



Annual Council Meeting

Council Offices
White Cliffs Business Park
Dover

Wednesday, 17 May 2017

Summons and Agenda

Nadeem Aziz
Chief Executive



Democratic Services
White Cliffs Business Park

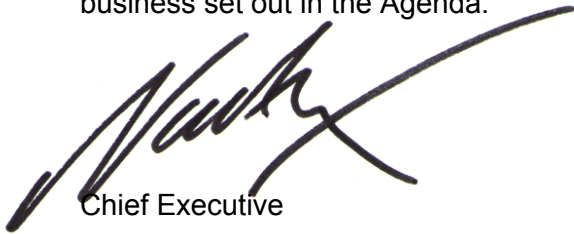
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9 May 2017

To the Members of the Council,

You are hereby summoned to attend a meeting of the **COUNCIL** to be held in the Council Chamber at these Offices on Wednesday 17 May 2017 at 6.00 pm for the transaction of the business set out in the Agenda.



Chief Executive

Members of the Council:

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

AGENDA

1 **ELECTION OF A CHAIRMAN**

To elect a Chairman of the Council for the ensuing municipal year 2017/18.

The procedure set out below will be followed:

- (a) If intending to stand for re-election as Chairman, the outgoing Chairman cannot preside over her own election. The Chairman will therefore need to either resign the office (which allows them to stay and participate in proceedings) or vacate the chair and leave the meeting prior to nominations being made. The Vice-Chairman, or in the Vice-Chairman's absence a member of the Council elected to preside over the election, will act as the Chairman in such a situation.
- (b) The Chairman, Vice-Chairman or Member presiding (as appropriate) will call for nominations (which must be proposed and seconded) followed by either a direct vote or a succession of votes depending on the number of nominations.
- (c) In the case of an equality of votes, the Chairman, Vice-Chairman or Member presiding will have a casting vote.

Upon election, the procedure will be followed:

- (a) The Chairman will sign the Declaration of Acceptance of Office.
- (b) The Chairman will address the Council.
- (c) The Retiring Chairman (in the event of a retiring Chairman) will be presented with the past Chairman's badge.
- (d) The Retiring Chairman (in the event of a retiring Chairman) will address the Council.

2 **APPOINTMENT OF A VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Council for the ensuing municipal year 2017/18.

The following procedure will be followed:

- (a) The Chairman will call for nominations (which must be seconded) followed by either a direct vote or a succession of votes depending on the number of nominations.
- (b) In the case of an equality of votes, the Chairman will have a casting vote.

Upon election, the Vice-Chairman will sign the Declaration of Acceptance of Office.

3 **APOLOGIES**

To receive any apologies for absence.

4 **MINUTES** (Pages 8 - 22)

To confirm the attached Minutes of the meetings held on 1 March 2017 and 22 March 2017.

5 **DECLARATIONS OF INTEREST** (Page 23)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

6 **ANNOUNCEMENTS**

To receive any announcements from the Chairman, Leader, Members of the Cabinet or Head of Paid Service.

7 **APPOINTMENT OF CABINET**

To receive from the Leader of the Council any changes to the Members of the Cabinet and related portfolios.

8 **APPOINTMENT OF SHADOW CABINET**

To note the composition of the Shadow Cabinet as advised by the Leader of the Main Opposition Party. The Shadow Cabinet must directly reflect the composition of the Cabinet (in accordance with the Council Procedure Rules).

9 **THE STANDARDS COMMITTEE** (Pages 24 - 29)

To consider the attached report of the Director of Governance.

10 **ESTABLISHMENT AND COMPOSITION OF COMMITTEES**

(a) Committees

To appoint the following Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions:

Dover Joint Transportation Board
East Kent Shared Services Committee
Electoral Matters Committee
General Purposes Committee
Governance Committee
Joint Health, Safety and Welfare Consultative Forum
Joint Staff Consultative Forum
Licensing Committee
Planning Committee
Regulatory Committee
Scrutiny (Community and Regeneration) Committee
Scrutiny (Policy and Performance) Committee

(b) Review of Allocation of Seats to Political Groups

To determine the allocation of seats to political groups in accordance with Section 15 of the Local Government and Housing Act 1989. The report of the Chief Executive and Director of Governance (to follow) sets out the recommended allocation of seats to political groups.

(c) Chairmen, Vice-Chairmen and Spokespersons of Committees

To appoint the Chairman, Vice-Chairman and Controlling Group Spokespersons and Deputy Controlling Group Spokespersons of the above Committees as appropriate.

The list below sets out the Chairman's Political Groups for the period 2016/17 for reference.

<u>Committee</u>	<u>Chairman's Political Group</u>
Dover Joint Transportation Board	As per terms of reference
East Kent Shared Services Committee	As per terms of reference
Electoral Matters Committee	Conservative
General Purposes Committee	Conservative
Governance Committee	Conservative
Joint Health, Safety and Welfare Consultative Forum	Elected by the Forum
Joint Staff Consultative Forum	Elected by the Forum
Licensing Committee	Elected by the Committee
Planning Committee	Conservative
Regulatory Committee	Conservative
Scrutiny (Community and Regeneration) Committee	Labour (the Constitution presumes the committee will be opposition chaired)
Scrutiny (Policy and Performance) Committee	Labour (the Constitution presumes the committee will be opposition chaired)

11 **CALENDAR OF ORDINARY MEETINGS 2017/18** (Pages 30 - 33)

To approve a programme of ordinary meetings of the Council for the ensuing year.

The Council, at its meetings on 25 January 2017, provisionally approved the programme subject to ratification at this meeting. In the event that any Member wishes to propose a change to the Calendar of Meetings, they are asked to contact the Head of Democratic Services or the Team Leader – Democratic Services prior to the date of the meeting at which this report is considered in order that the implications of rearranging the Calendar can be established.

12 **ANNUAL REPORT OF THE STANDARDS COMMITTEE 2016/17**

To consider the joint report of the Chairman of the Standards Committee and the Monitoring Officer.

13 **ANNUAL REPORT OF THE GOVERNANCE COMMITTEE 2016/17** (Pages 34 - 52)

To consider the attached joint report of the Chairman of the Governance Committee and the Director of Governance.

14 **ANNUAL REPORT ON SCRUTINY 2016/17** (Pages 53 - 66)

To consider the attached report of the Director of Governance and Monitoring Officer.

15 **PROPOSAL FOR A REVIEW OF ELECTORAL ARRANGEMENTS BY THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND**

To consider whether to request that the Local Government Boundary Commission for England conduct a review of the Council's electoral arrangements including wards and number of Members.

To consider any other items deemed by the Chairman of the Council to be urgent in accordance with the Local Government Act 1972.

Access to Meetings and Information

- 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.
- 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.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Team Leader - Democratic Support, telephone: (01304) 872304 or email: rebecca.brough@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.