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21 May 2021

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** on Monday 24 May 2021 at 6.00 pm, the following reports that were unavailable when the agenda was printed.

4 **MINUTES** (Pages 2 - 15)

To confirm the Minutes of the meeting of the Committee held on 8 March 2021 and 19 April 2021.

8 **SCRUTINY WORK PROGRAMME** (Pages 16 - 23)

An updated work programme is attached.

Yours sincerely

A handwritten signature in dark ink, appearing to read "N. Smith", written over a horizontal line.

Chief Executive

Minutes of the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** held as a Teams Live Events remote meeting on Monday, 8 March 2021 at 6.00 pm

Present:

Chairman: Councillor C D Zosseder

Councillors: S H Beer
M Bates
T A Bond
S C Manion
J Rose
R S Walkden
P Walker
H M Williams

Also Present: Councillor N J Collor (Portfolio Holder for Community, Transport and Licensing)
Councillor M J Holloway (Portfolio Holder for Inward Investment and Tourism)
Chief Inspector Dan Carter (Dover District Police Commander)
Inspector Fred McCormack (Dover Community Safety Unit)

Officers: Strategic Director (Corporate Resources)
Strategic Director (Operations and Commercial)
Head of Assets and Building Control
Head of Community and Digital Services
Head of Housing
Head of Inward Investment and Tourism
Head of Leadership Support
Community Services Manager
Democratic Services Manager

96 APOLOGIES

There were no apologies for absence received.

97 APPOINTMENT OF SUBSTITUTE MEMBERS

The Democratic Services Manager advised that no notice had been received for the appointment of substitute members.

98 DECLARATIONS OF INTEREST

Councillor S C Manion declared a Disclosable Pecuniary Interest (DPI) in Minute No. 107 (Homelessness and Eviction Update) by reason of his being a private landlord and stated his intention to withdraw from the meeting for the consideration of that item of business.

99 MINUTES

The Minutes of the meetings held on 11 January 2021 and 8 February 2021 were approved as a correct record to be signed by the Chairman.

100 DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

The decisions of the Cabinet relating to recommendations made by the Overview and Scrutiny Committee at its meeting held on 1 March 2021 were noted.

101 ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, OR ANOTHER COMMITTEE

The Democratic Services Manager advised that there were no issues referred to the Committee by Council, Cabinet or another Committee.

102 NOTICE OF FORTHCOMING KEY DECISIONS

The Democratic Services Manager presented the Notice of Forthcoming Key Decisions to the Committee for its consideration.

Members identified the following items for inclusion within the work programme:

- Approval of a draft Dover Homelessness and Rough Sleeping Strategy for consultation (key decision number 22)

There being no dissent indicated, it was agreed that the Notice of Forthcoming Key Decisions be noted subject to the inclusion of the key decision number 22 (approval of a draft Dover Homelessness and Rough Sleeping Strategy for consultation) in the work programme.

103 SCRUTINY WORK PROGRAMME

The Democratic Services Manager presented the Overview and Scrutiny Work Programme to the Committee for its consideration.

Members identified the following items for inclusion in the work programme:

- Councillor T A Bond requested that an item be included in respect of rubbish on the streets, Public Rights of Way and beaches. He expressed concern that despite the council's best efforts the situation was deteriorating and that this needed to be addressed or it would impact on tourism.
- Councillor C D Zosseder requested that an item be included in respect of rural car parking charges following on from discussions.

Councillor S H Beer requested that items 6 (community engagement and consultation) and 7 (Explanation of Parking Policy and Future Plans) be deleted from the work programme.

There being no dissent indicated, it was agreed that the work programme be noted subject to the inclusion of items on (a) rubbish on the streets; (b) Public Rights of Way and beaches and rural car parking charges and the deletion of items 6 (community engagement and consultation) and 7 (Explanation of Parking Policy and Future Plans).

104 PUBLIC SPEAKING

The Democratic Services Manager advised that no members of the public had registered to speak on items on the agenda to which the public speaking protocol applied.

105 VARIATION TO THE ORDER OF BUSINESS

The Chairman requested that the order of business be varied so as to take the items on the Exclusion of the Press and Public and the Future of the Co-Innovation Centre (Former Co-Op Store) as the next items of business.

There being no dissent it was agreed to vary the order of business.

106 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor C D Zosseder, duly seconded by Councillor S C Manion 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.

107 FUTURE OF CO-INNOVATION CENTRE (FORMER CO-OP STORE), CASTLE STREET, DOVER

The Head of Inward Investment and Tourism presented the report on the Future of the Co-Innovation Centre (Former Co-Op Store), Castle Street, Dover.

At the invitation of the Chairman, the Portfolio Holder for Inward Investment and Tourism, Councillor M J Holloway, was present at the meeting.

Members considered the report.

RESOLVED: That it be recommended to the Cabinet that decision CAB102 be endorsed as followed:

- (a) That the lease arrangements for the Co-Innovation site should not be continued beyond 22 August 2021.
- (b) That the Strategic Director (Operations and Commercial) be authorised to invite tenders and award a contract for the demolition of the building.
- (c) That market opportunities and expressions of interest for the permanent use of the site be considered.
- (d) Arrangements for an interim use of the cleared site pending a permanent use be prepared, should this be necessary.

108 RE-ADMISSION OF THE PRESS AND PUBLIC

There being no dissent it was agreed to re-admit the press and public to the meeting.

The Head of Community and Digital Services introduced the update for the Overview and Scrutiny Committee. He was accompanied by the Community Services Manager, Chief Inspector Dan Carter (Dover District Police Commander) and Inspector Fred McCormack (Dover CSU).

In addition, the Portfolio Holder for Community, Transport and Licensing was present.

The presentation covered the following points:

- Dover Community Safety Partnership 3 Year Plan 2020-2023
- The Year of Challenge – Covid 19 and EU Transition
- Kent Police and DDC Figures
- Project and Operational Reviews
- Successes and Highlights
- The Future – Operation Bloom and Beyond

Kent Police

Members were advised that there had been a 9.1% decrease in all crime in the district which was slightly lower than the Kent average decrease of 13.1%. There had been reductions in Victim Based Crime, Robbery, Residential Burglary, Burglary OTD, and Theft Shoplifting. There had been increases in drug offences (32 extra) and possession of weapons (8 extra).

The importance of partnership working in tackling crime and disorder was emphasised and it was noted that some of the increases were as a result of proactive enforcement measures. The example of Operation Undulate was cited which had targeted drug supply and resulted in 56 arrests, 49 charged with 105 offences with 123 ½ years imprisonment and 18 years 2 months of suspended sentences/community orders. This had also reduced established drug supply networks by 86%, reduced robberies by 65% and knife crime by 26%.

The committee was updated on the progress of Operation Canyon in respect of migrant protests in 2020, which sought to balance democracy and peaceful protests with the maintenance of public order, and Operation Fielding which dealt with nuisance motorbikes through a range of measures including working with community speedwatch to target areas of concern. The use of proactive measures such as stop checks was combined with intelligence gathering to disrupt crime. Legal alternatives to nuisance activity was promoted as well as the use of Section 59 warnings which could lead to the seizing of vehicles.

Anti-Social Behaviour

In respect of Anti-Social Behaviour (ASB) the top 3 incidents reported related to noise (domestic); acts other (breaches of covid lockdown, etc.) and environmental other (noise nuisance, bonfires, etc.). The top 3 areas for ASB were Town and Castle; St Radigunds; and Buckland.

There had been 385 ASB calls responded to which equated to a 20% increase on the previous year.

The need for crimes and ASB to be reported was emphasised as it was important in gathering intelligence.

CCTV

The Council had successfully undertaken a full digital upgrade of CCTV with 58 new fixed cameras, 5 ANPR cameras, additional fully integrated rapid deployment cameras and integration with the Port of Dover CCTV cameras despite the covid pandemic. The CCTV centre had 24 hour, 365 days a year monitoring and recording. There was a 24/7 dedicated phone line for ASB reporting, CCTV and unauthorised encampments.

The Council had also built a new multi-purpose Emergency Centre at the Whitfield Offices.

The Community Services Manager made an offer to Members to visit the CCTV centre.

Operation Bloom

Members received an update on Operation Bloom which focused on the key risks and events related to the easing of lockdown and identified a number of hot spot areas and prevention/partnership activity.

Members thanked the attendees for the presentation and welcomed the good works that had been undertaken.

The following matters were also raised by Members:

- To welcome the alignment of PCSOs by wards, which were expected to stay in place for the next 12 months. There was concern expressed that PCSOs had not attended remote parish council meetings but Members were advised that this was due to Zoom not being considered a secure enough system for them to join. It was expected that PCSOs would attend parish council meetings where they were able. It was pointed out to Members that some of the turnover in PCSOs was due to it being a route into becoming a police officer.
- To welcome the news that 5 new inspectors had been allocated to the district as well as a dedicated area commander for the district. This meant that there was access to more resources and more officers in the district.
- In response to a question, the committee was advised that Deal Police Station had been closed and the site would be sold. Officers were now operating out of Deal Town Hall until new premises were ready. There had been a delay in this process due to the covid pandemic.

The Committee thanked Kent Police and Officers for the briefing.

110 HOUSING STOCK COMPLIANCE

The Head of Assets and Building Control presented the Housing Stock Compliance report, the 5th in a series of 6 reports since the housing service reverted to the direct control of Dover District Council from East Kent Housing on 1 October 2020.

The Head of Assets and Building Control advised that in the sixteen information streams the accuracy of the data was now verified. However, lockdown had slowed the progress in resolving outstanding issues in some areas with a number of tenants refusing access to contractors for the purposes of inspection and carrying out compliance remedial works.

Members welcomed the work that had been undertaken and expressed confidence in the verified data that the council held in respect of the housing stock.

The following matters were raised by Members:

- Electrical Inspection Condition Reports (EICR) – the Head of Assets and Building Control stated that since October 2020, the compliance information for EICR had improved to 100% compliance for communal areas. In respect of domestic EICR the Council was working to improve compliance but there was a backlog of work that had been slowed by lockdown.
- Fire Risk Assessments (FRA) - it was expected that this would be resolved by the end of June 2021 although work had been slowed by lockdown.
- Smoke Detectors – the council had not had sufficiently verified information in quarters 2 and 3 to provide verified information but as of January 2021 was able to report a compliance of 49.29%. The Committee was advised that in instances where the Council did not have verified data the information was shown as outstanding even if it was likely to be compliant.

The Chair thanked the Head of Assets and Building Control for the update and the hard work undertaken in respect of this matter.

111 HOMELESSNESS AND EVICTION UPDATE

The Head of Housing presented the Homelessness and Eviction Update. The report provided a briefing for members on the current rules applying to evictions and the action being undertaken by both the Housing Options Team and Housing Management (Income Recovery) Team to mitigate the numbers of households at risk.

The Head of Housing presented the Homelessness and Eviction Update. The report provided a briefing for members on the current rules applying to evictions and the action being undertaken by both the Housing Options Team and Housing Management (Income Recovery) Team to mitigate the numbers of households at risk.

Members were advised that the Council would not be enforcing evictions until 31 March 2021 at the earliest except in the most serious circumstances, such as anti-social behaviour; Illegal occupation; or arrears of 6 months or more.

The Council would wherever possible work with households to take steps to avoid eviction. The Council's Money and Benefit Advisor attempted to engage with tenants in all pre-court and eviction cases before any applications were made. This included assisting with applications for Discretionary Housing Payments for rent arrears clearance or to mitigate against benefit cap issues. There had been 28 successful applications with lump sums and ongoing weekly/monthly awards of £33719.68 in total. The assistance provided to tenants by the Council had resulted in:

- Avoiding a court referral for 5 cases;
- Withdrawing court applications for 7 cases; and
- Withdrawing 2 eviction warrant applications

The Council had recruited a new role of Landlord Liaison Officer who was responsible for engaging with private landlords and agents. Since the start of 2021 the officer had secured 5 new properties, with the deposits and rent in advance being covered by the Discretionary Housing Payment.

There was no obvious commonality among those at risk of eviction, such as income, other than their reluctance to engage with the Council.

The Chairman thanked the Head of Housing for attending and providing an informative update to the Committee.

(Councillor S C Manion declared a Disclosable Pecuniary Interest (DPI) by reason of his being a private landlord and withdrew from the meeting for the consideration of this item of business.)

112 PERFORMANCE REPORT - THIRD QUARTER 2020/21

The Head of Leadership Support presented the Performance Report Quarter 3, 2020/21.

There were 21 Green Status Performance Indicators (70%), 3 Amber (10%) and 6 Red (20%) for Quarter 3, 2020-21. The red status indicators were as followed:

- KPI04 – D (Percentage of Business Rates collected)
- HOU001 (Average time taken to relet council dwellings)
- HOU002 (Former tenant arrears as % of annual debit)
- ACC004 (Percentage of invoices paid on time)
- HOU010a (Number of households living in Temporary Accommodation including B&B)
- MUS002 (The number of visits to the museum in person per 1,000 population)

EK Services & DDC Digital

In response to a question the Strategic Director (Corporate Resources) advised that Civica would redeploy resources between authorities to support peak demand such as when the council tax letters went out to residents.

Housing

It was stated that the absence of RAG status for indicators HOU004 – HOU007 was due to sensitivities around the data. It was also recognised that there were inbuilt arrears due to the delays caused by the switchover to Universal Credit and there had been delays to court action due to the covid pandemic.

Corporate Resources

The Head of Leadership Support advised in response to a question that while she did not have the information for the number of people under indicator HOU010a (Number of households living in Temporary Accommodation including B&B) that were in accommodation outside of the district she would seek clarification and respond outside the meeting. However, she believed it was a low number.

Operations and Commercial

In respect of indicators PLA007 (Number of new houses completed) and PLA008 (Growth in Business Rates base (number of registered businesses) that the

numbers were cumulative based on Q3 2019/20 outturn plus quarters 1 to 3 2020/21.

In the absence of any dissent, it was agreed that the report be noted.

113 FOOD POVERTY REVIEW UPDATE

The Democratic Services Manager provided an update on the progress of the Food Poverty Review.

Members noted the progress in respect of preparing the draft review document.

The meeting ended at 9.18 pm.

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Minutes of the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** held as a Teams Live Events remote meeting on Monday, 19 April 2021 at 6.00 pm

Present:

Chairman: Councillor C D Zosseder

Councillors: M Bates
S H Beer
T A Bond
S C Manion
J Rose
M Rose
R S Walkden
P Walker
H M Williams

Officers: Strategic Director (Corporate Resources)
Strategic Director (Operations and Commercial)
Head of Assets and Building Control
Head of Commercial Services
Head of Regulatory Services
Private Sector Housing Manager
Housing Improvements Officer
Democratic and Corporate Services Manager

114 APOLOGIES

There were no apologies for absence received.

115 APPOINTMENT OF SUBSTITUTE MEMBERS

The Democratic Services Manager advised that no notice had been received for the appointment of substitute members.

116 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

117 MINUTES

The consideration of the Minutes was deferred at the request of the Democratic and Corporate Services Manager.

118 DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

The decisions of the Cabinet relating to recommendations made by the Overview and Scrutiny Committee at its meeting held on 8 March 2021 were noted.

119 ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, OR ANOTHER COMMITTEE

The Democratic and Corporate Services Manager advised that there were no issues referred to the Committee by Council, Cabinet or another Committee.

120 NOTICE OF FORTHCOMING KEY DECISIONS

The Democratic and Corporate Services Manager presented the Notice of Forthcoming Key Decisions to the Committee for its consideration.

There being no dissent indicated, it was agreed to note the Notice of Forthcoming Key Decisions.

121 SCRUTINY WORK PROGRAMME

The Democratic and Corporate Services Manager presented the Overview and Scrutiny Work Programme to the Committee for its consideration.

Members identified the following items for inclusion in the work programme:

- Litter – with emphasis on street cleansing in the first instance and enforcement and community engagement in the second.
- Primary Care Services in the District
- Street Lighting – with attendance by KCC and DDC representatives

There being no dissent indicated, it was agreed to include the identified items with the work programme.

122 PUBLIC SPEAKING

The Democratic and Corporate Services Manager advised that no members of the public had registered to speak on items on the agenda to which the public speaking protocol applied.

123 DISABLED FACILITIES GRANTS

The Committee received a presentation from the Housing Improvement Officer in respect of Disabled Facilities Grants (DFG).

Members were informed that DFGs had been first introduced in 1989 and were a mandatory scheme to provide grants for adaptations. The maximum grant was for £30,000 and the average grant, which was means tested, was c.£12,500. Applications could be made by owners, occupiers and tenants (social and private sector) and the needs of the applicant would be assessed by an Occupational Therapist.

Eligible works included those related to improved access (in and around the dwelling), enabling food preparation and cooking, improvements to the heating system and works to make the dwelling safe.

An application would be made to Kent County Council Social Services in the first instance who would assess need and refer the application to Dover District Council. The applicant was responsible for arranging plans and quotes, though sometimes with the help of an agent. The Grants Officer at Dover District Council would consider the application and approve the grant for then the applicant/agent would be responsible for arranging the works. The Council received on average 100 applications per annum with the majority of applications being successful. Those with a high income could be ineligible for the scheme as it was means tested.

The Council also had the power to provide discretionary loans and grants and each local authority was required to publish a Housing Assistance Policy. For works over £30,000 this would be in the form of a loan.

Members were advised that the budget was £1.2 million in 2020/21.

It was acknowledged the means test was outdated but the Council had been able to expand its provision through a range of grants. However, the allocation of some of this funding had been adversely impacted by the covid pandemic.

The Council had made provision for the employment of an Occupational Therapist for two years. The direct employment of an Occupational Therapist was in line with many other district councils and was done in order to speed up the time it took to assess applications for DFGs. This role had previously been fulfilled by Kent County Council.

There being no dissent indicated, it was agreed to thank the officers for an informative presentation.

124 APPROVAL OF USE OF KEARSNEY ABBEY CONTINGENCY FUND

The Head of Commercial Services presented the report on the Approval of Use of Kearsney Abbey Contingency Fund.

The report sought approval to finance the overspend on the Kearsney Abbey and Russell Gardens Heritage Lottery Project from contingencies allocated in the Medium-Term Financial Plan to facilitate the completion of the project. The extra costs had arisen due to contractor delays; the impact of the covid pandemic; additional works to listed building fabric and landscape due to ground conditions and ecology; and contractor workmanship issues. It was expected that the income from the site would repay the cost of the contingency funding over time.

The lessons learnt from the project would be retained for the future and the results of the audit would be considered by the Governance Committee in due course. In the case of the impact of the covid pandemic it was pointed out to members that in normal circumstances no risk register would make provision for the impact of a global pandemic.

In response to a question concerning why there had not been a full structural survey undertaken prior to the works it was stated that with any conservation building the full extent of the work required was often not known until the works commenced.

Members expressed concerns over the inspection history of the building and the wider issue of general asset maintenance was discussed. The Strategic Director (Operations and Commercial) advised that the Council was managing its assets in accordance with the Medium-Term Financial Plan and that the Council had always been transparent about the resource constraints it faced.

RESOLVED: That it be recommended to Cabinet

- (a) That decision CAB109 be endorsed and that the overspend on the Kearsney Abbey and Russell Gardens project be financed from contingencies identified in the Medium-Term Financial Plan, namely £250,000 from a specific contingency established for this project, and £100,000 from general contingencies.

- (b) That an investigation be undertaken as to why the project was not sufficient in respect of the pre-project survey data.
- (c) That the worst- and best-case scenarios be provided in respect of the costs for the project.
- (d) That the Council's asset maintenance programme be added to the work programme.

125 PUBLIC SECTOR DECARBONISATION FUND

The Head of Assets and Building Control presented the report on the Public Sector Decarbonisation Fund.

Members were advised that the Council had been successful in its bid to the Public Sector Decarbonisation Fund and had secured a grant award of £830,000. The Council's bid was for works in relation to the Whitfield Offices and the Dover Museum as these were buildings that while currently using a lot of energy had the potential to be upgraded relatively easily. The overall cost of the project was expected to be £1,025,000.

The tight delivery timetable meant that the speed of decision-making was crucial to the success of the project and as a result the Cabinet had agreed to delegate to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Environment and Corporate Property, the authority to take all necessary actions required to deliver the project.

Members discussed the tight timescale for delivering the project and questioned what the impact would be of another lockdown as a result of the covid pandemic. In response it was stated that it was felt that the risks to the project should be manageable.

The Council would consider applying to the Public Sector Decarbonisation Fund Part 2 for future funding but unless it had successfully bid to Part 1 of the Fund it would not be eligible for the next round of funding.

Members expressed support for the Head of Assets and Building Control in undertaking the project and offered their support for anything that would help mitigate the risks attached to the project.

It was moved by Councillor C D Zosseder, duly seconded by Councillor S H Beer, and

RESOLVED: That it be recommended to Cabinet:

- (a) That CAB 108 be endorsed as follows:
 - (i) That the project to deliver carbon emission reductions at the Council's Whitfield Offices and the Dover Museum be approved.
 - (ii) That the procurement methodology outlined in the report be approved.

- (iii) That authority be delegated to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Environment and Corporate Property, to take all necessary actions to deliver the project, including the award of contract, contract variations and the approval of any necessary significant design changes.

- (b) That the Asset Management Team be supported in mitigating risks in advance.

126 HOUSING STOCK COMPLIANCE

The Head of Assets and Building Control presented the sixth update report on Housing Stock Compliance.

The progress that had been made in respect of compliance compared to the start of the reports in October 2020 was welcomed.

Members discussed the compliance performance in respect of Fire Risk Assessments and smoke detectors and were advised that now that lockdown restrictions were easing it was becoming easier for contractors and suppliers to resume their full workloads. The target of 100% compliance was still expected to be achieved in June or July 2021.

There being no dissent indicated, it was agreed to note the report.

127 REFURBISHMENT OF DOVER DISCOVERY CENTRE

The Strategic Director (Operations and Commercial) presented the report on the Refurbishment of the Dover Discovery Centre.

Members were advised that the opportunity had arisen in conjunction with Kent County Council's (KCC) £7.45 million investment plans for the refurbishment of the Discovery Centre to undertake works to support the Dover Museum. The project would require an investment of £700,000 from the Council. The cost of the construction work had been determined proportionately based on the respective areas of the building.

The Museum and the Discovery Centre shared some mechanical and electrical services, which were common to both buildings and the internal property arrangements had seen elements of the building leased to the Council and KCC. As the Discovery Centre and the Museum were interlinked, the KCC proposals provided an opportunity to incorporate proposals within the design for a walk-in archive facility and education room within the DDC owned area and the co-location of the DDC and KCC local studies archive within a single space.

In response to a question about whether it would be better to demolish the building and start again, it was stated that this would be extremely costly due to the archaeology underneath, some of which was viewable in the building.

It was moved by Councillor C D Zosseder, duly seconded by Councillor S H Beer, and

RESOLVED: That it be recommended to Cabinet that decision CAB 107 be endorsed as follows:

- (a) That the proposed investment by Kent County Council in the refurbishment of the Dover Discovery Centre be noted and welcomed.
- (b) That the proposal to include a walk-in archive facility and education room within the Dover District Council-owned area as part of the project be approved.
- (c) That the allocation of £700,000 from the Capital Programme to support the delivery of the project be approved.
- (d) That the Council enters into an agreement with Kent County Council to contribute the sum of £550,000 towards the cost of delivering the project.
- (e) That authority be delegated to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Environment and Corporate Property, to finalise agreements and the associated decisions involved in delivering the project.

128 DOVER TOWN REGENERATION ADVISORY BOARD - TERMS OF REFERENCE

The Strategic Director (Operations and Commercial) presented the report. Members were advised that at the meeting of the Cabinet held on 12 April 2021 there had been an amendment to the wording of the recommendation.

It was moved by Councillor S H Beer, duly seconded by Councillor J Rose, and

RESOLVED: That it be recommended to Cabinet that decision CAB 111 be endorsed and that, subject to the amendment of the last sentence under the section headed Scope to read ‘...to enhance the tourism and visitor economy, in particular in the hospitality and leisure sectors’, the proposed Terms of Reference for the Dover Town Regeneration Advisory Board, as set out at Appendix A to the report, be approved.

The meeting ended at 8.58 pm.

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2020/21

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
September 2020	Performance Report Q1 2020/21	Quarterly	Head of Leadership Support	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Affordable Housing Delivery	Single Item	Head of Finance & Housing	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Council Tax Premium for Long-Term Empty Properties Directly Impacted by Covid-19	Single Item	Strategic Director (Corporate Resources)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Cleaning of Communal Areas in Housing Blocks	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
October 2020	Food Poverty	Review	Democratic Services Manager	£0	£0	To consider the review document and agree invitees
	EU Transition – Dover Port Health Authority	Single Item	Head of Regulatory Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Appointment of Local Plan PAG	Single Item	Leader of the Council	£0	£0	To scrutinise the decision of Cabinet (CAB10)
	Sandwich Guildhall Forecourt Improvement Works	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)

Please note items beyond the current month are subject to change depending on Forward Plan, officer availability, etc.

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Housing Stock Compliance	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
November 2020	Food Poverty	Review	Democratic Services Manager	£0	£0	To undertake the review
	Performance Report Q2	Quarterly	Head of Leadership Support	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Private Sector Housing Enforcement Policy 2020	Single Item	Head of Regulatory Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Housing Stock Compliance	Single Item	Head of Assets & Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Provision of New Museum Store	Single Item	Head of Assets & Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
December 2020	Dover District Council Local Development Scheme	Single Item	Head of Planning, Regeneration & Development	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Local Plan - Regulation 18 Consultation	Single Item	Head of Planning, Regeneration & Development	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Cable Car Feasibility	Single Item	Head of Inward Investment & Tourism	£0	£0	To consider the report and make recommendations to Cabinet (if required)

Please note items beyond the current month are subject to change depending on Forward Plan, officer availability, etc.

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Local Government (Miscellaneous Provisions) Act 1976: Hackney Carriage Fare Tariff - Request for Increase	Single Item	Head of Regulatory Services	£0	£0	[Agreed by Committee for inclusion in work programme] To consider the report and make recommendations to Cabinet (if required)
	Housing Stock Compliance	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
January 2021	Food Poverty	Review	Democratic Services Manager	£0	£0	To undertake the review
	Approval of fees and charges for 2021/22	Single Item	Head of Finance & Investment	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Climate Change Emergency	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To receive an update. [Item identified from work programme]
	Housing Stock Compliance	Single Item	Head of Assets and Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Kent and Medway Energy and Low Emissions Strategy	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Environmental Enforcement Service Delivery	Single Item	Head of Regulatory Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Use of Social Media for the investigation of criminal offences	Single Item	Head of Regulatory Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)

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Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
February 2021	Budget Scrutiny	Single Item	Strategic Director (Corporate Resources)	£0	£0	To consider the report and make recommendations to Cabinet and Council (if required)
	Housing Stock Compliance	Single Item	Head of Assets and Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Review of On and Off-Street Parking Charges	Single Item	Head of Commercial Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Food Poverty	Review	Democratic Services Manager	£0	£0	Members have been asked to provide key questions for the remaining witnesses
	Flooding in Deal	Single Item	Democratic Services Manager	£0	£0	To consider the issue of flooding in Deal. Discussions are on-going with Southern Water on attendance.
March 2021	Homelessness & Evictions Update	Single Item	Head of Housing	£0	£0	To receive an update. [Item identified from work programme]
	Performance Report – Q3	Quarterly	Head of Leadership Support	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Housing Stock Compliance	Single Item	Head of Assets and Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Food Poverty Update	Review	Democratic Services Manager	£0	£0	To update on progress and identify any outstanding work

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Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Crime and Disorder Update	Single Item	Head of Community & Digital Services	£0	£0	To receive an update. [Item identified from work programme]
	Future of Co-Innovation Centre	Single Item	Head of Commercial Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
April 2021	Disabled Facilities Grants	Single Item	Head of Regulatory Services	£0		To receive a presentation [Item identified from work programme]
	Dover Town Regeneration Advisory Board - Terms of Reference	Single Item	Head of Governance	£0		To consider the report and make recommendations to Cabinet (if required)
	Refurbishment of Dover Discovery Centre	Single Item	Strategic Director (Operations & Commercial)	£0		To consider the report and make recommendations to Cabinet (if required)
	Public Sector Decarbonisation Fund	Single Item	Strategic Director (Operations & Commercial)	£0		To consider the report and make recommendations to Cabinet (if required)
	Use of Kearsney Abbey Contingency Fund	Single Item	Strategic Director (Operations & Commercial)	£0		To consider the report and make recommendations to Cabinet (if required)
	Housing Stock Compliance	Single Item	Strategic Director (Operations & Commercial)	£0		To consider the report and make recommendations to Cabinet (if required)
May 2021	Performance Report	Single Item	Head of Leadership Support	£0		To consider the report.

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Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Household Waste Collection & Litter	Single Item	Head of Commercial Services	£0		To consider the report.
	Draft Dover District Council Homelessness and Rough Sleeping Strategy 2020-2024	Single Item	Head of Housing	£0		To consider the report.
June 2021	Food Poverty Review	Review	Democratic Services Manager	£0	£0	To agree the review outcomes to report back to Council (Moved back due to Purdah)

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Other Work Programme Items – To be scheduled by the Democratic Services Manager in consultation with the Chair and Controlling Group Spokesperson as the work programme permits

Priority	Subject	Why on Work Programme?
On-going work	Food Poverty Review	Referral from Council
1 (completed Feb 2021)	Flooding in Deal	Agreed for inclusion by Committee [Added by Cllr T A Bond] Recommendations adopted by Cabinet – may return if required following outcome of Cabinet actions
2 (completed March 2021)	Tennant Evictions –to discuss what the council's plans are and what could be done to mitigate evictions once the current government moratorium on evictions due to the Covid-19 crisis had ended	Agreed for inclusion by Committee [Added by Cllr H M Williams]
3 (in work programme)	Climate Emergency	Agreed for inclusion by Committee
4 (partially completed March 2021)	Crime and Disorder (including attendance by KRF representative to discuss traffic issues in Dover)	Constitutional Requirement
5 (completed April 2021)	Disabled Facilities Grants	Agreed for inclusion by Committee (April 2021)
6 (agreed for post-food poverty review so may fall in priority)	Youth Services	Legacy from previous work programme [Added by Cllr S H Beer] – Will not start until Food Poverty Review
7	Noise nuisance policy and performance (with particular respect to the out of hours service)	Legacy from previous work programme [Added by Cllr L A Keen]
8 (post-covid)	Dover District Leisure Centre - review of performance against targets and public transport access provision	Legacy from previous work programme [Added by Cllr L A Keen]
9	Public Toilet Provision	Agreed for inclusion by Committee [Added by Cllr D G Zosseder]
-	Rural Car Parking	Agreed for inclusion by Committee [Added by Cllr D G Zosseder]
-	Dover Harbour Board (Traffic Issues related to Port)	Agreed for inclusion by Committee [Added by Cllr D G Zosseder]
Expected to be June 2021	Street Lighting (KCC and DDC)	Agreed for inclusion by Committee [Added by Cllr M Bates]
-	Primary Care Services	Agreed for inclusion by Committee [Added by Cllr H M Williams]

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Priority	Subject	Why on Work Programme?
- To be included as work programme permits	Greening of Urban Dover	Agreed for inclusion by Committee [Added by Cllr M Rose]
- (Variable Priority) To be included as work programme permits	Update on capital expenditure relating to Digital Agenda	Legacy from previous work programme [Added by Cllr M Rose]
- To be included as items come forward	Neighbourhood Plans (as they come forward)	Legacy from previous work programme
- To be included once council returns to post-covid operations	Review of DDC Response to Covid-19	Legacy from previous work programme [Added by Cllr C A Vinson]

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