

Record of the decisions of the meeting of the **CABINET** held remotely on Monday, 5 October 2020 at 11.00 am.

Present:

Chairman: Councillor M J Holloway

Councillors: N J Collor  
N S Kenton  
D P Murphy  
O C de R Richardson  
C A Vinson

Officers: Chief Executive  
Strategic Director (Corporate Resources)  
Strategic Director (Operations and Commercial)  
Solicitor to the Council  
Head of Assets and Building Control  
Head of Community and Digital Services  
Head of Finance and Investment  
Head of Inward Investment and Tourism  
Head of Leadership Support  
Head of Planning, Regeneration and Development  
Head of Regulatory Services  
Asset Manager  
Community Services Manager  
Strategic Project Manager (Infrastructure)  
Principal Design Services Officer  
Community Development Officer  
Democratic Services Manager  
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)
<p>CAB 14 5.10.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>ORDER OF BUSINESS</u></p> <p>It was agreed that the order of business be varied in order to consider Agenda Item 12 (Housing Stock Compliance) before Agenda Item 8 (Social Housing Regulator Voluntary Undertaking) as the items of business are related.</p>	<p>None.</p>	<p>The order of business was amended in order to consider two related items sequentially.</p>	
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<p>CAB 15 5.10.20 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>APOLOGIES</u></p> <p>An apology for absence was received from Councillor Trevor Bartlett.</p>	<p>None.</p>	<p>To note any apologies for absence.</p>	

13 October 2020				
<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 16 5.10.20 Open <b>Key Decisions</b> No <b>Call-in to apply</b> Yes <b>Implementation Date</b> 13 October 2020	<u>DECLARATIONS OF INTEREST</u> Councillor C A Vinson declared an Other Significant Interest in Agenda Item 11 ('Planning for the Future' – Planning White Paper 2020 Consultation Response) by reason that his wife was the co-owner of a specialist planning consultancy.	None.	To note any declarations of interest.	
<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 17 5.10.20 Open <b>Key Decisions</b> No <b>Call-in to apply</b> Yes <b>Implementation Date</b>	<u>RECORD OF DECISIONS</u> It was agreed that the decisions of the meeting held on 7 September 2020, as detailed in decision numbers CAB 1 to CAB 13, 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 7 September 2020.	

13 October 2020				
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 18 5.10.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>PERFORMANCE REPORT - FIRST QUARTER 2020/21</u></p> <p>It was agreed that the recommendations of the Overview and Scrutiny Committee, made at its meeting held on 14 September 2020 (Minute No 9), be accepted as follows:</p> <ul style="list-style-type: none"> <li>(i) That the Overview and Scrutiny Committee's concerns be noted in respect of the low levels set as targets for performance indicators EKS02d.1 (percentage of incidents resolved within one working day) and EKS02d.2 (percentage of incidents resolved within three working days), and that these be reviewed. As part of this, a comparison with the targets for other local authorities is proposed.</li> <li>(ii) That the appropriate Portfolio Holder and Officers be requested to work with East Kent Services to improve performance in respect of EKS02d.1 and EKS02d.2 through smarter working practices.</li> <li>(iii) That performance indicator KPI03-d (percentage of Council taxes due for the financial year which were received in year by the authority) have a trend and RAG status indicator added for future editions of the Performance Report.</li> </ul>	None.	The Overview and Scrutiny Committee, at its meeting held on 14 September 2020, considered Cabinet decision CAB 7 of 7 September 2020 and made recommendations 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)
CAB 19	<u>AFFORDABLE HOUSING DELIVERY</u>	None.	The Overview and	

5.10.20 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 13 October 2020	It was agreed:  (a) That the Overview and Scrutiny Committee's endorsement of Cabinet decision CAB 4, made at its meeting held on 14 September 2020 (Minute No 10), be acknowledged.  (b) That Cabinet Decision CAB 4 be reaffirmed.		Scrutiny Committee, at its meeting held on 14 September 2020, endorsed Cabinet decision CAB 4.	
<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 20 5.10.20 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 13 October 2020	<u>COUNCIL TAX PREMIUM FOR LONG-TERM EMPTY PROPERTIES DIRECTLY AFFECTED BY COVID-19</u>  It was agreed:  (a) That the Overview and Scrutiny Committee's endorsement of Cabinet decision CAB 5, made at its meeting held on 14 September 2020 (Minute No 11), be acknowledged.  (b) That Cabinet Decision CAB 5 be reaffirmed.	None.	The Overview and Scrutiny Committee, at its meeting held on 14 September 2020, endorsed Cabinet decision CAB 5.	
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CAB 21 5.10.20 Open	<u>CLEANING OF COMMUNAL AREAS IN HOUSING BLOCKS</u>  It was agreed:	None.	The Overview and Scrutiny Committee, at its	

<p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p>(a) That the recommendations of the Overview and Scrutiny Committee, made at its meeting held on 14 September 2020 (Minute No 13), be accepted as follows:</p> <p style="padding-left: 40px;">(i) That the concerns of the Overview and Scrutiny Committee in respect of the contractor be noted.</p> <p style="padding-left: 40px;">(ii) That a monitoring report on the contract be brought back to a future meeting of the Overview and Scrutiny Committee.</p> <p>(b) That Cabinet Decision CAB 13 be reaffirmed, subject to (a) above.</p>		<p>meeting held on 14 September 2020, considered Cabinet decision CAB 13 of 7 September 2020 and made recommendations to Cabinet.</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 22 5.10.20 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>APPROVAL OF REVISED 2020/21 GENERAL FUND REVENUE BUDGET AND PROJECT PROGRAMMES</u></p> <p>It was agreed that the revised General Fund Revenue Budget and the Capital and Special Projects Programmes be approved, including:</p> <p style="padding-left: 40px;">(i) Forecast increase in the General Fund revenue budget deficit;</p> <p style="padding-left: 40px;">(ii) Reduction in proposed transfers to reserves and the use of Government funding to offset the forecast deficit;</p> <p style="padding-left: 40px;">(iii) Addition, removal and amendments to projects.</p>	<p>None.</p>	<p>Cabinet is requested to approve changes to the revenue budget and capital and project programmes as a result of the social and economic impact of COVID-19.</p> <p>Cabinet is due to consider any recommendations</p>	

			made by the Overview and Scrutiny Committee on 19 October, ahead of making its recommendations to full Council on 21 October.	
<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 23 5.10.20 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>DOVER DISTRICT COUNCIL'S SAFEGUARDING VULNERABLE CHILDREN AND ADULTS POLICY AND PROCEDURES</u></p> <p>It was agreed:</p> <p>(a) That the updated Safeguarding Policy be approved, with an agreed review programmed for every three years.</p> <p>(b) That the Head of Community and Digital Services be authorised, in consultation with the Portfolio Holder for Transport, Licensing and Community, to make any minor changes as necessary relating to legislation or process during the policy period.</p>	None.	Alongside other local authorities, Dover District Council plays a statutory safeguarding role within the wider public sector. The Council's Safeguarding Policy and Procedures have been updated to reflect recent changes in legislation and working practices, most notably the inclusion of vulnerable adults.	
<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by</b>

		rejected (if any)		decision maker(s) or consultees (if any)
<p>CAB 24 5.10.20 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>DOVER DISTRICT COUNCIL'S PROCESS FOR UNAUTHORISED ENCAMPMENTS</u></p> <p>It was agreed that the new policies and procedures for unauthorised encampments, as set out at paragraph 4.2 of the report, be approved.</p>	None.	The current policies and procedures for dealing with unauthorised encampments are not easily accessible and their implementation relies largely on one member of staff. The revised process will be visible to staff and members of the public alike.	
<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 25 5.10.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>HOUSING STOCK COMPLIANCE</u></p> <p>It was agreed that the current compliance status relating to the various aspects of statutory Health &amp; Safety compliance associated with managing the housing stock, currently managed by East Kent Housing, be noted.</p>	None.	To update Cabinet on how well the Council's housing stock is currently being managed in compliance with statutory health and safety legislation.	



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<p>CAB 26 5.10.20 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>SOCIAL HOUSING REGULATOR VOLUNTARY UNDERTAKING</u></p> <p>It was agreed:</p> <ul style="list-style-type: none"> <li>(a) That the report be received and noted.</li> <li>(b) That the Council's planned response to the regulatory notice served upon it by the Regulator for Social Housing be agreed.</li> <li>(c) That the Leader of the Council and the Head of Paid Service be requested to enter into a Voluntary Undertaking on behalf of the Council.</li> </ul>	<p>None.</p>	<p>Following self-referral to the Regulator for Social Housing (RSH) after failings were identified in meeting statutory health and safety requirements in respect of managing the Council's housing stock, a regulatory notice was issued by the RSH. It is proposed that the Council will enter into a voluntary undertaking with the RSH to ensure that an action plan compiled by Pennington Choices is implemented and the failings rectified.</p>	
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<p>CAB 27 5.10.20 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>SANDWICH GUILDHALL FORECOURT IMPROVEMENT WORKS</u></p> <p>It was agreed:</p> <p>(a) That the improvement works to the Sandwich Guildhall Forecourt, using the £400,000 allocated in the Medium-Term Financial Plan towards a total project budget of £1.05 million, be approved.</p> <p>(b) That the advance purchase of Yorkstone paving, at a cost of approximately £70,000 to £100,000, be approved.</p> <p>(c) That the Strategic Director (Operations and Commercial) be authorised, in consultation with the Portfolio Holder for Environment and Corporate Property, to take all necessary actions to deliver the works that are the subject of this report, including, but not limited to, the awarding of contracts.</p>	<p>None.</p>	<p>Improvement works to the Sandwich Guildhall Forecourt are part of a wider, multi-funded project of improvements to Sandwich town centre, with an overall budget of £1.05 million.</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 28 5.10.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>'PLANNING FOR THE FUTURE' - PLANNING WHITE PAPER 2020 CONSULTATION RESPONSE</u></p> <p>It was agreed:</p> <p>(a) That the proposed response to the first consultation, as set out at Appendix 1 to the report, be approved.</p> <p>(b) That the response to the consultation on changes to the existing system, as set out at Appendix 2 to the report, be noted.</p>	<p>None.</p>	<p>Cabinet is requested to agree and note the proposed responses to two consultations currently being carried out by the Ministry of Housing, Communities and Local Government on reforms to the</p>	<p>Councillor C A Vinson declared an Other Significant Interest by reason that his wife was the co-owner of a specialist planning consultancy, and digitally left the meeting during consideration of this item.</p>

			planning system.	
<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 29 5.10.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>EU TRANSITION - DOVER PORT HEALTH AUTHORITY</u></p> <p>It was agreed:</p> <p>(a) That the additional resource required to support the recruitment of three additional Port Health staff from the 2020/21 budget, to support the first phase of the EU end of transition, be approved.</p> <p>(b) That the submission of a letter to the Right Honourable Michael Gove MP, Chancellor of the Duchy of Lancaster and Minister for the Cabinet Office, seeking urgent clarity and commitment to funding, be approved.</p>	None.	As a result of the phased increase in Port Health Authority responsibilities associated with the end of the EU transition period, Cabinet approval is being sought to fund the recruitment of three Port Health staff.	
<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 30 5.10.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation</b></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>	None.		

<b>Date</b> Immediate				
<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 31 5.10.20 Exempt</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 13 October 2020</p>	<p><u>OPTION AGREEMENT ON A PROPERTY IN DOVER</u></p> <p>It was agreed that the terms of the proposed option agreement be approved, and that the Council enters into the proposed option agreement which will be exercised in the event that the Council is successful in its application for funding from the Future High Street Fund, and chooses to accept the funding.</p>	<p>Not to enter into an option agreement.</p>	<p>Following an application to the Future High Street Fund, Cabinet approval is sought to enter into an option agreement on the purchase of a property in Dover. The option agreement will be exercised if the funding application is successful.</p>	

The meeting ended at 12.50 pm.