

# Public Document Pack



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28 March 2013

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the at these Offices on Tuesday 9 April 2013 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough on (01304) 872304 or by e-mail at [rebeccabrough@dover.gov.uk](mailto:rebeccabrough@dover.gov.uk).

Yours sincerely

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

Chief Executive

General Purposes Committee Membership:

Councillor S M Le Chevalier (Chairman)  
Councillor C J Smith (Vice-Chairman)  
Councillor M D Conolly  
Councillor G Cowan  
Councillor M R Eddy

AGENDA

- 1 **APOLOGIES**
- 2 **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.

3 **MINUTES** (Pages 4 - 5)

To confirm the attached Minutes of the meeting of the Committee held on 23 July 2012.

4 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 6)

The recommendation is attached.

MATTER WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

5 **PAY AWARD 2013** (Pages 7 - 18)

To consider the attached report of the Head of Paid Service.

**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](http://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 Rebecca Brough, Team Leader - Democratic Support, telephone: (01304) 872304 or email: [rebeccabrough@dover.gov.uk](mailto:rebeccabrough@dover.gov.uk) for details.

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

Minutes of the meeting of the **GENERAL PURPOSES** Committee held at the Council Offices, Whitfield on Monday 23 July 2012 at 4.00 pm.

Present:

Chairman: Councillor S M Le Chevalier

Councillors: Councillor M D Conolly  
Councillor M R Eddy  
Councillor C J Smith

Officers: Chief Executive  
Director of Governance  
Democratic Support Officer  
Democratic Support Officer

An apology for absence was received from Councillor G Cowan.

142 MINUTES

The Minutes of the meeting of the Committee held on 21 June 2012 were approved as a correct record and signed by the Chairman.

143 EXCLUSION OF THE PRESS AND PUBLIC

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 item to be considered involves the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A of the Act.

144 PAY AWARD 2012

The Chief Executive presented the report which outlined proposals for a 0.75% pay award for 2012, this being the outcome of negotiations undertaken with the recognised trades unions in accordance with the Council's Collective Bargaining Agreement. Following initial negotiations, the Council's original offer, based on independent advice sought from the Total Reward Partnership in April 2012, had been revised to 0.75% or £250 per annum, whichever was the greater. The effective date for award payment had also been revised from 1 July to 1 April 2012, which would align it with the budget process. Staff had not received a pay award since 2008, and it was considered a balanced offer in the current economic climate.

The Committee was advised that it was also proposed to close the Council offices on Christmas Eve which this year would fall on Monday, 24 December 2012. This was proposed as a one-off gesture of goodwill, in recognition of employees' hard work in support of the Olympic Torch celebrations. Staff who were not based at Whitfield and required to work on Christmas Eve would receive a day off in lieu at another time.

In response to concerns raised by Members, the Chief Executive stated that the Council would work closely with East Kent Housing and East Kent Services to ensure that there was a satisfactory out-of-hours service available to the public during this time, and particularly for Council tenants who were most likely to be affected.

- RESOLVED:
- (a) That the pay award of 0.75% or £250, whichever is the greater, be approved with effect from 1 April 2012.
  - (b) That, in recognition of work carried out in support of the Olympic Torch celebrations, an additional day's leave for all staff on Monday 24 December 2012 be approved, including staff not based at Whitfield and required to work on 24 December given time off in lieu.
  - (c) That a report be submitted to future meetings of Cabinet and the Scrutiny (Policy and Performance) Committee on the preparedness of the Council's out-of-hours service for Christmas/New Year 2012, including an analysis of lessons learned from problems which occurred during the same period in 2011.

The meeting ended at 4.21 pm.

DOVER DISTRICT COUNCIL

GENERAL PURPOSES COMMITTEE – 9 APRIL 2013

**EXCLUSION OF THE PRESS AND PUBLIC**

**Recommendation**

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 item to be considered involves the likely disclosure of exempt information as defined in the paragraph of Part I of Schedule 12A of the Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Pay Award 2013	4	Information relating to any consultations or negotiations

**Agenda Item No 5**

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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