



Council Meeting

**Council Offices
White Cliffs Business Park
Dover**

Wednesday, 30 January 2019

Summons and Agenda

Nadeem Aziz
Chief Executive



Democratic Services
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22 January 2019

To the Members of the Council,

You are hereby summoned to attend a meeting of the **COUNCIL** to be held in the Council Chamber - Council Offices at these Offices on Wednesday 30 January 2019 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 M Le Chevalier |
| D Hannent (Vice-Chairman) | M R Eddy | S C Manion |
| J S Back | A Friend | K Mills |
| S F Bannister | R J Frost | K E Morris |
| T J Bartlett | B Gardner | D P Murphy |
| P M Beresford | B J Glayzer | A M Napier |
| T A Bond | P J Hawkins | M J Ovenden |
| P M Brivio | P G Heath | A S Pollitt |
| B W Butcher | J M Heron | G Rapley |
| P I Carter | M J Holloway | N A G Richards |
| N J Collor | S J Jones | M Rose |
| M D Conolly | P D Jull | 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 | P M Wallace |

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **MINUTES** (Pages 7 - 24)

To confirm the Minutes of the meeting held on 31 October 2018 and 12 December 2018 (to follow).

3 **DECLARATIONS OF INTEREST** (Page 25)

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

4 **ANNOUNCEMENTS**

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

5 **LEADER'S TIME**

To receive an oral report at the meeting from the Leader (and Cabinet) on the business of the Executive or on any topic or subject that it is felt should be brought to the attention of the Council.

In accordance with Council Procedure Rule 10 (Leader's Time):

- (a) The Leader (and Cabinet) shall have up to 15 minutes to make within this report any statements that they wish on any topic or subject that they feel should be drawn to the attention of the Council.
- (b) The Leader (or their nominee) of the Major Opposition Group (Labour Group) shall be allowed up to 10 minutes to respond.
- (c) The Leader (or their nominee) of the Other Opposition Group (Progressive Group) shall be allowed up to 5 minutes to respond.
- (d) The Leader of the Council shall be allowed up to 5 minutes to exercise a right of reply (or 25% of the time given to the Opposition Group Leaders, whichever is the greatest).

6 **QUESTIONS FROM THE PUBLIC** (Page 26)

To receive answers in respect of questions from the public to Members of the Executive asked in accordance with Rule 11 of the Council Procedure Rules.

Questions from the Public

- (1) A question was received from Ms S Gleave (E.U. Thinking Deal and Dover) within the notice period and is set out in the agenda papers.

7 **BREXIT UPDATE**

To receive an update from the Leader of the Council.

8 **REVIEW OF POLLING DISTRICTS AND POLLING STATIONS** (Pages 27 - 126)

To consider the attached report of the Chief Executive.

9 **REVIEW OF ALLOCATION OF SEATS** (Pages 127 - 148)

To consider the joint report of the Chief Executive and Monitoring Officer (to follow).

10 **CALENDAR OF MEETINGS 2019/20** (Pages 149 - 155)

To consider the attached report of the Head of Governance.

11 **MEMBERS ALLOWANCES SCHEME 2019/20** (Pages 156 - 174)

To consider the attached report of the Head of Governance.

The recommendations of the East Kent Joint Independent Remuneration Panel will be circulated separately.

12 **COUNCIL TAX BASE 2019-20** (Pages 175 - 184)

To consider the attached report of the Strategic Director (Corporate Resources).

In accordance with Procedure Rule 18.6 (voting on budget decisions) a recorded vote will be held in respect of this item.

13 **TREASURY MANAGEMENT - QUARTER 2 REPORT 2018/19** (Pages 185 - 201)

To consider the attached report of the Strategic Director (Corporate Resources).

14 **REVIEW OF THE CONSTITUTION 2018 – SENIOR MANAGEMENT
RESTRUCTURE FROM 1 JANUARY 2019** (Pages 202 - 206)

To consider the attached report of the Solicitor to the Council.

*Due to the size of the appendix, this is provided as an electronic link:
<https://moderngov.dover.gov.uk/documents/s29224/Constitution%20V2%20Draft%2027%20Nov%202018%202.pdf>*

15 **FLEXIBLE RETIREMENT OF A CHIEF OFFICER** (Pages 207 - 214)

To consider the attached report of the Head of Governance.

16 **QUESTIONS FROM MEMBERS** (Pages 215 - 217)

Up to 60 minutes is allowed for this part of the meeting unless extended by the Chairman of Council on a motion moved, duly seconded and approved by the Council. Members may ask one supplementary question in addition to their original question.

Members may ask one supplementary question in addition to their original question.

The questions received are set out in the agenda papers.

17 **MOTIONS** (Page 218)

Motions for which notice has been given are listed on the agenda in the order in which notice was received, unless the Member giving notice states, in writing, that they propose to move it at a later meeting or withdraw it.

If a Motion set out in the agenda is not moved by the Member who gave notice

thereof it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

A Motion must be about matters for which the Council has powers or duties or which affects the District.

The motions received are set out in the agenda papers

18 **URGENT BUSINESS TIME**

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, Democratic Services Manager, telephone: (01304) 872304 or email: democraticservices@dover.gov.uk for details.

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

MINUTES OF PROCEEDINGS

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 31 October 2018 at 6.00 pm.

Present:

Chairman: Councillor S S Chandler

Councillors:

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

Officers: Chief Executive
Director (Environment and Corporate Assets)
Solicitor to the Council
Democratic Services Manager

30 **APOLOGIES**

Apologies for absence were received from Councillors D A Sargent and P Walker.

31 **MINUTES**

The Minutes of the meeting held on 25 July 2018 were approved as a correct record and signed by the Chairman.

32 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

33 **ANNOUNCEMENTS**

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

- (a) That a slide show had been set up in the HMS Brave Room highlighting the work of the Inspire Fund. Since its launch in February 2016, the Inspire Fund had received 899 referrals and worked with 43 delivery partners.
- (b) The Chairman had presented Discovery Awards to eleven young people as part of the John Muir Awards scheme.

- (c) The White Cliffs Branch of the Royal British Legion had presented the Council with a plaque. The Council supported all the Royal British Legion branches in the district where it could and it was pleasing that this had been recognised with the approach of Remembrance Day.
- (d) To announce the death of Councillor C J Meredith, who had been a Liberal Democrat member for the Whitfield Ward between 2003–2011. The Chairman praised his commitment to his community and offered condolences to his friends and colleagues.

The Chairman invited other members of the Council to share their memories of Councillor Meredith.

The Council stood in silence for one minute as a mark of respect.

34 DOVER DISTRICT LEISURE CENTRE PRESENTATION

The Council received a presentation from Hadron Consulting, GT3 Architects and Places Leisure in respect of the new Dover District Leisure Centre.

Following the presentation, members discussed the following points:

- The social enterprise nature of Places Leisure, with all profits reinvested into the business.
- To welcome the accessibility improvements in the new leisure centre.
- To enquire about the progress of the travel plan for the new leisure centre and what public transport arrangements would be in place when it opened. It was stated that the travel plan would be published before the new leisure centre opened.
- The importance of ensuring the accessibility to the new leisure centre for rural communities.
- The environmental standards of the building including its target of achieving a BREAAAM rating of very good.
- The importance of ensuring that the pricing for the new leisure centre was suitable for the local market so as to not discourage use.

The Portfolio Holder for Property Management and Environmental Health, Councillor T J Bartlett, emphasised the unique nature of the facility in the Kent and thanked everyone involved in the project.

35 LEADER'S TIME

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

(a) BREXIT Impact

That the global media had taken up the issue of BREXIT and Dover had become a focus of interest for the impact of BREXIT on day one of leaving the European Union. He thanked the media team for their handling of enquiries and Councillor N J Collor for undertaking some of the media interviews. A roundtable event on BREXIT had been organised by the LGA and DDC.

That a letter had been sent to the Secretary of State for Transport, Chris Grayling MP, emphasising the importance of the short straits route.

That the Prime Minister and President Macron of France had agreed to support the economic development of the Dover-Calais area.

That the BREXIT Task Force papers were available on the Council's website.

(b) Local Enterprise Partnership (LEP)

That the Kent and Medway LEP had responded to the government in respect of LEPs to advise that it did not want any change to the current arrangements.

(c) East Kent Spatial Development Company

That £700,000 had been awarded for Albert Road, Deal.

(d) Business Rates

That the Kent Leaders Group had agreed to apply to be part of the 2019/20 Business Rate Retention Pilot. This followed Kent being part of the 2018/19 pilot.

(e) Electoral Review of the Dover District

That the Local Government Boundary Commission for England (LGBCE) had published its final proposal for the new wards to be used from May 2019. A consultation on polling districts was currently underway.

(f) High Streets

The rise in online shopping was continuing to impact on high streets nationwide. The Council through its grant scheme was investing in Dover's High Street and it was hoped to see the first new shop open soon as a result.

(g) St James

The development was now 90% let or in legal discussions to let and the feedback received was that business was brisk. There were plans for further improvements to the surrounding area in addition to those for Flying Horse Lane.

(h) Local Authority Borrowing Cap

It had been announced that this would be lifted but the Council was waiting to see the details.

(i) Housing

The Council had purchased 15 former council houses and was in the process of purchasing an additional 11 former council houses. The Council's work to tackle homelessness remained a priority.

(j) Cinema in Deal

The Council was working with the Astor Theatre to provide an interim cinema in Deal until the planning application for the Regent Cinema was submitted.

(k) Deal Pier

The works on the pier were progressing well and the café tenants were planning for the fit out.

(l) Dover District Lottery

The Council currently provided funding to the voluntary sector through the oversubscribed community grants scheme. The Cabinet had agreed to set up a lottery to provide an additional funding stream for the voluntary sector and similar lotteries were already operated in Thanet District Council, Tonbridge and Malling Borough Council and Tunbridge Wells Borough Council. It was expected that this would add an additional £40,000 in funding and would not affect the grants currently in place.

The lottery would contribute 60 pence in every £1 generated and would be launched in 2019.

(m) Armed Forces Bronze Award

The Council had been recognised for its support of the armed forces, including existing or prospective employees who are members of the community, with a bronze award. It was intended that the Council would apply for the silver award in 2019 and the gold award in 2020

(n) 'There but not there'

To highlight the 'there but not there' figures in the silhouette of World War One soldiers in the Council Chamber. These were a wonderful act of remembrance in light of the approaching centenary of the end of the First World War.

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

- (a) To welcome the news of the second meeting of the BREXIT Task Force group and to emphasise that the Port of Dover was also a cruise terminal and that it was important to understand what impact BREXIT would have on the cruise business.
- (b) The urgency for the work on the Lower Thames Crossing to begin.
- (c) That the scheme for Albert Road, Deal was not what was needed as the road plans were insufficient.
- (d) To agree on the need to contribute to the polling district review.
- (e) To welcome the High Street grant scheme but emphasise the need to do more with s215 notices to improve buildings in the town centre.
- (f) To question whether operating a local lottery was innovative given that similar schemes were already operated by 26 other local authorities.
- (g) To recognise the service of current and ex-service personnel and emphasise the need to do more to support their return into civilian life.
- (h) To point out that the small business relief in the budget would not commence until April 2019 and would run for three years.

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

- (a) That the Port of Dover represented the cruise terminal at the BREXIT meetings.
- (b) That s215 notices were being pursued as vigorously as the scheme allowed.
- (c) That it was estimated that 400 additional businesses in the district would qualify for business rate relief. Local Authorities would be fully compensated for any losses.
- (d) That, subject to seeing further details, the Council was interested in participating in the Future High Streets Fund.

36 QUESTIONS FROM THE PUBLIC

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

37 AUTHORISED ABSENCE

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

RESOLVED: That the non-attendance of Councillor N A G Richards' at meetings of the authority be approved on ill health grounds for the period commencing 16 May 2018 pursuant to the provisions of section 85(1) of the Local Government Act 1972.

38 REVIEW OF ALLOCATION OF SEATS TO POLITICAL GROUPS

The Director of Governance presented the Review of Allocation of Seats to Political Groups.

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

- RESOLVED:
- (a) That the Dover Joint Transportation Board and the 2 Overview and Scrutiny Committees be considered as Ordinary Committees for the purposes of calculating the allocation of seats for political groups.
 - (b) That a Licensing Committee be appointed with 15 seats and, whilst noting the duty to ensure political proportionality does not apply to the Licensing Committee, its seats be allocated to reflect the overall proportionality of the Council.
 - (c) That, having noted the allocation of seats calculated in accordance with the provisions of the Local Government and Housing Act 1989, the Council Committees be constituted as indicated below for the remainder of the municipal year and the Boards and Forums be constituted with the membership, Chairman, Vice-Chairman and Spokespersons as shown:

DOVER JOINT TRANSPORTATION BOARD

- | | | | |
|---|-------|-------------|---------------------------------|
| 1 | (CON) | J S Back | Chairman (appointed by Cabinet) |
| 2 | (CON) | A Friend | |
| 3 | (CON) | P D Jull | |
| 4 | (CON) | M J Ovenden | |
| 5 | (LAB) | P M Brivio | |
| 6 | (LAB) | D G Cronk | |
| 7 | (LAB) | P M Wallace | |

In addition, there are 7 KCC members, 2 KALC representatives and 3 town council representatives.

EAST KENT SERVICES COMMITTEE

- | | | | |
|---|-------|-------------|------------------|
| 1 | (CON) | K E Morris | Executive Member |
| 2 | (CON) | M D Conolly | Executive Member |

EAST KENT SERVICES COMMITTEE NAMED SUBSTITUTES

- | | | | |
|---|-------|--------------|------------------|
| 1 | (CON) | N J Collor | Executive Member |
| 2 | (CON) | T J Bartlett | Executive Member |

ELECTORAL MATTERS COMMITTEE

- | | | | |
|---|-------|--------------|---------------|
| 1 | (CON) | K E Morris | Chairman |
| 2 | (CON) | S S Chandler | Vice-Chairman |
| 3 | (CON) | F J W Scales | |
| 4 | (LAB) | M R Eddy | |
| 5 | (LAB) | B Gardner | |

GENERAL PURPOSES COMMITTEE

- | | | | |
|---|-------|------------------|---------------|
| 1 | (CON) | S M Le Chevalier | Chairman |
| 2 | (CON) | M D Conolly | Vice-Chairman |
| 3 | (CON) | D P Murphy | |
| 4 | (LAB) | M R Eddy | |
| 5 | (LAB) | B Gardner | |

GOVERNANCE COMMITTEE

- | | | | |
|---|-------|---------------|---------------|
| 1 | (CON) | P G Heath | Chairman |
| 2 | (CON) | D Hannent | Vice-Chairman |
| 3 | (CON) | B W Butcher | |
| 4 | (CON) | P I Carter | |
| 5 | (LAB) | S F Bannister | |
| 6 | (LAB) | M I Cosin | |
| 7 | (LAB) | M R Eddy | |

JOINT STAFF CONSULTATIVE FORUM

- | | | |
|---|-------|------------------|
| 1 | (CON) | M D Conolly |
| 2 | (CON) | P G Heath |
| 3 | (CON) | S M Le Chevalier |
| 4 | (LAB) | M I Cosin |
| 5 | (LAB) | K Mills |

In addition, there are 5 staff representatives appointed to the Forum.

JOINT HEALTH, SAFETY AND WELFARE CONSULTATIVE FORUM

- | | | |
|---|-------|------------------|
| 1 | (CON) | M D Conolly |
| 2 | (CON) | P G Heath |
| 3 | (CON) | S M Le Chevalier |

- 4 (LAB) M I Cosin
- 5 (LAB) K Mills

In addition, there are 5 staff representatives appointed to the Forum.

The Joint Staff Consultative Forum and Joint Health, Safety and Welfare Forum are responsible for electing a Chairman and Vice-Chairman.

LICENSING COMMITTEE

- 1 (CON) B W Butcher
- 2 (CON) A Friend
- 3 (CON) D Hannent
- 4 (CON) P D Jull
- 5 (CON) P S Le Chevalier
- 6 (CON) S M Le Chevalier
- 7 (CON) D P Murphy
- 8 (CON) M J Ovenden
- 9 (CON) M Rose
- 10 (LAB) S F Bannister
- 11 (LAB) P M Brivio
- 12 (LAB) M R Eddy
- 13 (LAB) B Gardner
- 14 (LAB) A M Napier
- 15 (LAB) D G Cronk

The Licensing Committee elects its own Chairman and Vice-Chairman.

PLANNING COMMITTEE

- 1 (CON) F J W Scales Chairman
- 2 (CON) B W Butcher Vice-Chairman
- 3 (CON) P M Beresford
- 4 (CON) T A Bond
- 5 (CON) D P Murphy
- 6 (CON) M J Ovenden
- 7 (LAB) B Gardner Spokesperson
- 8 (LAB) D G Cronk
- 9 (LAB) M R Eddy
- 10 (LAB) P M Wallace

REGULATORY COMMITTEE

- 1 (CON) B W Butcher Chairman
- 2 (CON) P S Le Chevalier Vice-Chairman
- 3 (CON) D P Murphy
- 4 (LAB) P M Brivio
- 5 (LAB) B Gardner

SCRUTINY (COMMUNITY & REGENERATION) COMMITTEE

- 1 (LAB) L A Keen Chairman
- 2 (LAB) G Cowan Vice-Chairman
- 3 (LAB) P J Hawkins
- 4 (LAB) P M Brivio
- 5 (CON) T A Bond Spokesperson
- 6 (CON) M J Ovenden Deputy Spokesperson
- 7 (CON) P I Carter

- 8 (CON) N Dixon
- 9 (CON) S C Manion
- 10 (CON) P D Jull

SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE

- 1 (LAB) K Mills Chairman
- 2 (LAB) M I Cosin Vice-Chairman
- 3 (LAB) J M Heron
- 4 (LAB) D A Sargent
- 5 (CON) S C Manion Spokesperson
- 6 (CON) P D Jull
- 7 (CON) T A Bond Deputy Spokesperson
- 8 (CON) P I Carter
- 9 (CON) M J Ovenden
- 10 (CON) M Rose

39 SEAT ALLOCATION AND GROUP APPOINTMENTS

Councillor M R Eddy advised that Councillor J M Heron would replace Councillor P Walker as the Shadow Portfolio Holder for Community Services.

RESOLVED: That it be noted that Councillor J M Heron had been appointed as the Shadow Portfolio Holder for Community Services.

40 CHANGES TO THE CHIEF OFFICER STRUCTURE

The Chief Executive introduced the report on the proposed changes to the Chief Officer Structure.

Members thanked the Director of Governance for his work.

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

RESOLVED: (a) That the reduction of Chief Officers from the Corporate Management Team to the Chief Executive and two Strategic Directors be approved with effect from 1 January 2019.

(b) That the re-distribution of functions between the Chief Officers who form the Council's Corporate Management Team be approved with effect from 1 January 2019.

(c) That Mr Harvey Rudd be designated as the Council's Monitoring Officer with effect from 1 January 2019.

(The Solicitor to the Council, Mr H Rudd, withdrew from the meeting for the consideration of this item of business.)

41 REVIEW OF THE CONSTITUTION 2018 - COUNCIL QUESTIONS AND ANSWERS

The Director of Governance presented the Review of the Constitution 2018 – Council Questions and Answers.

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

RESOLVED: (a) That Council Procedure Rule 12 of the Constitution of the Council be amended to include the addition of a new rule 12.5 as follows:

“12.5 A Member raising a question under Council Procedure Rule 12.1 will be provided at the closure of the Council meeting with the written information prepared by officers as background to the relevant member of the executive’s verbal answer to the question. This written information will be made available to all other Members of the Council alongside the following week’s edition of the Members’ Weekly News.”

(b) That it be agreed the amendment take place with immediate effect so as to enable its application at the meeting of the full Council to be held on 31 October 2018.

42 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 P J Hawkins asked the Portfolio Holder for Property Management and Environmental Health, Councillor T J Bartlett:

“What action has this council taken on the Regent Cinema since the legal planning notice deadline passed on 31st August?”

In response, the Portfolio Holder for Environment, Waste and Health, Councillor N S Kenton, advised that he supported Deal having a cinema and the Council would pursue a s.215 notice through the proper processes if the exterior of the Regent was not up to requirements.

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

(2) Councillor M R Eddy asked the Portfolio Holder for Property Management and Environmental Health, Councillor T J Bartlett:

“Is the Portfolio Holder for Property Management and Environmental Health happy with the current condition of Deal Pier, after the lengthy closure of the landmark for its refurbishment and Diamond anniversary?”

In response, Councillor T J Bartlett advised that in broad terms he was content with the current condition, which was improving daily, as work continued on both the installation of the replacement seating and the storm damage repairs. He was pleased that the Council was replacing the damaged timber on the lower deck with metal grilles, which are infinitely less likely to be damaged by future storms and high seas.

The gas supply pipe, which caused the closure, had been replaced. While the pier stem was a building site, the opportunity was taken to bring forward work to reline the pumped sewage tank to prolong its life and to cut in maintenance access panels to make future routine maintenance easier. Hand rails were also repainted along the length of the pier whilst there was

no chance that members of the public could have possessions damaged through contact with wet paint.

The asphaltting on the pier stem was substantially re-laid while the pier was closed however, following remedial work required by Council officers, the pier stem surface had weathered to an acceptable standard.

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

- (3) Councillor P M Brivio asked the Portfolio Holder for Housing and Homelessness, Councillor P M Beresford:

“Following the announcement by the Prime Minister that the HRA borrowing cap will be scrapped, will this council take advantage of this decision by building more much-needed council houses when the legislation is passed?”

In response, the Portfolio Holder for Corporate Resources and Performance, Councillor M D Conolly, stated that prior to the scrapping of the HRA borrowing cap the Council’s HRA had a cap of £92m, and borrowing of circa £78m, so there was £14m of borrowing headroom. The scrapping the cap would mean that the headroom became unlimited. However, the Council would only borrow where there was a sound business case to do so and if the borrowing met the requirements of the Prudential Code.

It was not the Council’s policy to burden tenants, who finance the HRA, with unsustainable borrowing costs, or to borrow against uncertain rent income and assets.

In the immediate future the Council’s considerable housing development plans would be financed primarily by Right to Buy receipts and the Housing Investment Reserve, although this did not rule out borrowing should the need arise and the plans be prudent.

In accordance with Council Procedure Rule 12.5, Councillor P M Brivio exercised her right to ask one supplementary question.

- (4) Councillor P M Brivio asked the Leader of the Council, Councillor K E Morris:

“When is the next meeting of the Brexit Taskforce due to take place?”

In response Councillor K E Morris advised that two meetings of the Brexit Taskforce had taken place on the 15th June and the 19th October, with a third meeting due to take place in November/December 2018.

In accordance with Council Procedure Rule 12.5, Councillor P M Brivio exercised her right to ask one supplementary question.

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

“Will the Leader join with me in congratulating Dover and Deal Town Councils in retaining their fair trade status and will he commit to making this district a ‘Fair Trade Community’?”

In response Councillor K E Morris congratulated Dover and Deal on retaining Fairtrade status and advised that the Mayor of Sandwich had confirmed that Sandwich Town Council would also work towards for Fairtrade status. The Leader would look into what was required for Dover District Council to also achieve Fairtrade status.

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

- (6) Councillor P M Wallace asked the Portfolio Holder for Housing and Homelessness, Councillor P M Beresford:

“Is the Portfolio Holder for Housing and Homelessness confident that this council has robust and rigorous procedures in place to check the works and billing undertaken by contractors and sub-contractors?”

In response, it was stated that this is more properly a question for the Portfolio Holder for Corporate Resources and Performance, who was responsible for the financial systems and processes adopted by the Council. The works contracts managed by the Council were mainly administered by the Property Services team. The officers responsible managed both pre and post works inspections, as required and based on the contract, the type of works and experience of the contractor. Billing checks follow a similar risk based approach. On this basis the Portfolio Holder was satisfied that the procedures in place are appropriate and proportionate.

Councillor P M Wallace did not ask a supplementary question.

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

“Will the Portfolio Holder for Access and Licensing join me in condemning the Government's mishandling of the Brexit negotiations, that is resulting in the probable wasting of millions of pounds of public money on lorry parks being constructed on our motorways, in case we don't agree a sensible deal in time for the March deadline.”

In response, Councillor N J Collor stated that he was not party to any discussions between the United Kingdom and the European Union so was not in a position to answer the question.

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

- (8) Councillor P M Wallace asked the Leader of the Council, Councillor K E Morris:

“Can I be shown a copy of the council's strategic plan to support Dover town centre, from London Road to the St James development?”

In response, Councillor K E Morris stated that he could. The emerging proposals for possible improvements in Dover town centre were first tabled at a Project Advisory Group in May 2017. This was further developed by the Town Team in their bid for Coastal Community Funding in 2017, which had subsequently been taken forward by the Council and referred to in the report to Cabinet in January 2018.

In addition to this, it should be noted that, for planning purposes, the northern boundary of Dover town centre currently terminated at Ladywell. London Road, while fulfilling a local role, did not sit within the town centre. Currently, there was more shopping floor space available in the town centre than the demand to support it. Consequently, the future Local Plan might need to take a more discerning view on where the town centre was defined."

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

43 MOTIONS

In accordance with Council Procedure Rule 13, Councillor M R Eddy moved the Motion of which he had given notice as follows:

"This council notes the Prime Minister's announcement that austerity is over, congratulates her on the adoption of Labour party policy and looks forward to the additional funding needed to fund existing services and additional pressures."

The Motion was duly seconded by Councillor P M Wallace.

Councillor K E Morris moved an AMENDMENT, duly seconded by Councillor J S Back, as followed:

"This council notes and welcomes the Prime Minister's announcement that austerity is over, congratulates her on the management of the economy during difficult times, and looks forward to a brighter future for local authority funding."

On being put to the meeting the AMENDMENT was CARRIED.

On being put to the meeting the SUBSTANTIVE Motion was CARRIED and it was

RESOLVED: This council notes and welcomes the Prime Minister's announcement that austerity is over, congratulates her on the management of the economy during difficult times, and looks forward to a brighter future for local authority funding.

44 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor D Hannent, duly seconded and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involved the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act.

45 REDEVELOPMENT OF WILLIAM MUGE AND SNELGROVE SITES

It was moved by Councillor P M Beresford, duly seconded by Councillor F J W Scales and

RESOLVED: That the Budget and Policy Framework be amended to include the redevelopment of the William Muge and Snelgrove Sites in the capital programme.

46 URGENT BUSINESS TIME

There were no items of urgent business for consideration.

The meeting ended at 8.32 pm

Public Document Pack

MINUTES OF PROCEEDINGS

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 12 December 2018 at 6.00 pm.

Present:

Chairman: Councillor S S Chandler

Councillors:

| | | |
|---------------|------------------|--------------|
| T J Bartlett | B J Glayzer | K Mills |
| P M Beresford | D Hannent | K E Morris |
| T A Bond | P J Hawkins | D P Murphy |
| P M Brivio | P G Heath | M J Ovenden |
| B W Butcher | J M Heron | A S Pollitt |
| N J Collor | M J Holloway | G Rapley |
| M D Conolly | S J Jones | M Rose |
| M I Cosin | P D Jull | D A Sargent |
| G Cowan | L A Keen | F J W Scales |
| D G Cronk | N S Kenton | P Walker |
| M R Eddy | P S Le Chevalier | P M Wallace |
| R J Frost | S M Le Chevalier | |

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

47 APOLOGIES

Apologies for absence were received from Councillors B Gardner, P I Carter, N Dixon, A Friend, B Gardner and A M Napier.

48 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

49 ANNOUNCEMENTS

The Chairman of the Council, Councillor S S Chandler, announced that she had met with 10 primary school children who had designed signs to discourage people from smoking at their school gates.

50 SEAT ALLOCATION AND GROUP APPOINTMENTS - SHADOW CABINET

Councillor K Mills advised that he had been elected as the leader of the Labour Group.

51 REVIEW OF ALLOCATION OF SEATS TO POLITICAL GROUPS

The Director of Governance presented the Review of Allocation of Seats to Political Groups.

It was moved by Councillor K E Morris, duly seconded and

- RESOLVED:
- (a) That the Dover Joint Transportation Board and the 2 Overview and Scrutiny Committees be considered as Ordinary Committees for the purposes of calculating the allocation of seats for political groups.
 - (b) That a Licensing Committee be appointed with 15 seats and, whilst noting the duty to ensure political proportionality does not apply to the Licensing Committee, its seats be allocated to reflect the overall proportionality of the Council.
 - (c) That the Council Committees be appointed with the sizes and allocation of seats between political groups as set out below.
 - (d) That the seats on the committees to give effect to the nominations of the political groups leaders be appointed as set out below.
 - (e) That the allocation of seats to non-aligned members of the Council be determined as set out below.
 - (f) That the appointments to the allocated seats for non-aligned members of the Council be determined as set out below.

DOVER JOINT TRANSPORTATION BOARD (7 seats)

| | Conservative (4) | Labour (2) | Progressive (0) | Non-Aligned Members (1) |
|---|---------------------|------------|-----------------|-------------------------|
| 1 | J S Back (Chairman) | P M Brivio | | G Rapley |
| 2 | A Friend | D G Cronk | | |
| 3 | P D Jull | | | |
| 4 | M J Ovenden | | | |

The Chairman of the Dover Joint Transportation Board is appointed by the Cabinet. In addition, there are 7 KCC members, 2 KALC representatives and 3 town council representatives on the Board.

EAST KENT SERVICES COMMITTEE (2 seats)

| | Conservative (2) | Labour (0) | Progressive (0) | Non-Aligned Members (0) |
|---|------------------|------------|-----------------|-------------------------|
| 1 | K E Morris | | | |
| 2 | M D Conolly | | | |

EAST KENT SERVICES COMMITTEE NAMED SUBSTITUTES

| | Conservative (2) | Labour (0) | Progressive (0) | Non-Aligned Members (0) |
|---|------------------|------------|-----------------|-------------------------|
| 1 | N J Collor | | | |
| 2 | T J Bartlett | | | |

ELECTORAL MATTERS COMMITTEE (5 seats)

| | Conservative (3) | Labour (2) | Progressive (0) | Non-Aligned Members (0) |
|---|------------------------------|------------|-----------------|-------------------------|
| 1 | K E Morris (Chairman) | B Gardner | | |
| 2 | S S Chandler (Vice-Chairman) | K Mills | | |
| 3 | F J W Scales | | | |

GENERAL PURPOSES COMMITTEE (5 seats)

| | Conservative (3) | Labour (2) | Progressive (0) | Non-Aligned Members (0) |
|---|-----------------------------|------------|-----------------|-------------------------|
| 1 | S M Le Chevalier (Chairman) | B Gardner | | |
| 2 | M D Conolly (Vice-Chairman) | K Mills | | |
| 3 | D P Murphy | | | |

GOVERNANCE COMMITTEE (7 seats)

| | Conservative (4) | Labour (2) | Progressive (0) | Non-Aligned Members (1) |
|---|---------------------------|-------------|-----------------|-------------------------|
| 1 | P G Heath (Chairman) | S Bannister | | R J Frost |
| 2 | D Hannent (Vice-Chairman) | M I Cosin | | |
| 3 | B W Butcher | | | |
| 4 | P I Carter | | | |

JOINT STAFF CONSULTATIVE FORUM (5 seats + 5 staff member seats)

| | Conservative (3) | Labour (2) | Progressive (0) | Non-Aligned Members (0) |
|---|------------------|-------------|-----------------|-------------------------|
| 1 | M D Conolly | M I Cosin | | |
| 2 | P G Heath | A S Pollitt | | |
| 3 | S M Le Chevalier | | | |

The Forum is responsible for electing its own Chairman and Vice-Chairman.

JOINT HEALTH, SAFETY & WELFARE CONSULTATIVE FORUM
(5 seats + 5 staff member seats)

| | Conservative (3) | Labour (2) | Progressive (0) | Non-Aligned Members (0) |
|---|------------------|-------------|-----------------|-------------------------|
| 1 | M D Conolly | M I Cosin | | |
| 2 | P G Heath | A S Pollitt | | |
| 3 | S M Le Chevalier | | | |

The Forum is responsible for electing its own Chairman and Vice-Chairman.

LICENSING COMMITTEE (15 seats)

| | Conservative (8) | Labour (5) | Progressive (1) | Non-Aligned Members (1) |
|---|------------------|---------------|-----------------|-------------------------|
| 1 | B W Butcher | B Gardner | P Walker | B Glayzer |
| 2 | A Friend | S F Bannister | | |
| 3 | P D Jull | P M Brivio | | |
| 4 | P S Le Chevalier | D G Cronk | | |
| 5 | S M Le Chevalier | A M Napier | | |
| 6 | D P Murphy | | | |
| 7 | M J Ovenden | | | |
| 8 | M Rose | | | |

The Licensing Committee is responsible for electing its own Chairman and Vice-Chairman.

PLANNING COMMITTEE (10 seats)

| | Conservative (5) | Labour (4) | Progressive (1) | Non-Aligned Members (0) |
|---|-----------------------------|--------------------------|-----------------|-------------------------|
| 1 | F J W Scales (Chairman) | B Gardner (Spokesperson) | M R Eddy | |
| 2 | B W Butcher (Vice-Chairman) | D G Cronk | | |
| 3 | P M Beresford | P J Hawkins | | |
| 4 | T A Bond | P M Wallace | | |
| 5 | M J Ovenden | | | |

REGULATORY COMMITTEE (5 seats)

| | Conservative (3) | Labour (2) | Progressive (0) | Non-Aligned Members (0) |
|---|----------------------------------|------------|-----------------|-------------------------|
| 1 | B W Butcher (Chairman) | P M Brivio | | |
| 2 | P S Le Chevalier (Vice-Chairman) | B Gardner | | |
| 3 | D P Murphy | | | |

SCRUTINY (COMMUNITY & REGENERATION) COMMITTEE (10 seats)

| | Conservative (5) | Labour (3) | Progressive (1) | Non-Aligned Members (1) |
|---|-----------------------------------|-------------------------|-----------------|-------------------------|
| 1 | T A Bond (Spokesperson) | L A Keen (Chairman) | P Walker | R J Frost |
| 2 | M J Ovenden (Deputy Spokesperson) | G Cowan (Vice-Chairman) | | |
| 3 | P I Carter | P M Brivio | | |
| 4 | N Dixon | | | |
| 5 | P D Jull | | | |

SCRUTINY (POLICY & PERFORMANCE) COMMITTEE (10 seats)

| | Conservative (4) | Labour (4) | Progressive (1) | Non-Aligned Members (1) |
|---|-----------------------------------|-----------------------------|-----------------|-------------------------|
| 1 | T A Bond (Spokesperson) | M I Cosin (Chairman) | M R Eddy | R J Frost |
| 2 | M J Ovenden (Deputy Spokesperson) | P J Hawkins (Vice-Chairman) | | |
| 3 | P D Jull | D A Sargent | | |
| 4 | M Rose | J M Heron | | |

52 URGENT BUSINESS TIME

There were no items of urgent business for consideration.

The meeting ended at 6.12 pm

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.

COUNCIL – 30 January 2019

Questions Raised on Notice by Members of the Public

- (a) Questions will be asked in the order in which notice of them was received, except that the Chairman may group together similar questions.
- (b) The period for questions by the public shall be limited so that no further questions shall be put after the elapse of 15 minutes from the commencement of the first question.
- (c) A maximum of three minutes is allowed for the each question to be read.
- (d) A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply.
- (e) Afterwards, any other Member at the Chairman's discretion may speak for up to two minutes on a question or reply.

Question(s)

In accordance with Rule 11 of the Council Procedure Rules, notice was given by a member of the public to ask the following question:

- (1) Ms S Gleave (E.U. Thinking Deal and Dover) will ask the Leader of the Council:

“Will the Leader of DDC be defending the interests of Dover district communities by calling for a second referendum like Damian Collins MP and Birmingham, Warrington and other City councils have done, as the only way to cut through parliamentary gridlock and avoid the NO-DEAL Brexit that DDC Brexit Impact assessments advise strongly against?”

In accordance with Council Procedure Rule 11.8, a questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply.

| | |
|--------------------------|--|
| Subject: | REVIEW OF POLLING DISTRICTS AND POLLING STATIONS |
| Meeting and Date: | Electoral Matters Committee – 22 January 2019 Council – 30 January 2019 |
| Report of: | Nadeem Aziz – (Acting) Returning Officer |
| Decision Type: | Non-Executive |
| Classification: | Unrestricted |

Purpose of the report: The Council started its statutory review of Polling Districts, Places and Stations on 15 October 2018. This report details the recommendations in relation to the responses received during the consultation and seeks agreement to amend the current scheme to one of the options listed.

Recommendation: Electoral Matters Committee:

- (a) To consider the proposed Polling District, Polling Places and Polling Stations Scheme and make recommendations to Council.

Council:

- (a) To approve the recommended proposals for the Polling District, Polling Places and Polling Stations Scheme

1. Summary

- 1.1 Section 16 of the Electoral Administration Act 2006, which came into force on 1 January 2007, introduced a number of changes to the Representation of the People Act 1983 in respect of the way in which reviews of polling districts and polling places must be undertaken.
- 1.2. In compliance with the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, every Council in England and Wales must have undertaken and completed a review of all of the polling districts and polling places in its area by 31 January 2020.
- 1.3 As the local boundary review has just taken place, it is imperative that the review is concluded with a view to allowing enough time for the Electoral Registration Officer to republish the Register of Electors prior to the start of the Nomination Period for the 2019 local elections. The Electoral Matters Committee has considered the existing scheme and determined whether any changes should be proposed prior to consulting on the scheme. Following the consultation process the Council will determine the Polling District Scheme to be used for Parliamentary and Local Government Elections and Referendum. The Electoral Registration Officer will make any changes agreed and publish the register reflecting the changes.

2. Introduction and Background

Designating Polling Districts

- 2.1 A Polling District is the geographical sub-division of an electoral area, eg UK Parliamentary constituency, a European Parliamentary electoral region, a ward or an electoral division.
- 2.2 The Council is responsible for dividing its area into polling districts for UK Parliamentary elections and for keeping the polling districts under review.
- 2.3 Although there is no requirement to sub-divide local government electoral wards into polling districts, it is recognised good practice to do so. When doing so, every effort must be made to ensure that the polling district scheme for Local Government elections mirrors as closely as possible that agreed for Parliamentary elections.
- 2.4. When designating polling districts, the Council must seek to ensure that all the electors in the Constituency have such reasonable facilities for voting as are practicable in the circumstances.
- 2.5 In addition, and unless there are special circumstances that lead the Council to determine otherwise, each parish must be in a separate polling district.
- 2.6 The Council must designate a polling place for every polling district in the District, unless the size or other circumstances of the polling district are such that the situation of the polling stations does not materially affect the convenience of the electorate.
- 2.7. The Council must keep the polling places under review.
- 2.8 The Council must:
 - (a) seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances; and
 - (b) seek to ensure that so far as is reasonable and practicable, the polling places they are responsible for are accessible to all electors, including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons.
- 2.9 In addition, the polling place for a polling district must be within the area of the district unless special circumstances make it desirable to designate an area either wholly or partly outside of the polling district.
- 2.10 A copy of the current Polling Districts Scheme including Parliamentary Electorate figures in force at the start of the consultation is included at **Appendix 1** together with the maps depicting current and proposed Polling Districts Scheme at **Appendices 2 and 3**.

Polling Places

- 2.11 A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
- 2.12 The current Scheme designates the Polling Place as the Polling District. Where no suitable Polling Station is available the (Acting) Returning Officer is authorised to designate an adjoining Polling District for that Polling Place.

Polling Stations

- 2.13 A Polling Station is the actual area where the process of voting takes place, and must be located within the polling place designated for the particular polling district. This function is the responsibility of the (Acting) Returning Officer.

Consultation Process

- 2.14 The review commenced on 15 October 2018. Notice of the review was published on the website and at Area Offices inviting views. Notice was sent to the statutory consultees – the (Acting) Returning Officer for the Dover Parliamentary Constituency, the (Acting) Returning Officer for the South Thanet Parliamentary Constituency and disability groups.
- 2.15 In addition, notice of the review was circulated to District Councillors, Members of Parliament for Dover and South Thanet, Parish Clerks and local political parties for both constituencies.
- 2.16 In accordance with the statutory requirements, the responses from the statutory consultees were published.
- 2.17 All representations submitted as part of the consultation process are attached at **Appendix 4**.

3. Results of Consultation

General

- 3.1 Attached at **Appendix 4** is a schedule of the responses received to the consultation process. A few of the representations received are in connection with matters that cannot be considered as part of this review. Specific comments relating to Polling Stations are a matter for the (Acting) Returning Officer and any suggestions received will be considered.

Statutory Consultee Responses

- 3.2 The (Acting) Returning Officer for the South Thanet Constituency has responded with no comment.
- 3.3. The (Acting) Returning Officer for the Dover Constituency has requested that consideration be given to the following:

The majority of the proposed changes are to keep in line with the recently completed Local Government Boundary Review and the maps for the proposed polling districts can be viewed online at <https://www.dover.gov.uk/Council--Democracy/Elections/Polling-District-Review-2018.aspx>

Buckland District Ward and Whitfield District Ward

Proposed Change:

1. Creation of a new Polling District to cover the Rokesley area of Buckland.
2. Amendment of boundary to Buckland South.
3. To amend the current polling districts for Whitfield to divide North and South rather than East and West..

Rationale behind proposal:

1. The Local Government Boundary Commission for England (LGBCE) has moved the Rokesley area from

Buckland District Ward into Whitfield District Ward. It will remain in Buckland Town Ward for town council elections.

2. The LGBCE review amended the boundary to include part of St Radigund's East Polling District.

3. Currently over 800 electors have to cross the A2 in order to vote. By amending the polling districts to divide North & South instead of East and West we can place a new polling station on the South side of the A2 which could serve both the Rokesley area and Whitfield South. This also allows for expected future growth of the electorate in Whitfield North which would continue to use the current polling station at Whitfield Village Hall.

Proposed Polling Stations: Christchurch Academy, Melbourne Avenue for Rokesley and Whitfield South – room available has its own external sloped entrance so can be used without closing the school. Whitfield Village Hall for Whitfield North

Maxton and Elms Vale District Ward and Town and Castle District Ward

Proposed Change: Priory Polling District has amended boundaries and is now included in Town and Castle District Ward. Maxton & Elms Vale also has its shared boundaries with Tower Hamlets and Priory amended.

Rationale behind proposal: In line with the LGBCE Boundary Review changes.

Proposed Polling Stations: No change to current polling stations used for these areas.

St Radigund's District Ward

Proposed Change: 1. Amendment of boundary to St Radigund's East Polling District.
2. Creation of new polling district to cover part of Tower Hamlet's District Ward which has been moved into St Radigund's District Ward.

Rationale behind proposal: In line with the LGBCE Boundary Review changes.

Proposed Polling Stations: 1. Barton CP School, Barton Road, with Dover Working Man's Club as an alternative during school renovations
2. Baptist Church, Maison Dieu Road

Tower Hamlet's District Ward

Proposed Change: Change of the boundary of Tower Hamlets West to include part of the Tower Hamlets East Polling District. We propose splitting this new larger Polling District in two, with the top part of the polling district voting at The Ark and the bottom part of the polling district voting in Curzon Hall (**See Appendix 5**)

Rationale behind proposal: In line with LGBCE Boundary Review changes and the topography of the area.. The increased electorate

means that two polling stations are required and Curzon Hall is not large enough to accommodate both stations

Proposed Polling Stations: Curzon Hall, Curzon Road and The Ark, Noah's Ark Road

Eastry Rural District Ward

Proposed Change: 1. To split Sholden Parish into 3 new Polling Districts, one of which will vote in Sholden Parish and Eastry Rural District Ward.
2. To split Worth into 2 new Polling Districts, one of which will vote in Worth Parish and Eastry Rural District Ward.

Rationale behind proposal: In line with LGBCE Boundary Review changes

Proposed Polling Stations: Scout HQ, The Street, Sholden and Worth Parish Hall, The Street, Worth

Middle Deal District Ward

Proposed Change: To split Sholden Parish into 3 new Polling Districts, one of which will vote in Sholden Parish and Middle Deal District Ward

Rationale behind proposal: In line with LGBCE Boundary Review changes

Proposed Polling Stations: As there is no potential polling station in this new polling district, a second polling station will be added to the station currently allocated to another Middle Deal Polling District, Warden House Primary School, Birdwood Avenue.

North Deal District Ward

Proposed Change: 1. Amendment of boundaries to the Polling District of Walmer, Gladstone Ward which falls within North Deal District Ward.
2. To split Sholden Parish into 3 new Polling Districts, one of which will vote in Sholden Parish and North Deal District Ward.

Rationale behind proposal: In line with LGBCE Boundary Review changes

Proposed Polling Stations: 1. Walmer Sea Scout's Hall, Marine Road
2. There is no suitable polling station within the polling district and the parliamentary electorate for this polling district is currently less than 100 so it makes sense to join them with an already established polling station. The closest suitable polling station in the North Deal District Ward is the Golf Road Centre, 28 Golf Road. The residents in the newly created Tenants Hill Polling District would have had to pass the Golf Road Centre in order to vote at their previous station of the Scout HQ,

Sholden so it would effectively mean travelling a shorter distance to vote.

Sandwich District Ward

Proposed Change: To split Worth Parish into 2 new Polling Districts, one of which would vote in Worth Parish and Sandwich District Ward elections.

Rationale behind proposal: In line with LGBCE Boundary Review changes

Proposed Polling Stations: As there are no suitable polling stations within the newly created polling district, the best option is a joint polling station with Sandwich North Polling District at the Guildhall, Cattle Market, Sandwich.

Eythorne & Shepherdswell District Ward

Proposed Change: To divide the polling district of Eythorne into 2 polling districts, Eythorne and Elvington, each with their own polling stations. (**See Appendix 5**)

Rationale behind proposal: Representation received requesting the change because there is no easy access for residents in Elvington without cars to get to the current polling station in Eythorne. There is a suitable polling station within Elvington that can be used therefore the ARO has no objection to this request.

Proposed Polling Stations: Resource Centre, Barfreestone Road, Eythorne and Elvington Community Centre, Elvington.

A summary list of the proposed Polling Districts and Polling Stations is attached at **Appendix 6**

4 Identification of Options

4.1 Option 1:

- (a) That the current scheme be amended to incorporate all of the recommendations of the (Acting) Returning Officer for the Dover Parliamentary Constituency (as set out in section 3.3 of this report).
- (b) Each Polling District be designated as the Polling Place. Where no suitable Polling Station is available the (Acting) Returning Officer be authorised to designate an adjoining Polling District for that Polling Place.
- (c) The Parliamentary Polling Districts and Polling Places be designated as the Polling Districts and Polling Places for Local Government Elections.

Option 1 is the recommended option.

4.2 Option 2:

- (a) To amend the current scheme in some way to be determined by the Committee.
- (b) Each Polling District be designated as the Polling Place. Where no suitable Polling Station is available the (Acting) Returning Officer be authorised to designate an adjoining Polling District for that Polling Place.
- (c) The Parliamentary Polling Districts and Polling Places be designated as the Polling Districts and Polling Places for Local Government Elections.

5 Evaluation of Options

- 5.1 Option 1 is the recommended option as both statutory and non-statutory consultees have had the opportunity to comment on the proposals. It also allows sufficient time for preparations prior to the start of the Nomination period for the forthcoming District and Parish Council elections.
- 5.2 Option 2 is not recommended as any changes proposed would not have been included in the consultation process and therefore would have prevented the statutory and non-statutory consultees from commenting on the changes.

6 Resource Implications

- 6.1 There are no financial implications in designating the Polling Districts however the cost of elections will be affected by the number of Polling Stations used.

7 Background Papers

Electoral Administration Act 2006.
Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.
Notice of Review of Polling Districts and Polling Places.
Local Government Boundary Review (<http://www.lgbce.org.uk/all-reviews/south-east/kent/dover>)

8 Attachments

Appendix 1 – Parliamentary Electorate based on Proposed Wards and Polling Districts
Appendix 2 – Proposed Polling District Maps
Appendix 3 – Unchanged Polling District Maps
Appendix 4 – Responses received as part of the consultation
Appendix 5 – Maps of proposed Polling Districts for Tower Hamlets and Elvington
Appendix 6 – Summary of proposed Polling Districts and Polling Stations.

Dover District Council
Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006

| Constituency | New District Wards | Parish/Parish Ward | | Polling Districts New or Amended | Polling Place/Current Polling Stations | Parliamentary Electorate Estimate | Ward Totals |
|--------------|---|--|------|-------------------------------------|---|--------------------------------------|-------------|
| Dover | Alkham & Capel-le-Ferne | Alkham Parish | PAK | Alkham | Alkham Village Hall, Hogbrook Hill | 593 | 2632 |
| Dover | Alkham & Capel-le-Ferne | Capel-le-Ferne Parish | PCF | Capel-le-Ferne | Capel-Le-Ferne Village Hall (Small Hall), Lancaster Avenue, Capel-Le-Ferne | 1630 | |
| Dover | Alkham & Capel-le-Ferne | Hougham Without Parish | PHM | Hougham Without | West Hougham Parish Hall, West Hougham, Dover | 409 | |
| Dover | Aylesham, Eythorne and Shepherdswell | Aylesham Parish | PAY | Aylesham | Aylesham Baptist Church, Dorman Avenue South, Aylesham | 3651 | 7760 |
| Dover | Aylesham, Eythorne and Shepherdswell | Nonington Parish | PNN | Nonington | Nonington Village Hall, Easole Street | 691 | |
| Dover | Aylesham, Eythorne and Shepherdswell | Eythorne Parish/Eythorne Ward | PEX1 | Eythorne | Resource Centre, Barfrestone Road, Eythorne | 1906 | |
| Dover | Aylesham, Eythorne and Shepherdswell | Eythorne Parish/ Barfrestone Ward | PEX2 | Barfrestone | Resource Centre, Barfrestone Road, Eythorne | 41 | 7760 |
| Dover | Aylesham, Eythorne and Shepherdswell | Shepherdswell with Coldred Parish/Shepherdswell Ward | PSL1 | Shepherdswell | Shepherdswell Village Hall, Coxhill, Shepherdswell | 1332 | |
| Dover | Aylesham, Eythorne and Shepherdswell | Shepherdswell with Coldred Parish/Coldred Ward | PSL2 | Coldred | Shepherdswell Village Hall, Coxhill, Shepherdswell | 139 | |
| Dover | Buckland | Dover Town/Buckland Ward | BC1 | Buckland North | Buckland Community Centre, Roosevelt Road, Dover | 2661 | 5152 |
| Dover | Buckland | Dover Town/Buckland Ward | BC2 | Buckland South | Shatterlocks C P Infants School, Heathfield Avenue | 2491 | |
| Dover | Dover Downs & River | Denton with Wootton Parish | PDD | Denton | Denton Village Hall, The Street | 139 | |
| Dover | Dover Downs & River | Denton with Wootton Parish | PDW | Wootton | Wootton Village Hall, Wootton Lane | 161 | 5363 |
| Dover | Dover Downs & River | Lydden Parish | PLN | Lydden | Lydden Village Hall, 83 Canterbury Road, Lydden | 586 | |
| Dover | Dover Downs & River | Temple Ewell Parish | PTE | Temple Ewell | Temple Ewell Village Hall, 187 London Road, Temple Ewell | 1348 | |
| Dover | Dover Downs & River | River Parish | PRV | River | River Village Hall, Common Lane, River | 3129 | 5004 |
| Dover | Eastry Rural | Eastry Parish | PEA | Eastry | Eastry Village Hall, High Street, Eastry | 1933 | |
| Dover | Eastry Rural | Northbourne Parish | PNR | Northbourne | Northbourne Parish Hall, The Drove, Northbourne | 690 | |
| Dover | Eastry Rural | Sutton Parish | PSU | Sutton | Sutton Parish Community Centre, Downs Road, East Studdal | 632 | 5004 |
| Dover | Eastry Rural | Tilmanstone Parish | PTI | Tilmanstone | Tilmanstone Village Hall, Chapel Road | 290 | |
| Dover | Eastry Rural | Sholden Parish/ Sholden Ward | PSHE | Eastry Rural, Sholden | Scout H.Q., The Street, Sholden | 847 | |
| South Thanet | Eastry Rural | Worth Parish/Village Ward | TWR1 | Eastry Rural, Worth Village | Worth Parish Hall, The Street, Worth | 612 | 5720 |
| Dover | Guston, Kingsdown & St Margaret's-at-Cliffe | Great Mongeham Parish | PGM | Great Mongeham | Great Mongeham Parish Hall, 170 Mongeham Road | 584 | |
| Dover | Guston, Kingsdown & St Margaret's-at-Cliffe | Guston Parish | PGS | Guston | Burgoyne Heights Community Centre, Burgoyne Heights, Guston | 617 | |
| Dover | Guston, Kingsdown & St Margaret's-at-Cliffe | Langdon Parish | PLG | Langdon | East Langdon Parish Hall, The Street | 467 | 5720 |
| Dover | Guston, Kingsdown & St Margaret's-at-Cliffe | Ringwould with Kingsdown Parish | PRG | Ringwould | Ringwould Village Hall, Dover Road, Ringwould | 319 | |
| Dover | Guston, Kingsdown & St Margaret's-at-Cliffe | Ringwould with Kingsdown Parish | PRK | Kingsdown | Kingsdown C P School, Glen Road | 1327 | |
| Dover | Guston, Kingsdown & St Margaret's-at-Cliffe | Ripple Parish | PRP | Ripple | Ripple Village Hall, Sutton Road | 309 | 5720 |
| Dover | Guston, Kingsdown & St Margaret's-at-Cliffe | St Margaret's-at-Cliffe Parish | PSM | St Margaret's-at-Cliffe | St Margaret's-At-Cliffe Village Hall, Reach Road, St Margaret's -At- Cliffe | 2097 | |
| Dover | Maxton and Elms Vale | Dover Town /Maxton and Elms Vale Ward | BME | Maxton and Elms Vale | St Martin's Church Hall, Church Road, Dover | 2936 | 5614 |
| Dover | Middle Deal | Deal Town/Middle Deal Ward | AMD1 | Middle Deal, Manor | Deal Christian Fellowship Hall, Sutherland Road, Deal | 1909 | |
| Dover | Middle Deal | Deal Town/Middle Deal Ward | AMD2 | Middle Deal, Park | Linwood Youth Centre, Mill Road, Deal | 1676 | |
| Dover | Middle Deal | Deal Town/Middle Deal Ward | AMD3 | Middle Deal, Upper | Warden House School, Birdwood Avenue, Deal | 1363 | 6012 |
| Dover | Middle Deal | Sholden Parish/Hyton Ward | PSHM | Middle Deal, Hyton | TBC during review | 666 | |
| Dover | Mill Hill | Deal Town/Mill Hill Ward | AMH1 | Mill Hill, South | Deal Pentecostal Church, 69 Mill Hill | 2318 | |
| Dover | Mill Hill | Deal Town/Mill Hill Ward | AMH2 | Mill Hill, North | The Godric Centre, Rear of St John's R C Church, St Richard's Road | 1434 | 5795 |
| Dover | Mill Hill | Deal Town/Mill Hill Ward | AMH3 | Mill Hill, West | The Sports Centre, Off Cavell Square, Deal | 2260 | |
| Dover | North Deal | Walmer Parish/Gladstone Ward | AW4N | North Deal, Gladstone | TBC during review | 806 | |
| Dover | North Deal | Deal Town/North Deal Ward | AN1 | North Deal, Sandown | The Golf Road Centre, 28 Golf Road, Deal | 1922 | 5795 |
| Dover | North Deal | Deal Town/North Deal Ward | AN2 | North Deal, St Andrew's | Cleary Hall, Landmark Centre, 129 High Street | 1826 | |
| Dover | North Deal | Deal Town/North Deal Ward | AN3 | North Deal, Victoria | Baptist Hall, Stanley Road, Deal | 1143 | |
| Dover | North Deal | Sholden Parish/ Tenants Hill Ward | PSHN | North Deal, Tenants Hill | TBC during review | 98 | 4572 |
| Dover | St Radigund's | Dover Town/St Radigund's Ward | BR1 | St Radigund's, West | Triangles Community Centre, Poulton Close | 1604 | |
| Dover | St Radigund's | Dover Town/St Radigund's Ward | BR2 | St Radigund's, East | Barton C P School, Barton Road, Dover | 1773 | |
| Dover | St Radigund's | Dover Town/St Radigund's Ward | BR3 | St Radigund's, Town | Dover Baptist Church Hall, 27-32 Maison Dieu Road, Dover | 1195 | 2713 |
| Dover | Tower Hamlets | Dover Town/Tower Hamlets Ward | BTH | Tower Hamlets | TBC during review | 2713 | |
| Dover | Town and Castle | Dover Town/Town and Castle Ward | BT1 | Town and Castle, Priory | Clarendon and Westbury Community Centre, Belgrave Road, Dover | 2223 | |
| Dover | Town and Castle | Dover Town /Town and Castle Ward | BT2 | Town and Castle, Castle | St Mary's Parish Centre, Dieu Stone Lane, Dover | 1681 | 5339 |
| Dover | Town and Castle | Dover Town/Town and Castle Ward | BT3 | Town and Castle, Aycliffe | Aycliffe Church Centre, Old Folkestone Road | 891 | |
| Dover | Town and Castle | Dover Town/Town and Castle Ward | BT4 | Town and Castle, Redoubt | St John Ambulance Brigade Hall, North Military Road, Dover | 544 | |
| Dover | Walmer | Walmer Parish/Upper Walmer Ward | AW1 | Walmer, Upper Walmer | Walmer Chapel (Rear Hall), 30 Station Road, Walmer | 2070 | 5757 |
| Dover | Walmer | Walmer Parish/Wellington Ward | AW2 | Walmer, Wellington | Walmer Parish Hall, Dover Road, Walmer, Deal | 2458 | |
| Dover | Walmer | Walmer Parish/St Saviour's Ward | AW3 | Walmer, St Saviour's | St Saviour's Church, The Strand, Walmer | 1229 | |

| Constituency | New District Wards | Parish/Parish Ward | Polling Districts New or Amended | | Polling Place/Current Polling Stations | Parliamentary Electorate Estimate | Ward Totals |
|--------------|---------------------------|-----------------------------------|-------------------------------------|------------------------|---|--------------------------------------|-------------|
| Dover | Whitfield | Whitfield Parish | PWH1 | Whitfield North | Whitfield Village Hall, Sandwich Road, Whitfield | 3400 | 4556 |
| Dover | Whitfield | Whitfield Parish | PWH2 | Whitfield South | TBC during review | 820 | |
| Dover | Whitfield | Dover Town/Buckland Ward | BC1W | Whitfield, Rokesley | TBC during review | 336 | |
| Total | | | | | | 74925 | |
| South Thanet | Little Stour and Ashstone | Ash Parish | TAS | Ash | Ash Village Hall (Library), Queens Road, Ash | 2557 | 5505 |
| South Thanet | Little Stour and Ashstone | Goodnestone Parish | TGD | Goodnestone | Goodnestone Village Hall, The Street | 294 | |
| South Thanet | Little Stour and Ashstone | Preston Parish | TPR | Preston | Preston Village Hall, Mill Lane, Preston | 587 | |
| South Thanet | Little Stour and Ashstone | Staple Parish | TSP | Staple | Staple Village Hall, Mill Road, Staple | 458 | |
| South Thanet | Little Stour and Ashstone | Stourmouth Parish | TST | Stourmouth | The Rising Sun Inn, (Double Door Entrance), The Street | 231 | |
| South Thanet | Little Stour and Ashstone | Wingham Parish | TWG | Wingham | Wingham Village Hall, School Lane, Wingham | 1378 | 5555 |
| South Thanet | Sandwich | Sandwich Town/Sandwich North Ward | TSA | Sandwich North | Meeting Room, Guildhall, Cattle Market | 2079 | |
| South Thanet | Sandwich | Sandwich Town/Sandwich South Ward | TSB | Sandwich South | The Phoenix Centre, Jubilee Road | 1894 | |
| South Thanet | Sandwich | Woodnesborough Parish | TWN | Woodnesborough | Woodnesborough Village Hall, The Street, Woodnesborough | 970 | |
| South Thanet | Sandwich | Worth Parish/Sandwich Bay Ward | TWR2 | Sandwich, Sandwich Bay | TBC during review | 176 | |
| Total | | | | | | 10624 | |

Dover District Council
Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006

| Constituency | Current District Ward | | Polling Districts | Polling Place/Current Polling Stations |
|--------------|------------------------------|------|----------------------------|---|
| Dover | Aylesham | PAY | Aylesham | Aylesham Baptist Church, Dorman Avenue South, Aylesham |
| Dover | Aylesham | PNN | Nonington | Nonington Village Hall, Easole Street |
| Dover | Buckland | BC1 | Buckland North | Buckland Community Centre, Roosevelt Road, Dover |
| Dover | Buckland | BC2 | Buckland South | Shatterlocks C P Infants School, Heathfield Avenue |
| Dover | Capel le Ferne | PCF | Capel-le-Ferne | Capel-Le-Ferne Village Hall (Small Hall), Lancaster Avenue, Capel-Le-Ferne |
| Dover | Capel le Ferne | PHM | Hougham Without | West Hougham Parish Hall, West Hougham, Dover |
| Dover | Castle | BD | Castle | St Mary's Parish Centre, Dieu Stone Lane, Dover |
| Dover | Eastry | PEA | Eastry | Eastry Village Hall, High Street, Eastry |
| Dover | Eastry | PGM | Great Mongeham | Great Mongeham Parish Hall, 170 Mongeham Road |
| Dover | Eastry | PNR | Northbourne | Northbourne Parish Hall, The Drove, Northbourne |
| Dover | Eastry | PSU | Sutton | Sutton Parish Community Centre, Downs Road, East Studdal |
| Dover | Eastry | PTI | Tilmanstone | Tilmanstone Village Hall, Chapel Road |
| Dover | Eythorne and Shepherdswell | PDD | Denton | Denton Village Hall, The Street |
| Dover | Eythorne and Shepherdswell | PDW | Wootton | Wootton Village Hall, Wootton Lane |
| Dover | Eythorne and Shepherdswell | PEX1 | Eythorne | Resource Centre, Barfreestone Road, Eythorne |
| Dover | Eythorne and Shepherdswell | PEX2 | Barfreestone | Resource Centre, Barfreestone Road, Eythorne |
| Dover | Eythorne and Shepherdswell | PSL1 | Shepherdswell | Shepherdswell Village Hall, Coxhill, Shepherdswell |
| Dover | Eythorne and Shepherdswell | PSL2 | Coldred | Shepherdswell Village Hall, Coxhill, Shepherdswell |
| Dover | Lydden and Temple Ewell | PLN | Lydden | Lydden Village Hall, 83 Canterbury Road, Lydden |
| Dover | Lydden and Temple Ewell | PTE | Temple Ewell | Temple Ewell Village Hall, 187 London Road, Temple Ewell |
| Dover | Maxton, Elms Vale and Priory | BE | Maxton and Elms Vale | St Martin's Church Hall, Church Road, Dover |
| Dover | Maxton, Elms Vale and Priory | BF | Priory | Clarendon and Westbury Community Centre, Belgrave Road, Dover |
| Dover | Middle Deal and Sholden | AB1 | Middle Deal, Manor | Deal Christian Fellowship Hall, Sutherland Road, Deal |
| Dover | Middle Deal and Sholden | AB2 | Middle Deal, Park | Linwood Youth Centre, Mill Road, Deal |
| Dover | Middle Deal and Sholden | AB3 | Middle Deal, Upper | Warden House School, Birdwood Avenue, Deal |
| Dover | Middle Deal and Sholden | PSH | Sholden | Scout H.Q., The Street, Sholden |
| Dover | Mill Hill | AC1 | Mill Hill, South | Deal Pentecostal Church, 69 Mill Hill |
| Dover | Mill Hill | AC2 | Mill Hill, North | The Godric Centre, Rear of St John's R C Church, St Richard's Road |
| Dover | Mill Hill | AC3 | Mill Hill, West | The Sports Centre, Off Cavell Square, Deal |
| Dover | North Deal | AA4 | North Deal, Gladstone | Baptist Hall, Stanley Road, Deal |
| Dover | North Deal | AD1 | North Deal, Sandown | The Golf Road Centre, 28 Golf Road, Deal |
| Dover | North Deal | AD2 | North Deal, St Andrew's | Cleary Hall, Landmark Centre, 129 High Street |
| Dover | North Deal | AD3 | North Deal, Victoria | Baptist Hall, Stanley Road, Deal |
| Dover | Ringwould | PRG | Ringwould, Ringwould | Ringwould Village Hall, Dover Road, Ringwould |
| Dover | Ringwould | PRK | Ringwould, Kingsdown | Kingsdown C P School, Glen Road |
| Dover | River | PAK | Alkham | Alkham Village Hall, Hogbrook Hill |
| Dover | River | PRV | River | River Village Hall, Common Lane, River |
| Dover | St Margarets at Cliffe | PGS | Guston | Burgoyne Heights Community Centre, Burgoyne Heights, Guston |
| Dover | St Margarets at Cliffe | PLG | Langdon | East Langdon Parish Hall, The Street |
| Dover | St Margarets at Cliffe | PRP | Ripple | Ripple Village Hall, Sutton Road |
| Dover | St Margarets at Cliffe | PSM | St Margaret's-at-Cliffe | St Margaret's-At-Cliffe Village Hall, Reach Road, St Margaret's -At- Cliffe |
| Dover | St Radigund's | BG1 | St Radigund's, West | Triangles Community Centre, Poulton Close |
| Dover | St Radigund's | BG2 | St Radigund's, East | Barton C P School, Barton Road, Dover |
| Dover | Tower Hamlets | BH1 | Tower Hamlets, West | Curzon Hall, Curzon Road, Dover |
| Dover | Tower Hamlets | BH2 | Tower Hamlets, East | Dover Baptist Church Hall, 27-32 Maison Dieu Road, Dover |
| Dover | Town and Pier | BJ1 | Town and Pier, West | Aycliffe Church Centre, Old Folkestone Road |
| Dover | Town and Pier | BJ2 | Town and Pier, East | St John Ambulance Brigade Hall, North Military Road, Dover |
| Dover | Walmer | AA1 | Upper Walmer | Walmer Chapel (Rear Hall), 30 Station Road, Walmer |
| Dover | Walmer | AA2 | Lower Walmer, Wellington | Walmer Parish Hall, Dover Road, Walmer, Deal |
| Dover | Walmer | AA3 | Lower Walmer, St Saviour's | St Saviour's Church, The Strand, Walmer |
| Dover | Whitfield | PWH | Whitfield, East | Whitfield Village Hall, Sandwich Road, Whitfield |
| Dover | Whitfield | PWT | Whitfield, West | Whitfield Village Hall, Sandwich Road, Whitfield |
| South Thanet | Little Stour and Ashstone | TAS | Ash | Ash Village Hall (Library), Queens Road, Ash |
| South Thanet | Little Stour and Ashstone | TGD | Goodnestone | Goodnestone Village Hall, The Street |
| South Thanet | Little Stour and Ashstone | TPR | Preston | Preston Village Hall, Mill Lane, Preston |
| South Thanet | Little Stour and Ashstone | TSP | Staple | Staple Village Hall, Mill Road, Staple |
| South Thanet | Little Stour and Ashstone | TST | Stourmouth | The Rising Sun Inn, (Double Door Entrance), The Street |
| South Thanet | Little Stour and Ashstone | TWG | Wingham | Wingham Village Hall, School Lane, Wingham |
| South Thanet | Sandwich | TSA | Sandwich, North | Meeting Room, Guildhall, Cattle Market |
| South Thanet | Sandwich | TSB | Sandwich, South | The Phoenix Centre, Jubilee Road |
| South Thanet | Sandwich | TWN | Woodnesborough | Woodnesborough Village Hall, The Street, Woodnesborough |
| South Thanet | Sandwich | TWR | Worth | Worth Parish Hall, The Street, Worth |

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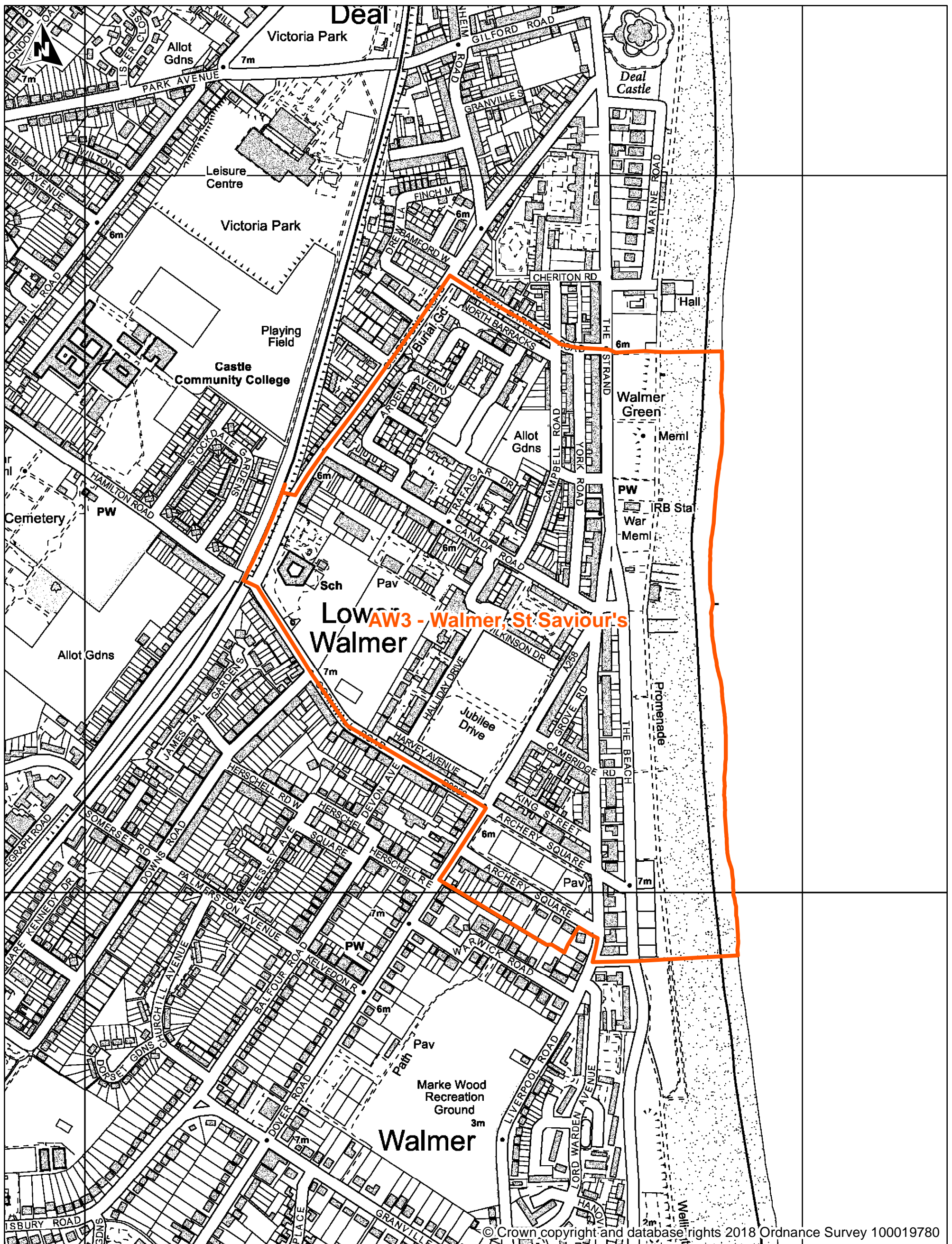


Polling District Review 2018

Proposed Polling District Maps

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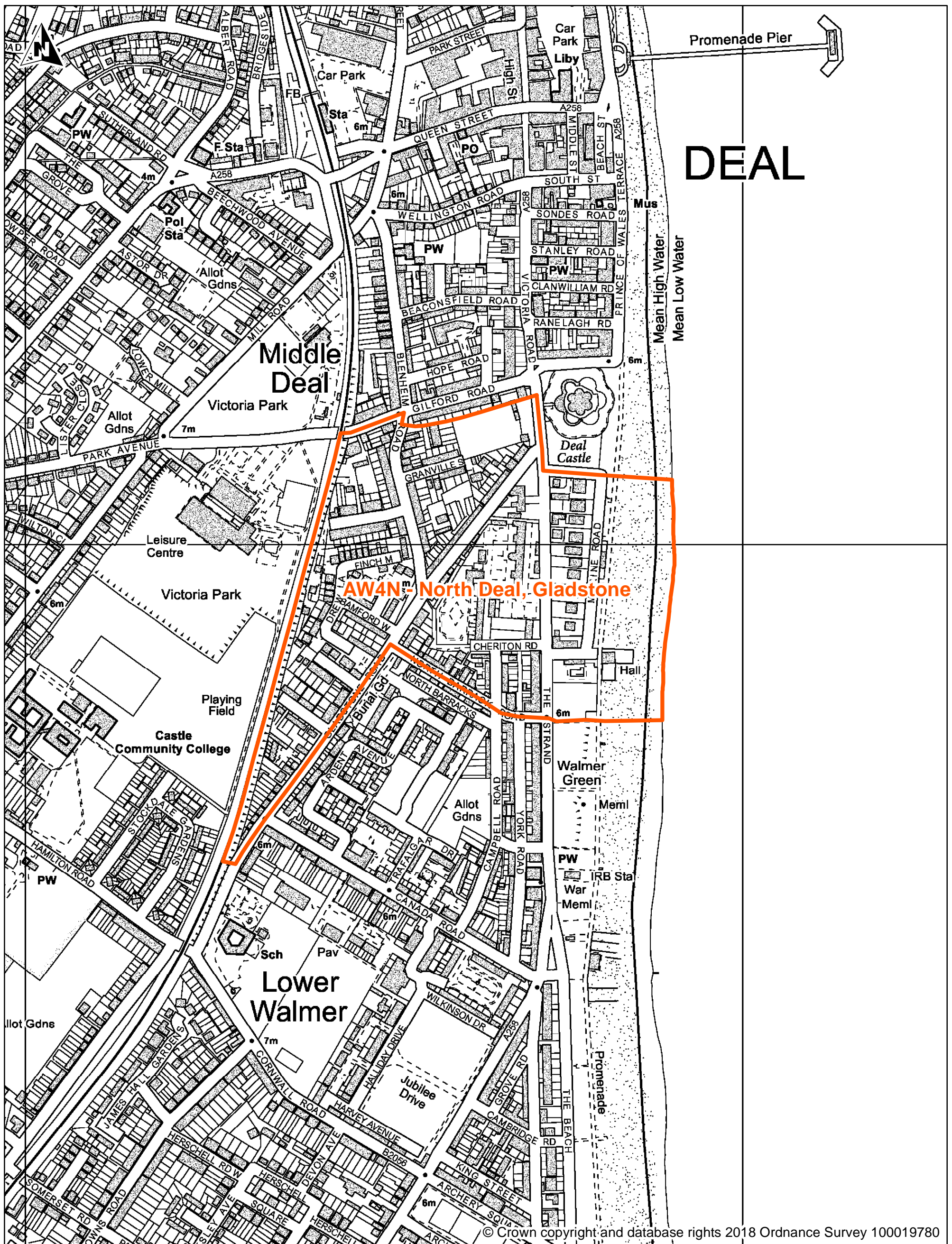


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Proposed Polling District: AW3 - Walmer, St Saviour's

Scale 1:5,000

Map Dated: 10/10/2018



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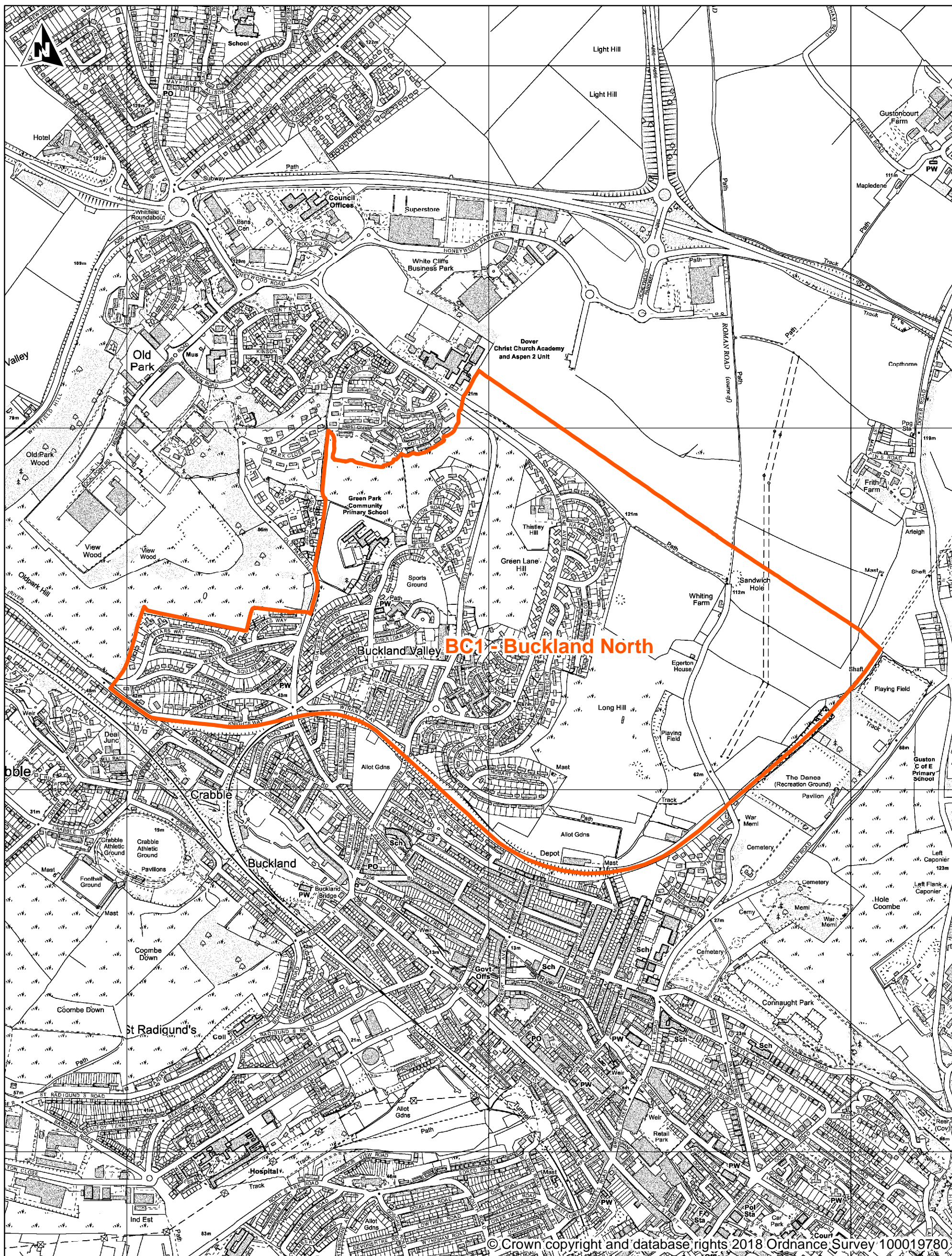
Proposed Polling District: AW4N - North Deal, Gladstone

Scale 1:5,000

Map Dated: 10/10/2018

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DDC Polling District Review 2018 Proposed Polling District: BC1 - Buckland North

Scale 1:10,000

Map Dated: 10/10/2018

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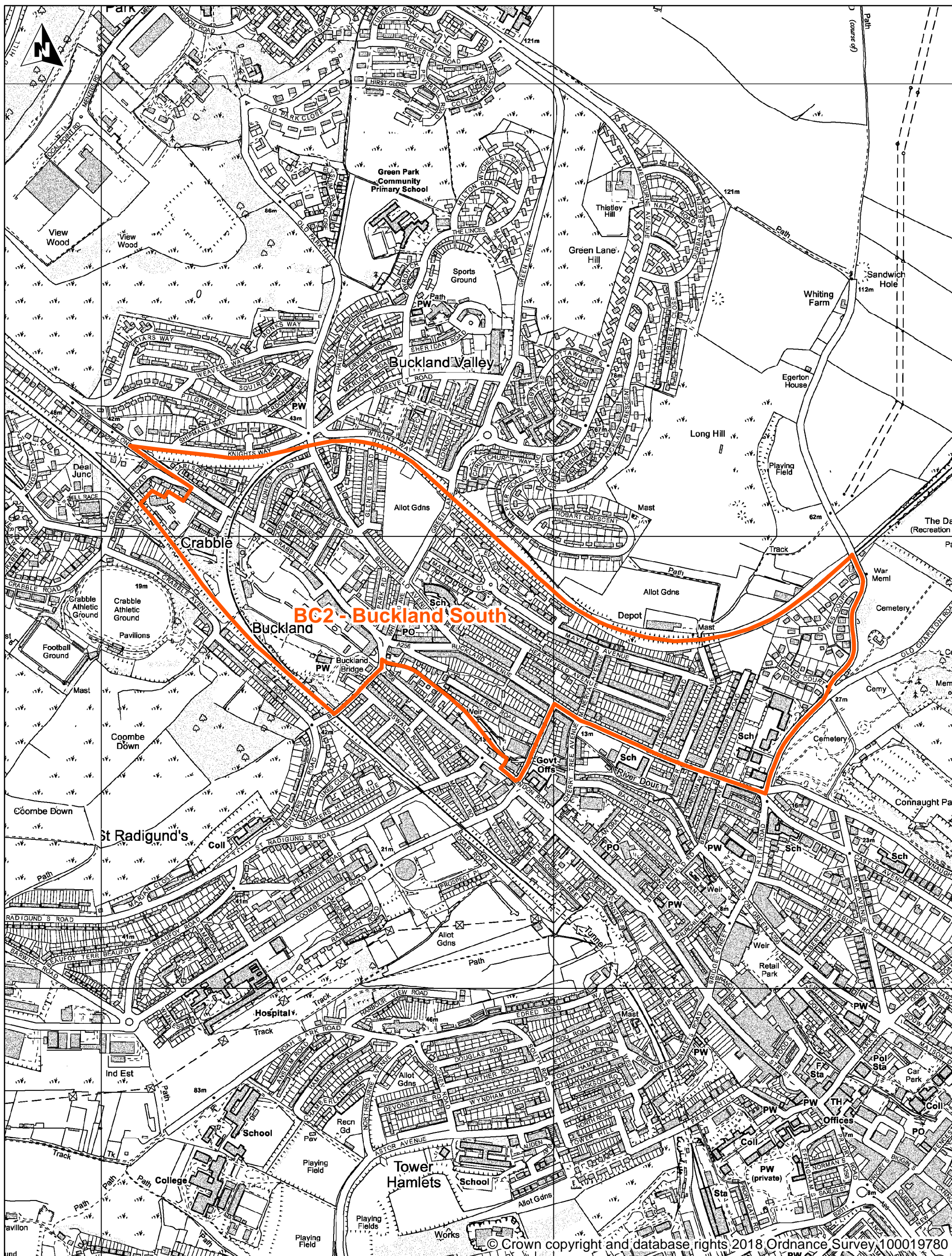
Proposed Polling District: BC1W - Whitfield, Rokesley

Scale 1:2,000

Map Dated: 10/10/2018

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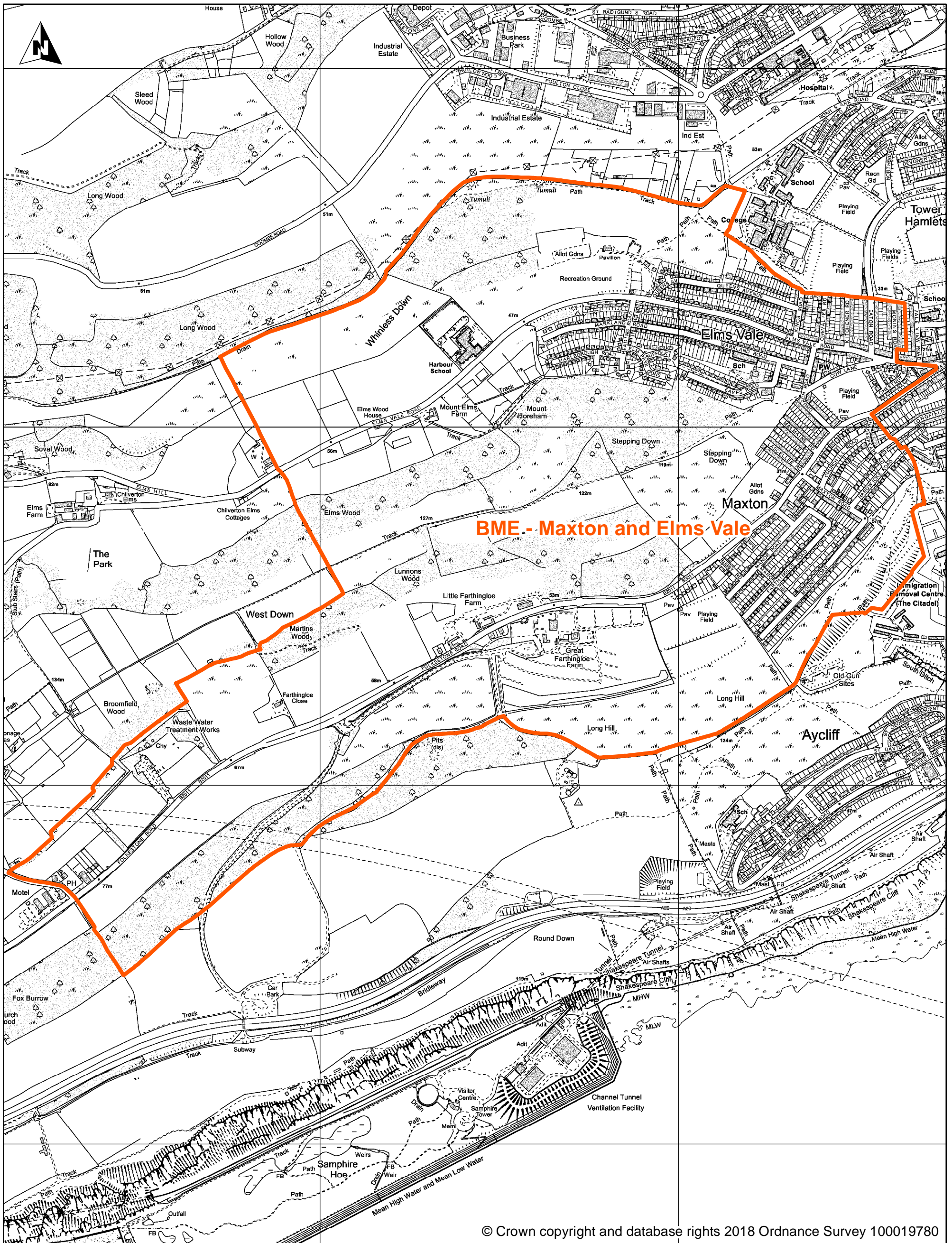


DDC Polling District Review 2018 **Proposed Polling District: BC2 - Buckland South**

Scale 1:8,000
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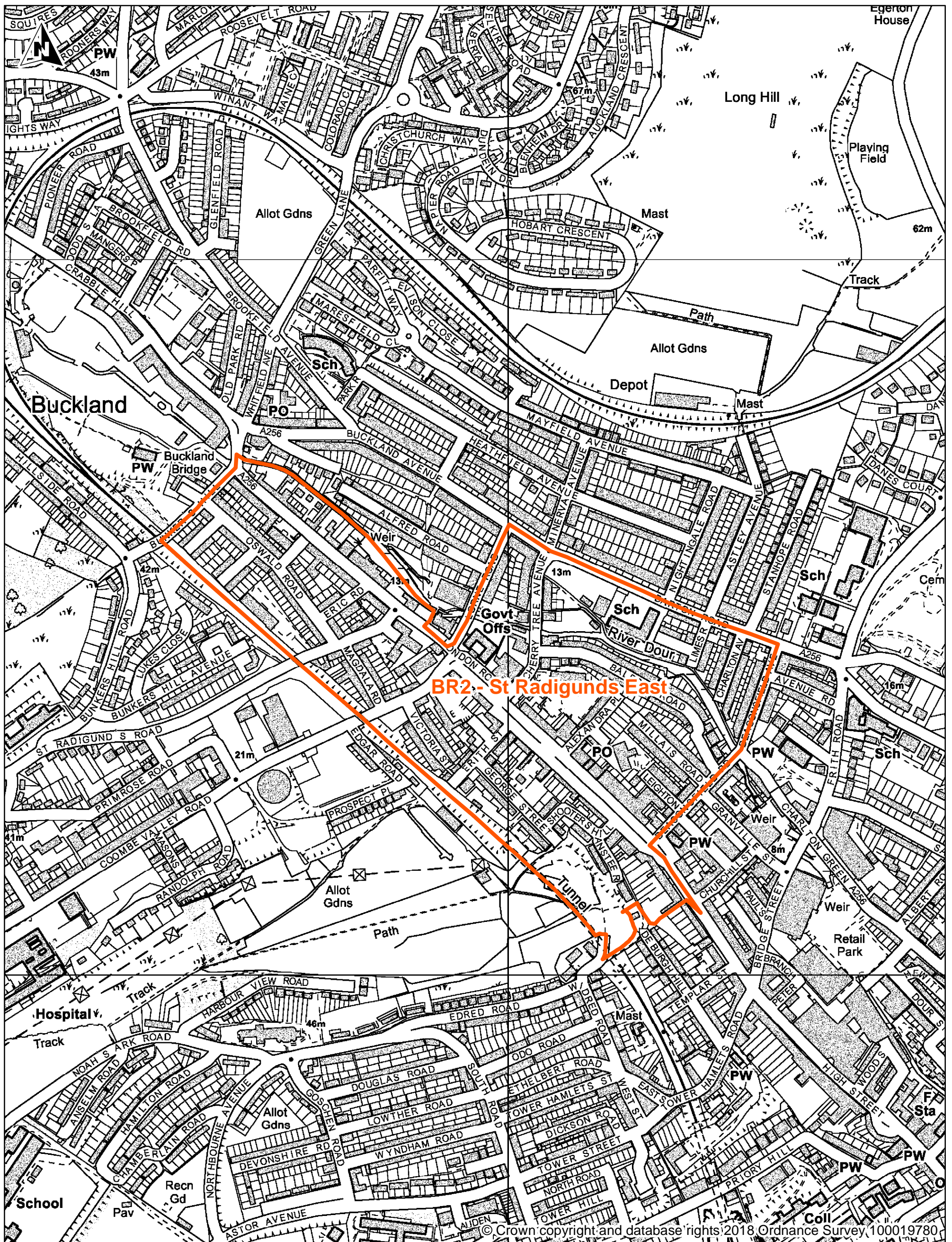


DDC Polling District Review 2018 **Proposed Polling District: BME - Maxton and Elms Vale**

Scale 1:10,000
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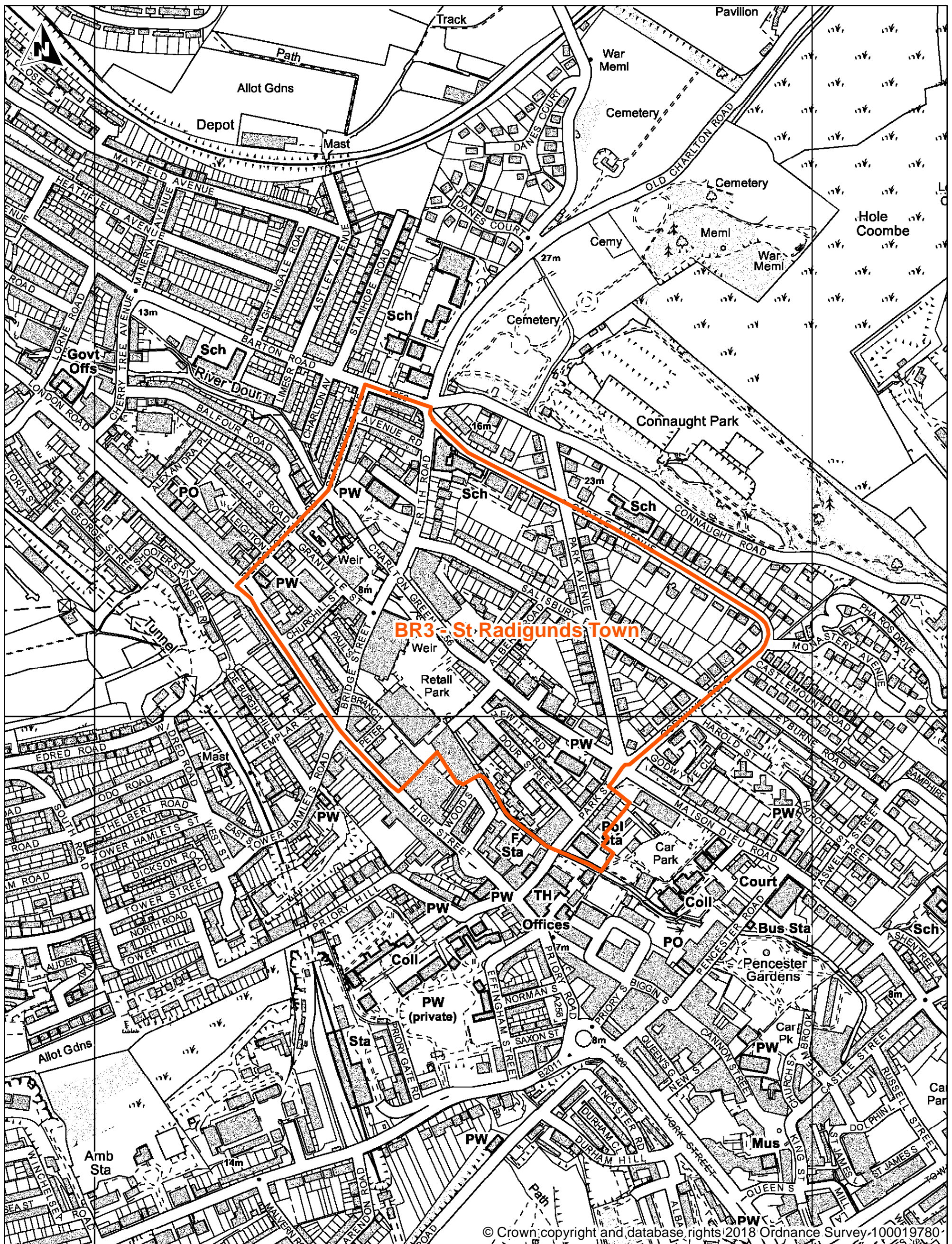


DDC Polling District Review 2018 **Proposed Polling District: BR2 - St Radigunds, East**

Scale 1:5,000
 Map Dated: 10/10/2018

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DDC Polling District Review 2018 **Proposed Polling District: BR3 - St Radigunds, Town**

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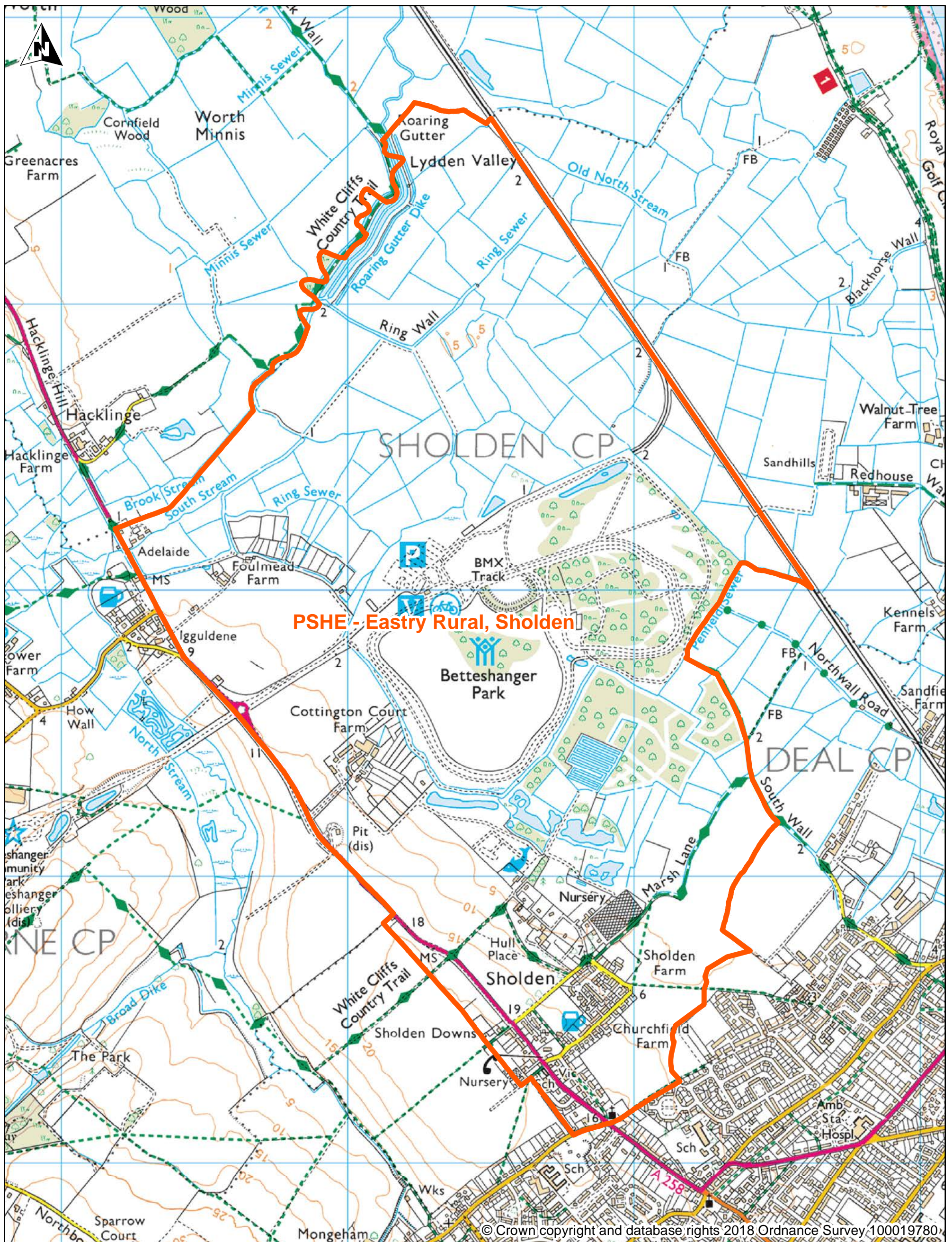
DDC Polling District Review 2018 Proposed Polling District: BT1 - Town and Castle, Priory

Scale 1:6,000

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Proposed Polling District: PSHE - Eastry Rural, Sholden

Scale 1:12,500
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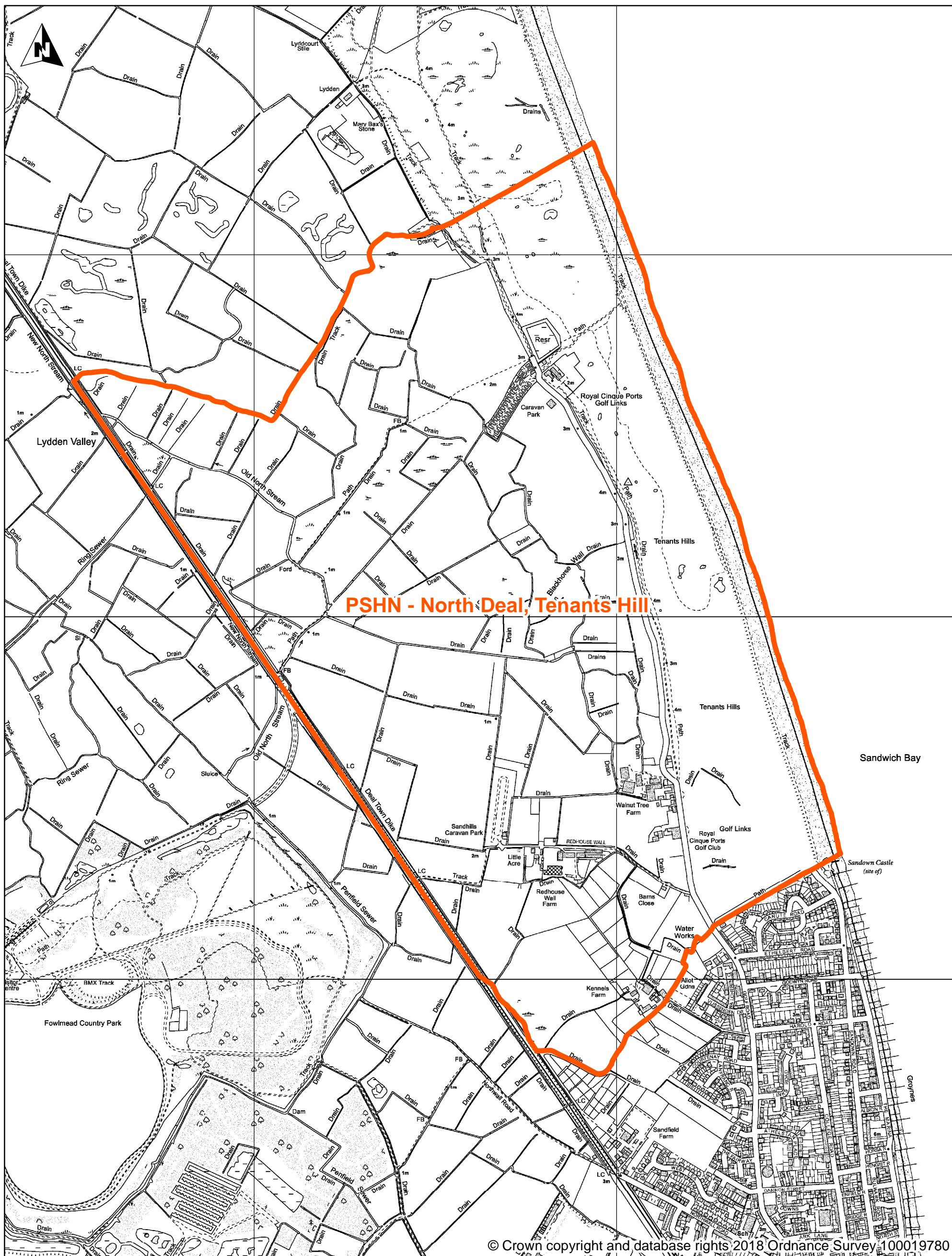
Proposed Polling District: PSHM - Middle Deal, Hyton

Scale 1:2,000

Map Dated: 10/10/2018

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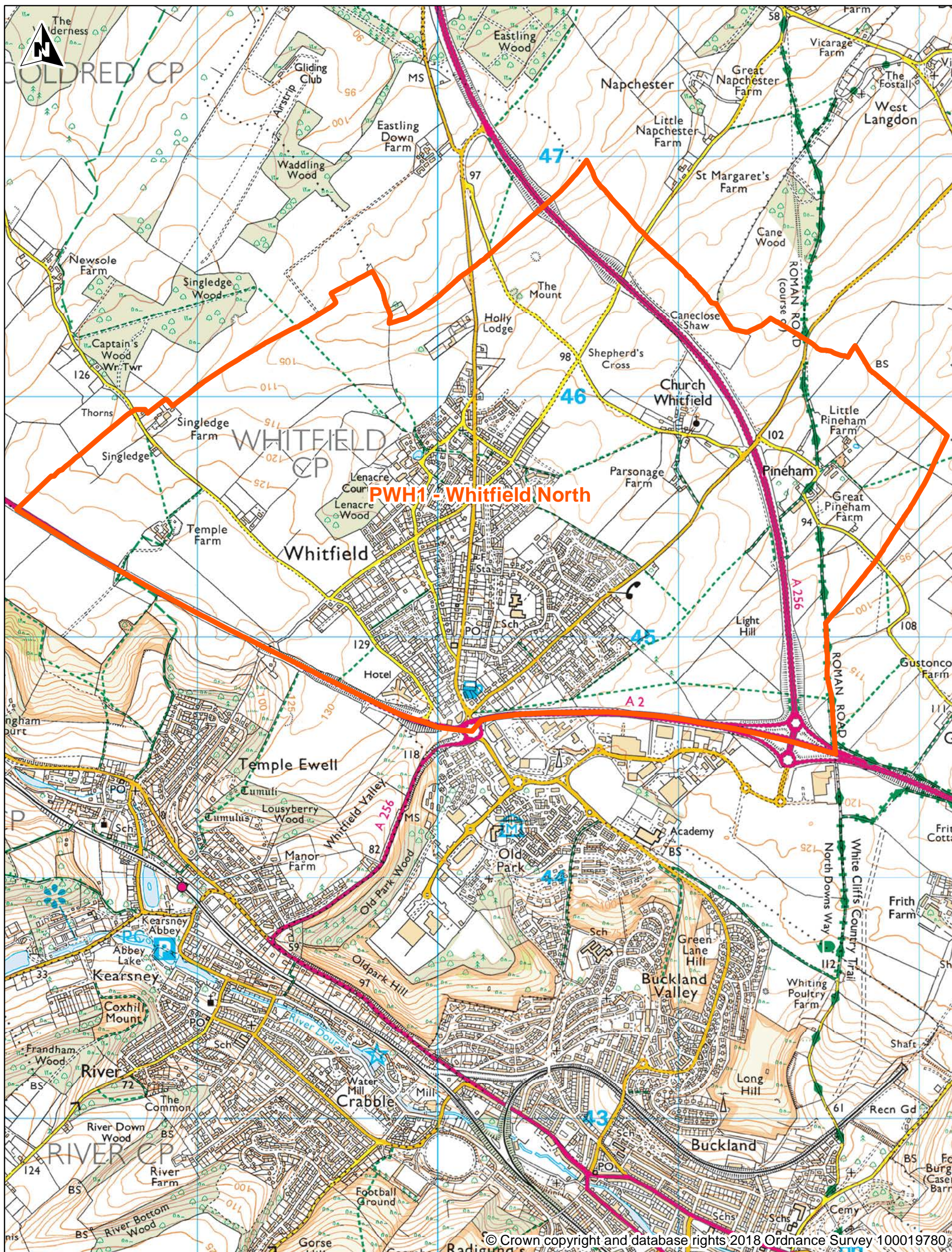


DDC Polling District Review 2018

Proposed Polling District: PSHN - North Deal, Tenants Hill

Scale 1:10,000

Map Dated: 10/10/2018



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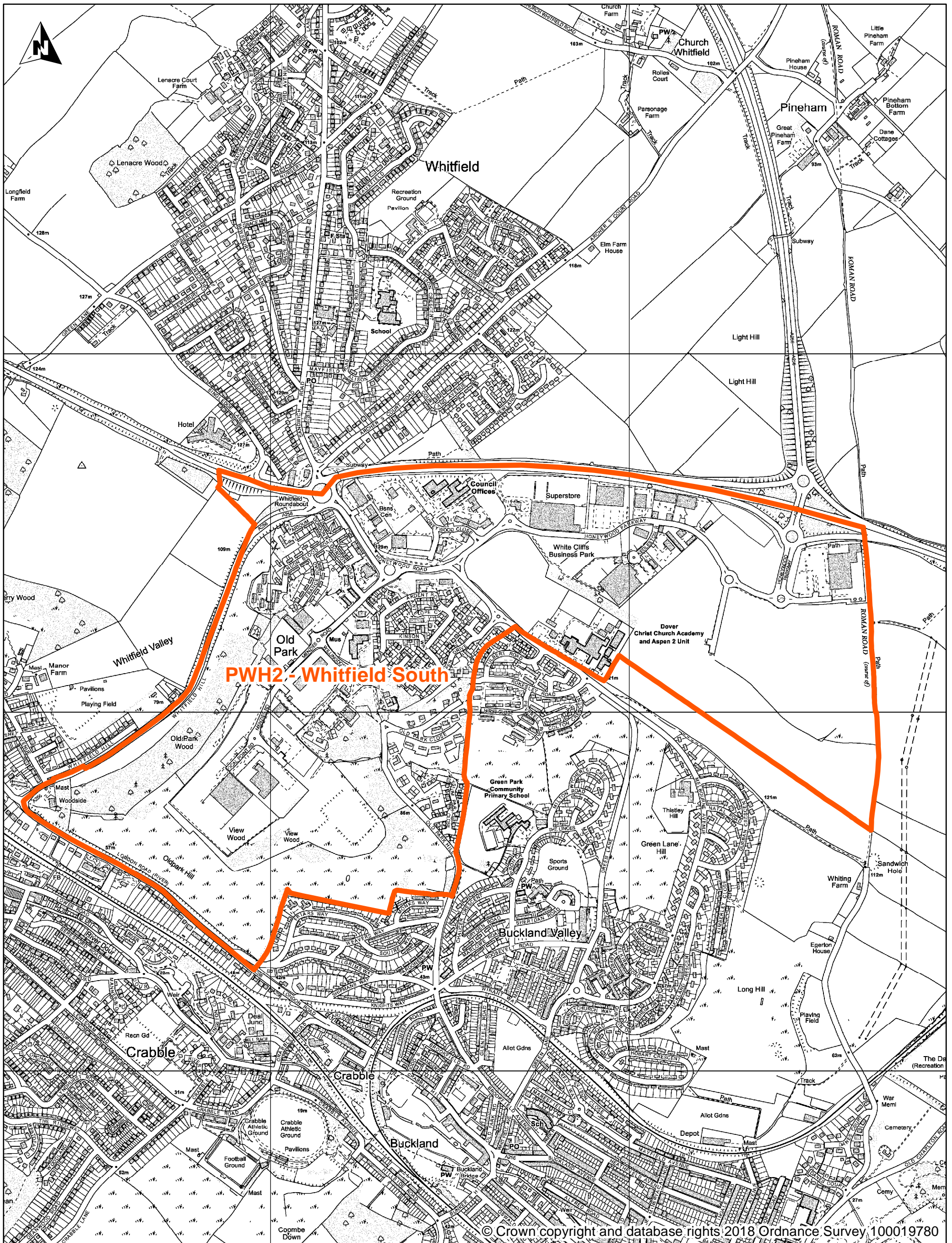
Proposed Polling District: PWH1 - Whitfield North

Scale 1:15,000

Map Dated: 10/10/2018

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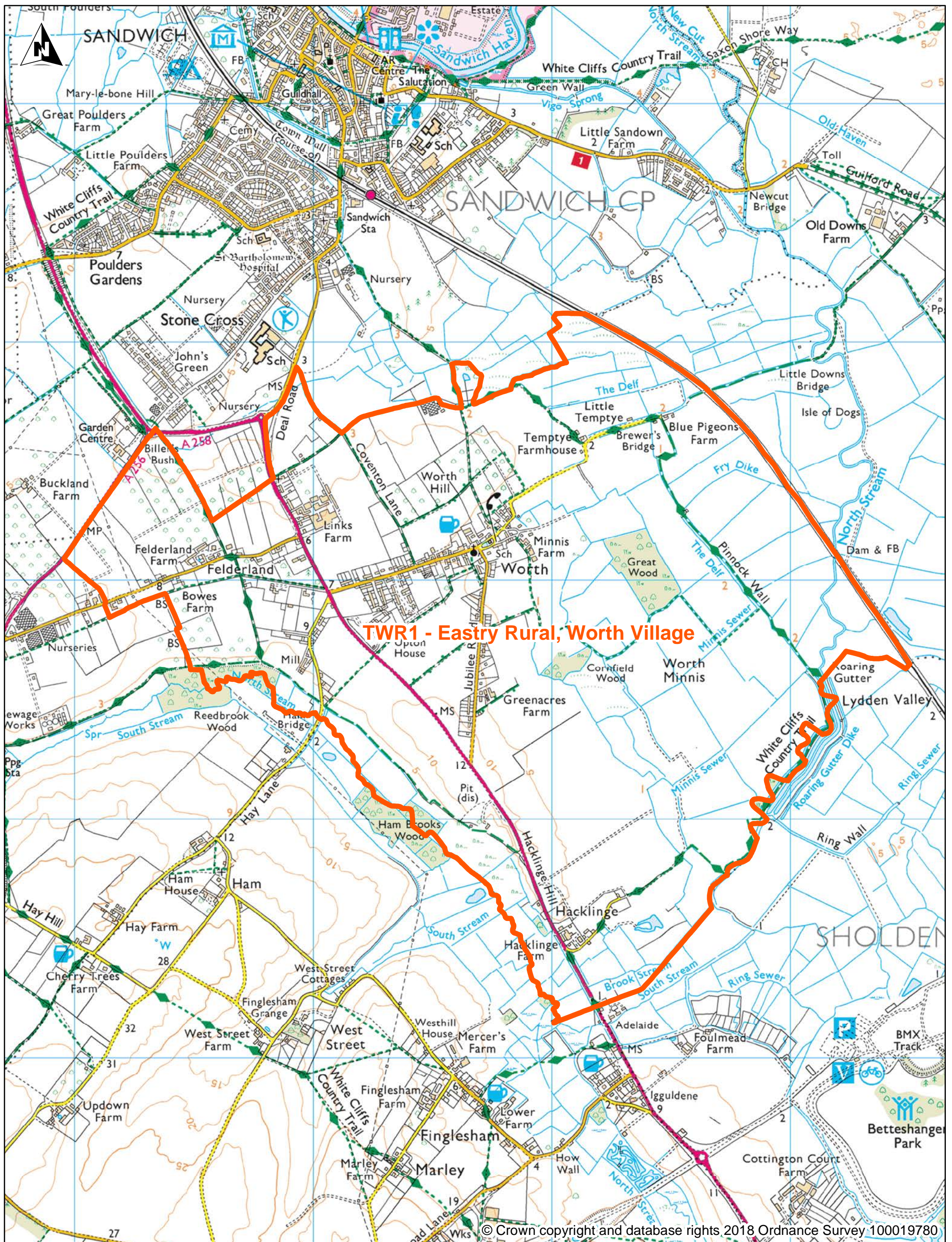


DDC Polling District Review 2018 **Proposed Polling District: PWH2 - Whitfield South**

Scale 1:10,000
 Map Dated: 10/10/2018

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 Whitfield
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DDC Polling District Review 2018 **Proposed Polling District: TWR1 - Eastry Rural, Worth Village**

Scale 1:15,000
 Map Dated: 10/10/2018

Dover District Council
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DDC Polling District Review 2018 **Proposed Polling District: TWR2 - Sandwich, Sandwich Bay**

Scale 1:25,000

Map Dated: 10/10/2018

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Dover District Council



Polling District Review 2018

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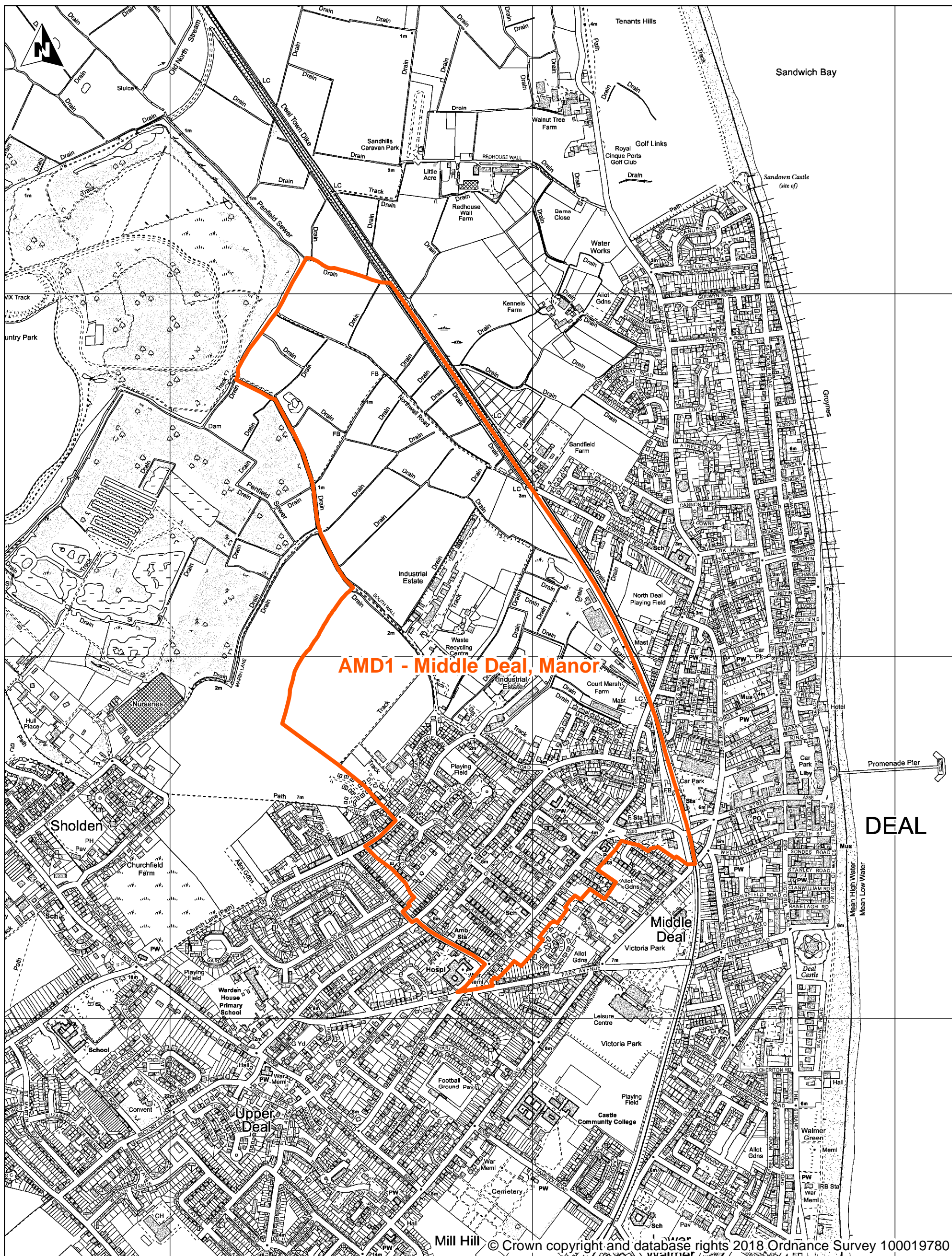
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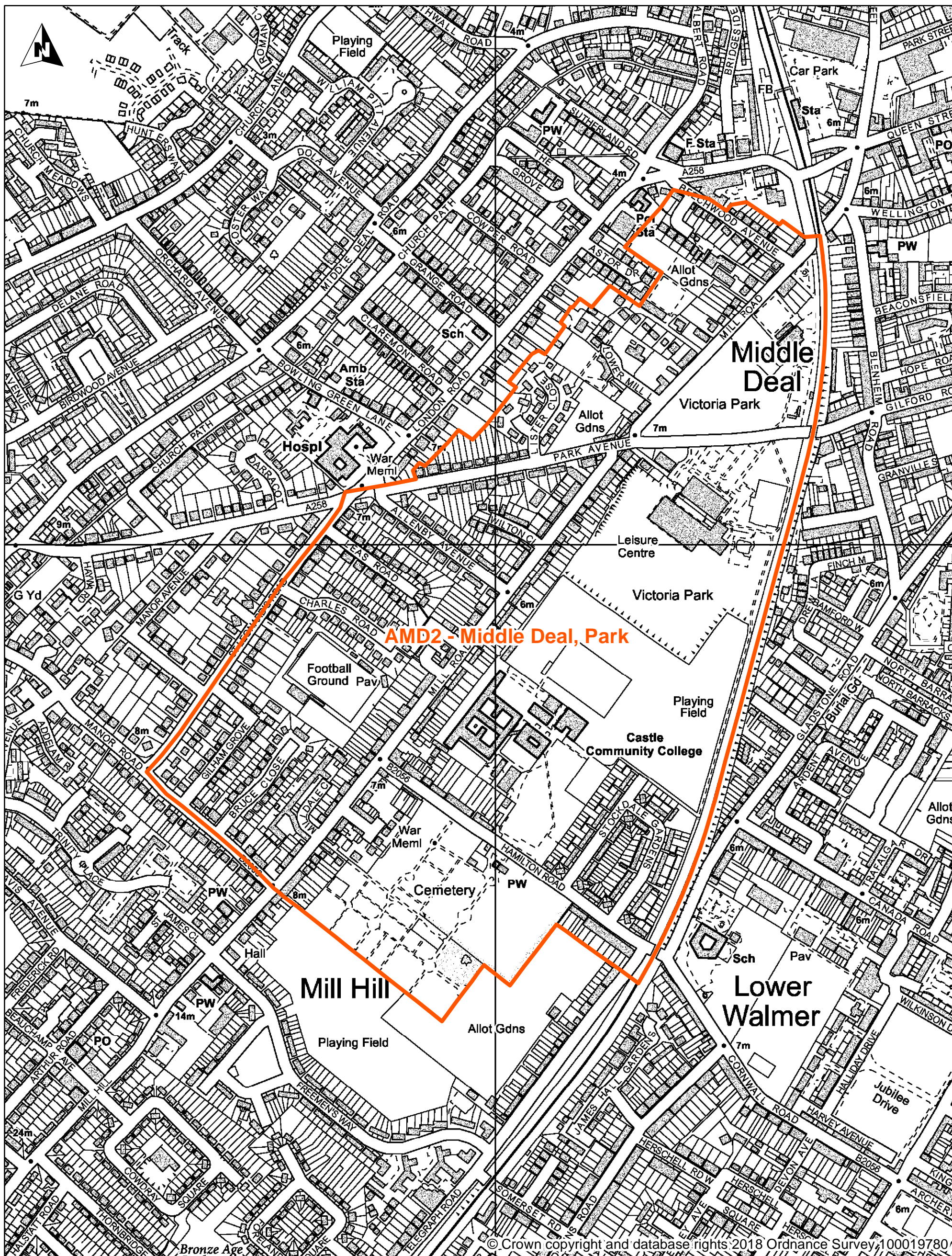


DDC Polling District Review 2018

Polling District: AMD1 - Middle Deal, Manor

Scale 1:10,000

Map Dated: 10/10/2018



DDC Polling District Review 2018

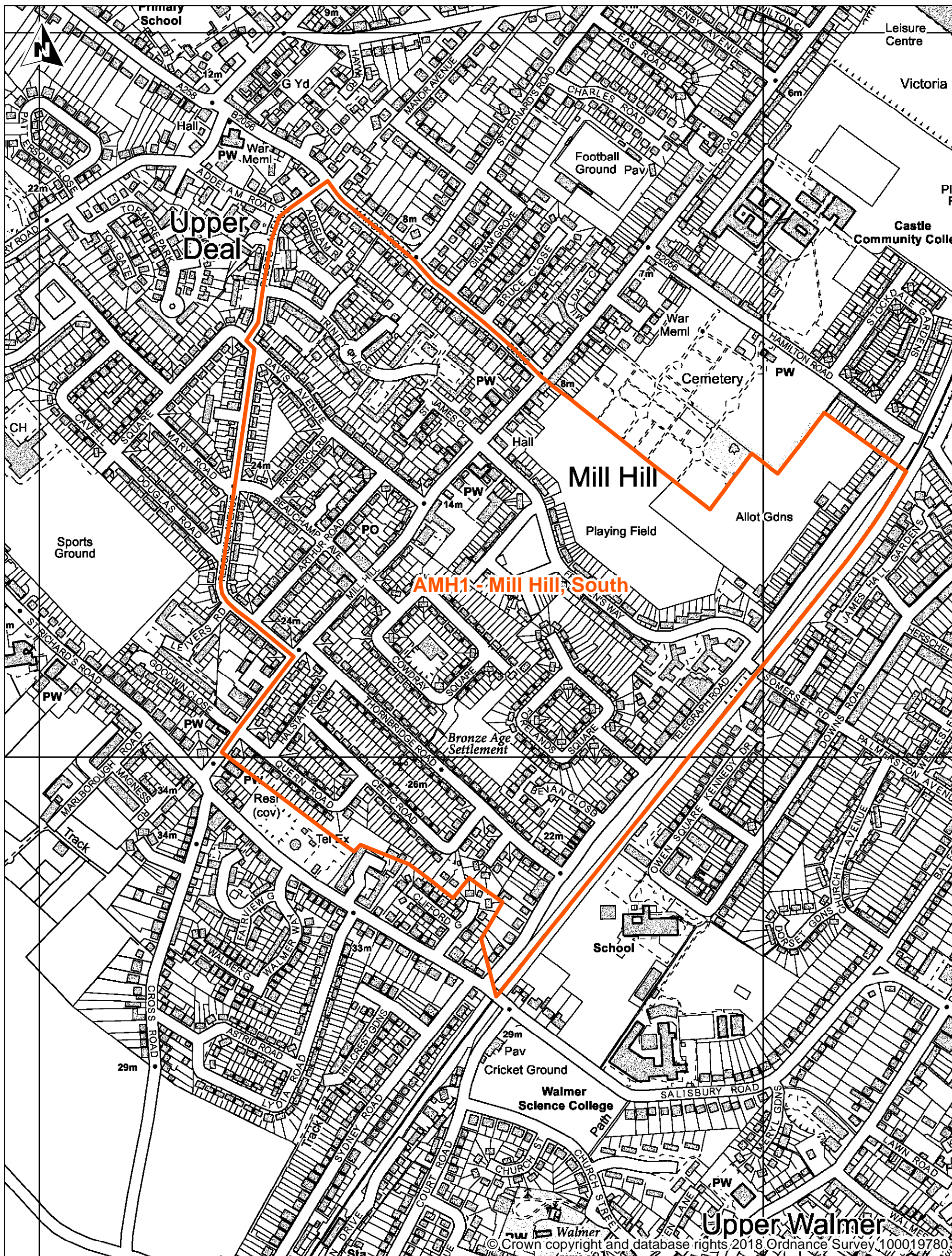
Polling District: AMD2 - Middle Deal, Park

Scale 1:5,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
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CT16 3PJ





DDC Polling District Review 2018

Polling District: AMH1 - Mill Hill, South

Scale 1:5,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
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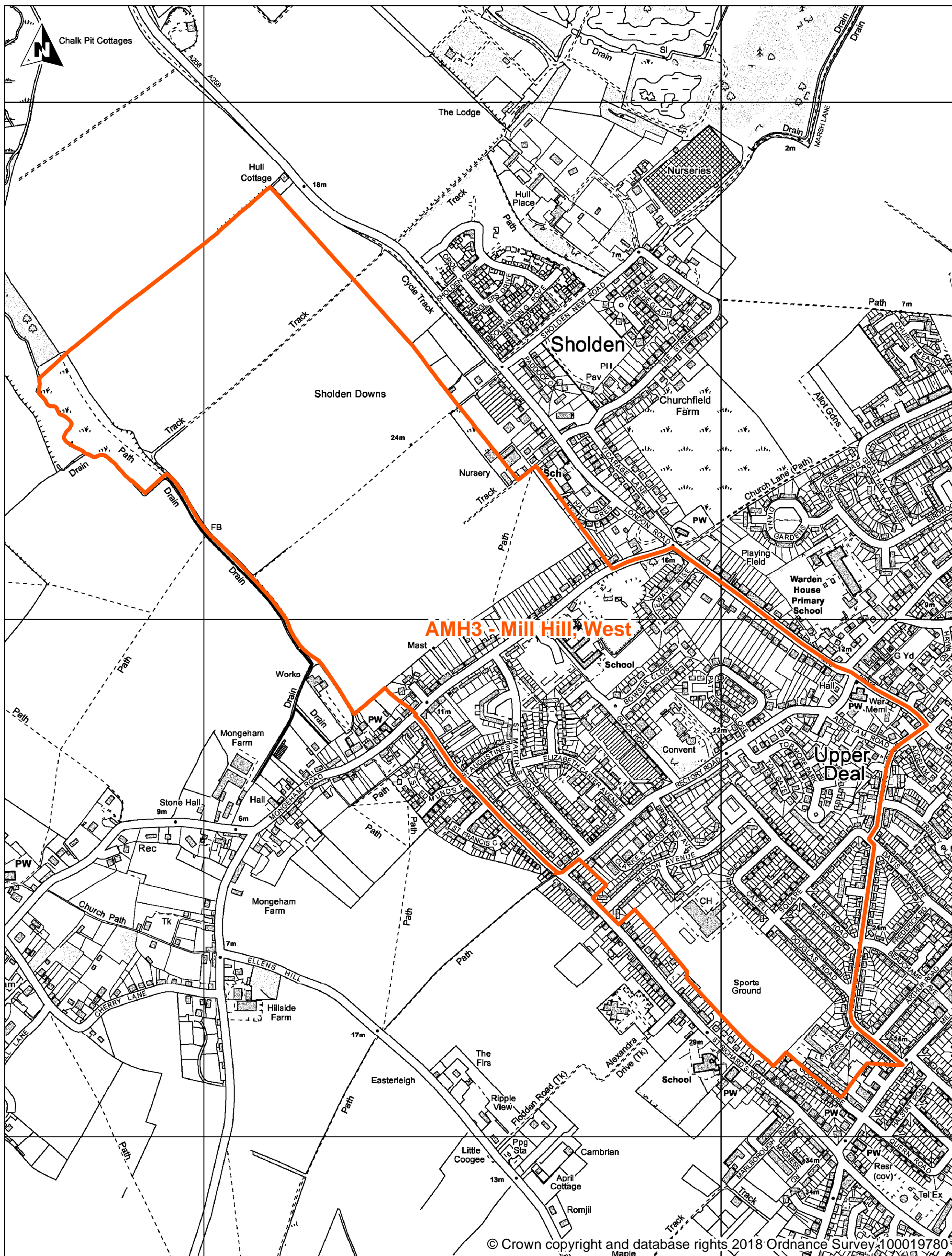


DDC Polling District Review 2018 **Polling District: AMH2 - Mill Hill, North**

Scale 1:6,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018

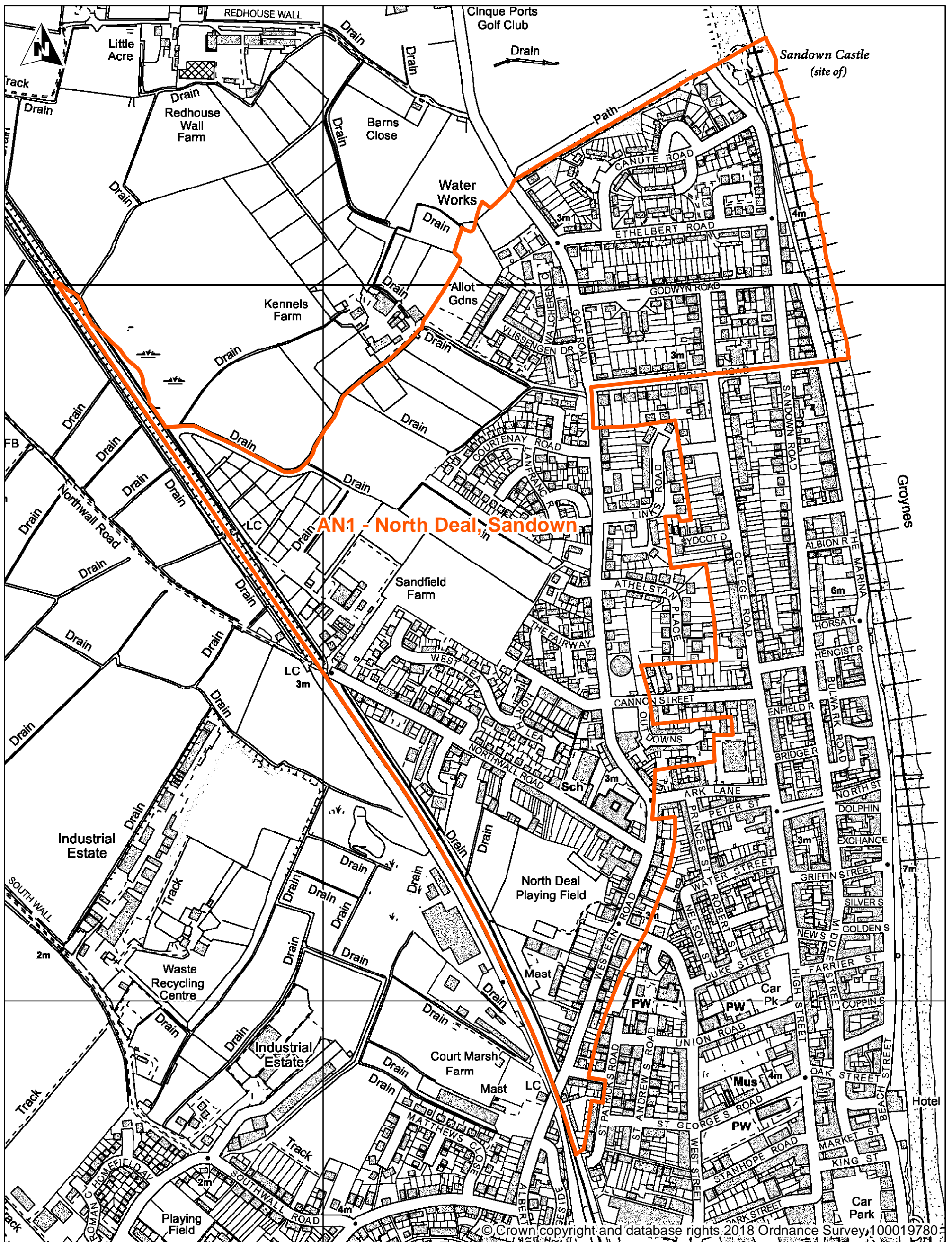
Polling District: AMH3 - Mill Hill, West

Scale 1:7,000

Map Dated: 10/10/2018

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White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



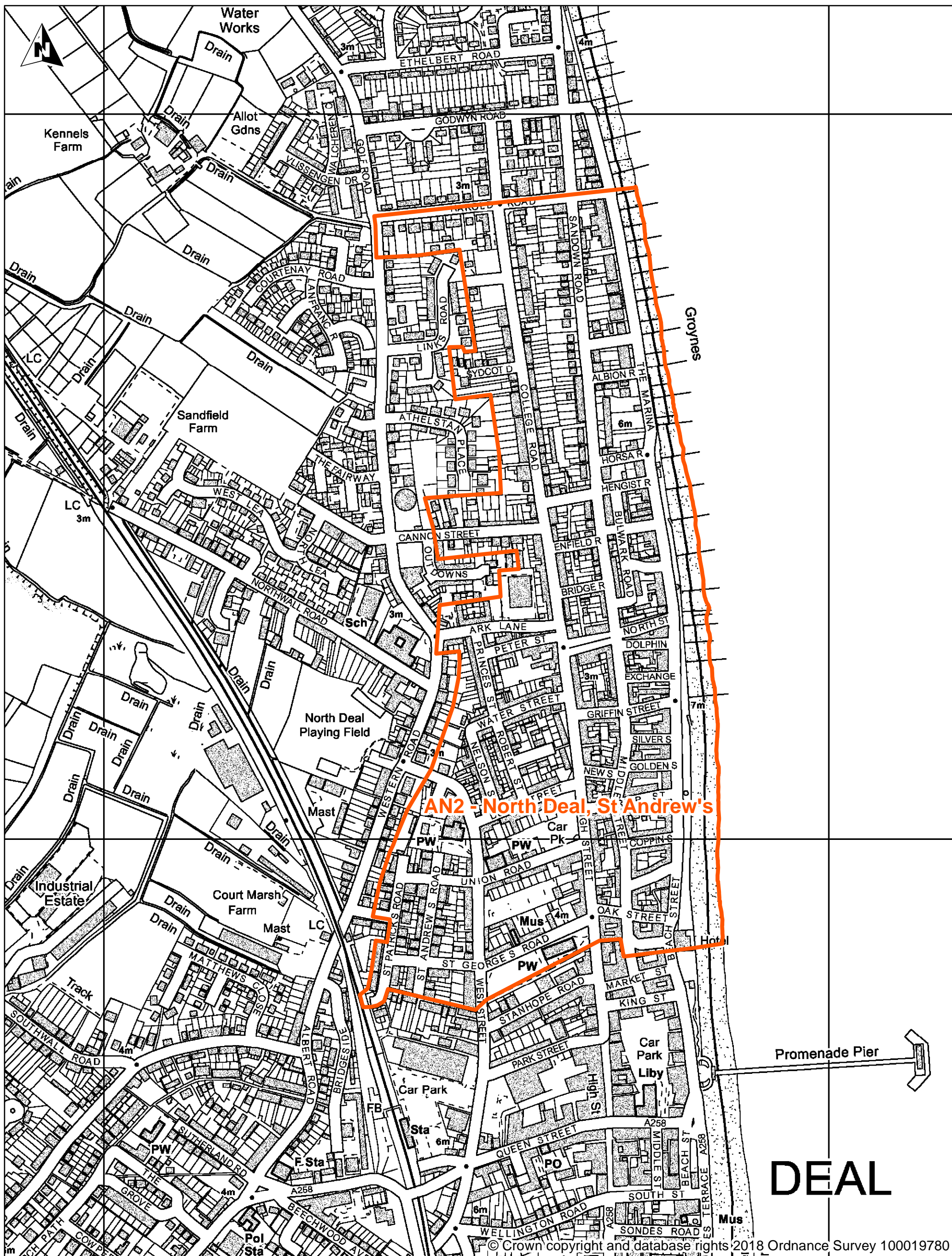


DDC Polling District Review 2018 **Polling District: AN1 - North Deal, Sandown**

Scale 1:5,000
 Map Dated: 10/10/2018

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 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018

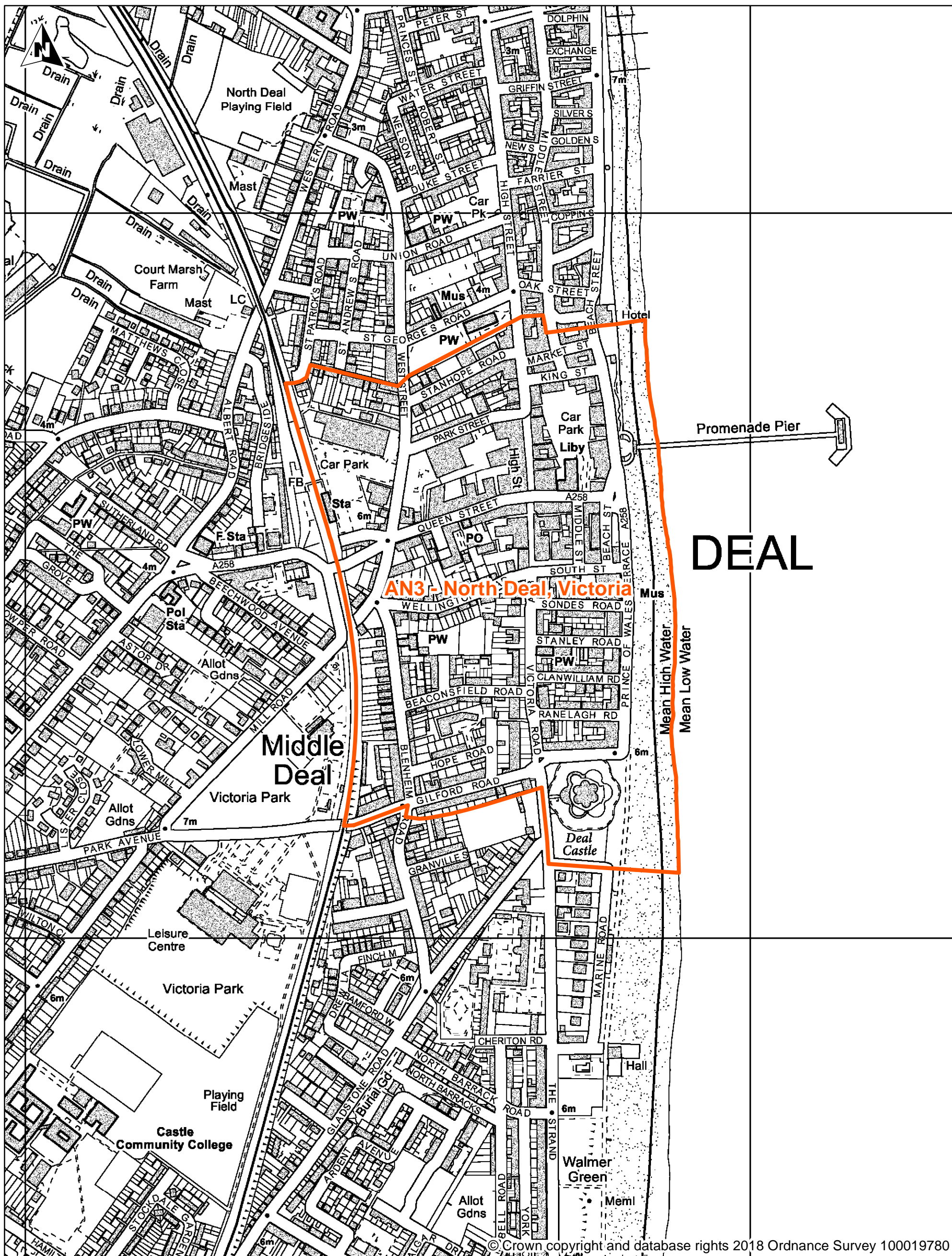
Polling District: AN2 - North Deal, St Andrew's

Scale 1:5,000

Map Dated: 10/10/2018

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White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

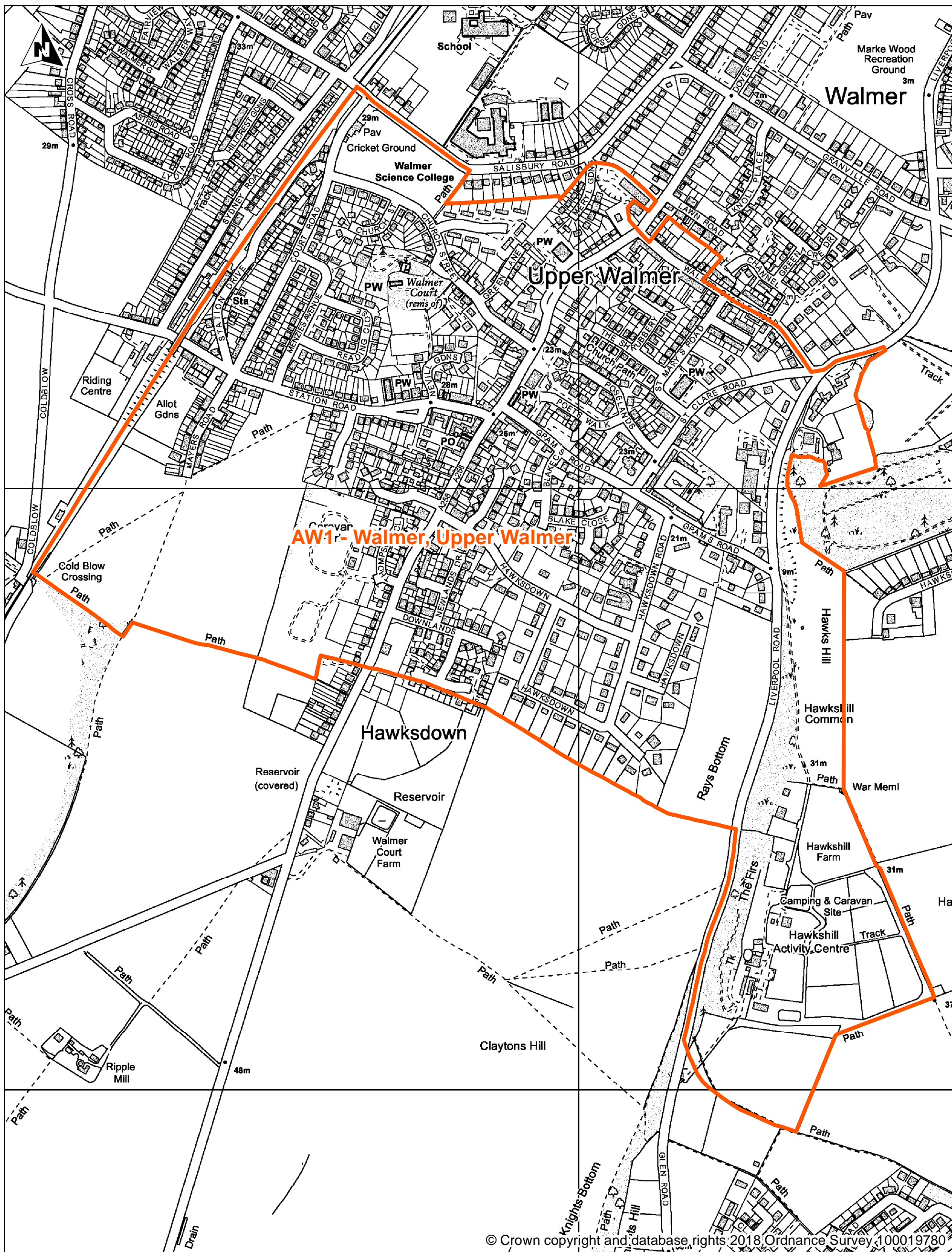
Polling District: AN3 - North Deal, Victoria

Scale 1:5,000

Map Dated: 10/10/2018

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White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



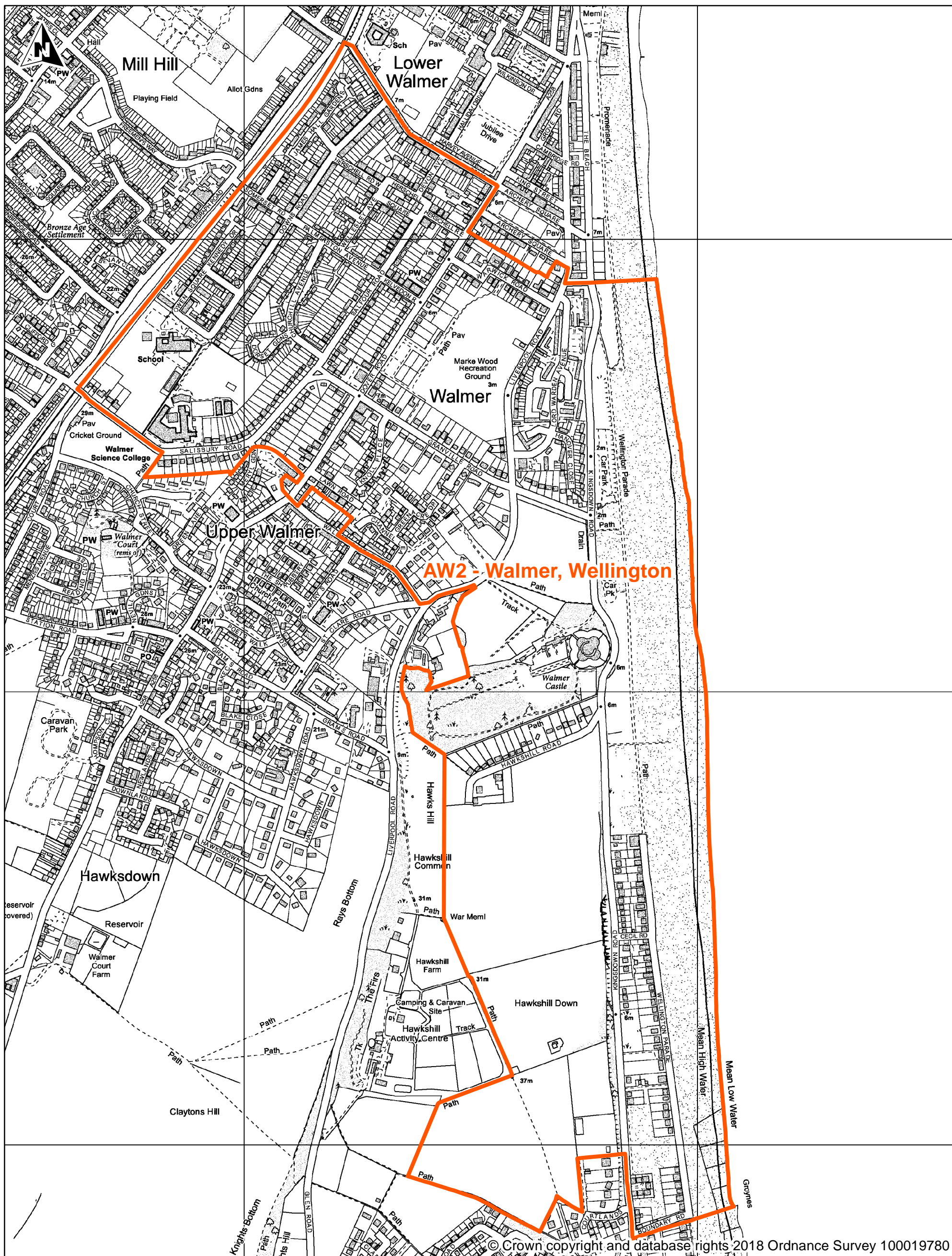


DDC Polling District Review 2018 **Polling District: AW1 - Walmer, Upper Walmer**

Scale 1:6,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018

Polling District: AW2 - Walmer, Wellington

Scale 1:8,000

Map Dated: 10/10/2018



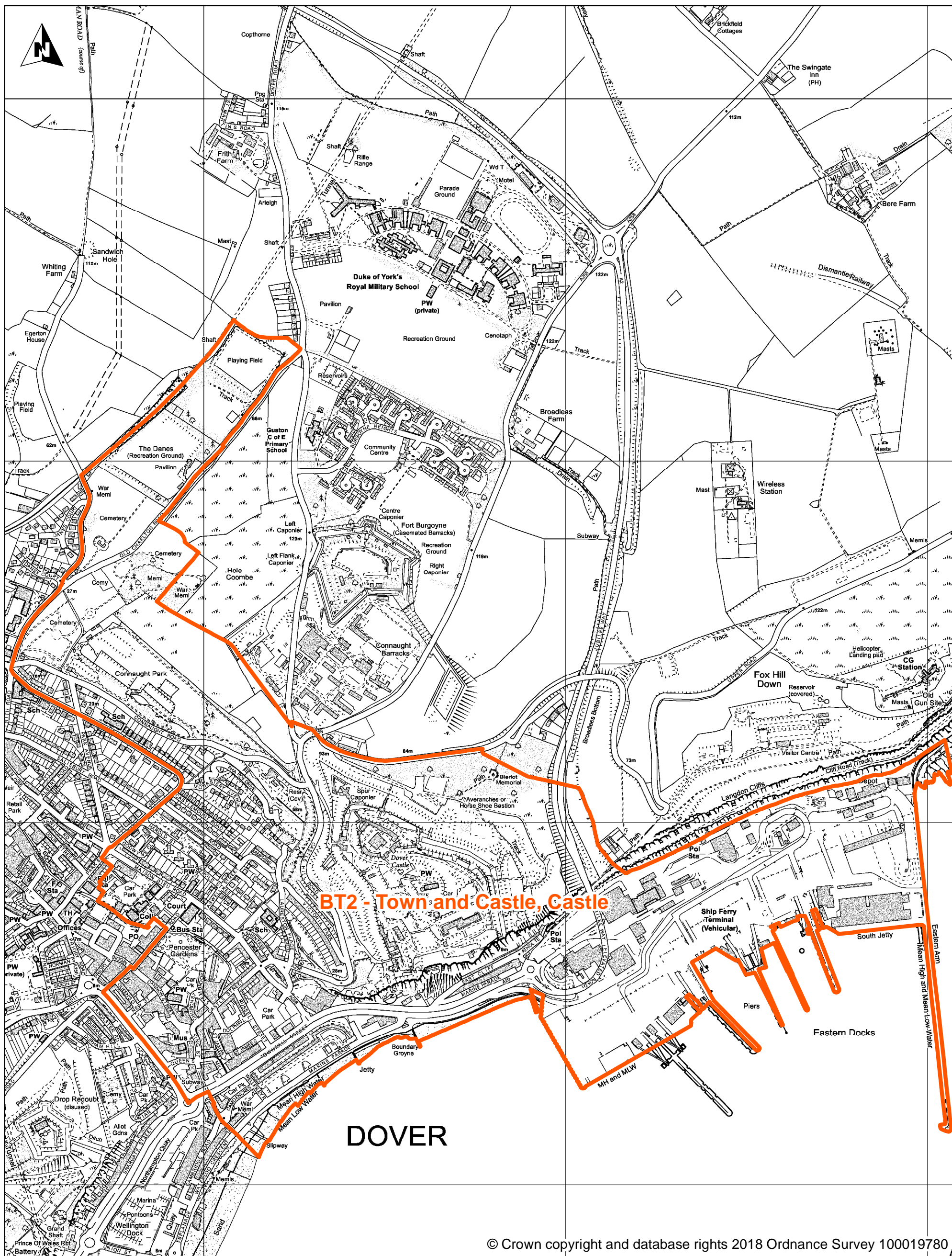
DDC Polling District Review 2018 Polling District: BR1 - St Radigunds, West

Scale 1:10,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

Polling District: BT2 - Town and Castle, Castle

Scale 1:10,000

Map Dated: 10/10/2018



DDC Polling District Review 2018

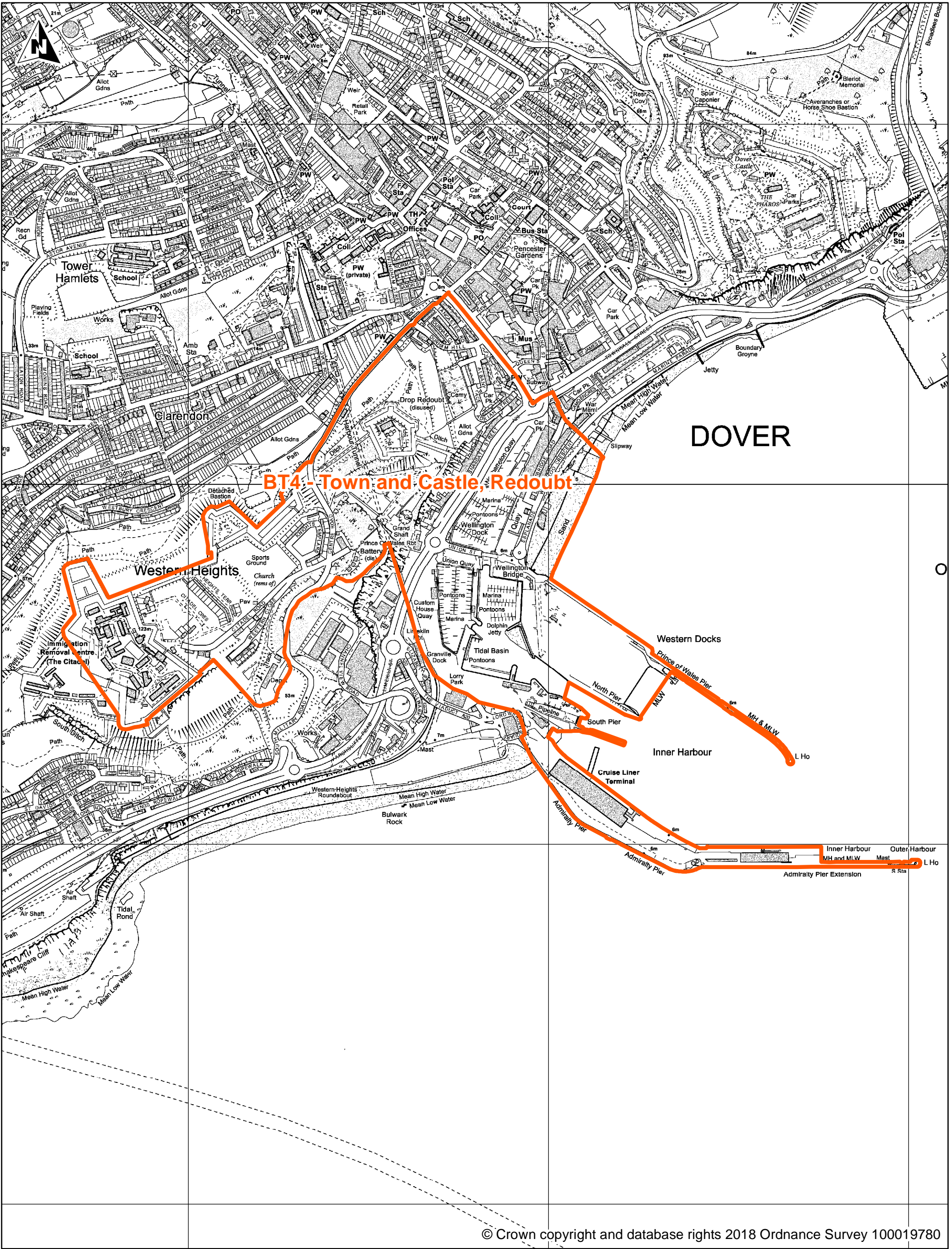
Polling District: BT3 - Town and Castle, Aycliffe

Scale 1:15,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





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DDC Polling District Review 2018

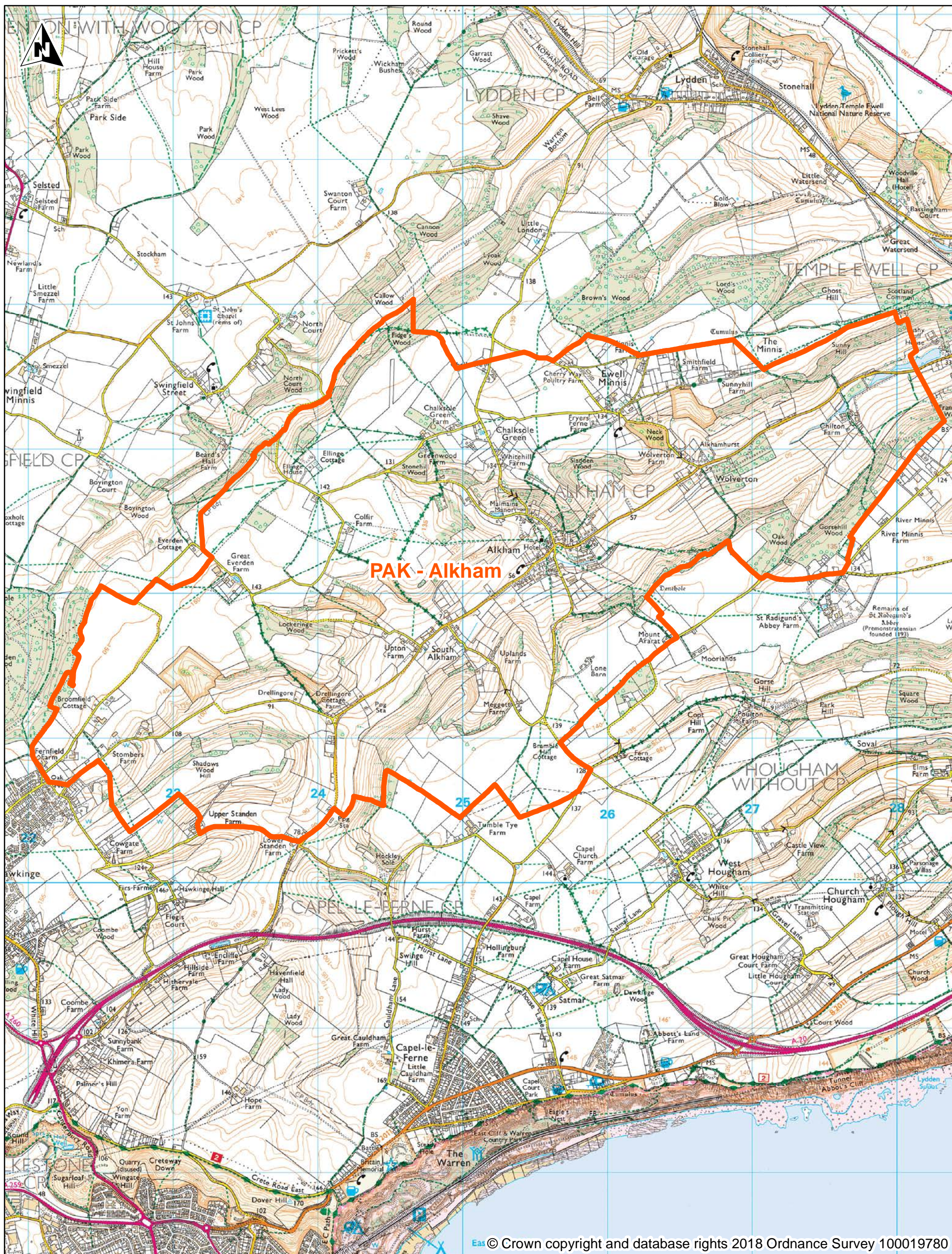
Polling District: BT4 - Town and Castle, Redoubt

Scale 1:10,000

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Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

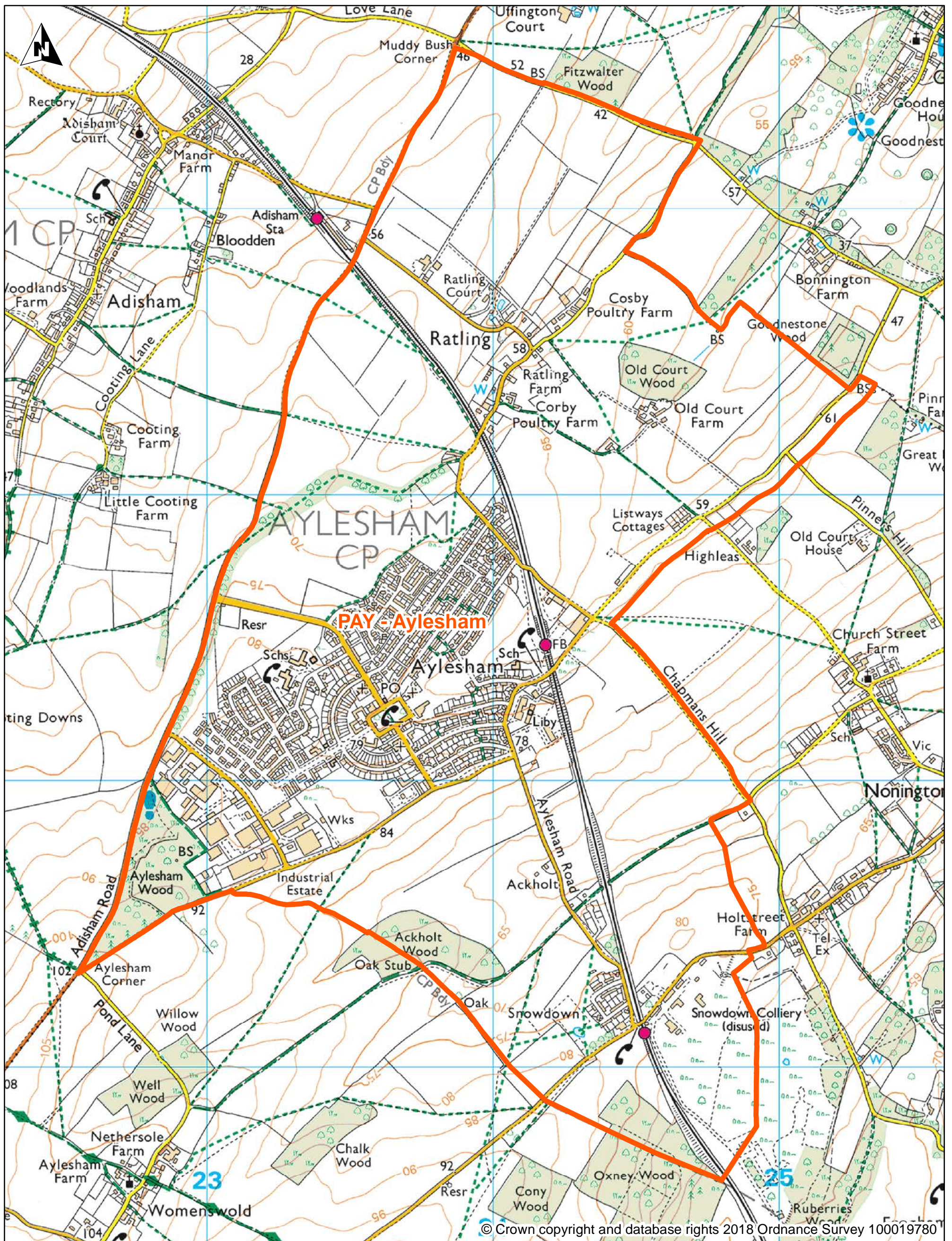
Polling District: PAK - Alkham

Scale 1:25,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

Polling District: PAY - Aylesham

Scale 1:12,500

Map Dated: 10/10/2018

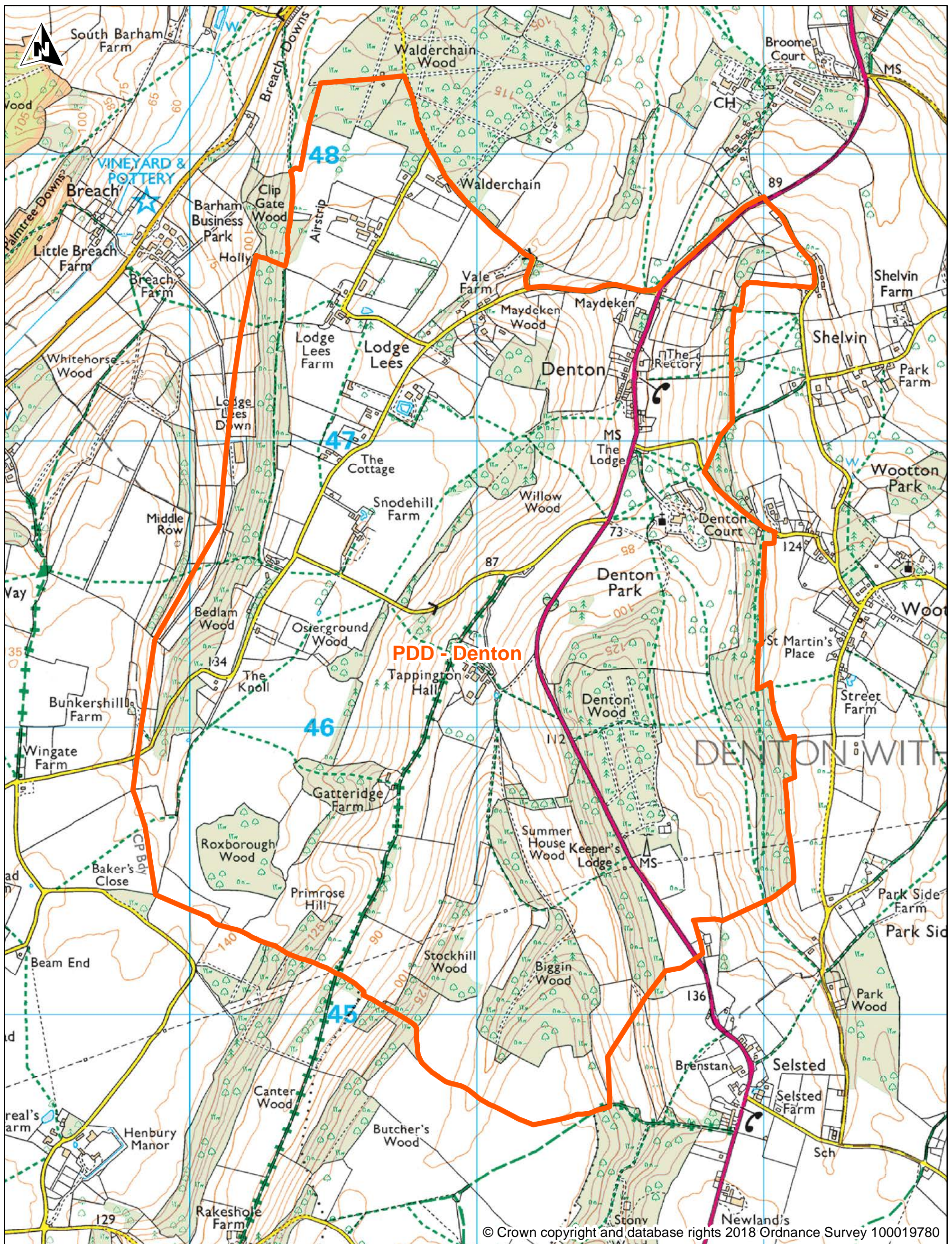


DDC Polling District Review 2018

Polling District: PCF - Capel-le-Ferne

Scale 1:15,000

Map Dated: 10/10/2018

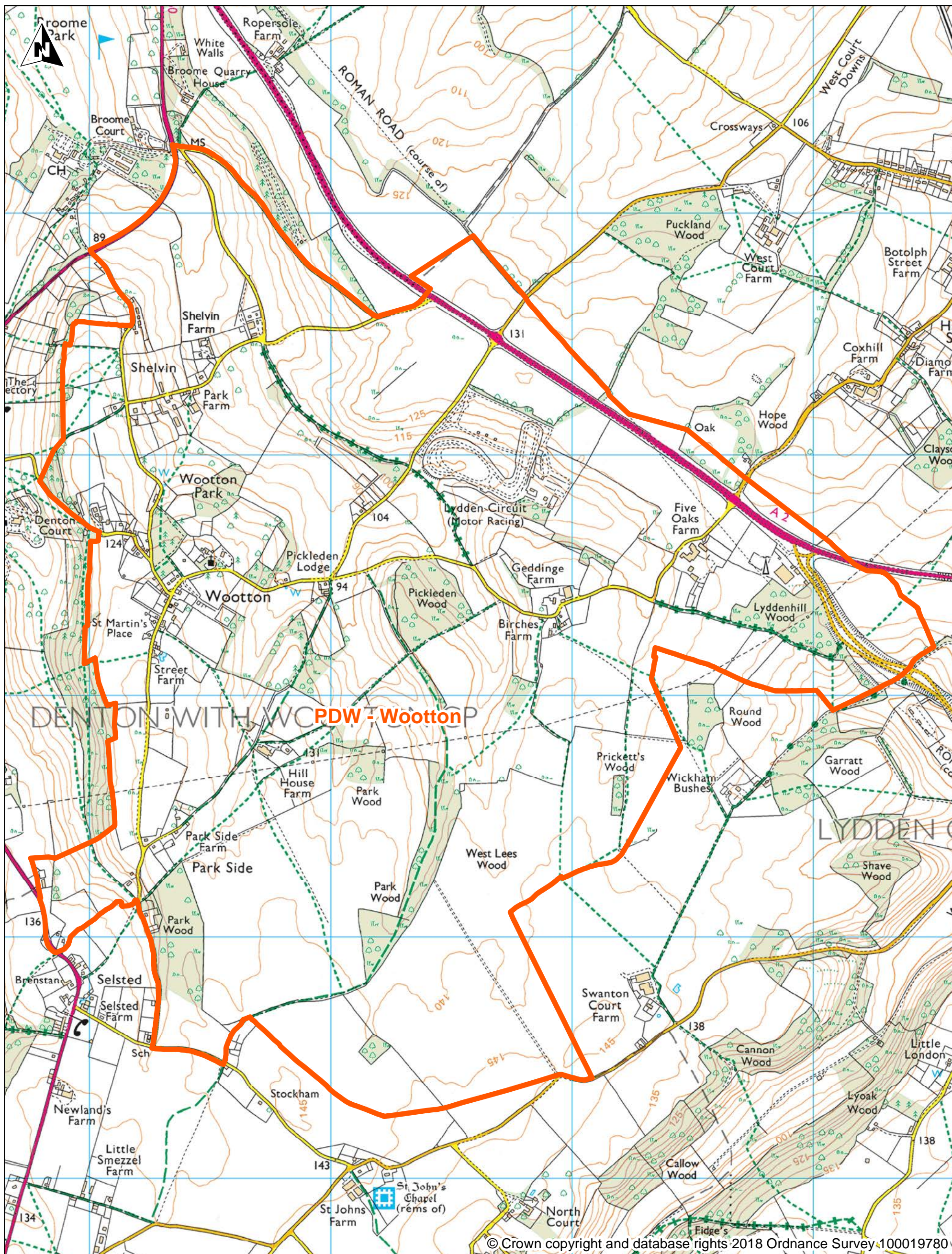


DDC Polling District Review 2018 **Polling District: PDD - Denton**

Scale 1:12,500
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ



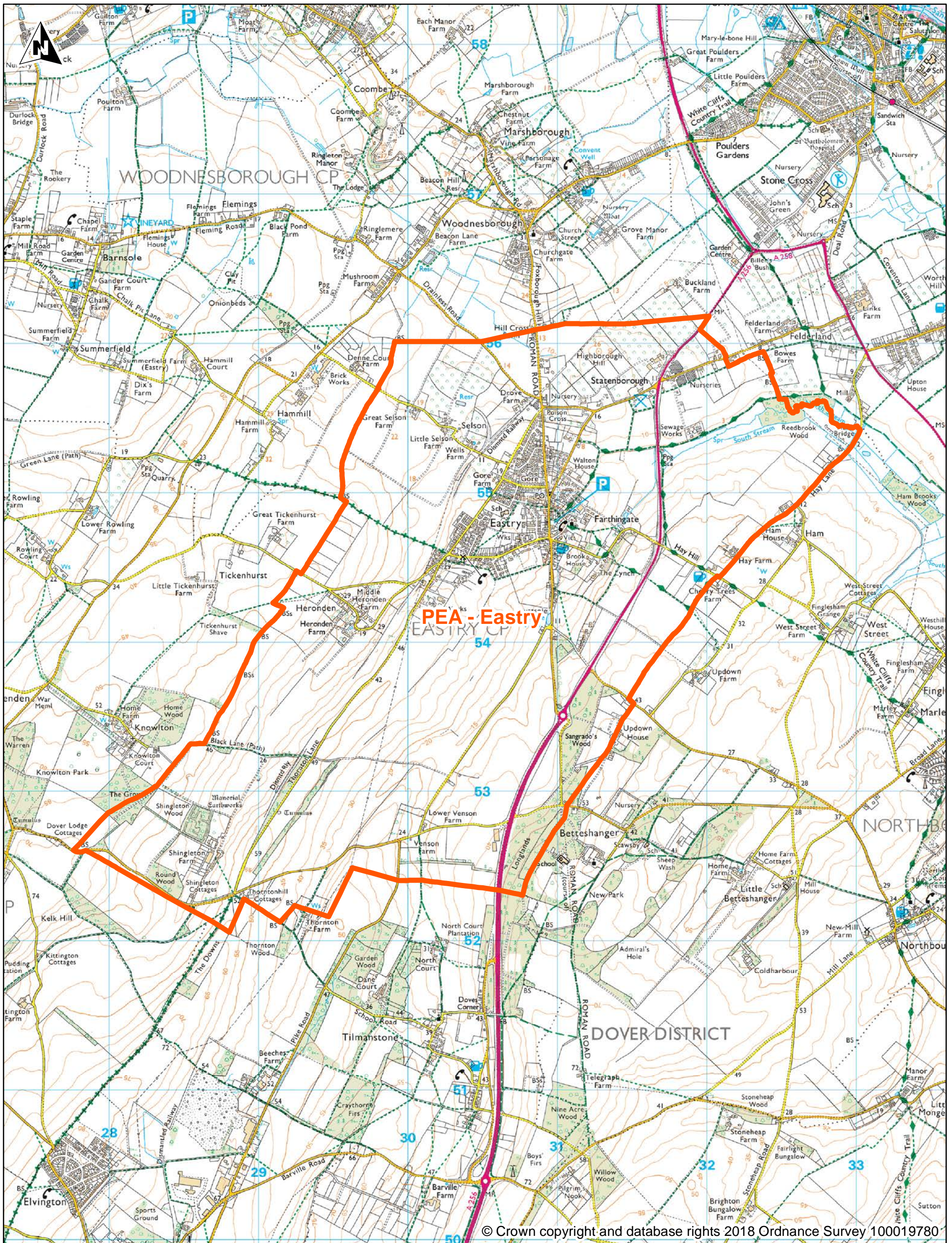


DDC Polling District Review 2018

Polling District: PDW - Wootton

Scale 1:15,000

Map Dated: 10/10/2018



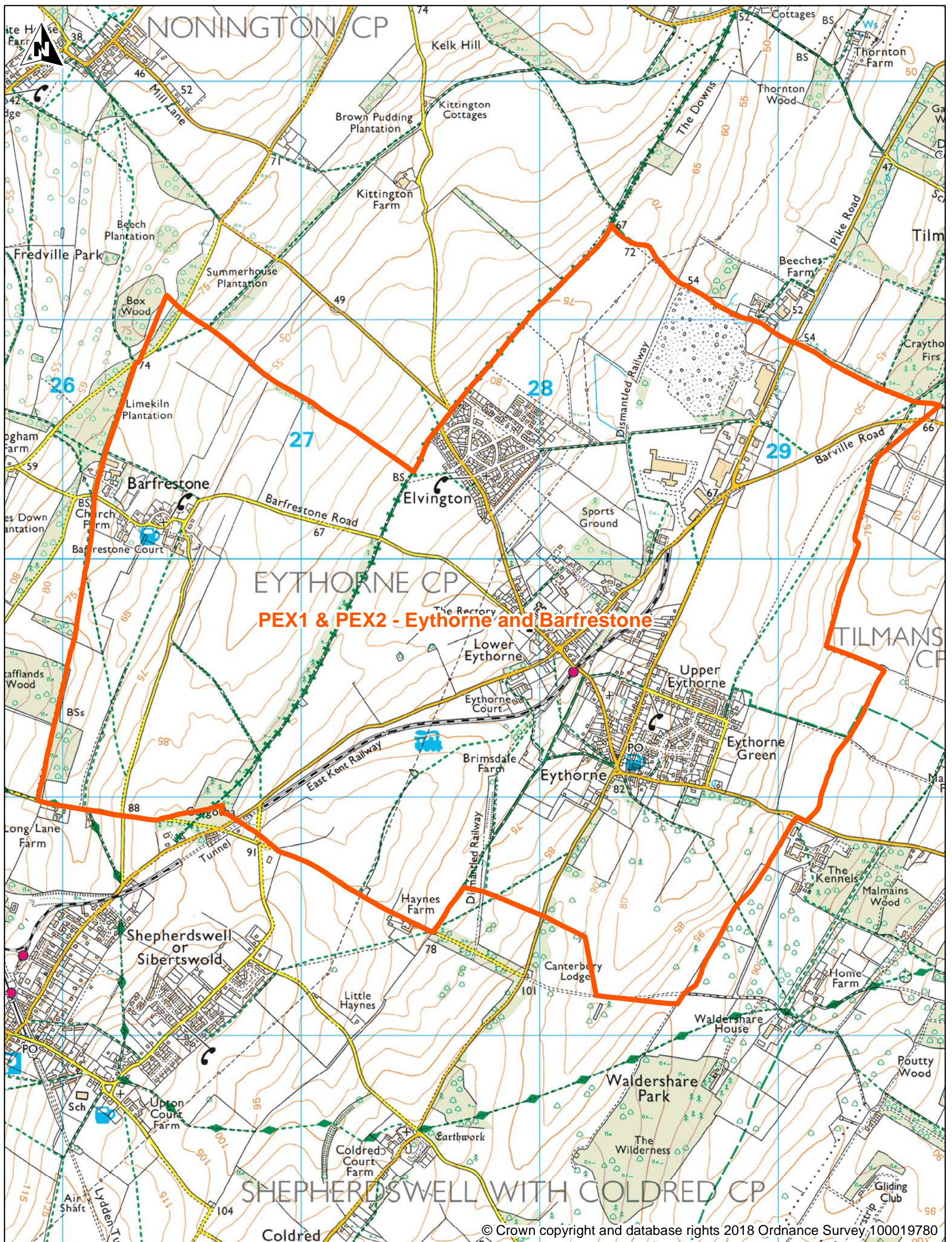
DDC Polling District Review 2018 Polling District: PEA - Eastry

Scale 1:24,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



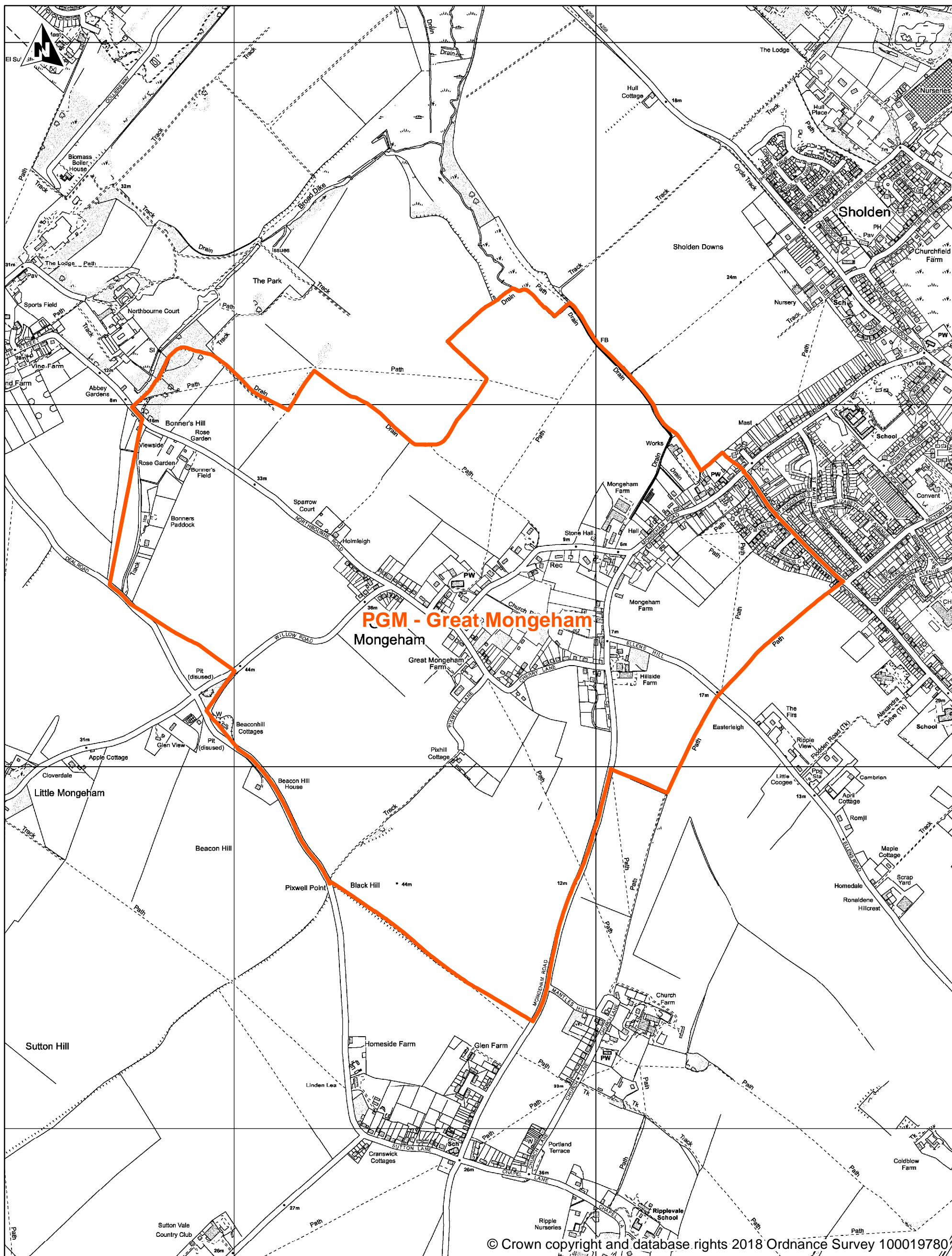


DDC Polling District Review 2018 **Polling Districts: PEX1 & PEX2 - Eythorne and Barfreestone**

Scale 1:15,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ



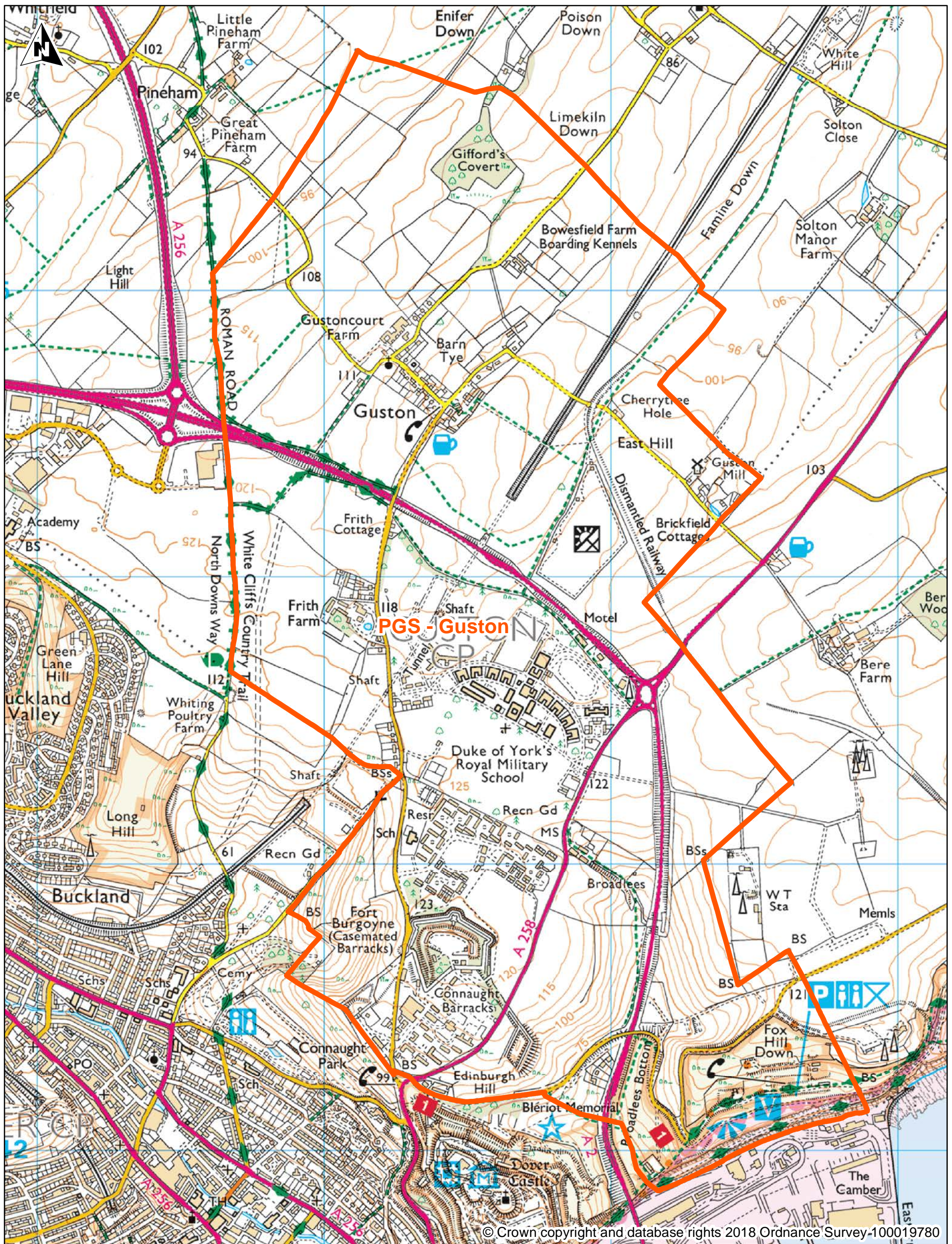


DDC Polling District Review 2018 Polling District:PGM - Great Mongeham

Scale 1:10,000
Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

Polling District:PGS - Guston

Scale 1:12,500

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

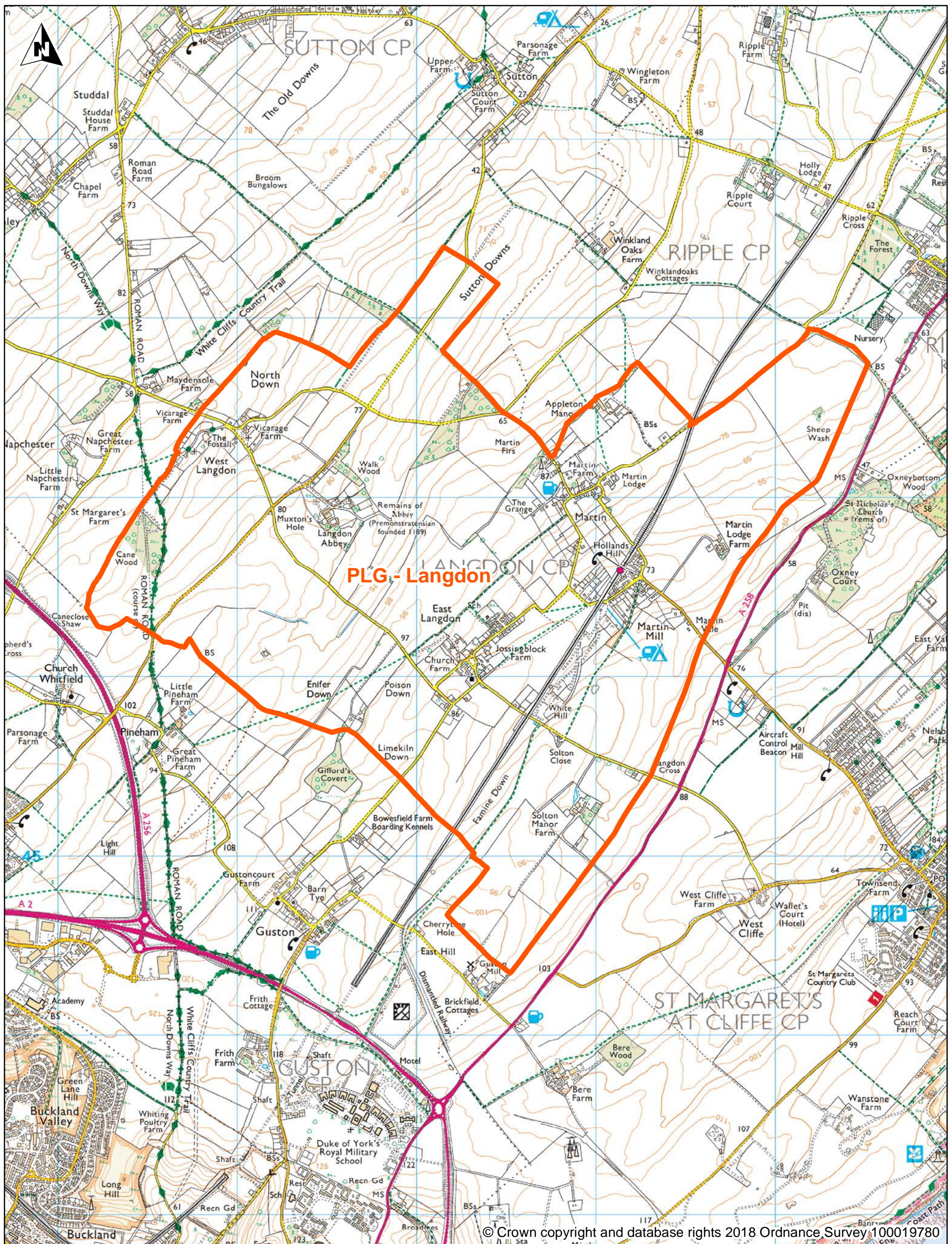
Polling District: PHM - Hougham Without

Scale 1:15,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



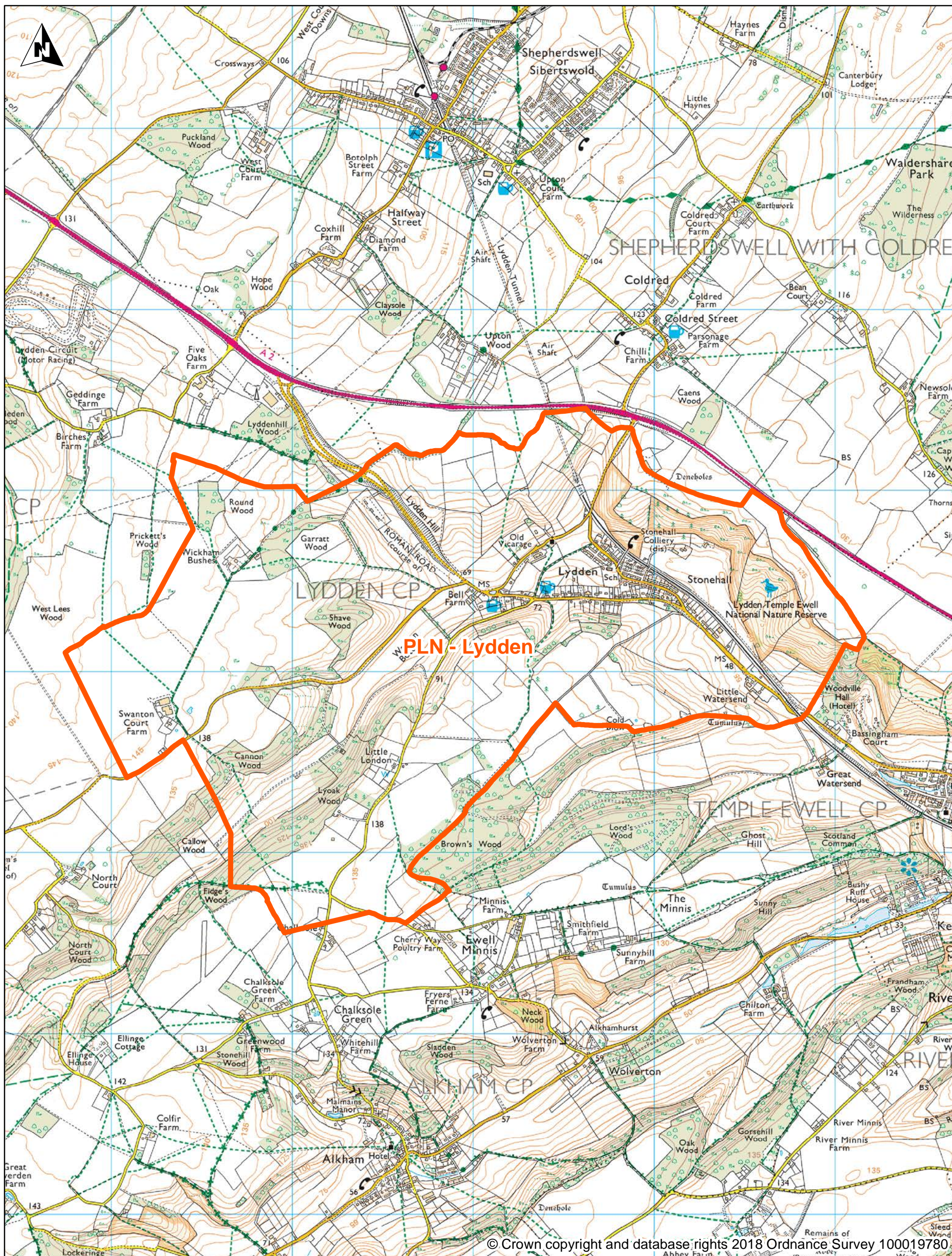


DDC Polling District Review 2018 **Polling District:PLG - Langdon**

Scale 1:20,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018

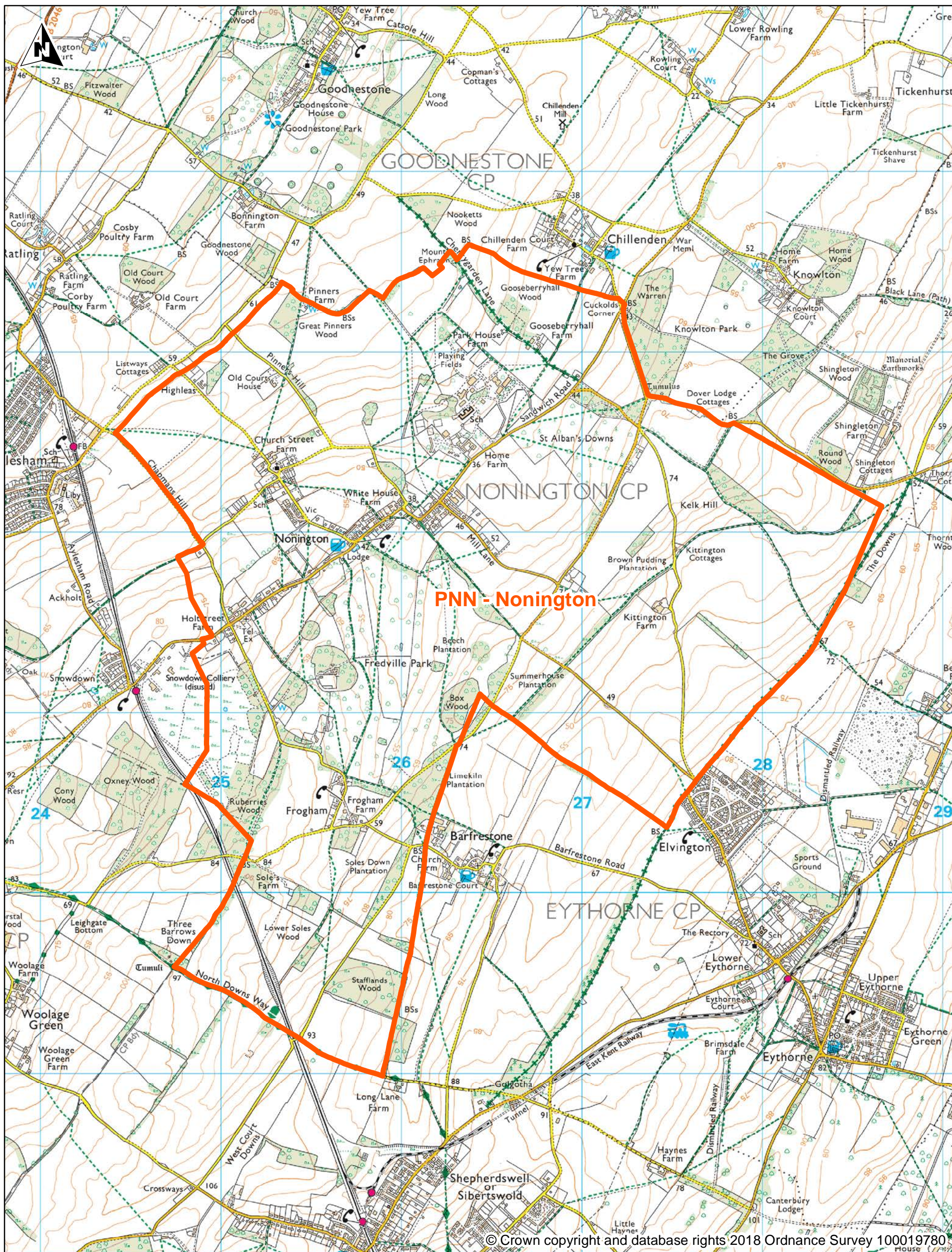
Polling District: PLN - Lydden

Scale 1:20,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



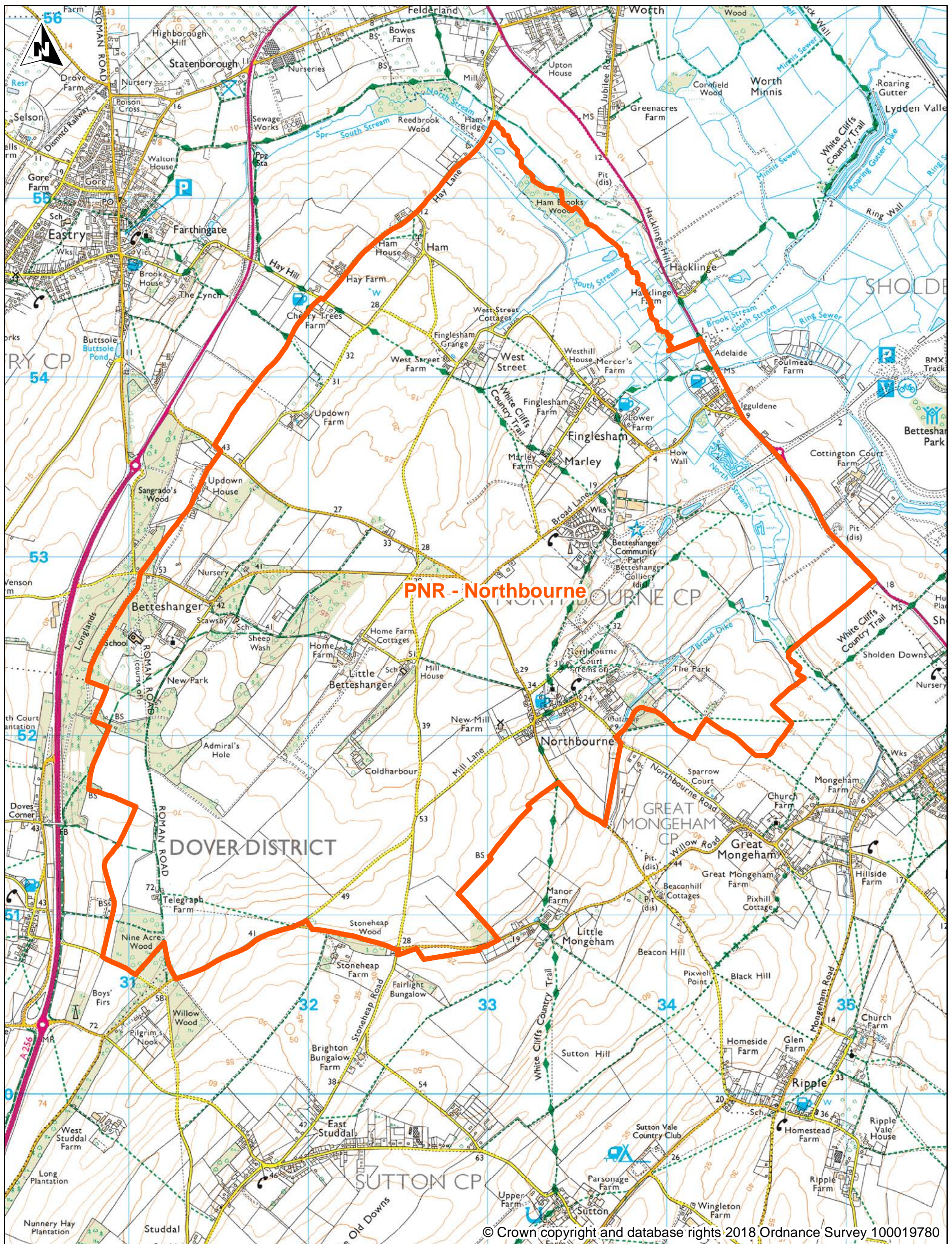


DDC Polling District Review 2018 **Polling District: PNN - Nonington**

Scale 1:20,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ



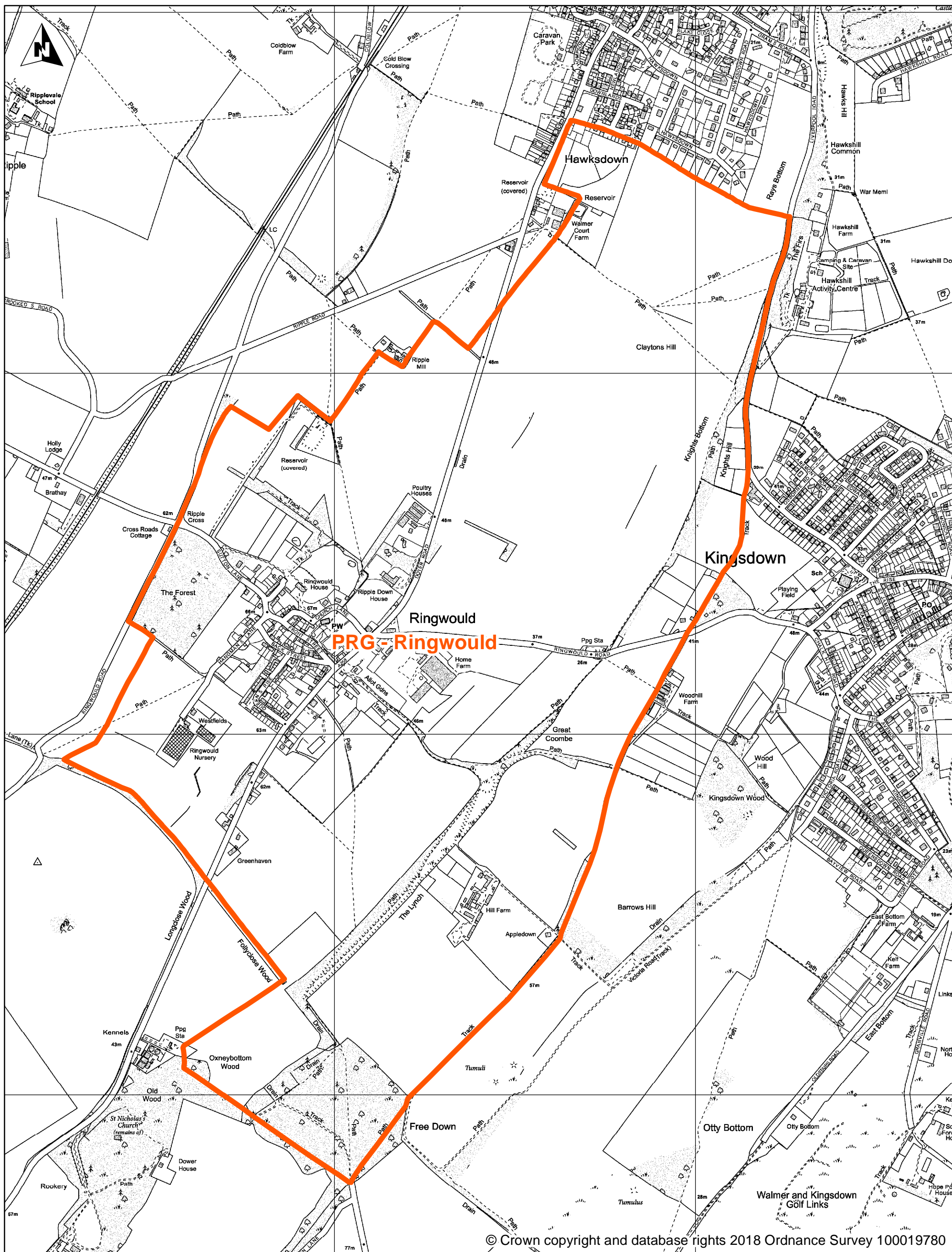


DDC Polling District Review 2018 **Polling District: PNR - Northbourne**

Scale 1:20,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ



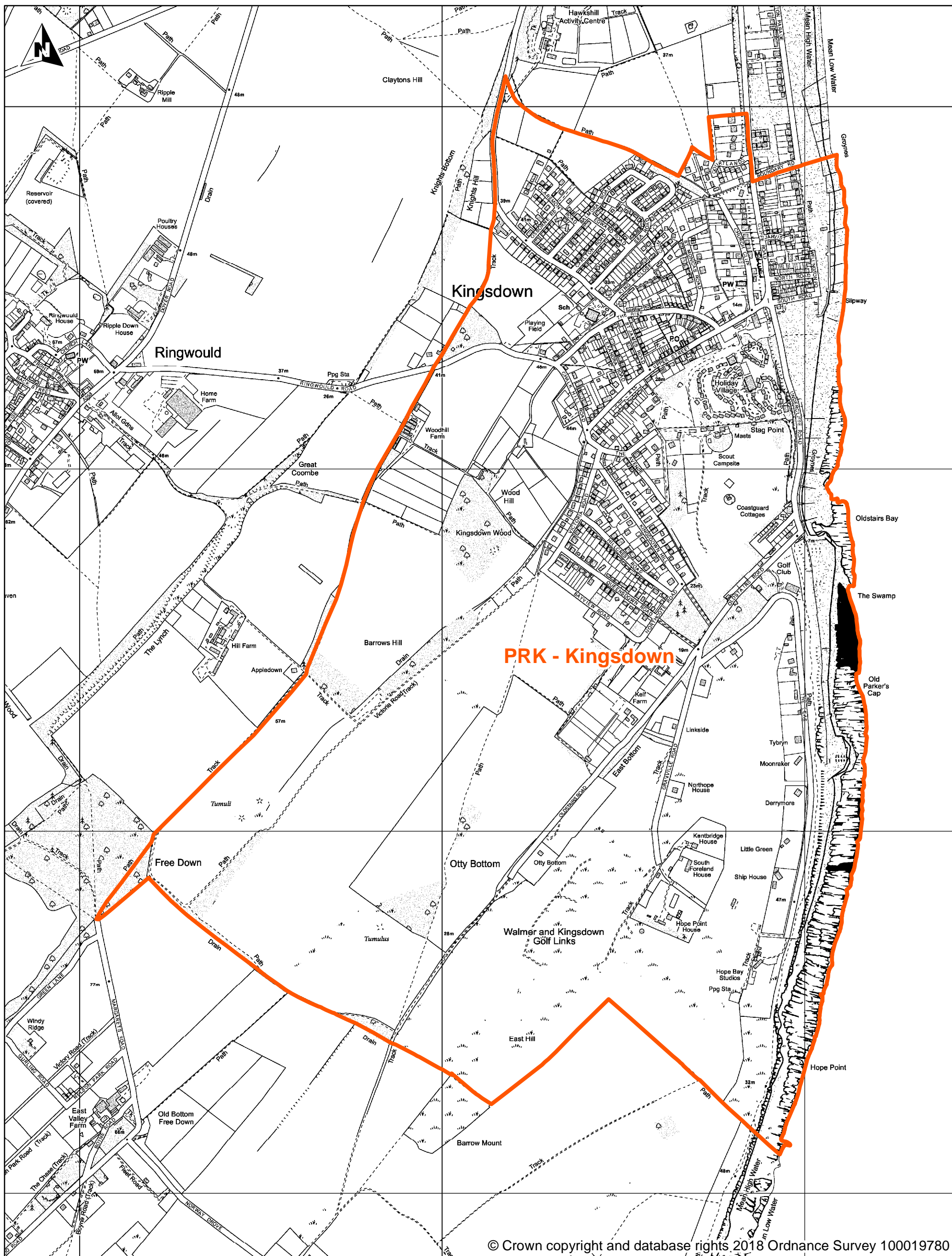


DDC Polling District Review 2018 **Polling District: PRG - Ringwold**

Scale 1:10,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018

Polling District: PRK - Kingsdown

Scale 1:10,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



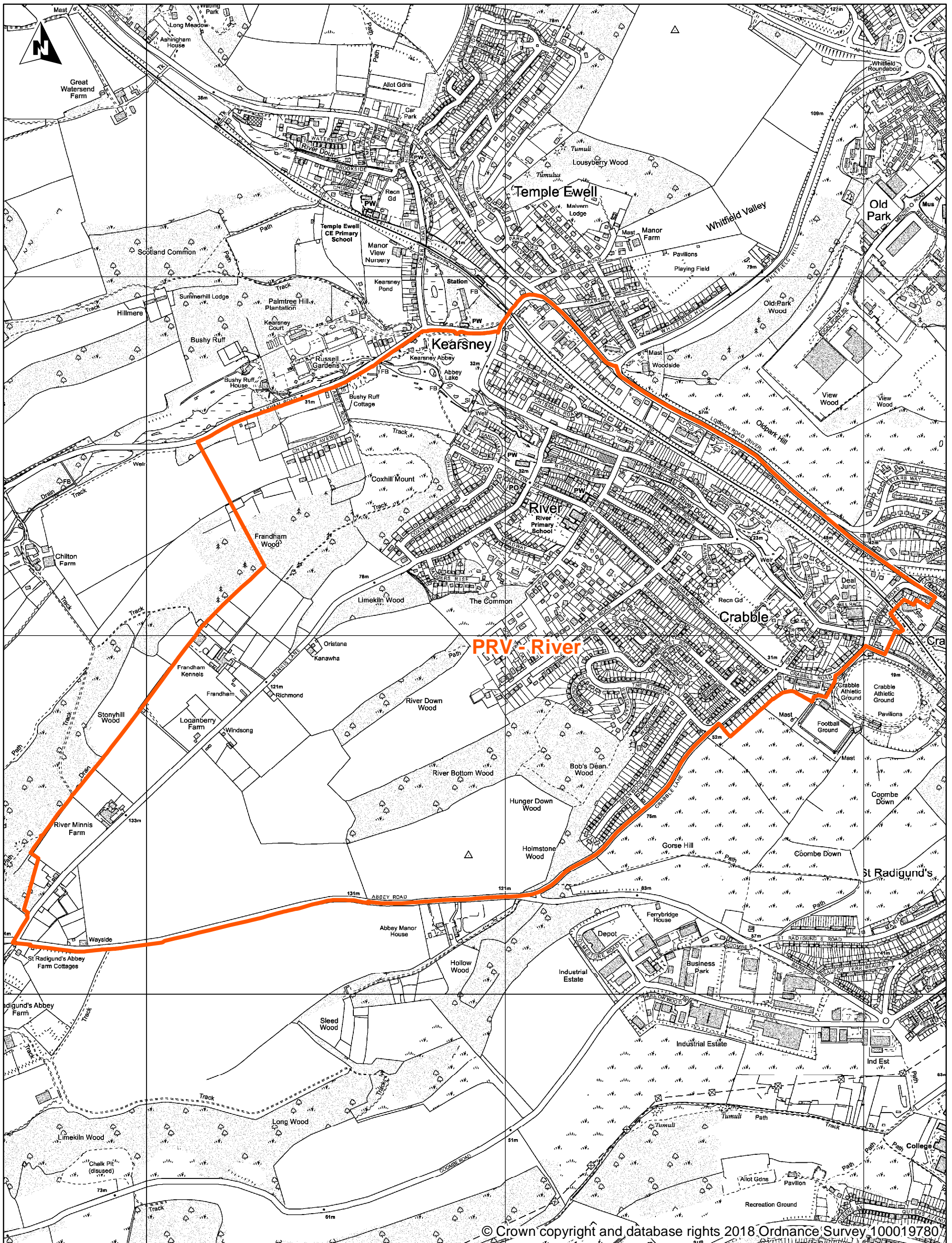


DDC Polling District Review 2018 **Polling District: PRP - Ripple**

Scale 1:15,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ



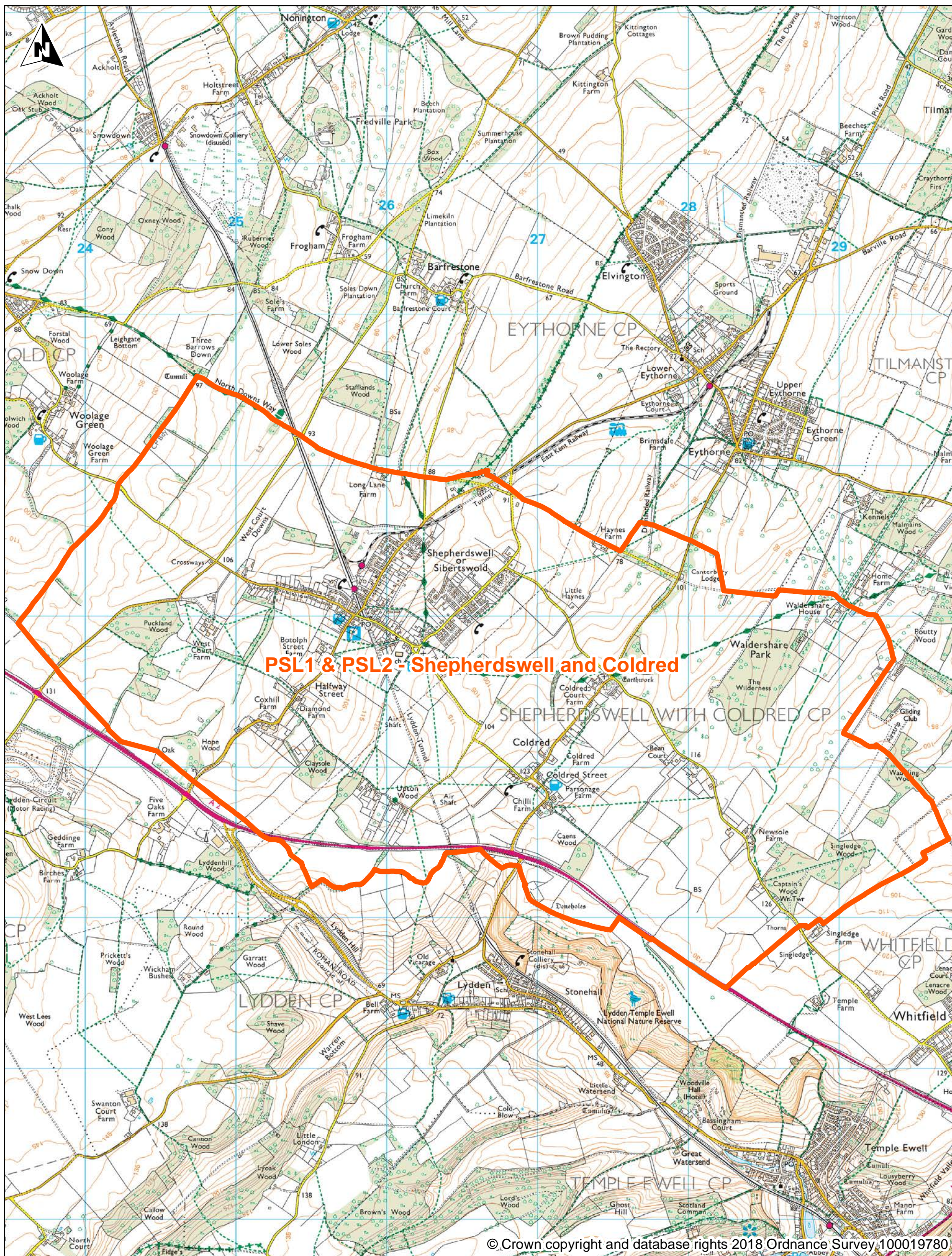


DDC Polling District Review 2018 **Polling District: PRV - River**

Scale 1:10,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018 **Polling Districts: PSL1 & PSL2 - Shepherdswell and Coldred**

Scale 1:24,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018

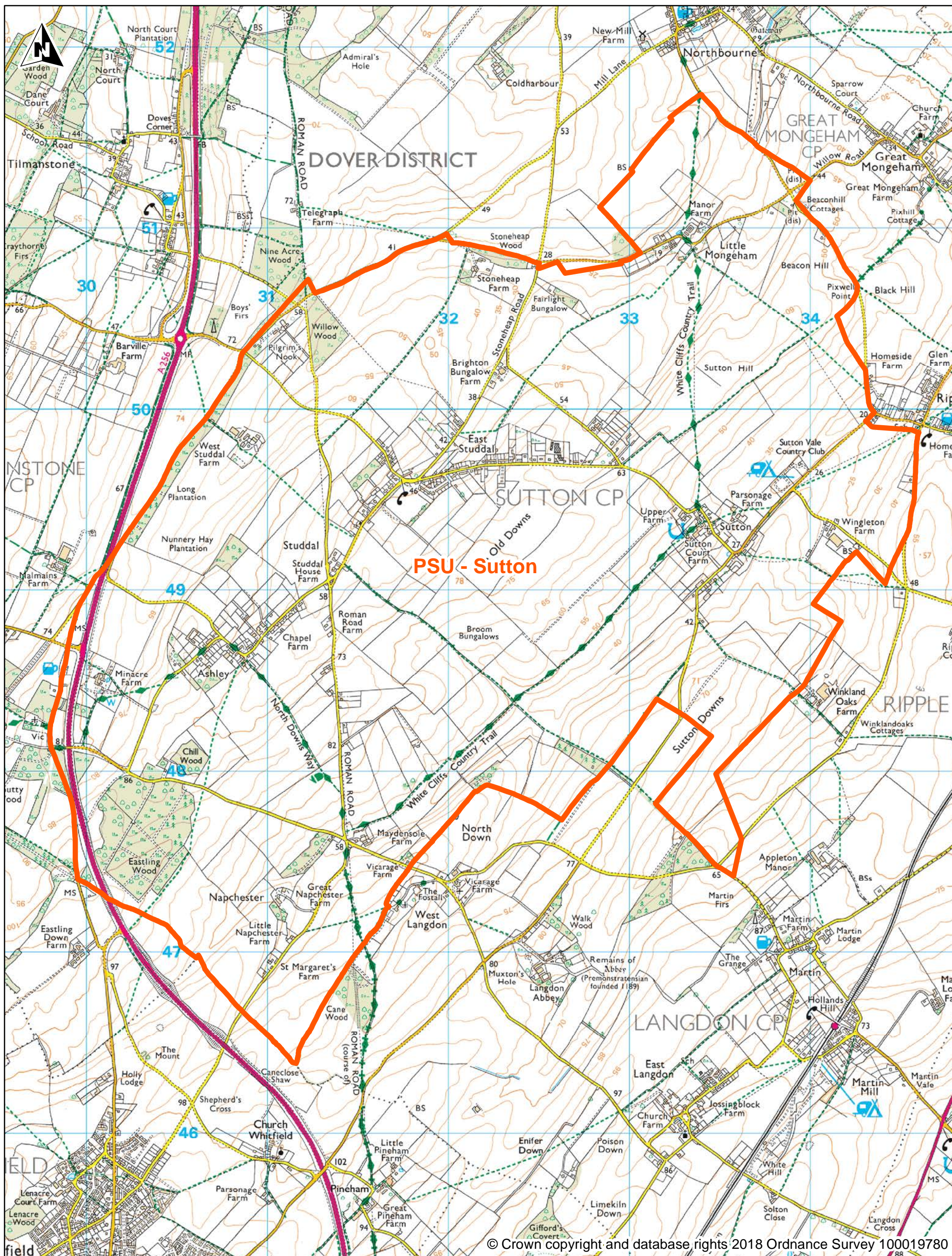
Polling District: PSM - St Margaret's-at-Cliffe

Scale 1:20,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

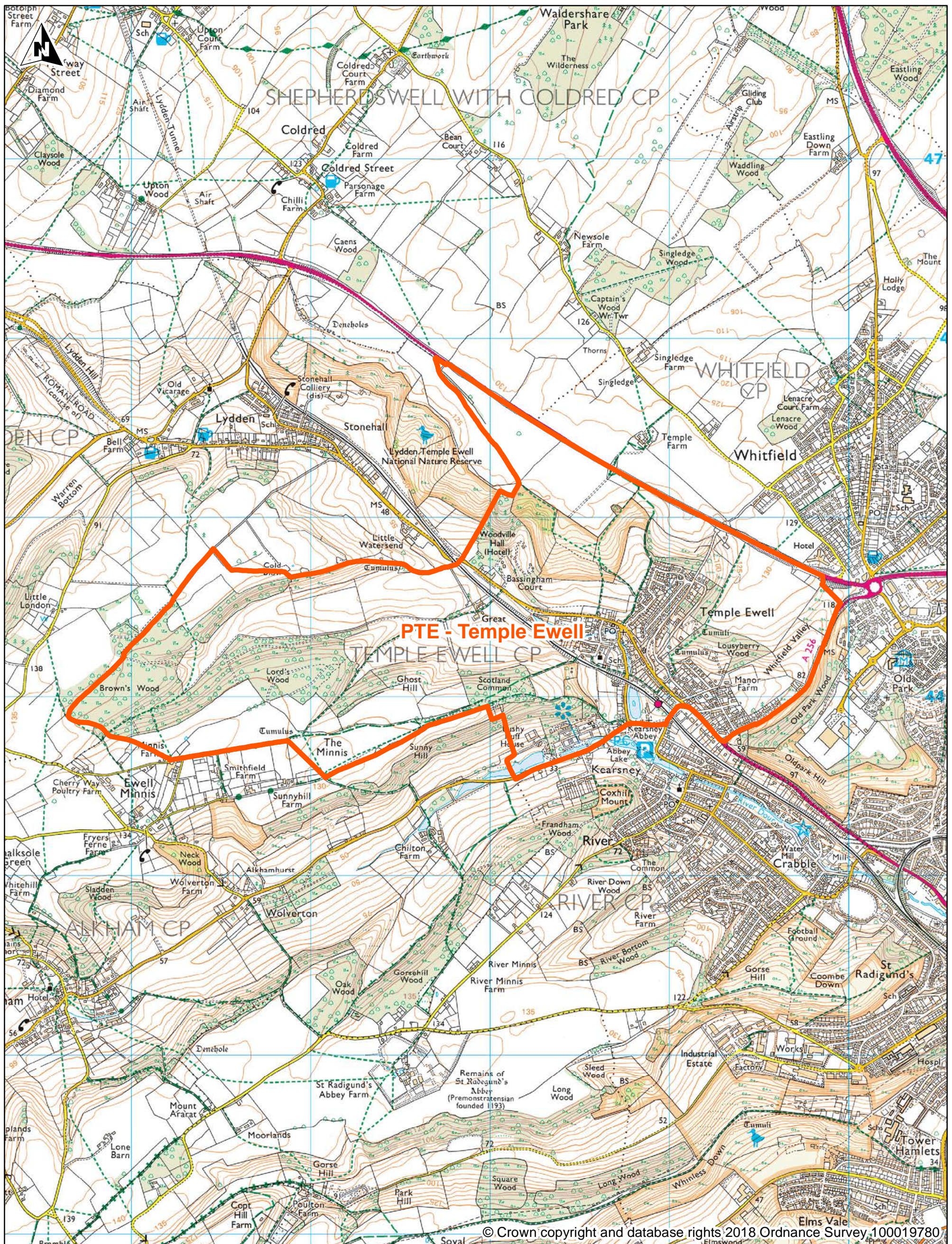
Polling District: PSU - Sutton

Scale 1:20,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



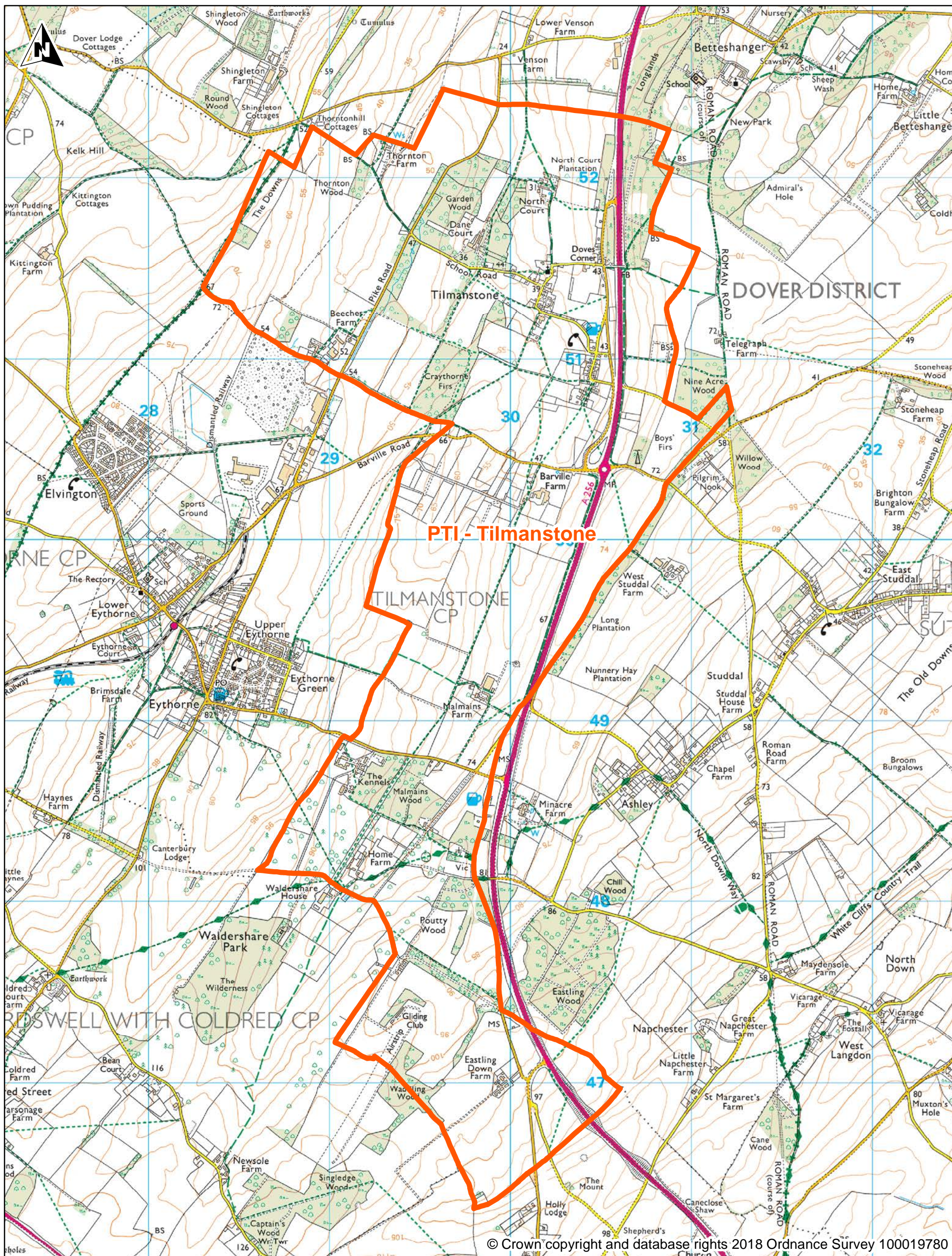


DDC Polling District Review 2018 **Polling District: PTE - Temple Ewell**

Scale 1:20,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018 **Polling District: PTI - Tilmanstone**

Scale 1:20,000

Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ



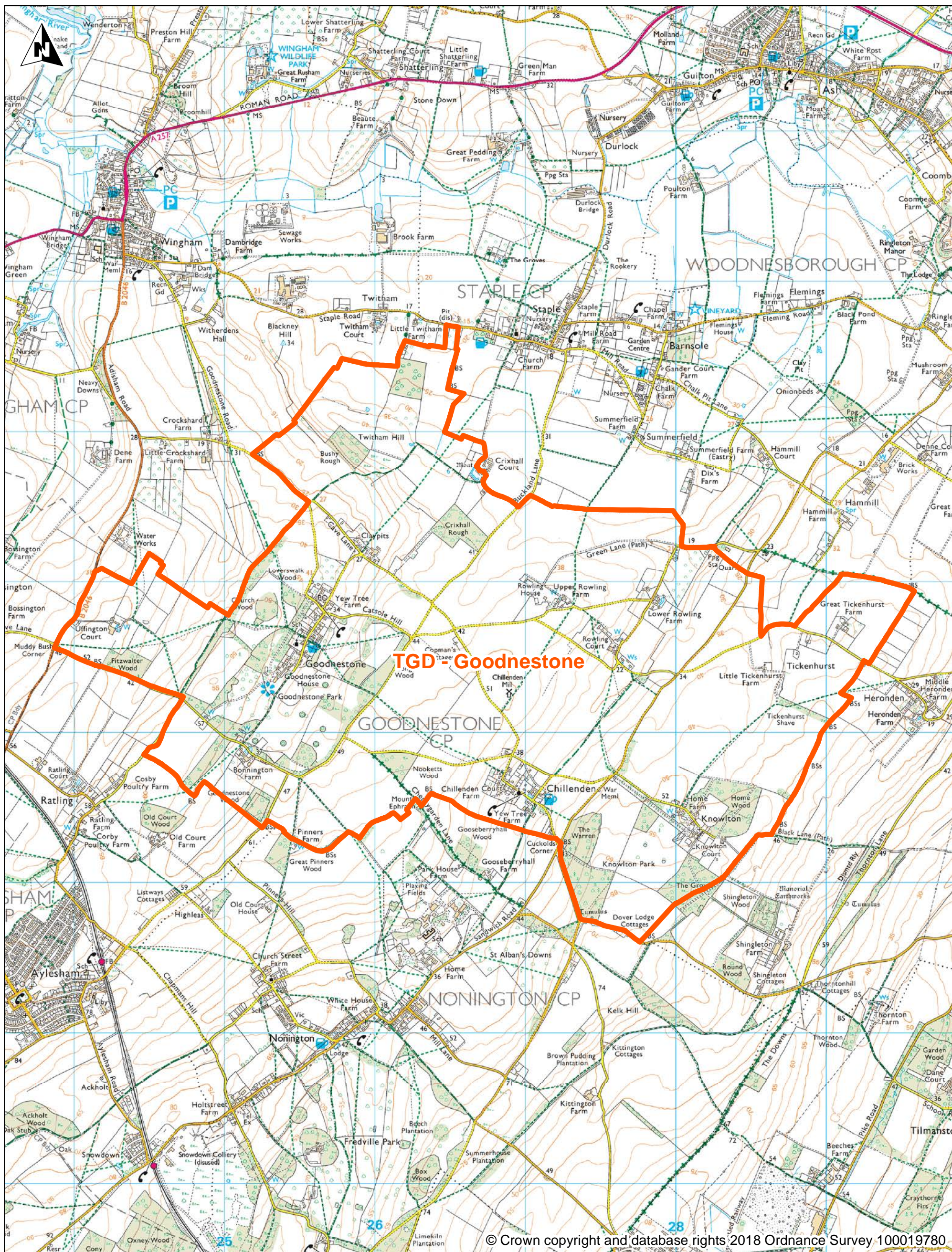


DDC Polling District Review 2018
Polling District: TAS - Ash

Scale 1:30,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ



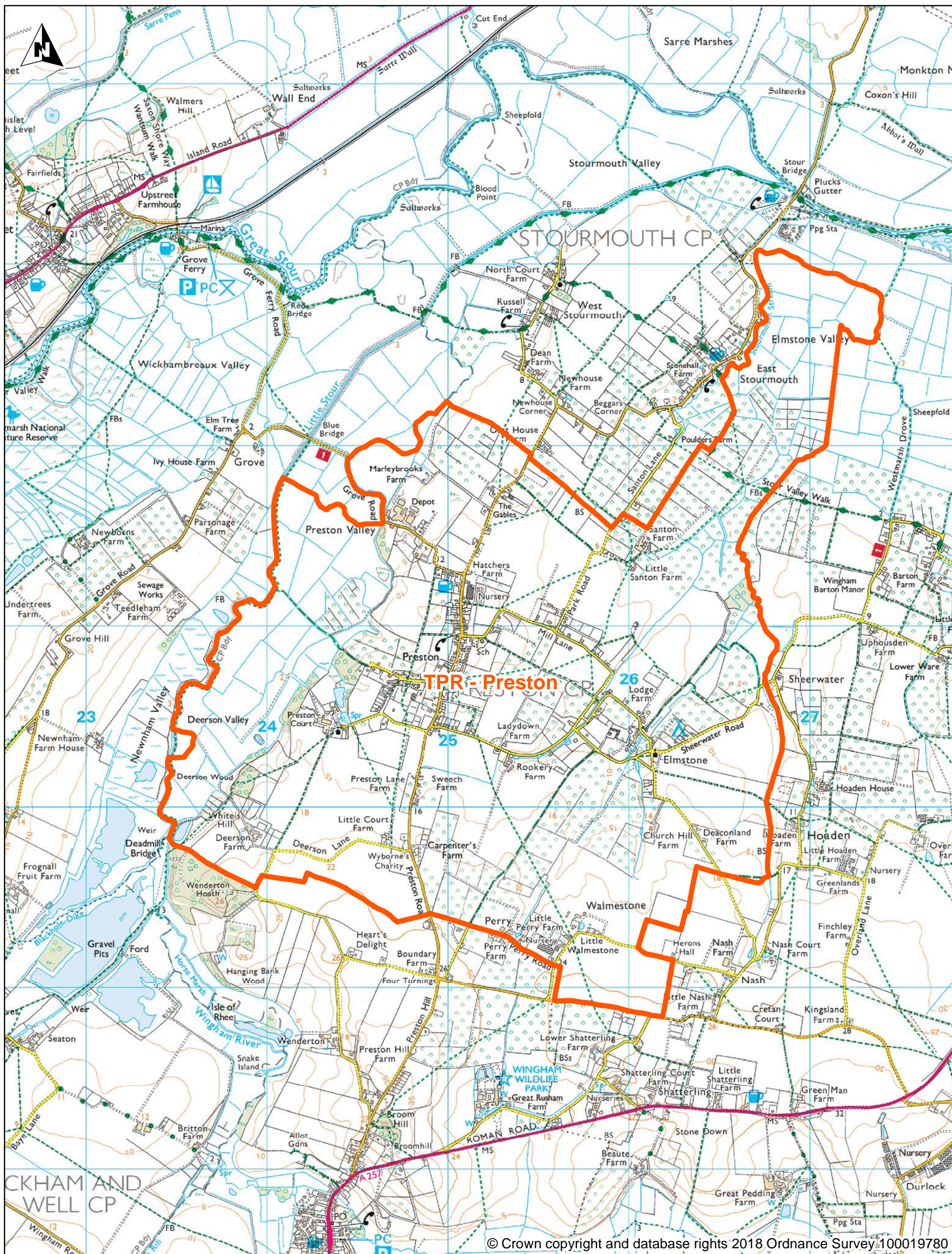


DDC Polling District Review 2018 **Polling District: TGD - Goodnestone**

Scale 1:24,000
 Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





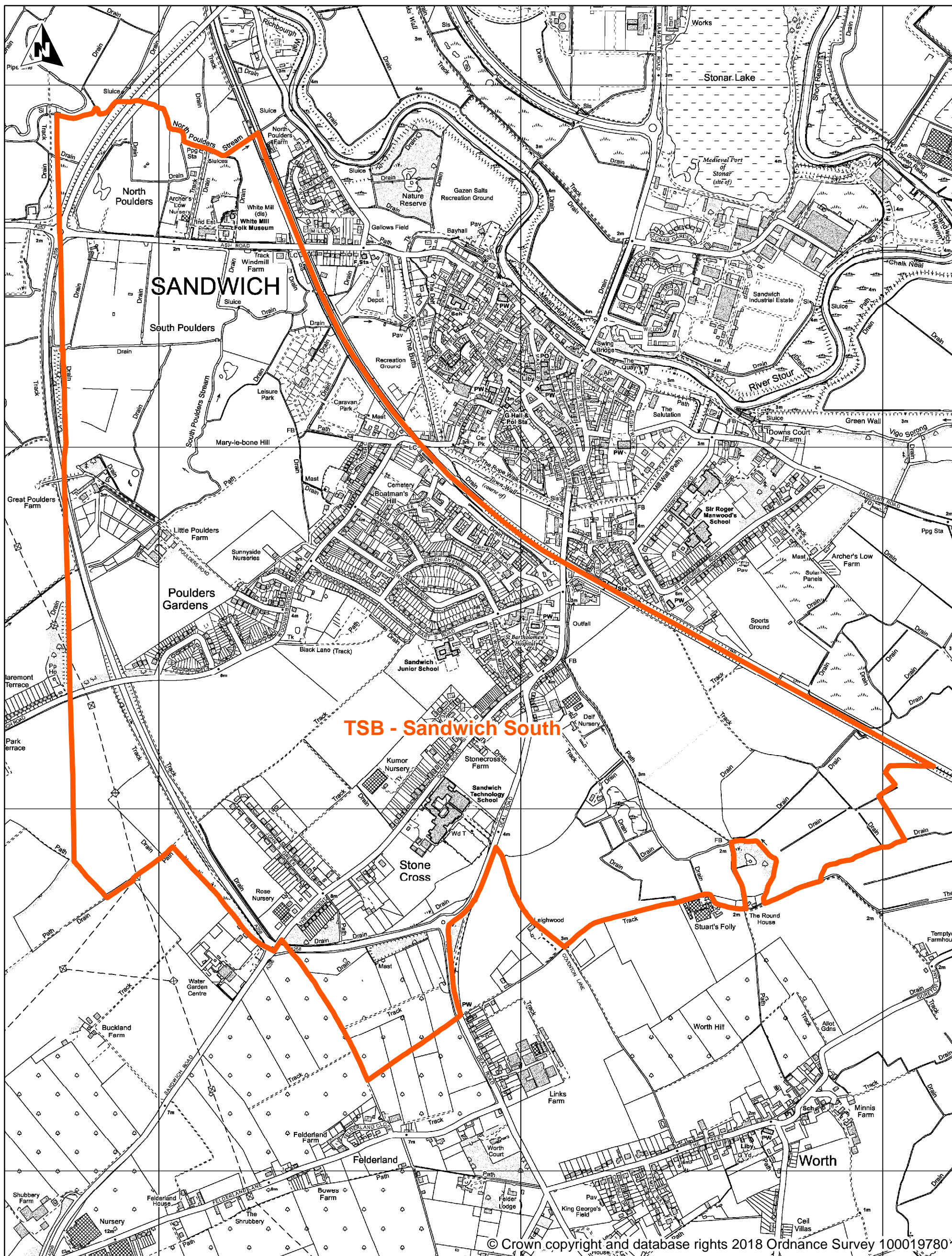
DDC Polling District Review 2018 **Polling District: TPR - Preston**

Scale 1:20,000

Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018

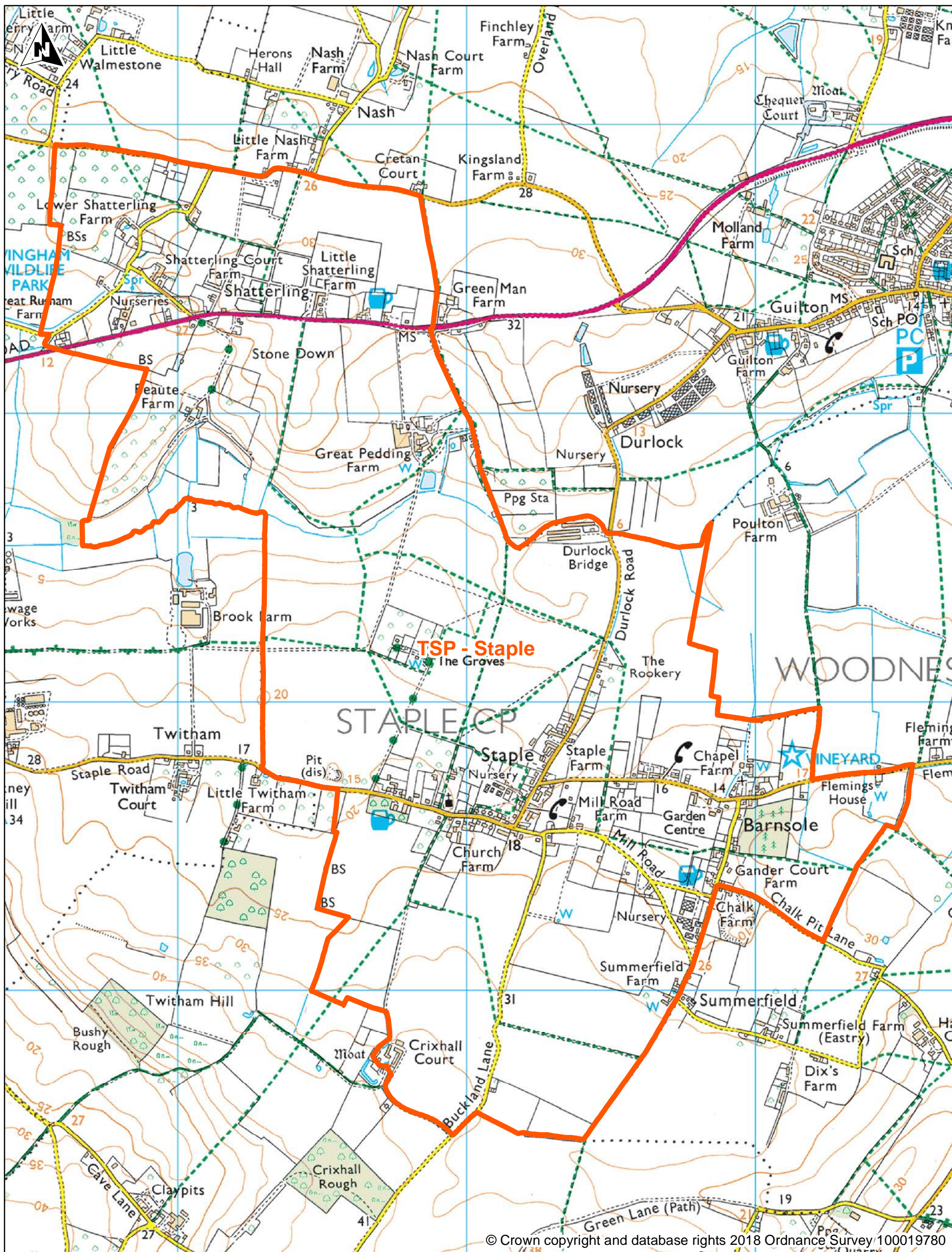
Polling District: TSB - Sandwich South

Scale 1:10,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

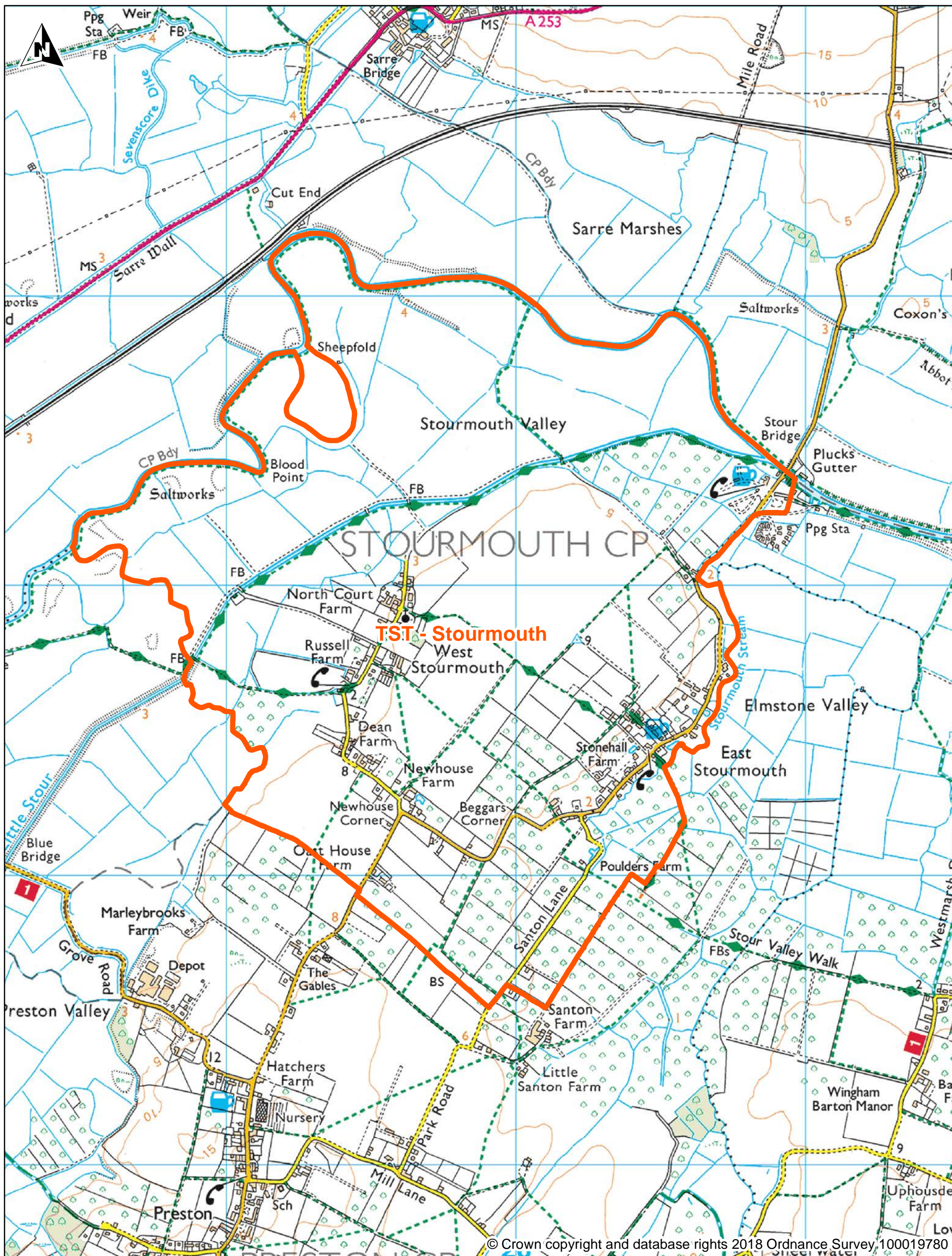
Polling District: TSP - Staple

Scale 1:12,500

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

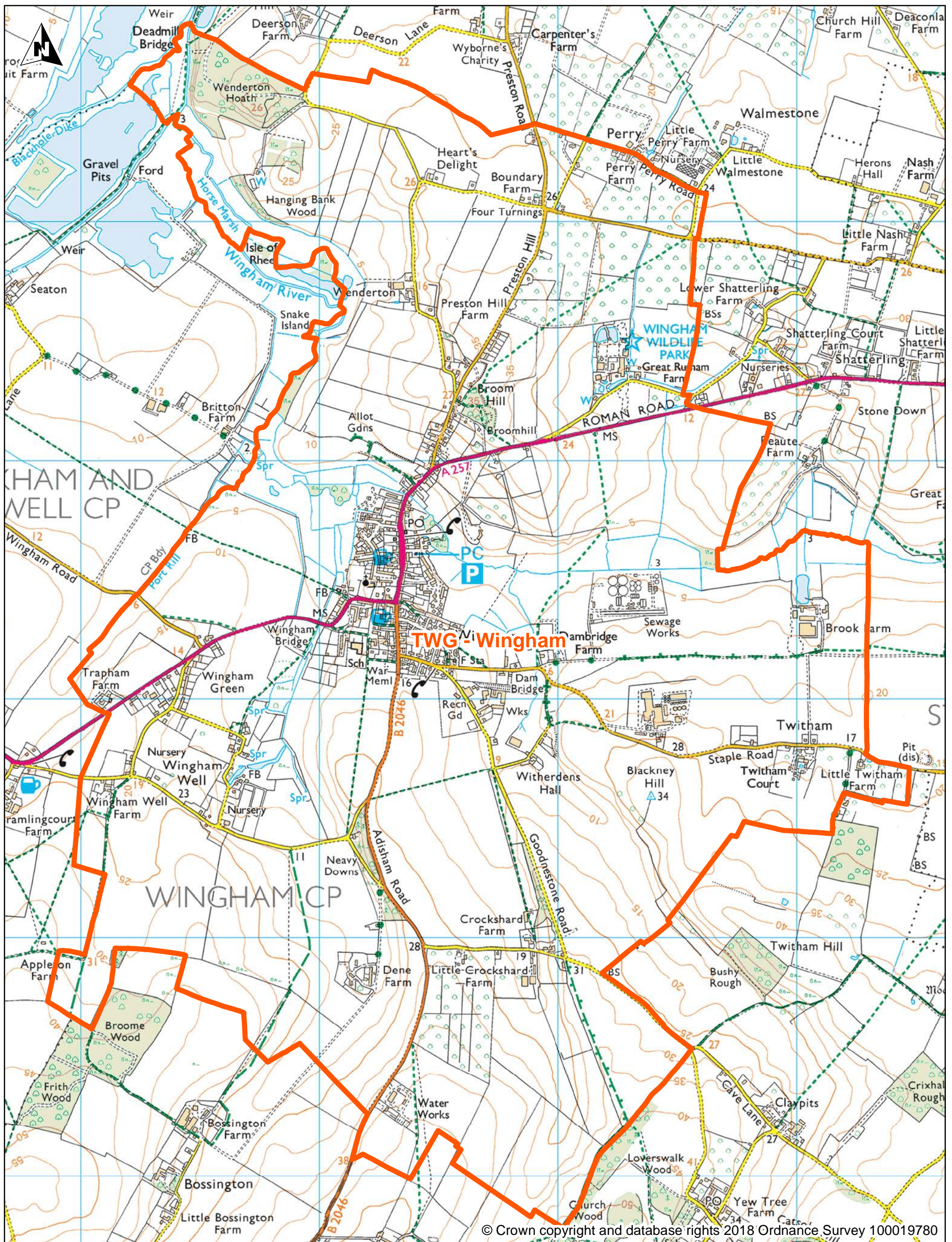
Polling District: TST - Stourmouth

Scale 1:12,500

Map Dated: 10/10/2018

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White Cliffs Business Park
Whitfield
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CT16 3PJ





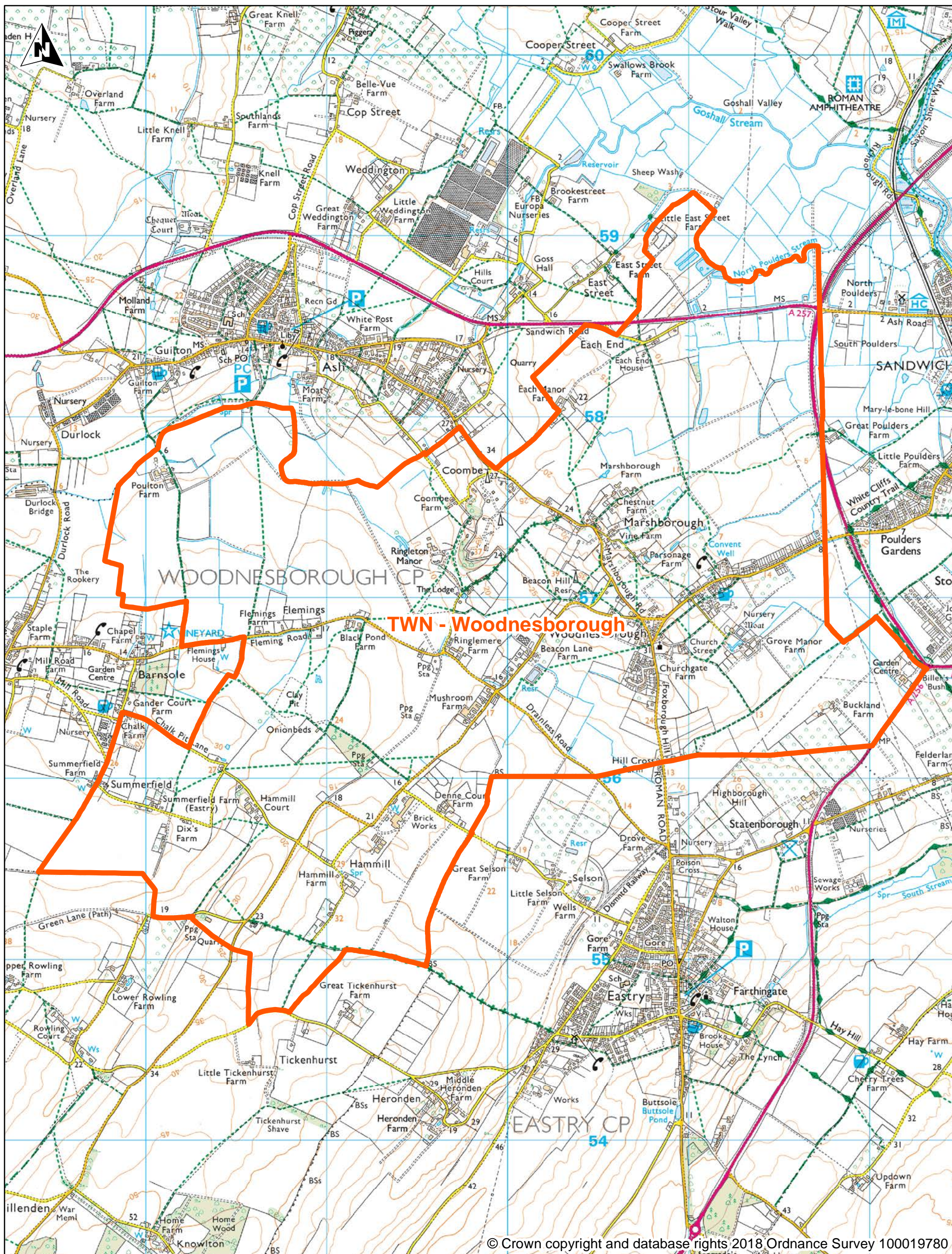
DDC Polling District Review 2018 **Polling District: TWG - Wingham**

Scale 1:15,000

Map Dated: 10/10/2018

Dover District Council
 Honeywood Close
 White Cliffs Business Park
 Whitfield
 DOVER
 CT16 3PJ





DDC Polling District Review 2018

Polling District: TWN - Woodnesborough

Scale 1:20,000

Map Dated: 10/10/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



Review of Polling Districts and Polling Places in Dover District 2018

Responses Received by 5 December 2018

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|--|---|----------|-----------------------|
| 1 | (Acting) Returning Officer (Dover District) | <p>Buckland District Ward</p> <p>Whitfield District Ward</p> <p>Maxton and Elms Vale District Ward</p> <p>Town and Castle District Ward</p> <p>St Radigund's District Ward</p> <p>Tower Hamlets District Ward</p> <p>Eastry Rural District Ward</p> <p>Middle Deal District Ward</p> | <p>In response to your letter dated 15 October 2018, I would request that the following changes be considered as part of the Polling District Review. The majority of the proposed changes are to keep in line with the recently completed Local Government Boundary Review and the maps for the proposed polling districts can be viewed online at https://www.dover.gov.uk/Council--Democracy/Elections/Proposed-Polling-Districts.pdf</p> <p>In the event that the changes take place, I propose to use the indicated Polling Stations.</p> <p><u>Buckland District Ward and Whitfield District Ward</u></p> <p><u>Proposed Change</u></p> <ol style="list-style-type: none"> 1) Creation of a new Polling District to cover the Rokesley area of Buckland. 2) Amendment of boundary to Buckland South. 3) To amend the current polling districts for Whitfield to divide North and South rather than East and West. | | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|--|--|----------|--|
| | | North Deal District Ward Sandwich District Ward | <p><u>Rationale behind proposal</u></p> <ol style="list-style-type: none"> 1) The Local Government Boundary Commission for England (LGBCE) has moved the Rokesley area from Buckland District Ward into Whitfield District Ward. It will remain in Buckland Town Ward for town council elections. 2) The LGBCE review amended the boundary to include part of St Radigund's East Polling District. 3) Currently over 800 electors have to cross the A2 in order to vote. By amending the polling districts to divide North & South instead of East and West we can place a new polling station on the South side of the A2 which could serve both the Rokesley area and Whitfield South. This also allows for expected future growth of the electorate in Whitfield North which would continue to use the current polling station at Whitfield Village Hall. <p><u>Proposed Polling Stations</u> Christchurch Academy, Melbourne Avenue for Rokesley and Whitfield South Whitfield Village Hall for Whitfield North</p> <p><u>Maxton and Elms Vale District Ward and Town and Castle District Ward</u></p> <p><u>Proposed change</u> Priory Polling District has amended boundaries and</p> | | <p>Peter Jull District Councillor (St Margaret's-at-Cliffe):</p> <p>Unless space can be found within Christchurch Academy for a polling station without disrupting school activities, DDC offices would seem a preferable option</p> |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|------|--|----------|-----------------------|
| | | | <p>is now included in Town and Castle District Ward. Maxton & Elms Vale also has its shared boundaries with Tower Hamlets and Priory amended.</p> <p><u>Rationale behind proposal</u> In line with the LGBCE Boundary Review changes.</p> <p><u>Proposed Polling Stations</u></p> <p>No change to current polling stations used for these areas.</p> <p><u>St Radigund's District Ward</u></p> <p><u>Proposed Change</u></p> <ol style="list-style-type: none"> 1) Amendment of boundary to St Radigund's East Polling District. 2) Creation of new polling district to cover part of Tower Hamlet's District Ward which has been moved into St Radigund's District Ward. <p><u>Rationale behind proposals</u> In line with the LGBCE Boundary Review changes.</p> <p><u>Proposed Polling Stations</u></p> <ol style="list-style-type: none"> 1) Barton CP School, Barton Road, with Dover Working Man's Club as an alternative during school renovations 2) Baptist Church, Maison Dieu Road | | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|------|---|----------|---|
| | | | <p><u>Tower Hamlet's District Ward</u></p> <p><u>Proposed Change</u> Change of the boundary of Tower Hamlets West to include part of the Tower Hamlets East District. We propose splitting this new larger Polling District in two, with the top part of the polling district voting at The Ark and the bottom part of the polling district voting in Curzon Hall. The proposed split can be viewed at www.dover.gov.uk/Council--Democracy/Elections/BTH1-and-BTH2-Tower-Hamlets-West-and-Tower-Hamlets-East.pdf</p> <p><u>Rationale behind proposal</u> In line with LGBCE Boundary Review changes and the topography of the area.. The increased electorate means that two polling stations are required and Curzon Hall is not large enough to accommodate both stations.</p> <p><u>Proposed Polling Stations</u> Curzon Hall, Curzon Road The Ark, Noah's Ark Road</p> <p><u>Eastry Rural District Ward</u></p> <p><u>Proposed Change</u> 1) To split Sholden Parish into 3 new Polling Districts, one of which will vote in Sholden Parish and Eastry Rural District Ward. 2) To split Worth into 2 new Polling Districts, one of</p> | | <p>Peter Jull District Councillor (St Margaret's-at-Cliffe):</p> <p>With Curzon Hall and The Ark only being 350 yards apart and even after enlargement Tower Hamlets not being the largest polling district I don't see a justification for 2 polling stations.</p> |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|------|--|----------|-----------------------|
| | | | <p>which will vote in Worth Parish and Eastry Rural District Ward.</p> <p><u>Rationale behind proposal</u> In line with LGBCE Boundary Review changes</p> <p><u>Proposed Polling Stations</u> 1) Scout HQ, The Street, Sholden 2) Worth Parish Hall, The Street, Worth</p> <p><u>Middle Deal District Ward</u></p> <p><u>Proposed Change</u> To split Sholden Parish into 3 new Polling Districts, one of which will vote in Sholden Parish and Middle Deal District Ward.</p> <p><u>Rationale behind proposal</u> In line with the LGBCE Boundary Review changes</p> <p><u>Proposed Polling Stations</u> As there is no potential polling station in this new polling district, a second polling station will be added to the station currently allocated to another Middle Deal Polling District, Warden House Primary School, Birdwood Avenue.</p> <p><u>North Deal District Ward</u></p> <p><u>Proposed Change</u> 1) Amendment of boundaries to the Polling District of Walmer, Gladstone Ward which falls within</p> | | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|------|---|----------|-----------------------|
| | | | <p>North Deal District Ward.</p> <p>2) To split Sholden Parish into 3 new Polling Districts, one of which will vote in Sholden Parish and North Deal District Ward.</p> <p><u>Rationale behind proposal</u> In line with the LGCBE Boundary Review changes.</p> <p><u>Proposed Polling Stations</u></p> <p>1) Walmer Sea Scout's Hall, Marine Road</p> <p>2) There is no suitable polling station within the polling district and the parliamentary electorate for this polling district is currently less than 100 so it makes sense to join them with an already established polling station. The closest suitable polling station in the North Deal District Ward is the Golf Road Centre, 28 Golf Road. The residents in the newly created Tenants Hill Polling District would have had to pass the Golf Road Centre in order to vote at their previous station of the Scout HQ, Sholden so it would effectively mean travelling a shorter distance to vote.</p> <p><u>Sandwich District Ward</u></p> <p><u>Proposed Change</u> To split Worth Parish into 2 new Polling Districts, one of which would vote in Worth Parish and Sandwich District Ward elections.</p> | | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|---------------|--|---|-----------------------|
| | | | <u>Rationale behind proposal</u> In line with the LGBCE Boundary Review changes. <u>Proposed Polling Stations</u> As there are no suitable polling stations within the polling district, the best option is a joint polling station with Sandwich North Polling District at the Guildhall, Cattle Market, Sandwich. | | |
| 2 | Resident | Aylesham | I see you doing a review of polling stations? Can you tell me why the people of Aylesham have to endure candidates and their supporters on the polling station premises? | This is not a matter for a polling district/stations review. Candidates, agents and tellers are only allowed inside of the polling station (the room in which the voting takes place) to cast their own vote if they appear on the Register of Electors there. They are however, entitled to stand outside of the polling station. | |
| 3 | Resident | Alkham Parish | Keeping Alkham Village Hall is good for democracy in Alkham. Thank you. | The Returning Officer is not proposing any change in Alkham | |
| | | | | | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|--------------------------|--|---|-----------------------|
| 4 | Resident | North Deal District Ward | In your consultation following the boundary review I would propose. North Deal Canute Road area needs a polling booth even in a temporary space as it is too far for the new Sholden residents on Sandwich Bay to access Golf Rd Centre. I hope this will be taken into consideration | The proposed polling station of the Golf Road Centre is actually closer to the residents of Tenant's Hill than their original polling station at the Scout HQ in Sholden. | |
| 5 | Bill Gardner: District Councillor (North Deal) | North Deal District Ward | Can I suggest that we have a mobile polling station up the North End to serve the area of Sholden that is now for the DDC elections part of the North Deal ward and also to serve part of the current area of North Deal. I know it will mean that this polling station will be covering two parish town elections but it will be the same district election. Also the Gladstone Ward of Walmer that has been put into North Deal for the district election, can they vote in the Scout Hut on the Seafront near the paddling pool? | As stated in the Returning Officer's representation in this review, it makes sense to use the already established polling station at the Golf Road Centre for the electorate based in the new Parish Ward of Tenant's Hill. The facilities and access at the Golf Road Centre are excellent for use as a polling station and the same cannot be said for a temporary polling station. The cost of siting a temporary polling station is actually more than the total cost of hiring every polling station that we currently already use in the polling districts in Deal and Walmer. | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|--|---|--|-----------------------|
| | | | | The Returning Officer has already proposed the use of the Sea Scout Hall on Marine Road as a polling station for Gladstone Ward. | |
| 6 | Sholden Parish Council | Sholden Parish North Deal District Ward Middle Deal District Ward, Eastry Rural District Ward | <p>Sholden Parish Council discussed this review (your notice of 15 October refers) at its meeting on 29 October.</p> <p>Ideally (and as implied in the notice of 15 October) both the Hyton Ward residents and the Tenant's Hill Ward residents should be able to vote in their own electoral wards. However, in the event that polling places cannot be found with these two wards, Sholden Parish Council recommends that:-</p> <p>(i) Hyton Ward residents be allowed to vote at Warden House School</p> <p>(ii) Tenant's Hill Ward residents be allowed to vote at the Golf Road community centre.</p> <p>The Sholden Ward is ideally covered by having the Scout HQ as it polling place.</p> | The Returning Officer agrees that these are the logical choices for polling stations as there are no suitable polling stations already in the Tenants Hill and Hyton Wards. (See Representation 1) | |
| 7 | Linda Keen District Councillor (Aylesham) | Eythorne & Shepherdswell District Ward | The only polling station at Eythorne is too far from Elvington for easy access for those residents without their own cars - down and up a long steep hill. | The Returning Officer is not responsible for amending polling district boundaries; that responsibility rests with | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|------------------------|--|---|-----------------------|
| | | | There should be an additional polling district with a polling station installed at the community hall in Elvington, which is ideally located for this purpose. | Dover District Council. However, the Community Centre is well placed to serve Elvington and has appropriate facilities and access. It would make a suitable polling station. | |
| 8 | Hougham Without Parish Council | Hougham Without Parish | <p>On behalf of Hougham Without Parish Council - this council notes that it's Polling District does not change in this review and can only comment regarding the question of any possible alternative polling station locations in the parish.</p> <p>In the parish council's opinion, apart from Hougham Parish Hall in West Hougham, there is no other suitable alternative site for a polling station within our parish boundary.</p> | The Returning Officer is not proposing any change in Hougham Without. | |
| 9 | Wingham Parish Council | Wingham Parish | <p>I can confirm that Wingham uses the Miles Room at Wingham Village Hall as its polling station. This room meets the requirements with easy access and parking for all and WC facilities for staff and visitors.</p> <p>There are disabled parking bays and a ramp from the car park up to the entry door for the hall. There are no other suitable premises in the village which could be used for this purpose</p> | The Returning Officer is not proposing any change in Wingham. | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|---|---|--|-----------------------|
| 10 | Peter Jull District Councillor (St Margaret's- at-Cliffe) | Middle Deal District Ward Mill Hill District Ward North Deal District Ward St Radigund's District Ward | <p>To remove the confusion of neighbours on opposite sides of a road being directed to different polling stations and to remove some minor anomalies the following amendments to the proposed polling districts should be made:</p> <p>Both sides of St. Leonard's Road to be in AMD2 Middle Deal, Park</p> <p>Both sides of Pilots Avenue to be in AMH1 Mill Hill, South</p> <p>Both sides of Redsull Avenue to be in AMH3, Mill Hill, West</p> <p>Goodwin Close to be in AMH3 Mill Hill, West</p> <p>Both sides of Mill Hill above it's junction with Redsull Avenue to be in AMH3 Mill Hill, West</p> <p>Both sides of Harold Road to be AN1 North Deal, Sandown</p> <p>St. David's Road to be in AN2 North Deal, St. Andrew's</p> <p>Century Walk to be in AN2 North Deal, St. Andrew's</p> <p>Both sides of Beaconsfield Road and Beaconsfield Avenue to be in BR2 St. Radigund's East</p> | <p>The placing of polling district boundaries is decided by the Council.</p> <p>However, it should be noted that boundary lines traditionally run down the middle of roads in most areas as there is a legal presumption that a house boundary runs to the centre of the road it abuts. Roads are less likely to change than house boundaries at the rear of a property and so a boundary down the middle of the road is usually preferable.</p> <p>To prevent any confusion for the electorate, poll cards are sent out prior to an election to ensure voters are aware of the location of their polling stations. The Notice of Poll lists the relevant polling stations to be used and polling station details are also available on the DDC website during an election period. Following</p> | |

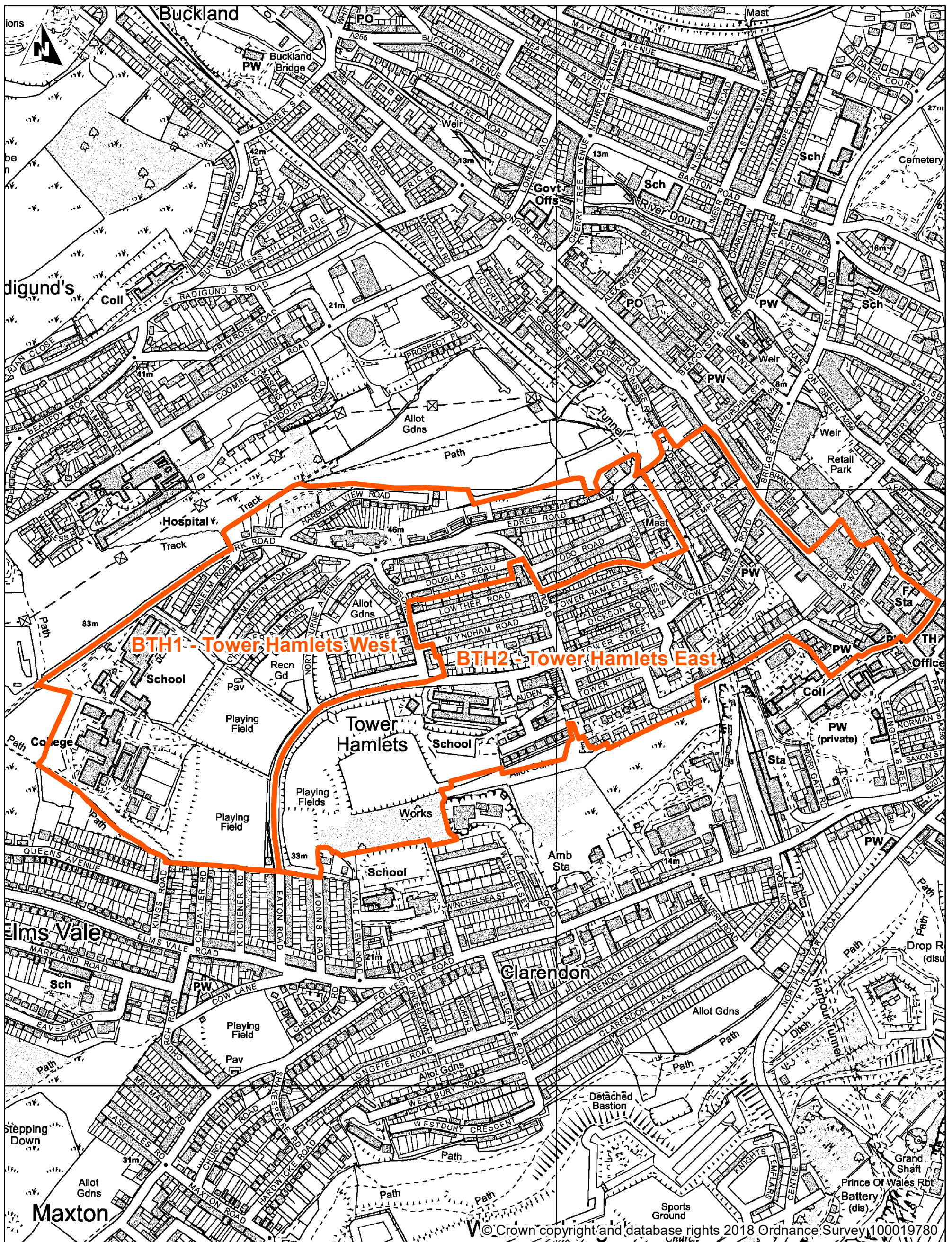
| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|--|--|---|--|-----------------------|
| | | | | the conclusion of this review and the republishing of the Register of Electors, we will be writing to all electors who have been allocated to a different polling station to advise them of the change of venue. | |
| 11 | Peter Wallace District Councillor (Maxton, Elms Vale and Priory) | Maxton & Elms Vale District Ward & Town and Castle District Ward | As one of the ward councillors for Maxton and Town & Castle wards I have looked at the proposed list of polling districts and polling stations for the two wards. The polling stations are centrally located, in good locations and will encourage people to vote as they are within walking distance of most houses in the wards. I don't believe there are better alternatives and removing any station would only be a disadvantage to voters. I recommend adopting the councils proposed polling districts and polling stations for the two wards. | The Returning Officer is not proposing any change of polling stations in the Maxton & Elms Vale or the Town & Castle District Wards. | |
| 12 | Acting Returning Officer (South Thanet Constituency) | Little Stour and Ashstone District Ward Sandwich District Ward | We have no comments to make | | |
| | | | | | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|--------------------------------|--|---|-----------------------|
| 13 | Pam Brivio District Councillor (Tower Hamlets) | Tower Hamlets District Ward | <p>As a ward councillor who has represented Tower Hamlets since 2011 and who has lived and voted in this ward since 1984, I would like to make the following comments:</p> <p>The new ward of Tower Hamlets is 2713 – this comprises what was BH1 and part of what was BH2</p> <ol style="list-style-type: none"> 1. Curzon Hall to remain a polling station for the main part of the ward which will comprise approximately 2255 electors (previously BH1) but would like to make comment under point 2. 2. However, due to the topography of the top part of the ward (Anselm road, Harbour View Road, Hamilton Road, Chamberlain Road, Northbourne Avenue, Noahs Ark Road/Edred Road, including High Meadow flats, Noaks Ark Terrace etc.) I would like to make a suggestion for another polling station in this area (e.g. The Ark). Approximately 649 voters. 3. Although this would reduce the numbers voting at Curzon Hall, I note that other Polling Districts, e.g. town and Castle, have as many as four polling stations for an electorate of 5339 voters (two member of ward). | <ol style="list-style-type: none"> 1. The Returning Officer has proposed a new polling district scheme which allows for the use of Curzon Hall and The Ark as polling stations for the Tower Hamlets District Ward. (See Representation 1 – Tower Hamlets District Ward) 2. See the answer to 1 3. Polling stations must be allocated within the polling district unless there is no suitable building available. The distribution of polling stations in Town & Castle District Ward is due to the shape of the Ward and there being four polling districts that make up the area. There is one polling station in each of the polling districts. 4. When there is a suitable polling station within the | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|------|---|---|-----------------------|
| | | | <p>4. Possibility of residents (from what was originally BH2 who continue to be in the ward of Tower Hamlets) being able to use a shared polling station at Salem Baptist Church. This is the polling stations where residents have traditionally voted.</p> <p>5. The remainder of what was BH2 now forms part of St Radigunds and the proposal for these electors to continue to use Salem Baptist seems correct. But I think a shared polling station for those remaining in Tower hamlets as referred to 4 in would be a sensible suggestion.</p> | <p>polling district, there is no provision to allow us to send electors to a polling station situated within a different district ward in order to vote. Even if the area became a polling district in its own right, as there is no suitable polling station within the area, the electors would be sent to a suitable polling station within their own district ward, rather than a neighbouring district ward.</p> <p>5. The Returning Officer has already proposed the Baptist Church on Maison Dieu Road remain the polling station for the residents of Tower Hamlets Ward that are being moved to St Radigund's District Ward.</p> | |
| | | | | | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|--------------------------------|---|--|-----------------------|
| 14 | Pam Brivio District Councillor (Tower Hamlets) | Tower Hamlets District Ward | <p>Further to the submission I made yesterday regarding polling stations in Tower Hamlets (retention of Curzon Hall as is very central to the ward and possibility of additional polling station for top part of ward due to topography of area) plus possibility of those in what was BH2 and who are to remain in Tower Hamlets voting at Salem Baptist Hall, on a shared polling station basis.</p> <p>When calculating the numbers for the arguments I was putting forward, I could not understand why they totaled in excess of 2713 (as shown on the spread sheet of polling stations etc. I then realized that the numbers that were used by the Labour Group for the submission to the Boundary Commission for justification of a one member ward came to 2933; the Boundary Commission accepted the argument for a one member ward for Tower Hamlets.</p> <p>And according to the map of the new ward the boundary is practically identical to the proposals submitted (apart from a small part that goes into Ladywell).</p> <p>It may be that the current figures for the ward are now less?</p> | See response to Representation 13 | |
| 15 | Bill Gardner (Leader of DDC Labour Group) | Sandwich District Ward | <p>Labour Party submission for polling stations for next years election.</p> <p>This is for the area of Sandwich, Deal, Walmer,</p> | See response to Representation 5 regarding North Deal District Ward, | |

| No. | Individual/ Public Body making representations | Area | Representation | Response | Third Party Responses |
|-----|---|---|--|---|-----------------------|
| | | Walmer District Ward | Kingsdown and St Margaret's. | the Sholden Parish Ward of Tenant's Hill and the Walmer Parish Ward of Gladstone. | |
| | | Guston, Kingsdown and St Margaret's-at-Cliffe District Ward | Our party is willing to accept the officers report for the following wards. | | |
| | | Mill Hill District Ward | Sandwich, Walmer, St Margaret's and Kingsdown. | | |
| | | Middle Deal District Ward | Mill Hill, Middle Deal But we wish to suggest the following for North Deal | | |
| | | North Deal District Ward | We accept the two polling districts that poll at the Landmark and the Baptist Church in Victoria Rd, but we would like to see a mobile polling station at the very end of North Deal in say Canute Rd to service the area of Sholden that has been added to North Deal, and some of the houses nearby to the polling station that would have voted at Golf Rd. | | |
| | | | And for the area of Gladstone Ward we would recommend the Scout Hut on the sea front near the paddling pool. | | |
| | | | Bill Gardner. Leader of the Labour Group DDC. | | |
| | | | Just as a note, Cllr Pam Brivio will be sending in a submission for her ward that is supported by the group. | | |



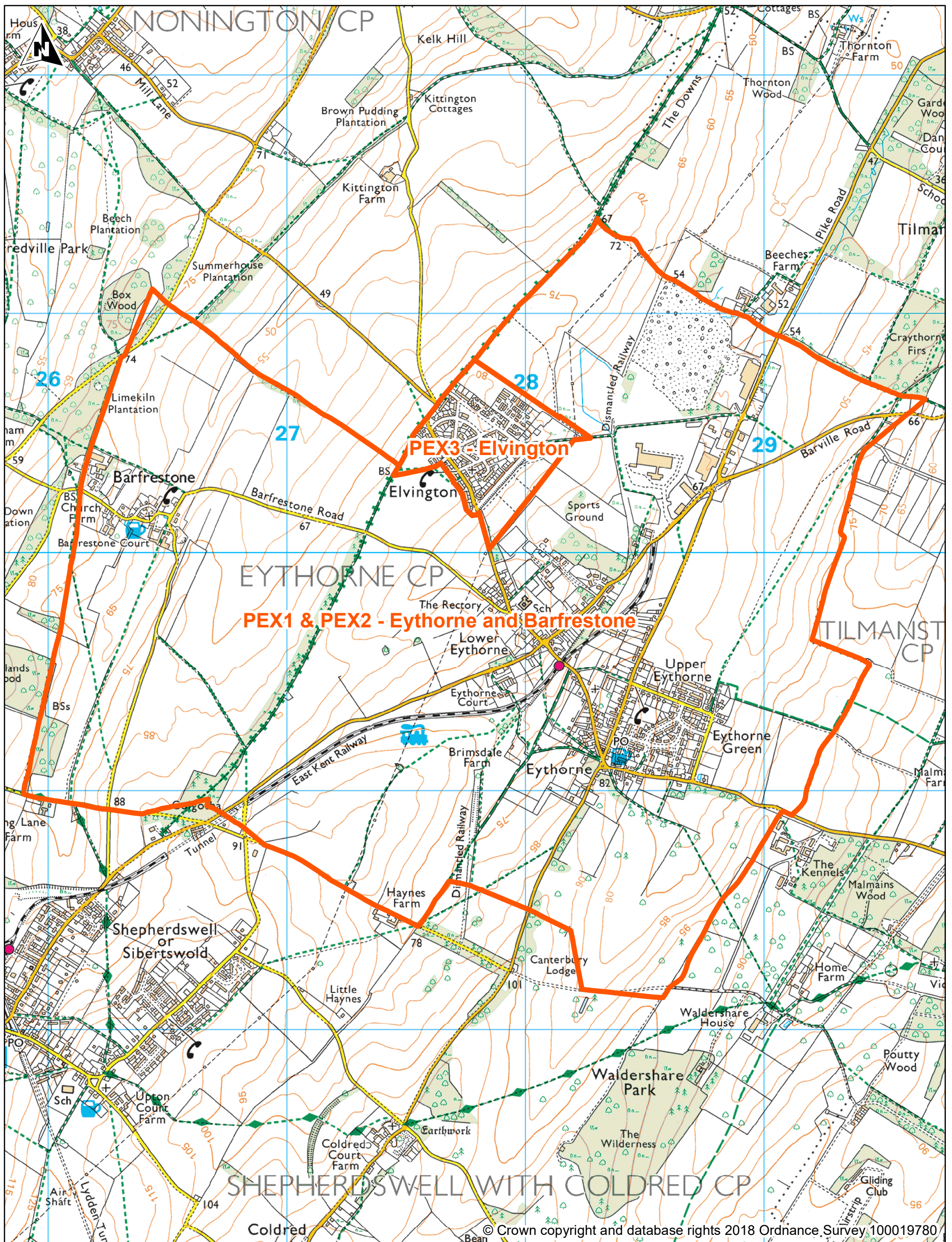
DDC Polling District Review 2018 Proposed Polling Districts: BTH1- Tower Hamlets West & BTH2- Tower Hamlets East

Scale 1:6,000

Map Dated: 09/11/2018

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ





DDC Polling District Review 2018

Proposed Polling Districts: PEX1 & PEX2 - Eythorne & Barfreestone and PEX3 - Elvington

Scale 1:15,000

Map Dated: 15/01/2019

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



| Polling District | | Polling Station | District Ward |
|------------------|-----------------------------|---|---|
| PAK | Alkham | Alkham Village Hall, Hogbrook Hill | Alkham & Capel-le-Ferne |
| PCF | Capel-le-Ferne | Capel-Le-Ferne Village Hall (Small Hall), Lancaster Avenue, Capel-Le-Ferne | |
| PHM | Hougham Without | West Hougham Parish Hall, West Hougham, Dover | |
| PAY | Aylesham | Aylesham Baptist Church, Dorman Avenue South, Aylesham | Aylesham, Eythorne & Shepherdswell |
| PEX1 | Eythorne | Resource Centre, Barfrestone Road, Eythorne | |
| PEX2 | Barfrestone | Resource Centre, Barfrestone Road, Eythorne | |
| PEX3 | Elvington | Elvington Community Centre, St John's Road, Elvington | |
| PNN | Nonington | Nonington Village Hall, Easole Street | |
| PSL1 | Shepherdswell | Shepherdswell Village Hall, Coxhill, Shepherdswell | |
| PSL2 | Coldred | Shepherdswell Village Hall, Coxhill, Shepherdswell | Buckland |
| BC1 | Buckland North | Buckland Community Centre, Roosevelt Road, Dover | |
| BC2 | Buckland South | Shatterlocks C P Infants School, Heathfield Avenue | Dover Downs & River |
| PDD | Denton | Denton Village Hall, The Street | |
| PDW | Wootton | Wootton Village Hall, Wootton Lane | |
| PLN | Lydden | Lydden Village Hall, 83 Canterbury Road, Lydden | |
| PTE | Temple Ewell | Temple Ewell Village Hall, 187 London Road, Temple Ewell | |
| PRV | River | River Village Hall, Common Lane, River | Eastry Rural |
| PEA | Eastry | Eastry Village Hall, High Street, Eastry | |
| PNR | Northbourne | Northbourne Parish Hall, The Drove, Northbourne | |
| PSU | Sutton | Sutton Parish Community Centre, Downs Road, East Studdal | |
| PTI | Tilmanstone | Tilmanstone Village Hall, Chapel Road | |
| PSHE | Eastry Rural, Sholden Ward | Scout H.Q., The Street, Sholden | |
| TWR1 | Eastry Rural, Worth Village | Worth Parish Hall, The Street, Worth | Guston, Kingsdown & St Margaret's-at-Cliffe |
| PGM | Great Mongeham | Great Mongeham Parish Hall, 170 Mongeham Road | |
| PGS | Guston | Burgoyne Heights Community Centre, Burgoyne Heights, Guston | |
| PLG | Langdon | East Langdon Parish Hall, The Street | |
| PRG | Ringwould | Ringwould Village Hall, Dover Road, Ringwould | |
| PRK | Kingsdown | Kingsdown C P School, Glen Road | |
| PRP | Ripple | Ripple Village Hall, Sutton Road | |
| PSM | St Margaret's-at-Cliffe | St Margaret's-At-Cliffe Village Hall, Reach Road, St Margaret's -At- Cliffe | Little Stour & Ashstone |
| TAS | Ash | Ash Village Hall (Library), Queens Road, Ash | |
| TGD | Goodnestone | Goodnestone Village Hall, The Street | |
| TPR | Preston | Preston Village Hall, Mill Lane, Preston | |
| TSP | Staple | Staple Village Hall, Mill Road, Staple | |
| TST | Stourmouth | The Rising Sun Inn, (Double Door Entrance), The Street | |
| TWG | Wingham | Wingham Village Hall, School Lane, Wingham | Maxton & Elms Vale |
| BME | Maxton & Elms Vale | St Martin's Church Hall, Church Road, Dover | |
| AMD1 | Middle Deal, Manor | Deal Christian Fellowship Hall, Sutherland Road, Deal | Middle Deal |
| AMD2 | Middle Deal, Park | Linwood Youth Centre, Mill Road, Deal | |
| AMD3 | Middle Deal, Upper | Warden House School, Birdwood Avenue, Deal | |
| PSHM | Middle Deal, Hyton | Warden House School, Birdwood Avenue, Deal | |

| | Polling District | Polling Station | District Ward |
|------|--------------------------|--|--------------------------|
| AMH1 | Mill Hill, South | Deal Pentecostal Church, 69 Mill Hill | Mill Hill |
| AMH2 | Mill Hill, North | The Godric Centre, Rear of St John's R C Church, St Richard's Road | |
| AMH3 | Mill Hill, West | The Sports Centre, Off Cavell Square, Deal | |
| AW4N | North Deal, Gladstone | Walmer Sea Scout Hall, Marine Road, Walmer | North Deal |
| AN1 | North Deal, Sandown | The Golf Road Centre, 28 Golf Road, Deal | |
| AN2 | North Deal, St Andrews | Cleary Hall, Landmark Centre, 129 High Street | |
| AN3 | North Deal, Victoria | Baptist Hall, Stanley Road, Deal | |
| PSHN | North Deal, Tenants Hill | The Golf Road Centre, 28 Golf Road, Deal | |
| TSA | Sandwich, North | Meeting Room, Guildhall, Cattle Market | Sandwich |
| TSB | Sandwich, South | The Phoenix Centre, Jubilee Road | |
| TWN | Woodnesborough | Woodnesborough Village Hall, The Street, Woodnesborough | |
| TWR2 | Sandwich, Sandwich Bay | Meeting Room, Guildhall, Cattle Market | St Radigund's |
| BR1 | St Radigund's, West | Triangles Community Centre, Poulton Close | |
| BR2 | St Radigund's, East | Barton C P School, Barton Road, Dover | |
| BR3 | St Radigund's, Town | Dover Baptist Church Hall, 27-32 Maison Dieu Road, Dover | Tower Hamlets |
| BTH1 | Tower Hamlets, West | The Ark, Noah's Ark Road, Dover | |
| BTH2 | Tower Hamlets, East | Curzon Hall, Curzon Road, Dover | Town & Castle |
| BT1 | Town & Castle, Priory | Clarendon and Westbury Community Centre, Belgrave Road, Dover | |
| BT2 | Town & Castle, Castle | St Mary's Parish Centre, Dieu Stone Lane, Dover | |
| BT3 | Town & Castle, Aycliffe | Aycliffe Church Centre, Old Folkestone Road | |
| BT4 | Town & Castle, Redoubt | St John Ambulance Brigade Hall, North Military Road, Dover | Walmer |
| AW1 | Walmer, Upper Walmer | Walmer Chapel (Rear Hall), 30 Station Road, Walmer | |
| AW2 | Walmer, Wellington | Walmer Parish Hall, Dover Road, Walmer, Deal | |
| AW3 | Walmer, St Saviour's | St Saviour's Church, The Strand, Walmer | Whitfield |
| PWH1 | Whitfield, North | Whitfield Village Hall, Sandwich Road, Whitfield | |
| PWH2 | Whitfield, South | Christchurch Academy, Melbourne Avenue, Whitfield | |
| BC1W | Whitfield, Rokesley | Christchurch Academy, Melbourne Avenue, Whitfield | |

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|-------------------------------|---|
| Subject: | REVIEW OF ALLOCATION OF SEATS TO POLITICAL GROUPS |
| Meeting and Date: | COUNCIL – 30 JANUARY 2019 |
| Report of: | JOINT REPORT OF THE CHIEF EXECUTIVE AND MONITORING OFFICER |
| Classification: | UNRESTRICTED |
| Purpose of the report: | The prompt and correct allocation of committee seats is vital to maintaining an effective and transparent governance framework. |
| Recommendation: | <p>(a) That the Council reviews and determines the representation of the different political groups and non-politically aligned members on the ordinary committees of the Council and the other bodies to which it makes appointments.*</p> <p>(b) That the Council appoints to the seats on the ordinary committees to give effect to the allocations and the nomination of the political groups and appoints to the other bodies to which it makes appointments.</p> <p>(c) That the Council make appointments to the positions of Chairman and Vice-Chairman for each of the ordinary committees of the council and the two scrutiny committees.</p> <p><i>* If making a determination otherwise than in accordance with Option 3 the Council would need to formally approve the preferred method of determination and allocation as 'alternative arrangements' in accordance with Section 17(1) Local Government and Housing Act 1989 and Regulation 20 Local Government (Committees and Political Groups) Regulations 1990. To be effective no member of the Council must vote against the proposal.</i></p> |

1. Summary

- 1.1 The Council at its meeting held on 12 December 2018 most recently considered the political balance arrangements for the Council's seat allocation. In making the seat allocations and giving effect to the appointments the Council did not apply the strict statutory scheme as established under the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990. The Council is entitled to do this and make alternative arrangements provided that no member of the Council votes against the proposals (see section 17 Local Government and Housing Act 1989). Subsequent to the meeting a councillor asserted to officers that he had voted against the proposals but that his vote had not been noted. The Councillor was advised by the Monitoring Officer to challenge the accuracy of the minutes at the next Council meeting if he wished to maintain this view.
- 1.2 If it is accepted by the Council that the councillor in question did vote against the proposals then, it will be necessary for the Council to consider the matter afresh. This report has been prepared in that eventuality.

2. Introduction and Background

- 2.1 The political composition of the Council is currently 24 Conservative Group members, 16 Labour Group members, 2 Progressive Group members and 3 members who are not currently members of any political group. In this report the 3 members who are not members of a political group are referred to as “non-aligned members”.
- 2.2 To be recognised as a political group, the group is required to have at least two members and have formally notified the authority that those members wish to be treated as a political group. The Conservative, Labour and Progressive Groups have all met this requirement.
- 2.3 Section 15 of the Local Government and Housing Act 1989 (specifically subsections (3) to (5)) prescribes the Council's duty to determine the allocation of seats which states the basic principles of seat allocation.
- 2.4 In summary, these principles of determination are:
- (a) That not all the seats are allocated to the same political group;
 - (b) The majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
 - (c) Subject to the above two principles, that the number of seats on ordinary committees which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of the Council as is borne by the number of members of that group to the membership of the authority; and
 - (d) Subject to (a) to (c), that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

Section 15(3) of the Local Government and Housing Act 1989

- 2.5 The determination of seats on the Council has been undertaken in accordance with the principles set out in Section 15(3) of the Act, which states as follows:
- “15(3) Where at any time the representation of different political groups on a body to which this section applies falls to be reviewed under this section by any relevant authority or committee of a relevant authority, it shall be the duty of that authority or committee, as soon as practicable after the review, to determine the allocation to the different political groups into which the members of the authority are divided of all the seats which fall to be filled by appointments made from time to time by that authority or committee.”
- 2.6 However, where the Council has members who are non-aligned, this section is amended by regulation 16 of The Regulations to read as follows:
- “15(3) Where at any time the representation of different political groups on a body to which this section applies falls to be reviewed under this section by any relevant authority or committee of a relevant authority, it shall be **the duty of that authority or committee, as soon as practicable after the review to determine the allocation to each of those groups of such of the seats which fall to be filled by appointments made from time to time by that authority or committee as bear to the total of all of those seats the same proportion as is borne by the number of members of that group to the membership of the authority.**”

- 2.7 Additionally, where there are non-aligned members, section 16(2A) of the Local Government and Housing Act 1989 has effect. This provides:

“Where appointments fall to be made to seats on a body to which section 15 applies otherwise than in accordance with a determination under that section, it shall be the duty of the authority or the committee, as the case may be, so to exercise their power to make appointments as to secure that the persons appointed to those seats are not members of any political group”

- 2.8 The implications of these changes to paragraph 15(3) taken with section 16(2A) is to require that the Council must allocate seats to the political parties in accordance with the four principles set out above. If there are any seats left over, they must then make appointments to the non-aligned groups.

Variations to Political Balance Principles

- 2.9 Prior to the allocation of seats, the Council may approve alternative arrangements for making appointments if it resolves to do so without any member voting against them.
- 2.10 If a political group fail to express their wishes within a period of three weeks of being notified of its allocation (which shall be taken as commencing from the date of the Council meeting where this report is considered), the Council at its first meeting after this period may make such appointment as it sees fit by majority vote regardless of the principles of political balance.

3. Definition of Ordinary Committees

- 3.1 The following are a list of the ordinary committees of the Council:

- Electoral Matters Committee
- General Purposes Committee
- Governance Committee
- Planning Committee
- Regulatory Committee

- 3.2 The total number of seats on the ordinary committees of the Council is 32 seats.
- 3.3 In addition to the above ordinary committees, the Council has historically treated the Dover Joint Transportation Board (district council seats only) and the two Overview and Scrutiny Committees as ordinary committees for the purposes of seat allocation.
- 3.4 It is the view of the Solicitor to the Council that Section 21 (11) of the Local Government Act 2000 (under which Scrutiny Committees are appointed), makes the Scrutiny Committees 'bodies' to which the political balance rules apply. What it does not do is to make them automatically 'ordinary committees' for the purposes of the political balance rules.
- 3.5 If the Dover Joint Transportation Board and the two Scrutiny Committees are treated as ordinary committees of the Council (as an 'alternative arrangement') it increases the number of places on ordinary committees to 59 seats. Historically, they have been treated as if they were ordinary committees.

4. Allocation of Seats – Other Bodies

- 4.1 In addition to the ordinary committees of the Council (and those treated as such), there are three other bodies of the Council. Although these are not bound by the same requirements for political balance as the ordinary committees it should be noted that seats on the individual bodies have historically been allocated separately on the basis of political balance.

- 4.2 The bodies are the Licensing Committee, the Joint Staff Consultative Forum and the Joint Health, Safety and Welfare Consultative Forum.

Allocation of Seats – Licensing Committee

- 4.3 Pursuant to Section 6 of the Licensing Act 2003, the Licensing Committee must have at least ten, but no more than fifteen, members. The current arrangement of fifteen members allows the Licensing Committee to appoint five broadly area-based sub-committees to conduct hearings and has functioned effectively since its introduction in 2003. An important reason for having 5 area-based sub-committees is that Members as a matter of convention do not sit on Licensing Sub-Committees considering applications relating to their wards. Accordingly, this report recommends the continued appointment of 15 councillors to the Licensing Committee.

- 4.4 The Licensing Committee is not subject to the requirements of the Local Government and Housing Act 1989 with regard to political proportionality, although this principle has voluntarily been applied in allocating the seats at the annual Council meetings held since May 2006. It is however at the discretion of the Council to set the size of the Licensing Committee and the allocation of seats, subject to the restriction mentioned above.

Allocation of Seats – Joint Staff Consultative Forum and the Joint Health, Safety and Welfare forum

- 4.5 In accordance with s.15(6) of the Local Government and Housing Act 1989, a seat on an advisory committee shall not be treated as being subject to the political balance requirements unless the authority have determined that it must be so filled. However, the Council has historically voluntarily applied the principles of proportionality in allocating seats to these fora.

Allocation of Seats – Executive Committees

- 4.6 The allocation of seats on the Executive and Executive Committees is a matter for the Cabinet and is outside the scope of this report.

Allocation of Seats - South Kent Coast Health and Wellbeing Board

- 4.7 The South Kent Coast Health and Wellbeing Board is a sub-committee of Kent County Council's Health and Wellbeing Board, although the operation of the Board is administered by Dover District Council's Democratic Services team. As such the two Dover District Council members appointed to it are outside the scope of this report.

Allocation of Seats – East Kent Services Committee

The terms of reference of the East Kent Services Committee specify that its membership must be composed of the Leader and Deputy Leader of the Council. As less than three members are appointed by the Council, it is not required to be politically balanced.

5. Identification of Options

- 5.1 This report sets out a range of options for the allocation of seats. In summary, these options are to reconfirm the seat allocation agreed by Council at its meeting held on 12 December 2018, to make a determination in strict accordance with the rules of political balance or to make a different determination not in accordance with the strict rules of political balance. Some of these options can be agreed by majority vote and others by an unopposed vote.
- 5.2 Option 1 – To reconfirm the seat allocation agreed by the Council at its meeting held on 12 December 2018, as set out in Appendix 1. This determination is based on the proportion that each political group and the non-aligned members constitute of the

Council overall. It does not respect the principle set out at 2.4(b) above in that it does not ensure that the majority Conservative Group has a majority on all bodies.

- 5.3 Option 2- To approve a variation of Option 1 as set out in Appendix 2. The only difference from Option 1 being that the Conservative Group is allocated a majority of the seats on all bodies in accordance with paragraph 2.4(b) prior to any calculations based on proportionality being undertaken.
- 5.4 Option 3 – To allocate seats to the ordinary committees of the Council and the two scrutiny committees strictly in accordance with the statutory scheme and to make appointments to the Licensing Committee, the Dover Joint Transportation Board the Joint Staff Consultative Forum, the Joint Health Safety and Welfare Consultative Forum and the East Kent Services Committee as members see fit. This option is set out in Appendix 3.
- 5.5 Option 4 - To appoint of the basis of other alternative arrangements.

6. **Evaluation of Options**

- 6.1 If the Council were to adopt Option 1, this would continue the current seat allocation arrangements agreed by Members on 12 December 2018. This option is arguably the most equitable in that it assigns seats to the political groups and non-aligned members equally based on the number of members that each possesses as a proportion of the Council as a whole. However, the Council can only approve this option if no member of the Council votes against it.
- 6.2 Option 2 would also require the approval of Council to agree the variation(s) without any member of the Council voting against.
- 6.3 Option 3 is strictly in accordance with the statutory scheme and does not require an unopposed vote to approve.
- 6.4 Option 4 would require the approval of Council to agree the variation(s) without any member of the Council voting against. In view of the possibility of so many different permutations Council would need to give officers instructions as to how these arrangements should be structured in order to enable a further report to be submitted to Council for approval.

7. **Resource Implications**

- 7.1 None.

8. **Appendices**

Appendix 1 – Proposed allocation of seats as set out under Option 1

Appendix 2 – Proposed allocation of seats as set out under Option 2

Appendix 3 – Proposed allocation of seats as set out under Option 3

9. **Background Papers**

Localism Act 2011

Local Government Act 1972

Local Government and Housing Act 1989

The Local Government (Committees and Political Groups) Regulations 1990

Local Government Act 2000

Licensing Act 2003

The Licensing Act 2003 (Hearings) Regulations 2005

Local Government and Public Involvement in Health Act 2007

Contact Officer: Harvey Rudd, Monitoring Officer
Rebecca Brough, Democratic Services Manager, 01304 872304

| | |
|--------------------------|---|
| Subject: | REVIEW OF ALLOCATION OF SEATS TO POLITICAL GROUPS |
| Meeting and Date: | COUNCIL – 12 DECEMBER 2018 |
| Report of: | JOINT REPORT OF THE CHIEF EXECUTIVE AND THE DIRECTOR OF GOVERNANCE |
| Classification: | UNRESTRICTED |

Purpose of the report: The prompt and correct allocation of committee seats is vital to maintaining an effective and transparent governance framework.

Recommendation: *That it be recommended to Council:*

- (a) *That the report setting out the recommended allocation of seats to political groups be adopted.*
- (b) *That the Dover Joint Transportation Board and the two Overview and Scrutiny Committees be considered as Ordinary Committees for the purposes of calculating the allocation of seats for political groups.*
- (c) *That the Council appoints its Committees with the sizes and allocation of seats between political groups as set out in Appendix 1 and 2 of the report, and invites the Group Leaders to make nominations to fill the seats on these Committees.*
- (d) *That the Council appoints to the seats on the committees to give effect to the nominations*
- (e) *That the Council determine the allocation of seats to the non-aligned members of the Council and makes appointments to the allocated seats.*
- (f) *That the Council appoints a Licensing Committee with 15 seats and, whilst noting that the duty to ensure political proportionality does not apply, resolves that the Licensing Committee should reflect the proportionality of the Council.*

1. Summary

Consequent upon the giving of notices to the Council under the Local Government (Committees and Political Groups) Regulations 1990 ('the Regulations'), Councillors M R Eddy and P Walker have ceased to be members of the Labour group and formed a new political group on the Council, known as the Progressive Group. Where there is a change in the different political groups on the council the Regulations require the Council to review the allocation of seats on committees.

2. Introduction and Background

2.1 The political composition of the Council is currently 24 Conservative Group members, 16 Labour Group members, 2 Progressive Group members and 3 members who are not currently members of any political group. In this report these 3 members are

referred to as “non-aligned members” To be counted as a political group for the purposes of the political balance rules a group is required to have at least two members and have formally notified the authority that it is a political group. The Conservative, Labour and Progressive Groups meet this requirement. The Progressive Group provided notice to the Proper Officer of their intention to form a political group on 5 November 2018 at which point it met this requirement.

2.2 Section 15 of the Local Government and Housing Act 1989 (specifically subsections (3) to (5)) prescribes the Council's duty to determine the allocation of seats which states the basic principles of seat allocation.

2.3 In summary, these principles of determination are that:

- (a) All the seats are not allocated to the same group;
- (b) The majority of the seats go to the group (if any) which has an overall majority on the Council (i.e. 23 or more seats);
- (c) Subject to the above two principles, that the number of seats on the total of all the ordinary committees allocated to each group bears the same proportion to the proportion on the full Council; and
- (d) Subject to (a) to (c), that the number of seats on each ordinary committee and each Sub-Committee allocated to each group bears the same proportion to the proportion on the full Council.

Section 15(3) of the Local Government and Housing Act 1989

2.4 The determination of seats on the Council has been undertaken in accordance with the principles set out in Section 15(3) of the Act, which states as follows:

“15(3) Where at any time the representation of different political groups on a body to which this section applies falls to be reviewed under this section by any relevant authority or committee of a relevant authority, it shall be the duty of that authority or committee, as soon as practicable after the review ,to determine the allocation to the different political groups into which the members of the authority are divided of all the seats which fall to be filled by appointments made from time to time by that authority or committee.”

2.5 However, where the Council has members who are non aligned , this section is amended by regulation 16 of The Regulations to read as follows:

“15(3) Where at any time the representation of different political groups on a body to which this section applies falls to be reviewed under this section by any relevant authority or committee of a relevant authority, it shall be ***the duty of that authority or committee, as soon as practicable after the review to determine the allocation to each of those groups of such of the seats which fall to be filled by appointments made from time to time by that authority or committee as bear to the total of all of those seats the same proportion as is borne by the number of members of that group to the membership of the authority.***”

2.6 Additionally, where there are non aligned members, section 16(2A) of the Local Government and Housing Act 1989 has effect. This provides:

16(2A) *“Where appointments fall to be made to seats on a body to which section 15 applies otherwise than in accordance with a determination under that section, it shall be the duty of the authority or the committee, as the case may be, so to exercise their power to make appointments as to secure that the persons appointed to those seats are not members of any political group”*

2.7 The implications of these changes to paragraph 15(3) taken with section 16(2A) is to require that the Council must allocate seats to the non-aligned members in the same proportion that their number bears to the total membership of the Council.

Variations to Political Balance Principles

2.8 Prior to the allocation of seats, the Council may make variations to the principles of political balance in cases where a decision is taken to do so with no members voting against it.

2.9 If a political group fail to express their wishes within a period of three weeks of being notified of its allocation (which shall be taken as commencing from 12 December 2018, the date of the Council meeting where this report is considered), the Council at its first meeting after this period may make such appointment as it sees fit by majority vote regardless of the principles of political balance.

Definition of Ordinary Committees

2.10 The following are a list of the ordinary committees of the Council:

- Electoral Matters Committee
- General Purposes Committee
- Governance Committee
- Planning Committee
- Regulatory Committee

2.11 The total number of seats on the ordinary committees of the Council is 32 seats.

2.12 In addition to the above ordinary committees, the Council has historically treated the Dover Joint Transportation Board (district council seats only) and the two Overview and Scrutiny Committees as ordinary committees for the purposes of seat allocation.

2.13 It is the view of the Solicitor to the Council that Section 21 (11) of the Local Government Act 2000 (under which Scrutiny Committees are appointed), makes the Scrutiny Committees 'bodies' to which the political balance rules apply. What it does not do is to make them automatically 'ordinary committees' for the purposes of the political balance rules.

2.14 If the Dover Joint Transportation Board and the two Scrutiny Committees are considered to be ordinary committees of the Council it increases the number of places on ordinary committees to 59 seats.

Allocation of Seats – Non-Ordinary Committees

2.15 In addition to the ordinary committees of the Council, there are three non-ordinary committees of the Council. Although these are not bound by the same requirements for political balance as the ordinary committees it should be noted that they have historically been allocated on that principle where possible.

- 2.16 The non-ordinary committees appointed on the basis of political balance are the Licensing Committee, the Joint Staff Consultative Forum and the Joint Health, Safety and Welfare Consultative Forum.

Allocation of Seats – Licensing Committee

- 2.17 Pursuant to Section 6 of the Licensing Act 2003, the Licensing Committee must have at least ten, but no more than fifteen, members. The current arrangement of fifteen members allows the Licensing Committee to appoint five broadly area-based sub-committees to conduct hearings and has functioned effectively since its introduction in 2003. An important reason for having 5 area-based sub-committees is that Members as a matter of convention do not sit on Licensing Sub-Committees considering applications relating to their wards. Accordingly, this report recommends the continued appointment of 15 councillors to the Licensing Committee.
- 2.18 The Licensing Committee is not subject to the requirements of the Local Government and Housing Act 1989 with regard to political proportionality, although this principle has voluntarily been applied in allocating the seats at the annual Council meetings held since May 2006. It is however at the discretion of the Council to set the size of the Licensing Committee and the allocation of seats, subject to the restriction mentioned above.

Allocation of Seats – Joint Staff Consultative Forum and the Joint Health, Safety and Welfare forum

- 2.19 In accordance with s.15(6) of the Local Government and Housing Act 1989, a seat on an advisory committee shall not be treated as being subject to the political balance requirements unless the authority have determined that it must be so filled. However, the Council has historically voluntarily applied the principles of proportionality in allocating seats to these fora.

Allocation of Seats – Executive Committees

- 2.20 The allocation of seats on the Executive and Executive Committees is a matter for the Cabinet and is outside the scope of this report.

Allocation of Seats - South Kent Coast Health and Wellbeing Board

- 2.21 The South Kent Coast Health and Wellbeing Board is a sub-committee of Kent County Council's Health and Wellbeing Board, although the operation of the Board is administered by Dover District Council's Democratic Services team. As such the two Dover District Council members appointed to it are outside the scope of this report.

Allocation of Seats – East Kent Services Committee

- 2.22 The terms of reference of the East Kent Services Committee specify that its membership must be composed of the Leader and Deputy Leader of the Council. As less than three members are appointed by the Council, it is not required to be politically balanced.

3. Identification of Options

- 3.1 This report sets out three options for the allocation of seats, as follows:
- 3.2 Option 1 – To allocate seats to political groups with a variation to treat the Dover Joint Transportation Board and the two Scrutiny Committees as Ordinary

Committees. This is the historical position adopted by the Council and is set out in Appendix 1 and 2.

- 3.3 Option 2 – To allocate seats to political groups without any variation to treat the Dover Joint Transportation Board and the two Scrutiny Committees as Ordinary Committees.
- 3.4 Option 3 - To not adopt the recommendations set out in the report and make an alternative proposal within the statutory framework.

4. **Evaluation of Options**

- 4.1 Option 1 would require the unopposed approval of Council to agree the variations in respect of the Dover Joint Transportation Board and the two Scrutiny Committees without any member of the Council voting against. However, it would maintain the current approach taken to the allocation of seats to political groups and is considered the best method of fulfilling the principles set out in paragraph 2.3 of the report.
- 4.2 Option 2 would not require the unopposed approval of Council as there are no variations to agree. However, the Council has historically treated these committees as part of the overall number of ordinary committees. Should members be minded to pursue this option, it would be helpful if they could discuss this with the Director of Governance and Monitoring Officer in advance of the meeting.
- 4.3 Option 3 would also require the approval of Council to agree the variation(s) without any member of the Council voting against.

5. **Resource Implications**

- 5.1 None.

6. **Appendices**

Appendix 1 – Proposed Allocation of Politically Balanced Seats

Appendix 2 – Proposed Allocation of Non-Politically Balanced Seats

7. **Background Papers**

Localism Act 2011

Local Government Act 1972

Local Government and Housing Act 1989

The Local Government (Committees and Political Groups) Regulations 1990

Local Government Act 2000

Licensing Act 2003

The Licensing Act 2003 (Hearings) Regulations 2005

Local Government and Public Involvement in Health Act 2007

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

Review of Allocation of Seats to Political Groups

(Option 2)

To approve a variation of Option 1 with the only difference from Option 1 being that the Conservative Group is allocated a majority of the seats on all bodies in accordance with the second principle prior to any calculations based on proportionality being undertaken.

1. Composition of the Council

| | No. of Cllrs | Pct of Council |
|---------------------|--------------|----------------|
| Conservative Group | 24 | 53.33% |
| Labour Group | 16 | 35.56% |
| Progressive Group | 2 | 4.44% |
| Non-Aligned Members | 3 | 6.67% |
| Total | 45 | 100% |

2. Ordinary Committees

2.1 The following are a list of the ordinary committees of the Council:

- Electoral Matters Committee (5 seats)
- General Purposes Committee (5 seats)
- Governance Committee (7 seats)
- Planning Committee (10 seats)
- Regulatory Committee (5 seats)

This equals 32 ordinary seats in total.

2.2 For this option, the following bodies to which the political balance rules apply will be treated as ordinary committees for the purposes of calculating political balance:

- Scrutiny (Community and Regeneration) Committee (10 seats)
- Scrutiny (Policy and Performance) Committee (10 seats)

This equals 52 ordinary seats in total.

3. Application of the Principles

1st Principle: That not all seats on the body are allocated to the same political group

3.1 The determinations set out in this Appendix are consistent with this principle.

2nd Principle The majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership

- 3.2 The Conservative Group is the majority of the Council's membership with 24 seats out of the Council's total membership of 45 seats. This would result in the following allocation to give them a majority of the seats on each body:

| Committee | CON |
|--|-----|
| Electoral Matters Committee (5 seats) | 3 |
| General Purposes Committee (5 seats) | 3 |
| Governance Committee (7 seats) | 4 |
| Planning Committee (10 seats) | 6 |
| Regulatory Committee (5 seats) | 3 |
| Scrutiny (Community & Regeneration) Committee (10 seats) | 6 |
| Scrutiny (Policy & Performance) Committee (10 seats) | 6 |
| Totals (52 seats) | 31 |

3rd Principle: Subject to [the first two principles], that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority

- 3.3 The starting point for the calculation is to determine the overall percentage of the Council that each political group and the non-aligned members make up.

| | No. of Cllrs | Percentage of Council |
|---------------------|--------------|-----------------------|
| Conservative Group | 24 | 53.33% |
| Labour Group | 16 | 35.56% |
| Progressive Group | 2 | 4.44% |
| Non-Aligned Members | 3 | 6.67% |
| Total | 45 | 100% |

- 3.4 The majority Conservative Group has already been allocated 31 seats in accordance with the 2nd principle, which is slightly more than they would receive on a purely proportionate basis. There is therefore no further allocation required for this group. For the remaining political groups this would result in the following determination of seats overall:

| Political Group | No. of Councillors | Percentage of Council | Number of Seats (52 ordinary seats) |
|--------------------|--------------------|-----------------------|-------------------------------------|
| Conservative Group | 24 | 53.33% | 28 (27.73) |

| | | | |
|-------------------|----|--------|------------|
| Labour Group | 16 | 35.56% | 18 (18.49) |
| Progressive Group | 2 | 4.44% | 2 (2.31) |

- 3.5 The seats on the various ordinary committees of the Council are therefore allocated as follows:

| Committee | CON | LAB | PRO | Allocated Seats | Actual Seats | Unallocated |
|---|-----|-------------|-------------|-----------------|--------------|-------------|
| Electoral Matters Committee | 3 | 1 (1.78) | 0 (0.22) | 4 | 5 | 1 |
| General Purposes Committee | 3 | 1 (1.78) | 0 (0.22) | 4 | 5 | 1 |
| Governance Committee | 4 | 2 (2.49) | 0 (0.31) | 6 | 7 | 1 |
| Planning Committee | 6 | 3 (3.56) | 0 (0.44) | 9 | 10 | 1 |
| Regulatory Committee | 3 | 1 (1.78) | 0 (0.22) | 4 | 5 | 1 |
| Scrutiny (Community & Regeneration) Committee | 6 | 3 (3.56) | 0 (0.44) | 9 | 10 | 1 |
| Scrutiny (Policy & Performance) Committee | 6 | 3 (3.56) | 0 (0.44) | 9 | 10 | 1 |
| Totals | 31 | 14 | 0 | 45 | 52 | 7 |

- 3.6 This results in an under-allocation of 4 seats to the Labour Group and an under-allocation of 4 seat to the Progressive Group. The remaining unallocated seats are therefore allocated on a largest part number basis, resulting in the following allocation:

| Committee | CON | LAB | PRO | Allocated Seats | Actual Seats | Unallocated |
|---|-----|-----|-----|-----------------|--------------|-------------|
| Electoral Matters Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| General Purposes Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| Governance Committee | 4 | 2 | 0 | 6 | 7 | 1 |
| Planning Committee | 6 | 4 | 0 | 10 | 10 | 0 |
| Regulatory Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| Scrutiny (Community & Regeneration) Committee | 6 | 3 | 1 | 10 | 10 | 0 |
| Scrutiny (Policy & Performance) Committee | 6 | 3 | 1 | 10 | 10 | 0 |
| Totals | 31 | 18 | 2 | 51 | 52 | 1 |

4th Principle: Subject to [principles 1 -3 above], that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority

| Committee | CON | LAB | PRO | Allocated Seats | Actual Seats | Unallocated |
|---|-----|-----|-----|-----------------|--------------|-------------|
| Electoral Matters Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| General Purposes Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| Governance Committee | 4 | 2 | 0 | 6 | 7 | 1 |
| Planning Committee | 6 | 4 | 0 | 10 | 10 | 0 |
| Regulatory Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| Scrutiny (Community & Regeneration) Committee | 6 | 3 | 1 | 10 | 10 | 0 |
| Scrutiny (Policy & Performance) Committee | 6 | 3 | 1 | 10 | 10 | 0 |
| Totals | 31 | 18 | 2 | 51 | 52 | 1 |

4. **Final Allocation**

- 4.1 The remaining seat on the Governance Committee is allocated to the Non-Aligned Members in accordance with section 16(2A) of the Local Government and Housing Act 1989, resulting in a final determination as follows:

| Committee | CON | LAB | PRO | NAM | Allocated Seats | Actual Seats | Unallocated Seats |
|---|-----|-----|-----|-----|-----------------|--------------|-------------------|
| Electoral Matters Committee | 3 | 2 | 0 | 0 | 5 | 5 | 0 |
| General Purposes Committee | 3 | 2 | 0 | 0 | 5 | 5 | 0 |
| Governance Committee | 4 | 2 | 0 | 1 | 7 | 7 | 0 |
| Planning Committee | 6 | 4 | 0 | 0 | 10 | 10 | 0 |
| Regulatory Committee | 3 | 2 | 0 | 0 | 5 | 5 | 0 |
| Scrutiny (Community & Regeneration) Committee | 6 | 3 | 1 | 0 | 10 | 10 | 0 |
| Scrutiny (Policy & Performance) Committee | 6 | 3 | 1 | 0 | 10 | 10 | 0 |
| Totals | 31 | 18 | 2 | 1 | 52 | 52 | 0 |

- 4.2 Council will need to vote on the allocation of each seat to non-aligned members on an individual basis in accordance with Council Procedure Rule 18.7.

5 **Other Bodies**

- 5.1 This leaves the appointments to the Licensing Committee, Dover Joint Transportation Board, the Joint Staff Consultative Forum and the Joint Health, Safety and Welfare

Consultative Forum. Appointments to these bodies are outside the Political Balance Requirements and are at the discretion of the Council. However, historically the Council has appointed to these committees so as to respect political balance. By way of illustration this is the current situation.

| Committee | CON | LAB | PRO | NAM | Allocated Seats | Actual Seats |
|---|------------|------------|------------|------------|------------------------|---------------------|
| Licensing Committee (15 seats) | 8 | 5 | 1 | 1 | 15 | 15 |
| Dover Joint Transportation Board (7 seats) | 4 | 2 | 0 | 1 | 7 | 7 |
| Joint Staff Consultative Forum (5 seats) | 3 | 2 | 0 | 0 | 5 | 5 |
| Joint Health, Safety and Welfare Consultative Forum (5 seats) | 3 | 2 | 0 | 0 | 5 | 5 |

The East Kent Shared Services Committee

- 5.2 As this committee appoints less than 3 seats, there is no requirement to be politically balanced. The terms of reference of the committee require the appointments to be of Executive Members (usually the Leader and Deputy Leader of the Council). The Council also appoints two named substitute members from the executive.

| Committee | CON | LAB | PRO | NAM | Allocated Seats | Actual Seats |
|---|------------|------------|------------|------------|------------------------|---------------------|
| East Kent Shared Services Committee (2 seats) | 2 | 0 | 0 | 0 | 2 | 2 |

Review of Allocation of Seats to Political Groups

(Option 3)

Appoint Ordinary Committees Only in Strict Accordance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990

1. Composition of the Council

| | No. of Cllrs | Pct of Council |
|---------------------|--------------|----------------|
| Conservative Group | 24 | 53.33% |
| Labour Group | 16 | 35.56% |
| Progressive Group | 2 | 4.44% |
| Non-Aligned Members | 3 | 6.67% |
| Total | 45 | 100% |

2. Ordinary Committees

2.1 The following are a list of the ordinary committees of the Council:

- Electoral Matters Committee (5 seats)
- General Purposes Committee (5 seats)
- Governance Committee (7 seats)
- Planning Committee (10 seats)
- Regulatory Committee (5 seats)

This equals 32 Seats in total.

3. Application of the Principles

1st Principle: That not all seats on the body are allocated to the same political group

3.1 The determinations set out in this Appendix are consistent with this principle.

2nd Principle The majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership

3.2 The Conservative Group is the majority of the Council's membership with 24 seats out of the Council's total membership of 45 seats. This would result in the following allocation to give them a majority of the seats on each body:

| Committee | CON |
|---------------------------------------|-----|
| Electoral Matters Committee (5 seats) | 3 |
| General Purposes Committee (5 seats) | 3 |
| Governance Committee (7 seats) | 4 |
| Planning Committee (10 seats) | 6 |
| Regulatory Committee (5 seats) | 3 |
| Totals (32 seats) | 19 |

3rd Principle: Subject to [the first two principles], that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority

- 3.3 The starting point for the calculation is to determine the overall percentage of the Council that each political group and the non-aligned members make up.

| | No. of Cllrs | Percentage of Council |
|---------------------|--------------|-----------------------|
| Conservative Group | 24 | 53.33% |
| Labour Group | 16 | 35.56% |
| Progressive Group | 2 | 4.44% |
| Non-Aligned Members | 3 | 6.67% |
| Total | 45 | 100% |

- 3.4 The majority Conservative Group has already been allocated 19 seats in accordance with the 2nd principle, which is slightly more than they would receive on a purely proportionate basis. There is therefore no further allocation required for this group. For the remaining political groups this would result in the following determination of seats overall:

| Political Group | No. of Councillors | Percentage of Council | Number of Seats (32 ordinary seats) |
|--------------------|--------------------|-----------------------|-------------------------------------|
| Conservative Group | 24 | 53.33% | 17 |
| Labour Group | 16 | 35.56% | 11 |
| Progressive Group | 2 | 4.44% | 1 |

- 3.5 The seats on the various ordinary committees of the Council are therefore allocated as follows:

| Committee | CON | LAB | PRO | Allocated Seats | Actual Seats | Unallocated |
|-----------------------------|-----|-------------|-------------|-----------------|--------------|-------------|
| Electoral Matters Committee | 3 | 1 (1.78) | 0 (0.22) | 5 | 5 | 0 |
| General Purposes | 3 | 1 (1.78) | 0 (0.22) | 5 | 5 | 0 |

| Committee | CON | LAB | PRO | Allocated Seats | Actual Seats | Unallocated |
|----------------------|-----|-------------|-------------|-----------------|--------------|-------------|
| Committee | | | | | | |
| Governance Committee | 4 | 2 (2.49) | 0 (0.31) | 6 | 7 | 1 |
| Planning Committee | 6 | 3 (3.56) | 0 (0.44) | 10 | 10 | 0 |
| Regulatory Committee | 3 | 1 (1.78) | 0 (0.22) | 5 | 5 | 0 |
| Totals | 19 | 8 | 0 | 31 | 32 | 1 |

- 3.6 This results in an under-allocation of 3 seats to the Labour Group and an under-allocation of 1 seat to the Progressive Group. The remaining unallocated seats are therefore allocated on a largest part number basis, resulting in the following allocation:

| Committee | CON | LAB | PRO | Allocated Seats | Actual Seats | Unallocated |
|-----------------------------|-----|-----|-----|-----------------|--------------|-------------|
| Electoral Matters Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| General Purposes Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| Governance Committee | 4 | 2 | 0 | 6 | 7 | 1 |
| Planning Committee | 6 | 3 | 1 | 10 | 10 | 0 |
| Regulatory Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| Totals | 19 | 11 | 1 | 31 | 32 | 1 |

4th Principle: Subject to [principles 1 -3 above], that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority

| Committee | CON | LAB | PRO | Allocated Seats | Actual Seats | Unallocated |
|-----------------------------|-----|-----|-----|-----------------|--------------|-------------|
| Electoral Matters Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| General Purposes Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| Governance Committee | 4 | 2 | 0 | 6 | 7 | 1 |
| Planning Committee | 6 | 3 | 1 | 10 | 10 | 0 |
| Regulatory Committee | 3 | 2 | 0 | 5 | 5 | 0 |
| Totals | 19 | 11 | 1 | 31 | 32 | 0 |

- 3.7 The remaining seat on the Governance Committee is allocated to the Non-Aligned Members in accordance with section 16(2A) of the Local Government and Housing Act 1989, resulting in a final determination as follows:

| Committee | CON | LAB | PRO | NAM | Allocated Seats | Actual Seats | Unallocated Seats |
|-----------------------------|-----|-----|-----|-----|-----------------|--------------|-------------------|
| Electoral Matters Committee | 3 | 2 | 0 | 0 | 5 | 5 | 0 |
| General Purposes Committee | 3 | 2 | 0 | 0 | 5 | 5 | 0 |
| Governance Committee | 4 | 2 | 0 | 1 | 7 | 7 | 0 |
| Planning Committee | 6 | 3 | 1 | 0 | 10 | 10 | 0 |
| Regulatory Committee | 3 | 2 | 0 | 0 | 5 | 5 | 0 |
| Totals | 19 | 11 | 1 | 1 | 32 | 32 | 0 |

- 3.8 Council will need to vote on the allocation of each seat to non-aligned members on an individual basis in accordance with Council Procedure Rule 18.7.

4. **Bodies to which political balance applies**

- 4.1 The next step is to determine the two political balanced committees that are not treated as ordinary committees for the purpose of this option. These are the two overview and scrutiny committees.
- 4.2 As political balance applies to the two scrutiny committees, the four principles will need to be applied.

1st Principle: That not all seats on the body are allocated to the same political group

- 4.3 The determinations set out in this Appendix are consistent with this principle.

2nd Principle The majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership

- 4.4 The Conservative Group is the majority of the Council's membership with representing 53.33% (24 out of 45) of the Council's total membership. This would result in the following allocation to give them a majority of the seats on each body:

| Committee | CON |
|--|-----|
| Scrutiny (Community & Regeneration) Committee (10 seats) | 6 |
| Scrutiny (Policy & Performance) Committee (10 seats) | 6 |

3rd Principle: Subject to [the first two principles], that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority

- 4.5 This does not apply as the bodies in question are not ordinary committees.

4th Principle: Subject to [principles 1 -3 above], that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority

- 4.6 When applied to the two non-ordinary committees this would result in the following determination:

| Committee | CON | LAB (35.56%) | PRO (4.44%) | Allocated Seats | Actual Seats | Unallocated |
|--|-----|-----------------|----------------|--------------------|-----------------|-------------|
| Scrutiny (Community & Regeneration) Committee | 6 | 3 (3.56) | 0 (0.44) | 9 | 10 | 1 |

| Committee | CON | LAB (35.56%) | PRO (4.44%) | Allocated Seats | Actual Seats | Unallocated |
|--|-----|-----------------|----------------|--------------------|-----------------|-------------|
| Scrutiny (Policy & Performance) Committee | 6 | 3 (3.56) | 0 (0.44) | 9 | 10 | 1 |

- 4.7 The remaining seats on the bodies are allocated to the Non-Aligned Members in accordance with section 16(2A) of the Local Government and Housing Act 1989, resulting in a final determination as follows, resulting in a final determination as follows:

| Committee | CON | LAB | PRO | NAM | Allocated Seats | Actual Seats | Unallocated |
|--|-----|-----|-----|-----|--------------------|-----------------|-------------|
| Scrutiny (Community & Regeneration) Committee | 6 | 3 | 0 | 1 | 10 | 10 | 0 |
| Scrutiny (Policy & Performance) Committee | 6 | 3 | 0 | 1 | 10 | 10 | 0 |

- 4.8 Council will need to vote on the allocation of each seat to non-aligned members on an individual basis in accordance with Council Procedure Rule 18.7.

5. Final Allocation

- 5.1 In summary, this option would result in the following allocation:

| Committee | CON | LAB | PRO | NAM | Allocated Seats | Actual Seats | Unallocated |
|-----------------------------|-----|-----|-----|-----|--------------------|-----------------|-------------|
| Electoral Matters Committee | 3 | 2 | 0 | 0 | 5 | 5 | 0 |

| Committee | CON | LAB | PRO | NAM | Allocated Seats | Actual Seats | Unallocated |
|---|-----|-----|-----|-----|-----------------|--------------|-------------|
| General Purposes Committee | 3 | 2 | 0 | 0 | 5 | 5 | 0 |
| Governance Committee | 4 | 2 | 0 | 1 | 7 | 7 | 0 |
| Planning Committee | 6 | 3 | 1 | 0 | 10 | 10 | 0 |
| Regulatory Committee | 3 | 2 | 0 | 0 | 5 | 5 | 0 |
| Scrutiny (Community & Regeneration) Committee | 6 | 3 | 0 | 1 | 10 | 10 | 0 |
| Scrutiny (Policy & Performance) Committee | 6 | 3 | 0 | 1 | 10 | 10 | 0 |
| Totals | 35 | 19 | 1 | 4 | 59 | 59 | 0 |

6. **Other Bodies**

- 6.1 This leaves the appointments to the Licensing Committee, Dover Joint Transportation Board, the Joint Staff Consultative Forum and the Joint Health, Safety and Welfare Consultative Forum. Appointments to these bodies are outside the Political Balance Requirements and are at the discretion of the Council. However, historically the Council has appointed to these committees so as to respect political balance. By way of illustration this is the current situation.

| Committee | CON | LAB | PRO | NAM | Allocated Seats | Actual Seats |
|---|-----|-----|-----|-----|-----------------|--------------|
| Licensing Committee (15 seats) | 8 | 5 | 1 | 1 | 15 | 15 |
| Dover Joint Transportation Board (7 seats) | 4 | 2 | 0 | 1 | 7 | 7 |
| Joint Staff Consultative Forum (5 seats) | 3 | 2 | 0 | 0 | 5 | 5 |
| Joint Health, Safety and Welfare Consultative Forum (5 seats) | 3 | 2 | 0 | 0 | 5 | 5 |

The East Kent Shared Services Committee

- 6.2 As this committee appoints less than 3 seats, there is no requirement to be politically balanced. The terms of reference of the committee require the appointments to be of Executive Members (usually the Leader and Deputy Leader of the Council). The Council also appoints two named substitute members from the executive.

| Committee | CON | LAB | PRO | NAM | Allocated Seats | Actual Seats |
|---|-----|-----|-----|-----|-----------------|--------------|
| East Kent Shared Services Committee (2 seats) | 2 | 0 | 0 | 0 | 2 | 2 |

| | |
|-------------------------------|---|
| Subject: | DRAFT CALENDAR OF ORDINARY MEETINGS 2019/20 |
| Meeting and Date: | COUNCIL – 30 JANUARY 2019 |
| Report of: | HEAD OF GOVERNANCE |
| Classification: | UNRESTRICTED |
| Purpose of the report: | The Constitution requires that the Calendar of Ordinary Meetings be set at the Annual Meeting of the Council. |
| Recommendation: | That the Draft Calendar of Ordinary Meetings for 2019/20 be approved in principle subject to final ratification at the Annual Meeting of Council in May 2019. |

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 2019/20 is based on a 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 in principle the Calendar of Ordinary Meetings for 2019/20 as set out in Appendix 1.
- 3.3 Option B – To approve in principle the Calendar of Ordinary Meetings for 2019/20 with amendments.
- 3.4 Option C – To not approve in principle the Calendar of Ordinary Meetings for 2019/20.

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 2019/20

Appendix 2 – List of School Holidays and Party Political Conference Dates 2019/20

7. **Background Papers**

None

Contact Officer: Rebecca Brough, Democratic Services Manager 01304 872304

CALENDAR OF COUNCIL MEETINGS 2019/20

| Committee | Start at (B) | 2019 | | | | | | | | 2020 | | | | |
|--|-----------------------|-------------------|------|-------------------|-----|------|-------------------|-----|-----|-------------------|------------------|------------------|-------|-------------------|
| | | May (H) | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May (I) |
| Cabinet | 11.00am | 20 | 3 | 1 | | 2 | 7 | 4 | 2 | 13 | 3 | 2 | 6 | 11 |
| Council | 6.00pm | 15 ^(A) | | 24 | | | 30 | | | 29 ^(D) | | 4 ^(C) | | 13 ^(A) |
| Dover Joint Transportation Board | 6.00pm | | 13 | | | 19 | | 28 | | | | 26 | | |
| Governance Committee | 6.00pm | | 27 | 30 ^(E) | | 26 | | | 12 | | | 19 | | |
| Licensing Committee | varies ^(K) | 15 ^(J) | | | | | 30 ^(K) | | | | | 4 ^(K) | | 13 ^(J) |
| Planning Committee | 6.00pm | 23 | 20 | 18 | 15 | 12 | 10 | 7 | 5 | 16 | 13 | 12 | 16 | 21 |
| Regulatory Committee | 10.00am | 28 | 18 | 16 | | 17 | | 19 | | 21 | | 17 | | 19 |
| Scrutiny (Community & Regeneration) Committee | 6.00pm | 22 | 5 | 3 | | 4 | 9 | 6 | 4 | 15 | 5 | 11 | 8 | 20 |
| Scrutiny (Policy & Performance) Committee | 6.00pm | 21 | 4 | 2 | | 3 | 8 | 5 | 3 | 14 | 4 ^(F) | 10 | 7 | 19 |
| South Kent Coast Health and Wellbeing Board | 3.00pm | | 25 | | | 24 | | | | 21 | | | 21 | |
| Joint Health, Safety & Welfare Consultative Forum Joint Staff Consultative Forum ^(G) (L) | 2.30pm | | | 9 | | | 15 | | | 28 | | 31 | | |
| Publication of Notice of Forthcoming Key Decisions | N/A | 3 & 31 | | 5 | 2 | 6 | 4 | 1 | 6 | 3 & 31 | | 6 | 9 | |

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**.
 (I) The Kent Police and Crime Commissioner elections are scheduled for **Thursday 7 May 2020**
 (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 2019/20

| 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 www.dover.gov.uk. 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, Android Device or Windows 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>Democratic Services Telephone: (01304) 872303/872304/872305 Email: democraticservices@dover.gov.uk</p> | <p>The Head of Governance is Louise May.</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 Services team:</p> <p>Rebecca Brough Democratic Services Manager Telephone: (01304) 872304 Email: rebecca.brough@dover.gov.uk</p> <p>Kate Batty-Smith Democratic Services Officer Telephone: (01304) 872303 Email: kate.batty-smith@dover.gov.uk</p> <p>Jemma Duffield Democratic Services Officer Telephone: (01304) 872305 Email: jemma.duffield@dover.gov.uk</p> <p>Diana Dugard Civic Officer and PA to the Leader Telephone: (01304) 872003 Email: diana.dugard@dover.gov.uk</p> |

DETERMINED (JULY 2017)

| August 2018 | | | | | | |
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| September 2018 | | | | | | |
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| October 2018 | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| November 2018 | | | | | | |
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| December 2018 | | | | | | |
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| January 2019 | | | | | | |
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| February 2019 | | | | | | |
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| March 2019 | | | | | | |
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| April 2019 | | | | | | |
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| May 2019 | | | | | | |
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| June 2019 | | | | | | |
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| July 2019 | | | | | | |
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INSET/ Non-contact days for teachers:

Over a school year, pupils are required to attend for 190 days/380 sessions. In total, teachers may be required to be available for work on up to 195 days, with the additional days specified by individual schools as non-contact days. Schools may also require teachers to work additional hours before or after school sessions, as an alternative to full non-contact days, provided that any teacher is not required to work in aggregate more than 1,265 hours during a school year. Schools may therefore choose to require teachers to make up the full equivalent of the 5 non-contact days wholly through additional hours, or use a mixture of additional hours and non-contact days.

2018/19

Standard School
Year based on
6 terms with
additional INSET
days

| | | |
|--------|---------|---------------------|
| Term 1 | 35 days | 3/09/18 - 19/10/18 |
| Term 2 | 38 days | 29/10/18 - 19/12/18 |
| Term 3 | 32 days | 03/01/19 - 15/02/19 |
| Term 4 | 30 days | 25/02/19 - 5/04/19 |
| Term 5 | 23 days | 23/04/19 - 24/05/19 |
| Term 6 | 37 days | 03/06/19 - 23/07/19 |

| | |
|---|----------------|
|  | School day |
|  | School holiday |
|  | Bank holiday |

DETERMINED (JULY 2017)

| August 2019 | | | | | | |
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| September 2019 | | | | | | |
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| October 2019 | | | | | | |
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| November 2019 | | | | | | |
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| December 2019 | | | | | | |
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| January 2020 | | | | | | |
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| March 2020 | | | | | | |
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| April 2020 | | | | | | |
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| May 2020 | | | | | | |
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| June 2020 | | | | | | |
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| July 2020 | | | | | | |
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| August 2020 | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |




INSET/ Non-contact days for teachers:

Over a school year, pupils are required to attend for 190 days/380 sessions. In total, teachers may be required to be available for work on up to 195 days, with the additional days specified by individual schools as non-contact days. Schools may also require teachers to work additional hours before or after school sessions, as an alternative to full non-contact days, provided that any teacher is not required to work in aggregate more than 1,265 hours during a school year. Schools may therefore choose to require teachers to make up the full equivalent of the 5 non-contact days wholly through additional hours, or use a mixture of additional hours and non-contact days.

2019/20

Standard School
Year based on
6 terms with
additional INSET
days

| | | |
|--------|---------|---------------------|
| Term 1 | 35 days | 02/09/19 - 18/10/19 |
| Term 2 | 38 days | 28/10/19 - 18/12/19 |
| Term 3 | 30 days | 06/01/20 - 14/02/20 |
| Term 4 | 28 days | 24/02/20 - 01/04/20 |
| Term 5 | 26 days | 16/04/20 - 22/05/20 |
| Term 6 | 38 days | 01/06/20 - 22/07/20 |

| | |
|---|----------------|
|  | School day |
|  | School holiday |
|  | Bank holiday |

List of Party Political Conference Dates 2019/20**Party Political Conference Dates 2019/20**

| Political Party | Location | Dates (inclusive) |
|------------------------|-----------------|--------------------------|
| Conservative Party | Manchester | 29/09/19 – 02/10/19 |
| Labour Party | Brighton | 22/09/19 – 25/09/19 |
| Green Party | tbc | tbc |

Subject: MEMBERS' ALLOWANCES SCHEME 2019/20

Meeting and Date: COUNCIL – 30 JANUARY 2019

Report of: HEAD OF GOVERNANCE

Classification: UNRESTRICTED

Purpose of the report: To consider the Members' Allowances Scheme for 2019/20.

Recommendation: To make the Members' Allowances Scheme for 2019/20.

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 will be circulated separately.

2.5 A draft Members' Allowance Scheme for 2019/20 based on the 2018/19 levels is attached as Appendix 1 of the report.

3. Identification of Options

3.1 Option 1: To make the Members' Allowances Scheme 2019/20 at the levels of 2018/19, 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 2019/20.

- 3.2 Option 2: To make the Members' Allowance Scheme 2019/20 at the levels of 2018/19, as set out in Appendix 1, subject to an increase in the Dependent Carers Allowance to £8.21 per hour in line with the National Living Wage from 1 April 2019.

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 recommendation of the Panel that the Dependent Carers Allowance be aligned with the National Living Wage.
- 4.2 Option 2 would result in minimal resource implications. It amends the draft Scheme to increase the Dependent Carers Allowance from £7.83 per hour to £8.21 per hour in line with the National Living Wage. 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 2019/20 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 2019/20 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 2019/20

Appendix 2 – East Kent Joint Independent Remuneration Panel Recommendations in respect of the draft Members' Allowances Scheme 2019/20 (to follow)

Appendix 3 – Comparison of the draft Members' Allowance Scheme 2019/20 against the last Quadrennial Review of the East Kent Joint Independent Remuneration Panel

Appendix 4 – Comparison of the draft Members' Allowance Scheme 2019/20 against other Kent authorities (2017/18).

8. **Background Papers**

Constitution of the Council – Issue 21

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

Part 6

Members' Allowances Scheme

2019/20

DRAFT

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DRAFT

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 30 January 2019 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 2019 and applies to the payment of members' allowances from 1 April 2019 until 31 March 2020 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 2019.

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 19th 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) |
|---------------------------|----------------------|
| Basic Allowance | £3,980 pa |

SCHEDULE 2

| Column 1 (Description) | Column 2 (Amount) |
|---|----------------------|
| Special Responsibility Allowances | |
| 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 |

| Column 1 (Description) | Column 2 (Amount) |
|---|------------------------------|
| 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

| Column 1 (Description) | Column 2 (Amount) |
|-----------------------------------|------------------------------|
| Chairman of the Council | £5,300 pa |
| Vice-Chairman of the Council | £1,400 pa |

SCHEDULE 4

| Column 1 (Description) | Column 2 (Amount) |
|-----------------------------------|------------------------------|
| Independent Person(s) | £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 |
| Deal Fairtrade Steering Group | 1 |
| Deal and Sandwich Coastal Community Team | 2 |
| Dover Coastal Community Team | 2 |
| Dover Deal & District Citizens Advice Bureau | 2 |
| Dover District Volunteering Centre | 1 |
| | |
| Dover Fairtrade Steering Group | 1 |
| East Kent Housing Board | 1 |
| East Kent Housing Dover Area Tenants' Board | 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 Partnership | 1 |
| River Stour (Kent) Internal Drainage Board | 2 |
| Sandwich & Pegwell Bay National Nature Reserve Management Committee | 1 |
| South East England Councils (Secretary & Executive) | 1 |
| Tourism South East | 1 |
| Stagecoach Dover District Bus Users Group | 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 2.00pm |
| Tea Allowance | £3.53 | Absence to exceed 4 hours and to include the period 3.00pm to 6.00pm |
| 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

| Allowance | Index |
|---|----------|
| Index Linking | |
| Basic and Special Responsibility Allowances and Co-optees Allowance | NOT USED |
| Travel and Subsistence Allowances | NOT USED |
| Dependants' Carers' Allowance | NOT USED |

SCHEDULE 7

| Column 1 (Description and Conditions) | Column 2 (Amount) |
|--|----------------------|
| Dependants' Carers' Allowance | £7.83 per hour |

Members' Allowance Scheme 2019/20

The recommendations of the East Kent Joint Independent Remuneration Panel are to follow.

**COMPARISON OF THE DRAFT MEMBERS' ALLOWANCE SCHEME 2019/20 AGAINST THE
LAST QUADRENNIAL REVIEW OF THE EAST KENT JOINT INDEPENDENT
REMUNERATION PANEL**

| Position | Number | Dover District Council Proposed 2018/19 (£) | EKJIRP Recommended Levels (£) |
|--|---------------|--|--|
| 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 | 6 | 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 | 6 | 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.

COMPARISON OF THE DRAFT MEMBERS' ALLOWANCE SCHEME 2019/20 AGAINST OTHER KENT AUTHORITIES

| Authority | Basic Allowance | Leader's Allowance** | Deputy Leader | Cabinet Member Allowance | Scrutiny Chairman | Planning Committee Chairman | Governance Committee Chairman* | Main Opposition Leader |
|--------------------------------|-----------------|----------------------|-----------------|--------------------------|-------------------|-----------------------------|--------------------------------|---------------------------------|
| Dover | 3,980.00 | 14,832.00 | 7,416.00 | 5,562.00 | 3,708.00 | 3,708.00 | 3,708.00 | 4,171.00 |
| Ashford | 4,628.34 | 15,139.79 | 10,093.19 | 7,569.90 | 6,055.92 | 6,055.92 | 5,046.60 | 232.69 per member |
| Canterbury** | 5,475.75 | 19,036.17 | 5,736.93 | n/a | n/a | 5,736.93 | 521.54 | 139.77 per member |
| Dartford | 5,000.00 | 31,339.00 | 16,714.00 | 8,357.00 | 2,090.00 | 5,014.00 | 2,090.00 | 8,357.00 |
| Folkestone & Hythe | 5,306.00 | 23,344.00 | 11,672.00 | 10,611.00 | 6,101.00 | 6,101.00 | 6,101.00 | 7,958.00 |
| Gravesham | 4,728.00 | 21,275.00 | 9,455.00 | 4,728.00 | 2,364.00 | 4,728.00 | 1,182.00 | 4,728.00 |
| Maidstone** | 5,065.00 | 19,610.52 | n/a | n/a | n/a | 7,843.80 | 3,921.90 | 394.74 per member |
| Sevenoaks | 5,359.00 | 16,078.00 | 6,699.00 | 6,699.00 | 2,144.00 | 3,217.00 | 2,144.00 | 1,331.00 |
| Swale | 5,115.30 | 18,926.10 | 11,355.66 | 11,355.66 | 5,678.34 | 6,623.88 | 1,893.12 | 5,678.34 |
| Tunbridge Wells | 5,500.00 | 19,250.00 | 11,000.00 | 11,000.00 | 1,375.00 | 5,500.00 | 1,375.00 | 275.00 per member |
| Tonbridge & Malling | 5,283.00 | 18,384.00 | 8,400.00 | 8,400.00 | 2,500.00 | 2,500.00 | 2,500.00 | 1,250.00 plus 250.00 per member |
| Thanet | 4,570.00 | 18,082.00 | 10,776.00 | 7,990.00 | 3,995.00 | 5,204.00 | 5,204.00 | 5,762.00 |

| Authority | Basic Allowance | Leader's Allowance | Deputy Leader | Cabinet Member Allowance | Scrutiny Chairman | Planning Committee Chairman | Governance Committee Chairman* | Main Opposition Leader |
|---------------------|-----------------|--------------------|---------------|--------------------------|-------------------|-----------------------------|--------------------------------|------------------------|
| Kent Average | 5,000.87 | 19,608.05 | 9,937.98 | 8,227.26 | 3,601.13 | 5,186.04 | 2,973.93 | - |

* Audit Committee used if no Governance Committee

** Canterbury City Council and Maidstone Borough Council do not operate executive arrangements. The Chairman of the Policy & Resources Committee is used as the equivalent to the Leader if no Leader SRA is specified.

| | |
|--------------------------|--|
| Subject: | COUNCIL TAX BASE 2019/20 |
| Meeting and Date: | Council –30th January 2019 |
| Report of: | Mike Davis, Strategic Director (Corporate Resources) |
| Portfolio Holder: | Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance |
| Classification: | Unrestricted |

Purpose of the report: To formally determine not to revise the reduction of Council Tax Discounts.

To formally determine not to revise the Council Tax Reduction Scheme.

To set the Council Tax base for 2019/20 by 31 January 2019, in accordance with the Local Government Finance Act 1992.

Consider the introduction of a Long Term Empty Premium, following the public consultation. Properties that have been left empty and substantially unfurnished for two years or more will attract a premium. This will take effect from April 2019 and will see the premium charged at 100% extra on the Council Tax payable.

Recommendation: It is recommended that Council:

1. Determine that for the financial year 2019/20, the empty homes discount remains at 0% for Class C empty properties, and continue to remove the discount for 2nd homes so that Council Tax will be payable in full on these properties.
2. Determine not to revise the Council Tax Reduction Scheme for 2019/20
3. Approve the District's Council Tax Base for 2019/20 as £38,526.26 and the tax base for the towns and parishes in the Council's administrative area, as set out in the table at Appendix 2.
4. Approve the introduction of the Long Term Empty Premium charge for properties that have been empty for 2 years or more.

1. Summary

- 1.1 The Council Tax base for the coming year is set by DDC, and is used by Kent County Council, the Police and Crime Commissioner for Kent, Kent and Medway Fire and Rescue Authority and the various town and parish councils when setting their Council Tax and their precepts.

2. Introduction and Background

- 2.1 The Council is required to set its tax base by 31 January every year, for the following financial year. The taxbase is defined mainly in terms of the number of Band D equivalent properties, but it is then adjusted to reflect various discounts.
- 2.2 The Council is also required on an annual basis:
- (a) To determine whether and, if so, the extent to which it will reduce or remove any Council Tax Discounts;
 - (b) To determine not to revise the Council Tax Reduction Scheme for 2019/20. This scheme was approved by full Council in 2017.
- 2.3 The tax base for 2019/20 has been prepared in accordance with the current regulations¹
- Which came into force on 30 November 2012. The calculations are shown in Appendix 1
- 2.4 As the Council Tax base is defined in terms of “Band D equivalent” dwellings, and Band D dwellings are treated as “average” houses, all other properties are defined as a ratio against Band D houses, and pay Council Tax in accordance with that ratio.

¹ “Local Authorities (Calculation of Council Tax Base) Regulations 2012 (SI:2012:2194)”

2.5 The table below illustrates how this works.

| Council Tax Band | Ratio to Band D | Number of Dwellings (based on the Valuation Office list)² |
|-------------------------|------------------------|---|
| Band A | 6/9 | 7027 |
| Band B | 7/9 | 16677 |
| Band C | 8/9 | 13909 |
| Band D | 9/9 | 7108 |
| Band E | 11/9 | 4279 |
| Band F | 13/9 | 2354 |
| Band G | 15/9 | 1459 |
| Band H | 18/9 | 73 |

2.6 The basis of the calculation is to multiply the number of dwellings in each band by their respective ratio, then add the totals together to produce a “Band D equivalent” total. This is followed by a number of adjustments for factors such as single person discounts, people in receipt of Council Tax Reduction Scheme discounts, etc. The total is then adjusted for the anticipated collection rate, in order to determine the tax base.

2.7 Based on these factors it is recommended that the tax base for 2019/20 is set at £38,526.26

3. Identification of Options for the Setting of the Council Tax Base

3.1 The setting of the Council Tax base is mainly a mechanical process based on the projected number of properties, level of discounts and collection rates, and does not produce options for Members to consider.

² In the actual calculation this is adjusted for anticipated new build, demolitions, etc. expected during the year

4. Reduction of Council Tax Discounts

4.1 From the year 2013/2014 and subsequently, the Council removed the following Council Tax Discounts in order to meet the cost of operating the chosen Council Tax Reduction Scheme:

- (a) Second Home discount of 10% removed;
- (b) Empty property exemption (Class C) removed.

4.2 Reductions in Council Tax Discounts are required to be determined on an annual basis, and it is recommended that the existing Council Tax reductions/removals are continued for the year 2019/20.

5. Council Tax Reduction Scheme

5.1 The Welfare Reform Act 2012 abolished Council Tax Benefit from April 2013 and, in accordance with Section 13A of the Local Government Finance Act 1992 the Council approved a local council tax reduction scheme, with effect from 1 April 2014, adopting, as the scheme, the document cited as “the Local Council Tax Support Scheme – Dover District Council 2015 (“the 2015 scheme”).

5.2 The revised scheme for 2017 was agreed and approved at full council on 30th November 2016 and therefore not cited in this report.

5.3 For 2019/20 (as in 2018/19), the CTS scheme for working-age people allows for a maximum CTS entitlement of 90%. How this works in practice is that every award of CTS is reduced by 10% before it is paid onto a person's council tax account. This way, everyone contributes towards their council tax liability.

6. Approve the Introduction of the Long Term Empty Premium.

6.1 Legislation had been passed in 2017 to allow councils to charge a Long Term Empty Premium for properties that had remained empty and substantially unfurnished for 2 years or more. Dover Council had not introduced this premium when it was introduced in 2017. New legislation passed in 2018 will now allow councils to increase this premium. The Long Term Empty premium will be charged at an extra 100% of the liable charge. A public consultation had been completed to inform the affected property owners. The premium will be introduced from April 2019. All properties identified as being substantially unfurnished and empty for 2 years or more will be charged at 200%. Further legislation has been passed to charge an increased amount for empty and substantially unfurnished for longer periods.

Current Council Tax records indicate that there are 222 properties that will fall into this category of an increased council tax liability. Whilst the collectable increase charge is likely to be in the region of £340,315.25, the actual yield to Dover District Council is approximately, £32,104.93 following the payments made to the preceptors. This may be subject to vary slightly as the properties status may change with regard to the empty status.

The current status is shown below:

| Band | No of properties which have been empty since 01.04.17 | Average Band Charge for 2018/2019 | Estimated Levy Raised (based on 100%) |
|-------------|--|--|--|
| A | 57 | £1,145.19 | £65,275.83 |
| B | 67 | £1,336.05 | £89,515.35 |
| C | 40 | £1,526.92 | £61,076.80 |
| D | 24 | £1,717.79 | £41,226.96 |
| E | 11 | £2,099.52 | £23,094.72 |
| F | 15 | £2,481.25 | £37,218.75 |
| G | 8 | £2,862.98 | £22,903.84 |
| Grand Total | 222 | | £340,312.25 |

6.2 There are two exceptions

Where the property is left empty by a serving member of the armed forces, who is living elsewhere in accommodation provided by the Secretary of State for defence; or where the property is the sole or main residence of a serving member of the armed forces, who is subject to a job related discount at an alternative address provided by the Secretary of State for defence.

6.3 Empty Annexes are not subject to the Long Term Empty Premium.

6.4 These are the only two exemptions that will be considered from the Long Term Empty Premium.

6.5 An Equality Impact Assessment has been completed and there are no protected characteristics which should be taken into consideration, this change in policy will affect all persons that own property or are liable for council tax on that property that has been empty for 2 years or more.

6.6 Results from the public consultation which took place in December 2018 can be found in Appendix 3

7. Identification and Evaluation of Options for the Reduction of Council Tax Discounts

7.1 The reduction of Council Tax discounts is a separate decision from the decision already taken to replace the Council tax Reduction Scheme. However, the additional income from

the reduction in discounts offsets the costs of the Council Tax Reduction Scheme and the two are in balance.

7.2 The options identified are:

- (1) Reinstatement of the Second Home discount of 10% and / or the empty property exemption (Class C)
- (2) Maintain the removal of the Second Home discount of 10% and the empty property exemption (Class C)

7.3 Option (1) would require the Council to review the level of support provided in the Council Tax Reduction Scheme and / or make reductions in the budgets for other services.

Option (2) is the recommended option for the continuation of the scheme. The operation of the scheme is continuously monitored, and is summarised in the Quarter 3 Performance Report included in the published Cabinet agenda for February 2019.

8. Corporate Implications

8.1 Comment from the Strategic Director (Corporate Resources) The Director has been consulted in the preparation of this report and has nothing further to add.

8.2 Comment from the Solicitor to the Council: The Solicitor to the council has been consulted in the preparation of this report and has nothing further to add.

8.3 Comment from the Equalities Officer: It is noted that an Equality Impact Assessment has been completed in relation to the changes to the long term empty premium and this has identified no specific equality implications. However, in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the

Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>.

9. Appendices

Appendix 1 – The Council Tax Base Calculation for 2019/20

Appendix 2 – The Council Tax Base for the Towns and Parishes

10. Background Papers

Local Authorities (Calculation of Council Tax Base) Regulations 2012 (SI: 2012:2914)

Detailed calculations for District and Parish/Town Council Tax Bases

Contact Officer: Mandie Kerry, Income Manager, EK Services Mandie.kerry@civica.ekservices.org

The Council Tax Base Calculation for 2019/20

Council Tax Base = A x B:

- (i) A is the total of the "relevant amounts" (or Band D equivalents) for that year for each of the valuation bands which is shown or is likely to be shown for any day in that year in the authority's valuation list as applicable to one or more dwellings situated in this area.
- (ii) B is the authority's estimate of its collection rate for that year (97.65%)
- (iii) The "relevant amount" for a valuation band is the amount found by applying the formula: $(H - Q + E + J) \times (F/G)$
- (iv) H is the number of chargeable dwellings in the area of the Council (as billing authority) on calculated in accordance with the regulations at 30th November 2012
- (v) Q is the factor to take account of the discounts to which the amount of council tax payable was subject to that band, estimated in accordance with the regulations at 30th November 2012
- (vi) E is a factor to take into account any premiums, if any, to which the council tax payable was subject to that band, estimated in accordance with the regulations at 30th November 2012
- (vii) J is the estimated adjustments due to change in the number of dwellings, exemptions and discounts.
- (viii) Z is the total amount that the authorities estimates will be applied in relation to the Authorities council tax reduction scheme in relation to the band, expressed as an equivalent number of chargeable dwellings in the band.
- (ix) F is the number which is the proportion of dwellings in that band.
- (x) G is the number that, in that proportion, is applicable to dwellings in band D.

The amount calculated for Dover District Council's Council Tax Base in 2019/20 is £38,526.26 save for the following parts of the Council's administrative area where its Council Tax Base shall be the amounts shown against each part respectively.

Collection rate has been reviewed with regard to the changes, Council Tax Support discounts and exemptions. This report seeks the approval of the collection rate of 97.65%.

| Parish | 2018/19 Tax Base - using collection rate | 2019/20 Tax Base using collection rate |
|----------------------------|---|---|
| Alkham | 307.61 | 310.13 |
| Ash | 1126.94 | 1152.87 |
| Aylesham | 1365.88 | 1474.03 |
| Capel-Le-Ferne | 660.15 | 659.24 |
| Deal | 6651.71 | 6750.79 |
| Denton-with-Wootton | 171.45 | 172.51 |
| Dover | 8073.27 | 8198.33 |
| Eastry | 788.15 | 816.95 |
| Eythorne | 782.97 | 792.44 |
| Goodnestone | 171.61 | 174.81 |
| Great Mongeham | 268.71 | 268.83 |
| Guston | 374.95 | 399.09 |
| Hougham-Without | 183.08 | 182.30 |
| Langdon | 227.56 | 236.07 |
| Lydden | 254.42 | 251.67 |
| Nonington | 293.16 | 295.01 |
| Northbourne | 267.72 | 269.95 |
| Preston | 326.30 | 366.78 |
| Ringwould-with-Kingsdown | 1018.86 | 1021.39 |
| Ripple | 152.03 | 149.51 |
| River | 1487.35 | 1488.97 |
| St Margarets-at-Cliffe | 1303.27 | 1294.76 |
| Sandwich | 1992.46 | 1917.37 |
| Shepherdswell-with-Coldred | 753.56 | 757.31 |
| Sholden | 746.02 | 736.36 |
| Staple | 229.77 | 232.27 |
| Stourmouth | 113.25 | 116.29 |
| Sutton-by-Dover | 307.40 | 303.62 |
| Temple Ewell | 645.05 | 651.17 |
| Tilmanstone | 153.26 | 154.16 |
| Walmer | 3290.37 | 3337.77 |
| Whitfield | 1933.63 | 1972.43 |
| Wingham | 681.07 | 677.85 |
| Woodnesborough | 464.24 | 465.57 |
| Worth | 465.46 | 477.65 |
| Total | 37,962.69 | 38,526.26 |

Results from the Public Consultation on the introduction of the Long Term Empty Premium.

The consultation was published on the Dover District Council website and ran for a month during December 2018. Customers were asked to agree or disagree with Dover introducing the Long Term Empty Premium. There was also an opportunity to provide comments about the charge.

The public were asked to complete an on line form, however other methods were available if this was not possible.

48 people completed the consultation and from that 40 people agreed to introduce the Premium and 8 disagreed.

38 comments were left and of those, 26 were in favour of the introduction of the premium, 4 people disapproved of the introduction of the premium.

8 people neither approved nor disapproved but had entered comments with views around the types of properties, customers personal circumstances and whether this would discourage landlord's buying part derelict properties to rent when it may take a longer period to renovate.

Sample of positive comments;

"Anything that increases the availability of housing is a positive step and two years is plenty to either bring it back into use or sell it to someone who can"

"We need to secure more affordable housing and if a property is left empty for long periods of time the council needs to take action"

"I think it is an excellent idea, and may free up houses for the homeless"

"Should have happened a long time ago"

Sample of negative comments;

"The Council are not inflicted with additional costs because these properties are empty so these additional charges are fines without justification other than money making scam on their core customers"

"It is unacceptable interference by the state"

“None of the Council’s business if I choose to keep a property empty I am already paying the council tax on the property. This is claiming money under false pretences and is despicable. You have no right to tell me what to do with my property”.

Equality Impact Assessment

An Equality Impact assessment has been completed and identifies no protected characteristics or equality issues for any members of the public which may be affected by this change. Any person that has ownership or liability to pay the council tax for properties that have been empty for 2 years or more will be affected.

| | |
|-------------------------------|---|
| Subject: | TREASURY MANAGEMENT - QUARTER 2 REPORT 2018/19 |
| Meeting and Date: | Governance – 13 December 2018 Cabinet – 14 January 2019 Council – 30 January 2019 |
| Report of: | Mike Davis, Strategic Director (Corporate Resources) |
| Portfolio Holder: | Councillor Mike Connolly, Portfolio Holder for Corporate Resources and Performance |
| Decision Type: | Non-Key Decision |
| Classification: | Unrestricted |
| Purpose of the report: | To provide details of the Council's treasury management for the quarter ended 30 September 2018 (Q2) and an update of activity to date. |
| Recommendation: | That the report is received. |

1. Summary

- 1.1 The Council's investment return for the period to September was 2.02% (annualised), which outperformed the benchmark¹ by 1.28%. Interest and dividends income achieved for the period was £548k; the year-to-date (YTD) budget is £500k. The Council's projected investment return for 2018/19 is £1,173k, which is £174k better than the original budget estimate of £999k. This improvement is due to additional funds being invested in pooled investment funds, as detailed below.
- 1.2 The Council has remained within its Treasury Management guidelines and has complied with the Prudential Code guidelines during the period.

2. Introduction and Background

- 2.1 CIPFA (the Chartered Institute of Public Finance and Accountancy) issued the revised Code of Practice for Treasury Management in November 2011; it recommends that members should be updated on treasury management activities at least twice a year, but preferably quarterly. This report therefore ensures this Council is implementing best practice in accordance with the Code.
- 2.2 Council adopted the 2018/19 Treasury Management Strategy (TMS) on 7th March 2018 as part of the 2018/19 Budget and Medium Term Financial Plan.
- 2.3 In order to comply with the CIPFA code referred to above, a brief summary is provided below and Appendix 1 contains a full report from the Council's Treasury Management Advisors, Arlingclose.
- 2.4 Members are asked to note that in order to minimise the resource requirements in producing this report, Arlingclose's report has been taken verbatim. Treasury

¹ The "benchmark" is the interest rate against which performance is assessed. DDC use the 3 month London Inter-Bank Bid Rate or LIBID, as its benchmark, which was 0.74 at the end of the quarter.

advisors generally use a more journalistic style than is used by our officers, but in order to avoid changing the meaning or sense of Arlingclose's work, this has not been edited out.

3. **Economic Background**

- 3.1 The report attached (Appendix 1) contains information up to the end of September 2018; since then we have received the following update from Arlingclose (in italics). Please note that any of their references to quarters are based on *calendar* years:

"Main points since September:

- i. Brexit: UK and EU have agreed the Withdrawal Agreement, which is legally binding, on separation issues and the financial settlement. On 12th December UK MPs will vote on the deal. Uncertainty remains given continuing opposition to the proposed deal.*
- ii. UK GDP: Q3 GDP (July to September) was estimated at 0.6%, the strongest quarterly growth since Q4 2016. This was driven by a strong summer, particularly July, but some signs of weakness emerged for September. Longer-term economic growth remained subdued.*
- iii. Inflation: CPIH 2.2% and CPI 2.4% in October, both the same as in September.*
- iv. Labour market: Unemployment rose slightly to 4.1%. Wage growth increased to 3.2%, the fastest pace since 2008, suggesting upward pressure on domestic inflation.*
- v. Bank of England: MPC voted to keep Bank Rate at 0.75% in November. The Inflation Report hinted that the pace of further rate rises would need to be increased if Brexit goes smoothly. Growth forecasts were downgraded for 2018 and 2019.*
- vi. Financial market volatility continued – concerns on trade wars, increases in US interest rates and weakening global growth among the drivers."*

4. **Annual Investment Strategy**

- 4.1 The investment portfolio, as at the end of September 2018, is attached at Appendix 2. Total balances held for investment and cash-flow purposes were £50.3m, decreasing to £49.8m at the end of October (see Appendix 4). The decrease reflects normal cash-flow fluctuations arising from the timing of 'major preceptor' payments, which are made over twelve months, while the Council Tax receipts that fund them typically come in over the ten months to January and then decline. Additionally, a further PWLB loan instalment was paid at the end of September 2018 of £2.35m.
- 4.2 As at 30 September 2018, the Council's investment portfolio totalled £48m (see Appendix 2). Cashflow funds were lower than anticipated (£2.3m at 30 September 2018) as £8m was invested in the CCLA Diversified Income Fund and a further £4m was invested in the Investec Diversified Income Fund during the quarter. It is proposed that the additional income generated from these additional investments is transferred to the Special Projects reserve to support future funding for projects.
- 4.3 Cashflow funds have since decreased slightly (to £1.8m at 31 October 2018) due to normal cashflow fluctuations. Short term borrowing will be used to cover fluctuations in the cash flow requirements as required, instead of holding excess funds in call accounts.

5. **New Borrowing**

- 5.1 As at 30 September 2018 the Council did not anticipate rescheduling any of its long term debt. However, since that time, the Council received notification that KA Finanz were proposing to sell their LOBO (Lender Option Borrower Option) loan portfolio, and the Council was invited to submit a bid to repurchase its £3m LOBO from them. The LOBO was held at an interest rate of 4.75% and had 25 years remaining on the loan. An assessment of the long term costs of the LOBO compared to alternative borrowing options was undertaken and a bid of £3.6m was submitted to the auction process. This bid was successful and work is underway to complete the transaction.
- 5.2 The refinancing of the LOBO will be initially financed from DDC cashflow. It is not proposed to undertake new long term borrowing to offset this at this time. However, short term borrowing may be undertaken to cover any shortfalls in cashflow.
- 5.3 The Council's borrowing portfolio is attached at Appendix 3. A £3 million short term loan was taken out with Bristol City Council on the 27 September 2018 to cover a temporary short fall in cash flow monies. This was repaid on the 31 October 2018.
6. **Debt Rescheduling**
- 6.1 At this time it is not of benefit to the Council to consider any further rescheduling of its long-term debt.
7. **IFRS Statutory Override**
- 7.1 IFRS 9 requires certain investments to be accounted for at fair value through profit and loss, which would potentially have introduced "more income statement volatility" that could have impacted on budget calculations. Basically, movements in the fair value would have impacted the CIES and result for the year, even where investments were being held for the long-term, such that expected 'buy-in' costs for pooled funds (including impact of stamp duty for property funds) and other short-term fluctuations would have had to be recognised at the balance sheet date, even though there would be no intent to sell them, i.e. these short-term capital losses were unlikely to be realised when eventually sold.
- 7.2 MHCLG consulted on a potential statutory overrides relating to the IFRS 9 Financial Instruments accounting standard from 2018/19, as mentioned in Appendix 1. Following the consultation, MHCLG have decided to implement a statutory override for fair value movements in pooled funds for at least five years until 31st March 2023. This enables the ring-fencing of £2m in the Dover Regeneration & Economic Development reserve to cover such fluctuations to be removed, releasing the funds and making them available for future projects.
8. **Compliance with Treasury and Prudential Limits**
- 8.1 The Council has operated within the Prudential Indicators in compliance with the Council's Treasury Management Practices.
9. **Corporate Implications**
- 9.1 Comment from the Section 151 Officer: Finance have produced this report and have no further comments to add. (DL)
- 9.2 Comment from the Solicitor to the Council: The Head of Legal Services has been consulted during the preparation of this report and has no further comment to make.

- 9.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are reminded to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

10. **Appendices**

Appendix 1 – Arlingclose treasury management report for quarter two

Appendix 2 – Investment portfolio as at 30 September 2018

Appendix 3 – Borrowing portfolio as at 30 September 2018

Appendix 4 – Investment portfolio as at 31 October 2018

11. **Background Papers**

Medium Term Financial Plan 2018/19 – 2021/22

Contact Officer: Stuart Groom, extension 2072

Treasury Management Report Q2 2018/19

Introduction

In March 2012 the Authority adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve treasury management semi-annual and annual reports.

The Authority's treasury management strategy for 2018/19 was approved at a meeting on 7 March 2018. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk is therefore central to the Authority's treasury management strategy.

Following consultation in 2017, CIPFA published new versions of the Prudential Code for Capital Finance in Local Authorities (Prudential Code) and the Treasury Management Code of Practice but has yet to publish the local authority specific Guidance Notes to the latter. In England MHCLG published its revised Investment Guidance which came into effect from April 2018.

The updated Prudential Code includes a new requirement for local authorities to provide a Capital Strategy, which is to be a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Authority will be producing its Capital Strategy later in 2018-19 for approval by full Council.

External Context

Economic background: Oil prices rose by 23% over the six months to around \$82/barrel. UK Consumer Price Inflation (CPI) for August rose to 2.7% year/year, above the consensus forecast and that of the Bank of England's in its August *Inflation Report*, as the effects of sterling's large depreciation in 2016 began to fade. The most recent labour market data for July 2018 showed the unemployment rate at 4%, its lowest since 1975. The 3-month average annual growth rate for regular pay, i.e. excluding bonuses, was 2.9% providing some evidence that a shortage of workers is providing support to wages. However, real wages (i.e. adjusted for inflation) grew only by 0.2%, a marginal increase unlikely to have had much effect on households.

The rebound in quarterly GDP growth in Q2 to 0.4% appeared to overturn the weakness in Q1 which was largely due to weather-related factors. However, the detail showed much of Q2 GDP growth was attributed to an increase in inventories. Year/year GDP growth at 1.2% also remains below trend. The Bank of England made no change to monetary policy at its meetings in May and June, however hawkish minutes and a 6-3 vote to maintain rates was followed by a unanimous decision for a rate rise of 0.25% in August, taking Bank Rate to 0.75%.

Having raised rates in March, the US Federal Reserve again increased its target range of official interest rates in each of June and September by 0.25% to the current 2%-2.25%. Markets now expect one further rise in 2018.

The escalating trade war between the US and China as tariffs announced by the Trump administration appeared to become an entrenched dispute, damaging not just to China but also other Asian economies in the supply chain. The fallout, combined with tighter monetary policy, risks contributing to a slowdown in global economic activity and growth in 2019.

The EU Withdrawal Bill, which repeals the European Communities Act 1972 that took the UK into the EU and enables EU law to be transferred into UK law, narrowly made it through Parliament. With just six months to go when Article 50 expires on 29th March 2019, neither the Withdrawal Agreement between the UK and the EU which will be legally binding on separation issues and the financial settlement, nor its annex which will outline the shape of their future relationship, have been finalised, extending the period of economic uncertainty.

Financial markets: Gilt yields displayed marked volatility during the period, particularly following Italy's political crisis in late May when government bond yields saw sharp moves akin to those at the height of the European financial crisis with falls in yield in safe-haven UK, German and US government bonds. Over the period, despite the volatility, the net change in gilt yields was small. The 5-year benchmark gilt only rose marginally from 1.13% to 1.16%. There was a larger increase in 10-year gilt yields from 1.37% to 1.57% and in the 20-year gilt yield from 1.74% to 1.89%. The increase in Bank Rate resulted in higher money markets rates. 1-month, 3-month and 12-month LIBID rates averaged 0.56%, 0.70% and 0.95% respectively over the period.

Credit background: Reflecting its perceived higher risk, the Credit Default Swap (CDS) spread for non-ringfenced bank NatWest Markets plc, rose relatively sharply over the period to around 96bps. The CDS for the ringfenced entity, National Westminster Bank plc, has held steady below 40bps. Although the CDS of other UK banks rose marginally over the period, they continue to remain low compared to historic averages.

The ringfencing of the big four UK banks - Barclays, Bank of Scotland/Lloyds, HSBC and RBS/Natwest Bank plc - is complete, the transfer of their business lines into retail (ringfenced) and investment banking (non-ringfenced) is progressing and will need to be completed by the end of 2018.

There were a few credit rating changes during the period. Moody's downgraded Barclays Bank plc's long-term rating to A2 from A1 and NatWest Markets plc to Baa2 from A3 on its view of the credit metrics of the entities post ringfencing. Upgrades to long-term ratings included those for Royal Bank of Scotland plc, NatWest Bank and Ulster Bank to A2 from A3 by Moody's and to A- from BBB+ by both Fitch and Standard & Poor's (S&P). Lloyds Bank plc and Bank of Scotland plc were upgraded to A+ from A by S&P and to Aa3 from A1 by Moody's.

Our treasury advisor Arlingclose will henceforth provide ratings which are specific to wholesale deposits including certificates of deposit, rather than provide general issuer credit ratings. Non-preferred senior unsecured debt and senior bonds are at higher risk of bail-in than deposit products, either through contractual terms, national law, or resolution authorities' flexibility during bail-in. Arlingclose's creditworthiness advice will continue to include unsecured bank deposits and CDs but not senior unsecured bonds issued by commercial banks.

Local Context

On 31st March 2018, the Authority had net borrowing of £39m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

| | 31.3.18 Actual £000 |
|-----------------------|------------------------------------|
| General Fund CFR | 42,923 |
| HRA CFR | 74,134 |
| Total CFR | 117,057 |
| Less: Usable reserves | (66,899) |
| Less: Working capital | (11,034) |
| Net borrowing | 39,124 |

The Authority's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs low.

The treasury management position at 30th September 2018 and the change during the period is show in Table 2 below.

Table 2: Treasury Management Summary

| | 31.3.18 Balance £000 | Movement £000 | 30.9.18 Balance £000 | 30.9.18 Rate % |
|---------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------|
| Long-term borrowing | 83,292 | | 83,292 | |
| Short-term borrowing | 2,223 | 1,897 | 4,120 | |
| Total borrowing | 85,515 | 1,897 | 87,412 | 3.40% |
| Long-term investments | 25,564 | 12,436 | 38,000 | |
| Short-term investments | 17,410 | (7,410) | 10,000 | |
| Cash and cash equivalents | 3,417 | (1,118) | 2,299 | |
| Total investments | 46,391 | 3,908 | 50,299 | 2.02% |
| Net borrowing | (39,124) | | (37,113) | |

After carrying out a review of the Council's long term financial position it was decided to invest an additional £12m into long-term investments during in the quarter, comprising a further £4m in the Investec Diversified Income fund and £8m in the CCLA Diversified Income Fund.

Borrowing Strategy during the period

At 30th September 2018 the Authority held £87.4m of loans, as part of its strategy for funding previous years' capital programmes. This is an increase of £1.9m since 31st March 2018, consisting of a £3m temporary loan for cashflow purposes, less a £1.1m repayment on the 'HRA' PWLB loan. Outstanding loans at 30th September are summarised in Table 3 below.

Table 3: Borrowing Position

| | 31.3.18 Balance £m | Movement £m | 30.9.18 Balance £m | 30.9.18 Weighted Average Rate % |
|--------------------------------|-----------------------------------|------------------------|-----------------------------------|--|
| Public Works Loan Board | 82,515 | (1,103) | 81,412 | 3.35 |
| Banks (LOBO) | 3,000 | 0 | 3,000 | 4.75 |
| Local authorities (short-term) | 0 | 3,000 | 3,000 | 0.80 |
| Total borrowing | 85,515 | 1,897 | 87,412 | |

The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

In keeping with these objectives, no new borrowing for capital financing purposes was undertaken. This strategy enabled the Authority to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. A short term loan was taken out on the 28th September for one month to cover cash flow fluctuations.

With short-term interest rates remaining much lower than long-term rates, the Authority considered it to be more cost effective in the near term to use short-term loans instead.

As the Authority has an increasing CFR due to the capital programme and an estimated borrowing requirement as determined by the Liability Benchmark, which also takes into account usable reserves and working capital.

LOBO loans: The Authority continues to hold £3m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate as set dates, following which the Authority has the option to either accept the new rate or to repay the loan at no additional cost. No banks exercised their option during the period.

Treasury Investment Activity

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the six-month period, the Authority's investment balance ranged between £45.9 and £50.3 million due to timing differences between income and expenditure. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

| | 31.3.18 Balance £000 | Net Movement £000 | 30.9.18 Balance £000 | 30.9.18 Rate of Return % |
|--|-------------------------------------|----------------------------------|-------------------------------------|---|
| Banks & building societies (unsecured) | 383 | 366 | 749 | 0.13 |
| Government (incl. local authorities) | 17,410 | (7,410) | 10,000 | 0.75 |
| Money Market Funds | 3,034 | (1,484) | 1,550 | 0.66 |
| Other Pooled Funds: | | | | |
| - Short-dated bond funds | 8,000 | 0 | 8,000 | 0.85 |
| - Strategic bond funds | 5,900 | 100 | 6,000 | 4.42 |
| - Property funds | 5,744 | 256 | 6,000 | 4.36 |
| - Multi asset income funds | 5,920 | 12,080 | 18,000 | 4.07 |
| Total investments | 46,391 | 3,908 | 50,299 | |

The balance of the other pooled funds at 31.3.18 includes accounting adjustments of £436k for unrealised losses, which were included at year-end for statutory reporting purposes (and separately reversed out through a non-useable reserve, as permitted). These have been excluded from the balance at 30.9.18, as the pooled funds are longer term investments and no loss is expected by the time of sale. Therefore the Q2 movement on other pooled funds represents the removal of the unrealised losses to restate the funds at book value, as well as an increased investment in the respective funds of £12m.

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

In furtherance of these objectives, and given the increasing risk and falling returns from short-term unsecured bank investments, the Authority has diversified into more secure and higher yielding asset classes. During the quarter a further £12m was invested in longer term investments. The progression of risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking in Table 5 below.

Table 5: Investment Benchmarking - Treasury investments managed in-house

| | Credit Score | Credit Rating | Bail-in Exposure | Weighted Average Maturity (days) | Rate of Return % |
|--------------------|--------------|---------------|------------------|----------------------------------|------------------|
| 31.03.2018 | 3.63 | AA- | 15% | 34 | -0.23 |
| 30.09.2018 | 4.49 | AA- | 59% | 74 | 2.15 |
| Similar LAs | 4.28 | AA- | 56% | 88 | 1.41 |
| All LAs | 4.38 | AA- | 60% | 37 | 1.25 |

*Weighted average maturity

The Authority's £38m of externally managed pooled funds generated an average total return of 1.13%, comprising a 3.89% income return which is used to support services in year, offset by a 2.75% capital loss (which is unrealised and does not affect the Council's budget at this time). Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives is regularly reviewed. In light of their performance and the Authority's latest cash flow forecasts, investment in these funds has been increased. A further £12m has been placed in multi-asset funds during the quarter. The Investment with the Investec Diversified Income has been increased to £10m (from £6m) and a new multi-asset fund was opened with the CCLA and £8m was deposited on the 20th September.

MHCLG consulted on statutory overrides relating to the IFRS 9 Financial Instruments accounting standard from 2018/19. The consultation recognised that the requirement in IFRS 9 for certain investments to be accounted for as fair value through profit and loss may introduce "more income statement volatility" which may impact on budget calculations. The consultation proposed a time-limited statutory override and sought views whether it should be applied only to pooled property funds. The Authority responded to the consultation which closed on 28th September.

Non-Treasury Investments

The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. This is replicated in MHCLG's Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially to generate a profit.

On 30 November 2016 Council approved the Property Investment Strategy. This approved investing up to £200m in commercial and residential property, either directly or through a property company, primarily in order to increase economic regeneration and also to generate returns.

In March 2017 Cabinet approved the transfer of garages, shops and land from the HRA to the General Fund, the transfer was forecast to deliver circa £286k net income for the General Fund. For the financial year 2017/18 a net income of £295k was achieved, this level is forecast to be exceeded in 2018/19 once the letting of the Aylesham shops is completed.

In September 2017 the purchase of the freehold of the B&Q retail warehouse at White Cliffs Business Park, Dover, was completed as the first acquisition under this initiative. After allowing for annual costs including borrowing (based on PWLB over 40 years) and management, the resulting retained income is forecast to be £268k per annum, a net return of 1.6%.

In December 2017 a second site, Whitfield Court, was purchased. The site is located in the White Cliffs Business Park and the Council want to ensure the long term stability of the area. The site is a multi-let business park comprising 14 office and light industrial units totalling 45,636 sq. ft. After allowing for annual costs including borrowing (based on PWLB over 40 years) and management, the resulting retained income is forecast to be £120k per annum, a net return of 2.65%.

In April 2018 the purchase of the freehold of the former Co-op building, Castle Street, Dover was completed. At that time the site was proposed to be demolished and converted into car parking for the area. In July 2018 Cabinet approved a proposal to bring into temporary use the former Co-op building as a Mean-While space to provide an area to support community activities and to enable entrepreneurs and new businesses to market test their products/services. Options for the long term future of the site continue to be developed by officers for future consideration by Members.

Treasury Performance

The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 6 below.

Table 6: Performance

| | Actual £000 | Budget £000 | Over/ under | Actual % | Benchmark % | Over/ under |
|-------------------|----------------|----------------|----------------|-------------|----------------|----------------|
| Interest Received | 1,173 | 999 | 174 | 2.02 | 0.74 | 1.28 |
| Interest Payable | 2,886 | 2,884 | 2 | 3.40 | 3.40 | 0 |

Compliance

The Chief Finance Officer reports that all treasury management activities undertaken during the quarter complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 7 below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 8 below.

Table 7: Debt Limits

| | H1 Maximum £m | 30.9.18 Actual £m | 2018/19 Operational Boundary £m | 2018/19 Authorised Limit £m | Complied? |
|-----------|---------------------|-------------------------|--|--------------------------------------|-----------|
| Borrowing | 87.4 | 87.4 | 333 | 338.5 | ✓ |

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Table 8: Investment Limits

| | 30.9.18 Actual | 2018/19 Limit | Complied? |
|---|-------------------|------------------|-----------|
| Any single organisation, except the UK Government | £10m | £8m per bank | ✓ |
| Any group of organisations under the same ownership | 0 | £16m per group | ✓ |
| Negotiable instruments held in a broker's nominee account | 0 | £15m | ✓ |
| UK Government | 0 | Unlimited | ✓ |
| Unsecured investments with building societies | 0 | £8m | ✓ |
| Pooled Investment Funds | £38m | £10m per fund | ✓ |
| Operating bank | £0.7m | £20m | ✓ |
| Money Market Funds | £1.5m | £10m per fund | ✓ |

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

| | 30.9.18 Actual | 2018/19 Target | Complied? |
|---------------------------------|-------------------|-------------------|-----------|
| Portfolio average credit rating | 4.46 | 6 | ✓ |

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing excluding deposits due back < 3 months.

| | 30.9.18 Actual | 2018/19 Target | Complied? |
|--------------------------------------|-------------------|-------------------|-----------|
| Total cash available within 3 months | £2.3m | £8m | ✓ |

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the amount of net principal was:

| | 30.9.18 Actual | 2018/19 Limit | Complied? |
|--|-------------------|------------------|-----------|
| Upper limit on fixed interest rate exposure | £87.4m | £300m | ✓ |
| Upper limit on variable interest rate exposure | 0 | £90m | ✓ |

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

Maturity Structure of Borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

| | 30.9.18 Actual | Upper Limit | Lower Limit | Complied? |
|--------------------------------|-------------------|----------------|----------------|-----------|
| Under 12 months | £4m | 25% | 0% | ✓ |
| 12 months and within 24 months | £3.5m | 50% | 0% | ✓ |
| 24 months and within 5 years | £7.5m | 50% | 0% | ✓ |
| 5 years and within 10 years | £15m | 100% | 0% | ✓ |
| 10 years and above | £57.3m | 100% | 0% | ✓ |

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal Sums Invested for Periods Longer than 365 days: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

| | 2018/19 | 2019/20 | 2019/21 |
|---|---------|---------|---------|
| Actual principal invested beyond year end | 0 | 0 | 0 |
| Limit on principal invested beyond year end | £30m | £30m | £30m |
| Complied? | ✓ | ✓ | ✓ |

Outlook for the remainder of 2018/19

Having raised policy rates in August 2018 to 0.75%, the Bank of England's Monetary Policy Committee (MPC) has maintained expectations of a slow rise in interest rates over the forecast horizon.

The MPC has a definite bias towards tighter monetary policy but is reluctant to push interest rate expectations too strongly. While policymakers are wary of domestic inflationary pressures over the next two years, it is believed that the MPC members consider both that (a) ultra-low interest rates result in other economic problems, and that (b) higher Bank Rate will be a more effective weapon should downside Brexit risks crystallise and cuts are required.

Arlingclose's central case is for Bank Rate to rise twice in 2019. The risks are weighted to the downside. The UK economic environment is relatively soft, despite seemingly strong labour market data. GDP growth recovered somewhat in Q2 2018, but the annual growth rate of 1.2% remains well below the long term average

| | Sep-18 | Dec-18 | Mar-19 | Jun-19 | Sep-19 | Dec-19 | Mar-20 | Jun-20 | Sep-20 | Dec-20 | Mar-21 | Jun-21 | Sep-21 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Official Bank Rate | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Arlingclose Central Ca | 0.75 | 0.75 | 1.00 | 1.00 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 |
| Downside risk | 0.00 | 0.00 | 0.50 | 0.50 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |

The view is that the UK economy still faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. Central bank actions and geopolitical risks, such as prospective trade wars, have and will continue to produce significant volatility in financial markets, including bond markets.

In-house as at 30/09/18

APPENDIX 2

| Organisation | Type of investment | Current rating | Issue Date | Maturity date | Market yield % | Book cost | Government Sovereign Debt rating | Options available |
|---|--------------------|----------------|------------|---------------|----------------|-----------|-------------------------------------|------------------------|
| <u>In-house Investments - Portfolio:</u> | | | | | | | | <i>Duration</i> |
| Close Brothers | Fixed term deposit | | 18/07/2018 | 18/01/2019 | 0.800 | 5,000,000 | UK - Gov 'A' | 184 days |
| Plymouth City Council | Fixed term deposit | | 06/09/2018 | 10/12/2018 | 0.700 | 5,000,000 | UK - Gov 'A' | 95 days |
| <u>In-house investments - Long Term</u> | | | | | | | | |
| CCLA Property investment Fund | | | 30/06/2017 | | 4.36% | 3,000,000 | UK - Gov 'AA' | 5 Years + |
| CCLA Property investment Fund | | | 31/07/2017 | | 4.37% | 3,000,000 | UK - Gov 'AA' | 5 Years + |
| Investec Diversified Income Fund | | | 15/12/2017 | | 4.57% | 6,000,000 | UK - Gov 'AA' | 5 Years + |
| Columbia Threadneedle Strategic Bond Fund | | | 15/12/2017 | | 4.42% | 6,000,000 | UK - Gov 'AA' | 5 Years + |
| Payden and Rygel | | | 28/02/2018 | | 0.85% | 8,000,000 | UK - Gov 'AA' | 2 Years + |
| Investec Diversified Income Fund | | | 01/08/2018 | | 4.57% | 2,000,000 | UK - Gov 'AA' | 5 Years + |
| Investec Diversified Income Fund | | | 03/09/2018 | | 4.57% | 2,000,000 | UK - Gov 'AA' | 5 Years + |
| CCLA Diversified Income Fund | | | 20/09/2018 | | 3.06% | 8,000,000 | UK - Gov 'AA' | 5 Years + |

48,000,000

Total Portfolio

48,000,000

Cashflow:

Call Accounts/MMF (as at 30/9/18)

Rate

| | | |
|--|-----------|-------|
| Global Treasury Fund (Goldman Sachs Money Market Fund) | 349,106 | 0.64% |
| Standard Life Investments (Money Market Fund) | 1,201,000 | 0.67% |
| Natwest SIBA | 709,318 | 0.15% |
| Santander | 502 | 0.05% |
| Bank of Scotland | 5,011 | 0.40% |
| HSBC Business Acc | 0 | 0.00% |
| Barclays | 34,150 | 0.00% |

Total Cash flow

2,299,086

Total Portfolio and Cashflow

50,299,086

| Interest Type | Date Loan Taken Out | Date Loan Matures | Repayment Dates | Loan Number | Principal Balance 01-Apr-18 | Interest Rate % | Principal To Be Repaid 2018/19 | Principal Balance 31-Mar-19 | Annual Interest 2018/19 | Lender | Type of loan |
|---------------|---------------------|-------------------|-----------------|-------------|-----------------------------|-----------------|--------------------------------|-----------------------------|-------------------------|-------------------------|--|
| Fixed | 02/10/1997 | 02/10/2057 | APR-OCT | 479961 | 1,000,000 | 6.75 | | 1,000,000 | 67,500 | PWLB | Principal due on Maturity |
| Fixed | 28/05/1997 | 28/05/2057 | MAY-NOV | 479542 | 2,000,000 | 7.38 | | 2,000,000 | 147,500 | PWLB | Principal due on Maturity |
| Fixed | 23/08/1946 | 23/06/2026 | JUNE-DEC | 131582 | 379 | 2.50 | 45 | 379 | 9 | PWLB | Equal Instalment of Principal (EIP) |
| Fixed | 27/09/1946 | 27/06/2026 | JUNE-DEC | 131583 | 71 | 2.50 | 8 | 71 | 2 | PWLB | Equal Instalment of Principal (EIP) |
| Fixed | 16/11/2001 | 30/09/2026 | SEPT-MAR | 486237 | 1,000,000 | 4.75 | | 1,000,000 | 47,500 | PWLB | Principal due on Maturity |
| Variable | 16/12/2002 | 16/12/2042 | JUNE-DEC | N/A | 3,000,000 | 4.75 | | 3,000,000 | 142,500 | KA Finanz AG Bank | Repayable if called by Bank |
| Fixed | 26/03/2012 | 26/03/2042 | SEPT-MAR | 499853 | 78,514,340 | 3.18 | 2,222,582 | 76,291,758 | 2,479,225 | PWLB | Annuity |
| Fixed | 28/09/2018 | 31/10/2018 | | | 0 | 0.80 | 3,000,000 | 0 | 2,170 | | Short term loan for cash flow purposes |
| | | | | | 85,514,790 | | 5,222,635 | 83,292,208 | 2,886,407 | | <i>Sub-total</i> |
| Fixed | 01/05/2012 | 01/11/2027 | MAY-NOV | | 78,386 | 0.00 | 8,710 | 69,676 | 0 | Lawn Tennis Association | Interest free |
| | | | | | 85,593,176 | | 5,231,344 | 83,361,884 | 2,886,407 | | |
| | | | | | | | | | | | |

In-house as at 31/10/18

APPENDIX 4

| Organisation | Type of investment | Current rating | Issue Date | Maturity date | Market yield % | Book cost | Government | Options available |
|--------------|--------------------|----------------|------------|---------------|----------------|-----------|------------|-------------------|
|--------------|--------------------|----------------|------------|---------------|----------------|-----------|------------|-------------------|

In-house Investments - Portfolio:

Duration

| | | | | | | | | |
|-----------------------|--------------------|--|------------|------------|-------|-----------|---------------|----------|
| Close Brothers | Fixed term deposit | | 18/07/2018 | 18/01/2019 | 0.800 | 5,000,000 | UK - Gov 'AA' | 184 days |
| Plymouth City Council | Fixed term deposit | | 06/09/2018 | 10/12/2018 | 0.700 | 5,000,000 | UK - Gov 'A' | 95 days |

In-house investments - Long Term

| | | | | | | | | |
|---|--|--|------------|--|-------|-----------|---------------|-----------|
| CCLA Property investment Fund | | | 30/06/2017 | | 4.360 | 3,000,000 | UK - Gov 'AA' | 5 Years + |
| CCLA Property investment Fund | | | 31/07/2017 | | 4.370 | 3,000,000 | UK - Gov 'AA' | 5 Years + |
| Investec Diversified Income Fund | | | 15/12/2017 | | 4.570 | 6,000,000 | UK - Gov 'AA' | 5 Years + |
| Columbia Threadneedle Strategic Bond Fund | | | 15/12/2017 | | 4.420 | 6,000,000 | UK - Gov 'AA' | 5 Years + |
| Payden and Rygel | | | 28/02/2018 | | 0.850 | 8,000,000 | UK - Gov 'AA' | 2 Years + |
| Investec Diversified Income Fund | | | 01/08/2018 | | 4.570 | 2,000,000 | UK - Gov 'AA' | 5 Years + |
| Investec Diversified Income Fund | | | 03/09/2018 | | 4.570 | 2,000,000 | UK - Gov 'AA' | 5 Years + |
| CCLA Diversified Income Fund | | | 20/09/2018 | | 3.060 | 8,000,000 | UK - Gov 'AA' | 5 Years + |

48,000,000

Total Portfolio

48,000,000

Cashflow:

Call Accounts/MMF (as at 31/10/18)

Rate

| | | |
|--|---------|-------|
| Global Treasury Fund (Goldman Sachs Money Market Fund) | 349,106 | 0.66% |
| Standard Life Investments (Money Market Fund) | 963,000 | 0.69% |
| Natwest SIBA | 468,132 | 0.20% |
| Santander | 502 | 0.05% |
| Bank of Scotland (BOS) | 5,017 | 0.65% |
| HSBC Business Acc | 0 | 0.00% |
| Barclays | 34,150 | 0.00% |

Total Cash flow

1,819,907

Total Portfolio and Cashflow

49,819,907

| | |
|--------------------------|--|
| Subject: | REVIEW OF THE CONSTITUTION 2018 – SENIOR MANAGEMENT RESTRUCTURE FROM 1 JANUARY 2019 |
| Meeting and Date: | Governance Committee – 13 December 2018 Council – 30 January 2019 |
| Report of: | Director of Governance (Monitoring Officer to 31 December 2018) Solicitor to the Council (Monitoring Officer from 1 January 2019) |
| Classification: | UNRESTRICTED |

Purpose of the report: Article 15 of the Constitution requires the Monitoring Officer to conduct regular reviews of the Constitution. A report in June /July 2018 considered general and administrative amendments. However, following the completion of the Senior Management Restructure which has effect from 1 January 2019 it has been necessary to undertake further changes.

Article 15, paragraph 15.02(a) requires that amendments to the Constitution will only be approved by Council (or its committees) after consideration of the proposal by the Governance Committee.

Article 15, paragraph 15.02 (d) enables proposed changes to the Constitution relating to the amendment of the title of an officer to be approved by the Monitoring Officer.

Part 3, Section 6, Sub section A Paragraph 12 of the Constitution allows for the Scheme of Officer Delegations (Part 3, Section 6) to be amended from time to time by the Council.

Recommendation:

Governance Committee

- (a) That it be recommend to Council that the proposed changes in the Review of the Constitution – Senior Management Restructure from 1 January 2019, specifically relating to Article 12 – Officers, Part 3 Section 6, Sub Section C (Scheme of Officer Delegations) that relate to Council functions, Part 7 Management Structure and Part 10 Proper Officer Appointments be approved and incorporated into the Council's Constitution, issue no. 22.
- (b) That it be recommend to Council that the proposed changes in the Review of the Constitution 2018, specifically relating to Part 3, Section 6, Sub Section C (Scheme of Officer Delegations) that relate to executive functions be approved.

(Note: The Leader of the Council will be asked separately to approve any changes relating to executive functions but the Council is asked to approve the Scheme of Officer Delegations in its totality in the event that there has been an erroneous misclassification of functions.)

Council:

- (a) That the proposed changes in the Review of the Constitution – Senior Management Restructure from 1 January 2019, specifically relating to Article 12 – Officers, Part 3 Section 6, Sub Section C (Scheme of Officer Delegations) that relate to Council functions, Part 7 Management Structure and Part 10 Proper Officer Appointments be approved and incorporated into the Council’s Constitution, issue no. 22.
- (b) That the proposed changes in the Review of the Constitution 2018, specifically relating to Part 3, Section 6, Sub Section C (Scheme of Officer Delegations) that relate to executive functions be approved.

(Note: The Leader of the Council will be asked separately to approve any changes relating to executive functions but the Council is asked to approve the Scheme of Officer Delegations in its totality in the event that there has been an erroneous misclassification of functions.)

1. Introduction and Background

- 1.1 Article 15 of the Council’s Constitution makes provision for the regular review of the Constitution by the Monitoring Officer on an annual and ad-hoc basis. This report forms the fourth report as part of the Review of the Constitution 2018 and deals specifically with changes resultant from the Senior Management restructure, in particular the removal of the Director of Governance post from 1 January 2019, the redistribution of functions and the appointment of the Solicitor to the Council as the Monitoring Officer from that date.
- 1.2 Since the introduction of the first version of the Constitution in 2002, the Council has revised the Constitution twenty one times. The Review of the Constitution 2018 - Senior Management Restructure from 1 January 2019, which has been undertaken by the Director of Governance / Monitoring Officer in conjunction with the Solicitor to the Council and the Democratic Services Manager, will be the twenty-second revision resulting in the proposed draft version 22.
- 1.3 The focus for the Review of the Constitution 2018 - Senior Management Restructure from 1 January 2019 has been as follows:
 - (a) Removal of reference to the Director of Governance and the re-distribution of his functions.
 - (b) Where appropriate re-designating functions from the Director of Governance to the Monitoring Officer
 - (c) Amendments to the scheme of officer delegations to reflect the new Head of Service titles roles and responsibilities and reporting lines; and
 - (d) Other resultant job title changes within the Constitution.

Whilst undertaking this review of the Constitution, the opportunity has been taken to make the following additional changes:

- (e) Inclusion of descriptors for the Senior Information Risk Owner (SIRO) and Data Protection Officer (DPO) in Part 2, Article 12;
- (f) Inclusion of an additional reason for granting a contract extension in Contract Standing Orders in Part 4. This recognises that The Public Contracts Regulations 2015 contain explicit provisions on variations to existing contracts and that number of contracts now have the provision for contract extension.

2. **Approval of Amendments to the Constitution**

2.1 The changes to the Constitution come in three types – changes requiring Executive approval, changes delegated to the Director of Governance/Monitoring Officer to approve and changes requiring Council approval.

2.2 The details of the changes are set out below.

(a) Removal of reference to the Director of Governance and the re-distribution of his functions.

2.3 The Council at its meeting held on 31 October 2018 approved:

- (a) The reduction of Chief Officers from the Corporate Management Team to the Chief Executive and two Strategic Directors with effect from 1 January 2019
- (b) The re-distribution of functions between the Chief Officers who form the Council's Corporate Management Team with effect from 1 January 2019.
- (c) Designated Harvey Rudd as the Council's Monitoring Officer with effect from 1 January 2019.

2.4 As a result of these changes from 1 January 2019, the Director of Governance although still an employee of the Council to 31 March 2019, is no longer a Chief Officer and no longer a member of the Corporate Management Team. The Solicitor to the Council becomes the Council's Monitoring Officer from 1 January 2019.

2.5 These changes have also resulted in some re-alignment of functions and responsibilities of the Council's Chief Officers and these have been reflected in Part 2, Article 12, Part 7 Management Structure and Part 10 Proper Officer Appointments. In addition the Scheme of Officer Delegations in Part 3 Section 6, Sub Section C that relate to Executive and Council functions have also been amended to reflect the re-alignment and the change of reporting lines.

(b) Re-designation of functions from the Director of Governance to the Monitoring Officer

2.6 There are numerous references to the Director of Governance in the current Constitution. Many of these interchangeably refer to his role and responsibilities as Monitoring Officer, so where appropriate that change has been made, referring to the statutory role and hopefully future proofing somewhat, as unless there is a change of legislation, the Monitoring Officer role will continue, whoever is fulfilling the role in the future.

(c) Amendments to the Scheme of Officer Delegations to reflect the new Head of Service titles roles and responsibilities and reporting lines

2.7 Changes to job titles are delegated to the Director of Governance/Monitoring Officer to approve. However the Council's approval of the re-distribution of functions between the Chief Officers who form the Council's Corporate Management Team from 1 January 2019, has also required the reformatting of the Scheme of Officer Delegations and the change of officer delegation in a small number of cases. These relate to the Strategic Director Corporate Services, the Solicitor to the Council, or the

Head of Governance taking delegations previously assigned to the Director of Governance. These changes do not grant new delegated powers, but redesignate those already agreed by Council or the Executive.

- 2.8 Although the full Council is only responsible for delegations relating to Council functions, it is asked to approve the scheme of officer delegations in its totality in the event that there has been an erroneous misclassification of functions.

(d) Other resultant job title changes within the Constitution

- 2.9 Changes to job titles are delegated to the Director of Governance/Monitoring Officer to approve.
- 2.10 The main name change that is not addressed elsewhere in the report, relate to the Financial Procedure Rules (Part 4, Rules of Procedure) where the reference to the Head of Finance has been amended to the Head of Finance and Housing.

e) Inclusion of descriptors for the Senior Information Risk Owner and Data Protection Officer

- 2.11 The Senior Information Risk Owner (SIRO) and Data Protection Officer (DPO) have been appointed by the Executive and Council. Reference to their roles has been added to Part 2, Article 12 – Officers of the Constitution.

f) Contract Standing Orders

- 2.12 The Public Contracts Regulations 2015 contain explicit provisions on variations to existing contracts and a number of contracts now have the provision for contract extension. As a result Paragraph 14 – Extension and Other Variations to Existing Contracts has an additional reason added for granting a contract extension at 14.22 and 14.2.3.

3. Identification of Options

- 3.1 Option 1: To approve the changes proposed as part of the Review of the Constitution 2018 - Senior Management Restructure from 1 January 2019 as submitted.
- 3.2 Option 2: To not approve the changes as part of the Review of the Constitution 2018 - Senior Management Restructure from 1 January 2019 as submitted.
- 3.3 Option 3: To approve in part the proposed changes as part of the Review of the Constitution 2018 - Senior Management Restructure from 1 January 2019.

4. Evaluation of Options

- 4.1 Option 1 is the preferred option as it enables the efficient operation of the authority to continue.
- 4.2 Option 2 is not the preferred option as it will significantly impede the day-to-day operation of the authority as the Constitution will no longer reflect the approved Chief Officer structure and will not be able to operate as a definitive reference for officers.
- 4.3 Option 3 is not recommended as it will not be possible for the Governance Committee or the Council to make any significant changes to the proposals at their meeting. Should members be minded to pursue this option they would need to instruct the Monitoring Officer as to their wishes and require him to report to future meetings of the Governance Committee and the Council.

5. Resource Implications

There are no resource implications arising from the Review of the Constitution.

6. **Appendices**

Governance Committee:

Appendix 1 – Draft track change Constitution of the Council (Version 22) (electronic version of the agenda only)

7. **Background Papers**

Draft Constitution of the Council (Version 22)

Local Government Act 2000 and the regulations made under that Act

Contact Officers: Rebecca Brough, Democratic Services Manager, ext. 2304

David Randall, Director of Governance and Monitoring Officer, ext. 2141

Harvey Rudd, Solicitor to the Council and Monitoring Officer, ext. 2321

Subject: FLEXIBLE RETIREMENT OF A CHIEF OFFICER

Meeting and Date: Council – 30 January 2019

Report of: Louise May, Head of Governance

Classification: Unrestricted

Purpose of the report: This report seeks approval of minor changes to the Chief Officer (CMT) structure and the flexible retirement of a Chief Officer

Recommendation:

1. Council approves the reduction of the Corporate Management Team from 3 FTE to 2.8 FTE
2. Council approves the flexible retirement request of the Chief Executive with effect from 1 April 2019, pursuant to the Local Government Pension Scheme Regulations 2013, Reg. 30(6) and in accordance with the Council's Pension Discretion Policy Statement

1. Summary

- 1.1 Following a request for flexible retirement from the Chief Executive, this report seeks approval to reduce the Council's Corporate Management Team (CMT) from 3 FTE to 2.8 FTE. The Council is further asked to approve the flexible retirement request of the Chief Executive. This is pursuant to the Local Government Pension Scheme Regulations 2013, reg. 30(6) and in accordance with the Council's Pension Discretion Policy Statement. This request will result in no detrimental effect on the overall service delivery and will result in a budget saving.
- 1.2 Article 12 of the Constitution, identifies the Council's Chief Officers. Section 4 of Local Government and Housing Act 1989, (which defines the functions of the Head of Paid Service) is reflected in the Council's Constitution at Article 12.02. This requires the Head of Paid Service to report to the full Council on the number and grade of staff required by the authority to discharge the Council's functions.
- 1.3 In addition, the Council should note that the Chief Executive is designated as the Head of Paid Service. This is a statutory role with functions as described in Article 12.02 of the Council's Constitution and section 4 Local Government and Housing Act 1989.

2. Introduction and Background

- 2.1 The Council's Corporate Management Team is currently made up of 3 FTE. The proposed changes would see a reduction in the CMT from 3 FTE to 2.8 FTE, with the Chief Executive proposing to undertake his role on the basis of 30 hours per week (4 days a week).

The Concept of Flexible Retirement

- 2.2 The concept of flexible retirement was introduced into the LGPS 2006. The intention was to facilitate employers in retaining the skills of an existing employee (albeit that might be on a reduced hours basis) whilst upskilling other employees to build greater resilience. The LGPS rules permit flexible retirement where the scheme member (with their employer's consent) reduces their hours of employment of the job they continue to hold, and/or move to a lower graded post.

3. Flexible Retirement Request of the Chief Executive

- 3.1 As outlined above, the Council is asked to approve the flexible retirement of the Chief Executive. This request is in accordance with the Council Pension Discretion Policy Statement, which sets out criteria to be taken into account when considering the request. The Policy Statement requires that the Council will only approve requests where:
- It is in their interests to do so
 - There will be no detrimental effect on the service
 - The costs are affordable or where there are likely to be costs savings achieved as a result of the proposal (see resources section below).
- 3.2 The Pension Discretion Statement also states that the request should typically involve a reduction of at least 20% in salary (either through reduced hours or responsibility). Employees can choose to draw all of their pension benefits or defer payment of all or part of the part of their fund which has accrued since 1 April 2008.
- 3.3 In this case, the Chief Executive wishes work 30 hours per week, which is a reduction from 5 to 4 days a week. This will result in a 20% reduction in salary. The Chief Executive has requested only to draw his pre-2008 benefits and defer all of benefits accrued since 1 April 2008. The costs to the Council associated with this are minimal and are detailed below at paragraph 6.
- 3.4 As Council will be aware, a recent senior management restructure within the establishment has taken place, following the agreed retirement of the Director of Governance. Whilst this has seen a reduction in the Corporate Management Team, there has been a strengthening of the structure at operational management level. The proposed flexible retirement of the Chief Executive will offer further budget savings but whilst retaining his expertise and experience to enable succession planning and development of the next generation of CMT.
- 3.5 The Chief Executive accepts that his role is not one which is strictly carried out on a 5 day a week basis in any event and that he will continue to be available as and when is necessary, despite the formal reduction in his hours.

Head of Paid Service

- 3.6 As stated above, the Chief Executive is designated as the Council's Head of Paid Service. The Council is legally required to designate an officer in this role by section 4 of the Local Government & Housing Act 1989. There is no legal requirement for the Head of Paid Service to be employed on a full time basis and the proposed reduction

in hours of the Chief Executive will not result in any change to the way that he discharges his functions as Head of Paid Service.

4. Identification of Options

- 4.1 The proposed flexible retirement of the Chief Executive can be seen as beneficial, allowing the Council to retain the skills of a highly skilled and valued employee (albeit on a reduced hours basis) whilst building up the skills and experience of others within the Council. It is also recognised that a benefit for the Chief Executive is a work/life balance which is better suited to his personal circumstances.
- 4.2 In view of the Chief Executive's intention to remain available as and when it is necessary and the recent redistribution of Electoral Services to sit under the Head of Governance (thus reducing his direct reports), it is not considered that there is any need for further redistribution of his functions and responsibilities across the other Directors at this time.
- 4.3 Therefore the options for the Council are:
 - (a) To approve the reduction of the Corporate Management Team from 3 FTE to 2.8 FTE and to approve the flexible retirement request made by the Chief Executive. This is the preferred option.
 - (b) To refuse the request for flexible retirement made by the Chief Executive. This is not the preferred option.

5. Evaluation of Options

- 5.1 As detailed above, the proposed flexible retirement of the Chief Executive will not result in any detrimental effect on service delivery. Over a three year period the proposal will result in a saving of approximately £100k, with costs as detailed in paragraph 6.1 below, and would therefore fall within the "affordable" range as stated in the Council's Pension Discretion statement. Furthermore, the flexible retirement of the Chief Executive allows the Council to retain his skills whilst upskilling other Council staff and therefore making provision for succession planning for the future.

6. Resource Implications

- 6.1 The actuarial strain to the Council of enabling the flexible retirement request is forecast to be a one-off cost of £35k (as provided by the Kent pension scheme). The reduction in hours will result in an annual saving (including on-costs, car allowances, etc.) of £34k. The proposal will therefore result in a £67k saving over a 3 year period.

7. Corporate Implications

- 7.1 Comment from the Section 151 Officer (linked to the MTFP): Finance has been consulted on this report and has no further comments to add. (HL)
- 7.2 Comment from the Solicitor to the Council: The Head of Governance has been consulted during the preparation of this report and has no further comment.
- 7.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications however in discharging their duties members are required to

comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>.

8. **Appendices**

Appendix 1: Pension Discretions Policy Statement

9. **Background Papers**

Constitution of this Council – Article 12 and Officer Employment Procedure Rules

Local Government and Housing Act 1989

Contact Officer: Louise May, ext 42328.

Pension Discretions Policy Statement

The Local Government Pension Scheme Regulations 2013

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014

1. This policy statement is made in accordance with Paragraph 60 of the Local Government Pension Scheme Regulations 2013 ('the 2013 Regulations') and Paragraph 2(2) of Schedule 2 of The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 ("the 2014 Regulations"). It sets out how the Council will apply the discretionary provisions available within those Regulations. The policy is applicable to employees, not to Councillors. This policy will be reviewed annually. If the Council decides to change its policy, it will publish a statement of the amended policy within one month of the date of its decision.
2. The Council has separate Policy statements for exercising discretions pursuant to:
 - 2.1 regulation 66 of the Local Government Pension Scheme 2008 which is applicable to leavers between 1 April 2008 and 31 March 2014;
 - 2.2 regulation 106 of the Local Government Pension Scheme Regulations 1997 which is applicable to leavers between 1 April 1998 and 31 March 2008;
 - 2.3 regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006;
3. In formulating and reviewing its policy, the Council:
 - 3.1 has regard to the extent to which the exercise of their discretionary powers, unless properly limited, could lead to a serious loss of confidence in the public service; and
 - 3.2 is satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

Purpose of Policy

4. This policy aims to provide fairness and consistency in situations where the Council is considering cases of flexible retirement and increasing pension benefits.
5. **Flexible retirement – Regulation 30(6) of 2013 Regulations**
 - 5.1 The LGPS allows flexible retirement from age 55 with the payment of all or part of accrued pension benefits in situations where the employer agrees to the hours of work or the level of responsibility being reduced and to the release of pension benefits. In most cases pension benefits will be reduced if taken before normal retirement age.
 - 5.2 Flexible retirement can benefit both the employee through enabling a gradual adjustment to retirement and the Council through the ability to retain valuable experience and knowledge and increase the opportunity for succession planning.
 - 5.3 The Council will consider all requests for flexible retirement in response to written requests from eligible employees.
 - 5.4 The Council will approve requests only where it is in their interest to do so, where there will be no detrimental effect on the service and where the costs

are affordable or where there are likely to be costs savings achieved as a result of the proposal:

- A request should typically involve a reduction of at least 20% in salary either through reduced hours or level of responsibility.
- The employee's contract of employment will be amended by mutual agreement to reflect the new hours or grade, as agreed, and continuity of service will be preserved.
- Employees may draw their accrued pension benefits, subject to any actuarial reduction, and continue to pay into the Pension Scheme with a new fund until the age of 75.
- Employees can choose to draw all of their pension benefits or defer payment of all or part of the part of their fund which has accrued since 1 April 2008.
- Any request for flexible retirement will be considered by the Director of Governance together with the Director of Finance, Housing and Community, in consultation with EK Human Resources.

6. **Early payment of pension – Regulation 30(5) of the 2013 Regulations**

- 6.1 For the avoidance of doubt, in accordance with regulation 30(5) of the 2013 Regulations, employees can retire from age 55 without employer consent and receive immediate payment of their pension benefits. However the pension benefits payable will be subject to an actuarial reduction to allow for early payment unless Regulation 30(7) is applicable (redundancy or business efficiency termination of employment) or a waiver has been agreed in accordance with Regulation 30(8).

7. **Discretion to 'switch on' of 85 Year Rule for 55 – 60 year olds – Paragraph 1(1)(c) Schedule 2 of 2014 Regulations**

- 7.1 It is not the general policy of Dover District Council to 'switch on' the 85 year rule under this regulation. However, consideration may be given in the following circumstances:
- Where there is a demonstrable benefit to the authority;
 - Where the request may facilitate further changes within the organisation which could lead to savings in the future;
 - Where the employee requests a waiver on compassionate grounds. To be considered under compassionate grounds, the circumstances must be exceptional and not reasonably expected to prevail
- 7.2 Any request under this regulation will be considered by the Director of Governance together with the Director of Finance, Housing and Community, in consultation with EK Human Resources.

8. **Waiver of Actuarial Reduction – Regulation 30(8) of 2013 Regulations**

- 8.1 It is not the general policy of Dover District Council to waive any actuarial reductions required by regulations 30(5) or 30 (6) (early payment of benefits or flexible retirement). However, consideration may be given in the following circumstances:
- Where there is a demonstrable benefit to the authority;
 - Where the employee requests a waiver on compassionate grounds. To be considered under compassionate grounds, the circumstances must be exceptional and not reasonably expected to prevail

- Any request under this regulation will be considered by the Director of Governance together with the Director of Finance, Housing and Community, in consultation with EK Human Resources.

9. **Awarding additional Pension – Regulation 31 of 2013 Regulations**

- 9.1 It is not Dover District Council's policy to make use of the provision to award additional pension under this regulation. However, there may be exceptional circumstances where there is a demonstrable benefit to the authority. The maximum figure as at 1 April 2014 is £6,500 and increases annually in accordance with the regulations.
- 9.2 Any consideration of such an award will be made by the Director of Governance and the Director of Finance, Housing and Community, in consultation with EK Human Resources.

10. **Awarding additional pension contributions – Regulations 16(2)(e) and 16(4)(d) of 2013 Regulations**

- 10.1 It is not Dover District Council's policy to fund additional pension contributions, except in circumstances where they are required to do so by Regulations.

11. **Contributions – Regulations 9(1) & (3) of 2013 Regulations**

- 11.1 Dover District Council will make changes to employee contribution rates throughout the year from the effective date of any change in employment or material change to the rate of pensionable pay received.

12. **Shared Cost AVCs – Regulation 17(1) of 2013 Regulations**

- 12.1 It is not the policy of Dover District Council to operate a shared cost AVC scheme for employees.

13. **Merging of Deferred Member Pension Accounts with Active Member Pension Account Regulation 22(7) and 22(8) of 2013 Regulations**

- 13.1 If a scheme member wishes to aggregate the most recent of their periods of previous scheme membership with their current membership, it is the policy of Dover District Council that the election must be made within 12 months of the Pension Section being notified that the employee has again become an active member.

14. **Applications for Adjudication of Disagreements – Regulation 74 of 2013 Regulations**

- 14.1 Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:
- (a) a decision under regulation 72 (first instance decisions); or
 - (b) any other act or omission by a Scheme employer or administering authority,
- and to make a decision on such applications.

14.2 Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with “the adjudicator” as named at 14.3 below by the Scheme employer

14.3 For Dover District Council, the appointed adjudicator is:

| | |
|--------------|--|
| Name | Mr Yunus Garja |
| Full Address | Pension Section Invicta House County Square Maidstone Kent ME14 1XX |

15. **Inward Transfers of Pension Rights – Regulation 100(6) of 2013 Regulations**

15.1 If a scheme member wishes to transfer any pension benefits they have built up in other schemes to the Local Government Pension Scheme, it is Dover District Council's policy that this election must be made within 12 months of the Pension Section being notified that the employee has become an active member of the Kent Scheme.

16. **Chief Officers**

16.1 Any application by a Chief Officer of the Council (as defined within Article 12.01(b) of the Council's Constitution) for the exercise of a discretion under this policy will be referred to General Purposes Committee for a decision.

17. **Review of Policy**

17.1 This Policy will be reviewed annually by the Director of Governance in consultation with EK Human Resources.

17.2 Minor amendments to this policy, for example to reflect changes to legal requirements, may be made by the Director of Governance. Substantial changes will be referred to General Purposes Committee for approval.

COUNCIL – 30 January 2019

Questions Raised on Notice by Members

(a) To Chairmen/Vice-Chairmen of Committees

There were no questions received for Chairmen/Vice-Chairmen of Committees.

(b) To the Executive

To receive answers in respect of questions from Members of the Council to a Member of the Executive asked in accordance with Rule 12 of the Council Procedure Rules.

(1) Councillor M R Eddy will ask the Leader of the Council, Councillor K E Morris:

“A number of constituents in the Mill Hill ward have raised with me the need to reverse the decision of the former Home Secretary, Amber Rudd, not to hold a public inquiry in to the events surrounding the picketing of the Orgreave coking plant in 1984. Will the Leader of the Council write to the present Home Secretary requesting that a public inquiry be established to examine the events at Orgreave, in which some 200 Kent mine workers, mainly from this district, were involved; the decisions that led up to those events; and the way in which those events were presented in the aftermath of the events.”

(2) Councillor P Walker will ask the Portfolio Holder for Access and Licensing, Councillor N J Collor:

“Can the Portfolio Holder for Access and Licensing outline to the Council the discussions held between the Council, the builders and/or operators of the Dover District Leisure Centre, and Stagecoach regarding the provision of bus services to and from the Centre, the town centres and other significant settlements like Aylesham, Shepherdswell, Eythorne and Eastry?”

(3) Councillor P Walker will ask the Portfolio Holder for Access and Licensing, Councillor N J Collor:

“Can the Portfolio Holder for Access and Licensing inform the Council of the success or otherwise of the trial run of 150 HGVs from Manston to Dover on Monday 7 January and does he consider that the movement of the equivalent of the cargo of two ferries is an adequate trial?”

(4) Councillor M R Eddy will ask the Portfolio Holder for Property Management and Environmental Health, Councillor T J Bartlett:

“Could the Portfolio Holder for Property Management and Environmental Health update the Council on the progress being made to bring the triangular open space in Freemans Way into use for the public benefit of the people of the Mill Hill ward in particular and the people of Deal in general?”

- (5) **Councillor M R Eddy will ask the Portfolio Holder for Environment, Waste and Health, Councillor N S Kenton:**

“What steps is the Portfolio Holder for Environment, Waste and Health taking to ensure that this Council adopts zero-carbon policies across the functions of the Council and among its suppliers?”

- (6) **Councillor M R Eddy will ask the Leader of the Council, Councillor K E Morris:**

“Given the fact that the Secretary of State for Work and Pensions has radically reduced the roll-out of Universal Credit, can the Leader of Council inform members of what action he, or other Portfolio Holders or officers of the Council have taken to inform the Secretary of State for Work and Pensions of the impact of the imposition of Universal Credit on the people of this district?”

- (7) **Councillor P Walker will ask the Leader of the Council, Councillor K E Morris:**

“A recent press report revealed that the rough sleeper count for 2018 recorded 20 of our fellow human beings sleeping on the streets, an unenviable record figure, compared to last year (14) and previous years in single figures. How does the Leader of the Council reconcile this with his various statements that tackling homelessness was his top priority?”

- (8) **Councillor A S Pollitt will ask the Portfolio Holder for Housing and Homelessness, Councillor P M Beresford:**

“It was reported in the BBC news on the 11th of January that four Councils in East Kent, including DDC, will have to take on extra staff to combat the effects of Universal Credit, could the Portfolio Holder for Housing and Homelessness inform the Council how many staff will be need to be hired and what the cost will be?”

- (9) **Councillor P M Brivio will ask the Portfolio Holder for Access and Licensing, Councillor N J Collor:**

“Would the Portfolio Holder for Access and Licensing consider DDC introducing Traffic Regulation Orders to prevent parking on pavements as Canterbury City Council have done in areas that their authority cover?”

- (10) **Councillor A M Napier will ask the Portfolio Holder for Environment, Waste and Health, Councillor N S Kenton:**

“Can the portfolio holder for Environment, Waste and Health tell us what monitoring is currently being carried out on the air quality at the Port of Dover?”

- (11) **Councillor L A Keen will ask the Portfolio Holder for Access and Licensing, Councillor N J Collor:**

“What progress has been made on ensuring that public transport from Aylesham and the rural villages to the new DDC Leisure Centre will be available from day one of opening?”

(12) Councillor L A Keen will ask the Portfolio Holder for Access and Licensing, Councillor N J Collor:

“Network rail has included Aylesham on a list of stations to be considered for disabled access provision. What action is DDC taking to ensure that Aylesham Railway station is actually approved for these works to definitely be carried out at this station, especially given the current building programme of 1400 houses?”

(13) Councillor B Gardner will ask the Portfolio Holder for Property Management and Environmental Health, Councillor T J Bartlett:

“Can the portfolio holder for Environmental Health and Property Management please inform the council what concessions are going to be offered at the new Leisure centre to residents of the district that currently receive concessions?”

(14) Councillor B Gardner will ask the Leader of the Council, Councillor K E Morris:

“Following the regrettable announcement made by Marks and Spencer’s to close their shop in Deal High St, can I ask the Leader of the Council what steps he has taken to try to get M&S to reverse this decision, which may have a massive effect on trading in Deal High St.”

COUNCIL – 30 January 2019

Motions on Notice by Members

(1) In accordance with Council Procedure Rule 13, Councillor P Walker will move:

“While this Council welcomes the aspirations of the NHS Plan, published on 7 January, it is concerned that those aspirations will be undermined by the continuing problems of adequate staffing levels, pressures, and our communities' needs. A current local example is the closure of the Eastry GP surgery and the merger of the two Sandwich surgeries. Council calls on the Leader to write to the Secretary of State for Health expressing Council's opposition to the closure of the Eastry surgery, and any other existing surgery in this district, as such closures undermine the aspirations of the NHS Plan.”

(2) In accordance with Council Procedure Rule 13, Councillor P J Hawkins will move:

“Other Councils are buying properties on new developments in our district to house people on waiting lists. This Council agrees to purchase similar properties within the district to house those on our waiting list and the homeless.”

(3) In accordance with Council Procedure Rule 13, Councillor B Gardner will move:

“This council is very concerned about the travel plan that is proposed for the new DDC Leisure Centre at Whitfield. This is nothing like what was promised by the previous leader of the council when the project was first mooted.”