

Public Document Pack



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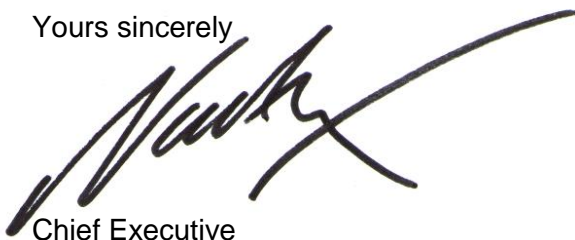
19 February 2021

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held as a Teams – Live Event on Monday 1 March 2021 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, Democratic Services Officer on (01304) 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely



Chief Executive

Cabinet Membership:

T J Bartlett	Leader of the Council
N J Collor	Portfolio Holder for Transport, Licensing and Community
M J Holloway	Deputy Leader of the Council and Portfolio Holder for Inward Investment and Tourism
N S Kenton	Portfolio Holder for Planning and Regulatory Services
D P Murphy	Portfolio Holder for Housing and Health
O C de R Richardson	Portfolio Holder for Environment and Corporate Property
C A Vinson	Portfolio Holder for Finance, Governance and Digital

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 1 February 2021 numbered CAB 80 to CAB 92 (inclusive) are attached.

4 **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 **FLOODING IN DEAL** (Page 14)

To consider the attached recommendations of the Overview and Scrutiny Committee.

b **COUNCIL BUDGET 2021/22 AND MEDIUM-TERM FINANCIAL PLAN 2021/22-2024/25** (Page 15)

To consider the attached recommendations of the Overview and Scrutiny Committee.

BUDGET AND POLICY FRAMEWORK - KEY DECISIONS

5 **COUNCIL BUDGET 2021/22 AND MEDIUM-TERM FINANCIAL PLAN 2021/22-2024/25**

To consider the report of the Head of Finance and Investment (to follow).

Responsibility: Portfolio Holder for Finance, Governance and Digital

EXECUTIVE - NON-KEY DECISIONS

6 **PERFORMANCE REPORT - THIRD QUARTER 2020/21**

To consider the report of the Head of Leadership Support (to follow).

Responsibility: Portfolio Holder for Finance, Governance and Digital

7 **HOUSING STOCK COMPLIANCE** (Pages 16-21)

To consider the attached report of the Strategic Director (Operations and Commercial).

Responsibility: Portfolio Holder for Housing and Health

8 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 22)

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

9 FUTURE OF CO-INNOVATION CENTRE (FORMER CO-OP STORE), CASTLE STREET, DOVER

To consider the report of the Head of Inward Investment and Tourism (to follow).

Responsibility: Portfolio Holders for Inward Investment & Tourism and Environment & Corporate Property

Access to Meetings and Information

- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have changed the basis of the public's legal right to attend meetings. This means the public now has the right to hear Councillors attending the remote committee meeting that would normally be open to the public to attend in person. It is the intention of Dover District Council to also offer the opportunity for members of the public to view, as well as hear, remote meetings where possible. 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. 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, democraticservices@dover.gov.uk, telephone: (01304) 872303 or email: 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 remotely on Monday, 1 February 2021 at 11.00 am

Present:

Chairman: Councillor T J Bartlett

Councillors: N J Collor
M J Holloway
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)
Head of Assets and Building Control
Head of Commercial Services
Head of Finance and Investment
Head of Governance
Natural Environment Manager
Transport and Parking Services Manager
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)
CAB 80 1.02.21 Open Key Decisions No Call-in to apply Yes Implementation Date 9 February 2021	<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 81 1.02.21 Open Key Decisions No Call-in to apply Yes Implementation Date 9 February 2021	<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 82 1.02.21 Open Key Decisions No Call-in to apply Yes Implementation Date 9 February 2021	<u>RECORD OF DECISIONS</u> It was agreed that the decisions of the meeting of the Cabinet held on 11 January 2021, as detailed in decision numbers CAB 64 to CAB 79, 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 11 January 2021.	
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 83 1.02.21 Open Key Decisions Yes Call-in to apply Yes Implementation Date 9 February 2021	<u>FEES AND CHARGES 2021/22</u> It was agreed: <ul style="list-style-type: none"> (a) That the Overview and Scrutiny Committee's endorsement of Cabinet decision CAB 72, made at its meeting held on 18 January 2021 (Minute No 77), be acknowledged. (b) That Cabinet decision CAB 72 be reaffirmed. 	None.	At its meeting held on 18 January 2021, the Overview and Scrutiny Committee endorsed Cabinet decision CAB 72 of 11 January 2021 and made no additional recommendations.	
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

<p>CAB 84 1.02.21 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 9 February 2021</p>	<p><u>ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY</u></p> <p>It was agreed:</p> <p>(a) That the Overview and Scrutiny Committee's recommendations (a) and (b), made at its meeting held on 18 January 2021 (Minute No 78), be rejected, noting the following:</p> <ul style="list-style-type: none"> • Some of the data requested are included in the Council's quarterly Performance Reports; • Service is broadly cost neutral save for court costs; • Approximate annual income of £10,000 is re-invested into the service to provide additional signage, etc; • Providing the service in-house has been tried and was unsuccessful. <p>(b) That Cabinet decision CAB 73 be reaffirmed.</p>	<p>To accept the recommendations.</p>	<p>At its meeting held on 18 January 2021, the Overview and Scrutiny Committee considered Cabinet decision CAB 73 of 11 January 2021 and made recommendations.</p>	<p>consultees (if any)</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 85 1.02.21 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation</p>	<p><u>USE OF SOCIAL MEDIA FOR THE INVESTIGATION OF CRIMINAL OFFENCES</u></p> <p>It was agreed:</p> <p>(a) That the Overview and Scrutiny Committee's recommendation, made at its meeting held on 18 January 2021 (Minute No 79), be rejected.</p> <p>(b) That Cabinet decision CAB 76 be reaffirmed.</p>	<p>To accept the recommendation.</p>	<p>At its meeting held on 18 January 2021, the Overview and Scrutiny Committee considered Cabinet decision CAB 76 of 11 January 2021 and made recommendations.</p>	

Date 9 February 2021				
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 86 1.02.21 Open Key Decisions Yes Call-in to apply Yes Implementation Date 9 February 2021	<u>CLIMATE CHANGE STRATEGY</u> It was agreed: (a) That the Overview and Scrutiny Committee's endorsement of Cabinet decision CAB 74, made at its meeting held on 18 January 2021 (Minute No 81), be acknowledged. (b) That Cabinet decision CAB 74 be reaffirmed.	None.	At its meeting held on 18 January 2021, the Overview and Scrutiny Committee endorsed Cabinet decision CAB 74 of 11 January 2021 and made no additional recommendations.	
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 87 1.02.21 Open Key Decisions Yes Call-in to apply Yes Implementation Date	<u>KENT AND MEDWAY ENERGY AND LOW EMISSIONS STRATEGY</u> It was agreed: (a) That the Overview and Scrutiny Committee's endorsement of Cabinet decision CAB 75, made at its meeting held on 18 January 2021 (Minute No 82), be acknowledged. (b) That Cabinet decision CAB 75 be reaffirmed.	None.	At its meeting held on 18 January 2021, the Overview and Scrutiny Committee endorsed Cabinet decision CAB 75 of 11 January 2021 and made no additional recommendations.	

9 February 2021				
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 88 1.02.21 Open Key Decisions Yes Call-in to apply Yes Implementation Date 9 February 2021	<u>COUNCIL BUDGET 2021/22 AND MEDIUM-TERM FINANCIAL PLAN 2021/22-2024/25</u> (a) It was agreed: (i) That the General Fund Revenue Budget, the Capital and Special Projects Programmes, the Housing Revenue Account budget and the content of the Medium-Term Financial Plan (MTFP), as proposed in Appendix 3 of the report, be forwarded to the Overview and Scrutiny Committee for consideration. (ii) That the draft budget be placed on the Council's website for comments. (iii) That it be noted that the remaining annexes, including the Council Tax Resolution and Treasury Management, Investment and Capital Strategies, will be added to the MTFP and other minor adjustments made before being presented to Council in March.	None.	The Medium-Term Financial Plan (MTFP) is the Council's key financial planning tool and underpins the Council's financial planning strategy and corporate planning process. Cabinet approval is required for the 2021/22 budget and MTFP before final approval by Council on 3 March 2021. The Overview and Scrutiny Committee is due to scrutinise the budget at its meeting to be held on 8 February 2021.	
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 89 1.02.21 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 9 February 2021</p>	<p><u>REVIEW OF ON AND OFF-STREET PARKING CHARGES</u></p> <p>It was agreed:</p> <p>(a) That the outcome of the annual review of parking charges be noted.</p> <p>(b) That the proposed parking charge options set out in Appendix 1 of the report be approved, subject to the proposed resident permit charges being reviewed to ensure consistency across all zones in respect of charges based on vehicle emissions.</p> <p>(c) That the Transport and Parking Services Manager or Head of Commercial Services be authorised, in consultation with the Portfolio Holder for Transport, Licensing and Community, to take all necessary legal and procedural processes to give effect to the agreed recommendations as set out in Appendix 1, including the giving of notices and the making or amendment or any orders under the Road Traffic Regulations Act 1984.</p>	<p>Not to amend the report recommendations.</p>	<p>It was agreed in 2011 that the Council's on-street and off-street parking charges should be reviewed annually. Cabinet is asked to note the outcome of this year's review and agree the proposed changes.</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 90 1.02.21 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date</p>	<p><u>INTRODUCTION OF ELECTRIC VEHICLE CHARGING BAYS</u></p> <p>It was agreed:</p> <p>(a) That the outcome of the funding approved by the Office of Zero Emission Vehicles be noted.</p> <p>(b) That the proposed electric vehicle charging bays, as set out at Appendix 1 to the report, be approved.</p> <p>(c) That the use of the Option 1 operating/charging model be approved.</p>	<p>To approve the use of the Option 2 operating/charging model.</p>	<p>To address air pollution and improve the Council's standing in national league tables, it is proposed to introduce 49 electric vehicle charging bays across the district partially using</p>	

9 February 2021	<p>(d) That a direct award (as permitted under the framework) to Connected Kerb through the National Framework Agreement for the supply of Electric Vehicles Charging Points and Associated Services let by Kent County Council (via KCS Professional Services) be approved.</p> <p>(e) That the Transport and Parking Services Manager or Head of Commercial Services be authorised, in consultation with the Portfolio Holder for Transport, Licensing and Community, to take all necessary legal and procedural processes to give effect to the agreed recommendations as set out in Appendix 1 to the report, including the giving of notices and the making or amendment of any orders under the Road Traffic Regulation Act 1984.</p>		funding from the Office of Zero Emission Vehicles.	
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 91 1.02.21 Open Key Decisions Yes Call-in to apply Yes Implementation Date 9 February 2021	<u>'MANAGING PARTNER' AGREEMENT WITH LAND TRUST - A WHITE CLIFFS COUNTRYSIDE PARTNERSHIP PROJECT</u> It was agreed that entering into a 10-year 'Managing Partner' agreement with the Land Trust for its estate at Fort Burgoyne, Dover be approved.	None.	Following an approach from the Land Trust, it is proposed that the White Cliffs Countryside Partnership takes on a greater role in the management of the Fort Burgoyne estate by entering into a 10-year agreement.	
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 92 1.02.21 Open Key Decisions No Call-in to apply Yes Implementation Date 9 February 2021	<u>HOUSING STOCK COMPLIANCE</u> It was agreed that the contents of the report which relates to statutory Health and Safety compliance matters associated with managing the Council's housing stock, as well as the actions being taken to verify the accuracy of compliance data, be noted.	None.	To update Cabinet on the current position in relation to the compliance status of the Council's housing stock.	

The meeting ended at 12.04 pm.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

FLOODING IN DEAL

Responsibility: Leader of the Council

Report of: Not applicable

Decision Route

Overview and Scrutiny Committee	8 February 2021	Minute No 92
Cabinet	1 March 2021	

Overview and Scrutiny Committee Recommendation

A representative from Southern Water was invited to attend a meeting of the Overview and Scrutiny Committee on 8 February 2021 in order to answer questions about flooding problems in Deal. The Committee resolved as follows:

That it be recommended to the Cabinet that a series of meetings be held with Southern Water with the objective of finding a solution to the issues in Deal.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

COUNCIL BUDGET 2021/22 AND MEDIUM-TERM FINANCIAL PLAN 2021/22–2024/25

Responsibility: Portfolio Holder for Finance, Governance and Digital

Report of: Head of Finance and Investment

Decision Route

Cabinet	1 February 2021	CAB 88
Overview and Scrutiny Committee	8 February 2021	Minute No 95
Cabinet	1 March 2021	

Overview and Scrutiny Committee Recommendations

The Overview and Scrutiny Committee, at its meeting held on 8 February 2021, endorsed Cabinet decision CAB 88 as follows:

- (i) That the General Fund Revenue Budget, the Capital and Special Projects Programmes, the Housing Revenue Account budget and the content of the Medium-Term Financial Plan (MTFP), as proposed in Appendix 3 of the report, be forwarded to the Overview and Scrutiny Committee for consideration.
- (ii) That the draft budget be placed on the Council's website for comments.
- (iii) That it be noted that the remaining annexes, including the Council Tax Resolution and Treasury Management, Investment and Capital Strategies, will be added to the MTFP and other minor adjustments made before being presented to Council in March.

Subject:	HOUSING STOCK COMPLIANCE
Meeting and Date:	Cabinet – 1 March 2021
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Derek Murphy, Portfolio Holder for Housing and Health
Decision Type:	Non-Key Decision
Classification:	Unrestricted
Purpose of the report:	To update Cabinet on the current position in relation to the compliance status of the Council's housing stock.
Recommendation:	1. That Cabinet notes the contents of this report which relates to statutory Health & Safety compliance matters associated with managing the housing stock, as well as the actions being taken to verify the accuracy of compliance data.

1. Summary

- 1.1 This is the fifth monthly compliance report since the housing service reverted to the direct control of Dover District Council from East Kent Housing on 1st October 2020. The report outlines: progress towards creating the requisite reliable compliance management and reporting framework and reporting performance based on this verified data. The Council's digital team has started working with the Assets & Building Control team on the upgrade of the SAM database, which will become Dover's central tool for compliance management.
- 1.2 The report draws attention to the features and constraints of the reporting system in order that members have a deeper understanding of the significance of the data being reported. In particular, the reporting figures can only indicate performance at a specific moment in time. Compliance is dynamic because individual certificates expire, necessitating retesting and possibly remedial actions.
- 1.3 In all of the sixteen information streams the accuracy of the data has now been verified.
- 1.4 The verified performance data, accurate at 5th February 2021. Appendix 1 gives details of the verification status and performance figures for each distinct area of compliance. When reporting in January officers alerted members to the fact that anecdotally contractors were starting to struggle to undertake surveys and any subsequent remedial actions. Performance figures this month are starting to reflect those difficulties, most noticeably in relation to the contractors undertaking fire risk assessments where there has been a 9% drop to 87%. Members can however take comfort in the fact that the reduction in performance signifies lapsed fire risk assessments as opposed to buildings having never had a fire risk assessment at all. It is therefore anticipated that when the risk assessments are carried out any risks discovered will be of a minor nature.

2. Introduction and Background

2.1 This is the fifth monthly compliance report since the housing service reverted to the direct control of Dover District Council from East Kent Housing. The first report was considered by cabinet on 9th November 2020 and stressed the importance of establishing a master data base, which for Dover District Council is the Strategic Asset Management (SAM) system, a module of the Northgate Housing System. Dover District Council's digital team has successfully led the project to separate Dover from the other Councils completing the task on 11th January. They are now spearheading the upgrade of the SAM data base, which again is legacy work that should have been completed some time ago by East Kent Housing. The project needs close collaboration with and considerable support from the Assets & Building Control team to ensure the software enables effective delivery of the service.

2.2 This report outlines subsequent progress towards creating the requisite reliable compliance management and reporting framework, establishing accurate raw data and reporting performance based on this verified data.

2.3 The verification of sixteen information streams has been completed.

3. **Compliance Management and Reporting Framework**

3.1 Work continues to refine the Compliancy Data Management and Data Storage Manual document which will be used by everyone delivering compliancy. The manual translates the policies into a working document for officers that describes the scope of each compliance area, the data that needs to be collected for that particular compliance area, why this data is necessary, how and where the data is stored and the measures needed to verify the data. The act alone of writing the manual focusses minds on the processes and procedures involved and acts as a tool for uncovering and rectifying any weakness in the system.

3.2 A series of workshops for managers and lead officers for each of the main compliance areas took place in late December and January. The workshops achieved the planned outcomes of equipping those running the service with the latest information so that they are fully conversant with new procedures and facilitating discussions about operational issues that can help shape the manual to cover all the practicalities on site. Feedback from the workshops is being incorporated into amended working practices.

3.3 The review of the policies drafted by Pennington Choices on behalf of the four Council's as part of the recovery plan is virtually complete. Any minor adjustments to the policies will be formally adopted by the Strategic Director (Operations and Commercial) in consultation with the Portfolio Holder for Housing and Health, under the delegated powers authorised by cabinet on 1st June 2020.

3.4 The Council received formal written confirmation from the Regulator for Social Housing on 11th January 2021 that its voluntary undertaking had been accepted. During the progress review meeting, held on 14th January, officers informed the regulator that lockdown three has seen a rise in the number of tenants refusing access to contractors for the purposes of inspection and carrying out compliance remedial works. It was emphasised that the Council still intends to deliver in accordance with the Voluntary Undertaking but that a prolonged lockdown will most probably lead to some delays. This agreement underpins the recovery programme. Part of the undertaking concerns the requirement for the emerging systems to be exposed to independent audits, designed to ensure that past weaknesses and flaws have been eradicated and that there is a plan and programme to remediate legacy

compliance issues. At the heart of the audit will be robust testing of compliance data management and the knowledge of those using that data

4. Establishing Accurate Raw Data

- 4.1 The paramount importance of complete, accurate data in ensuring all properties are safe has been recognised by both members and officers. The considerable amount of work needed to regain control of the information is complete and this is a pertinent opportunity to recognise the tenacity and sheer hard work of those officers given the task. It is important to note that the officers concerned have gone out of their way to uncover discrepancies, inaccuracies and missing information in order to ensure that the data is robust, even if that created additional detective work and rectification actions.

5. Compliance Performance

- 5.1 The compliance performance figures are attached at appendix 1. These figures relate to performance as at 5th February 2021.
- 5.2 The performance data demonstrates the immense efforts since 1st October 2020 to find collate and interrogate intelligently the compliance data. Managers now understand and can rely on data in planning and executing actions to improve performance. The majority of compliance streams are at, or close, to expected performance despite the added complications of Covid and lockdown 3. The performance data clearly identifies the areas that had been allowed to slide under the previous management regime. The quantum of work needed to be done to redress this issue should not be underestimated but the performance figures demonstrate on-going improvement.

6. Identification of Options

- 6.1 This report has been produced in response to the cabinet decision to seek regular updates with respect to the compliancy aspects of the housing maintenance service. Identification of options is thus not relevant

7. Resource Implications

- 7.1 This report appertains to the current compliance position hence there are no direct resource implications. Compliance is at the heart of the wider management of the service and the resources needed to manage compliance have been included with the housing asset team structure.

8. Climate Change Implications

- 8.1 The compliance report does not have an impact, either negative or positive, on climate change. Where actions are taken to improve compliance, these will be reviewed on a case by case basis with one of the goals being to reduce carbon emissions as much as is practically possible.

9. Corporate Implications

- 9.1 Comment from the Section 151 Officer: Accountancy have been consulted and have no further comments to add. (AC)
- 9.2 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".

- 9.3 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/section/149> (KM)
- 9.4 Comment from the Climate Change & Energy Conservation Officer: "The Climate Change & Energy Conservation Officer has been consulted and has no further comments to add". (AM)
10. **Appendices**
- Appendix 1 - Compliance Performance Table
11. **Background Papers**

Contact Officer: Martin Leggatt – Head of Assets and Building Control

Compliance Workstream	Total Stock / Blocks	Total incl Sub Block	Stock / Blocks Not Applicable	Stock / Blocks Applicable	Number Compliant	Current Number Non-Compliant	QTR 2 % Compliant September	QTR 3 % Compliant December	% Compliant January	Direction of Travel
ASBESTOS										
Communal Management Surveys	260	330	236	94	94	0	Not Verified	100%	100%	
Re inspections up to date	260	330	236	94	93	1	Not Verified	94.95%	98.94%	Outstanding inspection completed 01/02/21
ELECTRICAL SAFETY										
Communal areas with valid Electrical Inspection Condition Report	260		118	142	142	0	83%	99.29%	100.00%	
Domestic properties with valid Electric	4325			4325	2322	2003	44%	51.02%	53.69%	Performance has improved as the figures now include Electrical Inspection Condition Reports that are not on the Corgi portal, monitored on SAM data base
FIRE RISK ASSESSMENTS										
Fire Risk Assessments required	260	330	105	225	196	29	98%	96.43%	87.11%	Identified 2 King Street that needs an Fire Risk Assement as it has a communal area. Booked for 5/02/21. Further 29 expired order placed with the Contractor DDS who have capacity issue but have them booked in, added Ottaway House. Currenttly out to tender for contract so that Fire Risk Assessments can be completed in a timely maner.
ALL Fire Risk Assessment works arising				1739	1278	461	Not Verified	74.30%	73.49%	Data still includes some completed works by Contractor APL. Numbers being adjusted now each month reflecting new Fire Risk Assessments
Fire Risk Assessment works overdue pre October 2020				1466	1043	423			28.85%	Risk Ratings of each work item Substantial 90, Moderate 306, Blank 27
Fire Risk Assessment works overdue post October 2020				273	235	38			11.36%	Risk Ratings of each work item Moderate 38
EMERGENCY LIGHTING										
Emergency Lighting valid tests	260	330	187	143	143	0	98%	100.00%	100.00%	Ottaway House being added for February checks
SMOKE DETECTORS										
Properties with Smoke Detectors	4325			4325	2132	2193	Not Verified	Not Verified	49.29%	Data now verified and on SAM data base
FIRE ALARMS										
Fire Alarms tested	260	330	213	117	116	1	100%	99.15%	99.15%	Waiting for alarm to be handed over to contractor PJC for Norman Tailyour House
GAS SAFETY										
Communal boilers with valid Landlord Gas Safety Record				20	20	0	100%	100%	100%	Data has been verified

Compliance Workstream	Total Stock / Blocks	Total incl Sub Block	Stock / Blocks Not Applicable	Stock / Blocks Applicable	Number Compliant	Current Number Non-Compliant	QTR 2 % Compliant September	QTR 3 % Compliant December	% Compliant January	Direction of Travel
Domestic properties with an Landlord Gas Safety Record	4322		308	4014	4012	2	99.90%	99.97%	99.95%	2 property without Landlord Gas Safety Record, legal action being taken
NON GAS Properties										
ALL Heating Non Gas Safety Record C	4322		4014	308	200	108	62%	64.82%	64.94%	Data has been verified and stock numbers adjusted to reflect those owned and not requiring a Landlord Gas Safety Record
LIFT INSTALLATIOINS										
Communal passanger lifts	260	255		6 lifts (5 locations)	6	0	100%	100%	100%	Data on Insurance Contract Portal
LEGIONELLA										
Legionella Risk Assessments required	260	330	292	38	38	0	Not Verified	100%	100%	
Works arising							Not Verified	249	233	
FIRE EXTINGUISHERS	260		252	8	8	0		100.00%	100.00%	All serviced but one removed at Lancaster House as no longer required
PORTABLE APPLIANCE TESTING	260		253	7	7	0		100%	100%	All certificates on file, data on Tracker Spradsheet

DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 1 MARCH 2021

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 item of business on the grounds that it involves 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>
Future of Co-Innovation Centre (Former Co-op Store), Castle Street, Dover	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)