

# Public Document Pack



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24 May 2018

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 4 June 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 "Kate Batty-Smith", 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
P M Beresford	Portfolio Holder for Housing and Homelessness
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 4)

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

3 **RECORD OF DECISIONS** (Pages 5-19)

The Decisions of the meeting of the Cabinet held on 14 May 2018 numbered CAB 167 to CAB 182 (inclusive) are attached.

4 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 20-22)

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.

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

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

a Cabinet Decision on the Recommendations of the Scrutiny (Community and Regeneration) Committee (Pages 23-24)

To consider the attached recommendation of the Scrutiny (Community and Regeneration) Committee.

**EXECUTIVE - NON-KEY DECISIONS**

6 **ANNUAL GOVERNANCE ASSURANCE STATEMENT 2017/18** (Pages 25-45)

To consider the attached report of the Director of Governance.

Responsibility: Portfolio Holder for Corporate Resources and Performance

7 **GENERAL REPAIRS TO PARKS, GARDENS AND CHURCHYARDS** (Pages 46-49)

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

Responsibility: Portfolio Holder for Property Management and Environmental Health

8 **APPOINTMENT OF DEVELOPER CONTRIBUTIONS EXECUTIVE COMMITTEE**

The Executive is required to appoint Members to the Developer Contributions Executive Committee for the Council year 2018/19, and to appoint a Chairman and Vice-Chairman.

The current membership of the Committee comprises the Leader of the Council (Chairman), the Portfolio Holders for Built Environment and Community Services and Councillor Pauline Beresford.

9 **APPOINTMENT OF DOVER JOINT TRANSPORTATION BOARD CHAIRMAN**

The Executive is required to appoint a Member of the Council to serve as Chairman of the Dover Joint Transportation Board (DJTB) for 2018/19, in accordance with the agreement on Joint Transportation Boards made between Kent County Council and

Dover District Council.

The chairmanship/vice-chairmanship alternates annually between KCC and DDC. Councillor Jim Back is currently Vice-Chairman of the DJTB.

10 **LOCAL PLAN PROJECT ADVISORY GROUP - APPOINTMENT OF SCRUTINY REPRESENTATIVE**

At its meeting held on 14 May 2018, Cabinet considered a report on the membership of the Local Plan Project Advisory Group which recommended that a representative from the Scrutiny (Policy and Performance) Committee be appointed to the Group.

Cabinet is advised that the Committee has nominated the Chairman, Councillor Kevin Mills, and requested to approve the appointment.

**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, 14 May 2018 at 11.00 am.

Present:

Chairman: Councillor K E Morris

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

Also Present: Councillor S F Bannister  
Councillor P M Brivio  
Councillor P M Beresford  
Councillor S S Chandler  
Councillor M R Eddy  
Councillor B Gardner  
Councillor L A Keen  
Councillor A M Napier  
Councillor P Walker  
Councillor P M Wallace

Officers: Chief Executive  
Director of Environment and Corporate Assets  
Director of Finance, Housing and Community  
Head of Inward Investment  
Head of Legal Services  
Head of Strategic Housing  
Policy and Projects Manager  
Senior Planner (Policy)  
Corporate Services Officer  
PR and Marketing Officer  
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 167 14.5.18 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 22 May 2018	<u>APOLOGIES</u>  It was noted that an apology for absence had been received from Councillor T J Bartlett.	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 168 14.5.18 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> 22 May 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 169 14.5.18 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 22 May 2018	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the meeting of the Cabinet held on 16 April 2018, as detailed in decision numbers Cab 157 to CAB 166, 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 16 April 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 170 14.5.18 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> 22 May 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 171 14.5.18 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 22 May 2018	<u>REVIEW OF ON AND OFF-STREET PARKING CHARGES</u>  It was agreed that the Scrutiny (Policy and Performance) Committee's recommendation, made at its meeting held on 24 April 2018 (Minute No 163), be rejected.	To approve the recommendation.	At its meeting held on 24 April 2018, the Scrutiny (Policy and Performance) Committee considered Cabinet decision CAB 163 of 16 April 2018 and made a recommendation 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 172 14.5.18 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes	<u>DOVER DISTRICT REGENERATION UPDATE</u>  It was agreed that the Scrutiny (Community and Regeneration) Committee's recommendations, made at its meeting held on 25 April 2018 (Minute No 114), be rejected since the issues raised were already being pursued.	To approve the recommendations.	At its meeting held on 25 April 2018, the Scrutiny (Community and Regeneration) Committee received an update from the Head of Inward Investment,	

<b>Implementation Date</b> 22 May 2018			and made several recommendations to Cabinet.	
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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 173 14.5.18 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> No  <b>Implementation Date</b> 24 May 2018	<u>STATE OF THE DISTRICT</u>  It was agreed to recommend to Council:  (a) That regular on-line updates to the data collected be approved, with Members informed in a timely manner of any significant changes.  (b) That an annual strategic highlights report be prepared each year, capturing overall changes in trends, in addition to a full State of the District report which will continue to be available on-line.	None.	The State of the District report is the Council's retrospective look at the state of the district in respect of key indicators such as population, deprivation, business, employment, etc. The report is linked to the Council's Corporate Plan in order to demonstrate what actions are being taken to address any issues highlighted.	

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)
<p>CAB 174 14.5.18 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 22 May 2018</p>	<p><u>LOCAL DEVELOPMENT SCHEME</u></p> <p>It was agreed that the revised Local Development Scheme, as set out at Appendix 1 to the report, be approved and brought into force.</p>	<p>None.</p>	<p>Dover District Council's Local Development Scheme (LDS) sets out the timetable for the production of key documents that will form part of the District's Local Plan. The previous LDS was adopted in September 2017 and needs to be updated to reflect changes relating to, amongst other things, the Dover Waterfront and the Statement of Community Involvement.</p>	

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)
<p>CAB 175 14.5.18</p>	<p><u>STATEMENT OF COMMUNITY INVOLVEMENT</u></p>	<p>Not to amend the report</p>	<p>Under the Planning and Compulsory</p>	

<p>Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 22 May 2018</p>	<p>It was agreed that the draft Statement of Community Involvement, as set out at Appendix 1 to the report, be approved for a six-week consultation period, subject to the addition of a timetable page.</p>	<p>recommendation.</p>	<p>Purchase Act 2004, the Council is required to produce a Statement of Community Involvement (SCI) which sets out how, when and where the Council will consult local and statutory stakeholders during the production of development plan documents. The current SCI was adopted in 2016 and requires updating to reflect additional requirements introduced by the Neighbourhood Planning Act 2017.</p>	
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<p>CAB 176 14.5.18 Open</p> <p><b>Key Decisions</b></p>	<p><u>KENT ENVIRONMENT STRATEGY</u></p> <p>It was agreed that commitment to the Kent Environment Strategy be approved, in so far as it is consistent with the Council's corporate priorities and to the extent that resources will allow.</p>	<p>None.</p>	<p>The previous Kent Environment Strategy was published in 2016. Kent County</p>	

<p>Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 22 May 2018</p>			<p>Council has invited district councils to adopt a revised strategy which will provide a basis for coordinated action to support economic growth whilst protecting and enhancing Kent's natural and historic environments.</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 177 14.5.18 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 22 May 2018</p>	<p><u>REDEVELOPMENT OF ST MARGARET'S BAY BEACH HUTS</u></p> <p>It was agreed:</p> <p>(a) That the project to redevelop the St Margaret's site for the purpose of refurbishing and erecting beach huts for rental be approved.</p> <p>(b) That the Director of Environment and Corporate Assets be authorised, in consultation with the Portfolio Holder for Property Management and Environment Health, to take the necessary actions to deliver the project, including accepting the best 'value for money' tender (in accordance with the Council's Contract Standing Order 12.3), for the refurbishment and construction of beach huts.</p>	<p>None.</p>	<p>Fourteen beach huts at a site at St Margaret's Bay are in a very poor state of repair. Following a review of the site, it is proposed to refurbish/reconstruct the existing huts and erect ten more for rental.</p>	

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)
<p>CAB 178 14.5.18 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 22 May 2018</p>	<p><u>PERFORMANCE REPORT - FOURTH QUARTER 2017/18</u></p> <p>It was agreed:</p> <p>(a) That the Council's Performance Report and Actions for the Fourth Quarter 2017/18 be noted.</p> <p>(b) That a review be undertaken to assess the value of performance indicators to overall corporate performance.</p>	<p>Not to add to the report recommendation.</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 twelve months to 31 March 2018.</p>	

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)
<p>CAB 179 14.5.18 Open</p> <p><b>Key Decisions</b> No</p>	<p><u>APPOINTMENT OF MEMBER REPRESENTATIVES TO OUTSIDE BODIES 2018/19</u></p> <p>It was agreed:</p> <p>(a) That the following appointments to outside bodies for 2018/19 be</p>	<p>None.</p>	<p>On an annual basis, Cabinet appoints Members (and non-Members) to outside bodies to</p>	

<b>Call-in to apply</b> Yes  <b>Implementation Date</b> 22 May 2018	approved:				represent the Council's interests on those bodies or, in some cases, to act solely on behalf of the bodies.
	Action with Rural Communities	1 Year	Councillor Ovenden Councillor F Scales		
	Age Concern Deal (Liaison Committee)	1 Year	Councillor P Heath		
	Aylesham & District Workshop Trust	1 Year	Councillor L Keen		
	Canterbury and Coastal Health and Wellbeing Board	1 Year	Councillor Chandler		
	Deal Fairtrade Steering Group	1 Year	Councillor P Hawkins		
	Deal and Sandwich Coastal Community Team	1 Year	Councillor Holloway Councillor M Eddy		
	Dover Bronze Age Boat Trust	1 Year	Mr A Richardson		
	Dover Coastal Community Team	1 Year	Councillor N Collor Councillor A Napier		
	Dover, Deal and District Citizens' Advice Bureau	1 Year	Councillor P Carter Councillor R Frost		
Dover District Volunteering Centre	1 Year	Councillor Holloway			
Dover Fairtrade Steering Group	1 Year	Councillor D Hannent			
East Kent Housing Board	1 Year	Councillor Chandler			The appointments are of a strategic or community nature, and Cabinet has the option not to appoint representatives where they are fulfilling a community role.

	East Kent Housing Dover Area Tenants' Board	1 Year	Councillor J Back Councillor M Rose			
	East Kent Spatial Development Company	1 Year	Councillor K Morris			
	Industrial Communities Alliance	1 Year	Councillor S Manion			
	JAC Kent Downs AONB Partnership	1 Year	Councillor N Kenton			
	Kent County Playing Fields Association	1 Year	Councillor Beresford			
	Kent Forum	1 Year	Councillor K Morris			
	Local Enterprise Partnership Board and Executive	1 Year	Councillor K Morris			
	Local Government Association – General Assembly	1 Year	Councillor K Morris			
	Police and Crime Panel For Kent	1 Year	Councillor Holloway			
	River Dour Partnership	1 Year	Councillor N Collor			
	River Stour (Kent) Internal Drainage Board	1 Year	Councillor M Conolly Councillor Ovenden			
	Sandwich and Pegwell Bay	1 Year	Councillor Ovenden			

	<p>National Nature Reserve Management Committee</p> <p>South East England Councils (SEEC)                      1 Year                      Councillor K Morris (sub: M Conolly)</p> <p>Stagecoach Bus Users' Group                      1 Year                      Mrs S Nicholas</p> <p>Tourism South East                      1 Year                      Councillor Holloway</p> <p>(b) That the Leader of the Council be requested to nominate an alternative Member to substitute at meetings on an ad hoc basis when the appointed Member is unavailable (and where the constitution of the body allows this).</p> <p>(c) That the appointment of the Chief Executive to the Kent Forum be approved.</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 180 14.5.18 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b></p>	<p><u>APPOINTMENT OF PROJECT ADVISORY GROUPS FOR 2018/19</u></p> <p>It was agreed:</p> <p>(a) That the membership of the Local Plan Project Advisory Group for the Council year 2018/19 be established as follows:</p> <p>Portfolio Holder for Built Environment (Chairman); the Chairman of the Planning Committee; a representative from the Scrutiny (Policy and Performance) Committee; Councillors N S Kenton, D P Murphy, B Gardner and P Walker; a representative from the town and parish councils (Mr Keith Gowland representing the Kent Association of Local</p>	<p>None.</p>	<p>Cabinet is requested to determine the membership of the Council's Project Advisory Groups for the Council year 2018/19.</p>	

<p>22 May 2018</p>	<p>Councils and nominated substitute); three representatives from the voluntary sector (Mr Pat Sherratt – The Dover Society; Mr Robin Green – The Deal Society; and Mr Richard Ralph – Sandwich Town Team); three representatives from the Business Forum (Mr Gareth Doodes – Dover College; Mr Matthew or Mr Stuart Jaenicke – Viking Recruitment; and a representative from Megger Instruments Ltd); and the Chief Executive/Head of Regeneration and Development.</p> <p>(b) That the membership of the Dover Town Centre and Waterfront Project Advisory Group for the Council year 2018/19 be established as follows: Portfolio Holder for Property Management and Environmental Health (Chairman) and Councillors J S Back, P M Brivio, N J Collor, M R Eddy, K E Morris and P Walker.</p> <p>(c) That the membership of the Dover Leisure Centre Project Advisory Group for the Council year 2018/19 be established as follows: Portfolio Holders for Property Management and Environmental Health (Chairman); Access and Licensing; Corporate Resources and Performance; Councillors P M Beresford and P Walker; and Mr Peter Ward.</p> <p>(d) That the membership of the Homelessness Project Advisory Group for the Council year 2018/19 be established as follows: Portfolio Holders for Built Environment (Chairman) and Corporate Resources and Performance; Leader of the Council; and Councillors P M Brivio and N A G Richards.</p> <p>(e) That the membership of the Commercial Investment Project Advisory Group for the Council year 2018/19 be established as follows: Portfolio Holders for Corporate Resources and Performance (Chairman) and Property Management and Environmental Health; Leader of the Council and Councillors M R Eddy and P Walker.</p> <p>(f) That the membership of the Residential Investment Project Advisory Group for the Council year 2018/19 be established as follows: Portfolio Holders for Corporate Resources and Performance (Chairman) and Built</p>			
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	<p>Environment; Leader of the Council and Councillors M R Eddy and B Gardner.</p> <p>(g) That the membership of the Investment Advisory Group for the Council year 2018/19 be established as follows: Portfolio Holder for Corporate Resources and Performance (Chairman), Chairman of the Governance Committee; Chairman of the Scrutiny (Policy and Performance) Committee; and Councillors P I Carter and P M Wallace.</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 181 14.5.18 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 22 May 2018</p>	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.</p>	<p>None.</p>		

<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 182 14.5.18 Exempt</p>	<p><u>DEVELOPMENT OF INTERIM HOUSING FOR HOMELESS PEOPLE</u></p> <p>It was agreed:</p>	<p>None.</p>	<p>At its meeting held on 2 October 2017, Cabinet approved two projects to</p>	

<p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 22 May 2018</p>	<p>(a) That the position regarding the previously approved projects be noted.</p> <p>(b) That the proposed project for the development of land adjacent to Triangles Community Centre, Barwick Road, Dover, to provide affordable housing for use as interim housing, be approved.</p> <p>(c) That the Director of Environment and Corporate Assets, in consultation with the Director of Finance, Housing and Community and the Portfolio Holder for Built Environment, be authorised to take the necessary decisions to progress the project to the construction phase, including the acquisition and any necessary appropriations of the land, evaluation of tender prices, the 'value for money' business case and decisions relating to the award of contracts.</p>		<p>construct new homes for interim homeless accommodation at sites in Deal and Dover (CAB 83). The report provides an update on these projects, and seeks authority to proceed with another project on land adjacent to Triangles Community Centre.</p>	
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The meeting ended at 11.52 am.



# Notice of Forthcoming Key Decisions

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

Publication Date: 4 May 2018

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

Key Decisions 2018/19	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	Review of Tenancy Strategy and Tenancy Policy	To be confirmed
3	Review of Local Plan	(i) 1 March 2017; (ii) 1 October 2018; and (iii) October 2019
4	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance)
5	To consider an options appraisal and feasibility study for Tides Leisure & Indoor Tennis Centre and seek approval to progress to the detailed design phase	2 July 2018
6	Dover Waterfront Masterplan Area Action Plan	To be confirmed
7	Planning Enforcement Plan	4 June/2 July 2018 (to be confirmed)
8	Representations on the Thanet District Council Local Plan	To be confirmed
9	To seek approval for public consultation on the draft Sandwich Walled Town Conservation Area Appraisal	1 October 2018 and date to be confirmed
10	Hackney Carriage and Private Hire vehicles - access for wheelchair users	4 June/2 July 2018
11	Development of a social lettings agency	2 July 2018
12	Approval of project to develop housing to be occupied on an interim basis by homeless households	14 May 2018
13	To seek Cabinet approval for public consultation on draft Upper Deal Conservation Area Character Appraisal	2 July 2018 and date to be confirmed
14	Letting of the café/restaurant on Deal Pier	4 June 2018
15	Aylesham Village Expansion – Acquisition of Third-Party Land	10 September/1 October 2018 (to be confirmed)
16	Statement of Community Involvement	14 May and 10 September 2018
17	Dover District Council Local Development Scheme	14 May 2018
18	Kent Environment Strategy	14 May 2018
19	Transfer of Freehold of Sandwich Guildhall	4 June 2018

<b>Key Decisions 2018/19</b>	<b>Item</b>	<b>Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)</b>
20	Sandwich Historical Boatyard	4 June 2018
21	To decide on requirements for a new Public Spaces Protection Order following public consultation	2 July 2018
22	To consider the cessation of cash and cheque transactions at Council Offices	2 July 2018
23	Creation of a local property company	2 July 2018

- Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Notice of Forthcoming Key Decisions.
- (2) The Council's Corporate Management Team reserves the right to vary the dates set for consultation deadline(s) and for the submission of reports to Cabinet and Council in respect of Key Decisions included within this version of the notice. Members of the public can find out whether any alterations have been made by looking at the Council's website ([www.dover.gov.uk](http://www.dover.gov.uk)).

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

### **CABINET DECISION ON THE RECOMMENDATIONS OF THE SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE**

Responsibility: Leader of the Council

Report of: Not applicable

#### **Decision Route**

Scrutiny (Community and Regeneration) Committee	25 April 2018	Minute No 114
Cabinet	14 May 2018	CAB 172
Scrutiny (Community and Regeneration) Committee	25 May 2018	Minute No 120
Cabinet	4 June 2018	

#### **Scrutiny (Community and Regeneration) Committee Recommendations**

The Scrutiny (Community and Regeneration) Committee, at its meeting held on 25 May 2018, considered Cabinet decision CAB 172 and made the following recommendation:

The Committee expresses its concern to Cabinet over the lack of discussion it had at its meeting on 14 May 2018 in respect of the Committee's recommendations on the Dover District Regeneration Update, and requests that Cabinet provides answers to the specific questions raised in the recommendations.

#### **Cabinet Decision CAB 172 of 14 May 2018**

It was agreed that the Scrutiny (Community and Regeneration) Committee's recommendations, made at its meeting held on 25 April 2018 (Minute No 114), be rejected since the issues raised were already being pursued.

#### **Scrutiny (Community and Regeneration) Committee Recommendations of 25 April 2018 (Minute No 114)**

- (a) That the Scrutiny (Community and Regeneration) Committee be advised when it is expected that the final close-out report on the St James's development will be made available for members of scrutiny.

- (b) That Cabinet be urged to meet as soon as possible, both locally and in conjunction with other East Kent councils, to plan ahead on a longer term basis with utility infrastructure providers (such as water, electricity, sewage and broadband) to ensure that provision is in place to meet the needs of future developments in the district.
- (c) That Cabinet be requested to produce a detailed report that will improve the public's and Council's knowledge on the impact of increased customer checks at the Port. It should analyse several variables including the time to check loads, the number of lorries that can be checked at once, the percentage of vehicles checked and future trends.
- (d) That the Committee expresses its concern that the Whitfield roundabout is becoming more congested and that this can only get worse as more homes are completed, the White Cliffs Business Park Phase 2 is finished and by the Lower Thames Crossing that will divert more traffic down the M2/A2. The Committee believes that there will be a need for a new Whitfield by-pass in the medium term. The Committee requests that Cabinet or the Dover Joint Transportation Board inform it of what forward planning is being carried out to alleviate the anticipated congestion.

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<b>Subject:</b>	<b>ANNUAL GOVERNANCE ASSURANCE STATEMENT 2017/18</b>
<b>Meeting and Date:</b>	<b>Cabinet – 4 June 2018</b> <b>Governance Committee – 28 June 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 approve the Annual Governance Assurance Statement 2017/18.

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<b>Recommendation:</b>	(1) Cabinet approves the Annual Governance Assurance Statement and requests that the Leader of the Council and the Head of Paid Service sign this statement on behalf of the Council.
	(2) Governance Committee is asked to accept the Annual Governance Assurance Statement alongside the 2017/18 Statement of Accounts.

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**1. Summary**

- 1.1 Annually, the Council is required to conduct a review of the effectiveness of our system of internal control and also report on the extent to which we comply with our own Local Code of Corporate Governance. This must be conducted in accordance with the Delivering Good Governance in Local Government Framework 2016 Edition and is reported as the Annual Governance Assurance Statement. Cabinet are asked to accept the Annual Governance Assurance Statement for 2017/18, as recommended by the Corporate Management Team and request that the Leader and the Head of Paid Service sign this statement on behalf of the Council.
- 1.2 The Governance Committee is asked to accept the Annual Governance Assurance Statement alongside the 2017/18 Accounts.

**2. Introduction and Background**

- 2.1 The Accounts and Audit Regulations 2015, require that the Council conducts at least annually, a review of the effectiveness of its System of Internal Control and also report on the extent to which we comply with our own Local Code of Corporate Governance. The Council’s Annual Governance Assurance Statement is prepared to meet these requirements and will be provided alongside the published Statement of Accounts in accordance with the Accounts and Audit Regulations 2015.
- 2.2 The statement is to be signed by the Leader and the Chief Executive, having paid due regard to any matters raised by the Section 151 Officer and the Monitoring Officer. In particular, the opinion of the Director of Governance and Monitoring Officer on the level of assurance that the governance arrangements can provide and that the

arrangements continue to be regarded as fit for purpose in accordance with the governance framework.

2.3 The Annual Governance Assurance Statement for 2017/18 is attached. Corporate Management Team agreed to its acceptance in May 2018. The statement has been prepared taking into account the following information:

- A detailed review of the Council's performance measured against the new Core and Sub Principles as detailed in the Delivering Good Governance in Local Government Framework 2016 Edition.
- The service review work performed by Internal Audit during the year.
- Internal Audit's review of Corporate Governance arrangements.
- Assurance Statements produced by individual Directors of Service.
- The information gathered as a result of risk assessment and management.
- The annual reports of the Scrutiny and Governance Committees.

2.4 The Action plan will be monitored during the year and progress reported to Governance Committee.

### 3. **Identification of Options**

3.1 Agree the Annual Governance Assurance Statement including the key actions identified for signature by the Leader and then inclusion in the 2017/18 Accounts and adopt the revised Corporate Governance Local Code.

3.2 Do not agree the Annual Governance Assurance Statement and Corporate Governance Local Code as provided and require further analysis and clarification.

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

4.1 Option 1 is the preferred option, as in preparing the Annual Governance Assurance Statement this fully meets the requirements of the Accounts and Audit Regulations 2015. Delivering Good Governance in Local Government Framework (2016 Edition) states:

*"The preparation and publication of an Annual Governance Statement in accordance with Delivering Good Governance in Local Government: Framework (2016) would fulfil the statutory requirements across the United Kingdom for a local authority to conduct a review at least once in each financial year of the effectiveness of its system of internal control and to include a statement reporting on the review with its Statement of Accounts. In England the Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be "prepared in accordance with proper practices in relation to accounts". Therefore a local authority in England shall provide this statement in accordance with Delivering Good Governance in Local Government: Framework (2016)".*

### 5. **Resource Implications**

None.

**6. Corporate Implications**

- 6.1 Comment from the Section 151 Officer: Finance have been consulted and have nothing further to add (VB).
- 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 equality implications, however in discharging their duties 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**

Appendix 1 – Annual Governance Assurance Statement

Appendix 2 – Action Plan – Backward Looking

Appendix 3 – Action Plan – Forward Looking

**8. Background Papers**

Accounts and Audit Regulations 2015

CIPFA Delivering Good Governance in Local Government Framework 2016 Edition

Contact Officer: David Randall, Director of Governance

# Dover District Council

## Annual Governance Assurance Statement

1 APRIL 2017 TO 31 MARCH 2018

### 1. WHAT WE ARE RESPONSIBLE FOR

We are responsible for ensuring that our business is conducted in line with the law and proper accounting standards, and for using public money economically, efficiently and effectively. We have a duty under the Local Government Act 1999 to continually review and improve the way we work and at the same time have regard to a combination of economy, efficiency and effectiveness.

In order to meet our responsibility we have in place proper arrangements for overseeing what we do and this is called Governance. These arrangements make sure that we do the right things in the right way, that our services reach the right people and that we are open, honest and accountable in the way that we deliver those services. This all contributes to our sound system of governance

We have approved and adopted a Local Code of Corporate Governance and a copy of this is available on our website at <http://www.dover.gov.uk/Corporate-Information/CorporateGovernance.aspx>.

### 2. THE AIM OF THE GOVERNANCE FRAMEWORK

The Governance Framework details the systems, processes, culture and values that we are controlled by and which we are answerable to. It also shows what we get involved with and how we engage with the community. It also shows how we monitor what we are achieving so that we can deliver services that are appropriate and value for money.

The system of internal control is an important part of the framework and is designed to manage risk to a reasonable level. It cannot remove all risk of failure to achieve policies and aims and can only provide reasonable protection. The system of internal control is based on an ongoing process designed to:

- Identify and prioritise anything that could prevent us from achieving our policies and aims
- Assess how likely it is that identified risks might happen and what the result would be if they did
- Manage those risks efficiently, effectively and economically

The Governance Framework describes what has been in place at Dover District Council for the year ended 31 March 2018 and up to the date of approval of the Council's accounts.

### 3. OUR GOVERNANCE FRAMEWORK

Our Governance Framework is underpinned by seven core principles and supported by our Corporate Plan as well as many systems, policies, procedures and operations, which together ensure that the intended outcomes for our community and stakeholders are defined

and achieved. Good governance is dynamic, and Dover District Council is committed to improving governance on a continuing basis through a process of evaluation and review.

The key features are:

(a) **Our Core and Supporting Principles**

The seven core principles are taken from the International Framework: *Good Governance in the Public Sector* and help this Council demonstrate good governance. Each of these principles translates into a range of specific requirements and they are also reflected in this Corporate Governance Local Code:

- A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- B. Ensuring openness and comprehensive stakeholder engagement.
- C. Defining outcomes in terms of sustainable economic, social, and environmental benefits.
- D. Determining the interventions necessary to optimise the achievement of the intended outcomes.
- E. Developing the entity's capacity, including the capability of its leadership and the individuals within it.
- F. Managing risks and performance through robust internal control and strong public financial management.
- G. Implementing good practices in transparency, reporting, and audit to deliver effective accountability.

(b) **Our Corporate Plan**

This is our main strategic document providing a framework for the delivery of our services and providing context for all the other strategies and plans that we have. The Corporate Plan for 2016-2020 is published and is available on the Council's website. The Council approved a new Corporate Plan in March 2016 which continues with the overall direction of travel as the previous version.

The following strategic priorities have been identified in the 2016-2020 Corporate Plan:

- Thriving Economy
- Clean, Green and Safe Environment
- Healthier People and Communities
- Smarter Council

(c) **Business Plans**

The Business Plan is one of the central mechanisms for each Head of Service managing their own area of activity and therefore sits at the centre of the Corporate Governance process. The business plans support the aims of the Corporate Plan which include performance indicators that are used to measure our achievements.

(d) **Our Constitution**

Our Constitution details how we operate, how decisions are made and the procedures, which are to be followed. It also ensures that we work in an efficient and transparent way and that we are accountable to local people. The Monitoring Officer and Solicitor to the Council are responsible for keeping the Constitution under review.

(e) **The Executive**

The Executive are responsible for most decisions and is made up of the Leader and a Cabinet. Major decisions to be taken are published in advance in the Executive's Notice of Forthcoming Key Decisions, and will generally be discussed in a meeting open to the public. All decisions must be in line with our overall policies and budget. Any decisions the Executive wishes to take outside the budget or policy framework must be referred to Council as a whole to decide.

(f) **Corporate Management Team**

The Corporate Management Team comprises the Chief Executive (and Head of Paid Service) with responsibility for Regeneration and Development; Director of Governance (and Monitoring Officer); Director of Finance, Housing and Community (and S151 Officer) and Director of Environment and Corporate Assets.

Members of Corporate Management Team have a responsibility for the day to day running of each Division of the Council. They must regularly assess their Division's assurance arrangements and provide the Council with the opportunity to keep check on the adequacy of its overall arrangements.

(g) **Governance Committee**

The seven appointed members of the Council provide independent assurance of the adequacy of the risk management framework and the associated control environment together with independent review of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment. The Committee oversees the financial reporting process by considering the final Statement of Accounts. Since the annual Council meeting on 17 May 2017, the Committee promotes high standards of conduct amongst the 45 members of Dover District Council and (up to) 317 members of Town and Parish Councils in the District. Complaints of service maladministration are investigated and reported to the Committee. Lessons learned from these complaints are reviewed and acted on.

The Chairman provides an Annual Report of the Governance Committee to the Annual Council Meeting

(h) **Overview and Scrutiny**

There are two overview and scrutiny committees who support and monitor the work of the Executive. A "call-in" procedure or addition to the work programme allows scrutiny to review Executive decisions before they are implemented, thus presenting challenge and the opportunity for a decision to be reconsidered. The Monitoring Officer provides an Annual Report of the Scrutiny Committees to the Annual Council Meeting.

**(i) Monitoring Officer**

The Monitoring Officer is responsible for considering allegations of Members breaches of the codes of conduct.

**(j) Our Solicitor**

The Solicitor to the Council provides his opinion on our compliance with our legal obligations.

**(k) Financial procedures and Contract Standing Orders**

We have to ensure that we act in accordance with the law as well as various other regulations. We have developed policies and procedures for our officers to ensure that, as far as are possible, they understand their responsibilities both to the Council and to the public. Two key documents are the Financial Procedure Rules and the Contract Standing Orders, which are available to all officers via the Council's Intranet, as well as available to the public as part of the Constitution. The Financial Procedure Rules and Budget and Policy Framework Procedure Rules are currently being reviewed and will be considered by the Governance Committee on 28 June 2018.

**(l) Financial Management**

Our financial management arrangements conform with the requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government. In addition to the Financial and Contractual procedure rules contained within the constitution, in order to maintain its financial management the Council operates budgetary control procedures which are used in conjunction with a Medium Term Financial Plan (MTFP).

Responsibility for ensuring that an effective system of internal financial control is maintained rests with the Section 151 Officer. The systems of internal financial control provide reasonable and not absolute assurance that assets are safeguarded, that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected quickly.

Internal financial control is based on a framework of management information, financial regulations and administrative procedures, which include the segregation of duties, management supervision and a system of delegation and accountability. On-going development and maintenance of the various processes may be the responsibility of other managers.

In particular, the process includes:

- The setting of annual budgets;
- Producing the Medium Term Financial Plan
- Monitoring of actual income and expenditure against the annual budget;
- A mid-year review of the annual budget;
- Setting of financial and performance targets, including the use of the prudential code and associated indicators;
- Quarterly reporting of the Council's financial position to Members;
- Clearly defined capital expenditure guidelines;
- Treasury Management Strategy

- The monitoring of finances against a Medium Term Financial Plan;
- Managing risk in key financial service areas.
- A continuous and effective internal audit.

Through our budget monitoring processes we are able to ensure that financial resources are being used to their best advantage, this includes quarterly management reporting to the Corporate Management Team and Members.

Financial planning is underpinned by business planning. Increased expenditure in any service area has to be justified to the Corporate Management Team, and where necessary approved by the Executive. Corporate Management Team is tasked with prioritising resources to ensure that the objectives within Corporate Plan are supported by the individual business plans, and that improvements are in line with corporate objectives.

(m) **Policies**

Corporate policies on a range of topics such as Equality, Information Governance and Data Protection are all subject to internal review. We keep all staff aware of changes in policy, or documentation through a system called NETconsent. The corporate training needs are identified each year and appropriate training for all or key members of staff is provided.

(n) **Risk**

The risk management strategy, which forms part of the Corporate Governance Local Code, shows the role both Members and Officers have in the identification and minimisation of risk. Risks are recorded in a Corporate Risk Register and are then subject to regular review.

(o) **Service Assurance**

A Service Assurance Statement is produced annually by all Directors of this Council and of Shared Services detailing their assessment of their services. They are required to give assurance that risks have been identified, that sound business arrangements operate in their service areas, and that the service is subject to monitoring and review in order to assess performance.

(p) **Performance Management Framework**

Progress towards the achievement of our objectives is monitored through our Performance Management Framework. A quarterly Performance Report is produced and reviewed by Corporate Management Team, by Cabinet and by the Scrutiny (Policy and Performance) Committee.

(q) **Internal Audit**

The East Kent Audit Partnership Internal Audit Team reports to the Director of Finance, Housing and Community. They operate under a Charter, which defines their relationship with our officers, and the Governance Committee. Their main responsibility is to provide assurance and advice on our internal control systems to the Corporate Management Team and Members. Internal Audit reviews the adequacy, reliability and effectiveness of internal control and recommends improvements where appropriate. It also supports the development of systems,

providing advice on risk and control. Effective internal controls are an important part of the Corporate Governance process. Through their audit assurance work, internal audit provide an opinion on the effectiveness of the systems of internal control.

As part of the annual review of governance arrangements and in particular the System of Internal Control, we undertake an annual review of the effectiveness of the system of internal audit.

(r) **External Audit**

The work is currently undertaken by Grant Thornton, who are required to deliver their audit work in line with Local Audit and Accountability Act 2014 and in accordance with the Code of Practice issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General in April 2015.

(s) **Core Strategy and Local Plan**

The Core Strategy is the overarching statutory planning document for the District and was adopted by the Council in February 2010. The Core Strategy identifies the overall economic, social and environmental objectives for the District and the amount, type and broad location of development that is needed to fulfil those objectives. The Land Allocations Local Plan, which was adopted in 2015, identifies and allocates specific sites that are suitable for development in order to meet the Core Strategy's requirements.

The 2016/2017 Authority Monitoring Report highlighted its use in monitoring progress in the preparation of the Council's new District Local Plan, following a decision by Cabinet in March 2017 to review the Core Strategy (2010) and Land Allocations Local Plan (2015) and produce a new NPPF compliant Local Plan. The timetable for the preparation of the Local Plan is included in the Council's Local Development Scheme.

(t) **State of the District Report**

This report is the annual backward look at the state of the district, highlighting key information under the headings of: District Overview, Population Profile; Housing; Economy, Business and Employment; Finance; Education and Skills; Regeneration Delivery; Health and Wellbeing; Deprivation and Poverty; Community Safety and Quality of Life.

Not all information is collected and reported annually, as it is collated from a wide range of sources that is sporadically updated. In addition, periodically the process of capturing information is changed, this in turn makes year-on-year comparisons and trends difficult to assess. The report is published on our website and it is proposed that going forward there will be regular updates as new data is published, with members informed in a timely manner of any significant changes. In addition an annual strategic highlights report will be prepared each year, capturing overall changes in trends.

(u) **Communication and Consultation**

Strategies are in place. We have active Twitter and Facebook accounts, enabling the Council to communicate effectively with our communities and also enabling members of the public to communicate their views on a wide range of matters. In 2015 the Council launched its 'Keep Me Posted' email alert service which enables members of

the public to subscribe to email messages from the Council on a wide range of topics.

(v) **Equality**

As part of our equalities responsibilities, we publish our equality objectives and progress against the targets to ensure that all groups in our community have a voice, can be heard and know how we make our decisions. A revised equality policy was adopted by Cabinet in March 2016 and our latest performance update was published on our website in March 2018.

(w) **Whistleblowing**

A confidential reporting hotline is in place to enable internal and external whistleblowing. Informants are requested to be open in their disclosure, but it is recognised that on occasions informants will wish to remain anonymous. There are also processes in place for staff to report through their line managers, Corporate Management Team or East Kent Audit Partnership.

(x) **Employment Management**

The Employment Management Group considers all requests to fill staff vacancies. The group is chaired by the Director of Governance and supported by the Head of Finance, Head of Community Services and the EK Human Resources Business Partner. Their recommendations are considered by the Head of Paid Service who provides the final decision as to which posts can be filled.

(y) **Partnerships**

Partnership evaluation criteria have been established to help ensure that all key governance criteria are incorporated into new and existing partnerships.

**4. REVIEW OF EFFECTIVENESS OF THE GOVERNANCE FRAMEWORK**

We have a responsibility for conducting, at least annually, a review of the effectiveness of our governance framework including the system of internal control. This review is informed by the ongoing monitoring and review by the Director of Governance, EK Internal Audit Partnership and the Head of the Audit Partnership's Annual Report, the work of our Directors and Heads of Services and their managers who have responsibility for the development and maintenance of the governance environment. This review is also informed by the findings and reports of our external auditors together with any other review agencies or inspectorates.

(a) **The Director of Governance and Monitoring Officer has responsibility for:**

- Monitoring the Constitution and keeping it up to date
- Overseeing and monitoring the Corporate Governance Local Code
- Maintaining and updating the code if required by best practice
- Reporting annually to members on performance and compliance with the code
- Ensuring ethical standards and conduct are met

- (b) **The Director of Finance, Housing and Community has responsibility for:**
- Publishing financial information and statements accurately and reliably.
  - Confirmation that resources are managed efficiently and effectively.
- (c) **The Director of Governance and Monitoring Officer and the Director of Finance, Housing and Community have responsibility for:**
- The overall review of the internal control opinion and framework evidence, including service assurance statements, the audit review of Corporate Governance, the Constitutional review, Performance reporting, Risk management arrangements and the individual audit and risk management assessments.
  - Review of the Effectiveness of Internal Audit.
  - The External Auditor's Annual Audit and Inspection Letter, service assessments and other associated reviews and ensuring that they are acted upon.
- (d) **All Directors have responsibility via a Service Assurance Statement to ensure that:**
- Risks have been identified. They are recorded and monitored in accordance with the Council's Risk Management Strategy.
  - Staff are fully aware of the requirements of their job, and have access to the appropriate Council rules and policies to assist them.
  - Internal and External Audit reports and recommendations have been acted on.
  - Reports from other review agencies have been acted on.
  - Business arrangements are conducted in accordance with the law and proper standards.
  - Public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
  - The service has in place appropriate management and reporting arrangements to enable it to satisfy itself that its approach to Corporate Governance is both adequate and effective.
  - A statement of assurance that improvement plans exist to rectify any acknowledged deficiency.
- (e) **Solicitor to the Council has responsibility:**
- Via his annual statement to give his opinion on the Council's compliance with relevant laws and regulations, and its legal obligations and requirements
- (f) **Cabinet has responsibility for:**
- All Executive Decisions in respect of functions delegated to it by the Leader of the Council
  - Setting robust and challenging targets and
  - Monitoring the achievement of key priorities
- (g) **Council has responsibility for:**
- Agreeing or amending the Policy Framework

- Agreeing or amending the budget, including the borrowing or capital expenditure strategy and setting the Council Tax

(h) **Scrutiny (Policy and Performance) Committee has responsibility for:**

- Scrutiny of budgets and major policies
- Monitoring the achievement of key priorities
- Scrutiny co-ordination

(i) **The Governance Committee has a responsibility for:**

- Ensuring effective internal audit and internal control arrangements
- Receiving the annual Internal Audit Programme of work
- Receiving quarterly updates from the Head of the Audit Partnership on the assurance which can be placed against various systems and processes during the year
- Reviewing the annual assessment at the year end.
- Receiving the annual review of internal control
- Receiving the annual constitutional review
- Reviewing risk management arrangements
- Receiving Quarterly Treasury Management Reports
- Receiving the Annual Statement of Accounts

(j) **Internal Audit has responsibility to:**

- Provide an independent annual statement on the systems of internal control, highlighting areas of concern
- Report on the level of assurance in respect of the Council's internal control systems
- Provide an overall Assurance Statement from the Head of the Audit Partnership. This is compiled from the Internal Audit work programme and a review of this Council's Corporate Governance arrangements.

5. **THIS YEAR'S REVIEW**

(a) **Council**

Article 15 of the Council's Constitution makes provision for the regular review of the Constitution by the Monitoring Officer. During 2017/18 the training policy for councillors was reviewed and work was commenced on a number of other areas that will be delivered in 2018/19. The key focus of the next review due in 2018/19 is producing a revised set of Financial Procedure Rules, reviewing the Responsibility for Functions and Proper Officer Appointments, improving transparency and accessibility reflecting changes to the Council's organisational structure and the collation of changes made by decision making bodies such as Cabinet or Council during the course of the previous year.

(b) **Cabinet**

Key Executive decisions were considered by the Cabinet, in particular relating to the budget and medium term financial plan, and the delivery of key regeneration priorities.

The Council's Quarterly Performance Report was received and reviewed quarterly. This examines our performance against agreed performance targets and our key priorities.

(c) **Scrutiny**

The Council's key priorities and Performance Indicators were reviewed regularly and challenged if necessary.

The Annual Report of the work of the Scrutiny Committees for 2017/18 was presented to the Annual Council Meeting on 23 May 2018. This identified sound governance arrangements, including an effective scrutiny process, which underpins the achievement of all the Council's corporate objectives.

(d) **Governance Committee**

The Governance Committee received quarterly updates from the Head of East Kent Audit Partnership on the assurance which can be placed against various systems and processes during the year, including reviews of internal controls, along with the annual assessment. The Committee kept a check on those areas that have not achieved expected levels of audit assurance.

This Committee also reviewed the effectiveness of the Council's risk management arrangements.

The Director of Governance and Solicitor to the Council are responsible for ensuring that the Constitution is reviewed regularly. It is not practical to undertake a full yearly review, so specific areas are selected each year. During 2017/18 the training policy for councillors was reviewed and work was commenced on a number of other areas that will be delivered in 2018/19. The Governance Committee recommended the changes for approval by the Council. All are documented on our website.

The Annual Report of the work of the Governance Committee for 2017/18 was presented to the Annual Council Meeting on 23 May 2018. This gave a positive opinion on the system of internal control. The Governance Committee continued to be assured of the integrity and reliability of data held in financial statements. The work undertaken by Internal and External Audit provided detailed assurance on those areas of the Council's work which were the subject of reports.

The assurances from the Director of Finance, Housing and Community, Director of Governance and Director of Environment and Corporate Assets and the work of Internal and External Audit together supported the Committee in forming their opinion of the financial statements, enabling them to agree to sign the 2016/17 accounts in accordance with the regulations. For this year, the same process provides the committee with the necessary assurances to approve the 2017/18 accounts at its meeting on 28 June 2018.

The submission of this Annual Report continues to enhance the effective communication of our governance processes.

The Governance Committee received bi-annual reports on the progress of formal service complaints against the Council and lessons learned from those complaints.

There were 13 referrals to Local Government Ombudsman (LGO) in 2016/17, none were upheld. The official statistical return from the LGO for 17/18 is due to be received in the summer of 2018 and will be reported to the Governance Committee.

Changes adopted by Council in January 2014, included a provision which allows Members to declare non-financial interests. The Kent Model Code of Conduct continues to be regularly reviewed in order to ensure that it remains fit for purpose. The ability to declare a non-financial interest has been welcomed by Members and has been utilised on several occasions to ensure transparency in decision-making.

**(f) Review of Internal Audit**

The effectiveness of internal audit is monitored jointly by the Monitoring Officer and the Section 151 Officer through:

- Quarterly review meetings with the Head of Internal Audit
- Sign off of the Audit Plan
- Review of the internal audit annual report
- Attendance at Governance Committee
- Review of individual audit reports
- Meetings with the S151 officers of the other partners

**(g) The Work of Internal Audit**

The overall opinion of the System of Internal Controls in operation throughout 2017/18 based on the work of the East Kent Audit Partnership during 2017/18 will be presented in their annual report to the Governance Committee in July.

- The internal auditors are independent to the management of the Council and have direct access to the Chair of the Governance Committee if required. They provide a regular update to the Committee at each of the quarterly meetings, and attend any special meetings that may be convened during the year.
- As at 31 March 2018 the Internal Auditors completed 273 days of review equating to 105% of planned completion. The East Kent Audit Partnership (EKAP) undertake a regular schedule of follow up audits to ensure that management have implemented the action plans arising from each audit. Members can see full details within the Internal Audit Annual Report that will be presented to the Governance Committee in June 2018.
- The EKAP have met as a team and considered the Public Sector Internal Audit Standards Checklist for compliance. The results of this self-assessment showed that internal audit is currently working towards full compliance and has agreed an action plan to achieve this.
- As part of EKAP's quality monitoring arrangements Members should be aware that following the completion of each audit, a satisfaction questionnaire is completed by the managers of the service that has been audited enabling the officers involved to comment on the conduct and outcome of the audit. This information is used, in part, to inform the self-assessment.

(h) **External Reviews**

There were no external reviews held this year.

(i) **Training**

Comprehensive Training is provided at the outset for the new Council and this is refreshed during the four year term, to ensure that the councillors have the skills and expertise to make sound and effective decisions.

The officer performance appraisal includes a personal Improvement plan, where training and development needs are discussed and agreed. These are provided annually to the Director of Governance to help inform the training needs of the organisation, some of which will be delivered corporately via the Corporate Training Plan. In 2017/18 a number of Heads of Service, Managers and Team Leaders gained an Institute of Learning and Management qualification (level 3 or level 5), which helps enhance their skills and knowledge as leaders in the organisation.

(j) **Members' Code of Conduct**

During 2017/18 the Monitoring Officer received eleven complaints, relating to members at six authorities. Two cases are currently subject to investigation. The Governance Committee Hearing Panel did not meet during 2017/18 to conduct a hearing into a complaint that had been the subject of an investigation.

During the municipal year 2017/18 there were no requests for dispensation.

6. **SIGNIFICANT GOVERNANCE ISSUES DURING THE YEAR**

- (a) The Annual Reports of the Scrutiny and Governance Committees provide a positive statement and opinion regarding the governance arrangements and the effectiveness of the internal control environment operating across this Council.
- (b) There were thirteen cases reviewed by the Local Government Ombudsman during 2016/17, no cases of maladministration were found. The official return from the LGO for 17/18 is due to be received in the summer of 2018.
- (c) The East Kent Corporate Information Governance Group finalised the Information Governance Framework and the associated suite of Information Governance Policies (16 in total). The new and revised policies were subject to staff consultation in the autumn of 2016, before adoption by the Cabinet on behalf of this Council in January 2017. These continue to be kept under regular review by the group.
- (d) The Notice of Forthcoming Key Decisions continues to publish key decisions to be taken by the Cabinet. Cabinet Reports are considered by Finance, Legal and Equalities Officers and then by CMT to ensure that outcomes are consistent with the Council's corporate direction.
- (e) Kent County Council Elections were held on 4 May 2017 and a Parliamentary Election on 8 June 2017. The Parliamentary election was called at short notice and both elections required the involvement of most Council staff on the days, whilst a significant number of key staff were seconded to election duties, before the dates. In addition to these two major elections, there were nine District and/or Parish by-elections that were held during 2017/18.

- (f) A suite of performance indicator targets were approved by Cabinet at the start of the 2017/18 financial year and were then measured via the quarterly performance reports.
- (g) With the introduction of the new General Data Protection Regulations (GDPR) due in May 2018, an internal GDPR Project Team was established to support the review of retention schedules, the identification of information asset owners and the development of privacy notices for services across the Council. All members of staff are required to undertake online GDPR training and briefings sessions have been provided for all Members to attend.
- (h) In December 2017 the Supreme Court held that the Council had acted unlawfully when its Planning Committee's failed to give legally adequate reasons in approving a planning application contrary to the recommendations of its planning officers in 2013. This was a somewhat obscure area of the law and the decision has been much discussed by legal and planning professionals. The decision turned very much on its own facts and it is not considered that it points to any systemic failures in the Council's governance processes. Nevertheless, members of the Planning Committee and the officers advising it need to be mindful that legally adequate planning reasons must be given by the Planning Committee if and when it decides that a planning permission should be granted contrary to officer recommendation.
- (i) Governance support was provided to the Director of Shared Services in the outsourcing of shared services to Civica (Revenues and Benefits, and Customer Services) and the restructuring of the residual services (Client side, ICT and HR).
- (j) Following the resignation of the previous Leader of the Council a new Leader was elected at the Council meeting in October 2017. At the same meeting, the newly elected Leader of the Council made a number of changes and appointments to the portfolio structure of the Cabinet.
- (k) In December 2017 the Council authorised the Chief Executive to make a submission on a future Council size of 32 Councillors to the Local Government Boundary Commission for England (LGBCE). The LGBCE announced on 30 January 2018 that it was minded to make a recommendation of a future Council size of 32. On 28 March 2018, the Council authorised the Chief Executive to make a further submission to the LGBCE on ward patterns (boundaries) for the district based on the proposed Council size of 32.

## 7. **IMPROVEMENTS DURING THE YEAR**

- (a) The Council continues to work with the Cabinet Office to obtain continued Public Sector Network (PSN) Compliance. This included IT Equipment, systems and software upgrades to ensure PSN compliance and to ensure that staff and members can work safely and securely from any location.
- (b) The officer Conditions of Service Working Group oversees the employee terms and conditions and ensures that they remain up to date and relevant. The Council's General Purposes Committee approved revisions to the new terms and conditions of service for officers (introduced in January 2017) at its meeting on 12 March 2018. The revisions included the adoption of a new Drugs and Alcohol Policy and a revised Driving at Work Policy. A new Childcare Voucher scheme and policy was also adopted by the Council's General Purposes Committee on 9 October 2017.

- (c) The 2018/19 Pay Policy and Gender Pay Gap Statements were delivered and adopted at the Council and Cabinet Meetings in March 2018.
- (d) Service reviews of Democratic and Electoral Services and Corporate Services were undertaken during 2017/18, resulting in new structures, and revised job descriptions.
- (d) A forward looking action plan has been prepared for 2018/19 and this will be kept under regular review by the Director of Governance and reviewed by the Governance Committee at its December 2018 meeting.

8. **OPINION OF THE DIRECTOR OF GOVERNANCE**

I can confirm that the governance arrangements provide and continue to be regarded as fit for purpose in accordance with the governance framework and I will ensure that that the implementation is monitored as part of the next annual review.

Signature:: \_\_\_\_\_ Date: \_\_\_\_\_

**David Randall**  
Director of Governance

9. **STATEMENT OF THE LEADER OF THE COUNCIL AND THE CHIEF EXECUTIVE**

We have reviewed the effectiveness of the Council's governance framework and noted the opinion and commitment of the Director of Governance. We sign this Annual Governance Assurance Statement on behalf of the Council.

Signature:: \_\_\_\_\_ Date: \_\_\_\_\_

**Councillor Keith Morris**  
Leader of the Council

Signature:: \_\_\_\_\_ Date: \_\_\_\_\_

**Nadeem Aziz**  
Chief Executive

### Governance Assurance Statement Action Plan – Backward Looking

Action Description	Evidenced by	Completed
The corporate plan to be been kept up to date and any necessary update is published	Corporate plan is up to date and published on the website	31/03/18
The Constitution and Code of Conduct are subject to an annual review and updated where applicable	The constitution has been reviewed and changes and amendments are agreed by the Governance Committee and Council	31/03/18
Business Plans prepared and published for each division	Business plans for the forthcoming year completed and returned to Corporate Services.	31/03/18
Quarterly performance reports all reviewed by Cabinet and Scrutiny.	Performance reports published on the website.	31/03/18
	Performance reports reviewed by Cabinet and Scrutiny as per minutes published on the Website.	31/03/18
Audit reports reviewed quarterly by Governance Committee and follow up reviews undertaken where the audit review show the expected levels of assurance had not been achieved.	Agreed high risk recommendations following audit reviews are followed up in a timely manner by management	31/03/18
	Quarterly audit reports covering audit reviews and follow up reviews are received by Governance Committee	31/03/18
Governance Committee have received reports on the progress of formal service complaints against the Council and lessons learned from those complaints.	Governance committee review progress on all formal service complaints at least half yearly. Reports published on website.	31/03/18
Alleged breaches of the Members' Code of Conduct by District, Town and Parish Councillors are considered by the Monitoring Officer in a timely manner.	Breaches of the Member Code of Conduct have been considered by the Monitoring Officer throughout the year.	31/03/18
Audit undertake their annual review of the effectiveness of systems of internal control.	Audit have completed their annual review of the system of internal control and the results are built in to their annual report	31/03/18
Governance Framework reviewed and any amendments approved.	All amendments approved by the Governance Committee and Council.	31/03/18
The provision for clawback of MMI insurance claims is reviewed and is adequate.	MMI provision is as per the MMI annual statement	31/03/18
Officer Training Plan Developed	Corporate Training Needs agreed and training plan delivered.	31/03/18
	ILM Training delivered for middle and senior management	
	Induction Training for new starters.	

Action Description	Evidenced by	Completed
Corporate Information Governance	Periodic review of the corporate information and security governance framework and policies for East Kent.	31/03/18
Apprenticeship Levy	Compliance with the new Government requirements, including procurement of appropriate training for new apprentices.	31/03/18

### Governance Assurance Statement Action Plan – Forward Looking

Action Description	Evidenced by	Due
The corporate plan to be been kept up to date and any necessary update is published	Corporate plan is up to date and published on the website	31/03/19
The Constitution and Code of Conduct are subject to an annual review and updated where applicable	The constitution has been reviewed and changes and amendments are agreed by the Governance Committee and Council	31/03/19
Business Plans prepared and published for each division	Business plans for the forthcoming year completed and returned to Corporate Services.	31/03/19
Quarterly performance reports all reviewed by Cabinet and Scrutiny.	Performance reports published on the website.	31/03/19
	Performance reports reviewed by Cabinet and Scrutiny as per minutes published on the Website.	31/03/19
Audit reports reviewed quarterly by Governance Committee and follow up reviews undertaken where the audit review show the expected levels of assurance had not been achieved.	Agreed high risk recommendations following audit reviews are followed up in a timely manner by management	31/03/19
	Quarterly audit reports covering audit reviews and follow up reviews are received by Governance Committee	31/03/19
Governance Committee have received reports on the progress of formal service complaints against the Council and lessons learned from those complaints.	Governance committee review progress on all formal service complaints at least half yearly. Reports published on website.	31/03/19
Alleged breaches of the Members' Code of Conduct by District, Town and Parish Councillors are considered by the Monitoring Officer in a timely manner.	Breaches of the Member Code of Conduct have been considered by the Monitoring Officer throughout the year.	31/03/19
Audit undertake their annual review of the effectiveness of systems of internal control.	Audit have completed their annual review of the system of internal control and the results are built in to their annual report	31/03/19
Governance Framework reviewed and any amendments approved.	All amendments approved by the Governance Committee and Council.	31/03/19
The provision for clawback of MMI insurance claims is reviewed and is adequate.	MMI provision is as per the MMI annual statement	31/03/19
Officer Training Plan Developed	Corporate Training Needs agreed and training plan delivered.  ILM Training delivered for middle and senior management  Induction Training for new starters.	31/03/19

<b>Action Description</b>	<b>Evidenced by</b>	<b>Due</b>
Corporate Information Governance	Periodic review of the corporate information and security governance framework and policies for East Kent.	31/03/19
Apprenticeship Levy	Compliance with the new Government requirements, including procurement of appropriate training for new apprentices.	31/03/19
General Data Protection Regulations (GDPR)	Generic and service specific privacy notices are published on the Council's website	31/05/18
	Information Asset Registers and Retention Schedules are in place for all services	30/09/18

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<b>Subject:</b>	<b>GENERAL REPAIRS TO PARKS, GARDENS AND CHURCHYARDS</b>
<b>Meeting and Date:</b>	<b>Cabinet – 4 June 2018</b>
<b>Report of:</b>	<b>Roger Walton, Director of Environment and Corporate Assets</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:** (a) To seek approval for the allocation of £60,000 from the Special Project Reserve provision included in the Medium Term Financial Plan to:

1. Contribute towards the cost of preparing updated open space strategies for the district.
2. Carry out urgent repairs to structural features within Parks, Cemeteries and Closed Churchyards; and

(b) To authorise the Head of Parks and Open Spaces, in conjunction with the Portfolio Holder for Property Management and Environmental Health, to procure the structural works.

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**Recommendation:** That Cabinet:

1. Approves the allocation of £24,392 of the £60,000 from the Special Project Reserve provision included in the Medium Term Financial Plan to contribute towards the cost of preparing updated open space strategies for the District.
2. Approves the allocation of £35,608 of the £60,000 from the Special Project Reserve provision included in the Medium Term Financial Plan to carry out urgent repairs to structural features within Parks, Cemeteries and Closed Churchyards.
3. Authorises the Head of Parks and Open Spaces, in consultation with the Portfolio Holder for Property Management and Environmental Health, to procure necessary repair works.

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## 1. Summary

The Council has successfully delivered a number of priority projects identified within its current open space strategies. For example, £3.3 m has been secured from the Heritage Lottery Fund to restore Kearsney Abbey and Russell Gardens. In addition, since these strategies were adopted the grounds maintenance service has been transferred in-house, meaning that the Council is in a strong position to deliver smaller scale projects such as repairs to uneven footpath surfaces at the Council's strategic parks.

2. It is now necessary to review the open space strategies, to ensure that the identified priorities are up-to-date and reflect the Council's current capabilities. The purpose of this report is to allocate £60,000 identified within the Medium Term Financial Plan towards the cost of updating the strategies, and addressing the most urgent repairs to structural features within the Council's parks, cemeteries and churchyards.

### 3. **Introduction and Background**

- 3.1 The Council has adopted a suite of open space strategies: the Parks and Amenity Open Spaces Strategy in October 2013, the Playing Pitch and Outdoor Sports Facilities Strategy in February 2015 and Review of Play Area Provision 2012-2026. These strategies are equally important to both the Property Services and Planning Departments. For example, maintaining up-to-date strategies helps the Council to plan expenditure at its open spaces and also supports funding applications for special projects. In addition, the strategies provide evidence for policies and standards within the Local Plan, which in turn underpin negotiations with developers regarding open space contributions.
- 3.2 Since the current strategies were adopted the Council has successfully delivered a number of priority projects. For example, £3.3 m has been secured from the Heritage Lottery Fund to restore Kearsney Abbey and Russell Gardens. Most of the investment projects identified within the play area strategy have been delivered and the Council has secured a number of development contributions that will be used to achieve objectives set out in the pitch strategy. In addition, the grounds maintenance service has recently been transferred in-house, meaning that the Council is in a strong position to deliver smaller scale projects such as repairs to uneven footpath surfaces at its strategic parks.
- 3.3 It is now necessary to review the open space strategies. This will ensure the identified priorities are up-to-date, reflect the Council's current capabilities and that the strategies continue to provide a sound evidence base for the planning process. The Parks and Open Spaces and Regeneration Delivery teams worked together to develop a project brief that fully encompasses the priorities of the two departments. The project was tendered by the Head of Regeneration and Development as part of the evidence base review for the Local Plan Review (as authorised by Cab 157, 9<sup>th</sup> March 2017).
- 3.4 Five companies responded to the invitation to quote and, following interviews, the proposal from Knight, Kavanagh & Page was identified as best meeting the Council's objectives. The cost of KK&P's proposal is £48,785. This will be met from the allocation included in the current Medium Term Financial Plan for general repairs in parks and gardens and the remainder from the Local Plan Review budget.
- 3.5 The remaining portion of the allocation of £60,000 (£35,608) is for general repairs in parks and will be used to address high priority repairs. The Council's Health and Safety Officer has worked with the Parks and Open Spaces team to develop a priority list of the most urgent works. This includes issues such as uneven surfaces on footpaths. It is proposed that the Head of Parks and Open Spaces be authorised, in consultation with the Portfolio Holder, to procure any necessary repair works within this budget so that necessary works can be undertaken quickly.
- 3.6 The requested allocation will be sufficient to address current priority issues, unless unforeseen circumstances arise. In the longer term strategy development will support the Parks and Open Spaces Team in developing a comprehensive programme of repairs to maintain safe and welcoming public services, which may

include seeking external funding for key projects. It is anticipated that draft open space strategies will be available by the end of 2018 and, subject to Elected Member approval, they will be put out to public consultation early in 2019. These emerging strategies will inform proposals for the Parks and Open Spaces team 2019/20 budget.

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

- 4.1 Option 1: To authorise allocation of £60,000 from Special Project Reserve provision included in the Medium Term Financial Plan to contribute £24,392.50 towards updated open space strategies for the district and £35,608 for necessary repairs within parks, cemeteries and churchyards and to authorise the Head of Parks & Open Spaces, in conjunction with the Portfolio Holder, to procure the necessary repair works
- 4.2 Option 2: Not to authorise allocation of £60,000 from Special Project Reserve provision included in the Medium Term Financial Plan to contribute £24,392.50 towards updated open space strategies for the district and £35,608 for necessary repairs within parks, cemeteries and churchyards and not to authorise the Head of Parks & Open Spaces, in conjunction with the Portfolio Holder, to procure the necessary repair works.

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

- 5.1 Option 1: This is the preferred option as it will promote cross departmental working on strategy development, thus allowing the Authority to plan its long term management of open spaces in a holistic manner. In addition, it will secure the necessary repairs, which have been identified as necessary. The delegation of the procurement exercise to the Head of Parks and Open Spaces will ensure the works are carried out in a timely way.
- 5.2 Option 2: This is not recommended because of the pressure that would be placed on the Local Plan Review budget. Furthermore, the repair works have been identified as necessary and need to be undertaken quickly to ensure safety within its parks, cemeteries and churchyards. There may be delays should a further report to Cabinet be necessary.

#### **6. Resource Implications**

- 6.1 It is proposed to finance the works from the £60k Special Project Reserve provision included in the current Medium Term Financial Plan for general repairs to parks and gardens.

#### **7. Corporate Implications**

- 7.1 Comment from the Section 151 Officer: Accountancy has been consulted and has no further comment to add. (KW)
- 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 make.
- 7.3 Comment from the Equalities Officer: 'This report does not specifically highlight any equality implications, however in discharging their duties 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>'
- 7.4 Other Officers (as appropriate):

8. **Background Papers**

Local Plan Review - Cabinet 1 March 2017

Contact Officer: Darran Solley - Ext. 42436 and Emma-Jane Allen - Ext 42120