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22 July 2020

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **COUNCIL** on Wednesday 22 July 2020 at 6.00 pm, the following reports that were unavailable when the agenda was printed.

- 9 **REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS 2020-21**
(Pages 2 - 6)

The attached document contains the nominations of the two political groups for seats on committees of the council.

- 14 **REVIEW OF THE CONSTITUTION 2019-20** (Pages 7 - 10)

The updated Cabinet portfolios are attached. These replace the version currently in the draft of the Review of the Constitution.

Yours sincerely

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

Chief Executive



CABINET AND COMMITTEE APPOINTMENTS 2020/21

CHAIRMAN AND VICE-CHAIRMAN OF THE COUNCIL

1	Chairman	To be elected at Annual Council
2	Vice-Chairman	To be elected at Annual Council

LEADER AND CABINET (& SHADOW CABINET)

		Cabinet	Shadow Cabinet
	Leader	T J Bartlett	K Mills
	Deputy Leader	M J Holloway	P M Brivio
1	Inward Investment and Tourism	M J Holloway	S J Jones
2	Environment and Corporate Property	O C de R Richardson	E A Biggs
3	Housing and Health	D P Murphy	P M Brivio
4	Planning and Regulatory Services	N S Kenton	D G Cronk
5	Finance, Governance and Digital	C A Vinson	S H Beer
6	Transport, Licensing and Community	N J Collor	L A Keen

LEAD MEMBERS (AND SHADOW LEAD MEMBERS)

	Portfolio	Conservative (CON)	Labour (LAB)
1	Inward Investment and Tourism	J Rose	-
2	Environment and Corporate Property	P D Jull	J P Haste
3	Housing and Health	-	H M Williams
4	Planning and Regulatory Services	D G Beaney	J P J Burman
5	Finance, Governance and Digital	M Rose (Digital Champion)	C F Woodgate
6	Transport, Licensing and Community	M Bates	-

DOVER JOINT TRANSPORTATION BOARD (7 seats)*

	CON (4)	LAB (3)	NAM (0)
1	J S Back	E A Biggs	
2	M Bates	D G Cronk	
3	M J Holloway	J P Haste	
4	N S Kenton		

(*) Chairman and Vice-Chairman are appointed on an alternating basis by Dover District Council (Cabinet) and Kent County Council. For 2020/21 the Cabinet will appoint the Chairman of the Dover Joint Transportation Board.

	KCC Representatives (7)	KALC Representatives (2) (non-voting)	Town Council Reps (3) (non-voting)
1	T A Bond	K Gowland (KALC)	P M Brivio (Dover)
2	P M Beresford	A Minns (KALC)	B W Bano (Deal)
3	S S Chandler		P I Carter (Sandwich)
4	N J Collor		
5	G Lymer		
6	S C Manion		
7	D P Murphy		

EAST KENT SERVICES COMMITTEE (2 seats)*

	CON (2)	LAB (0)	NAM (0)
1	T J Bartlett		
2	M J Holloway		

(*) Political balance requirements do not apply to EKSC. Nominees must be Executive members.

EAST KENT SERVICES COMMITTEE NAMED SUBSTITUTES (2)*

	CON (2)	LAB (0)	NAM (0)
1	N J Collor		
2	D P Murphy		

(*) Two named substitutes from the Executive (Cabinet) can be appointed.

ELECTORAL MATTERS COMMITTEE (5 seats)

	CON (3)	LAB (2)	NAM (0)
1	T J Bartlett	P M Brivio	
2	S S Chandler	K Mills	
3	P D Jull		

GENERAL PURPOSES COMMITTEE (5 seats)

	CON (3)	LAB (2)	NAM (0)
1	T A Bond	P M Brivio	
2	P D Jull	K Mills	
3	C A Vinson		

GOVERNANCE COMMITTEE (7 seats)

	CON (4)	LAB (2)	NAM (1)
1	D Hannent	S H Beer	P Walker
2	P D Jull	S J Jones	
3	S S Chandler		
4	J Rose		

JOINT STAFF CONSULTATIVE FORUM (5 seats + 5 staff)

	CON (3)	LAB (2)	NAM (0)
1	P D Jull	J P Haste	
2	D G Beaney	L A Keen	
3	C A Vinson		

The Joint Staff Consultative Forum is responsible for electing its Chairman and Vice-Chairman. In addition, there are 5 Staff Representatives are also appointed from Unison & GMB.

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

	CON (3)	LAB (2)	NAM (0)
1	P D Jull	J P Haste	
2	D G Beaney	L A Keen	
3	C A Vinson		

The Joint Health, Safety and Welfare Consultative Forum is responsible for electing its Chairman and Vice-Chairman. In addition, there are 5 Staff Representatives are also appointed from Unison & GMB.

LICENSING COMMITTEE (15 seats)*

	CON (9)	LAB (6)	NAM (0)
1	M Bates	P M Brivio	
2	D G Beaney	D G Cronk	
3	T A Bond	J P Haste	
4	D Hannent	L A Keen	
5	P D Jull	K Mills	
6	S C Manion	C D Zosseder	
7	D P Murphy		
8	O C de R Richardson		
9	R S Walkden		

() This committee does not have to be political balanced. The Committee is responsible for electing its own Chairman and Vice-Chairman.*

PLANNING COMMITTEE (10 seats)

	CON (6)	LAB (4)	NAM (0)
1	J S Back	E A Biggs	
2	M Bates	J P J Burnham	
3	D G Beaney	D G Cronk	
4	T A Bond	H M Williams	
5	O C de R Richardson		
6	R S Walkden		

REGULATORY COMMITTEE (5 seats)

	CON (3)	LAB (2)	NAM (0)
1	D P Murphy	P M Brivio	
2	O C de R Richardson	S J Jones	
3	R S Walkden		

OVERVIEW AND SCRUTINY COMMITTEE (10 seats)

	CON (6)	LAB (3)	NAM (1)
1	M Bates	S H Beer	P Walker
2	T A Bond	H M Williams	
3	S C Manion (Spoke)	C D Zosseder	
4	J Rose		
5	M Rose		
6	R S Walkden		

- *The Chairman and Vice-Chairman of the Council and Cabinet Members cannot serve on scrutiny.*
- *In accordance with the Constitution, the Overview and Scrutiny Committee will be chaired by a councillor who is not a member of the largest group on the Council.*

COMMITTEE CHAIRMEN AND VICE-CHAIRMEN

Committee Name	Chairman	Vice-Chairman
Dover Joint Transportation Board	J S Back	S C Manion (KCC)
Electoral Matters Committee	T J Bartlett	S S Chandler
General Purposes Committee	P D Jull	T A Bond
Governance Committee	D Hannent	S S Chandler
Joint Staff Consultative Forum	Elected by Forum	Elected by Forum
Joint Health, Safety & Welfare Consultative Forum	Elected by Forum	Elected by Forum
Licensing Committee	Elected by Committee	Elected by Committee
Overview and Scrutiny Committee	C D Zosseder	S H Beer
Planning Committee	J S Back	R S Walkden
Regulatory Committee	D P Murphy	O C de R Richardson

SPOKESPERSONS

Committee Name	Spokesperson	Deputy Spokesperson (if applicable)
Planning Committee	D G Cronk	Not applicable
Overview and Scrutiny Committee	S C Manion	-

B. Description of Portfolios

Each member of the executive has a portfolio and the following parts set out a description of each portfolio together with its overall scope and responsibilities.

Portfolio: Leader of the Council

The Leader of the Council provides strategic and political leadership to the authority, and leads in its relations with government, other public bodies, partner organisations and the media and is responsible for encouraging and promoting the prosperity of the District by developing local entrepreneurship, inward investment and community regeneration.

The Council is required to operate a 'strong leader' model and executive authority rests with the Leader of the Council. The Leader has presently delegated functions to members of the executive to the extent necessary to permit collective decision making by the executive.

Main Areas of Responsibility

- Leadership
- Policy co-ordination and development
- Communications
- Corporate Plan
- Economic Development
- Green Commitment

Portfolio: Deputy Leader

The Deputy Leader supports the Leader, including if for any reason the Leader is unable to act or the office of the Leader is vacant, acting in the Leader's place.

Main Area of Responsibility

- Political Management Processes

(Note: Under the current executive structure the Portfolio of the Deputy Leader is held in conjunction with another Portfolio.)

Portfolio 1: Transport, Licensing and Community

The Portfolio Holder for Transport, Licensing and Community is responsible for:

- Monitoring the provision of transport services
- Overseeing licensing for taxis, public entertainment and other areas subject to legislation
- Parking and Highways (where the latter falls within the remit of the Council)
- Ensuring that good quality transport services are accessible to all people within the District
- Promoting good quality events management

- Encouraging good standards of public behaviour, acting to ensure that enforcement action is taken against anti-social behaviour
- Kent County Council lead
- Promoting a culture of pride and community spirit in the District

Main Areas of Responsibility

- Transport
- Licensing Policy – all Acts
- Parking
- Events Management (including Open Golf Championship)
- Kent County Council lead
- Maintaining good relations with Kent Police and Kent's Police and Crime Commissioner
- Crime Reduction
- Children and Young People
- Community Safety and Engagement
- Voluntary Sector
- CCTV

Portfolio 2: Planning and Regulatory Services

The Portfolio Holder for Planning and Regulatory Services is responsible for:

- Improvement to the built and natural environment and conserving the heritage of the District
- Ensuring that waste and pollution is minimised and that waste produced is recycled or reused as much as possible
- Safeguarding the health of the District, including the environmental health function of the Council.
- Ensuring up to date and relevant planning policies

Main Areas of Responsibility

- Development Control
- Forward Planning
- Local Plan
- Core Strategy
- Environmental and Public Protection
- Environmental Enforcement
- Port Health
- Corporate Health and Safety
- Private Sector Housing
- Planning Enforcement
- Waste Services
- Air, Water and Land Quality
- Nuisance (noise, dust, etc.)
- Accumulations
- Dog and Pest Control
- Food Safety

- Health and Safety
- Infectious Disease Control
- Port Health
- Smoke Free Enforcement

Portfolio 3: Environment and Corporate Property

The Portfolio Holder for Environment and Corporate Property is responsible for:

- Managing the Council's assets and property
- Encouraging, sporting and leisure activities, as well as acting as a champion for vulnerable, disadvantaged, disabled and elderly people within the District
- To act as the Council's Armed Forces Champion

Main Areas of Responsibility

- Corporate Property
- Asset Management
- Architecture and Surveying
- Valuation and CPS
- Building Control
- Leisure Services
- Deal Pier
- Parks and Open Spaces
- Natural Environment
- Public Conveniences
- Armed Forces Champion

Portfolio 4: Finance, Governance and Digital

The Portfolio Holder for Finance, Governance and Digital is responsible for:

- Ensuring the effective management and use of the Council's finances, revenue income, non-staff resources and other assets
- Co-ordinating the delivery of the Capital Programme
- Ensuring that the Council performs to a high standard in accordance with good governance and equality-related principles and that these areas are monitored effectively
- Ensuring that the Council maintains good relations with its staff
- Supporting the Council's culture of customer care in its delivery of services
- Ensuring the effective use of information technology

Main Areas of Responsibility

- Finance
- Revenue
- Capital Programme and Prudential Borrowing Code
- Property Investment
- Performance Management and Monitoring
- Corporate Governance
- Corporate Support Services – Audit, Legal and Democratic Services

- Equalities and Diversity
- Human Resources
- Digital Services
- Relations with Trade Unions
- Customer Services and Revenues & Benefits

Portfolio 5: Inward Investment and Tourism

The Portfolio Holder for Inward Investment and Tourism has a wide-ranging brief related to the promoting the district as a destination for inward investment and tourism. The Portfolio Holder is also responsible for:

- Monitoring the accessibility and acquisition of skills and training by all age groups in the District
- Promoting the district as a destination for inward investment and tourism

Main Areas of Responsibility

- Tourism
- Museum Services
- Heritage
- Arts and Culture
- Lifelong Learning
- Skills and Training including relations with training-related bodies

Portfolio 6: Housing and Health

The Portfolio Holder for Housing and Health is responsible for:

- Ensuring that the future housing needs of the District are met, and that current housing stock is of a decent standard
- Overseeing the Council's relationship with tenants and private sector landlords
- Partnership working with a range of bodies involved in the provision of (or with an interest in) health services in Kent, including work through the Health and Wellbeing Board
- The Council's response to the public health directive of the Local Government and Public Involvement in Health Act 2007

Main Areas of Responsibility

- Strategic Housing
- Local Authority Housing
- Landlord and Tenants
- Homelessness Prevention
- Lead for the council's relationship with East Kent Housing