



Democratic Services
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9 January 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE** will be held in the HMS Brave Room at these Offices on Tuesday 17 January 2017 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.

Yours sincerely

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

Chief Executive

Scrutiny (Policy and Performance) Committee Membership:

K Mills (Chairman)
M I Cosin (Vice-Chairman)
T A Bond
R J Frost
B J Glayzer
J M Heron
M J Holloway
S C Manion
M Rose
D A Sargent

AGENDA

- 1 **APOLOGIES**
To receive any apologies for absence.

- 2 **APPOINTMENT OF SUBSTITUTE MEMBERS**
To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 6)

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

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

To confirm the attached Minutes of the meetings of the Committee held on 13 December 2016 and 19 December 2016.

5 **PUBLIC SPEAKING**

Please note that in accordance with the agreed Protocol for Public Speaking at Overview and Scrutiny, the right to speak only applies to agenda items 14 to 16 (inclusive).

The right of the public to speak does not apply to the following agenda items: Apologies, Appointment of Substitute Members, Declarations of Interest, Minutes, the Forward Plan, the Scrutiny Work Programme, any agenda item that is not accompanied by a written report and items that are exempt business.

Members of the public wishing to speak must register to do so by no later than 2.00 pm on the second working day before the meeting.

6 **DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE**

The decisions taken by the Cabinet at its meeting held on 9 January 2017 in respect of recommendations from the Scrutiny (Policy and Performance) Committee are to follow.

7 **ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE OR ANOTHER COMMITTEE**

There are no items for consideration.

8 **ITEMS CALLED-IN FOR SCRUTINY OR PLACED ON THE AGENDA BY A MEMBER OF THE COMMITTEE, ANY INDIVIDUAL NON-EXECUTIVE MEMBERS OR PUBLIC PETITION**

(a) Items placed on the agenda by a Member of the Committee or any individual Non-Executive Member

Any individual Councillor may request that a matter is placed on the agenda of one of the Council's Overview and Scrutiny Committees by providing Democratic Support with notice of the matter prior to the agenda being published.

There are no items for consideration.

(b) Items the subject of Call-In

Executive Decisions may be called-in by the Chairman or Spokesperson of the Scrutiny (Policy and Performance) Committee or any three non-executive members.

There are no items for consideration.

(c) Public Petition

(i) Petition – ‘No More Protest Marches in Dover’

An e-petition with 9 validated signatures was received from Ms Allison Burton.

The petition ran from 07/07/2016 to 31/12/2016 and stated that

“We the undersigned petition the council to use all its statutory and discretionary powers including working with the Chief Constable of Kent Police and national government to prevent and prohibit repeated and frequent demonstrations & protests causing severe disruption to community life in Dover.

The rights to protest and of free speech are fundamental to our way of life but must be properly balanced with a community's right to go about its everyday business without disturbance, hinderance or economic loss. Organisers of protests should not be allowed to hold repeat events in the same location.”

In accordance with the Council's adopted Petition Scheme, the Committee will determine the action(s) to be taken in relation to the petition, which include:

- (a) To recommend to the relevant decision maker that they take the action requested in the petition;
- (b) To hold an inquiry into the matter, including meeting with any parties the committee is of the view would be appropriate to consult;
- (c) Requesting officers undertake research into the matter and report to a future meeting;
- (d) Request the Leader, Portfolio Holder or an officer to provide a written response to the petition organiser setting out the Council's views about the request in the petition;
- (e) Take any other action within its remit that it considers appropriate; or
- (f) Take no further action.

9 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 15 - 18)

It is intended that Members should use the Notice of Forthcoming Key Decisions to identify topics within the remit of the Committee for future scrutiny.

10 **SCRUTINY WORK PROGRAMME** (Pages 19 - 24)

It is intended that the Committee monitor and prioritise its rolling work programme.

11 **DOVER SOUP KITCHEN**

To scrutinise matters relating to the decision over the location of the Dover Soup Kitchen.

12 **VEOLIA WASTE**

To consider the responses of representatives of Veolia Waste to the questions of the Committee.

Mr M Cunningham and Mr M Razzell of Veolia will be in attendance at the meeting.

13 **ST JAMES' SITE UPDATE**

To receive a verbal update from the Head of Inward Investment.

14 **ADOPTION OF THE NELSON STREET, DEAL CONSERVATION AREA CHARACTER APPRAISAL** (Pages 25 - 48)

To consider the attached report of the Chief Executive.

15 **INFORMATION SECURITY, RISK AND GOVERNANCE FRAMEWORK AND POLICIES** (Pages 49 - 203)

To consider the attached report of the Director of Governance.

16 **GUIDANCE ON SUSPECT DEVICES, PACKAGES AND CALLS** (Pages 204 - 214)

To consider the attached report of the Director of Governance.

17 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 215)

The recommendation is attached.

MATTERS 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

18 **DEAL PIER**

To receive a verbal update on Deal Pier from the Director of Environment and Corporate Assets and the Director of Governance.

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.
- 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 for details.

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