

# Public Document Pack



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26 January 2018

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **COUNCIL** on Wednesday 31 January 2018 at 6.00 pm, the following reports that were unavailable when the agenda was printed.

2      **MINUTES** (Pages 2 - 17)

To confirm the Minutes of the meetings held on 18 October 2017 and 6 December 2017.

10     **CALENDAR OF MEETINGS 2018/19** (Pages 18 - 22)

To consider the report of the Director of Governance.

11     **MEMBERS' ALLOWANCE SCHEME 2018/19** (Pages 23 - 40)

To consider the attached report of the Director of Governance.

Yours sincerely

A handwritten signature in black ink, appearing to be "Nicky", written over a horizontal line.

Chief Executive

**MINUTES OF PROCEEDINGS**

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 18 October 2017 at 6.00 pm.

Present:

Chairman: Councillor S S Chandler

Councillors:

J S Back	M R Eddy	S C Manion
S F Bannister	A Friend	K Mills
T J Bartlett	R J Frost	K E Morris
P M Beresford	B Gardner	D P Murphy
T A Bond	B J Glayzer	A M Napier
P M Brivio	D Hannent	M J Ovenden
B W Butcher	P J Hawkins	A S Pollitt
P I Carter	P G Heath	G Rapley
N J Collor	M J Holloway	M Rose
M D Conolly	S J Jones	D A Sargent
M I Cosin	L A Keen	F J W Scales
G Cowan	N S Kenton	P Walker
D G Cronk	P S Le Chevalier	
N Dixon	S M Le Chevalier	

Officers:

- Chief Executive
- Director of Environment and Corporate Assets
- Director of Finance, Housing and Community
- Director of Governance
- Democratic Services Manager

33 **APOLOGIES**

An apology for absence was received from Councillor P M Wallace.

34 **MINUTES**

The Minutes of the meeting held on 19 July 2017 were approved as a correct record and signed by the Chairman.

35 **DECLARATIONS OF INTEREST**

Councillor S F Bannister declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.

Councillor P I Carter declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.

Councillor S S Chandler declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of her husband's ownership of rented property.

Councillor A Friend declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of privately rented property.

Councillor D Hannent declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.

Councillor P G Heath declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.

Councillor P S Le Chevalier declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.

Councillor S M Le Chevalier declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of her ownership of rented property.

Councillor S C Manion declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.

## 36 ANNOUNCEMENTS

The Chairman of the Council, Councillor S S Chandler, made the following announcements:

- (a) To advise the Council of the resignation of Councillor P A Watkins on 30 September 2017. The Chairman spoke to his service on the Council, and in particular his commitment to regenerating the Dover District. Councillor Watkins had been a past Chairman of the Council and had been the Leader of the Council since 2003.

The Deputy Leader of the Council, Councillor M D Conolly, paid tribute to Councillor Watkins' passionate dedication to Dover and noted that his retirement from the Council came at the same time as the St James' (DTIZ) Development was nearing completion and the ground was being broken for the new leisure centre.

Councillor P G Heath spoke to their long friendship and that Councillor Watkins had worked hard for the district and left it in a strong position.

The Leader of the Opposition, Councillor M R Eddy, also paid tribute to Councillor Watkins.

## 37 ELECTION OF A LEADER

The Chairman of the Council called for nominations for the position of Leader of the Council, following the resignation of Councillor P A Watkins.

It was moved by Councillor M D Conolly, and duly seconded by Councillor S C Manion, that Councillor K E Morris be elected as Leader of the Council.

In the absence of any other nominations it was

RESOLVED: That Councillor K E Morris be elected the Leader of the Council until the day of the next Annual Meeting of the Council following the ordinary election of all councillors in 2019.

38 COMPOSITION OF CABINET

In accordance with Rule 1.1(vii) of the Council Procedure Rules, Councillor K E Morris gave notice of his intention to appoint an Executive comprising of the Leader of the Council and seven members, including the Deputy Leader.

RESOLVED: That the composition of the Cabinet be received and noted.

39 APPOINTMENT OF A CABINET

In accordance with Rules 1.1(viii) and 1.1(ix) of the Council Procedure Rules, Councillor K E Morris gave notice of his intention to appoint the following portfolio structure and the following Members to the portfolios:

RESOLVED: (a) That it be noted that the Leader of the Council had given formal notification to the Monitoring Officer of his intention to appoint the following portfolio structure:

Leader of the Council  
Deputy Leader of the Council  
Portfolio for Access and Licensing  
Portfolio for Environment, Waste and Health  
Portfolio for Built Environment  
Portfolio for Corporate Resources and Performance  
Portfolio for Community Services  
Portfolio for Property Management and Environmental Health

(b) That it be noted that the Leader of the Council had appointed the following Members to the following Portfolios:

Leader of the Council	K E Morris
Deputy Leader	M D Conolly
Access and Licensing	N J Collor
Environment, Waste and Health	N S Kenton
Built Environment	J S Back
Corporate Resources and Performance	M D Conolly
Community Services	M J Holloway
Property Management and Environmental Health	T J Bartlett

40 APPOINTMENT OF SHADOW CABINET

It was moved by Councillor M R Eddy, duly seconded and

RESOLVED: That, in accordance with notice provided by the Leader of the Opposition Group, the Shadow Cabinet be composed of the following for the ensuing municipal year:

Leader of the Opposition	M R Eddy
Deputy Leader	P M Brivio
Access and Licensing	S F Bannister
Environment, Waste and Health	A M Napier
Built Environment	B Gardner
Corporate Resources and Performance	P M Wallace
Community Services	P Walker
Property Management and Environmental Health	S J Jones

#### 41 LEADER'S TIME

The Leader of the Council, Councillor K E Morris, included the following matters in his report:

- (a) To pay tribute to the former Leader of the Council, Councillor P A Watkins.
- (b) That the Kent authorities were bidding to be a pilot area for 100% business rate retention. Alternatively, if the bid was unsuccessful the Council could form a pool with other Kent authorities to reduce the levy applied.
- (c) To thank the team that had worked on the Dover Leisure Centre for the great progress that was being made.
- (d) That homelessness was on the rise nationally and that the impact of this in Kent was being felt particularly in the coastal districts, including the Dover District. The majority of cases presented had local connections to the district and were not people coming to the district from outside. The Council was reviewing its procedures and exploring ways in which it could get people out of temporary accommodation and into permanent accommodation more quickly. This included purchasing accommodation and exploring the use of modular housing.

The Leader of the Council advised that he would be creating a homelessness task face that he would chair and he expressed hope that there could be cross-party working on this issue.

The Leader of the Main Opposition Labour Group, Councillor M R Eddy, included the following matters in his report:

- (a) That he hoped that the business rate pilot scheme delivered for the Council.
- (b) That homelessness was an increasing issue locally and there had been an increase in foodbank and soup kitchen use. The Council needed to provide for more social housing.
- (c) That he supported the homelessness task force in principle and hoped that the labour group would have the opportunity to be involved.
- (d) That he wanted to see the State of the District report come to Council soon.

The Leader of the Other Opposition Labour Group, Councillor G Rapley, included the following matters in her report:

- (a) To congratulate Councillor K E Morris on becoming Leader of the Council and to express hope for more co-operative working in the future.

In response, the Leader of the Council raised the following matters in his right to reply:

- (a) That he was heartened by what he had heard and that he agreed that transparency was important.

#### 42 SEAT ALLOCATION AND GROUP APPOINTMENTS

The Leader of the Conservative Group, Councillor K E Morris, gave notice of the following changes to group appointments:

##### (a) East Kent Services Committee

Councillor K E Morris to fill the vacancy arising from the resignation of Councillor P A Watkins.

Councillor T J Bartlett to replace Councillor K E Morris as a named substitute.

##### (b) Electoral Matters Committee

Councillor K E Morris to fill the vacancy arising from the resignation of Councillor P A Watkins.

Councillor K E Morris to be appointed as Chairman.

##### (c) Planning Committee

Councillors P M Beresford and M J Ovenden to replace Councillors J S Back and T J Bartlett respectively.

##### (d) Scrutiny (Policy and Performance) Committee

Councillor P M Beresford to replace Councillor M J Holloway.

#### 43 QUESTIONS FROM THE PUBLIC

There were no questions received within the notice period from members of the public.

#### 44 QUESTIONS FROM MEMBERS

In accordance with Rule 12(1) of the Council Procedure Rules, Members of the Cabinet responded to the following questions:

- (1) Councillor D G Cronk asked the Portfolio Holder for Corporate Resources and Performance, Councillor M D Conolly:

"In Deal and Sandwich hundreds of people have signed petitions to save the council help desks. In Sandwich the closure of the help desk will mean that residents, particularly pensioners who don't drive, will have to make a twenty mile round trip on the bus to the Dover Gateway, when previously these services were on their doorstep. In Deal the residents will similarly be suffering by the cutting of this popular and necessary service. Why are these people directly bearing the burden of Tory cuts?"

In response the Portfolio Holder for Corporate Resources and Performance stated that the bulk of face-to-face transactions at the Area Offices could be conducted by telephone, email, post or by appointment at the remaining face-to-face locations.

In accordance with Council Procedure Rule 12.5, Councillor D G Cronk exercised his right to ask one supplementary question.

- (2) Councillor A M Napier asked the Portfolio Holder for Corporate Resources and Performance, Councillor M D Conolly:

"In light of the closure of the help desks in Aylesham, Sandwich and Deal, will you guarantee the future of the services we provide at the Dover Gateway office?"

In response the Portfolio Holder for Corporate Resources and Performance stated that the Dover Gateway office was a joint service location for Kent County Council and Dover District Council and that there were no current plans to close services at the Gateway.

- (3) In the absence of Councillor P M Wallace the question was not put to the meeting.

- (4) Councillor S F Bannister asked the Portfolio Holder for Access and Licensing, Councillor N J Collor:

"In light of the Port of Dover warning of the potential for 17-mile queues if an agreement on customs is not reached between the UK and EU by May 2019, what measures are this council taking in conjunction with other public bodies, to prepare for the positive and negative effects of Brexit on traffic in Dover and Deal?"

In response the Portfolio Holder for Access and Licensing advised that he shared the concern over the potential impact of Brexit on traffic at the Port of Dover and had raised concerns with government officials through various communication channels to ensure that the matter was being considered as part of the ongoing negotiations with the European Union. The Council had also made presentations to those agencies that are directly responsible to encourage preparatory actions such as the provision of additional parking facilities for freight vehicles.

In accordance with Council Procedure Rule 12.5, Councillor S F Bannister exercised his right to ask one supplementary question.

- (5) Councillor M R Eddy asked the Leader of the Council, Councillor K E Morris:

“Does the newly appointed Leader of the Council envisage ignoring the financial constraints imposed on the council by central government and awarding himself and his colleagues a 15% increase, following the example of the Leader of Kent County Council?”

In response the Leader of the Council advised that he had no intention to do so.

In accordance with Council Procedure Rule 12.5, Councillor M R Eddy exercised his right to ask one supplementary question.

- (6) Councillor A S Pollitt asked the Portfolio Holder for Corporate Resources and Performance, Councillor M D Conolly:

“How many times has the Dover District Council beverage contract been renewed since the motion on working to become a Fairtrade zone was considered by Dover District Council in 2003?”

In response the Portfolio Holder for Corporate Resources and Performance advised that the Council used Fair Trade products for small local purchases such as the Leader and Chairman of the Council's provisions. The Council did not have a contract for the provision of beverages as the Council had purchased the machines located within the three meeting rooms and supplies were brought on an ad-hoc basis from a range of suppliers. He had asked officers to review the purchasing arrangements to ensure that they complied with the Council's agreed policies.

In accordance with Council Procedure Rule 12.5, Councillor A S Pollitt exercised his right to ask one supplementary question.

- (7) In the absence of Councillor N A G Richards the question was not put to the meeting.

- (8) Councillor B Gardner asked the Portfolio Holder for Property Management and Environmental Health, Councillor T J Bartlett:

“Can you update us on the progress being made and what discussions have been had in regard to finally getting an application on the Regent Cinema since the public meeting in August?”

In response the Portfolio Holder for Property Management and Environmental Health stated that officers had remained in regular contact with the owners of the premises since August 2017 and that the owners had advised that they were in the final stages of completing the planning application. The owners intended to hold a consultation with a few key stakeholders in late October.

In accordance with Council Procedure Rule 12.5, Councillor B Gardner exercised his right to ask one supplementary question.

- (9) Councillor S F Bannister asked the Portfolio Holder for Corporate Resources and Performance, Councillor M D Conolly:

“Would the portfolio holder agree with me that the proposal to link East Kent Services with third parties amounts to a huge step in the further privatisation of council services and that this move is forced on the council by the constant underfunding of local government by the incompetent Conservative government?”

In response the Portfolio Holder for Corporate Resources and Performance stated that the proposals guaranteed job security to the affected staff, offered new employment opportunities in East Kent and provided additional savings and profit shares to the Council. The alternative would be to make redundancies.

In accordance with Council Procedure Rule 12.5, Councillor S F Bannister exercised his right to ask one supplementary question.

- (10) Councillor S J Jones asked the Portfolio Holder for Corporate Resources and Performance, Councillor M D Conolly:

“When will this Council receive a formal report on the asset acquisitions approved by the commercial investment group, the costs, benefits to our residents and financial return?”

In response the Portfolio Holder for Corporate Resources and Performance stated that an update would be included in the quarterly performance report from the next cycle and Cabinet received an annual report on progress. The Commercial Investment Advisory Group had been kept informed and a decision notice was also published following an acquisition.

In accordance with Council Procedure Rule 12.5, Councillor S J Jones exercised her right to ask one supplementary question.

- (11) In the absence of Councillor P M Wallace, the question was not put to the meeting.

- (12) Councillor M R Eddy asked the Portfolio Holder for Corporate Resources and Performance, Councillor M D Conolly:

“In view of this council’s increasingly difficult financial position caused by the government’s austerity policies, will the Portfolio holder consider petitioning the government, as East Sussex County Council is doing, in order to secure further funding for this district?”

In response the Leader of the Council, Councillor K E Morris, stated that the Leader of Kent County Council was seeking a meeting with the government on it and he would report back on the outcome.

In accordance with Council Procedure Rule 12.5, Councillor M R Eddy exercised his right to ask one supplementary question.

#### 45 MODIFICATION OF PRESCRIBED STANDING ORDERS RELATING TO THE DISMISSAL OF STATUTORY OFFICERS

The Director of Governance presented the report on the Modification of Prescribed Standing Orders Relating to the Dismissal of Statutory Officers.

It was moved by Councillor P G Heath, duly seconded and

RESOLVED: That the modifications to the Part 1 of the Councils Prescribed Standing Orders, Standing Orders Relating to Staff, be modified as set out in Appendix 2 to the report and be incorporated into the Councils Constitution.

#### 46 PROCEDURE RULES FOR WITHDRAWING FROM MEETINGS

The Director of Governance presented the report on the Procedure Rules for Withdrawing from Meetings.

It was moved by Councillor P G Heath, duly seconded and

RESOLVED: That the 'Withdrawal from Meetings Procedure Rules' be adopted as an appendix to the Council Procedure Rules in Part 4 – Rules of Procedure in the Council's Constitution.

#### 47 MOTIONS

(a) In accordance with Council Procedure Rule 13, Councillor A M Napier had given notice of her intention to move the following Motion:

"Over the past decade this council has invested heavily in promoting several key locations to investors; ranging from the Discovery Park in Sandwich to the St James Development Zone, which local business owners believe has been to the detriment of our Town Centres.

This council believes we should also value and invest in our traditional Town Centres, as they are not only economic assets, they are also valuable hubs for the community.

This council will add the Dover and Deal Town Centres to our list of key locations for investment, with an equivalent level of council resources allocated to them."

The Motion was moved by Councillor A M Napier and duly seconded by Councillor S J Jones.

An AMENDMENT was moved by Councillor M D Conolly and duly seconded as follows:

"Over the past decade this council has invested heavily in promoting several key locations to investors; ranging from the Discovery Park in Sandwich to the St James Development Zone, which local business owners believe has been to the detriment of our Town Centres.

This council believes we should also value and invest in our traditional Town Centres, as they are not only economic assets, they are also valuable hubs for the community."

Councillor A M Napier, with the agreement of her seconder, accepted the Amendment so that it became the Substantive Motion.

Councillor F J W Scales moved, and it was duly seconded, that the question now be put.

On being put to the meeting it was CARRIED.

The Substantive Motion upon being put to the meeting was CARRIED and it was

RESOLVED: Over the past decade this council has invested heavily in promoting several key locations to investors; ranging from the Discovery Park in Sandwich to the St James Development Zone, which local business owners believe has been to the detriment of our Town Centres.

This council believes we should also value and invest in our traditional Town Centres, as they are not only economic assets, they are also valuable hubs for the community.

(b) In accordance with Council Procedure Rule 13, Councillor M R Eddy had given notice of her intention to move the following Motion:

“A recent report in the Independent on Sunday revealed how housing benefit going to private renters has more than doubled in the last 10 years, from £3.7bn to £8.8bn, accounting for 36% of all housing benefit spending with the Treasury forecasting it will rise to £9.4bn by 2021/22.

At the same time, almost a third of private rented homes in England are currently substandard, equating to some £2.5bn currently going into the pockets of landlords who are renting out properties not meeting basic health and safety standards.

This council will write to the government to:

- 1) Demand they introduce a statutory system of licensing of all private landlords.
- 2) Demand they fund councils adequately so we can invest properly in prevention, enforcement and prosecution of rogue landlords who rent out homes unfit for human habitation.
- 3) Ask for serious incentives for councils to build more social housing, beyond the substandard pledges made by the Prime Minister in her unforgettable conference speech.”

The Motion was moved by Councillor M R Eddy and duly seconded by Councillor L A Keen.

Councillor K E Morris suggested that the Motion be withdrawn and the matter be dealt with through a task group with pre-decision scrutiny being undertaken by the Scrutiny (Policy and Performance) Committee.

Councillor M R Eddy, with the consent of his seconder, agreed to accept the offer from Councillor K E Morris and withdrew his Motion.

(Councillor S F Bannister declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.)

(Councillor P I Carter declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.)

(Councillor S S Chandler declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of her husband's ownership of rented property.)

(Councillor N Dixon declared a disclosable pecuniary interest in Minute No. 47(2) by reason of his ownership of rented property.)

(Councillor A Friend declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of privately rented property.)

(Councillor D Hannent declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.)

(Councillor P G Heath declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.)

(Councillor P S Le Chevalier declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.)

(Councillor S M Le Chevalier declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of her ownership of rented property.)

(Councillor S C Manion declared a Disclosable Pecuniary Interest (DPI) in Minute No. 47(2) by reason of his ownership of rented property.)

#### 48 URGENT BUSINESS TIME

There were no items of urgent business for consideration.

The meeting ended at 8.34 pm

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## MINUTES OF PROCEEDINGS

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 18 October 2017 at 8.34 pm.

Present:

Chairman: Councillor S S Chandler

Councillors:

J S Back	M R Eddy	S C Manion
S F Bannister	A Friend	K Mills
T J Bartlett	R J Frost	K E Morris
P M Beresford	B Gardner	D P Murphy
T A Bond	B J Glayzer	A M Napier
P M Brivio	D Hannent	M J Ovenden
B W Butcher	P J Hawkins	A S Pollitt
P I Carter	P G Heath	G Rapley
N J Collor	M J Holloway	M Rose
M D Conolly	S J Jones	D A Sargent
M I Cosin	L A Keen	F J W Scales
G Cowan	N S Kenton	P Walker
D G Cronk	P S Le Chevalier	
N Dixon	S M Le Chevalier	

Officers: Chief Executive  
Director of Environment and Corporate Assets  
Director of Finance, Housing and Community  
Director of Governance  
Democratic Services Manager

### 49 APOLOGIES

An apology for absence was received from Councillor P M Wallace.

### 50 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

### 51 NOMINATIONS FOR HONORARY ALDERMAN AWARD

It was moved by Councillor P Walker, and duly seconded by Councillor K E Morris, that former district councillors G J Hood and P A Watkins be conferred the title of Honorary Alderman in recognition of the eminent services they had rendered to the Council as past members.

On being put to the vote it was CARRIED by two-thirds of the members who voted and it was

RESOLVED: (a) That the title of Honorary Alderman be conferred on Mr G J Hood in recognition of the eminent services that he had rendered as a past member of the Council.

- (b) That the title of Honorary Alderman be conferred on Mr P A Watkins in recognition of the eminent services that he had rendered as a past member of the Council.

The meeting ended at 8.56 pm

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## MINUTES OF PROCEEDINGS

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 6 December 2017 at 6.00 pm.

Present:

Chairman: Councillor S S Chandler

Councillors:

J S Back	R J Frost	K Mills
S F Bannister	B J Glayzer	K E Morris
T J Bartlett	D Hannent	D P Murphy
P M Beresford	P J Hawkins	M J Ovenden
T A Bond	P G Heath	A S Pollitt
B W Butcher	M J Holloway	G Rapley
P I Carter	P D Jull	N A G Richards
N J Collor	L A Keen	M Rose
M D Conolly	N S Kenton	F J W Scales
M I Cosin	P S Le Chevalier	
M R Eddy	S M Le Chevalier	

Officers: Chief Executive  
Director of Environment and Corporate Assets  
Director of Governance  
Democratic Services Manager

### 52 APOLOGIES

Apologies for absence were received from Councillors P M Brivio, G Cowan, A Friend, B Gardner, J M Heron, S J Jones, S C Manion, A M Napier, D A Sargent, P Walker and P M Wallace.

### 53 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

### 54 ANNOUNCEMENTS

The Chairman of the Council, Councillor S S Chandler, made the following announcements:

#### (a) St Margaret's-at-Cliffe By-Election

The Chairman welcomed Councillor P D Jull to the Council following his election in the by-election held on 23 November 2017 in the St Margaret's-at-Cliffe Ward arising from the resignation of Councillor P A Watkins.

#### (b) Death of former District Councillor G Allt

The Chairman announced the sad news of the death of former Councillor George Allt. He had served on the Council from 1979 - 1983 representing

the Priory Ward, 1997 – 2003 representing the Barton Ward and 2003 – 2007 representing the Buckland Ward. He was also a former Mayor of Dover.

The Chairman invited members to share their memories of him.

The Council stood in silence as a mark of respect.

## 55 ELECTORAL REVIEW - OPTIONS FOR GOVERNANCE ARRANGEMENTS

The Chairman of the Council introduced the agenda item.

It was moved by Councillor K E Morris, and duly seconded by Councillor F J W Scales, that the Council recommend a Council Size of 32 councillors to the Local Government Boundary Commission for England.

It was proposed that a Council size of 32 councillors would:

- Provide flexibility
- Not make significant additional burdens to Members' workloads by maintaining an average of less than 2 committee seats per councillor
- Maintain the necessary and useful scrutiny function through either one or two scrutiny committees
- Recognised the changes in the methods that the community used to access council services directly had an impact on member workloads
- Provided for a comparable ratio of electors to councillors to that currently in Canterbury City Council and Shepway District Council

It was moved by Councillor M R Eddy, and duly seconded by Councillor S F Bannister, that the Council recommend a Council Size of 37 councillors to the Local Government Boundary Commission for England.

It was proposed that a Council Size of 37 councillors would:

- Provide for a full level of scrutiny
- Ensure wards with significant levels of deprivation could continue to be represented effectively
- That any reduction from 45 councillors would increase the workload on members
- Allow the Council to deal with the impact of BREXIT
- That the comparison with Canterbury City Council and Shepway District Council was not appropriate

On being put to the meeting it was

RESOLVED: (a) That a Council Size of 32 Councillors be submitted to the Local Government Boundary Commission for England as the Council's preferred Council Size.

- (b) That the Chief Executive be authorised to make the submission on behalf of the Council to the Local Government Boundary Commission for England in accordance with the Council's agreed Council Size number.

Six members present requested that a recorded vote be held in accordance with Council Procedure Rule 18.4. The manner of the voting was as followed:

FOR - Council Size of 32 (22)

J S Back  
T J Bartlett  
P M Beresford  
T A Bond  
B W Butcher  
P I Carter  
S S Chandler  
N J Collor  
M D Conolly  
R J Frost  
D Hannent  
P G Heath  
M J Holloway  
P D Jull  
N S Kenton  
P S Le Chevalier  
S M Le Chevalier  
K E Morris  
D P Murphy  
M J Ovenden  
M Rose  
F J W Scales

FOR – Council Size of 37 (10)

S F Bannister  
M I Cosin  
M R Eddy  
B J Glayzer  
P J Hawkins  
L A Keen  
K Mills  
A S Pollitt  
G Rapley  
N A G Richards

ABSTAIN (0)

56 URGENT BUSINESS TIME

There were no items of urgent business for consideration.

The meeting ended at 7.07 pm

<b>Subject:</b>	<b>DRAFT CALENDAR OF ORDINARY MEETINGS 2018/19</b>
<b>Meeting and Date:</b>	<b>Council – 31 JANUARY 2018</b>
<b>Report of:</b>	<b>David Randall, Director of Governance</b>
<b>Classification:</b>	<b>UNRESTRICTED</b>
<b>Purpose of the report:</b>	The Constitution requires that the Calendar of Ordinary Meetings be set at the Annual Meeting of the Council.
<b>Recommendation:</b>	That the Draft Calendar of Ordinary Meetings for 2018/19 be approved in principle subject to final ratification at the Annual Meeting of Council in May 2018.

# **1. Summary**

In order to provide Members, Officers, other partner local authorities and the general public with as much notice as possible, a provisional Programme of Ordinary Meetings is presented to the Council in January of each year prior to its final ratification at the Annual Meeting of the Council.

# **2. Introduction and Background**

- 2.1 The Programme of Ordinary Meetings for 2018/19 is based on a 6-8 week cycle that commences with a meeting of the Cabinet and ends with a meeting of the Council. In between those two points all other committee business takes place.
- 2.2 Wherever possible efforts have been made to avoid school holiday dates and political party conferences.
- 2.3 It should be emphasised that the calendar set out in Appendix 1 only applies to committees with scheduled meetings. It does not apply to any committees that are called on an ad-hoc basis as business warrants, such as the General Purposes Committee, or any sub-committees.

# **3. Identification of Options**

- 3.1 There are three options available to the Council:
- 3.2 Option A – To approve the Calendar of Ordinary Meetings for 2018/19 as set out in Appendix 1.
- 3.3 Option B – To approve the Calendar of Ordinary Meetings for 2018/19 with amendments.
- 3.4 Option C – To not approve the Calendar of Ordinary Meetings for 2018/19.

# **4. Evaluation of Options**

- 4.1 The recommended option is Option A as this supports the existing decision route cycle and avoids wherever possible school holidays and political party conferences.
- 4.2 Options B and C are not recommended as it may require adjustments to the existing decision route cycle.
- 4.3 In the event that any Member wishes to propose Option B, thereby changing the provisional Calendar of Ordinary Meetings, they are asked to contact the Democratic Services Manager prior to the date of the meeting at which this report is considered in order that the feasibility of rearranging the meeting can be established.

5. **Resource Implications**

There are no resource implications arising from this report as set out. However, if significant changes were to be made to the Calendar of Ordinary Meetings then this may need to be re-evaluated.

6. **Appendices**

Appendix 1 – Calendar of Ordinary Meetings 2018/19

Appendix 2 – List of School Holidays and Party Political Conference Dates 2018/19

7. **Background Papers**

None

Contact Officer: Rebecca Brough, Democratic Services Manager 01304 872304

# CALENDAR OF COUNCIL MEETINGS 2018/19

Committee	Start at (B)	2018								2019				
		May (I)	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May (H)
Cabinet	11.00am	14	4	2		10	1	5	3	14	4	4	1	20
Council	6.00pm	23 <sup>(A)</sup>		25			31			30 <sup>(D)</sup>		6 <sup>(C)</sup>		15 <sup>(A)</sup>
Dover Joint Transportation Board	6.00pm		14			6			6			28		
Governance Committee	6.00pm			26 <sup>(E)</sup>		27			13			14		
Licensing Committee	varies <sup>(K)</sup>	23 <sup>(J)</sup>						13				6 <sup>(J)</sup>		15 <sup>(J)</sup>
Planning Committee	6.00pm	17	21	19	23	20	25	22	20	24	28	21	18	23
Regulatory Committee	10.00am	15		10		11		13		15		12	16	28
Scrutiny (Community & Regeneration) Committee	6.00pm	16	6	4		5	3	7	5	16	13	13	3	22
Scrutiny (Policy & Performance) Committee	6.00pm	15	5	3		4	2	6	4	15	12 <sup>(F)</sup>	12	2	21
South Kent Coast Health and Wellbeing Board	3.00pm		12			11			11			19		
Joint Health, Safety & Welfare Consultative Forum Joint Staff Consultative Forum <sup>(G)</sup> (L)	2.30pm			18			17			23			17	
Publication of Notice of Forthcoming Key Decisions	N/A	4	1	6	3 31		5	2	7	4	1	1	5 19	

## Footnotes

- (A) Denotes the Annual General Meeting of Council  
 (B) All meetings generally commence at the times indicated but are subject to change.  
 (C) Denotes Budget and Council Tax Setting Meeting  
 (D) Council Tax Base  
 (E) Final Accounts  
 (F) Budget Scrutiny Meeting  
 (G) Denotes that these meetings are not open to the public.

- (H) The Dover District Council elections are scheduled for **Thursday 2 May 2019**  
 (J) This meeting will be held upon the rising of the preceding Council meeting.  
 (K) Licensing Committee start times to be agreed with the Chairman depending on the business to be conducted.  
 (L) Meetings are only held as required. The meetings of the Joint Staff Consultative Forum will be held immediately upon the rising of the Joint Health, Safety and Welfare Consultative Forum if called.

These meetings will be held at the Council Offices, White Cliffs Business Park, Dover CT16 3PJ unless otherwise indicated

## CALENDAR OF COUNCIL MEETINGS 2018/19

Access to Meetings and Information	Democratic Services
<p>Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.</p> <p>All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.</p> <p>Agenda papers are published five clear working days before the meeting and all agendas, reports and minutes can be viewed and downloaded from our website <a href="http://www.dover.gov.uk">www.dover.gov.uk</a>. Alternatively, a limited supply of agendas will be available at the meeting, free of charge.</p> <p>All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. The Council's website contains copies of most minutes and agendas from 2001 onwards.</p> <p>In addition to the Council's website, agendas and minutes can be downloaded to an Apple iPad or Android Device using the modern.gov App from the appropriate App Store and selecting Dover District Council from the list of authorities.</p> <p>The reporting of meetings by social media, photography and/or use of audio/visual recording devices is permitted at Council, Cabinet and Committee meetings that are open to the public in accordance with the provisions of the Openness of Local Government Bodies Regulations 2014. We would ask that if you wish to take photographs or use any means of audio/visual recording you notify Democratic Services as a courtesy in advance of the meeting.</p> <p>Requests to speak at Council meetings where public speaking is permitted should be sent to:</p> <p><b>Democratic Services</b>  Telephone: (01304) 872303 / 872304 / 872305  Fax: (01304) 872452  Email: <a href="mailto:democraticservices@dover.gov.uk">democraticservices@dover.gov.uk</a></p>	<p>The Director of Governance and Monitoring Officer is David Randall.</p> <p>If you require any further information about the contents of a Committee agenda or your right to gain access to agendas and minutes held by the Council, please contact a member of the Democratic Support team:</p> <p>Rebecca Brough  Democratic Services Manager  Telephone: (01304) 872304  Email: <a href="mailto:rebecca.brough@dover.gov.uk">rebecca.brough@dover.gov.uk</a></p> <p>Kate Batty-Smith  Democratic Services Officer  Telephone: (01304) 872303  Email: <a href="mailto:kate.batty-smith@dover.gov.uk">kate.batty-smith@dover.gov.uk</a></p> <p>Jemma Duffield  Democratic Services Officer  Telephone: (01304) 872305  Email: <a href="mailto:jemma.duffield@dover.gov.uk">jemma.duffield@dover.gov.uk</a></p> <p>Diana Dugard  Civic Officer and PA to the Leader  Telephone: (01304) 872003  Email: <a href="mailto:diana.dugard@dover.gov.uk">diana.dugard@dover.gov.uk</a></p>

## List of School Holiday and Party Political Conference Dates 2018/19

### Kent County Council School Holiday Dates 2018/19

Start (inclusive)	End (inclusive)	Holiday
28/05/18	01/06/18	Summer Half Term Holidays
25/07/18	31/08/18	Summer Holidays
22/10/18	26/10/18	Autumn Half Term Holidays
20/12/18	02/01/19	Winter Holidays
18/02/19	22/02/19	Spring Half Term Holidays
08/04/19	22/04/19	Easter Holidays
27/05/19	31/05/19	Summer Half Term Holidays

### Party Political Conference Dates 2018/19

Political Party	Location	Dates (inclusive)
Conservative Party	Birmingham	30/09/18 – 03/10/18
Labour Party	Liverpool	23/09/18 – 26/09/18
United Kingdom Independence Party	TBA	TBA

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**Subject:** MEMBERS' ALLOWANCES SCHEME 2018/19

**Meeting and Date:** Council – 31 January 2018

**Report of:** Director of Governance

**Classification:** UNRESTRICTED

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**Purpose of the report:** To consider the Members' Allowances Scheme for 2018/19.

**Recommendation:** To make the Members' Allowances Scheme for 2018/19.

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## 1. Summary

Under Regulation 10 of the Local Authorities (Members' Allowances) (England) Regulations 2003/1021 the Council is required to make a scheme for the payment of allowances to Members.

## 2. Introduction and Background

2.1 The Council's Members' Allowance Scheme provides for the following allowances:

- Basic Allowance (received by all Members of the Council);
- Special Responsibility Allowances (for specific positions);
- Independent Person(s) Allowances
- Travel and Subsistence Expenses
- Dependent Carers Allowance
- Co-Optees' Allowance

2.2 The levels of allowance for the Chairman and Vice-Chairman are set out in the Scheme for transparency but do not form part of it.

2.3 The Council removed the arrangements for the Index Linking of Members' Allowances at its meeting held on 4 March 2015 to reflect the freeze in allowance levels.

2.4 The Council is required to make its scheme annually. In making any Scheme the Council must give consideration to the non-binding recommendations of the East Kent Joint Independent Remuneration Panel, a joint body formed by Canterbury City Council, Dover District Council and Thanet District Council. The recommendations of the Panel are set out in Appendix 2 of the report.

2.5 A draft Members' Allowance Scheme for 2018/19 based on the 2017/18 levels is attached as Appendix 1 of the report.

## 3. Identification of Options

3.1 Option 1: To make the Members' Allowances Scheme 2018/19 at the levels of 2017/18, as set out in Appendix 1. This would result in no changes to the allowance scheme.

Members would make the Members' Allowances Scheme as set out in Appendix 1 for the municipal year 2018/19.

- 3.2 Option 2: To make the Members' Allowance Scheme 2017/18 at the levels of 2016/17, as set out in Appendix 1, subject to an increase in the Dependent Carers Allowance to £7.83 per hour in line with the National Living Wage from April 2018.

Members would make the Members' Allowances Scheme as set out in Appendix 1, subject to the amendment to the Dependent Carers Allowance.

- 3.3 Option 3: To make the Members' Allowances Scheme set out in Appendix 1 with amendments. This might include changes to the Basic Allowance, Special Responsibility Allowance and/or the Travel and Subsistence Allowances.

Members could make the Members' Allowances Scheme as set out in Appendix 1 subject to minor changes. In the event of a more significant change it is recommended that Members request a further report setting out the changes and the resource implications arising.

#### **4. Evaluation of Options**

- 4.1 Option 1 is cost neutral and would result in no direct resource implications or changes to the existing Members' Allowances Scheme. Although this option does reject the non-binding recommended increase by the Panel in respect of the Dependent Carers Allowance it should be noted that in their recommendation the Panel recognises "that in light of budgetary pressures on local authorities the Council may not choose to implement this" (i.e. the recommended increases).
- 4.2 Option 2 would result in minimal resource implications. It amends the draft Scheme to increase the Dependent Carers Allowance from £7.50 to £7.83 per hour. On the basis of the historic number of claims per annum against the Dependent Carers Allowance over the last 5 municipal years (less than 1 per year) this would be sustainable within the current budget provision.
- 4.3 Option 3 would potentially impact on the required 2018/19 budgetary provision. The proposed Members' Allowances Scheme set out in Appendix 1 is cost neutral and any amendment to increase the levels of the Members' Allowances Scheme would impact on the required 2018/19 budget provision.

#### **5. Resource Implications**

- 5.1 There are no direct resource implications if Option 1 is adopted and Option 2 incurs minimal resource implications that can be funded from within the existing budget provision.
- 5.2 If Members wish to make significant changes the Members' Allowances Scheme it is recommended that this be subject to a further report setting out the financial implications of the changes. For example, if the Members' Allowance Scheme was to be increased in line with the Panel's non-binding target levels set out in its last review, this would increase the Basic Allowance budget by a total of £162,450 and Special Responsibility Allowances budget by a total of £106,715.

#### **6. Corporate Implications**

- 6.1 The Council is required to make arrangements for a Members' Allowances Scheme.

#### **7. Appendices**

Appendix 1 – Draft Members' Allowances Scheme 2018/19

Appendix 2 – East Kent Joint Independent Remuneration Panel Recommendations in respect of the draft Members' Allowances Scheme 2018/19 (to follow)

Appendix 3 – Comparison of the draft Members' Allowance Scheme 2018/19 against the last Quadrennial Review of the East Kent Joint Independent Remuneration Panel

8. **Background Papers**

Constitution of the Council – Issue 20

Contact Officer: Rebecca Brough, Democratic Services Manager, 01304 872304

**Part 6**

**Members' Allowances Scheme**

**2018/19**

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# **Members' Allowances Scheme**

## **1. Introduction**

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) requires local authorities to prepare schemes for the payment of allowances to their members.
- 1.2 The 2003 Regulations (as amended) stated that authorities must establish a scheme of allowances under those Regulations by 31 December 2003. Authorities making schemes are required to make provision for the payment of basic allowances and may also provide for the payment of special responsibility allowances, dependants' carers allowances, travelling and subsistence allowance and co-optees' allowances.
- 1.3 The Council has established an Independent Remuneration Panel in conjunction with Canterbury City Council and Thanet District Council. Authorities must have regard to the recommendations made by an independent remuneration panel before making or amending a scheme in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003.
- 1.4 At the meeting of the Council held on 31 January 2018 the Council duly made its Members' Allowance Scheme as set out below.

## **2. Commencement and Period of Scheme**

- 2.1 This Scheme is made by Dover District Council pursuant to Section 18 of the Local Government and Housing Act 1989 (as amended by Section 99 of the Local Government Act 2000) and the Local Authorities (Members' Allowances) Regulations 2003.
- 2.2 This Scheme has effect from 1 April 2018 and applies to the payment of members' allowances from 1 April 2018 until 31 March 2019 and subsequent years thereafter (subject to any revocation or amendment).
- 2.3 The Scheme shall remain in force unless and until revoked by the Council with effect from the beginning of a year.
- 2.4 The Scheme may be amended at any time provided that regard is had to the recommendations of the independent remuneration panel.

## **3. Revocation of Previous Schemes**

- 3.1 All previous schemes made by the Council for the payment of members' allowances were revoked with effect from 1 April 2018.

## **4. Basic Allowances**

- 4.1 A Basic Allowance shall be paid to each Member of the authority who is a councillor in the amount set out in Schedule 1.

4.2 The Basic Allowance is intended to cover the full range of work expected of a ward councillor together with incidental expenditure on matters such as stationery, postage, telephone and broadband costs.

4.3 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his/her term of office as Member and councillor subsists bears to the number of days in that year.

## **5. Special Responsibility Allowances**

5.1 Special Responsibility Allowances shall be payable to those Members of the authority who are councillors as hold those offices (which have special responsibilities in relation to the authority) as are specified in Schedule 2.

5.2 The amount of each Special Responsibility Allowance shall be as specified in Schedule 2.

5.3 Where a Member does not have throughout the whole of a year any such special responsibilities as entitle him/her to a Special Responsibility Allowance, his/her entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

5.5 No Member shall be entitled to more than one Special Responsibility Allowance. Where a Member holds more than one office, then the higher of the Special Responsibility Allowances shall apply.

## **6. Appropriate Adjustments**

6.1 The Section 151 Officer shall be authorised to make provision for any appropriate adjustment if necessary in respect of any Basic Allowance or Special Responsibility Allowance which:

- (a) has already been paid under the previous scheme in respect of the remainder of the year from which this Scheme has effect; or
- (b) is to be paid in respect of any part of the year during which the previous scheme had effect.

## **7. Travelling and Subsistence Allowance**

7.1 Travelling and Subsistence Allowance shall be available to Members of the Council (including Co-opted members) in such amount or amounts as may be specified in Schedule 5 and subject to such conditions as are set out therein and below.

7.2 Travelling and Subsistence Allowance shall only be payable to Members in respect of actual expenditure incurred in connection with or relating to the approved duties shown below. The scheme does not allow for travelling expenses to be paid to Members arranging meetings with officers or attending to Ward work as this is deemed to be part of the Member's role and Members' allowances paid are calculated to reflect these extra duties.

- 7.3 For the purposes of the payment of travel expenses, all travel will be deemed to have commenced from the Member's current address or, if this is not within the administrative area of the Council, from the address through which the Member qualified to stand for election.
- 7.5 For journeys outside Kent the second class rail fare is paid (irrespective of whether the Member chooses to use a car), although any taxi fares, parking charges and underground fares incurred as part of the journey may still be claimed for separately. Where it is impracticable for a Member to travel by train because the venue is difficult to get to within the time allowed, or to avoid an overnight stay, or extra passengers/luggage has to be taken, car mileage may be allowed at the appropriate rate provided that written self-certification explaining why it is impractical has been completed and submitted to Democratic Services prior to the journey.
- 7.6 Attendance at meetings of the Council or of any of its committees, sub-committees, working or liaison groups, appeal panels and ad hoc meetings recorded in official minutes to which a Member has been appointed or at which s/he is acting as a Substitute for another Member including representatives appointed to Neighbourhood Forums and their substitutes.
- 7.7 Attendance at meetings of the Cabinet or of any Committee of the Cabinet or policy or project advisory groups. Members of the Shadow Cabinet, Chairmen of Scrutiny Committees and recognised Group Spokespersons shall also be eligible to claim for attendance at meetings of the Cabinet.
- 7.8 Requested attendance at meetings of Overview and Scrutiny Committees.
- 7.9 Meetings pursuant to any Joint Arrangements with another or other local authorities whether appointed or established under the Local Government Act 2000 or any other enactment.
- 7.10 Official briefing meetings which relate to an approved meeting as set out in 1.1 and 1.2 above where officers have specifically invited the Member. This scheme does not allow for travelling expenses to be paid to individual Members arranging meetings with officers as this is deemed to be part of the Member's role and Members' allowances paid are calculated to reflect these extra duties. For example: visiting the Council offices to discuss with an officer a matter raised by a member of the public in the Member's Ward.
- 7.11 Site meetings approved in advance by the Council, a committee or sub-committee, and limited to members of the committee or sub-committee in question.
- 7.12 Attending the approved duties as set out in Table 1 of Schedule 5. (Travelling arrangements should be co-ordinated to avoid duplicate claims wherever possible, particularly in instances where a Council Officer is also attending).
- 7.13 There is also a general duty permitting the Leader or nominated deputy to represent the Council at formal meetings not specified elsewhere with other authorities, official bodies or agencies for the purposes of any function of the Council.
- 7.14 Training, induction courses and seminars arranged for Members.
- 7.15 Attending the Council offices to open tender documents in accordance with Contracts Standing Order 11.5 in Part 4 of the Constitution.

- 7.16 The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
- 7.17 The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996.
- 7.18 The carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or sub-committees. Provided always that the approved duties for which Members are eligible to claim travel and subsistence allowance shall not include cases where the Member is acting solely in his/her community role or carrying out ward business.
- 7.19 Co-opted and independent members of Committees, Boards and Panels receive travel allowances in the same way as elected members of the Council.
- 7.20 All claims for travel and subsistence allowances must be submitted to the Democratic Services Section within three months from the date on which the entitlement arises.

## **8. Dependants' Carers' Allowance**

- 8.1 A Dependants' Carers' Allowance shall be available to Members of the Council (a) in such amount or amounts as may be specified in Schedule 6 and (b) subject to such conditions as are set out in Schedule 7 and below.
- 8.2 A Dependant's Carer's Allowance shall only be payable to Members in respect of actual expenditure incurred in connection with or relating to the approved duties as specified in Schedule 6.
- 8.3 A Dependant's Carer's Allowance shall only be payable to Members in respect of the expense of arranging for the care of a spouse, partner, child, parent, or a person who lives in the same household as the Member otherwise than by reason of being his/her employee, tenant, lodger or boarder.
- 8.4 The carer must not be a member of the claimant's immediate family i.e. spouse or partner, other children of the Member or Member's spouse, or any member of the Member's family who lives at the same address as the Member; nor should it be an employee, tenant, lodger or boarder who lives at that address.
- 8.5 Payment of the allowance shall only be made on satisfactory production of an invoice and receipt; forms are available from Democratic Services.
- 8.6 Such allowances paid to a Member shall be unlimited.
- 8.7 All claims for such allowances must be submitted monthly to the Head of Democratic Services.

## **9. Index Linking**

- 9.1 NOT USED

## **10. Back Dating**

- 10.1 Where an amendment of this Scheme is made which affects an allowance payable for the year in which the amendment is made, the Member's entitlement to such allowance as amended shall apply with effect from the beginning of the year in which the amendment is made.

## **11. Repayment**

- 11.1 Where payment of any allowance has already been made in respect of any period during which the Member concerned is:

- (a) ceases to be a Member of the authority; or
- (b) is in any way not entitled to receive the allowance in respect of that period,

the Council may require that such part of the allowance as relates to any such period shall be repaid to the Council.

## **12. Membership of More Than One Authority**

- 12.1 Where a Member of the Council is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties.

## **13. Electing To Forgo Allowances**

- 13.1 A Member may, by notice in writing given to the Section 151 Officer, elect to forego any part of his/her entitlement to an allowance under this Scheme.

## **14. Claims and Payments**

- 14.1 No claim is required for basic allowances and special responsibility allowances. Basic allowances will be paid equally to all Members whilst special responsibility allowances will be paid to those Members who are entitled to them.

- 14.2 Basic allowances and special responsibility allowances will be paid as follows:

- (i) To enable Members to meet one-off expenses at the start of the year following the ordinary elections of the full Council, the basic allowance will be paid as follows:
  - (a) a payment of £500 at the commencement of the year
  - (b) the balance to be paid by equal monthly payments on or about the 19th day of each month.
- (ii) Special responsibility allowances will be paid by equal monthly instalments on or about the 19th day of each month.

For all subsequent years until the next ordinary elections of the full Council, the Basic Allowance and special responsibility allowances will be paid by equal monthly instalments on or about the 19<sup>th</sup> day of each month.

- 14.3 In the case of Travelling and Subsistence Allowance and Dependants' Carers' Allowance claims must be submitted on the appropriate form on a monthly basis and will be paid through the Council's payroll system. In order to facilitate payment, claim forms should be completed in full detail and any appropriate receipts or vouchers

must be attached. If the expenses are vatable, a VAT receipt should be enclosed if possible, to enable the Council to recover the VAT element. The declaration on the form must be completed and signed in every instance.

- 14.4 Members are requested to submit claims by not later than the 25th of each month for payment by direct credit to bank accounts on or about the 19th of the following month. A payment advice slip will be sent directly to Members and further claim forms are available from Democratic Services on request.
- 14.5 The following data must be provided to the Section 151 Officer in order to facilitate the payment:
- (i) Bank address and bank account number.
  - (ii) National Insurance number and, in the case of certain married women, a Certificate of Reduced Liability and, in the case of pensioners, a Certificate of Age Exemption, these certificates being provided by the Department of Work and Pensions.
- 14.5 In the case of a claim for Travelling and Subsistence Allowance or Dependents' Carers' Allowance such claim must be made to the Democratic Services Section within three months from the date on which an entitlement to the allowance arises.

## SCHEDULE 1

Column 1 (Description)	Column 2 (Amount)
<b>Basic Allowance</b>	£3,980 pa

## SCHEDULE 2

Column 1 (Description)	Column 2 (Amount)
<b>Special Responsibility Allowances</b>	
Special responsibility allowances of the amounts shown in Column 2 (where indicated) shall be payable in respect of the following office holders:	
Leader of the Council	£14,832 pa
Deputy Leader of the Council	£7,416 pa
Other Cabinet Members	£5,562 pa
Chairmen of Overview and Scrutiny Committees	£3,708 pa
Chairman of the Planning Committee	£3,708 pa
Chairman of the Governance Committee	£3,708 pa
Chairman of the Standards Committee	£927 pa
Chairman of the Regulatory Committee	£927 pa
Chairman of the Licensing Committee	£927 pa
Chairman of the Dover Joint Transportation Board	£927 pa
Chairman of the General Purposes Committee	£927 pa
Vice-Chairmen of Overview and Scrutiny Committees	£927 pa
Vice-Chairman of the Planning Committee	£927 pa
Vice-Chairman of the Governance Committee	£927 pa
Vice-Chairman of the Standards Committee	£232 pa
Vice-Chairman of the Regulatory Committee	£232 pa
Vice-Chairman of the Licensing Committee	£232 pa
Vice-Chairman of the Dover Joint Transportation Board	£232 pa
Vice-Chairman of the General Purposes Committee	£232 pa

<b>Column 1 (Description)</b>	<b>Column 2 (Amount)</b>
Leader of the Main Opposition Group where the group has 10 or more members	£4,171 pa
Leader of an Opposition Group with a membership of between 5 and 9 members	£232 pa
Leader of an Opposition Group with less than 5 members	None
Deputy Leader of the Main Opposition Group where the group has 10 or more members	£1,854 pa
Deputy Leader of an Opposition Group with less than 10 members	None
Members of the Shadow Cabinet	£1,854 pa
Members of the Licensing Committee	£260 pa

### **SCHEDULE 3**

<b>Column 1 (Description)</b>	<b>Column 2 (Amount)</b>
Chairman of the Council	£5,300 pa
Vice-Chairman of the Council	£1,400 pa

### **SCHEDULE 4**

<b>Column 1 (Description)</b>	<b>Column 2 (Amount)</b>
Independent Person	£927 pa

### **SCHEDULE 5**

## Travelling and Subsistence Allowance

List of approved duties attendance at which travelling and subsistence allowance may be claimed for:

Body	Number of representatives
Action with Rural Communities in Kent	2
Age Concern Deal (Liaison Committee)	1
Dover Deal & District Citizens Advice Bureau	2
Dover District Community Sports Network	2
East Kent Spatial Development Company	1
Industrial Communities Alliance	1
JAC Kent Downs AONB Partnership	1
Kent County Playing Fields Association	1
Kent Leaders' & Chief Executives' Forum	1
Local Enterprise Partnership Board and Executive	1
Local Government Association – General Assembly	1
Local Government Association – Rural Commission	1
Patrol (National Parking Adjudication Service)	1
Kent Police and Crime Panel	1
River Dour Steering Group	1
River Stour (Kent) Internal Drainage Board	2
Sandwich & Pegwell Bay National Nature Reserve Management Committee	1
South East England Councils (Secretary & Executive)	1
South East Leaders' Board	1
Southern & South East England Tourist Board	1
Supporting People in Kent Commissioning Body	1

Travel expenses claims in respect of attendance at meetings of other bodies to which the Member has been appointed or any outside body to which the Member are appointed as a trustee would need to be submitted to relevant Charity/Trust not Dover District Council.

### Conferences attended by Members:

Conference	Number of representatives
Local Government Association Annual Conference	3

### Subsistence Allowances

Subsistence allowance shall only be paid for actual expenses incurred and with proper receipts and shall not exceed:

- (a) In the case of absence, not involving an absence overnight, from the Member's usual place of residence:

Allowance	Rate	Conditions
Breakfast Allowance	£6.45	Absence to exceed 4 hours before 11.00am
Lunch Allowance	£8.91	Absence to exceed 4 hours and to include the lunch period between 12 noon to 2.00 pm.
Tea Allowance	£3.53	Absence to exceed 4 hours and to include
Evening Meal Allowance	£11.03	Absence to exceed 4 hours, period of time ending after 7.00pm

- (b) Members who are required to make overnight stays in the performance of their official duties should, wherever possible, pre-book accommodation of an appropriate standard and obtain approval from the Leader of the Council. Arrangements should be made for an invoice to be submitted directly to the Council. If this is not possible a detailed VAT receipt MUST be obtained to substantiate the claim. Alcoholic drinks may not be included in any claim.

#### Travelling Allowances

The rate for travel by a Member's own car shall not exceed 40p per mile. Where a Member takes as a passenger another Member or person to whom a travelling allowance would otherwise be paid, the Member may claim an extra 1p per passenger (not exceeding 4) per mile.

- (a) The rate for travel by a Member's own solo motorcycle shall not exceed, according to the cylinder capacity of the engine, the following:

engines not exceeding 150cc	8.5 per mile
engines exceeding 150cc but not exceeding 500 cc	12.3 per mile
engines exceeding 500cc	16.5 per mile

- (b) The rate for travel by bicycle shall not exceed 20p per mile.
- (c) For journeys outside Kent the second class rail fare is paid (irrespective of whether the Member chooses to use a car), although any taxi fares, parking charges and underground fares incurred as part of the journey may still be claimed for separately. Where it is impracticable for a Member to travel by train because the venue is difficult to get to within the time allowed, or to avoid an overnight stay, or extra passengers/luggage has to be taken, car mileage may be allowed at the appropriate rate provided that a self-certification form explaining why it is impractical has been completed and submitted to Democratic Services prior to the journey.
- (d) Second class rail fares, bus fares, essential taxi fares and gratuities, car parking fees, tolls etc necessarily incurred may be claimed subject to the provision of receipts. Rail fares should be pre-booked wherever possible to achieve reduced fares.

- (e) All claims for travel and subsistence allowances must be submitted to the Democratic Services section within three months from the date on which the entitlement arises.

#### **SCHEDULE 6**

<b>Allowance</b>	<b>Index</b>
<b>Index Linking</b>	
Basic and Special Responsibility Allowances and Co-optees Allowance	NOT USED
Travel and Subsistence Allowances	NOT USED
Dependants' Carers' Allowance	NOT USED

#### **SCHEDULE 7**

<b>Column 1 (Description and Conditions)</b>	<b>Column 2 (Amount)</b>
<b>Dependants' Carers' Allowance</b>	£7.50 per hour

The recommendations of the East Kent Joint Independent Remuneration Panel will be circulated separately following its meeting to be held in January 2017.

**COMPARISON OF THE DRAFT MEMBERS' ALLOWANCE SCHEME 2018/19 AGAINST THE  
LAST QUADRENNIAL REVIEW OF THE EAST KENT JOINT INDEPENDENT  
REMUNERATION PANEL**

<b>Position</b>	<b>Number</b>	<b>Dover District Council Proposed 2018/19 (£)</b>	<b>EKJIRP Recommended Levels (£)</b>
Basic Allowance	45	3,980	7,590
Chairman of the Council	1	5,300	5,300
Vice-Chairman of the Council	1	1,400	1,400
Leader	1	14,832	18,974
Deputy Leader	1	7,416	12,523
Cabinet Member	5	5,562	11,384
Opposition Group Leader (>10 members)	1	4,171	6,261
Opposition Group Leader (5-9 members)	0	232	1,897
Opposition Group Leader (<5 members)	1	0	0
Opposition Deputy Group Leader (>10 members)	1	1,854	3,795
Opposition Deputy Group Leader (5-9 members)	0	0	0
Opposition Deputy Group Leader (<5 members)	1	0	0
Shadow Cabinet	5	1,854	3,795
MAJOR Committee Chairman (Planning / Governance / Scrutiny x 2)	4	3,708	9,487
MAJOR Committee Vice-Chairman (Planning / Governance / Scrutiny )	4	927	3,795
MINOR Committee Chairman (All others)	5	927	3,795
MINOR Committee Vice-Chairman (All others)	5	232	1,897
Member of the Licensing Committee	15	260	0
Independent Person	2	927	927

**Travel and Subsistence**

The Panel recommends that travel and subsistence allowances be no greater than the levels set by HMRC.