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14 May 2013

To the Members of the Council,

You are hereby summoned to attend the **ANNUAL MEETING** of the **COUNCIL** to be held in the Council Chamber at these Offices on Wednesday 22 May 2013 at 6.00 pm for the transaction of the business set out in the Agenda.



Chief Executive

Members of the Council:

S R Nicholas (Chairman)	M R Eddy	K E Morris
P S Le Chevalier (Vice-Chairman)	R J Frost	M J Ovenden
J S Back	B Gardner	A S Pollitt
B W Bano	J H Goodwin	J A Rook
T J Bartlett	D Hannent	M A Russell
P M Beresford	P J Hawkins	F J W Scales
T A Bond	P G Heath	A R Smith
P M Brivio	G J Hood	C J Smith
B W Butcher	S J Jones	J M Smith
P I Carter	L A Keen	R J Thompson
S S Chandler	N S Kenton	J F Tranter
N J Collor	S M Le Chevalier	R S Walkden
M D Conolly	G Lymer	P Walker
G Cowan	S C Manion	P A Watkins
J A Cronk	K Mills	P Wallace

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **ELECTION OF CHAIRMAN**

To elect a Chairman of the Council for the ensuing municipal year.

- (a) The Chairman will sign the Declaration of Acceptance of Office.
- (b) The Chairman will address the Council.
- (c) The retiring Chairman (if applicable) will be presented with the past Chairman's badge.
- (d) The Retiring Chairman (if applicable) will address the Council.

3 **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Council for the ensuing municipal year. The Vice-Chairman will sign the Declaration of Acceptance of Office.

4 **DECLARATIONS OF INTEREST**

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

Where a Member has a new or registered Disclosable Pecuniary Interest (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.

Where a Member is declaring an Other Significant Interest (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.

5 **MINUTES**

To confirm the Minutes of the meeting held on 7 March 2013 (to follow).

6 **ANNOUNCEMENTS**

To receive any announcements or communications from the Chairman and/or Head of Paid Service.

7 **APPOINTMENT OF CABINET**

To receive any changes to the Members of the Cabinet and related portfolios.

8 **APPOINTMENT OF SHADOW CABINET**

To note the composition of the Shadow Cabinet. The Shadow Cabinet must directly reflect the composition of the Cabinet (in accordance with the Council Procedure Rules).

9 **ESTABLISHMENT AND COMPOSITION OF COMMITTEES** (Pages 5 - 13)

(a) **Committees**

To appoint the following Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions:

Dover Joint Transportation Board
East Kent (Joint Arrangements) Committee
Electoral Matters Committee
General Purposes Committee
Governance Committee
Joint Health, Safety and Welfare Consultative Forum
Joint Staff Consultative Forum
Licensing Committee
Planning Committee
Regulatory Committee
Scrutiny (Community and Regeneration) Committee
Scrutiny (Policy and Performance) Committee
Standards Committee

(b) **Review of Allocation of Seats to Political Groups**

To determine the allocation of seats to political groups in accordance with Section 15 of the Local Government and Housing Act 1989. The attached report of the Chief Executive and Director of Governance sets out the recommended allocation of seats to political groups.

(c) **Chairmen, Vice-Chairmen and Spokespersons of Committees**

To appoint the Chairman, Vice-Chairman and Controlling Group Spokespersons and Deputy Controlling Group Spokespersons of the above Committees as appropriate.

10 **PROGRAMME OF MEETINGS 2013/14** (Pages 14 - 16)

To approve a programme of ordinary meetings of the Council for the ensuing year. The Council, at its meeting on 7 January 2013, provisionally approved the programme subject to ratification at this meeting

11 **APPOINTMENT OF MEMBER REPRESENTATIVES TO OUTSIDE BODIES 2013/14** (Pages 17 - 19)

To consider the attached report of the Director of Governance.

12 **ANNUAL REPORT OF THE STANDARDS COMMITTEE**

To consider the joint report of the Chairman of the Standards Committee and the Monitoring Officer (to follow).

13 **ANNUAL REPORT ON SCRUTINY** (Pages 20 - 31)

To consider the attached report of the Monitoring Officer.

14 **ANNUAL REPORT OF THE GOVERNANCE COMMITTEE** (Pages 32 - 51)

To consider the attached joint report of the Chairman of the Governance Committee and the Director of Governance.

Note: The Nominations of Political Groups and Reports/Recommendations will be reported at the meeting.

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 are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- 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 Louise Cooke, Democratic Services Manager, telephone: (01304) 872352 or email: louise.cooke@dover.gov.uk for details.

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