

# Public Document Pack



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](http://www.dover.gov.uk)  
e-mail: [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)

23 February 2018

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 5 March 2018 at 11.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on (01304) 872303 or by e-mail at [kate.batty-smith@dover.gov.uk](mailto:kate.batty-smith@dover.gov.uk).

Yours sincerely

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

Chief Executive

## Cabinet Membership:

K E Morris	Leader of the Council
M D Conolly	Deputy Leader of the Council
J S Back	Portfolio Holder for Built Environment
T J Bartlett	Portfolio Holder for Property Management and Environmental Health
N J Collor	Portfolio Holder for Access and Licensing
M J Holloway	Portfolio Holder for Community Services
N S Kenton	Portfolio Holder for Environment, Waste and Health

## AGENDA

### 1 **APOLOGIES**

To receive any apologies for absence.

### 2 **DECLARATIONS OF INTEREST** (Page 5)

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

### 3 **RECORD OF DECISIONS** (Pages 6-15)

The Decisions of the meeting of the Cabinet held on 5 February 2018 numbered CAB 132 to CAB 141 (inclusive) are attached.

4 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 16-19)

The Notice of Forthcoming Key Decisions is included in the agenda to enable the Cabinet to identify future agenda items of public interest that should be subject to pre-Cabinet scrutiny.

**ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES**

5 To consider any issues arising from Overview and Scrutiny or other Committees not specifically detailed elsewhere on the agenda.

a Council Budget 2018/19 and Medium-Term Financial Plan 2018/19-2021/22

To consider the recommendations of the Scrutiny (Policy and Performance) Committee (to follow).

**BUDGET AND POLICY FRAMEWORK - KEY DECISIONS**

6 **COUNCIL BUDGET 2018/19 AND MEDIUM-TERM FINANCIAL PLAN 2018/19-2021/22**

To consider the attached report of the Director of Environment and Corporate Assets.

Responsibility: Portfolio Holder for Corporate Resources and Performance

*Due to its size, this report is reproduced as a supplementary paper to the main agenda.*

**EXECUTIVE - KEY DECISIONS**

7 **CONSULTATION ON PUBLIC SPACES PROTECTION ORDER** (Pages 20-24)

To consider the attached report of the Director of Governance.

Responsibility: Portfolio Holder for Property Management and Environmental Health

8 **ADOPTION OF DEAL SOUTH BARRACKS CONSERVATION AREA CHARACTER APPRAISAL** (Pages 25-43)

To consider the attached report of the Chief Executive.

Responsibility: Portfolio Holder for Built Environment

**EXECUTIVE - NON-KEY DECISIONS**

9 **ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY** (Pages 44-48)

To consider the attached report of the Director of Governance.

Responsibility: Portfolio Holder for Property Management and Environmental Health

10 **ENHANCEMENT WORKS TO RIVER DOUR AND DOLPHIN HOUSE GARAGES**  
(Pages 49-55)

To consider the attached report of the Director of Environment and Corporate Assets.

Responsibility: Portfolio Holder for Property Management and Environmental Health

11 **GENDER PAY GAP REPORT** (Pages 56-59)

To consider the attached report of the Director of Governance.

Responsibility: Portfolio Holder for Corporate Resources and Performance

12 **REVISED APPRENTICESHIP POLICY** (Pages 60-98)

To consider the attached report of the Director of Governance.

Responsibility: Portfolio Holder for Corporate Resources and Performance

13 **SANDWICH PORT AND HAVEN COMMISSION - APPOINTMENT OF INDEPENDENT COMMISSIONER** (Pages 99-101)

To consider the attached report of the Director of Governance.

Responsibility: Leader of the Council

14 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 102)

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

## **EXECUTIVE - KEY DECISIONS**

15 **REDEVELOPMENT OF WILLIAM MUGE HOUSE AND SNELGROVE HOUSE SITES** (Pages 103-106)

To consider the attached report of the Director of Environment and Corporate Assets.

Responsibility: Portfolio Holder for Property Management and Environmental Health

16 **AWARD OF CONTRACT FOR RESURFACING WORKS TO DEAL PIER** (Pages 107-110)

To consider the attached report of the Director of Environment and Corporate Assets.

Responsibility: Portfolio Holder for Property Management and Environmental Health

**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 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 Kate Batty-Smith, Democratic Services Officer, telephone: (01304) 872303 or email: [kate.batty-smith@dover.gov.uk](mailto:kate.batty-smith@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.

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 5 February 2018 at 11.01 am

Present:

Chairman: Councillor K E Morris

Councillors: M D Conolly  
J S Back  
T J Bartlett  
N J Collor  
M J Holloway  
N S Kenton

Also Present: Councillor S F Bannister  
Councillor P M Beresford  
Councillor P M Brivio  
Councillor S S Chandler  
Councillor M R Eddy  
Councillor M J Ovenden  
Councillor P Walker  
Councillor P M Wallace

Officers: Chief Executive  
Director of Environment and Corporate Assets  
Director of Finance, Housing and Community  
Director of Governance  
Head of Finance  
Democratic Services Officer

**The formal decisions of the executive are detailed in the following schedule.**

### Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 132 5.2.18 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 13 February 2018	<u>APOLOGIES</u>  It was noted that there were no apologies for absence.	None.	To note any apologies for absence.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 133 5.2.18 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation</b>	<u>DECLARATIONS OF INTEREST</u>  It was noted that there were no declarations of interest.	None.	To note any declarations of interest.	

<b>Date</b> 13 February 2018				
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<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and rejected (if any)</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b>
CAB 134 5.2.18 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 13 February 2018	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the meeting of the Cabinet held on 15 January 2018, as detailed in decision numbers CAB 117 to CAB 131, be approved as a correct record and signed by the Chairman.	None.	Cabinet is required to approve the Record of Decisions of the Cabinet meeting held on 15 January 2018.	

<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and rejected (if any)</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b>
CAB 135 5.2.18 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation</b>	<u>NOTICE OF FORTHCOMING KEY DECISIONS</u>  It was agreed that there were no forthcoming Key Decisions identified for pre-Cabinet scrutiny at this stage.	None.	Cabinet is requested to identify any Key Decisions that it considers would be beneficial to refer to one of the Scrutiny Committees before the matter comes before Cabinet for	



<b>Date</b> 13 February 2018			formal consideration.	
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<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and rejected (if any)</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b>
CAB 136 5.2.18 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 13 February 2018	<u>REVIEW OF ON AND OFF-STREET PARKING CHARGES</u>  It was agreed:  (a) That the Scrutiny (Policy and Performance) Committee's recommendations, made at its meeting held on 16 January 2018 (Minute No 122), be rejected as follows:  (a) That, as the justification used by Cabinet to defer the decision on rural parking charges applied equally to towns, it not proceed with implementing the charges for the towns without further work and consultation.  (b) That a further report be produced providing details of the level of 'churn' at car parks.  (b) That Cabinet decision CAB 127 be reaffirmed.	To accept the Committee's recommendations.	At its meeting held on 16 January 2018, the Scrutiny (Policy and Performance) Committee considered Cabinet decision CAB 127 of 15 January 2018 and made recommendations to Cabinet.	

<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and rejected (if any)</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b>
CAB 137 5.2.18 Open	<u>DOVER TOWN CENTRE</u>  It was agreed:	To accept all of the Committee's recom-	At its meeting held on 16 January 2018, the Scrutiny	

<p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 February 2018</p>	<p>(a) That the Scrutiny (Policy and Performance) Committee's recommendations (a) and (d), made at its meeting held on 16 January 2018 (Minute No 120), be rejected since they have been overtaken by the motion that went to full Council on 31 January 2018, as follows:</p> <p>(a) That a further report be produced identifying achievable goals with timescales for the matters for which Dover District Council was the accountable body.</p> <p>(d) That a combined business and public focus group be created on the future development of Dover Town Centre.</p> <p>(b) That the Scrutiny (Policy and Performance) Committee's recommendations (b) and (c) be accepted, noting that regular updates will be provided and that the role of partners will be defined in the Partnership Charter, as agreed by Cabinet at its meeting held on 15 January 2018 (CAB 128 (d)).</p> <p>(c) That Cabinet decision CAB 128 be reaffirmed.</p>	<p>mendations.</p>	<p>(Policy and Performance) Committee considered Cabinet decision CAB 128 of 15 January 2018 and made recommendations to Cabinet.</p>	
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<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and rejected (if any)</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b>
<p>CAB 138 5.2.18 Open</p> <p><b>Key Decisions</b> No</p>	<p><u>COMMUNICATION AND ENGAGEMENT UPDATE</u></p> <p>It was agreed that the Scrutiny (Community and Regeneration) Committee's recommendation, made at its meeting held on 17 January 2018 (Minute No 103), be rejected due to timing and data protection restrictions. However, the objective of the recommendation is supported and alternative methods of communicating with residents will, therefore,</p>	<p>To accept the recommendation as it stands.</p>	<p>At its meeting held on 17 January 2018, the Scrutiny (Community and Regeneration) Committee received an update</p>	

<b>Call-in to apply</b> Yes  <b>Implementation Date</b> 13 February 2018	be explored.		from the Head of Communication and Engagement and made a recommendation to Cabinet.	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 139 5.2.18 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 13 February 2018	<u>DRAFT COUNCIL BUDGET 2018/19 AND MEDIUM-TERM FINANCIAL PLAN 2018/19-2021/22</u>  (a) That the draft General Fund Revenue Budget, the Capital and Special Projects Programmes, the Housing Revenue Account (HRA) budget, and the content of the Medium-Term Financial Plan (MTFP) as set out at Appendix 1 of the report, be forwarded to the Scrutiny (Policy and Performance) Committee for consideration.  (b) That it be noted that the Council Tax Resolution and Treasury Management Strategy will be added to the MTFP, and that other minor adjustments will be made, before it is presented to Council in March.  (c) That the various recommendations at the end of the sections within the Budget and MTFP report, as consolidated at Annex 12 of the report, be forwarded to the Scrutiny (Policy and Performance) Committee for consideration, as follows:  (i) Continue the practice of delegating authority to the Director of Finance, Housing and Community to approve revenue budget carry forwards within the guidelines set	None.	The Medium-Term Financial Plan (MTFP) is the Council's key financial planning tool and underpins the Council's financial planning strategy and corporate planning process.  The MTFP 2018/19-2021/22 incorporates the General Fund Revenue Budget, the Housing Revenue Account Budget and the Medium-Term Capital Programme.	

	<p>out.</p> <ul style="list-style-type: none"> <li>(ii) Approve the grants to organisations detailed at Annex 11 of the report.</li> <li>(iii) Approve the General Fund Revenue Budget for 2018/19 and the projected outturn for 2017/18.</li> <li>(iv) Approve the policies and protocols regarding the General Fund balances and earmarked reserves, and transfers between reserves as set out at Annex 6 of the report.</li> <li>(v) Delegate to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, the power to acquire freehold or leasehold residential properties and to agree terms and conditions in connection therewith.</li> <li>(vi) Approve the 2017/18 Projected Outturn and the 2018/19 HRA budget at Annex 7 of the report.</li> <li>(vii) Delegate to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, the setting of the level of the on-going HRA minimum balance, the transfer of balances to the Housing Initiatives Reserve (HIR), the use of prudential borrowing, and adjustment of the resources of the HIR accordingly.</li> <li>(viii) Continue the practice of delegating authority to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, to apply capital receipts, revenue resources, grants, Section 106 monies, etc to finance the approved Capital and Special Revenue Projects programmes.</li> </ul>		<p>Cabinet approval is required for the 2018/19 budget and MTFP before final approval by Council on 7 March 2018.</p> <p>The Scrutiny (Policy and Performance) Committee is due to scrutinise the budget at its meeting to be held on 27 February 2018.</p>	
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	<p>(ix) Continue the practice of delegating authority to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, to authorise projects up to £50,000 that are included in the Capital and Special Revenue Programmes; approve the allocation of funds from the Capital and Special Revenue Contingencies to projects; authorise virements between regeneration projects and apply Growth Point reserves to regeneration projects.</p> <p>(x) Delegate to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, authority to authorise project overspends up to a maximum of 10% or £100,000 (whichever is lower), and apply relevant financing resources to cover.</p> <p>(xi) Approve the Capital and Special Projects Programmes.</p> <p>(xii) Approve that capital resources required to finance new projects are secured before new projects commence.</p>			
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<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and rejected (if any)</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b>
<p>CAB 140 5.2.18 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b></p>	<p><u>DOVER LEISURE CENTRE - ANCILLARY WORKS AT THE DANES</u></p> <p>It was agreed that the Director of Environment and Corporate Assets be authorised, in consultation with the Portfolio Holder for Property Management and Public Health, to take actions required in order to bring forward the proposal to use the Middle and Upper Danes to dispose of spoil and thus enable it to be laid out as public open space.</p>	None.	It was intended that spoil from the new Dover District Leisure Centre site would be disposed of at The Danes in order to bring the site back into use	

<p>Yes</p> <p><b>Implementation Date</b> 13 February 2018</p>			<p>as public open space. Whilst issues raised through the planning process prevented this happening, it is considered that the benefits are such that a tender should be issued to enable another operator to dispose of soil at the site.</p>	
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<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and rejected (if any)</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b>
<p>CAB 141 5.2.18 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 February 2018</p>	<p><u>PERFORMANCE REPORT - THIRD QUARTER 2017/18</u></p> <p>It was agreed that the Council's Performance Report and Actions for the Third Quarter 2017/18 be noted.</p>	<p>None.</p>	<p>Monitoring the Council's performance against key objectives is essential to the achievement of those aims and objectives. The Performance Report provides a summary of the Council's performance for the nine months to 31 December 2017.</p>	

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The meeting ended at 11.45 am.



# Notice of Forthcoming Key Decisions

[This updated version of the Notice supersedes all other versions issued in previous months]

Publication Date: 2 February 2018



## Notice of Forthcoming Key Decisions which will be made on behalf of the Council

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
1	Neighbourhood Plans	June 2013 and ongoing (see entry)
2	Dover Town Centre Regeneration: To consider progress on the Compulsory Purchase Order and any issues arising which may go beyond the scope of the resolutions incorporated in Minute CAB 87	8 September 2014/24 April 2015/7 March 2016 and as necessary
3	Approval to develop detailed plans for replacement of Dover Leisure Centre	25 July/20 September and 15 December 2016 (special Cabinet meetings) and 11 September 2017 (special Cabinet meeting)
4	Statutory Brownfield Register	Decision to be taken by the Head of Regeneration and Development – December 2017
5	Review of Tenancy Strategy and Tenancy Policy	5 March 2018
6	Review of Local Plan	(i) 1 March 2017; (ii) October 2018; and (iii) July 2019
7	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance)
8	Approval for public consultation on draft South Barracks Conservation Area Appraisal	3 July 2017 and 5 March 2018
9	To consider the results of public consultation on the Waterloo Crescent Conservation Area Appraisal and approve public consultation on proposed boundary extensions	8 May 2017
10	To consider the results of public consultation on the extension of the Nelson Street Conservation Area boundary and the introduction of an Article 4 Direction	8 May and 4 December 2017
11	Approval to cease providing a face-to-face customer service function at Aylesham, Deal and Sandwich area offices	3 July and 4 September 2017
12	Approval of revisions to the 2012 Housing Assistance Policy	3 July 2017
13	Approval of amended Dover District Council Events Policy and Land Hire Agreement	4 September 2017
14	Approval to release funding and carry out regular beach maintenance works between Oldstairs Bay and Sandwich Bay	12 June 2017

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
15	Local Plan Review – Engagement Strategy	8 May 2017
16	Appointment of contractor to carry out building extension and repair works at Kearsney Abbey and Russell Gardens as part of the Heritage Lottery Funded ‘Parks for People’ project	Decision to be taken by the Portfolio Holder for Property Management and Public Protection – July/August 2017
17	Appointment of contractor to carry out landscape and watercourse restoration works at Kearsney Abbey and Russell Gardens as part of DDC’s Heritage Lottery Funded ‘Parks for People’ project	Decision to be taken by the Portfolio Holder for Property Management and Public Protection – July/August 2017
18	To approve the policy on civil penalties and rent repayment orders for private landlords	2 October 2017
19	To seek approval for wet and dryside improvements to Tides Leisure and Indoor Tennis Centre, Deal	5 March/16 April 2018
20	Dover Waterfront Masterplan Area Action Plan	To be confirmed
21	Planning Enforcement Plan	16 April 2018
22	Representations on the Thanet District Council Local Plan	5 March 2018
23	Fit-out of Aylesham retail units and related funding	3 July 2017
24	Project approval for development of land at Foxborough Close, Woodnesborough to provide affordable housing	3 July 2017
25	Approval of project to deliver new modular homes to provide temporary housing for homeless households	2 October 2017
26	To consider a revised East Kent Growth Framework	4 September 2017
27	The Open Golf Championship 2020	4 September 2017
28	Local Development Scheme	4 September 2017
29	To seek approval for public consultation on the draft Sandwich Walled Town Conservation Area Appraisal	5 March 2018 and date to be confirmed
30	Approval of contracts for works to Middle Street Car Park, Union Road Car Park and general maintenance work to remaining car parks.	4 September 2017
31	Approval to carry out works to area adjacent to River Dour and garages to the rear of Dolphin House, Dover	4 December 2017
32	Approval to carry out capital project works to Deal Pier	2 October and 6 November 2017
33	Award of replacement pitched roofing contract 2017-2020	2 October 2017
34	Future and funding of Inspire Fund	To be confirmed

<b>Key Decisions 2017/18</b>	<b>Item</b>	<b>Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)</b>
35	Development of community-led housing initiatives	6 November 2017
36	Approval to upgrade heating and ventilation plant and controls at Dover Museum	6 November 2017
37	To approve final contract terms for the delivery of Revenues, Benefits and Customer Services functions by a private sector provider, and give authority for partner councils to enter into the contract and associated documentation.	East Kent Services Committee – 24 January 2018
38	Hackney Carriage and Private Hire vehicles - access for wheelchair users	5 March 2018
39	Fees and Charges – agreement on levels for 2018/19	15 January 2018
40	Authority Monitoring Report	4 December 2017
41	Recommendations to Cabinet (and Council) of the draft 2018/19 Budget and Medium-Term Financial Plan 2018/19-2021/22, and approval of various delegations within the Budget	5 February and 5 March 2018
42	Review of Parking Charges	15 January 2018
43	Surrender of Dover Leisure Centre Lease	15 January 2018
44	Approval of the use of Building Foundations for Growth funding and authorisation of an appropriate legal agreement	15 January 2018
45	Development of a social lettings agency	5 March 2018
46	To award contract for resurfacing work to Deal Pier stem	5 March 2018
47	Approval of project to develop housing to be occupied on an interim basis by homeless households	5 March 2018
48	To appoint consultants to design and produce tender documentation for new housing development at former sheltered housing sites at Snelgrove House and William Muge House, Dover	5 March 2018
49	Permission to go out to formal consultation on a Public Spaces Protection Order	5 March 2018
50	To seek approval to formalise the current service delivery approach to littering and dog-fouling enforcement	5 March 2018
51	Award of contract to construct two dwellings at Foxborough Close, Woodnesborough	Decision to be taken by the Portfolio Holder for Built Environment – March/April 2018
52	To seek Cabinet approval for public consultation on draft Upper Deal Conservation Area Character Appraisal	16 April 2018 and date to be confirmed

<b>Subject:</b>	<b>PUBLIC SPACES PROTECTION ORDER CONSULTATION</b>
<b>Meeting and Date:</b>	<b>Cabinet – 5 March 2018</b>
<b>Report of:</b>	<b>David Randall, Director of Governance</b>
<b>Portfolio Holder:</b>	<b>Councillor Trevor Bartlett, Portfolio Holder for Property Management and Environmental Health</b>
<b>Decision Type:</b>	<b>Key</b>
<b>Classification:</b>	<b>Unrestricted</b>
<b>Purpose of the report:</b>	To seek Cabinet authorisation to go out to formal consultation on the renewal and amendment of the Public Spaces Protection Order (Dover District Council) 2015.
<b>Recommendation:</b>	That Cabinet authorise the commencement of the necessary period of consultation in accordance with section 72 of the Anti-social Behaviour, Crime and Policing Act 2014, on the extension and variation of the Public Spaces Protection Order, with consultation to run between 12 March 2018 and 9 April 2018.

## 1. Summary

The Anti-Social Behaviour Crime and Policing Act 2014 (the 2014 Act) provides local authorities with powers to make Public Spaces Protection Orders (PSPOs). These orders are intended to address activities carried out in public spaces which have a detrimental effect on the quality of life of those in the locality.

Dover District Council previously implemented a PSPO which came into effect on 27<sup>th</sup> July 2015. This relates to dog control and covered fouling, leads, leads by order and exclusions. Under the Act a PSPO runs for 3 years unless extended and/or varied in accordance with the provisions of the 2014 Act. Variations to the order can increase or reduce the restricted areas and add new requirements. The proposal is to extend the PSPO for another 3 years with minor amendments. The level of the fixed penalty notice shall remain at £75 to be paid within 14 days with no reduction for early payment.

## 2. Introduction and Background

2.1 A local authority can make a PSPO if satisfied on reasonable grounds that two conditions are met:

- that activities carried out in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality or that it is likely that activities carried on in a public place within that area will have such an effect.
- and
- the effect or likely effect of the activities is, or is likely to be of a persistent or continuing nature; is or is likely to be such as to make the activities unreasonable and justifies the restrictions imposed by the order

In order to extend a PSPO in accordance with section 60, the local authority must be satisfied on reasonable grounds that doing so is necessary to prevent -

- (a) occurrence or recurrence after that time of the activities in the order, or
- (b) an increase in the frequency or seriousness of those activities after that time.

## 2.2 The current PSPO lists 4 offences

- (i) Failing to remove dog faeces (covering the whole District)
- (ii) Failing to put a dog on a lead after being requested to do so by an authorised officer (covering the whole District)
- (iii) Failing to keep a dog on a lead in specified places
- (iv) Permitting a dog to enter specified land from which dogs are excluded

Detail of the current areas covered can be viewed at

<https://www.dover.gov.uk/Environment/Environmental-Crime/Public-Spaces-Protection-Order/Public-Spaces-Protection-Order.aspx>

## 2.3 The table below details the enforcement action taken since the introduction of the PSPO.

	FPNs	Warnings	Successful prosecutions
Fouling	18	0	1
Dogs on lead	21	36	2
Dog exclusion	61	37	7
On lead by direction.	0	0	0

This shows the introduction of the PSPO has had an important impact and it is considered the current PSPO has been an effective tool preventing anti-social behaviour having a detrimental effect, as set out in section 59 of the 2014 Act The Council also seeks to publicise prosecutions as we believe this sends out a message that action is taken against irresponsible dog owners. A recent initiative of publishing a monthly social media report detailing the actions taken by the Environmental Crime Team also ensures we reach a wide audience.

## 2.4 It is proposed to maintain all dog related offences with some minor changes as outlined below and on the maps included in the draft PSPO at Appendix 1.

- (i) Failing to remove dog faeces. This covers the whole District and no change is proposed. .
- (ii) Failing to put a dog on a lead after being requested to do so by an authorised officer. This covers the whole District and no change is proposed. .
- (iii) Section 3 relating to the requirement to keep dogs on leads in specified places is to be amended in the following areas:
  - **Deal Prom.** Extend the area to cover green space and gardens at Sandown Castle. These gardens are enclosed and have been entered in the Britain in Bloom competition.
  - **Dover Seafront**  
Remove the restriction on the gardens so dogs only have to be on a lead on the promenade.  
Remove the restriction beyond the last groyne where the promenade runs alongside the main road

These changes are detailed in Appendix 2 with maps illustrating the changes.

(iv) Section 4 relates to the offence of permitting a dog to enter specified land from which dogs are excluded. The proposal is to amend this in the following areas:

➤ **Dover Seafront**

Remove the exclusion to the eastern end of the beach beyond the last groyne adjacent to the Premier Inn. This is a small stretch of beach which is covered when the tide goes in. Allowing dogs there provides space on the beach for dog owners away from the main bay

➤ **St. Margaret's Bay Beach**

Remove the exclusion at point to the eastern end of the beach by the stairs. This permits dog walkers to go from St Margaret's beach to Kingsdown and vice versa without entering an exclusion area. This is marked by groynes restricting access to the remaining exclusion areas

The following sites are to be added to the exclusion section of the PSPO:

➤ **Victoria Park, Deal sports pitches**

Sited to the rear of Tides. The sports pitches are fenced. Dog walkers have sufficient areas within the park to exercise their pets.

➤ **North Deal playing field area**

New play park.

➤ **St Radigund's play area**

New play park

➤ **Aycliffe play area**

New play park

➤ **Wingham recreation ground**

New multi-use games area (MUGA).

These changes are detailed in Appendix 2 with maps illustrating the changes.

➤ **Freemens Way play area**

No longer exists so removed

Further changes may be made as a result of consultation. The final PSPO will come before Cabinet for approval with an intended commencement date of 28 July 2018.

2.5 By virtue of section 72 of the Act, before amending/extending a PSPO the Council is obliged to carry out consultation with the Chief Officer of police, the local policing body, community representatives and owners/occupiers of land covered within the order.

The consultation will be publicised widely through the Council's website, Twitter, Facebook, via press releases to local media, e-mailing Parish, Town Councils and community groups and leaving copies for public perusal in libraries and Council offices. Notices will also be put up in areas the order relates to.

In addition, the Council plan to publish a notice of its intention to amend/extend the PSPO in a local newspaper, which covers the whole district. Although this is not required by the legislation, guidance issued by the Department for Environment, Food & Rural Affairs suggests that it is best practice to do so. It is intended the consultation will be open for 4 weeks

### 3. Identification of Options

- 3.1 Option 1 – approve a period of consultation on the extension and variation to the PSPO as suggested.
- 3.2 Option 2 – approve a period of consultation on extending the current PSPO without the suggested amendments
- 3.3 Option 3 – do not authorise consultation on a revised/extended PSPO and allow the current PSPO to expire with effect from 27 July 2018.

#### 4. **Evaluation of Options**

- 4.1 Option 1 – The recommended option. The ultimate aim of consulting is to extend and amend the PSPO. It also aids in
  - balancing the needs of dog owners and other members of the community
  - maintaining the current powers related to dog control ensuring there are deterrents and penalties in place for those who fail to behave responsibly.
  - dealing with anti-social behaviour

A period of statutory and public consultation ensures the views of those affected are taken into account.

- 4.2 Option 2 - approve a period of consultation on a PSPO without the suggested amendments

This consultation option would seek to maintain the current dog related offences and would leave other areas within the District excluded from the scope of the Order

- 4.3 Option 3 – do not consult and allow the PSPO to expire on 27<sup>th</sup> July 2018.

This would mean dog fouling could only be addressed through old byelaws and the Dover District Council (Fouling of Land by Dogs) Order 1999. This does not cover

- Land comprised in or running alongside a highway which comprises a carriageway unless the driving of motor vehicles on the carriageway is subject, otherwise than temporarily, to a speed limit of 40 miles per hour or less
- Land used for agriculture or woodlands
- Common land to which the public are entitled or permitted to have access otherwise than by virtue of S193(1) of the Law of Property Act 1925 (right of access to urban common land)

Requirements to keep dogs on leads or out of specified areas would revert to byelaws. The byelaws are dated and inconsistent in terms of penalties for breaching them. This ranges from £2 to £500 on conviction. There is no scope for issuing FPNs for breach of byelaws. Many enclosed children's parks are not covered by these byelaws. Breach of byelaws can only be dealt with through prosecution. This is a timely and costly process.

#### 5. **Resource Implications**

- 5.1 There are minimal costs associated with going out to consultation, in terms of placing notices in the newspapers. There will be a cost for signage relating to changes once a PSPO is made. This is already budgeted for.

#### 6. **Corporate Implications**

- 6.1 Comment from the Section 151 Officer: Finance has been consulted and has nothing further to add (SB).

- 6.2 Comment from the Solicitor to the Council: The Head of Legal Services has been involved in the preparation of this report and has no further comment to make.
- 6.3 Comment from the Equalities Officer: 'This report does not specifically highlight any equalities implications however, in discharging their responsibilities members are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15> '

## 7. **Appendices**

The appendices may be viewed by clicking the links below

[Appendix 1: - Draft Public Spaces Protection Order.](#)

[Appendix 2: - Map of proposed changes to areas in the existing PSPO.](#)

or by typing the following addresses into your internet search bar

<https://dover.gov.uk/pspo2018>

<https://dover.gov.uk/pspomap>

It is recommended Google Chrome is used to open the above files.

## 8. **Background Papers**

Public Spaces Protection Orders - Extract from Anti-social Behaviour, Crime and Policing Act 2014 statutory guidance – December 2017.

Contact Officers:

Paul Neagle  
Environmental Protection Manager  
[envhealth@dover.gov.uk](mailto:envhealth@dover.gov.uk)  
01304 872291

Andrzej Kluczynski  
Environmental Crime Team Leader  
[envcrime@dover.gov.uk](mailto:envcrime@dover.gov.uk)  
01304 872096



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<b>Subject:</b>	<b>ADOPTION OF THE DEAL SOUTH BARRACKS CONSERVATION AREA CHARACTER APPRAISAL</b>
<b>Meeting and Date:</b>	<b>Cabinet – 5 March 2018</b>
<b>Report of:</b>	<b>Nadeem Aziz, Chief Executive</b>
<b>Portfolio Holder:</b>	<b>Councillor James Back, Portfolio Holder for Built Environment</b>
<b>Decision Type:</b>	<b>Key Decision</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** To inform Cabinet of the results of the public consultation exercise, and the proposed modifications to the Deal South Barracks Conservation Area Appraisal, and to adopt it as a material consideration for planning purposes.

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**Recommendation:** Cabinet agrees to:

1. The proposed responses to the representations received and the resulting modifications to the Deal South Barracks Conservation Area Character Appraisal as set out in Appendix 1;
2. Adopt the Deal South Barracks Conservation Area Character Appraisal as a material consideration for planning purposes as set out in Appendix 2; and
3. Authorise the Head of Regeneration and Development to make any necessary editorial changes to the Appraisal to assist with clarity, consistency, explanation and presentation, in conjunction with the Portfolio Holder for Built Environment.

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## 1. Summary

1.1 Cabinet approved the Draft Deal South Barracks Conservation Area Appraisal for public consultation in July 2017. Consultation has now been undertaken and following the analysis of representations minor modifications are now proposed.

1.2 One recommendation has been made, to designate the following buildings/features as Heritage Assets of Local Importance in accordance with the criteria set down in annex 1 of the adopted Land Allocations Local Plan 2015:

- 1) The former depot church, St Michaels and All Angels, now converted to residential;
- 2) The Globe and Laurel plaque; and
- 3) The iron fencing along Cornwall and Gladstone Road.

## 2. Introduction and Background

2.1 At Cabinet on the 3<sup>rd</sup> July 2017 the draft Deal South Barracks Conservation Area Appraisal was approved for public consultation. It had been prepared by the Deal

Society, in conjunction with the District Council, following recommendations in the Dover District Heritage Strategy.

- 2.2 The consultation period ran for six weeks from 14<sup>th</sup> August to 25 September and the District Council received 28 responses from 9 individuals or organisations. There were no objections to the Conservation Area Appraisal and the findings were generally supported which is a credit to the hard work that the Deal Society have put into preparing the Appraisal.
- 2.3 Further to comments received during the consultation additional text, indicated in **bold** in the Appraisal, has been inserted to make the document more robust and to assist with the interpretation of the Appraisal. Deleted text has ~~strikeout~~.
- 2.4 A full list of representations received, together with the proposed District Council responses and amendments are set out in Appendix 1.

#### Recommendations within the Appraisal

3. Deal South Barracks Conservation Area was originally designated in 1997. Local councils are required under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review their conservation areas from time to time to ensure that the original designation was correct, and to formulate and publish proposals for further enhancement and preservation of their conservation areas. This Appraisal has, therefore, been produced in compliance with this requirement.
  - 3.1 The draft Appraisal sought views on a change of name of the Conservation Area to better describe its geographical location. Two responses were received, one positive and one negative. Most notable is that from the Senior Archaeological Officer at Kent County Council who advised that the current name is consistent with the historic name of the site. As a conservation area is designated for its historic importance changing the name to describe the conservation area geographically would be incorrect. This suggestion is omitted.
  - 3.2 The draft appraisal recommended the inclusion of three buildings/features on a list of undesignated Heritage Assets of local importance. Minor alterations have been made to the text to clarify these.

#### **4. Identification of Options**

- 4.1 Option 1: That the amendments to the Deal South Barracks Conservation Area Appraisal are agreed and it is adopted as a material consideration for planning purposes: or
- 4.2 Option 2: That the amendments to the Deal South Barracks Conservation Area Appraisal are not agreed and it is not adopted as a material consideration for planning purposes.

#### **5. Evaluation of Options**

- 5.1 The Appraisal would be used to identify opportunities for environmental improvements, inform new development and to act as an evidence base for the evaluation of new proposals. It would also be used by Planning Inspectors in appeal situations and, as it has been through a public consultation greater weight can also be attributed to it.

5.2 The Appraisal has been produced in response to the recommendations in the Dover District Heritage Strategy and the accompanying Action Plan. It, therefore, implements part of the Heritage Strategy.

5.3 If the Appraisal was not adopted, then the benefits outlined above would not be realised and the special character of the Conservation Area could be at risk through inappropriate development. The first option is, therefore, recommended.

## 6. **Resource Implications**

6.1 The Appraisal would be made available on the District Council's website. No further internal resources would be required.

## 7. **Corporate Implications**

7.1 Comment from the Section 151 Officer: 'Finance has been consulted and has nothing further to add (SB).

7.2 Comment from the Solicitor to the Council: "The Planning Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make".

7.3 Comment from the Equalities Officer: 'This report does not specifically highlight any equalities implications, however in discharging their duties members are required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15> '

7.4 Other Officers (as appropriate): none

## 8. **Appendices**

Appendix 1 – Analysis of Representations and Suggested District Council Response

Appendix 2 – Deal South Barracks Conservation Area Appraisal January 2018.

### **Background Papers**

Cabinet Report of 3 July 2017.

Contact Officer: Alison Cummings, Principal Heritage Officer, extension 2464

Comment Number	Part of Document	Full Name	Organisation Details	Conservation Area Character Appraisal - Do you have any comments on the character appraisal?	Recommendations - Do you agree with the recommendations to amend the name of the designated Conservation Area?	Name of the Conservation Area - If 'Yes', which of the following would you prefer?	Council's Response
7	General	Mr Ben Found	Senior Archaeological Officer Kent County Council	Thank you for consulting us on the proposed Conservation Area Appraisal for Deal South Barracks. I welcome the production of the appraisal and would like to commend the efforts of the Deal Society in assisting your council with its production. The Dover District Heritage Strategy specifically identified the limited amount of information in the form of Conservation Area Appraisals available within the district and addressing this deficit was a key recommendation of the strategy. As such the preparation of this appraisal will contribute positively to the ongoing management of the district's heritage. I would suggest that the appraisal would benefit from an opening summary and map providing a brief overview and introduction to the Conservation Area. I would also suggest that the document would benefit from additional graphic imagery in terms of plans and maps to illustrate some of the issues raised. These could include plans identifying which buildings form part of the historic barracks complex and which are new build, identify which buildings and structures are offered additional protection through being listed and labelling the key streets, squares and buildings referred to in the text, so as to help orientate the reader.			Noted and further detail added to appraisal.
	General	Mr Ben Found	Senior Archaeological Officer Kent County Council	The Conservation Area Appraisal, perhaps understandably is singularly focussed on the barracks site itself, but I feel that the appraisal would benefit from placing the site into the wider context, by explaining its relationship with the townscape of Deal and Walmer. This could include an explanation of the barracks as part of a wider military town that included the associated Deal North and Deal East Barracks. In combination these barracks once held a major body of troops and in total covered nearly 18 hectares. The extent of barracks land is well illustrated on Figure 22 within Appendix 1 Theme 3.8 of the Dover District Heritage Strategy.			Noted and further detail added to appraisal.
14	General	Sarah Plews	Planning Clerk Walmer Parish Council	Walmer Parish Council's Planning Committee have been keenly anticipating this document, having seen the excellent work done on The Nelson Street Conservation Area Appraisal. However, overall members found the Deal South Barracks Conservation Area Character Appraisal incomplete. It should be acknowledged that Walmer Parish Council, contributed to the production of the Walmer Design Statement which was the first Design statement produced in Dover District and was adopted by Dover District Council as a material planning consideration in 2006. Members commented, that in particular, there are areas where the document shows incorrectly labelled photographs, also, lack of architectural detail and some identified listed buildings not acknowledged. Members feel that this document falls short of being what is required as a supplementary planning document. Walmer Parish Council committee members would welcome the opportunity to meet and assess the document with the authors who designed it .			Comments on accuracy noted. Walmer Design Statement is added to references/bibliography. In regard of the SPD status, the role of the document is clearly indicated in the introduction. Deal Society had a meeting with pc prior to drafting, consultation process then provided an opportunity for pc to assess the document and provide comments.
17	General	Mrs Judith Dore		I would like to point out that I did not appear to have ever received any notice of this review taking place, despite being (1) a resident of Cavalry Barracks and (2) a member of the Deal Society, so was unable to make any comments when the review was first proposed.			This was the formal consultation of the document and provided an opportunity for views, corrections and additional information.
19	1	Mr David Skinner		The Appraisal is very lacking in detail compared with the Nelson Street Appraisal and provides very little information which will be of help for future planning applications in this area.			Homogenous nature of CA and its fairly simple character means that the appraisal was not going to be extensive. Amendments have been made to enhance the detail in certain sections.

8	1.4	Mr Ben Found	Senior Archaeological Officer Kent County Council	I agree that the Conservation Area is a significant and valued area within Deal/Walmer and has a strong and distinctive military character. I feel that the description of the significance of the area could be enhanced through reference to the suite of heritage values described in the Historic England publication Conservation Principles, Policies and Guidance . I would suggest that the Conservation Area, and in particular the original main blocks for the infantry barracks have a high aesthetic value. Their form, proportions, decoration and detailing are functional, yet pleasing. The central officers' block is more decorative in its detailing and features (in contrast to the plainer soldiers' accommodation adjacent) a wide pediment, decorative cornices, recessed clock, louvered cupola and pedimented entrance porches. The integrity of the buildings as a group, the sensitive modern additions and well-maintained landscaping all add to the site's aesthetic value. The view from the decorative Jubilee Gates, across the parade square to the officers' block is particularly pleasing and is rightly identified as a key view into the Conservation Area. The area has historic (illustrative) value, demonstrating the past military importance of Deal and Walmer arising from its coastal position adjacent to major anchorage of the Downs. The construction of these barracks also illustrate a period of uncertainty, both in terms of potential domestic civil unrest as well as the fear of invasion from Revolutionary and Napoleonic France. The provision in combination of major barracks for the army (infantry and cavalry), along with naval and army hospitals (at Deal North and East Barracks) show how very anxiously the authorities of the time feared a major invasion by the French Revolutionary Army. The unique combination of barracks and hospitals at Deal show how this threat required both a significant number of coastline troops to counter any attack, but also highlighted the potential for major casualties. The barracks survive as a well-preserved example of a group of military barracks that developed in the late eighteenth century.			Noted and further detail added to appraisal.
	1.4	Mr Ben Found	Senior Archaeological Officer Kent County Council	The group of buildings, for example through the addition of the Gymnasium and Garrison church illustrate changes and developments in barracks accommodation, whilst the individual buildings will likely contain evidential information within their fabric to illustrate the lives of the soldiers garrisoned here, but also the changes in barracks accommodation as a result of welfare improvements. The barracks also act as a communal reminder of the importance of Deal as a military town.			Noted and further detail added to appraisal.
6	2.1.1	Cllr Derek Murphy	Ward Councillor Dover District Council	There does not appear to be any mention of the proposed expansion of the Deal Parochial Primary School which sits squarely in this area. I would contend that the expansion of the school will have quite an impact on the immediate and surrounding area and therefore not to mention it in any way does seem to be remiss.			Site has been added to the areas of vulnerabilities as potential development land.
10	2.1.1	Mr Ben Found	Senior Archaeological Officer Kent County Council	I feel that the Conservation Area appraisal would benefit from some additional description of the architectural details of the buildings and structures of the barracks. Whilst many of the buildings display the identified uniform characteristics - the use of brick with slate roofs described in the assessment " there are also subtle differences, such as through the use of differing window detailing, differences in decorative brickwork treatments and in colour of brick. These differences can clearly be seen in the photographs on page 7 of the appraisal. Whilst the varying ranges of buildings work cohesively as a whole, they have their own detailing that adds individual character. Sometimes these subtle differences mark changes and extensions to buildings, including through the addition of extra storeys that illustrate the changing needs of the military.			Noted and further detail added to appraisal.
18	2.1.1	Mrs Judith Dore		I have repeatedly pointed out to many organizations that my property, (No. 17 Halliday Drive), includes the structure erroneously referred to as a 'clock tower'. This is not, nor has ever been, a clock tower, unlike the structure above the Naval Hospital on East Barracks. It is a BELL TOWER, still containing two large bronze bells in situ housed in a tower, (which we had restored and the spire regilded at some considerable cost.) The clock face set under the pediment of the front of the original Officers Mess was put there probably after the Royal Marines took over the building in the mid/late nineteenth century, before it is probable that the space originally contained the crest of one of the regiments stationed on site. (Much as the Swimming Baths also had a crest in the original building.) I believe the original works to the clock were passed on to the Deal Maritime & Local History Museum, they were certainly still there in 2012, and the clock itself is now run on a small modern electric motor, which is maintained and lit at our expense, although this is apparently the responsibility of the South Barracks Management Committee. I would appreciate this being corrected in your report. Had the Deal Society, of which I have been a member for nearly forty years, contacted me I could have explained this to them at the outset.			The list description notes a "lantern". The RCHME buildings report notes "triangular pediment containing a clock face". Section in appraisal will be reworded to inclu. Pediment and clock face to identify building.

20	2.1.1	Mr David Skinner		I would have expected more detail of the old RM buildings providing details of their design, e.g. single, two or three storey, the type and character of the bricks, windows and roofs and also what they were used for. I would also have expected details of the new builds in the area and how they fit in with the old converted buildings. I expected there to be a section on the Listed Buildings within the site, for example :- Building 20, which housed the stables, Building 129 which was the old Guard House and Building 12 which was the main building with the clock tower which housed the Officers. I also expected to see a description of the new builds within the conservation area at Harvey Avenue, Dowe Hill Mews, Wilkinson Drive, Calvary Court and Victoria Place and how they are compatible with the rest of the Conservation Area. The last paras of Section 2.1 mention the dissatisfaction of the residents regarding parking and dog walking signs, is this appropriate for this document? I would have expected to see more architectural details of the old buildings in this section with a description of their style and what they were used for. There should also be a description of the Grade 2 Listed Buildings as for example Building 20, which housed the stables, is one of only four such cavalry barracks surviving from the first army barrack-building campaign in England and Building 129 was the old Guard House and is one of only two examples of guard houses in barracks built by the Barracks Department at the start of the Revolutionary War with France. There should also be a description of the exterior of St Michaels and All Angels church and its conversation. This is shown on the map Circa 1907, on Page 15 as the 'Depot' church the 'Garrison Chapel' is shown on Map Circa 1871-72 as being on the other side of Canada Road. This should be clarified.			Description of listed buildings not necessary due to list being public record, but new plan added to show listed buildings and others of interest. Reference to garrison Church omitted/amended to St Michaels and All Angels.
11	2.1.2	Mr Ben Found	Senior Archaeological Officer Kent County Council	The Conservation Area Appraisal rightly highlights the importance of the spaces that are a key part of the site's military character. I feel it might be helpful to provide some additional description of the three principal spaces – the main parade square, the cavalry square and the former drill field. Each space has its own distinctive characteristics, which are strongly influenced by the historic uses of these spaces.			Noted and further detail added to appraisal.
4	2.1.3	Mr Giles Falconer		For your information, the photograph on this page shows nos 1 to 8 HALLIDAY DRIVE, not Wilkinson Drive.	Yes	Deal South Barracks, Walmer	Noted.
3	2.1.3	Mr Giles Falconer		Parking outside the designated parking spaces (both those allocated to specific houses or the 'visitors' places) has got significantly worse in recent months - at the time of writing two cars are parked outside one house in Halliday Drive, near the entrance to the Barracks - and this is on a daily basis.			Noted.
21	2.1.3	Mr David Skinner		Mention should be made of the use of the old buildings e.g. the Old Armoury was one of the houses on Wilkinson Drive, the Old Guard House is at the end of a number of old single storey buildings on Harvey Avenue adjacent to Cornwall Road and Harvey Avenue continues behind the 'Clock Tower' building as new build. There is no mention of the new build at Victoria Place adjacent to the Rugby Club building. The photo is labelled incorrectly the view is of buildings in Halliday Drive not Wilkinson Avenue.			Noted re function and further detail added to appraisal. Correction noted. Not essential to describe all new development: principle issue is the impact on development re. character/appearance of CA.
5	2.1.5	Mr Giles Falconer		For your information this view towards the Old Gymnasium is NOT from Canada Road, but is actually from Cavalry Court (the house on the left is the Old Armoury).			Noted.
12	2.1.5	Mr Ben Found	Senior Archaeological Officer Kent County Council	The careful use of co-ordinated street furniture, such as planters, bollards and signage along with well-designed hard and soft landscaping contribute positively to giving the impression of a quality place. The photographs accompanying the appraisal suggest a uniformity of detailing – white painted window frames, sills and timber work, gloss black doors, and black painted iron work. I would suggest that in combination these contribute positively to creating a sense of uniformity that befits a former military site. I would note that this could be gradually eroded through less-sensitive casual alteration and change. I note for example the somewhat ad-hoc and varying position of security alarms on the exterior of the buildings shown in the photograph top-right on page 7.			Noted and further detail added to appraisal.

15	2.1.5	Paula Reet	As a resident I have the following observations and comments: Parking is a BIG issue on the estate, especially with people ignoring the covenants and parking outside of the designated areas. This is a very big problem at the beginning of Halliday Drive. This does actually have a detrimental effect on the look of the area. I also believe that the newly planted London Plane trees need to be cut more often (as per Admiralty Mews) to ensure all the trees are of the same size and therefore have the same uniform appearance throughout the whole of the estate, not just the trees adjacent to Jubilee Drive. The old painted yellow lines and parking bay markings need to be freshen up as many are wearing away, again this has a detrimental look on the estate. I note the comments regarding the outside wall and the required repairs in Cornwall and Canada roads. The lack of repair to these areas is probably due to the fact the repair of these areas are the responsibility of the homeowners, who's garden wall the perimeter walls makes up. It is therefore not the South Barrack Management Companies responsibility and down to the individual homeowner, who may not be so inclined to spend the additional funds to lime mortar the wall. Apart from the above, South Barracks is a wonderful place to live and I believe the tight - planning controls will continue to ensure the estate remains as unique as it currently is.			Noted.
16	2.1.5	Mr and Mrs Pritt	It is pleasing that the Deal Society is impressed by the condition of this conservation area and I am sure it is true that the residents here are generally very happy to be living here. However, there is a serious issue which needs addressing urgently which the Deal Society have not raised. They were impressed by the "very high standard" of the natural environment and comment that the lines of trees give clear definition to the spaces. However, a large proportion of the trees have been allowed to continue growing without professional attention to their increasing size and shape. In particular, The chestnuts along the Dover Road side of the barracks are in progressively poor condition. All of them have unsightly suckers at low level. They have become too large in both height and breadth and need serious downsizing both for their continued health and to enable satisfactory forward maintenance. They over-sail Dover Road, some almost to the centre line of the carriageway. On the barracks side, they provide so much shade and drink so much of the available water that the plane trees parallel to them along the edge of the green are hopelessly feeble and leggy. The decision to plant plane trees along Harvey Avenue and along the green as described above was a bad one in the first place, as planes are not suitable trees close to streets or paths. The roots are invasive and the leaves are already very large and clog the drains on Harvey Avenue. The unsightly ones along the Dover Road edge of the green should be removed as soon as possible, they will never be satisfactory for the reasons given above and 'definition' is not required along that side of Jubilee Green as the chestnuts do that job. The Harvey Avenue row are already in need of severe professional pruning, if not pollarding. The low branches are now interfering with traffic driving down that side of Harvey Avenue. For a tree which naturally grows large, they are too close together. Really, they should be removed and replaced with smaller, more ornamental and more manageable trees.			Noted and further detail added to appraisal.
22	2.1.5	Mr David Skinner	The photo is a view towards the Gym from Cavalry Court not Canada Road.			Noted.
1	3.1	Mr Keith Searle	The gate pillars at the access point from Canada Road into the road to the Rugby Club car park may need attention. The state of the verges on the access road and the road itself are unkempt and appear neglected. The double yellow line 'no parking' restrictions do not appear to be enforced.			Noted.

2	3.1	Mr Keith Searle		The South Barracks Management Company Ltd (SBMC) is the residents owned company responsible for management of the common areas of the Cavalry Barracks section of the Conservation Area. In December last year SBMC itself commissioned a survey of the external face of the boundary wall. The survey was undertaken by an RICS Building Conservation Accredited Member. The survey reports that the boundary wall is in fair condition and although not listed in its own right is nevertheless attached to the Jubilee Gates piers, gates and railings, which are Grade II listed and thus, by virtue of its physical attachment, the wall itself is also listed. The report states the need for patches of eroded lime mortar to be repaired, missing bricks to be replaced (with handmade bricks), the removal of cement mortar where it is deteriorating and the renewal of some recent unsightly pointing. The Board of SBMC next plan to seek quotations for this remedial work to begin in the Spring next year and for the work to be carried out by suitably qualified and competent persons experienced in the use of lime mortar and for this work to be overseen by the reporting surveyor. Depending upon the costs and the financial resources of the company at that time, this work would begin in the period between April and September, the optimum period of time for lime mortar pointing.				Noted.
23	3.1	Mr David Skinner		As the external boundary walls are part of the Conservation Area should the pointing work on Dover Road have had planning permission?				Part of wall is listed: SBMC aware of status.
24	3.2.1	Mr David Skinner		What is the Globe & Laurel Plaque commemorating? What open space is the iron fencing enclosing, is it the external boundary along Gladstone Road and Cornwall Road, enclosing the Parochial School or is it the fence separating the Rugby Club from the School? "Road" is missing from the last bullet point after "Gladstone". There are several Boundary stones around the site should they all be mentioned?				Noted and further detail added to appraisal.
13	3.2.2	Mr Ben Found	Senior Archaeological Officer Kent County Council	I note the suggestion to rename the Conservation Area as Walmer, South Barracks. The Deal South Barracks name has long-standing history, being one of a group of barracks in Deal and Walmer, Deal South Barracks, Deal North Barracks and Deal East Barracks. In this instance the name of the Conservation Area corresponds with the site's historic name and I do not see there being sufficient need to justify the renaming of the Conservation Area.	No			Noted and no change.
25	3.2.2	Mr David Skinner		If the name is to be changed should "Royal Marine North Barracks" be considered the n "Deal" or "Walmer" would not be necessary				No change proposed.
9	4.1	Mr Ben Found	Senior Archaeological Officer Kent County Council	The historical development of the Conservation Area is detailed in Appendix 4, but I feel that the document could do more to explain how the site's development has influenced the place as we see it today. Understanding the military development and evolution of the site is essential to understanding the character and appearance of the place, as well as for managing any future change. Deal South Barracks were built as part of the first national programme for army barrack construction in the country. The complex was built as two separate, but adjoining barracks the Cavalry Barracks which were began in 1794 and the Infantry Barracks which were commenced the following year. The complex was completed by 1797. The cavalry and infantry barracks originally occupied land abutting Dover Road. Land to the rear remained as field and meadow. The barracks were enclosed within perimeter walls. When built a brick wall also separated the cavalry barracks from the infantry barracks. The barracks were constructed to the standard layout of the time, with a large parade ground onto which the principal barrack buildings face. The barracks express an internal hierarchy, and are symmetrically arranged around a major central axis through the parade square, with central officer's quarters at the head. This central parade square would dominate barrack life, being used for parades, drills, exercise and punishment. This is reflected in the architecture of the barracks, with the principal buildings facing onto the parade square; they are inward facing, command a strict regimented hierarchy and are self-contained. The architectural arrangement of the buildings was symbolic of 'military system'. The enclosure of the barracks within strongly defined boundary walls, with controlled gated entrances equipped with sentry/guard houses was designed two-fold; the walls were intended to prevent desertion, but also to isolate the troops from the civilian population of Deal, drawing them apart from any disorder and potential threat, which they may be called upon to suppress.				Noted and further detail added to appraisal.



				<p>Ancillary and functional structures, cookhouses, privies, stores, etc were set out on the periphery of the site, to the rear of the main blocks and/or built against the perimeter wall. The regimented symmetrical layout and sense of separation from the surrounding street still strongly characterises the site to this day. This is particularly the case within the part of the site that was originally built for the infantry. The next major phase of development at the barracks came in the 1860s as a result of a nationwide programme of barrack reforms. These improvements can about as a result of a report by a Royal Commission set up to investigate the problem of the poor living conditions in barracks. This included a greater attention being paid to the soldiers' welfare. The splendid Gymnasium dates to this period of improvements. In 1869 the south barracks complex was taken over by the Admiralty to house the Royal Marines, who made a number of changes to the accommodation to suit their own needs. A major change was the demolition of the dividing wall that formerly separated the infantry and cavalry barracks. Over the line of this wall new blocks of buildings were erected, which now define the norther side of the parade square on Wilkinson Drive. At this time the barracks still largely occupied their original footprint.</p>				Noted and further detail added to appraisal.
	4.1	Mr Ben Found	Senior Archaeological Officer Kent County Council					
				<p>Wider Deal and Walmer had however seen much growth in this period, particularly following the arrival of the railway. The growth of the civilian town included the erection of terraces to the rear of the barracks, fronting Canada Road, Cornwall Road and Gladstone Road. The remaining area of undeveloped land bounded by these roads was subsequently acquired by the Admiralty between 1896 and 1902 for use as a drill field. The new garrison church of 1905-7 was erected on this newly acquired land. The church is substantial, built to a standardised design adopted by the Admiralty at that time (the garrison church at HMS Pembroke in Chatham for example is near identical). The garrison church was the last major military addition at the barracks and changes during much of the twentieth century were more limited, largely involving modernisation of existing buildings, some demolitions and relatively little new work. In the 1930s the barracks at Deal would become home to the Royal Naval School of Music. Towards the end of its military life the barracks were home to the Royal Marines School of Music (from the 1950s), but was sold off for redevelopment from 1988, thus ending nearly 200 years of military use.</p>				Noted and further detail added to appraisal.
	4.1	Mr Ben Found	Senior Archaeological Officer Kent County Council					
26	4.3	Mr David Skinner		The Walmer Design Statement should be mentioned in this section.				Noted and amendment made.

**Deal South Barracks**  
**Conservation Area Appraisal**

January 2018

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## 1. Introduction

### 1.1. Background

“The symmetry and orderly layout of the old barracks buildings and their somewhat forbidding and functional design are typical of 19th century institutions such as barracks, hospitals and prisons.” (Walmer Design Statement 2006)

The Deal South Barracks Conservation Area is in Lower Walmer. It was designated on the 9th of January 1997 based on the historic boundary of the barracks. The principal use of the conservation area is residential but it also contains the Rugby Club and car park, the Deal Parochial Church of England primary school and St Michael and All Angels Church (now converted into residences). The conservation area contains 133 homes. Seven of the historical buildings are Grade II listed, most of the listings postdate the creation of the conservation area.

The construction of the Barracks commenced in 1795. There was further building following the occupation of the site by the Royal Marines in 1869, and further development at the beginning of the 21st century following the departure of the Royal Marines and subsequent closure of the Barracks.

An appraisal is intended to provide an understanding of the special interest of a conservation area and to set out options and recommendations to help ensure that any changes are informed by an understanding of the local character and distinctiveness of the conservation area. When this appraisal is adopted by Dover District Council (DDC) it will become a Supplementary Planning Document which will be material consideration in the determination of applications for planning permission within and adjacent to the conservation area.

This appraisal looks at the following issues:

1. The origins and evolution of the area under consideration.
2. The current boundary of the area and any review that should be made of that.
3. The positive and negative factors that contribute to or detract from the current condition of the conservation area.
4. Any recommendations that will protect and enhance the conservation area. Any changes proposed must sustain and enhance the historic environment and its heritage.

### 1.2. Planning Policy Context

The Planning (Listed Building and Conservation Areas) Act 1990 sets out the statutory definition of a Conservation Area, which is “an area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance” (s.69(1)). Dover District currently has 57 designated Conservation Areas.

There is a requirement under the legislation to review Conservation Areas “from time to time” to ensure that the boundary captures all the area that is of special interest and to assist in developing plans for the management of change within the conservation area. This is further endorsed by the National Planning Policy Framework (2012) which urges the need to ensure that an area justifies the designation because of its special architectural or historic character or appearance.

The Dover District Heritage Strategy (2013) presents the district’s Heritage Assets as Themes; Theme 13 dealing with conservation areas. The districts conservation areas are considered to be heritage assets of **outstanding significance**, and in addition to being attractive places to live and work, contribute to the economic wealth of the district by being a magnet for visitors. Seven Conservation Areas lie within the area that the Deal Society undertook to monitor - four of these lie in the Town of Deal and three lie within the Parish of Walmer.

A methodology was developed for the Heritage Strategy enabling a rapid desk-based assessment of the general condition of the district's conservation areas and was applied to 19 of the conservation areas, of which Deal South Barracks is one. The results of this overview, using a "traffic-light" system to classify their condition, indicate that of the 57 conservation areas in the district 12 of these conservation areas were identified as 'performing well' and achieved a green light, six achieved an amber light, requiring some enhancement, and one area required considerable enhancement or potential "de-designation" as a conservation area, due to the substantial loss of its character of special interest.

Theme 13 prescribes methods and techniques by which an area's condition may be measured, assessed and managed; Article 4 Direction is one method. An Article 4 Direction removes permitted development rights from residential properties to ensure that certain changes, such as the replacement of windows, is managed to ensure that the change is appropriate to the special character of the conservation area. Article 4 Directions have been applied so far to two of the 19 conservation areas, one of them being the Middle Street Conservation Area in Deal.

The Heritage Strategy also suggested the formulation of a system for the assessment of a conservation areas condition such as that developed and adopted by the Oxford City Council, endorsed by Historic England and used by the Oxford Preservation Trust. An amended version of that system is used in this character appraisal.

### **1.3. Community Involvement**

This character appraisal has been prepared by The Deal Society in close liaison with DDC. The Dover District Heritage Strategy highlights the importance of local community involvement in the protection of the historic environment. There are two specific areas where that involvement is encouraged. First of all, local civic groups are encouraged to develop appraisals of conservation areas within their locality. Secondly, the production of a List of Heritage Assets is encouraged. This appraisal is, therefore, consistent with the aspirations of the Heritage Strategy. (For a more detailed analysis of the Strategy see 1.2).

Every resident in this conservation area was informed by letter that the appraisal would be carried out in the early summer of 2016. The letter also contained a short questionnaire to which the residents were invited to respond. A small percentage did so and the issues raised by the residents are reflected in this appraisal. A presentation was also made to Walmer Parish Council; the members passed a motion unanimously supporting conservation area character appraisals.

#### 1.4. Summary of Significance

- a. The historical development of the Barracks from the late 18th century and throughout the mid to late 19th century defines the significance of the area. Its appearance as a military complex is inescapable. It was a critical element in the national response to the Napoleonic wars and later as a Depot for the Royal Marines. **The conservation area has historic (illustrative) value as it demonstrates the past military history of Deal and Walmer arising from their coastal location.**
- b. **The conservation area, and in particular the original buildings in addition to the sensitive modern additions and well-maintained open spaces, have aesthetic value.**
- The sense of cohesion in the use of building materials, building form and layout, the design of windows and doors, the architectural detailing and the character of the street furniture and landscaping creates an overall environment that respects the historic character but is also fit for 21st century living.
  - The open spaces are key contributors to the character of the conservation area. The relationship between buildings and open spaces are interdependent. In parts of the conservation area the open spaces counteract a strong sense of enclosure that might otherwise be detrimental.
  - The additional buildings created after its closure as a military establishment in the late 20th century have enhanced that sense of continuity. The site has been further developed with considerable sensitivity to its historic and architectural character and to the heritage of the site.
- c. **The group of historic buildings within the conservation area have evidential and communal value. The addition of the gymnasium and the former depot church demonstrate the changes and development in barrack accommodation. The barracks act as a reminder of the importance of Deal as a military town.**
- d. When carrying out this appraisal, most of the estate was comparatively quiet with a small amount of car movement and not a lot of pedestrian movement. The perimeter walls significantly reduce traffic noise from the surrounding roads leading to a tranquillity which is in contrast to the busyness outside the boundary walls.
- e. The conservation area is a pleasingly attractive, mainly residential, community with well-maintained buildings and landscape, and generous open spaces with a distinct sense of place. A few residents would welcome a higher standard of maintenance but the appraisal group was impressed by the high standards of both the buildings and the grounds.

## 2. The Character Appraisal

### 2.1. Overview

The overwhelming impression of the conservation area is one of cohesion and strong architectural uniformity despite buildings being separated by over two centuries. The high boundary wall which encloses three sides of the residential area physically cuts the conservation area off from the surrounding town and creates a sense of separation. Inside the wall the sense is one of openness and this is enhanced by the very large open spaces adjacent to and adjoining the residential buildings. A remarkable degree of continuity has been achieved in the transformation of the site from a military complex to a residential estate.

The vast majority of the properties are of an exceptionally high standard. The low response to the residents' questionnaire may suggest a very high level of satisfaction among those living there to their built environment. The natural environment is also maintained to a very high standard. Lawns, trees and shrubs and other natural planting enhance the residential complex in many places. A few of the residents' responses reflected some dissatisfaction with the car parking arrangements and also with a lack of signage in relation to dog walking. However the uniformity of street furniture in street signage, street lighting and flower planters enhance the uniformity and coherence of the whole complex.

#### 2.1.1. Buildings

The buildings, regardless of the date they were constructed, show the characteristics typical of a Georgian development. This is characterised by respect for the proportions of the design, the use of brick with slate or tile roofs, and the character of detailing around windows and doors.

The buildings dating from the late 18th and 19th centuries reflect the history of the site as a military/administrative complex. This is also reflected in the large open spaces used as a drill field, training and sporting facilities. The newer buildings constructed between 2000 and 2013 reflect the character and personality of the historic architecture. There is, for example, continuity in the brick detailing between the old and the new. This is also reflected in the character of the windows and doors and some attempt has been made to reflect the chimney stacks which are not always an architectural enhancement. The original chimney stacks on buildings in Halliday Drive and the glass lanterns on the Old Gymnasium and canteen add interest and create a refreshing sense of originality and distinctiveness to the area.

~~St. Michael and All Angels, t~~The Garrison **former Depot** Church, built between 1905 and 1907, is at some distance from the main barracks complex and is a separated gated complex. The building, with a large apse, has a dominant appearance in its immediate context but it does not impact on the wider residential environment.

The Rugby Club appears to be an early 1930's building which has been extended in the first decade of the 21st century. The Parochial School building was opened in 2001. Although of no particular historic or architectural merit in themselves they are situated on land which originally formed the drill ground for the barracks.

#### 2.1.2. Spaces

The overall environment of the South Barracks is of open, light and gracious spaces. The drill field and lawns are a key component of the conservation area and being enclosed by walls, hedges and railings enhance the buildings as much as the buildings create defining boundaries to the spaces. The lines of trees both at the perimeter wall and along the paths and roads within the estate also give clear definition to the large spaces. The lawns and trees within the centre of Cavalry Court also create a sense of openness that might not otherwise exist in this part of the complex.

### 2.1.3. Streets and Paths

The street, pavements and street furniture are maintained to a high standard. **Co-ordinated street furniture, such as planters, bollards and signage along with well-designed hard and soft landscaping, have positively contributed to the creation of a quality place.**

Parking spaces appeared to be well defined, discretely located, and during the appraisal visits appeared to be in good supply. Some residents have commented that this is not always the case and that street parking outside of designated areas sometimes has a detrimental effect on the overall appearance of the site.

### 2.1.4. Views and Landscape

Because of the enclosed nature of the conservation area and limited number of openings in the high brick wall the views into and out of the conservation area are limited. The view from the Jubilee Gates towards the 1795 building with its distinctive ~~clock tower~~ **pedimented front elevation** is a classic example of the military landscape.

### 2.1.5. Ambience

Spacious, light, airy and quiet with comparatively low levels of traffic movement are the distinctive features of this space. The one activity that changes the ambience at specific times is the Rugby Club where events have an inevitable impact in terms of noise and greater movement in and adjacent to the Barracks.



### 3. Management Plan

#### 3.1. Vulnerabilities and Negative Features

- a. Some of the boundary walls were in need of restoration and repair, particularly on the outside. This especially applied to the walls in Canada and Cornwall Roads. Some restoration had been done to the Dover Road wall but the quality of the work was irregular and the some of the materials used for the pointing do not blend in.
- b. The Rugby Club car park was not well maintained and did little to enhance the appearance of a conservation area.
- c. **The Parochial School has been identified for expansion. Any new building will have potential to impact on the character and appearance of the conservation area, in particular on the former depot Church and the openness of the original drill ground.**

#### 3.2. Recommendations

##### 3.2.1. Heritage Assets of Local Importance

The following should be designated Heritage Assets of Local Importance:

- ~~The Garrison Church~~ **The former depot church.**
- The Globe and Laurel plaque **now located** at the gates of the Parochial School **but originally from a now demolished building in the North Barracks. The Globe and Laurel is the badge of the Royal Marines.**
- The iron fencing **along Cornwall and Gladstone Road which formed the historic boundary of the drill ground**, around the open space, and the boundary stones on Gladstone (others may be listed as part of the wall).

##### 3.2.2. ~~Name of the conservation area~~

~~The current name of the conservation area 'Deal South Barracks' arises from the historical name of the military barracks. The conservation area is situated in the Parish of Walmer and we recommend that DDC investigates with Historic England the possibility of renaming the conservation area 'Walmer – South Barracks'.~~

## 4. Appendices

### 4.1. Historical development

In 1790 approximately 70 houses and 350 people comprised the Parish of Walmer, mainly situated around old St Mary's Church, Upper Walmer. From 1793 war with France significantly increased the number of military personnel in Deal. On 16 April 1794 George Leith senior and his son, George Leith junior, entered into an agreement to sell a portion of meadow land (Lees Pasture) in Lower Walmer, to the Board of Ordnance for the building of new barracks.

**Construction of the Cavalry Barracks commenced the same year, with the Infantry Barracks in the year following and the two being contained within a brick boundary wall. These barracks later became known as South Barracks following acquisition by the Admiralty in the 1860's and formed part of the first national programme for barrack building in the country. Deal North Barracks and East Barracks were originally established as the location for the military hospital and Naval Hospital respectively. As with South Barracks, the Admiralty acquired both sites for use by the Royal Marines; the Naval Hospital from which was formed the East Barracks site was originally privately owned and was acquired by the Admiralty in 1796, the beginnings of the strong military presence in Deal.**

From 1795 Army units occupied South Barracks. Peace with France reduced that military presence and from 1816 the site was shared with the Coast Blockade Service and the Coast Guards.

In 1869 part of the South Barracks was handed over to the Royal Marines, separated from the Cavalry Barracks by a wall. In order to meet their needs during the mid to late Victorian period some buildings were adapted and others were newly built (including the Gymnasium and a canteen). The existing Jubilee Gate was also erected. In 1905 the foundation stone for the new Garrison Church, St Michael and All Angels, was laid and the building was consecrated in January 1907. In 1937 extensions were added to the north and south ends of the Officers Mess building.

By late 1981 the Royal Marines School of Music remained the sole occupant of the South, North and East Barracks sites. In 1988 the sell-off and demolition of parts of South Barracks began. In March 1996 military occupation of all three sites ceased. By 1997 an application had been submitted to DDC for the conversion of various South Barracks' buildings for housing and for the construction of new homes on the site. This was granted in March 2000 and building was completed by 2013. In 2001 Deal Parochial Church of England Primary School relocated to a purpose built school erected on part of the former South Barracks Military Drill Field. By 2005 a change of use had been approved to convert the military drill field for civilian recreational use and sports pitches, and to upgrade the existing sports pavilion.

### 4.2. Maps

#### Barracks before 1800

From: The Historic and Topographical Survey of the County of Kent by Edward Hasted; first published 1800

#### Barracks in about 1897

OS Six-inch; Surveyed: 1871 to 1872; Revised: 1896 to 1897; Published: 1899

#### South Barracks development

OS Six-inch; Surveyed: 1871 to 1872; Published: 1877

OS Six-inch; Surveyed: 1871 to 1872; Revised: 1896 to 1897; Published: 1899

OS Six-inch; Surveyed: 1871 to 1872; Revised: 1905; Published: 1907

### 4.3. Acknowledgements and references

#### Bibliography

- Deal Past and Present by Henry Stephen Chapman – 1890
- History of Walmer and Walmer Castle by Charles R Elvin – 1894
- History of Deal by John Laker (second edition) – 1921
- Old Deal and Walmer Postcards by Gregory Holyoake – 1981
- Royal Marines Deal by Andrew Lane – 2000
- The Old Pubs of Deal and Walmer by Steve Glover and Michael Rogers – 2010
- **Walmer Design Guide - 2006**

#### 4.4. Glossary

- **Conservation Area** is an area designated so that the planning authority can control changes within it. They can be defined as “Areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. Details can be found in the conservation pages of the DDC website.
- **Dover District Council (DDC)** is the planning authority with responsibility for this conservation area. Their website is [www.dover.gov.uk](http://www.dover.gov.uk).
- **Heritage Strategy** is a DDC strategy which aims to enable them to achieve their objectives for the protection and enhancement of the historic environment. The strategy documents can be found in the conservation pages of the DDC website.
- **Historic England** is the public body that looks after England's historic environment. Their website is [www.historicengland.org.uk](http://www.historicengland.org.uk).
- **Kent County Council (KCC)** is the authority with responsibility for, amongst other things, the highways in this conservation area. That responsibility includes road and pavement surfaces, signage and street lighting. Their website is [www.kent.gov.uk](http://www.kent.gov.uk).
- **Listed Building** is one designated as listed in the National Heritage List for England (NHLE). It marks and celebrates a building's special architectural and historic interest, and also brings it under the consideration of the planning system so that some thought will be taken about its future. There are three categories of listed building: Grade I, Grade II\* and Grade II. Details are on the Historic England website.
- **National Planning Policy Framework** is a key part of Government reforms to make the planning system less complex and more accessible, to protect the environment and to promote sustainable growth. Details can be found at the government's planning portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).
- **Non-designated Building** refers to one which is not listed.
- **The Deal Society** is the civic society for Deal and Walmer. Their website is [www.thedealsociety.org.uk](http://www.thedealsociety.org.uk).

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<b>Subject:</b>	<b>ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY</b>
<b>Meeting and Date:</b>	<b>Cabinet – 5 March 2018</b>
<b>Report of:</b>	<b>Diane Croucher, Head of Regulatory Services</b>
<b>Portfolio Holder:</b>	<b>Councillor Trevor Bartlett, Portfolio Holder for Property Management and Environmental Health</b>
<b>Decision Type:</b>	<b>Non-Key</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** To review the current provision for litter and dog fouling enforcement provided by Kingdom Services Group Limited.

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**Recommendation:** To agree to extend the current contract with Kingdom Services Group Limited by 12 months.

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**1. Introduction**

1.1 In November 2016 Cabinet agreed to a trial using contractors to patrol the District and issue fixed penalty notices (FPNs) for offences relating to litter and dog fouling. The initial contract was entered into with Kingdom Services Group Limited for 12 months from 18<sup>th</sup> April 2017 but allowed two extensions of 12 months each time. There is no direct cost to the Council as the contractors costs are met from monies generated from FPNs. It is proposed the contract is extended for 12 months.

**2. Background**

- 2.1 The figures below cover quarters 1 to 3, 2017-2018 (01/04/2017-31/12/2017):
- The Council’s contractor issued 1472 FPNs. 1368 for depositing litter and 4 for failure to remove dog faeces forthwith.
  - The payment rate is just under 81% providing an income of £8741. This does not include cancelled or withdrawn FPNs.
  - 129 formal representations seeking review of FPNs issued were received. 105 were rejected and 24 accepted.
  - As a result of non-payment of FPNs 40 successful prosecutions were taken. This resulted in court fines totalling £6117 and award of the £4575 to the Council.
- 2.2 As a result of sickness there has been a reduction in patrolling hours since October 2017. However, this has not resulted in any reduction in the number of FPN’s issued during this period. Upon review the contractor has advised that whilst they are minded to agree to an extension it is no longer financially viable for them to provide 96 hours patrolling time per week. It is therefore proposed that any extension in the agreement reflects this with the reduction of officers from 3 to 2. There is facility within the agreement to do this.

2.3 The introduction of the contracted Environmental Enforcement Officers (EEOs) enabled the 2 DDC EEOs to focus on other areas of work within the Environmental Crime Teams remit. This includes

- Enforcement of the Council's Public Spaces Protection Order (PSPO) regarding dog control across the district.
- Investigation work relating to:
  - littering from vehicles
  - fly tipping.
  - commercial waste,
  - accumulations on private properties/land,
  - cars for sale on consent streets,

### 3. Identification of Options

**Option 1** Extend the current trial by a period of 12 months with a variation to the current terms reducing the amount of field officers from 3 to 2.

**Option 2** Cease working in partnership with external contractor at end of trial period.

**Option 3** Undertake a procurement exercise to re-let a contract competitively.

### 4. Evaluation of Options

4.1 Taking into consideration the flexibility of service focus, statutory requirements, quality of service and contract sustainability, option 1 is the recommended option. .

4.2 Option 1. The benefit of a continuing combined service is:

- no additional cost to the Council.
- additional highly visible uniformed officers on patrol.
- contractors focus on day to day littering issues which occur mainly in the larger urban areas of the District which allows DDC officers to focus on other environmental crime issues such as .
  - dog related issues,
  - commercial waste,
  - fly tipping,
  - accumulations and
  - other envirocrime.
- income generated from FPNs can be used to fund envirocrime initiatives such as seizure of vehicles involved in fly tipping and purchase of equipment like surveillance cameras.

4.3 If Cabinet approves this recommended option it will be necessary to obtain approval for the contract extension from the councils monitoring officer and the Solicitor to the Council in accordance with Contract Standing Order 14

4.4 Option 2 – Dispensing with the services of the contractor would result in

- halving the amount of Environmental Enforcement Officers working within the District.
- likely increase in littering.
- reduced visibility of officers on patrol.
- reduced level of enforcement actions and capabilities.

4.5 Option 3 - Undertake a procurement exercise to re-let a contract competitively

The current contract has provision to extend without the need for further procurement. To date we are satisfied with the way Kingdom carry out their duties and have developed a transparent working relationship with them. To the best of our knowledge there is only one other contractor providing this service. We intend to research this further with other local authorities within the next 12 months.

5. **Resource Implications**

<b><u>Option 1</u></b>	No resource implications as this option can be met within existing budgets.
<b><u>Option 2</u></b>	Reduction in staff numbers and income from FPNs estimated to be £12,000 per annum.
<b><u>Option 3</u></b>	Reduction in staff numbers and income from FPNs whilst undertaking a procurement exercise., after 17 <sup>th</sup> April 2018,

6. **Corporate Implications**

6.1 Comment from the Section 151 Officer: 'Finance has been consulted and has nothing further to add (SB).

6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make".

6.3 Comment from the Equalities Officer: 'This report does not specifically highlight any equalities implications, however in discharging their duties members required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15> '

7 **Appendices**

Appendix 1 – Contractor Performance Statistics Q1-Q3 2017-2018

8 **Background Papers**

Cabinet Report November 2017 – Environmental Enforcement Service Delivery Options

Contact Officer: Paul Neagle/Andrzej Kluczynski (AJ). Extensions 2291/2096

## Appendix 1

### Littering and Dog Fouling Contractor Performance Statistics Q1-Q3 (01/04/2017-31/12/2017)

#### Fixed Penalty Notices (FPN) Stats

Description	Number
<b>FPNs Issued</b>	1472
FPNs Paid	1137
Payment due	62
Written off	212
Cancelled	61

Overall FPN payment Rate	FPN Payment rate Not including cancelled or withdrawn FPNs
<b>77.24%</b>	<b>80.58%</b>

FPN Offence	No. FPNs
Litter	1368
Failure to remove dog faeces	4
<b>Total</b>	<b>1472</b>

Offence	Issued
Cigarette	1419
Food	21
Fouling	4
Other	10
Printed Lite	18
<b>Total:</b>	<b>1472</b>

#### Contractor Representation Stats

Number of representations	Accepted	Rejected
129	24	105

All representations received were regarding littering offences

#### Contractor Prosecution Stats

Offence	Number of	Total fines	Total costs	Total
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	prosecutions	awarded	awarded by courts to DDC	sentences handed out by courts
<b>Littering</b>	40	£6,117.00	£4575.00	£11,862.00
<b>Dog fouling</b>	0	0	0	0

(Further prosecutions due to be heard in court for offences committed during this period)

## Contract costs

Month	Total monies received	Bill from Kingdom	Monthly Total	Running total
<b>April</b>	£2,550.00	£5,004.10	<b>-£2,454.10</b>	<b>-£2,454.10</b>
<b>May</b>	£11,025.00	£8,977.05	£2,047.95	<b>-£406.15</b>
<b>June</b>	£9,525.00	£8,249.60	£1,275.40	£869.25
<b>July</b>	£9,225.00	£8,576.40	£648.60	£1,517.85
<b>August</b>	0	£7,826.55	<b>-£7,826.55</b>	<b>-£6,308.70</b>
<b>September</b>	0	£8,606.00	<b>-£8,606.00</b>	<b>-£14,914.70</b>
<b>October</b>	£23,550	£5,868.05	£17,681.95	£2,767.25
<b>November</b>	£9,300	£7,752.10	£1,547.90	£4,315.15
<b>December</b>	£9,525	£5,098.70	£4,426.30	£8,741.45
<b>Total</b>	<b>£74,700</b>	<b>£65,958.55</b>	<b>£8,741.45</b>	



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<b>Subject:</b>	<b>ENHANCEMENT WORKS TO RIVER DOUR AND DOLPHIN HOUSE GARAGES</b>
<b>Meeting and Date:</b>	<b>Cabinet – 5 March 2018</b>
<b>Report of:</b>	<b>Roger Walton, Director of Environment and Corporate Assets</b>
<b>Portfolio Holder:</b>	<b>Councillor Trevor Bartlett, Property Management and Environmental Health</b>
<b>Decision Type:</b>	<b>Non-Key</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** To furnish Cabinet with details of the ownership and occupancy of the Dolphin House garages in line with Scrutiny (Policy & Performance) Minute No 108 and Cabinet decisions CAB 123 and CAB114, as amended and to seek a decision from Cabinet about whether to proceed with the garage refurbishment works.

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**Recommendation:** That Cabinet, having taken account of the usage of the Dolphin House garages and the options outlined in this report, endorses decision CAB 114 and the recommended option outlined in the Cabinet report of 4 December 2017.

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## 1. Summary

- 1.1 The Scrutiny (Policy & Performance) Committee, at its meeting held on 12 December 2017 (Minute No 108), recommended 'that the repairs to the Dolphin House garages not be undertaken in order for the usage (i.e. car parking, commercial storage etc) of the garages to be established'.
- 1.2 Apart from 1 garage which is retained by DDC and 1 garage which is let to the Dover Town Team on a peppercorn rent, all other garages are fully utilised and generate an income to the Council of £6525 per annum. This report also includes an evaluation of alternative proposals, which although mentioned in the background section of CAB 114 were not specifically evaluated.
- 1.3 This report recommends that cabinet ratify decision CAB114 and the proposals outlined in the cabinet presented on 4<sup>th</sup> December 2017.

## 2. Introduction and Background

- 2.1 The cabinet report presented on 4<sup>th</sup> December 2017 did not provide details about the users of the garage and the uses to which the garages are put. Scrutiny (Policy & Performance) Committee at minute 108 recommended cabinet seek this information before deciding on whether the garage refurbishment should be authorised.
- 2.2 Of the 15 garage units 1 No. unit is retained by DDC, 7 No. units are let to residents of Dolphin House, 1No. is let to a resident of the adjacent Craighton House, 5No units are let to businesses located in Dolphin House and 1No is let on a peppercorn rent to the Dover Town Team. Information is not held in respect of whether or not the garages are actually used for their original purpose or whether they are being used as stores. However anecdotally at least 3 of the garages are used to park cars.

2.3 The cabinet report presented on 4<sup>th</sup> December 2017, although mentioning that officers had considered an option to demolish/partially demolish of the garages and/or construction of a feature roof and associated enhancements, the report did not elaborate about the reasons why these options were discarded. This further report therefore considers the three options in more depth.

### 3. Identification of Options

3.1 Option 1: repairs to Dolphin House garages, including recovering of roofs, replacement of gutters and downpipes, cleaning and repairing the rear (river Dour) elevation. (as described in report considered by cabinet on 4<sup>th</sup> December 2017

3.2 Option 2: demolition/partial demolition of garages to open up the riverside.

3.3 Option 3: repairs to Dolphin House garages and provision of feature pitched roof.

### 4. Evaluation of Options

#### 4.1 Option1: Recommended Option

(a) The philosophy of this option was to improve the appearance of the rear, River Dour, elevation of the garages and use the garages to screen off the service yard at the rear of Dolphin House. The elevational treatment would include removing unwanted vegetation, cleaning the brickwork, replacing the windows in the elevation and repairing brickwork. The materials used on elevation would be similar to those used on the new restaurant opposite and introduce a harmonious appearance.

(b) The condition of the garage roofs has deteriorated to the point where the fascia board will need to be repaired in order to provide sound material on which to secure replacement gutters. Simply omitting the gutters would lead to a premature deterioration of the appearance of the rear wall. The roof covering is in a very poor condition and patch repairs of the roof surface at the very least and costs associated with such repairs can quickly mount up to the point where it is more cost effective to renew the roof covering entirely.

(c) The restaurant on the other side of the river includes seating at first floor level. Recovering the roofs will indicate to observers that the garages are well cared for and the appearance will at least be more pleasing than the current roof covering.

(d) The cost of the works to the rear wall and the garage roofs are approximately £60,000

(e) This option releases £170k for wider enhancements to the public realm for projects such as enhanced sign posting of the 'Old Town' from the DTIZ development. The limited nature of the work minimizes abortive costs should redevelopment proposals for the area around Bench Street emerge and impact the rear of Dolphin House.

#### 4.2 Option 2:

(a) This option will involve the loss of some/all of the garages at Dolphin House. Although the licenses can be terminated at short notice in order to

facilitate development of the site it is likely that there would be strong objections from residents and commercial properties at Dolphin House. The Head of Assets & Building Control tentatively floated the idea of car ports and landscaping instead of garages in 2015 to a meeting of the Dolphin House Residents Association. The response was very negative and hence the idea was taken no further. The main advantage to the option is it gives the possibility of a riverside walk between Flying Horse Lane and the rear bridge. However this is a short distance and would only leave a maximum of 3 No. garages, to be distributed among the 8 No. residents of Dolphin House and Craighton House.

- (b) The garages rented by the businesses in Dolphin House, are in some cases used for essential storage to make the commercial units viable. Removing this storage facility could have a detrimental effect on these businesses and may even lead to early termination of the lease. Removing the garages currently used for storage by the commercial units may also limit future commercial lettings.
- (c) This option opens up the rear service view, both to those using any new riverside walk but also to those using the DTIZ. The backs of the shop units have a number of air conditioning units, which will be difficult to hide. Commercial wheeled refuse bins together with, on occasion, goods delivery trolleys will be in full view.
- (d) This option will make the rear wall of Dolphin House more visible and this elevation is arguably less attractive than the rear wall of the garages.
- (e) Indicative project costs would be:
  - (i) £115k
- (f) This option will sacrifice rental income of £6525 per annum if all the garages were to be removed and in the region of £5000 per annum if 3No. garages were to remain. There could also be rent lost from commercial units should they terminate their lease early due to losing the garages.
- (g) This option is not recommended

#### 4.3 Option 3:

- (a) This option involves providing a sculptural roof above the existing garage roof and has the advantage of screening the rear of Dolphin House to a height of 5-6m. It will also provide a significantly better outlook for those using the first floor restaurant on the opposite side of the river.
- (b) Although not fully costed indicative sums for this option are around £230k for the roof alone. Therefore this option would necessitate sacrificing the opportunity for wider public realm enhancements. Since the sculptural roof performs a purely aesthetic function the works to the roof, identified in option 1, would be required to make the garages water-tight.
- (c) This option is not recommended at this time.

5. **Resource Implications**

6. These have been addressed within cabinet report, considered on 4<sup>th</sup> December. Decision CAB114 agreed to the release of £230k from the MTFP for public realm enhancements for the area bordering DTIZ. This report simply seeks authorisation to expend money on a particular project. If option1 (recommended) or option 3 are adopted there are no further resource implications beyond those contained in decision CAB114. If option 2 is adopted there is an annual financial pressure amounting to £7k-£8.5k per annum.

7. **Corporate Implications**

- 7.1 Comment from the Section 151 Officer: Accountancy has been consulted and has no further comment to add.
- 7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 7.3 Comment from the Equalities Officer: 'This report does not specifically highlight any equalities implications, however in discharging their duties members are required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15> '
- 7.4 Other Officers (as appropriate): none

8. **Appendices**

Appendix 1 – Photos

9. **Background Papers**

CAB 114

Contact Officer: Martin Leggatt Head of Assets and Building Control

**RIVER DOUR ENHANCEMENT WORK & REPAIRS TO DOLPHIN HOUSE GARAGES**

**LOCATION MAP AND PHOTOS.**



View from Flying Horse Lane Bridge



View from Dolphin House Rear Yard Access Bridge



Dolphin House Rear Yard Bridge



Dolphin House Rear Service Yard

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<b>Subject:</b>	<b>GENDER PAY GAP REPORT</b>
<b>Meeting and Date:</b>	<b>Cabinet – 5 March 2018</b>
<b>Report of:</b>	<b>David Randall, Director of Governance</b>
<b>Portfolio Holder:</b>	<b>Councillor Michael Conolly, Portfolio Holder for Corporate Resources and Performance</b>
<b>Decision Type:</b>	<b>Non-Key</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** To agree the Gender Pay Gap Report for 2018.

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**Recommendation:** That Cabinet approves the Gender Pay Gap Report set out at paragraph 3 of this report prior to publication on the Council's website and on the government portal.

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## 1. Summary

- 1.1 A Gender Equality Gap Report which details Dover District Council's gender pay position as at 31 March 2017 must be published by 30 March 2018. It must then be reported & published at least annually and the information held for 3 years. This statement is prepared to comply with the requirements of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

## 2. Introduction and Background

- 2.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the Regulations) require the Council to publish its Gender Pay Gap Report by 30 March 2018. This is a matter for the Executive and is presented for approval prior to publication.
- 2.2 A relevant public authority must publish, for 2017 and each subsequent year, the following information:
- (a) the difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
  - (b) the difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
  - (c) the difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
  - (d) the difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
  - (e) the proportions of male and female relevant employees who were paid bonus pay



- (f) the proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands).
- 2.3 The relevant public authority must publish the information required in paragraph 2.2 within 12 months of the required date. As we are required to report on our position at 31 March 2017, this must be published by 30 March 2018.
- 2.4 In compiling the information required by paragraph 2.2, the Council is not required to include data relating to a relevant employee if:
- (a) the employee is employed under a contract personally to do work, and
- (b) the Council does not have, and it is not reasonably practicable for the public authority to obtain, the data.
- 2.5 The requirement is to publish on our website, in a manner which is accessible to all employees and the public, for a period of at least 3 years from the date of publication. The Council will therefore publish on its own internal intranet site as well as on the internet. For Council staff with no access to the intranet, toolbox sessions will be held with those particular staff.
- 2.6 The Regulations also require the Council to publish the information on a “website designed for that purpose by the Secretary of State”. This can be found here: <https://www.gov.uk/report-gender-pay-gap-data>.

### 3. Gender Pay Gap Report for Dover District Council

- 3.1 This is a particular snapshot in time at **31 March 2017**. Pay includes any allowances.
- (a) **the difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees**
- Average hourly male pay across all grades at this Council was £18.62
- Average hourly female pay across all grades at this Council was £15.99
- Difference is calculated as  $(£18.06 - £16.00) / £18.06 \times 100 = 14.10\%$
- (b) **the difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees**
- Median hourly male pay across all grades at this Council was £15.40
- Median hourly female pay across all grades at this Council was £14.05
- Difference is calculated as  $(£15.40 - £14.05) / £15.40 \times 100 = 8.7\%$
- (c) **the difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees**
- There are no bonus payments, so there is no data to be reported.
- (d) **the difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees**

There are no bonus payments, so there is no data to be reported.

**(e) the proportions of male and female relevant employees who were paid bonus pay**

There are no bonus payments, so there is no data to be reported.

**(f) the proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.**

1. Lower quartile ( to £21,165\*)  
Male 40.3%      Female 59.7%
2. Lower middle quartile (£21,65.01 to £29,738.04\*)  
Male 37%      Female 63%
3. Upper middle quartile (£29,738.05 to £37,646.04\*)  
Male 38.4%      Female 61.6%
4. Top quartile (from £37,646.05\*)  
Male 49.3%      Female 50.7%

\* Pay bands calculated using pay and allowances at 31 March 2017

**4. Identification of Options**

- 4.1 The Council is required by law to publish this information by 30 March 2018.

**5. Evaluation of Options**

- 5.1 This is the only option. To fail to publish the data would be unlawful. This approach meets the requirement of the regulations.

**6. Resource Implications**

- 6.1 There are no additional resource implications

**7. Corporate Implications**

- 7.1 Comment from the Section 151 Officer: Accountancy have been consulted and have no further comment to add (VB)
- 7.2 Comment from the Solicitor to the Council: The Head of Legal Services has been consulted during the preparation of this report and has no further comment to add.
- 7.3 Comment from the Equalities Officer: The gender pay gap noted within this report is not the result of the Council failing to pay men and women equally, but is due to the distribution of men and women within the organisation. Members are reminded that in discharging their responsibilities they are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>.

**8. Appendices**

None.

9. **Background Papers**

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

Relevant Employment Policies

Contact Officer: David Randall, Director of Governance

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<b>Subject:</b>	<b>REVISED APPRENTICESHIP POLICY</b>
<b>Meeting and Date:</b>	<b>Cabinet – 5 March 2018</b> <b>Scrutiny (Policy and Performance) Committee – 13 March 2018</b> <b>General Purposes Committee – March 2018 (date to be confirmed)</b>
<b>Report of:</b>	<b>David Randall, Director of Governance</b>
<b>Portfolio Holder:</b>	<b>Councillor Michael Conolly, Portfolio Holder for Corporate Resources and Performance</b>
<b>Decision Type:</b>	<b>Non-Key</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** To embed the new Government Apprenticeship scheme requirements into the Council’s existing Apprenticeship, Graduate Placement and Work Experience scheme by way of a new Apprenticeship Policy.

The role of Cabinet is to determine whether to adopt the revision to the overall scheme by way of the new Apprenticeship Policy.

The role of General Purposes is to determine the terms and conditions upon which Apprentices and Graduate/Internship Placements hold office.

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**Recommendation:** Cabinet approves:

1. That the Apprenticeship Policy at Appendix 2 is adopted to reflect the changes in this report.
2. That the Head of Paid Service or Director of Governance are authorised to approve any contracts or agreements that may be necessary to give effect to the revised arrangement.

General Purposes Committee agrees:

3. That the terms and conditions for apprenticeship placements remain unchanged other than in relation to the pay policy for apprentices.
4. The Apprenticeship Pay Structure linked to the Government’s Apprenticeship scheme as detailed in Option 2 of Appendix 4 is adopted.
5. That the Head of Paid Service or Director of Governance are authorised to approve any contracts or agreements that may be necessary to give effect to the revised arrangement.

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**1. Summary**

- 1.1 The Apprenticeship, Graduate Placement and Work Experience Scheme and its policies have been reviewed to ensure they meet the new Government Apprenticeship scheme introduced from May 2017.
- 1.2 This report updates on the key changes and recommends the adoption of a new Apprenticeship Policy to sit alongside the existing policies in the Apprenticeship, Graduate Placement and Work Experience Scheme and the removal of the original Apprenticeship Policy.
- 1.3 This report also introduces a new pay condition for all apprenticeships. This new approach recognises the wider spectrum of apprenticeships now available, from funding band 2 – GCSE level to funding band 15 – masters level.

## 2. Introduction and Background

- 2.1 In May 2012 Cabinet, General Purposes Committee and Joint Staff Consultative Forum agreed the 'Apprenticeship, Graduate Placement and Work Experience Schemes, Policies and Associated Contracts/Agreements' for this Council.
- 2.2 With regards the Apprenticeship Policy, the 2012 report approved;
  - (a) A Modern Apprenticeship Policy working with K-College as a preferred partner
  - (b) That the Head of Paid Service, or Director of Governance are authorised to approve tripartite contractual agreements (contract for apprenticeship) between the Council, an apprentice and K-College or other training partners
  - (c) That the Council provides four apprenticeship training contracts per year, linked to an appropriate NVQ qualification
  - (d) That apprentices are paid at 1.5 x the National Minimum Wage for apprentices for the first year and at the National Minimum Wage for their age for any apprenticeships that continue into year 2
- 2.3 In 2014 a Workforce Planning review was undertaken and this included a review of how the original modern apprenticeship scheme was working with recommendations on how to ensure the scheme is updated to reflect current practices and continues to be fit for purpose. In addition, the Government advice at that time emphasised the need to ensure that the placement gave the apprentice the skills they need for the workplace, through a quality work programme that stretched the apprentice and improved their capabilities.
- 2.4 In December 2015 the following enhancements were agreed to the apprenticeship policy:
  - (a) Due to the nature of the training programmes and qualifications, the length of apprenticeship programmes was extended to up to 2 years (depending on the training and qualification gained and subject to the Manager submitting a work programme appropriate for the period).
  - (b) Each apprentice is paid 1.5x the National Minimum Wage for their age range for up to 2 years.
  - (c) The number of apprenticeship places available is increased to encourage up to 6 apprenticeships per annum.

### 3. New Government Scheme

3.1 The government has committed to making sure that apprenticeships are as accessible as possible, to all people, from all backgrounds. To achieve this, the national apprenticeship system has been completely reformed so that from May 2017, employers have:

- Control of the funding
- Access to high quality training that is more responsive to the needs of their business
- Increased confidence that the quality of apprenticeships has improved through more rigorous assessment and grading at the end of the apprenticeship

3.2 This Council has been operating its own comprehensive scheme since 2012. The national apprenticeship reform can be used to enhance this Council's approach. The national apprenticeship scheme is a way for all individuals aged 16+ who are in employment, to gain new skills and qualifications whilst working. Hiring apprentices helps businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

3.3 Apprenticeships are suitable for both new employees as well as for existing staff. Even those who already hold a degree can benefit from accessing apprenticeship funding to gain new skills.

3.4 From May 2017, apprenticeship funding, with regard to the cost of the training provider has changed. Employers with an annual pay bill over £3 million are paying 0.5% of their pay bill into an online digital account held by HMRC, known as the Levy. This will be used to fund the training costs of apprenticeships. The intention is that the new system will make it easier for employers to choose the apprenticeship training they want to purchase.

3.5 All apprenticeships have been placed into one of 15 funding bands, these bands relate to the amount that the Government is prepared to commit from its levy funds for the off the job training and assessment for each apprenticeship the bands range from £1,500 at the funding band 1 to £27,000 at funding band 15. Employers are expected to negotiate a price for their apprentice's training and assessment, in the knowledge that there is a maximum within the funding band that the Government is prepared to commit to. Full details of the standards approved at the end of October 2017, with the associated funding bands are provided at Appendix 1, below are a few relevant examples for a district council:

<b>Apprenticeship standard</b>	<b>Level</b>	<b>Funding Band</b>	<b>Funding Band Max</b>
Housing/Property Management Assistant	2	4	£3,000
Assistant Accountant	3	9	£9,000
Events Assistant	3	9	£9,000

Chartered Legal Executive	6	10	£12,000
Solicitor	7	15	£27,000

- 3.6 For both employers and providers, there will be a £1,000 payment from the Government to the employer for taking on a 16-18 year old on an apprenticeship framework or standard and for 19- 24 year olds who were formerly in care or who have an Education and Health Care plan. This will be paid in two equal instalments at 3 months and 12 months.
- 3.7 Through the new legislation the Government has set out its commitment to achieving 3 million apprenticeship starts by 2020 and has stated that the public sector will play a key role in meeting this target.
- 3.8 In order to achieve these objectives the 2016 Act enabled the Secretary of State to set apprenticeship targets for prescribed public sector organisations. The target for the number of apprentices who start to work for a prescribed public body during the four-year period beginning 1<sup>st</sup> April 2017 and ending on 31 March 2021 is equal to 2.3% per cent of its workforce. For this Council this equates to 6 apprentices per year. This is consistent with the level set by Cabinet in 2015.
- 3.9 A revised Apprenticeship Policy has been developed to capture the requirements of the new Government Scheme and can be found at Appendix 2. Cabinet are requested to adopt the new policy. The revised Apprenticeship Strategy with an associated action plan is an operational document. It is provided for completeness and can be found at Appendix 3.

#### 4. **Apprenticeship Pay Scales**

- 4.1 The new Government Apprenticeship scheme has necessitated the need for new pay conditions for all apprenticeships. This new approach recognises the wider spectrum of apprenticeships now available, from funding band 2 – GCSE level to funding band 15 – masters level. The Council's existing apprenticeship pay scheme envisaged apprenticeships operating at a much lower level and is no longer fit for purpose for the wider range of apprenticeships. To retain this scheme for lower level apprenticeships and introduce a new scheme for higher level apprenticeships would breach the Council's Equality Policies. Therefore a new scheme has been developed.
- 4.2 In developing this new policy, the Council wishes to attract quality candidates, but is also mindful that compared to going to university undertaking an apprenticeship can provide a debt free, direct route into the job market, with far less of the transitional struggle from education to work that some university students face. Therefore the apprenticeship pay scheme needs to balance attracting quality candidates, whilst not offering rates above the market rates. The national broadsheets ran articles to coincide with National Apprenticeship week in early January 2018. From these articles the key message on apprenticeship pay is that it can cover quite a wide range from around £10k for administrative apprenticeships up to mid £20k for higher level professional apprenticeships.
- 4.3 The Council approached Total Reward Projects Ltd, who advises the Council on pay, to help develop a new Scheme for Apprenticeships for the Council. Their report is provided at Appendix 4. The report considered two options. Option 1 is a new pay structure for the revised apprenticeship scheme based on the use of JESS, the

Council's current job evaluation methodology. This has its attraction, as it maintains one pay scale for all employees, with apprentices on a parallel structure, with the lowest 2 pay bands below the Council's current main pay structure. Apprenticeship posts could be measured using JESS and then placed within a pay band within the apprenticeship pay structure that either precisely corresponds to the pay band into which it would have otherwise been placed within the main structure or, for those apprenticeship posts with very low job weights, in one of the 2 bands below the main structure.

- 4.4 This approach would have the advantage of maintaining that the pay range for all job types is predicated solely on the job weight as determined by job evaluation. However, a job evaluation exercise would be required to be undertaken for each apprenticeship, requiring care in ensuring that the expectations and requirements of the job as an apprentice are correctly identified. The question is whether it is feasible or reasonable to measure jobs effectively using job evaluation where the job holder is undergoing training and therefore not delivering the full requirement of the job as a fully experienced and competent job holder would be expected to do.
- 4.5 On balance, it is felt that this process risks becoming too complicated, difficult to administer and potentially becomes open to misinterpretation. Therefore option 1 is rejected. Option 2 does not involve the use of JESS job evaluation methodology, but instead is based on creating an apprenticeship pay structure linked to the Government's apprenticeship scheme. The pay structure for Option 2 is an apprenticeship pay structure that is both transparent and fair, offering equal pay depending on the level of study undertaken throughout the apprenticeship.
- 4.6 The Government's new apprenticeship scheme comprises 6 different levels of learning, ranging from GCSEs at level 2 to professionals studying for a master's degree at level 7. The pay structure would therefore have 6 discrete levels to reflect each level of study and the pay for the apprentice would be set at the rate that corresponds to the level of study to be undertaken, allowing progression, as more knowledge is gained and responsibility assigned. E.g. the pay for an apprentice horticulture or landscape operative would be remain at level 2, whereas pay for an apprentice senior housing or property manager would start at level 2, but could move through the grades to level 4 as their skills developed.
- 4.7 Since this option entails no direct link to the Council's main pay structure, it would be necessary to determine the rate of pay at each of the 6 levels within the apprenticeship structure. We believe this would be best achieved by determining pay in a formulaic way based on a combination of the NMW for apprentices and the level of study to be undertaken.
- 4.8 Option 2 is therefore recommended as the Apprenticeship Pay Structure. It supports the Council's objective of attracting quality candidates, but also recognises that we should pay a sensible amount, as an apprenticeship can provide a debt free (no student loan) option for those taking this route into the job market.

## 5. **Resource Implications**

- 5.1 The new apprenticeship levy is taken by HMRC as part of the Council's payroll deductions and transferred into the Council's Levy pot, topped up by Government. This will amount to circa £50k per annum. This forms a key part of our training



budget and it is important that this is utilised, otherwise the government will take it from us, if not spent within 24 months from creation.

## 6. **Corporate Implications**

- 6.1 Comment from the Section 151 Officer: Finance has been consulted and has nothing further to add (SB).
- 6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 6.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications, however in discharging their duties members are required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

## 7. **Appendices**

Appendix 1 – Apprenticeship Standards and Funding Bands

Appendix 2 – New Apprenticeship Policy

Appendix 3 – New Apprenticeship Strategy

Appendix 4 – New Apprenticeship Pay Policy

## 8. **Background Papers**

Apprenticeship, Graduate Placement and Work Experience Schemes, Policies and Associated Contracts/Agreements – Cabinet Report May 2012

Apprenticeship Policy update – Cabinet Report December 2015

Contact Officer: David Randall, Director of Governance.

Sector	Apprenticeship standard	Level	Published	LARS code for providers only	Funding Band	Funding band maximum
Accounting	<a href="#">Professional Accounting Taxation Technician</a>	4	21-Jul-16	117	9	£9,000
Accounting	<a href="#">Assistant Accountant</a>	3	07-Sep-16	133	9	£9,000
Actuarial	<a href="#">Actuarial Technician</a>	4	26-Mar-15	17	11	£15,000
Administration	<a href="#">HR Support</a>	3	25-Aug-17	191	7	5,000
Administration	<a href="#">Business Administrator</a>	3	18-Sep-17	196	7	5,000
Adult care	<a href="#">Lead Adult Care Worker</a>	3	21-Jul-16	118	4	£3,000
Adult care	<a href="#">Adult Care Worker</a>	2	21-Jul-16	119	4	£3,000
Aerospace	<a href="#">Aerospace Engineer</a>	6	03-Sep-15	37	15	£27,000
Aerospace	<a href="#">Aerospace Software Development Engineer</a>	6	03-Sep-15	38	15	£27,000
Aerospace	<a href="#">Survival Equipment Fitter</a>	3	07-Jun-16	116	15	£27,000
Aerospace	<a href="#">Aviation Maintenance Mechanic (Military)</a>	2	15-Sep-16	141	10	£12,000
Agriculture, Environmental and Animal Care	<a href="#">Arborist</a>	2	27-Jun-17	180	11	£15,000
Agriculture, Environmental and Animal Care	<a href="#">Horticulture and Landscape Operative</a>	2	27-Jun-17	181	7	£5,000
Agriculture, Environmental and Animal Care	<a href="#">Forest Operative</a>	2	27-Jun-17	182	10	£22,000
Airworthiness	<a href="#">Aircraft Maintenance Certifying Engineer</a>	4	01-Jul-16	114	14	£24,000
Ambulance services	<a href="#">Associate Ambulance Practitioner</a>	4	12-Jan-17	156	11	£15,000
Automotive	<a href="#">Control Technical Support Engineer</a>	6	12-Nov-14	9	15	£27,000
Automotive	<a href="#">Electrical/Electronic Technical Support Engineer</a>	6	12-Nov-14	10	15	£27,000
Automotive	<a href="#">Manufacturing Engineer</a>	6	12-Nov-14	11	15	£27,000
Automotive	<a href="#">Product Design and Development Engineer</a>	6	12-Nov-14	12	15	£27,000
Automotive retail	<a href="#">Motor Vehicle Service and Maintenance Technician (light vehicle)</a>	3	22-Oct-15	59	12	£18,000
Aviation	<a href="#">Aviation Ground Specialist</a>	3	14-Apr-16	86	4	£3,000
Aviation	<a href="#">Aviation Ground Operative</a>	2	14-Apr-16	87	4	£3,000
Aviation	<a href="#">Airside Operator</a>	2	29-Jul-16	121	4	£3,000
Aviation	<a href="#">Aviation Operations Manager</a>	4	19-Aug-16	123	7	£5,000
Bespoke tailoring	<a href="#">Bespoke Tailor and Cutter</a>	5	03-Feb-16	72	11	£15,000
Boatbuilding	<a href="#">Boatbuilder</a>	3	25-Feb-16	76	15	£27,000
Building and Construction	<a href="#">Building Services Engineering Ductwork Installer</a>	2	12-Sep-17	192	11	15,000
Building and Construction	<a href="#">Building Services Engineering Service and Maintenance Engineer</a>	3	12-Sep-17	193	12	18,000
Building and Construction	<a href="#">Building Services Engineering Ventilation Hygiene Technician</a>	3	12-Sep-17	194	8	6,000
Building and Construction	<a href="#">Digital Engineering Technician</a>	3	18-Sep-17	195	13	21,000
Building and Construction	<a href="#">Building Services Design Engineer</a>	6	4-Oct-2017	198	15	27,000
Building and Construction	<a href="#">Civil Engineering Technician</a>	3	4-Oct-2017	199	10	12,000
Building and Construction	<a href="#">Civil Engineer</a>	6	4-Oct-2017	200	15	27,000
Building services engineering	<a href="#">Building Services Engineering Installer</a>	2	24-Mar-16	164	10	£12,000
Bus, Coach and HGV	<a href="#">Bus and Coach Engineering Technician</a>	3	07-Sep-16	134	12	£18,000
Bus, Coach and HGV	<a href="#">Heavy Vehicle Service and Maintenance Technician</a>	3	07-Sep-16	135	12	£18,000
Bus, Coach and HGV	<a href="#">Bus and Coach Engineering Manager</a>	4	07-Sep-16	136	9	£9,000
Butchery	<a href="#">Butcher</a>	2	24-Sep-15	54	9	£9,000
Butchery	<a href="#">Advanced Butcher</a>	3	07-Nov-16	152	10	£12,000
Catering and hospitality	<a href="#">Baker</a>	2	09-Jun-17	177	9	£9,000
Composites	<a href="#">Composites Technician</a>	3	16-Feb-17	160	15	£27,000
Construction	<a href="#">Highway Electrician / Service Operative</a>	3	19-Aug-16	124	9	£9,000
Construction	<a href="#">Highway Electrical Maintenance and Installation Operative</a>	2	19-Aug-16	125	9	£9,000
Construction	<a href="#">Construction Steel Fixer</a>	2	16-May-17	171	10	£12,000
Construction	<a href="#">Building Services Engineering Craftsperson</a>	3	06-Jun-17	173	12	£18,000
Construction	<a href="#">Building Services Design Technician</a>	3	09-Jun-17	178	10	£12,000
Construction	<a href="#">Building Services Engineering Ductwork Craftsperson</a>	3	17-Aug-17	185	15	£27,000
Conveyancing and probate	<a href="#">Conveyancing Technician</a>	4	03-Sep-15	39	9	£9,000
Conveyancing and probate	<a href="#">Licensed Conveyancer</a>	6	03-Sep-15	40	9	£9,000
Craft	<a href="#">Spectacle Maker</a>	3	21-Dec-16	158	6	£4,000
Creative and design	<a href="#">Junior Content Producer</a>	3	06-Jun-17	174	10	£12,000
Creative and design	<a href="#">Bespoke Saddler</a>	3	27-Jun-17	183	9	£9,000
Customer service	<a href="#">Customer Service Practitioner</a>	2	29-Jul-16	122	6	£4,000
Defence	<a href="#">Systems Engineering Masters Level</a>	7	11-Sep-15	52	15	£27,000
Dental health	<a href="#">Dental Technician</a>	5	26-Mar-15	18	12	£18,000
Dental health	<a href="#">Dental Laboratory Assistant</a>	3	26-Mar-15	19	7	£5,000
Dental health	<a href="#">Dental Nurse</a>	3	12-Nov-15	61	9	£9,000
Dental health	<a href="#">Dental Practice Manager</a>	4	26-Mar-15	20	9	£9,000
Digital Industries	<a href="#">Network Engineer</a>	4	12-Nov-14	1	12	£18,000
Digital Industries	<a href="#">Software Developer</a>	4	12-Nov-14	2	12	£18,000
Digital Industries	<a href="#">Digital and Technology Solutions Professional</a>	6	26-Mar-15	25	15	£27,000
Digital Industries	<a href="#">Digital Marketer</a>	3	23-Mar-16	78	10	£12,000
Digital Industries	<a href="#">Cyber Intrusion Analyst</a>	4	23-Mar-16	79	12	£18,000
Digital Industries	<a href="#">Data Analyst</a>	4	23-Mar-16	80	11	£15,000
Digital Industries	<a href="#">Unified Communications Trouble Shooter</a>	4	23-Mar-16	81	12	£18,000
Digital Industries	<a href="#">Infrastructure Technician</a>	3	23-Mar-16	82	11	£15,000
Digital Industries	<a href="#">Software Tester</a>	4	21-Apr-16	91	12	£18,000
Digital Industries	<a href="#">Cyber Security Technologist</a>	4	10-May-16	98	12	£18,000
Digital Industries	<a href="#">IT Technical Salesperson</a>	3	19-Sep-16	142	10	£12,000
Digital Industries	<a href="#">Software Development Technician</a>	3	16-Dec-16	154	11	£15,000
Digital Industries	<a href="#">Unified Communications Technician</a>	3	16-Dec-16	155	11	£15,000
Digital Industries	<a href="#">IS Business Analyst</a>	4	31-Mar-17	165	12	£18,000
Electronic Systems	<a href="#">Embedded Electronic Systems Design and Development Engineer</a>	6	10-Jun-16	107	15	£27,000
Electrotechnical	<a href="#">Installation Electrician/Maintenance Electrician</a>	3	10-Sep-15	5	12	£18,000
Energy and Utilities	<a href="#">Power Network Craftsperson</a>	3	12-Nov-14	6	15	£27,000
Energy and Utilities	<a href="#">Dual Fuel Smart Meter Installer</a>	2	27-Aug-15	26	10	£12,000
Energy and Utilities	<a href="#">Water Process Technician</a>	3	27-Aug-15	27	10	£12,000
Energy and Utilities	<a href="#">Utilities Engineering Technician</a>	3	24-Sep-15	53	15	£27,000
Energy and Utilities	<a href="#">Gas Network Craftsperson</a>	3	22-Oct-15	57	15	£27,000
Energy and Utilities	<a href="#">Gas Network Team Leader</a>	2	22-Oct-15	58	9	£9,000
Energy and Utilities	<a href="#">Gas Engineering</a>	3	05-Feb-16	74	15	£27,000
Energy and Utilities	<a href="#">Electrical Power Protection and Plant Commissioning Engineer</a>	4	19-Sep-16	127	15	£27,000
Energy and Utilities	<a href="#">Maintenance and Operations Engineering Technician</a>	3	26-Sep-16	146	15	£27,000
Energy and Utilities	<a href="#">Power Engineer</a>	7	16-Feb-17	161	15	£27,000
Energy Management	<a href="#">Junior Energy Manager</a>	3	01-Dec-15	68	9	£9,000
Engineering and Manufacturing	<a href="#">Postgraduate Engineer</a>	7	31-Mar-17	166	15	£27,000
Engineering and Manufacturing	<a href="#">Engineering Technician</a>	3	31-Mar-17	167	15	£27,000
Engineering and Manufacturing	<a href="#">Engineering Design and Draughtsperson</a>	3	27-Apr-16	92	15	£27,000
Engineering and Manufacturing	<a href="#">Mineral Processing Mobile and Static Plant Operator</a>	2	06-Jun-17	175	9	£9,000
Engineering and Manufacturing	<a href="#">Accident Repair Technician</a>	3	06-Jun-17	176	9	£9,000
Engineering and Manufacturing	<a href="#">Food Industry Technical Professional</a>	6	27-Jun-17	184	15	£27,000
Engineering and Manufacturing	<a href="#">Project Controls Technician</a>	3	17-Aug-17	186	13	£21,000
Engineering and Manufacturing	<a href="#">Organ Builder</a>	3	26-Sep-17	197	14	24,000
Engineering and Manufacturing	<a href="#">Process Automation Engineer</a>	7	16-Oct-2017	201	15	27,000
Engineering and Manufacturing	<a href="#">Engineering Construction Pipefitter</a>	3	16-Oct-2017	202	13	21,000
Event Management	<a href="#">Event Assistant</a>	3	12-Jan-17	159	9	£9,000
Facilities management	<a href="#">Facilities Management Supervisor</a>	3	17-Feb-17	162	6	£4,000
Financial Services	<a href="#">Relationship Manager (Banking)</a>	6	12-Nov-14	7	15	£27,000
Financial Services	<a href="#">Financial Services Administrator</a>	3	12-Nov-14	8	10	£12,000
Financial Services	<a href="#">Financial Services Customer Adviser</a>	2	27-Aug-15	28	6	£4,000
Financial Services	<a href="#">Investment Operations Administrator</a>	2	27-Aug-15	29	7	£5,000
Financial Services	<a href="#">Investment Operations Technician</a>	3	27-Aug-15	33	9	£9,000
Financial Services	<a href="#">Investment Operations Specialist</a>	4	27-Aug-15	30	9	£9,000
Financial Services	<a href="#">Paraplanner</a>	4	10-Sep-15	48	9	£9,000
Financial Services	<a href="#">Senior Financial Services Customer Adviser</a>	3	27-Aug-15	31	9	£9,000
Financial Services	<a href="#">Workplace Pensions (Administrator or Consultant)</a>	3	27-Aug-15	32	9	£9,000
Financial Services	<a href="#">Credit Controller/Collector</a>	2	10-Mar-16	77	7	£5,000
Financial Services	<a href="#">Mortgage Adviser</a>	3	19-Nov-15	62	9	£9,000
Financial Services	<a href="#">Compliance / Risk Officer</a>	3	19-Sep-16	143	9	£9,000
Financial Services	<a href="#">Senior Compliance / Risk Specialist</a>	6	19-Sep-16	144	15	£27,000
Financial Services	<a href="#">Advanced Credit Controller / Debt Collection Specialist</a>	3	31-Oct-16	148	9	£9,000
Financial Services	<a href="#">Financial Adviser</a>	4	28-Nov-16	153	9	£9,000
Fire Emergency and Security Systems	<a href="#">Fire Emergency and Security Systems Technician</a>	3	19-Aug-16	128	12	£18,000
Food and Drink	<a href="#">Food and Drink Maintenance Engineer</a>	3	09-Dec-14	16	15	£27,000
Food and Drink	<a href="#">Food and Drink Advanced Process Operator</a>	3	25-Aug-16	129	9	£9,000
Food and Drink	<a href="#">Food and Drink Process Operator</a>	2	25-Aug-16	130	7	£5,000
Food and Drink	<a href="#">Food Technologist</a>	3	25-Aug-16	131	12	£18,000
Food and Drink	<a href="#">Advanced Dairy Technologist</a>	5	31-Oct-16	149	15	£27,000
Food and Drink	<a href="#">Fishmonger</a>	2	16-May-17	172	10	£12,000
Furniture	<a href="#">Furniture Manufacturer</a>	2	07-Sep-16	137	9	£9,000
Golf Greenkeeping (horticulture)	<a href="#">Golf Greenkeeper</a>	2	26-Mar-15	21	8	£6,000
Groundsmanship	<a href="#">Sports Turf Operative</a>	2	19-Sep-16	145	7	£5,000

Hair and Beauty	Hair Professional	2	21-Dec-16	157	9	£9,000
Health and Science	Animal Technologist	3	09-Jun-17	179	8	£6,000
Health and Science	Metrology Technician	3	17-Aug-17	187	14	£24,000
Healthcare	Healthcare Science Assistant	2	10-May-16	99	7	£5,000
Healthcare	Healthcare Assistant Practitioner	5	19-May-16	102	10	£12,000
Healthcare	Healthcare Support Worker	2	19-May-16	103	4	£3,000
Healthcare	Healthcare Science Associate	4	31-Oct-16	150	9	£9,000
Healthcare	Senior Healthcare Support Worker	3	31-Oct-16	151	4	£3,000
Healthcare	Healthcare Science Practitioner	6	31-Mar-17	168	15	£27,000
HM Armed Forces	HM Forces Serviceperson (Public Services)	2	10-Jun-16	108	3	£2,500
Hospitality	Commiss Chef	2	27-Apr-16	93	9	£9,000
Hospitality	Hospitality Team Member	2	27-Apr-16	96	7	£5,000
Hospitality	Hospitality Supervisor	3	07-Sep-16	138	7	£5,000
Hospitality	Senior Chef Production Cooking	3	07-Sep-16	139	7	£5,000
Hospitality	Chef de Partie	3	07-Apr-17	169	9	£9,000
Housing	Housing/Property Management Assistant	2	26-Nov-15	64	4	£3,000
Housing	Housing/Property Management	3	26-Nov-15	65	9	£9,000
Housing	Senior Housing/Property Management	4	26-Nov-15	66	9	£9,000
Insurance	Insurance Practitioner	3	30-Oct-15	60	9	£9,000
Insurance	Insurance Professional	4	19-Nov-15	63	9	£9,000
Land-based engineering	Land-based Service Engineer	2	23-Dec-15	69	12	£18,000
Land-based engineering	Land-based Service Engineering Technician	3	23-Dec-15	70	15	£27,000
Law	Chartered Legal Executive	6	03-Sep-15	41	10	£12,000
Law	Paralegal	3	03-Sep-15	42	9	£9,000
Law	Solicitor	7	03-Sep-15	43	15	£27,000
Leadership & Management	Chartered Manager Degree Apprenticeship	6	08-Oct-15	55	15	£27,000
Leadership & Management	Operations/Departmental Manager	5	01-Jun-16	104	9	£9,000
Leadership & Management	Team Leader/Supervisor	3	01-Jun-16	105	7	£5,000
Life and Industrial Sciences	Laboratory Technician	3	09-Dec-14	14	13	£21,000
Life and Industrial Sciences	Science Manufacturing Technician	3	09-Dec-14	15	15	£27,000
Life and Industrial Sciences	Laboratory Scientist	5	03-Sep-15	44	15	£27,000
Life and Industrial Sciences	Science Industry Maintenance Technician	3	03-Sep-15	45	15	£27,000
Live Events	Live Event Rigger	3	23-Dec-15	71	9	£9,000
Logistics and Supply Chain	Supply Chain Operator	2	24-Jun-16	109	4	£3,000
Logistics and Supply Chain	Large Goods Vehicle (LGV) Driver	2	24-Jun-16	110	7	£5,000
Logistics and Supply Chain	Supply Chain Warehouse Operative	2	24-Jun-16	111	4	£3,000
Management Consultancy	Junior Management Consultant	4	06-Apr-16	83	9	£9,000
Management Consultancy	HR Consultant / Partner	5	18-Aug-17	190	9	£9,000
Maritime	Able Seafarer (Deck)	2	27-Aug-15	34	9	£9,000
Media	Junior Journalist	3	26-Mar-15	22	10	£12,000
Non-destructive Testing	Non-destructive Testing Engineering Technician	3	01-Dec-15	67	12	£18,000
Non-destructive Testing	Non-destructive Testing (NDT) Operator	2	22-Aug-16	132	10	£12,000
Nuclear	Nuclear Welding Inspection Technician	4	27-Aug-15	35	15	£27,000
Nuclear	Nuclear Health Physics Monitor	2	03-Sep-15	46	9	£9,000
Nuclear	Nuclear Scientist and Nuclear Engineer	6	03-Sep-15	47	15	£27,000
Nuclear	Nuclear Technician	5	24-Mar-17	163	13	£21,000
Nursing	Registered Nurse	6	09-May-17	170	15	£27,000
Papermaking	Papermaker	3	01-Jun-16	106	8	£6,000
Project Management	Associate Project Manager	4	19-Aug-16	128	9	£9,000
Property Services	Property Maintenance Operative	2	26-Mar-15	23	9	£9,000
Public Sector	Public Sector Commercial Professional	4	03-Feb-16	73	9	£9,000
Public Service	Public Service Operational Delivery Officer	3	27-Aug-15	36	4	£3,000
Rail Design	Railway Engineering Design Technician	3	26-Mar-15	24	12	£18,000
Rail Engineering	Rail Engineering Advanced Technician	4	14-Apr-16	88	15	£27,000
Rail Engineering	Rail Engineering Technician	3	14-Apr-16	89	15	£27,000
Rail Engineering	Rail Engineering Operative	2	14-Apr-16	90	10	£12,000
Refrigeration, Air Conditioning and Heat Pump	Refrigeration Air Conditioning and Heat Pump Engineering Technician	3	10-Sep-15	49	12	£18,000
Retail	Retailer	2	11-May-16	101	7	£5,000
Retail	Retail Team Leader	3	07-Sep-16	140	7	£5,000
Retail	Retail Manager	4	07-Oct-16	147	8	£6,000
Surveying	Chartered Surveyor	6	10-Sep-15	50	15	£27,000
Surveying	Surveying Technician	3	10-Sep-15	51	9	£9,000
Transport and Logistics	Transport Planning Technician	3	11-May-16	100	10	£12,000
Transport and Logistics	Rail Infrastructure Operator	2	17-Aug-17	188	10	£12,000
Transport and Logistics	Passenger Transport Driver - bus, coach and rail	2	17-Aug-17	189	8	£6,000
Travel	Travel Consultant	3	21-Jul-16	120	9	£9,000
TV Production & Broadcasting	Outside Broadcasting Engineer	7	18-Feb-16	75	9	£9,000
TV Production & Broadcasting	Broadcast Production Assistant	3	24-Jun-16	112	9	£9,000
Visual Effects	Junior 2D Artist (visual effects)	4	06-Apr-16	84	9	£9,000
Visual Effects	Assistant Technical Director (visual effects)	4	06-Apr-16	85	9	£9,000
Welding	Welding	2	27-Apr-16	94	9	£9,000
Welding	Welding	3	27-Apr-16	95	10	£12,000



# **Dover District Council Apprenticeship Policy**

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# Apprenticeship Policy

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## **1. Introduction**

An apprentice is an employee, 16 or over, who is following a structured work-based apprenticeship training programme within a particular occupational area. Many apprenticeship pathways allow access to higher and degree education programmes. This policy will enable the Council to implement a formal apprenticeship process which will be equitable and enable us to employ apprentices as new employees into the workplace. In addition to this we will be able to provide the opportunity for the development of existing employees through an apprenticeship standard or framework

This policy will improve access to and promote the uptake of a wider range of apprenticeship training programmes to enable the Council to meet its target for apprenticeships and for the Council to meet both the current and future workforce needs.

## **2. Definitions**

Apprenticeships:

Apprenticeships are paid jobs which incorporate on and off the job training. They take between one and five years to complete. A successful apprentice may receive a nationally recognised qualification on the completion of their contract. Apprenticeships are available to anyone over the age of 16 living in England, although there are different entry requirements depending on the sector and job

There are two different types of apprenticeship schemes: frameworks and standards. Apprenticeship frameworks are being progressively phased out and replaced by the newer apprenticeship standards that require an end point assessment

An apprenticeship framework/ standard:

- Covers all the statutory requirements for an apprenticeship programme in England.
- Is used by colleges, employers and training providers to make sure that all apprenticeship programmes are delivered consistently and to national standards.

## **3. Scope**

The full policy applies to all employees of the following; Canterbury City Council, Dover District Council, and Thanet District Council (including EK Services).

## **4. Purpose**

The purpose of this policy is to:

- Provide guidance to be followed by line managers and apprentices.
- Provide a transparent process ensuring that apprenticeship opportunities are equitable, fair and effective in meeting the organisation's values, goals and objectives.
- Promote personal and professional development of apprentices.
- Ensure that apprenticeships are consistent with the Council's recruitment and selection process.
- Improve awareness of the value of apprenticeship training programmes.
- Increase access to the range of apprenticeship frameworks and standards that are available.
- Consider vacancies as potential apprenticeship opportunities as part of our vacancy management process, which could increase the number of apprentices.
- Support managers and staff to develop effective processes for recruiting and supporting apprentices, incorporating quality standards to give a positive experience for both apprentices and managers.
- Strengthen partnerships between the Council's training providers, unions and the professions in the development of standards which are appropriate to the needs of the Council.
- Ensure that apprentices work in accordance with the law, and with our policies, procedures and practices.
- Safeguard the welfare of vulnerable people and will identify and provide additional provisions as required to support the apprentice's needs.
- Support the promotion of diversity in our workforce and our commitment to equal opportunities and fairness in employment.
- Ensure a lead body/team for apprenticeships is appointed to ensure we offer a co-ordinated approach and consistency within the apprenticeship process including recruitment, progression and pay for specific roles

## **5. Roles and responsibilities**

### **5.1 Employees will:**

- Adhere to the Council's policies and procedures.
- Work towards completing the apprenticeship framework or standard and meet deadlines for work, including planned submissions of work, meeting regularly with the work place assessor and completing the end point assessment before the end of the apprenticeship contract.

## **5.2 Managers will:**

- Ensure they and their employees act in accordance with this policy.
- Consult with the Council's apprenticeship lead regarding availability of funding for an apprenticeship
- Liaise with training providers to source a suitable standard/framework to support the organisational need and source an organisation to deliver the end point assessment for an apprenticeship standard (the end point assessment is not applicable to a framework).
- Ensure that they follow the Council's tendering process for the procurement of a training provider and an end point assessment provider; and then establish a service level agreement with the provider, once an agreement has been reached.
- Liaise with EKHR to initiate and manage the recruitment process, in line with the Council's recruitment process.
- Make effective use of the Council's mechanisms and those provided by the training provider to maintain standards of performance induction programmes and probationary reviews, one-to-one performance meetings (such as appraisals) and training and development options.
- Keep comprehensive records of the above activities in order to improve standards accordingly.
- Seek guidance from EKHR regarding employment legislation and the interpretation and application of this policy.
- Make arrangements for their employees to be released from normal duties as appropriate to complete their training.
- If required attend training on the application of this policy.
- Manage accordingly the failure of an apprentice to achieve deadlines and meet performance targets in line with the Council's Disciplinary and Performance Policy.

## **5.3 EKHR will:**

- Provide support, guidance and training to the Council and its employees in the interpretation and application of this policy.
- Support a consistent and fair approach to the application of this policy
- Provide support to the line manager for the recruitment process and general human resources management
- Support managers to develop relevant job descriptions.
- Make provision for payment of the levy through payroll and inclusion of payment details in the General Ledger Report from East Kent people.
- Report on apprenticeship numbers to the Council.



#### **5.4 Directors & the Corporate/Senior Management Team will:**

- Make suitable arrangements to ensure the appropriate application of this policy.
- Encourage all employees to support and promote apprenticeships in the work place.
- Support managers to act fairly and consistently in relation to the management and recruitment of apprentices.
- If required attend training on the application of this policy.

### **6. Apprentice job role**

A structured job role will be provided to ensure the apprentice gains work experience and supported learning and development towards a nationally recognised qualification. The manager will identify learning objectives in line with the learning needs of the apprentice. All apprenticeship frameworks and standards to be used will be to the specification of Apprenticeship Standards and Frameworks for England that have been approved.

### **7. Pay and conditions**

- Apprentices will have a written Statement of Particulars, and will be subject to the same policies and procedures as any other member of staff, being contracted to complete a specified course of training over a specific period of time.
- The apprentice will enter into an Apprenticeship Agreement with the Council.
- The employer, the training provider and the apprentice will enter into a signed commitment statement to support the successful achievement of the apprenticeship
- The apprentice's rate of pay will be specific to the Council's pay scales for apprentices and role type; and above or equal to the prevailing legislation for apprentices.
- All other conditions of service will be those used as standard by the employer and will be detailed in the Statement of Particulars and employee handbook if applicable.
- The duration of the apprenticeship will be specified, and will be at least 12 months. This may be longer dependant on the apprenticeship framework or standard in operation. The end date of the contract is also confirmed at the recruitment stage allowing a period for the final apprenticeship end point assessment, within a standard.
- The apprentice will be entitled to join the pension scheme.

## **8. Induction and introduction**

A mentor and/or buddy, depending on the role, will be assigned to support the apprentice. A mentor is usually an experienced impartial member of staff, and if appropriate, will be identified by the line manager to offer advice and guidance throughout the apprenticeship, or as long as is needed. A workplace buddy will be identified to work alongside the apprentice in order to support the apprentice on a daily basis. This is in addition to the standard staff induction process.

## **9. Study time**

Adequate paid study time will be agreed of at least 20% of the apprentice's working week which will include those training elements which will be delivered in either the workplace or at an external location as part of the approved programme. This will include meetings with representatives of the learning provider and any skills assessment. Apprentices should be encouraged to take advantage of other opportunities to learn or develop new skills, including any relevant in-house training.

## **10. Reviews and supervision**

Work objectives and development will be reviewed regularly by the line manager and any problems identified at an early stage to enable appropriate support strategies to be implemented. Progress with learning objectives will be reviewed by the learning provider and the line manager informed of any problem areas.

## **11. Progression**

Apprentices will be encouraged to apply for appropriate vacancies during their contract. If the apprentice progresses to an established post within the organisation at the end of the apprenticeship, the substantive pay grade will apply.

If no suitable vacancy is available at the end of the apprenticeship then the organisation is advised to support the apprentice in finding alternative work with another employer.

## **12. Ending the apprenticeship early**

- Apprentices are contracted to complete a specified course of training and end point assessment and are subject to regular review/ appraisals.
- Contracts cannot be terminated early unless there are exceptional circumstances; i.e. sufficient evidence that there are substantial capability or conduct issues or where there is a downturn / business changes meaning the Council can no longer fulfil the agreed training and work programme.

- The manager will ensure the training provider and the Council's finance department are informed in order to administer this change.
- An apprentice wishing to terminate their training should do so in accordance with the terms of their contract.

### **13. Apprenticeship comes to an end**

- Although apprenticeships are for a limited period, they are not a fixed-term contract. As an apprenticeship contract is for a specific purpose (training), the contract will be discharged on the completion of that training.
- Upon the successful completion of the training and the end point assessment, there is no requirement to provide notice of dismissal to the apprentice as the notice is implied in the contract, although it is good practice to do so.
- There is no legal requirement for the Council to provide employment or further training at the end of the apprenticeship, although support should be given by the Council to support the apprentice seeking alternate employment.
- Reaching the end date of an apprenticeship will constitute the end of the training agreement and will terminate the employment contract. However, this will not be a redundancy because an apprenticeship contract is for a specific purpose (training), and the contract will be discharged upon the completion of that training. Apprentices have the same employment rights as other employees, including in terms of dismissal, but not redundancy<sup>1</sup>. An appropriate dismissal processes should therefore be followed.

### **14. Health and safety of a young person**

It is important to consider the health and safety requirements for the apprentice at the start of, and during, their employment. If you are recruiting a young person aged under the age of 18, a special risk assessment should be completed that takes into account these responsibilities:

- Risks to all young people under 18 years of age, before they start work.
- Their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks.
- Control measures introduced to eliminate or minimise the risks, so far as is reasonably practicable.
- The young person's risk assessment should be signed and agreed by the Apprentice when they start work.
- You must take these specific factors into account:
  - The fitting-out and layout of the workplace and the particular site where they will work.

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<sup>1</sup> Only relates to redundancy by virtue of the apprenticeship ending. Specific consideration would need to be given if an apprentice was to be made redundant during the course of the apprenticeship.

- The nature of any physical, biological and chemical agents they will be exposed to for how long and to what extent.
- What types of work equipment will be used and how this will be handled.
- How the work and processes involved are organised.
- Risks from the particular agents, processes and work including cold, heat noise or vibration.
- The need to assess and provide health and safety training.

Additionally there are special regulations for young workers in line with the Working Time Directive, which restrict their working hours to 8 hours per day and 40 hours per week. The rest break is 30 minutes if their work lasts more than 4.5 hours. They are also entitled to two days off each week.

Apprentices are covered for insurance purposes by the Council's Employer Liability Insurance Policy

## **15. Child Protection & Disclosure and Barring Service checks**

- Managers should consider if supervisors and trainers directly involved with apprentices require a Disclosure and Barring Service check.
- People under the age of 18 are legally classed as "vulnerable" and the Council should take this into account when recruiting apprentices. However this does not mean that every person coming into contact with the young person must have a Disclosure and Barring Service (DBS) check.
- A line manager or supervisor may require a DBS check in the following circumstances:
  - Where the apprentice may be vulnerable (e.g. special needs, someone who has been in our looked after care);
  - Where the apprentice is likely to be regularly alone with that adult as part of their work;
  - Where the placement has a residential component.

## **16. Equality statements**

The Council is committed to promoting equality, valuing diversity and combating unfair treatment. The Council will endeavour to ensure equal access to its policies and procedures and will combat discrimination or less favourable treatment on the grounds of any irrelevant consideration, in accordance with the Equality Act 2010.

## **17. Policy review**

The policy will be reviewed by the Council/EKHR on a regular basis and may be amended from time to time. Responsibility for the implementation, monitoring and development of this policy lies with the Council/EKHR. Day to day operation of the policy is the responsibility of nominated officers who will ensure that this policy is adhered to.



# **Dover District Council Apprenticeship Strategy 2017 - 2021**

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## Foreword by the Chief Executive

Apprenticeships have always been an integral part of our team at Dover and they will continue to play an important role in enabling us to maintain a robust, resilient workforce in years to come as we work with and for our community in an ever changing environment.

The introduction of the Apprenticeship Levy in 2017 and the focus placed upon apprenticeships by the Government, provides us with an ideal opportunity to review and refresh our approach to apprenticeships to ensure that we are maximising the potential that apprentices can offer to us as an organisation and that we can offer to them as members of our community.

This apprenticeship strategy identifies how we will offer ways into the organisation for new talent as well as identifying potential opportunities for the development of our existing staff, all aimed at addressing the current and future skills needs of our organisation.

Nadeem Aziz

Chief Executive, Dover District Council

## 1. Introduction

As an organisation, we have actively encouraged the use of career development programmes including apprenticeships, graduate and work experience placements and trainee professional posts for many years. For the most part, with great success for both the Council and the individuals involved, however, our apprenticeships have tended to be Business Administration focused which whilst useful, do not always address our particular business needs. Additionally, trainee positions have tended to be filled on an ad-hoc basis as they are funded from departmental budgets, rather than as a result of a corporate strategy.

This document sets out the Apprenticeship Strategy for Dover District Council as an employer and the positive action that we will take in our approach to apprenticeships as part of our people strategy.

The strategy spans the period 2017-2021 and will be reviewed alongside the Council's new Corporate Plan in 2019 to reflect changes at both a local and national level. It will be overseen by the Employment Management Group in conjunction with CMT.

The strategy will be used to inform business plans to help identify the actions that service areas will take in support of the strategy and in meeting the specific skills challenges that they face. The Apprenticeship Strategy also supports and works alongside other talent and entry to work initiatives such as work experience, traineeships, graduate programmes and internships as part of our wider talent approach and supports the objectives of the Corporate Plan.

## 2. Vision

***“Apprenticeships are a valued and integral part of the Councils workforce, providing opportunities for entry into work for our local community and for development for existing staff, helping the Council to meet its current and future skills needs.”***

The Council continues to face a number of challenges which can only be overcome with the right people, with the right skills, at the right time to meet demands. Apprenticeships need to form an integral part of our workforce strategy to support talent management and succession planning to address our current and future skills needs.



### **3. Context**

#### **i. Meeting current and future skills needs**

Our geographical location combined with the fact that we operate in an environment where there is competition for highly skilled staff from both our neighbouring authorities and the private sector has meant that some of our core services have struggled to attract and retain staff, particularly in professional posts, in recent years. We also have an ageing workforce and so adopting a more strategic approach to 'growing our own' talent has become increasingly important and apprenticeships will form a key part of that strategy to enable us to meet our corporate objectives both now and in the future.

In order to 'grow our own' we also need to invest in the development of our existing staff to ensure that we have the capacity and capabilities we need. Providing opportunities for existing staff to utilise particularly higher level apprenticeships, to gain skills and progress their careers will further help to support talent management and succession planning.

#### **ii. Government reforms**

The introduction of the Apprenticeship Levy and the Government objective to have three million new apprenticeships in place by 2020 has resulted in around £35,000 of the Council's funds being earmarked for apprenticeships and 'topped up' by a further £15,000 by the Government. Our Government target is for 2.3% of our workforce to be apprentices by 2020. This means that over the next three years, the Council will need to have at least 18 apprentices in order to meet the target set by the Government and it is vital that these apprenticeships are utilised effectively to contribute towards our current and future skills gaps.

#### **iii. Supporting Dover District Council's strategic ambitions**

The Dover District has low skill and educational attainment levels compared with county, regional and national averages with only 28.6% of the population being educated to NVQ4 and above and 7.7% having no qualifications at all.<sup>1</sup> Additionally, only 3% of our staff are aged between 18-24 compared with 13% of the local community.

Apprenticeships offer the opportunity for the Council to become more representative of the community that it serves and to offer opportunities to people in our community to develop their skills and gain valuable work experience. This will put them in the best position possible to gain long term sustainable employment to support themselves and their families and to reinvest in the Dover District. This supports a key aim of our Corporate Plan, which is to have a District where people are engaged and empowered to achieve their own potential.

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<sup>1</sup> According to the State of the District Report 2015

## 4. Aims

Taking into consideration all of these factors, it is important that the Council is able to attract and retain apprentices and that we develop an apprenticeship programme that:

- Supports our current and future skills needs
- Supports the Council's Corporate Plan
- Addresses the targets set out in the Government's apprenticeship reforms

With all of this in mind, our apprenticeship strategy aims to:

### **Identify apprenticeship opportunities through talent management and workforce planning activities to support current and future skills needs**

Maximising the use of apprenticeships, particularly in areas where we struggle to recruit and retain staff is essential to ensure that we have people with the skills that we need both now and in the future. We will continue to work with service managers to identify opportunities for apprenticeships for both new and current employees, enabling them to mitigate potential skills shortages and develop the skills needed for future service delivery.

We will also continue to pay our entry level apprenticeships at one and a half times the national apprenticeship minimum wage rate for their first year and at the National Minimum Wage rate for their ages for any subsequent periods if the apprenticeship runs beyond twelve months. This will help to ensure that we are able to offer a competitive package in order to make our apprenticeship opportunities an attractive alternative to other training routes or organisations offering similar apprenticeships.

### **Actively promote apprenticeships within the Council as valuable recruitment and career development opportunities and further develop the pro-apprenticeship culture amongst managers and staff**

With the introduction of the levy and the broadening of the apprenticeship standards, we have the opportunity to take a more strategic approach to how we invest in recruitment and development. Therefore, a key aim of this strategy will be to encourage managers and staff to challenge traditional approaches to recruitment, development and succession planning and to further develop support for apprenticeship programmes across the organisation.

Since it is likely that our entry level apprenticeships will provide opportunities for those starting out in their working lives or for those seeking a route back into work after a break, there may be a need to provide some additional support to enable these apprenticeships to succeed. As a result, we will provide development and support for our managers and staff to enable them to manage and support our entry level apprentices to ensure that everyone has the opportunity to succeed.

## **Develop work experience and internship opportunities that support our apprenticeship programme, providing a route into the workplace for those who need it and helping to ensure that our team is more reflective of the community that we serve**

Our community faces challenges that are unique to us based upon our geographical location and our extensive social and economic history. Whilst we cannot provide apprenticeship opportunities for everyone who needs or wants them, by offering a more extensive, structured work experience and internship programme, we can provide people who are new to the workplace or who have been absent for an extended period, a route back in through development of their skills and experience that can be used to help them to take advantage of opportunities elsewhere in the local area.

That being said, some of these work experience and internship opportunities will undoubtedly create a route into our own apprenticeship programme and will enable us to begin to create a workforce that is more reflective of the diversity of our community.

## **Achieve at least 18 apprenticeship starts by 2020 by increasing the opportunities for new entrants and increasing the number of existing employees undertaking an apprenticeship to develop their skills and career paths**

By using apprenticeship programmes as both entry level positions into the organisation for those starting out in their careers and also as an opportunity for staff to continue their professional development, employees, managers and potential new recruits will be able to see the clear, structured career paths through the organisation, should they want to follow them.

## **Develop partnerships with training providers and other local Authorities to identify existing and new apprenticeship standards that support the Council's occupational skills needs**

Through the development of our relationships with training providers and other local authorities we aim to identify current apprenticeship standards that will provide our employees with the skills to develop their careers and support the Council in achieving its strategic goals. Where no apprenticeship standards currently exist, we aim to work in partnership with these organisations to develop apprenticeships which support our strategic needs.

## **5. How will we achieve this?**

Appendix 1 sets out the actions needed in the short, medium and long term to achieve the aims of our apprenticeship strategy.

Whilst this action plan identifies leads for each stream, it is anticipated that apprenticeships and the apprenticeship strategy will become a core area of our business and as such, everyone is responsible for their success.

## **6. Performance Monitoring**

The strategy and the progress of its aims will be reviewed regularly by CMT with support from EKHR. The action plan will be updated annually in line with the Council's strategy and any local or national influences.

In accordance with our Public Sector Duty Requirement, we will also publish annually data relating to the Council's progress in meeting the 2.3% apprenticeship target set by the Government.

## Appendix 1 – Apprenticeship Strategy Action Plan

Identify apprenticeship opportunities through talent management and workforce planning activities to support current and future skills needs

Actively promote apprenticeships within the Council as valuable recruitment and career development opportunities and further develop the pro-apprenticeship culture amongst managers and staff

Actions	Responsibility	Timescale	Desired Outcome
Develop a succession planning strategy and embed the use of apprenticeships within it.	HRBP	August 2018 for roll out in December 2018	Apprenticeships are used to address skills shortages and recruitment issues across all services
Work with Heads of Service to identify apprenticeship opportunities as part of workforce planning and a 'grow our own' approach to addressing skills shortages/difficult to recruit areas	Director of Governance & HRBP	Ongoing	
Develop an apprenticeship policy that supports the strategy and guidance notes and development and support for managers in implementing them both.	EKHR	August 2017	
Continue to work with Heads of Service to identify where apprenticeships and higher level apprenticeships can be used to aid succession planning and address skills shortages	HRBP/EKHR	Ongoing	
Identify opportunities to maximise the use of the levy funding in supporting the Council's succession planning strategy and employee continuous professional development (CPD)			
Identify opportunities to use relevant supervisory and management apprenticeship frameworks to support aspiring and developing managers	HRBP	Spring/Summer 2018	Development of existing staff to support organisational needs and individual career pathways

<p>Increase promotional activity focusing on the different types, levels and benefits of apprenticeships to staff and managers</p> <p>Share apprenticeship success stories and developments through a variety of communication channels with all staff and managers</p> <p>Provide updates for managers at Managers Forums throughout the year</p>	HRBP	Ongoing	Increased uptake and awareness of apprenticeships
<p><b>Develop work experience and internship opportunities that support our apprenticeship programme providing a route into the workplace for those who need it and helping to ensure that our team is more reflective of the community that we serve</b></p>			
<p>Develop a work experience and internship policy and programme that supports the apprenticeship programme and provides a broad range of opportunities for people in the local area</p>	EKHR with support from the Director of Governance	Spring 2018	Increased opportunities for young people entering the labour market and those returning to it after a significant break to build on their skills and experience.
<p>Develop relationships with schools, colleges and KCC youth and unemployment services to promote the opportunities available and to tailor the offer to the needs of people in the local area</p>	Community development team with support from HRBP	Ongoing	Opportunities are taken up and fit the needs of both the community and the Council
<p><b>Achieve at least 18 apprenticeship starts by 2020 by increasing the opportunities for new entrants and increasing the number of existing employees undertaking an apprenticeship to develop their skills and career paths</b></p>			

Actions				Responsibility	Timescale	Desired Outcome
Implement a planned four year recruitment strategy which achieves the 2.3% public sector target				CMT in conjunction with Heads of Service and with support from HRBP	April 2017 – March 2021	Apprentices are recruited in line with organisational skills needs  Public sector duty target of 2.3% of workforce in apprenticeships is met
Department/Service	Course	Total No	Years			
Parks and Open Spaces (Kearsney Parks Project)	Horticultural and Landscape Operative – Level 1	2	2017/18 and 2019/20			
Parks and Open Spaces	Horticultural and Landscape Operative – Level 1	4	2017/18 - 2020/21			
Digital Services	TBC – ICT based	1	2019/20			
Property Services	TBA – Business admin or Surveyor/Architectural	2	2019/20			
Planning	Planning	2	2017/18 2019/20			
Community Services	TBA	2	2017/18 2019/20			
Finance	AAT	2	2018/19 2020/21			
Private Sector Housing	TBA – Surveying/Environmental Health	2	2018/19 2020/21			
Regulatory Services	Environmental Health/Environmental Protection	2	2018/19 2020/21			
Legal	Trainee Solicitor	1	2018/19			
Parking Services	TBA	2	2017/18 2019/20			
Legal Executive	ILEX Level 6	1	2018/19			
Increase the attraction of potential applicants through greater use of social media and digital platforms to promote apprenticeship opportunities and as a route to jobs and careers within the Council.				EKHR supported by DDC communications team	From April 2017 to March 2021	Increased applicant pool

<p>Implement pay rates that are competitive in the labour market to recruit and retain apprentices to meet organisational needs</p> <p>Ensure rates of pay are cost effective and sustainable, especially in consideration of the organisation's own financial position and service budgets</p>	CMT supported by HRBP	From April 2018	Earnings and progression of lower paid staff improved
<p>Adopt a more pro-active approach to identifying apprenticeship opportunities for new entrants by amending the employment management group (EMG) application form to ensure that recruiting managers and EMG consider the use of apprenticeships</p>	EMG	From August 2017	Pro-apprenticeship culture developed
<p>Provide apprenticeship opportunities for existing employees aligned to skills development requirements across the organisation. Raise awareness of apprenticeships as a route to progression for all employees.</p> <p>Integrate apprenticeship opportunities within the Council's core learning and development offer for employees</p>	<p>CMT in conjunction with Heads of Service and with the support of the HRBP</p> <p>Director of Governance and HRBP</p>	From August 2017	<p>Career development opportunities provided</p> <p>Use of levy funding maximised</p>
<p><b>Develop partnerships with training providers and other local Authorities to identify existing and new apprenticeship standards that support the Council's occupational skills needs</b></p>			
<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Desired Outcome</b>
<p>Work with providers to identify and develop new training routes available through the new apprenticeship funding</p> <p>Identify priority areas for development based on skills needs and gaps</p>	<p>HRBP team</p> <p>HRBP</p>	<p>From August 2017</p> <p>From Autumn 2017</p>	<p>Future skills requirements are built into the delivery content of apprenticeships.</p>
<p>Contribute to the identification of common core skills needs across the East Kent partners and other Kent authorities</p> <p>Review existing apprenticeship standards and identify those that meet our joint requirements; join up to leverage best provision from learning providers</p>	<p>HRBP team in conjunction with internal and external partners</p>	<p>From Spring 2018</p>	<p>Future skills requirements are built into the delivery content of apprenticeships</p> <p>Supply of skills meets the needs of employers</p>







**Total Reward  
Projects Ltd**

# **APPRENTICESHIP SCHEME – PAY STRUCTURE DOVER DISTRICT COUNCIL**

**January 2018**

**Total Reward Projects Ltd** • 69 Bellhouse Road • Leigh-on-Sea • Essex • SS9 5NH • Tel: 01702 421 477

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**Annex 1: Main Pay Structure and Apprenticeship Pay Structure**

**Annex 2: Apprenticeship Pay Structure (Levels 2 – 7)**

## **1. INTRODUCTION**

- 1.1 Dover District Council (the Council) has commissioned Total Reward Projects Ltd (TRP) to prepare and submit a paper setting out viable options for the development and implementation of an effective and robust pay structure to support the introduction of its revised apprenticeship scheme in April 2018.
- 1.2 This paper explores two options, the first of which is linked to the Council's current pay structure and is based on using job evaluation to determine the level at which the apprenticeship sits within its pay structure. The second option seeks to create a separate pay structure and determine the rate of pay using a combination of the Council's current pay determination for apprentices in conjunction with an additional hourly rate based on the Government's funding criteria for apprenticeship posts under its new apprenticeship scheme.

## **2. BACKGROUND**

- 2.1 The Council's current apprenticeship, graduate placement and work experience scheme was first implemented in 2012 and, following a review in 2016, the General Purposes Committee (GP Committee) determined that due to the nature of the training programmes and qualifications, the length of apprenticeship programmes was extended to up to 2 years (depending on the training and qualification gained and subject to the Manager submitting a work programme appropriate for the period). The GP Committee also determined that either the Head of Paid Service or Director of Governance were authorised to approve any contracts or agreements that may have been necessary to give effect to the revised arrangements; and that each apprentice over the age of 18 was to be paid the National Minimum Wage for their age for up to two years.
- 2.2 With effect from April 2018, the Council now intends to integrate the Government's new apprenticeship scheme into its current arrangements, which entails a far more expansive approach to dealing with apprenticeships, one that ranges across a wide spectrum of learning, i.e. from level 2 at GCSE level through to level 7, catering for professionals studying at masters' degree level. Full details of the new scheme and the proposed changes to the Council's current apprenticeship policy have been set out in a paper drafted by the Director of Governance and Monitoring Officer, so will not be repeated here but the scale of the changes presents a challenge in respect of devising and developing an apprenticeship pay structure that is fit for purpose, affordable, transparent and fully meets equality standards.

## **3. APPRENTICESHIP PAY STRUCTURE – OPTION 1**

- 3.1 For the first option, we explore the establishment of a new pay structure for the revised apprenticeship scheme based on the use of JESS, the Council's current job evaluation methodology. JESS is used by the Council's own trained in-house evaluators, the outcomes of which determine the pay band into which all posts, except apprentices, are placed. Essentially, this option involves the construction of a parallel pay structure

that broadly mimics and has a clear read-across into the main pay structure (though it would have fewer levels with the lowest 2 pay bands below the Council's current main pay structure). Apprenticeship posts would be measured using JESS and then placed within a pay band within the apprenticeship pay structure that either precisely corresponds to the pay band into which it would have otherwise been placed within the main structure or, for those apprenticeship posts with very low job weights, in one of the 2 bands below the main structure. An example of this arrangement is shown at **Annex 1** where it can be seen that whereas the Council's main pay structure ranges from pay Band A to pay Band L, the apprenticeship pay structure ranges from pay band I to N. The overlap between the two structures runs from pay band I down to pay band L.

- 3.2 The range of pay on offer in the apprenticeship pay bands I – L, i.e. those that overlap with the Council's main pay structure, would be the same as those on offer for the entry point of the corresponding pay band of the main structure. Pay levels for the apprenticeship pay bands M and N, which sit below the levels of the Council's main pay structure, have been determined by using a multiple of the national living wage (NMW) for apprentices, i.e. for Band N the pay calculation is 1.5 x the NMW for first year apprentices (£3.70 per hour from April 2018) to give £5.55 per hour or £10,678 per annum. For Band M the pay calculation is 1.75 x the NMW for apprentices to give £6.475 per hour or £12,458 per annum.
- 3.3 Essentially, this approach would have the advantage of maintaining the Council's robust approach to equity and fairness by ensuring that the pay range for all job types is predicated solely on the job weight as determined by job evaluation irrespective of the job's status. The key question here is whether it is feasible or reasonable to measure jobs effectively using job evaluation where the job holder is undergoing training and therefore not delivering the full requirement of the job as a fully experienced and competent job holder would be expected to do.
- 3.4 JESS is a flexible tool that would enable the analyst to make judgements across the scheme factors by taking into account the degree to which the apprentice job holder is being supported by the line manager and more experienced colleagues, as well as undertaking a more restricted range of duties compared with the full requirement of the post.
- 3.5 The other design feature that this option would enable the Council to consider is the concept of pay progression for those apprenticeship posts that exceed one year in duration. The Council's main pay structure currently provides, subject to satisfactory performance, for annual pay progression year-on-year until the employee reaches the maximum of the pay band in which their post sits. This feature could be extended to include apprenticeship posts in pay bands I – L, i.e. the 4 pay bands that link directly to the main pay structure. For apprenticeship pay bands M and N, which sit below the Council's main pay structure, an alternative arrangement for annual pay progression would be required, such as an agreed percentage increase for year 2.
- 3.6 It should also be borne in mind that apprentices will be on a relatively steep learning curve throughout the apprenticeship and it is almost certain that the range of duties they undertake and the overall level of responsibility they assume will increase as the apprenticeship progresses. It is therefore possible that the job weight in year 2 or subsequent years, whilst not yet at the full job weight of the post when filled by a fully experienced and competent member of staff, might well have increased sufficiently to merit "promotion" to a higher pay band. In such cases, JESS could readily be used to

capture the new job weight, thus enabling the Council to place the post in the appropriate higher pay band.

#### 4. APPRENTICESHIP PAY STRUCTURE – OPTION 2

- 4.1 Option 2 does not entail the use of JESS job evaluation methodology but rather is based on creating an apprenticeship pay structure linked to the Government's apprenticeship scheme. The pay structure for Option 2 would therefore stand alone and not be directly linked to the Council's current main pay structure. It would still be advisable, however, for the Council to create an apprenticeship pay structure that is both transparent and fair, offering equal pay depending on the level of study undertaken throughout the apprenticeship.
- 4.2 The Government's new apprenticeship scheme comprises 6 different levels of learning, ranging from GCSEs at level 2 to professionals studying for a master's degree at level 7. The pay structure would therefore have 6 discrete levels to reflect each level of study and, on appointment, pay for the apprentice would be set at the rate that corresponds to the level of study to be undertaken, e.g. pay for an apprentice horticulture or landscape operative would remain at level 2 whereas pay for an apprentice senior housing or property manager could progress to level 4.
- 4.3 Since this option entails no direct link to the Council's main pay structure, it would be necessary to determine the rate of pay at each of the 6 levels within the apprenticeship structure. We believe this would be best achieved by determining pay in a formulaic way based on a combination of the NMW for apprentices and the level of study to be undertaken.
- 4.4 The Council currently pays first year apprentices at the rate of 1.5 x NMW for their age for up to 2 years. The NMW for all first year apprentices rises to £3.70 per hour in April 2018, thus using a multiple of 1.5 times the national living wage (NMW) for apprentices, gives an hourly rate of £5.55 or £10,708 for the Council's first year apprentices. We would suggest retaining this rate of pay for apprentices studying at level 2 under the new arrangements, but also to increase on an incremental basis the rate of pay for each higher level of study as set out in **Annex 2**. This would provide a maximum hourly apprenticeship rate of £11.10 per hour or £21,415 per annum for apprentices undertaking study at level 7, the highest level of study under the apprenticeship scheme. Under this option, the Council would, however, be able to introduce an element of progression. For example, it would be possible to place an apprentice studying at level 7 into a lower band in year one to reflect the individual's lack of experience, skills and knowledge at that stage of their learning and to allow them to progress through the pay scales as they develop their skills and knowledge. In using such flexibility, it would be prudent to require HR to ensure that pay determination within the apprenticeship scheme was being fairly applied across the Council.
- 4.5 For apprenticeships of more than one year under Option 2, pay progression in the second and subsequent years would be achieved by either:
1. Implementing any annual revalorisation of the NMW, which would factor in to the pay calculation (**see Annex 2**); or

- .
2. Progression to the next or higher apprenticeship pay scale, linked to satisfactory progression through the qualification; or
3. Progression to the next apprenticeship pay scale equivalent or above NMW for their age.

## **5. SUMMARY**

- 5.1 This paper has looked at two distinct but equally viable options for the development and implementation of a pay structure for the Council's apprentices that is fit for purpose, affordable, equitable, transparent and straightforward to manage. We have not, though, at this stage made a recommendation as we believe that the Council will want to consider unencumbered each approach to determine which, if either, they would like to pursue.

Mark Fry and John Kirkwood

For and on behalf of Total Reward Projects Ltd



**Annex 1**

**DDC: Main Pay Structure (A-L)    DDC: Apprenticeship Pay Structure (I-N)**

A		
B		
C		
D		
E		
F		
G		
H		
I    £21,682 - £24,919	I    £21,682	
J    £18,612 - £21,465	J    £18,612	
K    £16,454 - £18,548	K    £16,454	
L    £15,975 – £16,386	L    £15,975	
Not applicable	M    £12,458	
Not applicable	N    £10,678	

Shaded area denotes overlap between DDC main pay structure and the proposed Apprenticeship pay structure

## Annex 2

### DDC: Apprenticeship Pay Structure (Levels 2 – 7)

Level of Study	Annual Apprenticeship Pay	Pay Calculation
2	£10,708	$£3.70 \times 1.5 \times 37 \times 52.143 = £10,708$
3	£12,492	$£3.70 \times 1.75 \times 37 \times 52.143 = £12,492$
4	£14,277	$£3.70 \times 2.0 \times 37 \times 52.143 = £14,277$
5	£16,061	$£3.70 \times 2.25 \times 37 \times 52.143 = £16,061$
6	£17,846	$£3.70 \times 2.5 \times 37 \times 52.143 = £17,846$
7	£21,415	$£3.70 \times 3.0 \times 37 \times 52.143 = £21,415$

- Hourly rate is calculated by multiplying the apprentice NMW for apprentices of £3.70 per hour (from 1 April 2018) by a minimum multiple of 1.5 and a maximum multiple of 3 to produce the appropriate hourly rate for each level of study. The hourly rate is then multiplied by 37 hours in the working week and then by 52.143 weeks in the year to produce the annual rate of pay.

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<b>Subject:</b>	<b>APPOINTMENT OF SANDWICH PORT AND HAVEN COMMISSIONER</b>
<b>Meeting and Date:</b>	<b>Cabinet – 5 March 2018</b>
<b>Report of:</b>	<b>David Randall, Director of Governance</b>
<b>Portfolio Holder:</b>	<b>Councillor Keith Morris, Leader of the Council</b>
<b>Decision Type:</b>	<b>Non-Key</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** To approve the commencement of the selection process for the appointment of a Sandwich Port and Haven Commissioner due to the resignation of one of the four independent members.

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**Recommendation:** That Cabinet agrees:

(a) That a Selection Panel be established comprising a member of the Cabinet, a member of the Corporate Management Team and the Clerk to the Sandwich Port and Haven Commissioners (or, if deemed more appropriate, a member of the Sandwich Port and Haven Commission) to interview applicants for the vacant independent member position, and make recommendations for appointment.

(b) That the Chief Executive, in consultation with the Portfolio Holder for Access and Licensing, be authorised to make the final appointment for the vacant independent member position on the Sandwich Port and Haven Commission, having given consideration to the recommendation of the Selection Panel.

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## 1. Summary

Mr Nigel Stokes, one of the four independent members of the Sandwich Port and Haven Commission appointed in January 2016, will be resigning with effect from 31 March 2018, leaving a casual vacancy for a Sandwich Port and Haven Commissioner. It is therefore necessary to commence the selection process in order for a new Commissioner to be appointed.

### Introduction and Background

- 1.1 Along with three others, Mr Stokes was appointed as an independent member of the Sandwich Port and Haven Commission in January 2016 for 3 years. In accordance with the Department for Transport's Modernising Trust Ports Guidance, it is proposed to follow an open and competitive selection process in order to fill the vacancy, with the position being advertised on the Council's website and in the East Kent Mercury in March. Interviews are expected to take place in mid-April. The term of the new appointment will expire on 31 January 2019, this being the expiry date of Mr Stokes' term of office.

- 1.2 The Sandwich Port and Haven Commission's primary duty is to take such steps as it considers necessary or expedient for the improvement, maintenance and management of the Port of Sandwich. Commissioners are expected to have a substantial interest in the Sandwich Port and Haven, from either a commercial, employment, recreational or conservational viewpoint, and be familiar with the area served by the port.

## 2. Identification of Options

- 2.1 Option 1 – not to approve the commencement of the selection process for the appointment of a new Sandwich Port and Haven Commissioner.
- 2.2 Option 2 – to approve the commencement of the selection process.

## 3. Evaluation of Options

- 3.1 Option 1 is not recommended as the Sandwich Port and Haven Commissioners (Constitution) Revision Order 1976 requires that the Council appoints a Commissioner as soon as practicable after a casual vacancy arises (unless the vacancy occurs within 4 months of the end of the vacating Commissioner's term of office, in which case the vacancy may be left unfilled at the Council's discretion). In addition, the Modernising Trust Ports Guidance states that 'in line with good commercial practice, a trust port board should comprise between 8 and 12 members.' By carrying a 12-month vacancy, the Commission would not be complying with this guidance as it would have only 7 members.
- 3.2 Option 2 is the recommended option as it will enable a new Commissioner to be appointed, thus bringing the Commission up to its full complement of 8 Commissioners in accordance with legislation and guidance.

## 4. Resource Implications

- 4.1 The cost of placing an advertisement in the East Kent Mercury.

## 5. Corporate Implications

- 5.1 Comment from the Director of Finance (linked to the MTFP): Finance has been consulted and has no further comment to make (VB).
- 5.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has nothing further to add.
- 5.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications. However, in discharging their responsibilities, Members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 (<http://www.legislation.gov.uk/ukpga/2010/15>).
- 5.4 Other Officers (as appropriate): None.

## 6 Appendices

None.

## 7 Background Papers

None.

Contact Officer: Kate Batty-Smith (x 42303)

DOVER DISTRICT COUNCIL

NON-KEY DECISION

**EXECUTIVE**

CABINET – 5 MARCH 2018

**EXCLUSION OF THE PRESS AND PUBLIC**

**Recommendation**

That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the remainder of the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Schedule 12A of the 1972 Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Redevelopment of William Muge House and Snelgrove House Sites	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Award of Contract for Resurfacing Works to Deal Pier	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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