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2 February 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **RESIDENTIAL INVESTMENT PROJECT ADVISORY GROUP** will be held in the Council Chamber at these Offices on Monday 13 February 2017 at 12.30 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on 01304 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours sincerely

Chief Executive

Residential Investment Project Advisory Group Membership:

P M Beresford
P M Brivio
M D Conolly
M R Eddy
P A Watkins

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 3)

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

4 **DRAFT TERMS OF REFERENCE** (Page 4)

To note the attached draft Terms of Reference.

5 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 5)

The recommendation is attached.

6 **CONFIDENTIALITY**

To receive a briefing from the Director of Finance, Housing and Community on the confidentiality requirements of the Property Investment Strategy.

7 **PROPERTY INVESTMENT STRATEGY** (Pages 6-17)

To receive an update from the Director of Finance, Housing and Community on the Property Investment Strategy.

The Property Investment Strategy report that went to Cabinet on 21 November 2016 is attached.

8 **PROJECT PROGRESS**

To receive a presentation on project progress and work undertaken to date.

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 Kate Batty-Smith, Democratic Support Officer, telephone: 01304 872303 or email: kate.batty-smith@dover.gov.uk for details.

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

Declarations of Interest**Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

PROJECT ADVISORY GROUP (RESIDENTIAL INVESTMENT)

DRAFT TERMS OF REFERENCE

Membership:

- Leader of the Council
- Portfolio Holder for Corporate Resources and Performance
- Portfolio Holder for Housing, Health and Wellbeing
- Leader of the Opposition Group
- Shadow Portfolio Holder for Housing, Health and Wellbeing

Terms of Reference:

- (a) To consider opportunities for investment in residential properties as they arise.
- (b) To advise the Portfolio Holder for Corporate Resources and Performance as to the acquisition of residential properties.
- (c) To advise the Portfolio Holder for Corporate Resources and Performance as to the strategy to be adopted in the future management of residential properties either acquired, or to be acquired, by the Council.

OTHER MATTERS

Chairmanship

The Group will be chaired by the Portfolio Holder for Corporate Resources and Performance.

Powers

The Group is not a decision-making body. Its recommendations will be reported to the Portfolio Holder for Corporate Resources and Performance.

Frequency of Meetings

The group shall meet as required by the Portfolio Holder for Corporate Resources and Performance.

DOVER DISTRICT COUNCIL

NON-KEY DECISION

RESIDENTIAL INVESTMENT PROJECT ADVISORY GROUP – 13 FEBRUARY 2017

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

The provisions of Part VI of the Local Government Act 1972, The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 do not apply to meetings of this Advisory Group so as to require its meetings to be open to the public.

Notwithstanding the above, the Council will, whenever possible, conduct meetings of the Advisory Group in public in furtherance of its commitment to openness and transparency. However, there may be occasions on which the nature of the business to be transacted requires members of the public to be excluded from the meetings or parts of them.

On this occasion the public will be excluded from the meeting for the following items of business:

Item Report

Confidentiality

Property Investment Strategy

Project Progress

Document is Restricted