

# Public Document Pack



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29 September 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the Council Chamber at these Offices on Monday 9 October 2017 at 12.30 pm when the following business will be transacted.

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

Yours sincerely

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

Chief Executive

General Purposes Committee Membership:

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

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 4)

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

4 **MINUTES** (Pages 5 - 6)

To confirm the attached Minutes of the meeting of the Committee held on 13 March 2017.

5 **HONORARY ALDERMAN NOMINATIONS**

To consider the report of the Director of Governance (to follow) in respect of the nominations of the following former district councillors for the position of Honorary Alderman:

Paul Watkins

Nominated by: Councillor P Walker Seconded by: Councillor K E Morris

Jim Hood

Nominated by: Councillor P Walker Seconded by: Councillor K E Morris

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

The recommendation is attached.

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

7 **CHILDCARE VOUCHER SCHEME AND POLICY** (Pages 8 - 25)

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

**Access to Meetings and Information**

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website [www.dover.gov.uk](http://www.dover.gov.uk). Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.

- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Team Leader - Democratic Support, telephone: (01304) 872304 or email: [rebeccabrough@dover.gov.uk](mailto:rebeccabrough@dover.gov.uk) for details.

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

**Declarations of Interest**

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

Minutes of the meeting of the **GENERAL PURPOSES COMMITTEE** held at the Council Offices, Whitfield on Monday, 13 March 2017 at 12.00 pm.

Present:

Chairman: Councillor S M Le Chevalier

Councillors: M D Conolly  
M R Eddy  
D P Murphy

Officers: Director of Governance  
Head of Legal Services  
HR Business Partner  
Team Leader – Democratic Support

7 APOLOGIES

An apology for absence was received from Councillor P Walker.

8 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

9 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

10 MINUTES

The Minutes of the meeting held on 5 December 2016 were approved as a correct record and signed by the Chairman.

11 LOCAL GOVERNMENT PENSION SCHEME 2014

The Head of Legal Services introduced the report on the Local Government Pension Scheme 2014.

The Local Government Pension Scheme Regulations 2014 required that the policy be reviewed annually and as a result members were being asked to approve a revised Pension Discretion Policy Statement incorporating four minor changes to reflect organisational changes and provide clarity. In addition to this a further change was required to reflect the correct adjudicator under Regulation 74 of the Local Government Pension Scheme Regulations 2013. The previous policy had incorrectly stated that the Chief Executive was the adjudicator rather than Mr Yunus Garja, who had been appointed by Kent County Council for that purpose.

Members raised concerns that a further change in the named adjudicator could require the policy to be revised and it was suggested that as the appointment of the adjudicator was made by Kent County Council there would be merit in providing the

Director of Governance with the necessary authority to amend the name of the adjudicator in the document in the event that the position holder changed.

RESOLVED: (a) That the revised Pension Discretion Policy Statement as set out at Appendix 1 be approved.

(b) That Mr Yunus Garja be appointed as the adjudicator for the purposes of Regulation 74 of the Local Government Pension Scheme Regulations 2013 until notified otherwise by Kent County Council.

(c) That the Director of Governance be authorised to make any necessary minor changes to the Pensions Discretion Policy Statement including changing the name of the adjudicator when notified of a change by Kent County Council.

## 12 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involve the likely disclosure of exempt information as defined in paragraph 4 of Part I of Schedule 12A of the Act.

## 13 PAY AWARD 2017

The Director of Governance presented the report on the Pay Award 2017.

Members were advised that the Trade Unions had been consulted as part of the process and had accepted the proposed pay award. In addition, representatives from the Trade Unions had been invited to the meeting although none were present.

In respect of the increase for car and fuel allowances, Members were advised that these had remained unchanged since 2009 and should have been increased in line with the pay award.

It was also confirmed that the Council still met the requirements of the National Living Wage.

RESOLVED: (a) That a pay award of 1% or £300 whichever is the higher on the base salary of all staff from 1 April 2017 be approved.

(b) That the car and fuel allowances for affected staff be increased by 6.7% from 1 April 2017 and thereafter be increased in line with the salary pay award for base pay.

The meeting ended at 12.13 pm.

DOVER DISTRICT COUNCIL

GENERAL PURPOSES COMMITTEE – 9 OCTOBER 2017

**EXCLUSION OF THE PRESS AND PUBLIC**

**Recommendation**

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involve the likely disclosure of exempt information as defined in the paragraph of Part I of Schedule 12A of the Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Childcare Voucher Scheme and Policy	4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

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

**Agenda Item No 7**

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