

# Public Document Pack



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25 November 2016

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the Council Chamber at these Offices on Monday 5 December 2016 at 3.00 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 be "Nicky", written over a white background.

Chief Executive

General Purposes Committee Membership:

S M Le Chevalier (Chairman)  
M D Conolly (Vice-Chairman)  
M R Eddy  
D P Murphy  
P Walker

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 3)

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

4 **MINUTES** (Pages 4 - 6)

To confirm the attached Minutes of the meeting of the Committee held on 10 March 2016.

5 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 7)

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

6 **OFFICERS' TERMS AND CONDITIONS OF SERVICE** (Pages 8 - 246)

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.
- 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.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered 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.

Other Significant Interest (OSI)

Where a Member is declaring an 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.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **GENERAL PURPOSES COMMITTEE** held at the Council Offices, Whitfield on Thursday, 10 March 2016 at 2.30 pm.

Present:

Chairman: Councillor S M Le Chevalier

Councillors: M R Eddy  
M J Ovenden (as substitute for Councillor D P Murphy)

Officers: Director of Governance  
HR Advisor  
Team Leader – Democratic Support

### 1 APOLOGIES

Apologies for absence were received from Councillors M D Conolly and D P Murphy.

### 2 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor M J Ovenden was appointed as substitute member for Councillor D P Murphy.

### 3 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

### 4 MINUTES

The Minutes of the meeting of the Committee held on 19 March 2015 were approved as a correct record and signed by the Chairman.

### 5 DOVER DISTRICT COUNCIL SMOKING POLICY

The Director of Governance presented the revised Dover District Council Smoking Policy.

The Policy had previously been approved in 2007 and had been reviewed in light of changes to the corporate structure and the rise of the use of e-cigarettes. The revised Policy sought to avoid any potential long term health risks to staff and the normalisation of smoking in the workplace by treating e-cigarettes the same way as smoking.

Members were advised that the draft Policy had been discussed with Corporate Management Team and at regular meetings held with the Trade Unions.

RESOLVED: That the updated Dover District Council Smoking Policy be approved.

### 6 APPRENTICESHIP POLICY UPDATE

The Director of Governance presented the Apprenticeship Policy Update.

Members were advised that Dover District Council had a proud record when it came to apprenticeships and work experience placements and that the updated

Apprenticeship Policy continued to build upon that work by expanding the number of apprentice placements from 4 to 6. Each apprenticeship would be for a two year period and linked to an NVQ qualification. While EK College was the Council's preferred apprenticeship partner the policy did allow for the Council to work with other partners if it was felt appropriate.

In respect of the trial work experience placements in conjunction with Dover Job Centre Plus, the concerns raised at the Scrutiny (Policy and Performance) Committee meeting over the participants being financially disadvantaged by participating in the scheme had been noted and the Head of Community and Engagement would be monitoring the placements. An evaluation report would be produced at the end of the trial.

Members welcomed the updated policy and the contribution it made in tackling the Districts low levels of educational attainment.

RESOLVED: (a) That the number of apprenticeship places available directly from the Council be increased to 6 apprenticeships per annum.

(b) That due to the nature of the training programmes and qualifications, the length of the apprenticeship programmes be extended to up to 2 years.

(c) That each apprentice under the age of 18 years be paid 1.5 times x the National Minimum Wage for apprentices for up to 2 years.

(d) That each apprentice over the age of 18 years be paid the National Minimum Wage for their age for up to 2 years.

(e) That the Head of Paid Service or Director of Governance be authorised to approve any contracts or agreements that may be necessary to give effect to the revised arrangement.

## 7 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor M R Eddy, duly seconded 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 involve the likely disclosure of exempt information as defined in paragraph 4 of Part I of Schedule 12A of the Act.

## 8 PAY AWARD 2016

The Committee considered the report of the Head of Paid Service which outlined proposals the pay award for all members of staff.

In accordance with the Collective Bargaining Agreement (CBA), the Head of Paid Service had sought independent advice on market positioning regarding pay from Total Rewards Projects LTD (TRP) which had recommended a pay award of 1.25%. Following negotiations between management and the recognised Trade Unions (Unison and GMB (MPO)) the Unions accepted the offer.

RESOLVED: That the pay award of 1.25% on the salary of all staff from 1 April 2016 be approved.

The meeting ended at 3.02 pm.

DOVER DISTRICT COUNCIL

GENERAL PURPOSES COMMITTEE – 5 DECEMBER 2016

**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 items to be considered involve 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>
Officers' Terms and Conditions of Service	4	Information relating to any consultations or negotiations, or contemplated negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

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

**Agenda Item No 6**

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