



Annual Council Meeting

Council Offices
White Cliffs Business Park
Dover

Wednesday, 20 May 2015

Summons and Agenda

Nadeem Aziz
Chief Executive



Democratic Services
White Cliffs Business Park

Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872452
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

12 May 2015

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 20 May 2015 at 6.00 pm for the transaction of the business set out in the Agenda.



Chief Executive

Members of the Council:

J S Back	A Friend	S M Le Chevalier
S F Bannister	R J Frost	S C Manion
T J Bartlett	B Gardner	K Mills
P M Beresford	B Glayzer	K E Morris
T A Bond	D Hannent	D P Murphy
P M Brivio	P J Hawkins	M J Ovenden
B W Butcher	P G Heath	A S Pollitt
P I Carter	J M Heron	G Rapley
S S Chandler	S Hill	A F Richardson
N J Collor	M J Holloway	M Rose
M D Conolly	T P Johnstone	D A Sargent
M I Cosin	S J Jones	F J W Scales
D G Cronk	L A Keen	P Walker
N Dixon	N S Kenton	P M Wallace
M R Eddy	P S Le Chevalier	P A Watkins

AGENDA

1 **ELECTION OF A CHAIRMAN**

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

Upon election, the procedure will be followed:

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

2 **APPOINTMENT OF A 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.

3 **APOLOGIES**

To receive any apologies for absence.

4 **MINUTES** (Pages 7 - 14)

To confirm the attached Minutes of the meeting held on 4 March 2015.

5 **DECLARATIONS OF INTEREST** (Page 15)

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

6 **ANNOUNCEMENTS**

To receive any announcements from the Chairman, Leader, Members of the Cabinet or Head of Paid Service.

7 **ELECTION OF THE LEADER OF THE COUNCIL**

To elect the Leader of the Council for a period of four years until the day of the next Annual Meeting of the Council following the ordinary election of all Councillors in 2019.

8 **APPOINTMENT OF DEPUTY LEADER**

To note the Leader of the Council's appointment of a Deputy Leader of the Council.

9 **COMPOSITION OF CABINET**

To note the number of Members to be appointed to the Cabinet.

The statutory maximum number of members of the Cabinet is ten members, including the Leader of the Council.

10 **APPOINTMENT OF CABINET**

- (a) To note the Members to the Cabinet (in accordance with the Executive Procedure Rules) to hold office for a period of one year until the next annual meeting.
- (b) To note the related portfolios.

11 **APPOINTMENT OF SHADOW CABINET**

To note the composition of the Shadow Cabinet by the Main Opposition Group.

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

12 **ESTABLISHMENT AND COMPOSITION OF COMMITTEES** (Pages 16 - 25)

(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 Shared Services 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.

13 **CALENDAR OF MEETINGS 2015/16** (Pages 26 - 29)

To approve a calendar of ordinary meetings of the Council for the ensuing year.

The Council, at its meeting on 28 January 2015, provisionally approved the programme subject to ratification at this meeting.

14 **ANNUAL REPORT ON SCRUTINY 2014/15** (Pages 30 - 43)

To consider the report of the Monitoring Officer.

15 **ANNUAL REPORT OF THE STANDARDS COMMITTEE 2014/15** (Pages 44 - 52)

To consider the report of the Monitoring Officer.

16 **ANNUAL REPORT OF THE GOVERNANCE COMMITTEE 2014/15** (Pages 53 - 69)

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

17 **URGENT BUSINESS TIME**

To consider any other items deemed by the Chairman of the Council to be urgent in accordance with the Local Government Act 1972.

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 will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- 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: rebecca.brough@dover.gov.uk for details.

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