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19 July 2021

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **COUNCIL** on Wednesday 21 July 2021 at 6.00 pm, the following reports that were unavailable when the agenda was printed.

2 **MINUTES** (Pages 2 - 11)

To confirm the Minutes of the meetings held on 19 May 2021.

Yours sincerely

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

Chief Executive

MINUTES OF PROCEEDINGS

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 19 May 2021 at 6.20 pm.

Present:

Chairman: Councillor M D Conolly

Councillors:

J S Back	D Hannent	O C de R Richardson
T J Bartlett	J P Haste	J Rose
M Bates	D A Hawkes	M Rose
D G Beaney	M J Holloway	C A Vinson
S H Beer	S J Jones	R S Walkden
E A Biggs	P D Jull	P Walker
T A Bond	L A Keen	H M Williams
P M Brivio	N S Kenton	C F Woodgate
S S Chandler	S C Manion	C D Zosseder
N J Collor	K Mills	
D G Cronk	D P Murphy	

Officers: Chief Executive
Strategic Director (Corporate Resources)
Strategic Director (Operations and Commercial)
Solicitor to the Council
Democratic and Corporate Services Manager

1 **ELECTION OF THE CHAIRMAN OF THE COUNCIL**

In the absence of the Chairman at the commencement of the meeting, the Vice-Chairman called for nominations for the position of Chairman of the Council for the ensuing municipal year 2021/22.

It was moved by Councillor O C de R Richardson and duly seconded by Councillor J S Back that Councillor M D Conolly be elected Chairman of Dover District Council for the ensuing municipal year.

In the absence of any other nominations it was put to the meeting and it was

RESOLVED: That Councillor M D Conolly be elected Chairman of Dover District Council for the ensuing municipal year 2021/22.

(Councillor M D Conolly signed his Declaration of Acceptance of Office and took the chair. He gave a short address to the Council concerning his previous year as Chairman of the Council.)

2 **APPOINTMENT OF THE VICE-CHAIRMAN OF THE COUNCIL**

The Chairman called for nominations for the position of Vice-Chairman for the ensuing municipal year 2021/22.

It was moved by Councillor N J Collor and duly seconded by Councillor T A Bond, that Councillor D Hannent be appointed Vice-Chairman of Dover District Council for the ensuing municipal year 2021/22.

In the absence of any other nominations it was put to the meeting and it was

RESOLVED: That Councillor D Hannent be appointed Vice-Chairman of Dover District Council for the ensuing municipal year 2021/22.

(Councillor D Hannent signed his Declaration of Acceptance Office and addressed the Council.)

3 APOLOGIES

There were no apologies for absence received.

4 MINUTES

The Minutes of the meeting held on 3 March 2021 were approved as a correct record and signed by the Chairman.

5 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

6 ANNOUNCEMENTS

The Chairman of the Council made the following announcements:

- (a) To congratulate Councillor D A Hawkes on being elected to the Mill Hill Ward vacancy.
- (b) To congratulate all the Kent County Councillors who were elected at the May 2021 elections.
- (c) To congratulate Councillor D P Murphy on being appointed to the Cabinet at Kent County Council.
- (d) To thank the Electoral Services Manager and her team on running an efficient election process.
- (e) To advise the sad news of the death of former Councillor L H Knight. He had served on the Council between 1999-2007 representing the Aylesham Ward.

Councillor K Mills spoke about how Councillor Knight was a former miner and had been passionate about Aylesham. He had been an excellent representative for his community.

Councillor S C Manion spoke about Councillor Knight's vision for Aylesham and that his community would miss him and mourn his passing.

The Chairman asked Members to stand in silence as a mark of respect for the passing of former Councillor L H Knight.

7 APPOINTMENT OF CABINET

In accordance with Rule 1.1(vii) of the Council Procedure Rules, Councillor T J Bartlett gave notice of his intention to appoint an Executive comprising of the Leader of the Council, Deputy Leader of the Council and six portfolios.

RESOLVED: (a) That it be noted that the Leader of the Council had given formal notification to the Monitoring Officer of his intention to appoint the following portfolio structure:

- Deputy Leader of the Council
- Portfolio for Inward Investment and Tourism
- Portfolio for Community, Environment and Corporate Property
- Portfolio for Housing and Health
- Portfolio for Planning, Transport and Regulatory Services
- Portfolio for Finance, Governance and Digital

(b) That it be noted that the Leader of the Council had appointed the following Members to the following Portfolios:

<u>Portfolio</u>	<u>Councillor</u>
Deputy Leader	M J Holloway
Inward Investment and Tourism	M J Holloway
Community, Environment and Corporate Property	O C de R Richardson
Housing and Health	D P Murphy
Planning, Transport and Regulatory Services	N S Kenton
Finance, Governance and Digital	C A Vinson

8 APPOINTMENT OF SHADOW CABINET

In accordance with Rule 1.1(x) of the Council Procedure Rules, Councillor K Mills gave notice of his intention to appoint a Shadow Cabinet.

RESOLVED: That, in accordance with notice provided by the Leader of the Opposition Group, the Shadow Cabinet be composed of the following:

<u>Shadow Portfolio</u>	<u>Councillor</u>
Deputy Leader of the Opposition	P M Brivio
Inward Investment and Tourism	L A Keen
Community, Environment and Corporate Property	H M Williams

Housing and Health P M Brivio

Planning, Transport and Regulatory Services E A Biggs

Finance, Governance and Digital S H Beer

9 REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS

The Democratic and Corporate Services Manager presented the Review of the Allocation of Seats to Political Groups 2021-22.

Members were advised that the Conservative Group and the Non-Aligned Member had agreed to swap seat entitlement on the Governance Committee and Planning Committee respectively. This would constitute a variation and would need to be agreed without a vote against it.

It was moved by Councillor P D Jull, duly seconded by Councillor O C de R Richardson, and

RESOLVED: (a) That the Council appoints the following Committees, Board and Fora:

- Dover Joint Transportation Board
- East Kent Services Committee
- Electoral Matters Committee
- General Purposes Committee
- Governance Committee
- Joint Health, Safety and Welfare Consultative Forum
- Joint Staff Consultative Forum
- Licensing Committee
- Overview and Scrutiny Committee
- Planning Committee
- Regulatory Committee

(b) 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 ensuing municipal year and the Boards and Forums be constituted with the membership as shown:

Dover Joint Transportation Board

7 Dover District Council Members

7 Kent County Council Members

3 Town Council representatives (non-voting)

2 Kent Association of Local Councils representatives (non-voting)

	Conservative (4)	Labour (3)	Non-Aligned Member (0)
1	J S Back	D G Cronk	
2	M Bates	E A Biggs	
3	M J Holloway	J P Haste	
4	N S Kenton		

East Kent Services Committee

2 Executive Members (Dover District Council)
2 Executive Members (Thanet District Council)
2 Members (Canterbury City Council)

	Conservative (2)	Labour (0)	Non-Aligned Member (0)
1	T J Bartlett		
2	M J Holloway		

East Kent Services Committee – Named Substitutes

	Conservative (2)	Labour (0)	Non-Aligned Member (0)
1	O C de R Richardson		
2	D P Murphy		

Electoral Matters Committee

	Conservative (3)	Labour (2)	Non-Aligned Member (0)
1	T J Bartlett	P M Brivio	
2	S S Chandler	K Mills	
3	P D Jull		

General Purposes Committee

	Conservative (3)	Labour (2)	Non-Aligned Member (0)
1	T A Bond	P M Brivio	
2	N J Collor	K Mills	
3	C A Vinson		

Governance Committee

	Conservative (4)	Labour (2)	Non-Aligned Member (1)
1	S S Chandler	S J Jones	P Walker
2	D Hannent	S H Beer	
3	D A Hawkes		
4	P D Jull		

Joint Staff Consultative Forum

5 Dover District Council Members

5 Staff representatives

	Conservative (3)	Labour (2)	Non-Aligned Member (0)
1	D G Beaney	J P Haste	
2	D A Hawkes	K Mills	
3	C A Vinson		

Joint Health, Welfare and Safety Consultative Forum

5 Dover District Council Members

5 Staff representatives

	Conservative (3)	Labour (2)	Non-Aligned Member (0)
1	D G Beaney	J P Haste	
2	D A Hawkes	K Mills	
3	C A Vinson		

Licensing Committee

	Conservative (10)	Labour (5)	Non-Aligned Member (0)
1	M Bates	P M Brivio	
2	D G Beaney	D G Cronk	
3	T A Bond	J P Haste	
4	N J Collor	K Mills	
5	D Hannent	C D Zosseder	
6	P D Jull		
7	S C Manion		
8	D P Murphy		
9	O C de R Richardson		
10	R S Walkden		

Overview and Scrutiny Committee

	Conservative (6)	Labour (3)	Non-Aligned Member (1)
1	M Bates	P M Brivio	P Walker
2	T A Bond	H M Williams	
3	S C Manion	C D Zosseder	
4	J Rose		
5	M Rose		
6	R S Walkden		

Planning Committee

	Conservative (7)	Labour (3)	Non-Aligned Member (0)
1	J S Back	E A Biggs	
2	M Bates	D G Cronk	
3	D G Beaney	C F Woodgate	
4	T A Bond		
5	P D Jull		
6	O C de R Richardson		
7	R S Walkden		

Regulatory Committee

	Conservative (3)	Labour (2)	Non-Aligned Member (0)
1	N J Collor	P M Brivio	
2	O C de R Richardson	S J Jones	
3	R S Walkden		

(c) That the following appointments to the positions of Chairman, Vice-Chairman and Spokesperson (where applicable) for each of the ordinary committees of the council and the Overview and Scrutiny Committee be made as shown:

Committee Name	Chairman	Vice-Chairman	Spokesperson
Electoral Matters Committee	T J Bartlett	S S Chandler	-
General Purposes Committee	N J Collor	T A Bond	-
Governance Committee	D Hannent	S S Chandler	-
Overview and Scrutiny Committee	C D Zosseder	P M Brivio	M Rose
Planning Committee	J S Back	R S Walkden	E A Biggs
Regulatory Committee	N J Collor	O C de R Richardson	-

(The Licensing Committee, Joint Staff Consultative Forum and Joint Health, Safety and Welfare Consultative Forum are responsible for electing their own Chairmen and Vice-Chairmen. The Chairman and Vice-Chairman for the Dover Joint Transportation Board are appointed by the Cabinet at Kent County Council and Dover District Council respectively for 2021-22.)

(d) That the following lead members and shadow lead members be appointed:

	<u>Portfolio</u>	<u>Conservative</u>	<u>Labour</u>
1	Inward Investment and Tourism	J Rose	-
2	Community, Environment and Corporate Property	P D Jull	J P Haste
3	Housing and Health	M Bates	H M Williams
4	Planning, Transport and Regulatory Services	D Beaney	D G Cronk
5	Finance, Governance and Digital	M Rose (Digital Lead)	C F Woodgate

10 CALENDAR OF ORDINARY MEETINGS 2021/22

The Democratic and Corporate Services Manager presented the report on the Calendar of Ordinary Meetings 2021-22.

It was moved by Councillor D A Hawkes, duly seconded by Councillor T A Bond, and

RESOLVED: That the Calendar of Meetings for 2021-22 be approved.

11 ANNUAL REPORT OF THE GOVERNANCE COMMITTEE 2020/21

Councillor D Hannent introduced the Annual Report of the Governance Committee 2020-21.

It was moved by Councillor D Hannent, duly seconded by Councillor S S Chandler, and

RESOLVED: That the Annual Report of the Governance Committee be noted.

12 ANNUAL REPORT ON OVERVIEW AND SCRUTINY 2020/21

Councillor C D Zosseder introduced the Annual Report of the Overview and Scrutiny Committee 2020-21.

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

RESOLVED: That the Annual Report of the Overview and Scrutiny Committee be noted.

13 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor D Hannent, duly seconded by Councillor S S Chandler, 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.

14 DOVER SCHEMATIC PRESENTATION

The Head of Inward Investment and Tourism and the Portfolio Holder for Inward Investment and Tourism, Councillor M J Holloway, gave a presentation to the Council on the Dover Schematic.

15 RE-ADMISSION OF THE PRESS AND PUBLIC

It was moved by Councillor T J Bartlett, duly seconded by Councillor D Hannent, and

RESOLVED: That the press and public be readmitted to the meeting for the remainder of the business to be transacted.

16 CHANGES TO CORPORATE MANAGEMENT STRUCTURE

The Chief Executive presented the report on the proposed Changes to Corporate Management Structure.

It was moved by Councillor M J Holloway, duly seconded by Councillor P Walker, and

RESOLVED: (a) That the creation of an additional Strategic Director post, to be designated as a Chief Officer in accordance with the Council's Constitution and the revised distribution of Chief Officer functions be approved.

(b) That an ad hoc Appointment Committee, to be made up of 5 Members (to be politically balanced), in accordance with s.102(1) Local Government Act 1972 be appointed and that the terms of reference as set out at Appendix 2 be agreed and, in order to comply with the Prescribed Standing Orders as set out with the Council's Constitution, said Committee to be dissolved automatically following the appointment of the additional Strategic Director

(c) That authority be delegated to the Appointment Committee to take such steps as are necessary to interview and appoint a new Strategic Director, in accordance with the Prescribed Standing Orders.

- (d) That the Chief Executive be authorised to take such steps as are necessary to prepare the job profile, advertise the role and arrange shortlisting and interviews, in accordance with paragraph 1 (1-5) of the Prescribed Standing Orders.
- (e) That the flexible retirement of the Strategic Director (Corporate Resources) and the Strategic Director (Operations & Commercial) be approved at a date to be determined by the Chief Executive in consultation with the Leader of the Council, pursuant to the Local Government Pension Scheme Regulations 2013, Reg. 30(6) and in accordance with the Council's Pension Discretion Policy Statement.

(The Strategic Director (Corporate Resources) and the Strategic Director (Operations and Commercial) withdrew from the meeting for the consideration of this item of business.)

17 URGENT BUSINESS TIME

There were no items of urgent business for consideration.

The meeting ended at 8.20 pm