

# Public Document Pack



Democratic Services  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: (01304) 872452  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)  
e-mail: [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)

22 March 2019

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 1 April 2019 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 [democraticservices@dover.gov.uk](mailto:democraticservices@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 - 13)

The Decisions of the meeting of the Cabinet held on 4 March 2019 numbered CAB 98 to CAB 106 (inclusive) are attached.

**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 Draft Internal Audit Plan 2019/20 (Page 14)

To consider the attached recommendation of the Governance Committee.

**EXECUTIVE - KEY DECISIONS**

5 **PROPOSED NEW FINANCIAL MANAGEMENT SYSTEM**

To consider the report of the Strategic Director (Corporate Resources)(to follow).

Responsibility: Portfolio Holder for Corporate Resources and Performance

6 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 15)

The recommendation is attached.

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

**EXECUTIVE - KEY DECISIONS**

7 **AWARD OF CONTRACT - ASBESTOS SURVEY, TESTING AND REMOVAL WORKS** (Pages 16 - 23)

To consider the attached report of the Director of Property Services, East Kent Housing.

Responsibility: Portfolio Holder for Housing and Homelessness

8 **AWARD OF CONTRACT - FIRE PRECAUTION WORKS** (Pages 24 - 28)

To consider the attached report of the Director of Property Services, East Kent Housing.

Responsibility: Portfolio Holder for Housing and Homelessness

### **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: [democraticservices@dover.gov.uk](mailto:democraticservices@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, 4 March 2019 at 11.00 am

Present:

Chairman: Councillor K E Morris

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

Also Present: Councillor P M Brivio  
Councillor S S Chandler  
Councillor M I Cosin  
Councillor M R Eddy  
Councillor B Gardner  
Councillor P M Hawkins  
Councillor S J Jones

Officers: Chief Executive  
Strategic Director (Corporate Resources)  
Strategic Director (Operations and Commercial)  
Head of Finance and Housing  
Head of Governance  
Head of Regeneration and Development  
Senior Policy Planner  
Senior Planner (Planning Policy)  
Accountancy Apprentice  
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 98 4.3.19 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 March 2019	<u>APOLOGIES</u>  It was noted that there were no apologies for absence.	None.	To note any apologies for absence.	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 99 4.3.19 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 March 2019	<u>DECLARATIONS OF INTEREST</u>  There were no declarations of interest.	None.	To note any declarations of interest.	

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 100 4.3.19 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 March 2019	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the meeting of the Cabinet held on 4 February 2019, as detailed in decision numbers CAB 85 to CAB 97, 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 4 February 2019.	
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 101 4.3.19 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 March 2019	<u>GRANT OF EASEMENT OVER MATTHEWS CLOSE DITCH, DEAL</u>  It was agreed that the Scrutiny (Policy and Performance) Committee's recommendation, made at its meeting held on 12 February 2019 (Minute No 108), be rejected since it was considered that putting the receipts from the Matthews Close ditch grant of easement into the affordable housing fund would limit what the money could be spent on when flexibility was needed.	To accept the recommendation.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 February 2019, considered Cabinet decision CAB 68 of 3 December 2018 and made a recommendation to Cabinet.	
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 102 4.3.19 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 March 2019</p>	<p><u>SECTION 106 AGREEMENTS</u></p> <p>It was agreed that the Scrutiny (Community and Regeneration) Committee's recommendation, made at its meeting held on 13 February 2019, be rejected since the review of the Local Plan had not yet been completed and the recommendation was therefore somewhat premature.</p>	<p>To accept the recommendation.</p>	<p>The Scrutiny (Community and Regeneration) Committee, at its meeting held on 13 February 2019, received a presentation on Section 106 agreements and made a recommendation to Cabinet.</p>	<p><b>consultees (if any)</b></p>
<p><b>Decision Status</b></p>	<p><b>Record of Decision</b></p>	<p><b>Alternative options considered and rejected (if any)</b></p>	<p><b>Reasons for Decision</b></p>	<p><b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b></p>
<p>CAB 103 4.3.19 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> (a) Yes (b) No</p> <p><b>Implementation Date</b> (a) 12 March 2019 (b) 7 March 2019</p>	<p><u>COUNCIL BUDGET 2019/20, MEDIUM-TERM FINANCIAL PLAN 2019/20-2022/23 AND 2019/20 COUNCIL TAX SETTING</u></p> <p>(a) It was agreed that, subject to Council approving the 2019/20 budget, the grants to organisations, as set out in Annex 9 of the report, be approved as follows:</p> <p style="padding-left: 40px;">Grants to Concessionary Rentals 2019/20 - £38,355 Various grants towards rentals/lease charges</p> <p style="padding-left: 40px;">Financial Assistance Payments to Other Outside Bodies:</p> <p style="padding-left: 40px;">Your Leisure - £111,500 Grant payment linked to revised funding agreement with lease for Tides Leisure Centre</p>	<p>None.</p>	<p>The Medium-Term Financial Plan (MTFP) is the Council's key financial planning tool and underpins the Council's financial planning strategy and corporate planning process.</p> <p>The MTFP 2019/20-2022/23 incorporates the General Fund</p>	



	<p>Your Leisure - £5,000 Grant for Walmer paddling pool</p> <p>Pegasus Playscheme - £1,500 Provision of a playscheme for children with disabilities</p> <p>Age Concern - £1,500 Provision of area office services</p> <p>Kent County Council - £3,000 Contribution to Sports Partnership</p> <p>Gazen Salts Nature Reserve - £4,500 To assist in managing and maintaining the reserve</p> <p>Sandwich Town Cricket Club - £10,000 To assist the club in defraying its expenditure in managing, maintaining and improving the recreation grounds at The Butts and Gazen Salts</p> <p>Dover Outreach Centre - £10,000 Grant towards Winter Shelter costs</p> <p>Dover Rugby Club - £12,000 For ground maintenance at Crabble Athletic Ground, covered by savings made in the landscape maintenance contract</p> <p>Victoria Bowls - £1,000 Contribution to running expenses of club</p> <p>Dover Bowling Club - £6,000 Grant towards grounds maintenance at Dover bowling green. Covered by savings within the grounds maintenance budget</p> <p>Dover Citizens' Advice Bureau - £105,000</p>		<p>Revenue Budget, the Housing Revenue Account Budget and the Medium-Term Capital Programme.</p> <p>Cabinet approval is required for the 2019/20 budget and MTFP before final approval by Council on 6 March 2019.</p> <p>The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 February 2019, made no recommendations on the budget and MTFP.</p>	
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	<p>Core funding grant plus £3,500 service charge contribution</p> <p>Neighbourhood Forums - £22,500 Grant to support voluntary and community organisations</p> <p>Home Improvement Agency - £8,000 'In Touch' housing improvement agency funding</p> <p>Deal Town Council - £5,000 Astor Theatre</p> <p>Action with Communities in Rural Kent - £3,500 Contribution to rural housing</p> <p>(b) It was agreed to recommend to Council:</p> <p>(i) That the General Fund Revenue Budget, the Capital and Special Projects Programmes, the Housing Revenue Account Budget, the Council Tax Resolution and the content of the Medium-Term Financial Plan (MTFP) be approved;</p> <p>(ii) That a Council Tax increase of 2.7% for Dover District Council (DDC) purposes be approved, resulting in an increase on Band D properties of £4.95 per year and an annual DDC Council Tax of £187.29;</p> <p>(iii) That it be noted that it is the view of the Strategic Director (Corporate Resources) (Section 151 Officer) that the budget has been prepared in an appropriate and prudent manner and that, based upon the information available at the time of producing this report, the 2019/20 estimates are robust and the resources are adequate for the Council's current spending plans in 2019/20;</p> <p>(iv) That the various Council recommendations at the end of the sections within the attached budget and MTFP, summarised in</p>			
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	<p>Annex 10 to Appendix 1, be approved as follows:</p> <p>(A) Approve the General Fund Revenue budget for 2019/20 and the projected outturn for 2018/19;</p> <p>(B) Approve the policies and protocols regarding the General Fund balances and earmarked reserves, and transfers between reserves as set out in Annex 4 of the report;</p> <p>(C) Approve the Housing Revenue Account budget for 2019/20 and the projected outturn for 2018/19 at Annex 5 of the report;</p> <p>(D) Approve the Capital and Special Revenue Projects Programmes;</p> <p>(E) Approve that the capital resources required to finance new projects are secured before new projects commence;</p> <p>(F) Approve the Capital, Treasury Management and Investment Strategies, including the Prudential Indicators and Minimum Revenue Provision statement;</p> <p>(G) Approve the Council Tax Resolution, as set out at Annex 8A of the report;</p> <p>(H) That it be noted that if the formal Council Tax Resolution at Annex 8A is approved, the total Band D Council Tax will be as set out at Annex 10 of the report.</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>
CAB 104 4.3.19	<u>DOVER DISTRICT COUNCIL AUTHORITY MONITORING REPORT 2017/18</u>	None.	National Planning Practice Guidance	

<p>Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 March 2019</p>	<p>It was agreed that the Authority Monitoring Report 2017/18, as set out at Appendix 1 to the report, be approved and made available on the Council's website.</p>		<p>requires the Council to publish annually information which demonstrates its progress with Local Plan preparation and how the implementation of policies in the Local Plan is progressing. The Authority Monitoring Report for consideration covers the period 1 April 2017 to 31 March 2018.</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 105 4.3.19 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 March 2019</p>	<p><u>GENDER PAY GAP REPORT</u></p> <p>It was agreed that the Gender Pay Gap Report, as set out at paragraph 3 of the report, be approved, prior to publication on the Council's website and the Government portal.</p>	<p>None.</p>	<p>The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 require the Council to publish a report on its gender pay gap annually and by 31 March.</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 106 4.3.19 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 March 2019</p>	<p><u>SENIOR INFORMATION AND RISK OWNER</u></p> <p>It was agreed that, with effect from 31 March 2019, the Head of Governance be appointed as the Senior Information and Risk Owner (SIRO), and the Digital Services Manager be appointed as the Deputy Senior Information and Risk Owner for the Council, and they be authorised to discharge the functions and responsibilities of those roles.</p>	<p>None.</p>	<p>The Cabinet Office requires each local authority to appoint a Senior Information and Risk Owner (SIRO). The current SIRO, the Director of Governance, will be leaving the Council on 31 March 2019, and it is therefore necessary to appoint replacements for him and his deputy.</p>	

The meeting ended at 11.10 am.

## ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

### DRAFT INTERNAL AUDIT PLAN 2019/20

Responsibility: Portfolio Holder for Corporate Resources and Performance

Report of: Not applicable

#### **Decision Route**

Governance Committee	14 March 2019	Minute No 45
Cabinet	1 April 2019	

#### **Governance Committee Recommendation**

The Governance Committee, at its meeting held on 14 March 2019, made the following recommendation to Cabinet:

That additional resources be allocated to the Council's 2019/20 Internal Audit Plan, at a cost of £15,000 per annum, to bring the Plan up to the Kent average.

DOVER DISTRICT COUNCIL

NON-KEY DECISION

**EXECUTIVE**

CABINET – 1 APRIL 2019

**EXCLUSION OF THE PRESS AND PUBLIC**

**Recommendation**

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

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Award of Contract – Asbestos Survey, Testing and Removal Works	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Award of Contract – Fire Precaution Works	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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

**Agenda Item No 7**

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

**Agenda Item No 8**

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