practice (Well Managed Highway Infrastructure) and operated efficiently, demonstrated through benchmark data provided to the National Highway and Transport (NHT) Network.

Section 4 of the Report focussed on the Capital Programme and the Financial Considerations and Sources of Funding for 2023/24 including the LTP Needs Formula Allocation, Incentive Funding (Band 3), Potholes Fund, overprogramming brought forward, Highways lighting LED, Central Management System Street lighting and A379 Slapton Line projected brought forward grant, with table 1 showing all sources and amounts.

Section 5 of the report focussed on Road Condition and Strategy, noting that assessment of road surface condition of classified roads was provided using automated survey vehicles (SCANNER) and through visual surveys. Local Authorities (LA) were required to provide, over a two-year cycle, data to the Department for Transport (DfT) on the conditions of their 'A', 'B' and 'C' roads. Figure 1 showed the proportion of classified and unclassified roads across the network.

Appendix A, Figures 1 to 4 inclusive provided a summary of Devon's RCI data in a graphical form over time by road classification using the national indicator bands.

Progress on the 2022/23 Highway Structural Maintenance Programme was shown in Appendix B of the Report and the 2022/23 Bridges Assessment and Strengthening Programme could be found in Appendix C. It was further noted that there had been additional challenges due to the impact of inflation which had an impact on the spending power of the items within the programme.

Section 8 outlined the Capital Highways Maintenance Programme: 2023/24. The £66.149 million was proposed to be split with £58.333 million on Highway Structural Maintenance and £6.816 on the Bridge and Structures Programme.

Key elements of the proposed programme were explained in full relating to:

- Highway Structural Maintenance (HSM): Principal Roads (A class roads).
- Skid Resistance Treatment (SCRIM).
- Local Asset Programme.
- Preventative Programme.
- Minor Road Strategy.
- Road Restraint Systems.
- Road Weather Stations.
- Highway Lighting Column Upgrades and LED Replacement.
- Traffic Signal Replacements.
- Bridges and Structures.
- Storm Damage (resilience contingency).
- Cycleways and Public Rights of Way Network.

The Cabinet noted that the current approach to scheme selection used a preventative regime based upon need and sound asset management principles that optimised the use of available funding to reduce whole life maintenance costs.

In relation to the On-Street Parking Account (OSP), it was noted that the expenditure of on-street parking income was restricted by the Road Traffic Regulation Act 1984.

Funded from the OSP, the 2023/24 Highways Maintenance budget included £1.7 million for highways cyclic revenue maintenance works, a £3.3 million subsidy was provided to bus services and an additional £250,000 allocated for the delivery of pay & display schemes in key communities as previously agreed. Full details of the proposed OSP non-operating expenditure for 2023/24, totalling £6.116 million, were shown in Appendix F.

There continued to be a high demand from communities for the review and implementation of parking restrictions, therefore requests for new schemes were prioritised on the basis of traffic management need, sustainability, and community support for inclusion.

The priorities laid out in the Council's Strategic Plan 2021 - 2025 had been used to shape the new Highways Infrastructure Asset Management Plan which in turn determined the priorities of the Highways and Infrastructure service.

An Impact Assessment had been prepared and previously circulated separately to all Members of the Council as part of the Budget Setting Process. [Budget setting 2023/2024 - Impact Assessment \(devon.gov.uk\)](https://www.devon.gov.uk/budget-setting-2023-2024-impact-assessment).

In summary, it was important to inform Cabinet of the performance of the highway network, however it further alerted Members to the fact that Government provided insufficient capital funding to meet all network maintenance needs. However, the proposed programme was designed to make best use of the available financial resources using the Cabinet endorsed Asset Management approach.

The Cabinet Member for Highway Management commented on the example of the innovative approach being taken to tackle the climate emergency and to protect the environment and that carbon management was an area where, with the support of Exeter University, the Council was taking a national lead with other highway authorities.

The matter having been debated and the options and alternatives and other relevant factors (e.g. financial, sustainability and carbon impact), risk management, equality and legal considerations and alignment with the Council's Strategic Plan) set out in the Director's Report having been considered:

it was **MOVED** by Councillor Hughes, **SECONDED** by Councillor Hart, and

RESOLVED

- (a) that the progress on 2022/23 capital funded highway maintenance programme as detailed in Appendices B and C to the Report is noted;
- (b) that the capital funded highway maintenance programme for 2023/24 as set out in Appendices D and E is approved;
- (c) that the Climate Change, Environment and Transport 2023/24 capital programme is increased by £9,390,800, funded by external grants;
- (d) that detailed allocation of the available budget be determined by the Director of Climate Change, Environment and Transport, in consultation with the Cabinet Member for Highway Management, on the basis of the Highways Infrastructure Asset Management Plan, and within the limits of the approved budget; and
- (e) the programme funded from the On-street Parking Account for 2023/24 as set out in Appendix F of the Report is also approved.

* **313** **Adult Social Care - Market Sustainability Plan and Sufficiency Assessment**

(Councillors Biederman, Brazil, Hannaford and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet considered the Report of the Director of Integrated Adult Social Care (IASC/23/1), circulated prior to the meeting in accordance with regulation 7(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Report updated Cabinet on market sufficiency challenges and actions the Integrated Adult Social Care team were taking to address concerns in the adult care and health provider market. The Market Sustainability Plan (MSP) had been published on 27th March 2023. The Cabinet further noted that the Department of Health and Social Care required Local Authorities to complete and publish the MSP as part of the grant conditions for the Market Sustainability and Fair Cost of Care Fund.

The adult social care market was fragile and challenged and had been slow to recover from the Covid-19 pandemic. The market issues present prior to the pandemic had been exacerbated, however there remained a strong partnership between the Council, NHS and independent sector providers.

One of the key challenges was the availability of workforce. Recruitment of Adult Social Care staff improved temporarily during 2020, but had now become very difficult, with heightened competition for labour across the wider economy as well as care staff returning to their native countries following the UK exit from the European Union. Devon also had proportionately fewer working age people compared to the rest of England and the age profile of the County meant there was greater demand for adult social care, both local authority and privately funded.

The care home market also needed to develop and diversify to ensure sustainability. There was an over provision of general residential homes, but a need for more bedded capacity to support people with complex needs including dementia. The nursing home market was also assessed as being high risk due to a lack of nurses in social care, the number nearing retirement, the estate (many buildings are not fit for purpose) and some homes in rural settings, making accessibility challenging. Capital investment had also not been sufficient. Workforce was also the biggest anticipated risk to maintaining a sustainable domiciliary care market.

Section 3 of the Report highlighted the actions to try and address the sufficiency issues, with the Council and NHS Devon developing a joint strategic approach to supporting people to live independently in Devon 2020 to 2025. The Council continued to work in partnership with NHS colleagues and providers to increase the range of housing and accommodation for older

people to maximise their capacity for independent living. The Council would also:

- collaborate with partners to identify solutions to attract the right workforce;
- work with District and City Councils to support provision of accommodation for key workers as well as opportunities for housing with support models (e.g. extra care housing);
- develop community services and housing with support offers;
- commission alternatives to 'traditional care' models, reducing reliance on bed-based care; and
- enhance the use of technology, digital solutions and equipment.

The MSP contained a more detailed plan for the care home and domiciliary care markets.

The Cabinet noted there were significant risks of increased cost pressures (affecting providers and the Council), which would be managed via the usual budgeting process. Future developments in services would be considered separately through the relevant governance processes.

In summary, the MSP provided information on the significant challenges faced in the adult social care market, along with actions to help address these challenges. The actions would support efforts to establish a vibrant and sustainable care market that met the changing needs of the people of Devon.

The matter having been debated and the options and/or alternatives and other relevant factors (e.g. financial, sustainability (including carbon impact), risk management, equality and legal considerations) set out in the Director's Report and/or referred to above having been considered:

it was **MOVED** by Councillor McInnes, **SECONDED** by Councillor Hart, and

RESOLVED

(a) that the key risks to market sufficiency as set out in the Market Sustainability Plan, be noted;

(b) that the actions being taken to tackle the market sufficiency issues be endorsed; and

(c) where appropriate, influence and lobby Government to improve funding for adult social care and increase the recognition and increased pay for care workers to secure future market sustainability to support the people of Devon.

* **314** **Health and Adult Care Scrutiny Committee - Carers Spotlight Review - A Follow Up**

(Councillors Biederman, Randall Johnson and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet noted that at its meeting on 21 March 2023, the Health and Adult Care Scrutiny Committee had considered the Report of the [Carers Spotlight Review – A Follow Up](#), and had RESOLVED *‘that the recommendations detailed in the Follow-up report be commended to the Health System in Devon, subject to Recommendation 1 to read: that the Committee recognises the invaluable role of replacement care and urges the Council to develop an effective replacement care offer for unpaid carers.*

The seven recommendations, incorporating the change above were as follows.

- Recommendation 1 - that the Committee recognises the invaluable role of replacement care and urges the Council to develop an effective replacement day care offer for unpaid carers.
- Recommendation 2 - (i) That further work is undertaken with Primary Care to improve carer identification and referral by GP surgeries into Devon Carers to ensure a more consistent offer. (ii) That NHS Devon Integrated Care Board, the Hospital Trusts and the County Council continue to ensure carers' appointments and carers' elective surgery are prioritised; that medical staff know they are carers and support is put in place when they go home after surgery.
- Recommendation 3 - That there is system wide recognition and a holistic approach taken to support and address carers isolation, embedded in all work of the County Council's including in its commissioning arrangements.
- Recommendation 4 - That work continues, and is expanded, to promote the sign up of organisations and communities to "Carer Friendly Devon.
- Recommendation 5- That One Devon considers longer-term funding for community and voluntary sector groups to help ensure sustainability in their work.
- Recommendation 6 - That the County Council reviews its needs assessment process to ensure it is taking the views of the carer into account as well as the cared for person and prioritises a reduction in any backlog over the next 12 months.
- Recommendation 7 - That Health and Adult Care Scrutiny continues to closely monitor unpaid carers and further recommends Children's Scrutiny does likewise in terms of young carers.

It was **MOVED** by Councillor McInnes, **SECONDED** by Councillor Hart, and

RESOLVED

(a) that the Health and Adult Care Scrutiny Committee is thanked for its comprehensive follow up report to the Carers Spotlight Review; and

(b) that the Cabinet Member for Integrated Adult Social Care and Health, and the Director for Integrated Adult Social Care are asked to take forward the Report and co-ordinate progress towards the recommendations identified therein, engaging other partners and stakeholders as necessary.

* 315 **Corporate Infrastructure and Regulatory Services Scrutiny Committee - Motorhomes Task Group Report (Minute *107)**

(Councillors Biederman, Dewhirst, Trail and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet noted that at its meeting on 23 March 2023, the Corporate Infrastructure and Regulatory Services Scrutiny Committee had considered the Report of the Task Group on the development of a county-wide policy for the provision of longer- and short-term sites for Recreational Vehicles and Campers (Minute *107 referred).

The Committee had RESOLVED that Cabinet be requested approve the recommendations (on page 1 of the Report) and actions with a report against progress to this Committee in 9-12 months' time.

The recommendations of the report were as follows:

1. Write to invite District Councils to review their policy on motorhomes and motor caravans in liaison with one another to ensure that there is a consistent approach across the County;
2. Devon County Council, in partnership with District Councils to dedicate a webpage to provide clear and accessible information for motorhome users including outlining parking restrictions, good practice and available off street facilities;
3. The Council's definition of motorhomes / motor caravans within its Traffic Regulation Order be reviewed to more appropriately reflect current parking practices and enable consistent enforcement of rules with regards to vehicles being used in the manner of a motorhome (but which have not been permanently converted); and
4. The Council adopts a consistent approach to managing parking for motorhomes and motor caravans for areas that it controls, to allow for consistent enforcement and clarity for motorhome users. This would include consistent times for restrictions to apply. This would typically focus on key destinations such as seafront locations.

The Cabinet Member welcomed the Report and added that neither the Report nor the Authority was opposed to the use of these vehicles on the network, but nonetheless, overnight sleeping in vehicles on the highway was of concern to residents and nationally, particularly in coastal communities and that all Highway Authorities needed to consider how to manage this effectively.

It was therefore **MOVED** by Councillor Hughes, **SECONDED** by Councillor Hart and

RESOLVED

(a) the Task Group report is welcomed and the Corporate, Infrastructure and Regulatory Services Scrutiny Committee be thanked for its work on this topic;

(b) the recommendations of the Task Group be supported; and

(c) that, to ensure fair and consistent enforcement and clarity to the public, benchmarking be undertaken with other Highway Authorities when considering any change to definitions of motorhomes / motor caravans within its Traffic Regulation Order.

* **316** **Corporate Infrastructure and Regulatory Services Scrutiny Committee - Cost of Living Spotlight review (Minute *108)**

(Councillors Biederman, Dewhirst and Whitton attended in accordance with Standing Order 25(2) and spoke to this item).

The Cabinet noted that at its meeting on 23 March 2023, the Corporate Infrastructure and Regulatory Services Scrutiny Committee had considered the Report of the Spotlight Review held on 19th December 2022 following a scoping session (Minute *108) referred.

The Chair of the Review at that meeting had explained the rationale for the recommendations and acknowledged the supportive measures in place as outlined in the Report and their limitations in the current period of high inflationary pressures and the impacts on the most vulnerable members of Devon's communities.

The Committee had **RESOLVED** that the Cabinet be requested to endorse and act on the recommendations within the Report (contained on page 1), with a report against progress of the recommendations to this Committee in 6 months' time.

The recommendations of the review were outlined below.

1. Ensure that people and organisations who are eligible are making use of resources they are entitled to – a. All Councillors to have a resource list and to be invited to subscribe to Devon Funding News to keep up to date on

available resources; and b. Wider and regular publicity of the Household Support Fund (HSF);

2. The Council champions the wellbeing of Council employees - Write to the LGA to join the lobbying for a local government discount card, similar to the Blue Light scheme for health and social care workers, for all Devon County Council staff in recognition of their valuable role in society;

3. The Council supports partners in their efforts to help vulnerable people - That the Council writes to Districts to identify if there is scope to align Council tax reduction schemes across Devon.

4. To help alleviate the energy crisis - That the Councils ask Government to intervene and reduce the energy price cap at the end of March.

5. To alleviate poverty - ask Government to review the current mechanisms for supporting those in need.

It was **MOVED** by Councillor Croad, **SECONDED** by Councillor Hart, and

RESOLVED

(a) that the Corporate Infrastructure and Regulatory Services Scrutiny Committee be thanked for its interest in this area and its thorough and helpful report; and

(b) that the recommendations within the report be accepted; noting that in relation to recommendation 2 the Council is in the process of procurement of a staff-wide discount scheme, and in relation to recommendation 4, it was announced in the Budget Statement on 15th March that the Energy Price Guarantee would remain at its current rate for an additional three months from April 1st until the end of June 2023.

* 317

Question(s) from Members of the Public

In accordance with the Council's Public Participation Rules, the Cabinet Member responded to one question from a member of the public regarding a letter sent to the Leader of the Council and what the Council proposed to do to address the matters contained therein, relating to day care services consultations, meetings of the Cabinet and Health and Adult Scrutiny Committee, RFI, the Council's duty of care and the Mental Capacity Act 2005.

The Cabinet Member also responded orally to the supplementary question arising from the above relating to timescales.

(NB: A copy of the question and answer are available on webpage for meeting and the supplementary question and answer may be observed through [the livestream of this meeting](#))

318 Minutes

It was **MOVED** by Councillor McInnes, **SECONDED** by Councillor Hart, and

RESOLVED that the Minutes of the following be endorsed and any recommendations to Cabinet therein be approved:

Devon Audit Partnership – 17 March 2023
Devon Education Forum – 22 March 2023 – *including approval of Minute 90 in relation to the 2023/24 Advanced Notice of Planned Carry Forwards and that the surplus budget carry forwards to 2023/24 be agreed in principle, as set out in Table 1 of Report (DEF/23/06) - [2023/24 Advanced Notice of Planned Carry Forwards](#)*.

* **319** Delegated Action/Urgent Matters

The [Registers of Decisions taken by Members under the urgency provisions or delegated powers](#) were available for inspection, in line with the Council's Constitution and Regulation 13 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. [Decisions taken by Officers](#) under any express authorisation of the Cabinet or other Committee or under any general authorisation within the Council's Scheme of Delegation set out in Part 3 of the Council's Constitution.

* **320** Forward Plan

In accordance with the Council's Constitution, the Cabinet reviewed the [Forward Plan](#) and determined those items of business to be defined as key and framework decisions and included in the Plan from the date of this meeting onwards reflecting the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

NOTES:

1. *Minutes should always be read in association with any Reports for a complete record.*
2. *If the meeting has been webcast, it will be available to view on the [webcasting site](#) for up to 12 months from the date of the meeting*

* **DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 10.30 am and finished at 12.48 pm