



Annual Council Meeting

Council Offices
White Cliffs Business Park
Dover

Wednesday, 19 May 2021

Summons and Agenda

Nadeem Aziz
Chief Executive



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11 May 2021

To the Members of the Council,

You are hereby summoned to attend a meeting of the **COUNCIL** to be held in the Council Chamber at these Offices on Wednesday 19 May 2021 at 6.05 pm, or upon the rising of the previous meeting whichever is the later, for the transaction of the business set out in the Agenda.

Chief Executive

Members of the Council:

M D Conolly (Chairman)	N J Collor	D P Murphy
D Hannent (Vice-Chairman)	D G Cronk	O C de R Richardson
J S Back	J P Haste	J Rose
T J Bartlett	D A Hawkes	M Rose
M Bates	M J Holloway	C A Vinson
D G Beaney	S J Jones	R S Walkden
S H Beer	P D Jull	P Walker
E A Biggs	L A Keen	H M Williams
T A Bond	N S Kenton	C F Woodgate
P M Brivio	S C Manion	C D Zosseder
S S Chandler	K Mills	

AGENDA

- 1 **ELECTION OF THE CHAIRMAN OF THE COUNCIL** (Page 6)
To elect a Chairman of the Council for the ensuing municipal year 2021/22.
- 2 **APPOINTMENT OF THE VICE-CHAIRMAN OF THE COUNCIL** (Page 7)
To appoint a Vice-Chairman of the Council for the ensuing municipal year 2021/22.
- 3 **APOLOGIES** (Page 8)

To receive any apologies for absence.

4 **MINUTES** (Page 9)

To confirm the Minutes of the meeting held on 3 March 2021 (to follow).

5 **DECLARATIONS OF INTEREST** (Page 10)

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

6 **ANNOUNCEMENTS** (Page 11)

To receive any announcements from the Chairman of the Council, the Leader of the Council, Members of the Cabinet or the Head of Paid Service.

7 **APPOINTMENT OF CABINET** (Page 12)

To receive from the Leader of the Council any changes to the size and composition of the Cabinet and to note the appointment of Members to the Cabinet portfolios.

8 **APPOINTMENT OF SHADOW CABINET** (Page 13)

To note the composition of the Shadow Cabinet as advised by the Leader of the Main Opposition Party. The Shadow Cabinet must directly reflect the composition of the Cabinet (in accordance with the Council Procedure Rules).

9 **REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS** (Pages 14 - 26)

To consider the Joint Report of the Chief Executive and Monitoring Officer (to follow).

To allocate the seats on the committees of the Council to the different political groups, and the non-aligned member, and to appoint members to those committees in accordance with the allocation.

10 **CALENDAR OF ORDINARY MEETINGS 2021/22** (Pages 27 - 36)

To approve a programme of meetings of the Council for the ensuing municipal year 2021/22.

11 **ANNUAL REPORT OF THE GOVERNANCE COMMITTEE 2020/21** (Pages 37 - 46)

To consider the attached report of the Head of Governance.

12 **ANNUAL REPORT ON OVERVIEW AND SCRUTINY 2020/21** (Page 47)

To consider the report of the Monitoring Officer (to follow).

13 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 48)

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

14 **DOVER SCHEMATIC PRESENTATION** (Page 49)

To receive a presentation.

15 **CHANGES TO CORPORATE MANAGEMENT STRUCTURE** (Pages 50 - 57)

To consider the report of the Chief Executive and Head of Paid Services (to follow).

16 **URGENT BUSINESS TIME** (Page 58)

To consider any other items deemed by the Chairman of the Council to be urgent in accordance with the Local Government Act 1972.

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. Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Democratic & Corporate Services Manager, democraticservices@dover.gov.uk, telephone: (01304) 872304 or email: democraticservices@dover.gov.uk for details.

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

ELECTION OF THE CHAIRMAN OF THE COUNCIL

To elect a Chairman of the Council for the ensuing municipal year 2021/22.

1	<p>Chairman for the preceding municipal year remains Chairman at the start of the meeting, even if no longer a sitting councillor.</p> <p><i>Note: If the Chairman is standing again, they cannot preside over their own election.</i></p>
2	<p>Nominations for Chairman for the ensuing municipal year should be called for by the Chairman (or Vice-Chairman).</p>
3	<p>The Chairman (or Vice-Chairman) will call for votes on the nominees.</p> <p><i>Note: If two or more people are nominated and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.</i></p>
4	<p>Upon the election of a Chairman of the Council the following procedure will be followed:</p> <ul style="list-style-type: none"> (a) The Chairman will sign the Declaration of Acceptance of Office [within two months from the day of the election – see section 83 Local Government Act 1972] (b) The Chairman will address the Council (c) The Chairman will put on the chains of office (d) The Retiring Chairman [if applicable] will be presented with the past Chairman’s badge (e) The Retiring Chairman [if applicable] will address the Council

APPOINTMENT OF THE VICE-CHAIRMAN OF THE COUNCIL

To appoint a Vice-Chairman of the Council for the ensuing municipal year 2021/22.

1	The Vice-Chairman for the preceding municipal year remains Vice-Chairman until the election of a new Chairman, even if no longer a sitting councillor.
2	Nominations for Vice-Chairman for the ensuing municipal year should be called for by the Chairman.
3	<p>The Chairman will call for votes on the nominees.</p> <p><i>Note: If two or more people are nominated and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.</i></p>
4	<p>Upon the appointment of a Vice-Chairman of the Council the following procedure will be followed:</p> <ul style="list-style-type: none"> (a) The Vice-Chairman will sign the Declaration of Acceptance of Office [within two months from the day of the election – see section 83 Local Government Act 1972] (b) The Vice-Chairman will address the Council (c) The Vice-Chairman will put on the chains of office (d) The Retiring Vice-Chairman [if applicable] will address the Council

APOLOGIES

To receive any apologies for absence.

MINUTES

To confirm the Minutes of the meeting held on 3 March 2021 (to follow).

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.

ANNOUNCEMENTS

To receive any announcements from the Chairman of the Council, the Leader of the Council, Members of the Cabinet or the Head of Paid Service.

APPOINTMENT OF CABINET

To receive from the Leader of the Council any changes to the size and composition of the Cabinet and to note the appointment of Members to the Cabinet portfolios.

Note: The number of members of a local authority executive should consist of three or more members (including the Leader and Deputy Leader of the Council) but may not exceed 10 members (including the Leader and Deputy Leader of the Council).

The Chairman and Vice-Chairman of the Council may not be members of the executive.

Appointment of Shadow Cabinet

To note the size and composition of the Shadow Cabinet which must directly reflect the Cabinet.

Subject:	REVIEW OF ALLOCATION OF SEATS TO POLITICAL GROUPS 2021-22
Meeting and Date:	COUNCIL – 19 MAY 2021
Report of:	JOINT REPORT OF THE CHIEF EXECUTIVE AND MONITORING OFFICER
Classification:	UNRESTRICTED

Purpose of the report: To allocate the seats on the committees of the Council to the different political groups and to appoint members to those committees in accordance with the allocation.

- Recommendation:**
- (a) That the Council appoint the committees set out at paragraph 2.1 of the report.
 - (b) That the Council reviews and determines the representation of the different political groups and non-politically aligned members on the ordinary committees of the Council and the other bodies to which it makes appointments.*
 - (c) That the Council appoints to the seats on the ordinary committees to give effect to the allocations and the nomination of the political groups and appoints to the other bodies to which it makes appointments.
 - (d) That the Council make appointments to the positions of Chairman and Vice-Chairman for each of the ordinary committees of the council and the overview and scrutiny committee.

** If making a determination otherwise than in accordance with Option 1 the Council would need to formally approve the preferred method of determination and allocation as 'alternative arrangements' in accordance with Section 17(1) Local Government and Housing Act 1989 and Regulation 20 Local Government (Committees and Political Groups) Regulations 1990. To be effective no member of the Council must vote against the proposal.*

1. Summary

- 1.1 In accordance with its Constitution, the Council is required to appoint a number of committees to functions that are neither reserved to the Council nor are executive functions.
- 1.2 A review of the allocation of seats to political groups is required at, or as soon as practicable after, each Annual Meeting of the Council in accordance with the provisions of the Local Government and Housing Act 1989.
- 1.3 The prompt and correct allocation of committee seats is vital to maintaining an effective and transparent governance framework.

2. **Appointment of Committees**

2.1 The Constitution of the Council requires that the following committees, boards and fora be appointed by the Council:

- Dover Joint Transportation Board (7 district seats plus other seats required in accordance with the agreement governing the Board)
- East Kent Services Committee (2 DDC seats – joint committee with Canterbury City Council and Thanet District Council)
- Electoral Matters Committee (5 seats)
- General Purposes Committee (5 seats)
- Governance Committee (7 seats)
- Joint Health, Safety and Welfare Consultative Forum (5 seats + 5 staff member seats)
- Joint Staff Consultative Forum (5 seats + 5 staff member seats)
- Licensing Committee (15 seats)
- Overview and Scrutiny Committee (10 seats)
- Planning Committee (10 seats)
- Regulatory Committee (5 seats)

3. **Review of Allocation of Seats to Political Groups**

3.1 Following the by-election in the Mill Hill Ward held on 6 May 2021, the political composition of the Council is currently 20 Conservative Group members, 11 Labour Group members and 1 non-aligned ‘independent’ member who is not a member of either of the political groups on the Council. In this report the member who is not a member of a political group is referred to as a “non-aligned member”.

3.2 To be recognised as a political group, the group is required to have at least two members and to have formally notified the authority that those members wish to be treated as a political group. Members in a political group on the Council are not required to be in the same political party to form a political group. The Conservative and Labour Groups have notified the Proper Officer they have formed political groups and meet the previously mentioned requirements of a political group.

3.3 Section 15 of the Local Government and Housing Act 1989 (specifically subsections (3) to (5)) prescribes the Council's duty to determine the allocation of seats which states the basic principles of seat allocation.

3.4 In summary, these principles of determination are:

- (a) That not all of the seats are allocated to the same political group;
- (b) The majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) Subject to the above two principles, that the number of seats on ordinary committees which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of the Council as is borne by the number of members of that group to the membership of the authority; and
- (d) Subject to (a) to (c), that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

Section 15(3) of the Local Government and Housing Act 1989

3.5 The determination of seats on the Council has been undertaken in accordance with the principles set out in Section 15(3) of the Act, which states as follows:

“15(3) Where at any time the representation of different political groups on a body to which this section applies falls to be reviewed under this section by any relevant authority or committee of a relevant authority, it shall be the duty of that authority or committee, as soon as practicable after the review, to determine the allocation to the different political groups into which the members of the authority are divided of all the seats which fall to be filled by appointments made from time to time by that authority or committee.”

3.6 However, where the Council has members who are non-aligned, this section is amended by regulation 16 of the Regulations to read as follows:

“15(3) Where at any time the representation of different political groups on a body to which this section applies falls to be reviewed under this section by any relevant authority or committee of a relevant authority, it shall be ***the duty of that authority or committee, as soon as practicable after the review to determine the allocation to each of those groups of such of the seats which fall to be filled by appointments made from time to time by that authority or committee as bear to the total of all of those seats the same proportion as is borne by the number of members of that group to the membership of the authority.***”

3.7 Additionally, where there are non-aligned members, section 16(2A) of the Local Government and Housing Act 1989 has effect. This provides:

“Where appointments fall to be made to seats on a body to which section 15 applies otherwise than in accordance with a determination under that section, it shall be the duty of the authority or the committee, as the case may be, so to exercise their power to make appointments as to secure that the persons appointed to those seats are not members of any political group”

3.8 The implications of these changes to paragraph 15(3) taken with section 16(2A) is to require that the Council must allocate seats to the political parties in accordance with the four principles set out above. If there are any seats left over, they must then make appointments to the non-aligned groups.

4. Variations to Political Balance Principles

4.1 Prior to the allocation of seats, the Council may approve alternative arrangements for making appointments if it resolves to do so without any member voting against them.

5. Failure of a Political Group to Appoint to its Allocation

5.1 If a political group fail to express their wishes within a period of three weeks of being notified of its allocation (which shall be taken as commencing from the date of the Council meeting where this report is considered), the Council at its first meeting after this period may make such appointment as it sees fit by majority vote regardless of the principles of political balance.

6. Definition of Ordinary Committees

6.1 The following are a list of the ordinary committees of the Council:

- Electoral Matters Committee (5 seats)
- General Purposes Committee (5 seats)

- Governance Committee (7 seats)
- Planning Committee (10 seats)
- Regulatory Committee (5 seats)

6.2 The total number of seats on the ordinary committees of the Council is 32 seats.

Allocation of Seats – Overview and Scrutiny Committee

6.3 In addition to the above ordinary committees, the Council also appoints seats on the Overview and Scrutiny Committee.

6.4 It is the view of the Solicitor to the Council that Section 21 (11) of the Local Government Act 2000 (under which Scrutiny Committees are appointed), makes the Overview and Scrutiny Committee a 'body' to which the political balance rules apply. What it does not do is to make them automatically 'ordinary committees' for the purposes of the political balance rules.

6.5 The Overview and Scrutiny Committee is composed of 10 seats.

7. Allocation of Seats – Other Bodies

7.1 In addition to the ordinary committees of the Council (and those treated as such), there are other bodies to which the Council makes appointments. Although these are not bound by the same requirements for political balance as the ordinary committees it should be noted that seats on the individual bodies have historically been allocated separately on the basis of political balance.

7.2 These bodies are the Licensing Committee, the Dover Joint Transportation Board, the Joint Staff Consultative Forum and the Joint Health, Safety and Welfare Consultative Forum.

Allocation of Seats – Licensing Committee

7.3 Pursuant to Section 6 of the Licensing Act 2003, the Licensing Committee must have at least ten, but no more than fifteen, members. The current arrangement of fifteen members allows the Licensing Committee to appoint five broadly area-based sub-committees to conduct hearings and has functioned effectively since its introduction in 2003. An important reason for having 5 area-based sub-committees is that Members as a matter of convention do not sit on Licensing Sub-Committees considering applications relating to their wards. Accordingly, this report recommends the continued appointment of 15 councillors to the Licensing Committee.

7.4 The Licensing Committee is not subject to the requirements of the Local Government and Housing Act 1989 with regard to political proportionality, although this principle has voluntarily been applied in allocating the seats at the annual Council meetings held since May 2006. It is however at the discretion of the Council to set the size of the Licensing Committee and the allocation of seats, subject to the restriction mentioned above.

7.5 The Overview and Scrutiny Committee is composed of 10 seats.

Allocation of Seats – Dover Joint Transportation Advisory Board

7.6 The Dover Joint Transportation Advisory Board is not an 'ordinary committee' for the purposes of seat allocation. However, historically the district councillors appointed to the Board have been made in accordance with the principles of political balance.

7.7 The Dover Joint Transportation Advisory Board is composed of 7 (district) seats.

Allocation of Seats – Joint Staff Consultative Forum and the Joint Health, Safety and Welfare forum

- 7.8 In accordance with s.15(6) of the Local Government and Housing Act 1989, a seat on an advisory committee shall not be treated as being subject to the political balance requirements unless the authority have determined that it must be so filled. However, the Council has historically voluntarily applied the principles of proportionality in allocating seats to these fora.
- 7.9 The Fora are each composed of 5 (district councillor) seats and 5 (staff representative) seats.

Allocation of Seats – East Kent Services Committee

- 7.10 The terms of reference of the East Kent Services Committee specify that its membership must be composed of the Leader and Deputy Leader of the Council. As less than three members are appointed by the Council, it is not required to be politically balanced.

Allocation of Seats – Executive Committees and Project Advisory Groups

- 7.11 The allocation of seats on the Executive, Executive Committees and Project Advisory Groups is a matter for the Cabinet and is outside the scope of this report.

8 Identification of Options

- 8.1 This report sets out a range of options for the allocation of seats. In summary, these options are to make a determination in strict accordance with the rules of political balance or to make a different determination not in accordance with the strict rules of political balance. Some of these options can be agreed by majority vote and others by an unopposed vote.
- 8.2 Option 1 – To allocate seats to the ordinary committees of the Council and the two scrutiny committees strictly in accordance with the statutory scheme and to make appointments to the Licensing Committee, the Dover Joint Transportation Advisory Board the Joint Staff Consultative Forum, the Joint Health Safety and Welfare Consultative Forum and the East Kent Services Committee as members see fit. This option is set out in Appendix 1.
- 8.3 Option 2 - To appoint of the basis of other alternative arrangements.

9 Evaluation of Options

- 9.1 Option 1 is strictly in accordance with the statutory scheme and does not require an unopposed vote to approve.
- 9.2 Option 2 would require the approval of Council to agree the variation(s) without any member of the Council voting against it.
- 9.3 The Leader of the Conservative Group and the Non-Aligned Member have agreed to swap a seat on the Governance Committee (to go to the Non-Aligned Member) and the Planning Committee (to go the Conservative Group). This would constitute a variation.
- 9.4 In view of the possibility of so many different permutations it is requested that if this is the will of the Council, officers be given instructions as to how these arrangements should be structured in order to enable a further report to be submitted to Council for approval.

10 Resource Implications

- 10.1 None.

11 Climate Change and Environmental Implications

There are no direct climate change or environmental implications arising from the report.

12 **Appendices**

Appendix 1 – Proposed allocation of seats as set out under Option 1

13 **Background Papers**

Localism Act 2011

Local Government Act 1972

Local Government and Housing Act 1989

The Local Government (Committees and Political Groups) Regulations 1990

Local Government Act 2000

Licensing Act 2003

The Licensing Act 2003 (Hearings) Regulations 2005

Local Government and Public Involvement in Health Act 2007

Contact Officer: Harvey Rudd, Monitoring Officer, 01304 872321
Rebecca Brough, Democratic and Corporate Services Manager,
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Review of Allocation of Seats to Political Groups

(Option 1)

Appoint Ordinary Committees Only in Strict Accordance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990

1. **Composition of the Council**

	No. of Cllrs	Percentage of the Council*
Conservative Group	20	62.50%
Labour Group	11	34.38%
Non-Aligned Members	1	3.13%
Total	32	100.00%

(* rounded to 2 decimal places)

2. **Ordinary Committees**

2.1 The following is a list of the ordinary committees of the Council:

- Electoral Matters Committee (5 seats)
- General Purposes Committee (5 seats)
- Governance Committee (7 seats)
- Planning Committee (10 seats)
- Regulatory Committee (5 seats)

This equals 32 Seats in total.

3. **Application of the Principles**

1st Principle: That not all seats on the body are allocated to the same political group

3.1 The determinations set out in this Appendix are consistent with this principle.

2nd Principle The majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership

3.2 The Conservative Group is the majority (17 or more) of the Council's membership with 20 seats out of the Council's total membership of 32 seats. This would result in the following allocation to give them a majority of the seats on each body:

Committee	CON
Electoral Matters Committee (5 seats)	3
General Purposes Committee (5 seats)	3
Governance Committee (7 seats)	4
Planning Committee (10 seats)	6
Regulatory Committee (5 seats)	3
Totals (32 seats)	19

3rd Principle: Subject to [the first two principles], that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority

- 3.3 The starting point for the calculation is to determine the overall percentage of the Council that each political group and the non-aligned members make up.

	No. of Cllrs	Percentage of Council
Conservative Group	20	62.50%
Labour Group	11	34.38%
Non-Aligned Members	1	3.12%
Total	32	100.00%

- 3.4 The majority Conservative Group has already been allocated 19 seats in accordance with the 2nd principle.
- 3.5 If the seats are allocated to each political group in accordance with the third principle this would result in the following allocation:

Political Group	No. of Councillors	Percentage of Council	Number of Seats (32 ordinary seats)
Conservative Group	20	62.50%	20.00 (say 20)
Labour Group	11	34.38%	11.00 (say 11)

- 3.6 The Conservative Group has therefore been under allocated 1 seat based on its proportional entitlement to the total number of seats (32 seats) based on its overall membership of the authority (62.50%). This would be an increase of 1 seat for the Conservative Group over the number of seats held during the municipal year 2020-21.
- 3.7 The seats on the various ordinary committees of the Council would be proportional allocated (all part numbers rounded down) as follows:

Committee	CON (as majority)	CON (as pct)	LAB	Allocated Seats	Actual Seats	Unallocated
Electoral Matters Committee	3	3 (3.13)	1 (1.72)	4	5	1
General Purposes Committee	3	3 (3.13)	1 (1.72)	4	5	1
Governance Committee	4	4 (4.38)	2 (2.41)	6	7	1
Planning Committee	6	6 (6.25)	3 (3.44)	9	10	1
Regulatory Committee	3	3 (3.13)	1 (1.72)	4	5	1
Totals	19	19	8	27	32	5

- 3.8 This proportional allocation fulfils the requirements of Principles 1 and 2 and results in an under-allocation of 1 seat to the Conservative Group and 3 seats to the Labour Group.
- 3.9 The remaining unallocated seats are therefore allocated on a closest to whole number basis (rounding up for 0.5 and above and rounding down for below), as per the table in paragraph 3.7, resulting in the following allocation:

Committee	CON	LAB
Electoral Matters Committee	3.13 say 3 seats	1.72 say 2 seats
General Purposes Committee	3.13 say 3 seats	1.72 say 2 seats
Governance Committee	4.38 say 4 seats	2.41 say 2 seats
Planning Committee	6.25 say 6 seats	3.44 say 3 seats
Regulatory Committee	3.13 say 3 seats	1.72 say 2 seats
Totals	19	11

- 3.10 This allocates the Labour Group's proportional seat entitlement of 11 seats in full. The Conservative Group is still under allocated by 1 seat on this basis. The largest part seat percentage is .38 for the Governance Committee, which still has 1 unallocated seat. This is therefore rounded from 4.38 seats to 5 seats resulting in the following allocation:

Committee	CON	LAB	Allocated Seats	Actual Seats	Unallocated
Electoral Matters Committee	3	2	5	5	0
General Purposes Committee	3	2	5	5	0
Governance Committee	5	2	7	7	0
Planning Committee	6	3	9	10	1
Regulatory Committee	3	2	5	5	0
Totals	20	11	31	32	1

4th Principle: Subject to [principles 1-3 above], that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority

	No. of Cllrs	Percentage of Council
Conservative Group	20	62.50%
Labour Group	11	34.38%
Non-Aligned Members	1	3.12%
Total	32	100.00%

Committee	CON	LAB	Allocated Seats	Actual Seats	Unallocated
Electoral Matters Committee	3	2	5	5	0
General Purposes Committee	3	2	5	5	0
Governance Committee	5	2	7	7	0
Planning Committee	6	3	9	10	1
Regulatory Committee	3	2	5	5	0
Totals	20	11	31	32	1
Percentage	62.50%	34.38%	96.88%	100.00%	3.12%

3.11 The remaining seat on the Planning Committee is allocated to the Non-Aligned Members in accordance with section 16(2A) of the Local Government and Housing Act 1989, resulting in a final determination as follows:

Committee	CON	LAB	NAM	Allocated Seats	Actual Seats	Unallocated Seats
Electoral Matters Committee	3	2	0	5	5	0
General Purposes Committee	3	2	0	5	5	0
Governance Committee	5	2	0	7	7	0
Planning Committee	6	3	1	10	10	0
Regulatory Committee	3	2	0	5	5	0
Totals	20	11	1	32	32	0

3.12 Council would normally need to vote on the allocation of each seat to non-aligned members on an individual basis in accordance with Council Procedure Rule 18.7. However, as there is only one non-aligned member the seat can only be allocated to that non-aligned member.

4. **Bodies to which political balance applies**

4.1 The next step is to determine the political balanced committees that are not treated as ordinary committees for the purpose of this option. These means the Overview and Scrutiny Committee.

4.2 As political balance applies to the Overview and Scrutiny Committee, despite it not being an ordinary committee, the four principles will need to be applied.

1st Principle: That not all seats on the body are allocated to the same political group

4.3 The determinations set out in this Appendix are consistent with this principle.

2nd Principle The majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership

4.4 The Conservative Group is the majority (17 or more councillors) of the Council's membership with representing 59.38% (19 out of 32 councillors) of the Council's total membership. This would result in the following allocation to give them a majority of the seats on the body:

Committee	CON
Overview and Scrutiny Committee (10 seats)	6

3rd Principle: Subject to [the first two principles], that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority

4.5 This does not apply as the bodies in question are not ordinary committees.

4th Principle: Subject to [principles 1-3 above], that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority

4.6 When applied to the non-ordinary committee this would result in the following determination:

Committee	CON	LAB (37.50%)	Allocated Seats	Actual Seats	Unallocated

Overview and Scrutiny Committee	6 (6.25)	3 (3.75)	9	10	1
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- 4.7 The remaining seat on the body are allocated to the Non-Aligned Members in accordance with section 16(2A) of the Local Government and Housing Act 1989, resulting in a final determination as follows, resulting in a final determination as follows:

Committee	CON	LAB	NAM	Allocated Seats	Actual Seats	Unallocated
Overview and Scrutiny Committee	6	3	1	10	10	0

- 4.8 Council will need to vote on the allocation of each seat to non-aligned members on an individual basis in accordance with Council Procedure Rule 18.7. However, as there is only one non-aligned member the seat can only be allocated to that non-aligned member.

5. Final Allocation

- 5.1 In summary, this option would result in the following allocation:

Committee	CON	LAB	NAM	Allocated Seats	Actual Seats	Unallocated
Electoral Matters Committee	3	2	0	5	5	0
General Purposes Committee	3	2	0	5	5	0
Governance Committee	5	2	0	7	7	0
Planning Committee	6	3	1	10	10	0
Regulatory Committee	3	2	0	5	5	0
Overview and Scrutiny Committee	6	3	1	10	10	0
Totals	25	15	2	42	42	0

6. Other Bodies

- 6.1 This leaves the appointments to the Licensing Committee, Dover Joint Transportation Advisory Board, the Joint Staff Consultative Forum and the Joint Health, Safety and Welfare Consultative Forum. Appointments to these bodies are outside the political balance requirements and are at the discretion of the Council.

- 6.2 Historically the Council has appointed to these committees so as to respect political balance. In keeping with this method of appointment, the following seats would be allocated:

Committee	CON	LAB	NAM	Allocated Seats	Actual Seats
Licensing Committee (15 seats)	10	5	0	15	15
Dover Joint Transportation Board (7 seats)	4	3	0	7	7
Joint Staff Consultative Forum (5 seats)	3	2	0	5	5
Joint Health, Safety and Welfare Consultative Forum (5 seats)	3	2	0	5	5

- 6.3 This would see an increase in the number of seats on the Licensing Committee allocated to the Conservative Group increase from 9 to 10 seats with a corresponding decrease in the seats allocated to the Labour Group from 6 to 5 seats.
- 6.4 As the seats set out in the table at paragraph 6.2 above are outside of the political balance rules, the decision on the allocation of seats would be made by a majority vote in accordance with council procedure rule 18.7.

The East Kent Shared Services Committee

- 6.2 As this committee appoints less than 3 seats, there is no requirement to be politically balanced. The terms of reference of the committee require the appointments to be of Executive Members (usually the Leader and Deputy Leader of the Council). The Council also appoints two named substitute members from the executive.

Committee	CON	LAB	PRO	NAM	Allocated Seats	Actual Seats
East Kent Shared Services Committee (2 seats)	2	0	0	0	2	2

Subject:	CALENDAR OF ORDINARY MEETINGS 2021-22
Meeting and Date:	COUNCIL – 19 MAY 2021
Report of:	DEMOCRATIC & CORPORATE SERVICES MANAGER
Classification:	UNRESTRICTED

Purpose of the report:	The Constitution requires that the Programme of Ordinary Meetings be set at the Annual Meeting of the Council.
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Recommendation:	That Council approve the final ratification of the Programme of Ordinary Meetings for 2021-22.
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1. Summary

- 1.1 In order to provide Members, Officers, other partner local authorities and the general public with as much notice as possible, a provisional Programme of Ordinary Meetings is presented to the Council in January of each year prior to its final ratification at the Annual Meeting of the Council.
- 1.2 In accordance with the Rule 1.1 (xiii) of the Rules of Procedure in the Council's Constitution, the Annual Meeting of the Council is responsible for approving the final Programme of Ordinary Meetings for the forthcoming municipal year.
- 1.3 In response to Government guidance in respect of the Coronavirus pandemic and the roadmap out of lockdown, a small amendment has been made to the meetings held between 17 May 2021 and 21 June 2021 that was not previously part of the Calendar of Meetings report considered by Council at its meeting held in January 2021.

2. Introduction and Background

- 2.1 The Programme of Ordinary Meetings for 2021-22 is based on a cycle that commences with a meeting of the Cabinet and ends with a meeting of the Council. In between those two points all other committee business takes place.
- 2.2 The Programme of Ordinary Meetings 2021-22 was approved in principle in January 2021 by the full Council. In keeping with a previous resolution of the Council, the basic principle that, wherever possible, meeting dates should try to avoid school holidays has been adhered to with the exception of any meetings called for August 2021. For political party conferences, there are 3 meeting dates that fall within either the Conservative Party or Labour Party Autumn Conferences.
- 2.3 The Council sets its meeting draft Calendar of Ordinary Meetings independently and usually in advance of those of the town and parish councils. However, while it would be difficult to avoid conflict with all 35 town and parish council meetings, we have checked on the annual council meeting dates for the three town councils and can confirm that the DDC Annual Council meeting does not clash with any of the town council Annual Meeting dates:
 - Sandwich Town Council – 17 May 2021
 - Dover District Council Annual Meeting – 19 May 2021
 - Dover Town Council – 20 May 2021
 - Deal Town Council – 25 May 2021

- 2.4 A copy of the agreed dates will be provided to the town and parish councils for information once they are approved by the full Council. The proposed date for the Annual Council meeting next year is on Wednesday 18 May 2022.
- 2.5 It should also be emphasised that the calendar set out in Appendix 1 only applies to committees with scheduled meetings. It does not apply to any committees that are called on an ad-hoc basis as business warrants, such as the General Purposes Committee, or the meetings of any sub-committees or project advisory groups.

Coronavirus and Local Authority Meetings

- 2.6 The Council has successfully operated remote meeting arrangements since May 2020 using the provisions of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. However, these Regulations contained a sunset clause that expired on 6 May 2021 and it is therefore no longer permitted to hold remote meetings for the Council or committees of the Council.
- 2.7 A decision of the High Court in respect of a claim made by the Association of Democratic Services Officers (ADSO), Lawyers in Local Government (LLG) and Hertfordshire County Council (HCC) was to clarify that for remote meeting arrangements to continue it would require new primary legislation for remote meetings to continue beyond the sunset clause in the Regulations. The Government has issued a call for evidence in respect of its deliberations on whether or not to bring forward new primary legislation on the matter.
- 2.8 Accordingly, physical committee meetings in the Council Chamber have resumed after 6 May 2021. However, the period 17 May 2021 to 21 June 2021 is expected to one in which a number of restrictions on indoor meetings will still apply. Accordingly, a decision has been taken that in the absence of urgent business, the meeting of the Dover Joint Transportation Advisory Board (which has a the second largest membership of any body other than the full Council) will be changed to 8 July 2021, when, if the Government's roadmap out of lockdown continues to schedule, it can be held without the need for social distancing arrangements.

3. Identification of Options

- 3.1 There are three options available to the Council:
- 3.2 Option A – To approve the Calendar of Ordinary Meetings for 2021-22 as set out in Appendix 1.
- 3.3 Option B – To approve the Calendar of Ordinary Meetings for 2021-22 with amendments.
- 3.4 Option C – To not approve the Calendar of Ordinary Meetings for 2021-22.

4. Evaluation of Options

- 4.1 The recommended option is Option A as this supports the existing decision route cycle and avoids wherever possible school holidays and political party conferences.
- 4.2 Options B and C are not the recommended options as they may require adjustments to the existing decision route cycle. If any Member wishes to propose an amendment to the proposed meeting dates (Option B) they are requested to discuss these with the Democratic and Corporate Services Manager prior to the date of the Council meeting at which this report is considered in order that the feasibility of any proposals can be established.

5. Resource Implications

There are no resource implications arising from this report as it is set out. However, if significant changes were to be made to the Calendar of Ordinary Meetings then this may need to be re-evaluated.

6. **Climate Change and Environmental Implications**

6.1 There are no direct climate change and environmental implications arising from the report.

7. **Appendices**

Appendix 1 – Calendar of Ordinary Meetings 2021-22

Appendix 2 – List of KCC School Holidays

Appendix 3 - Public Holidays 2021-22 and Party-Political Conference Dates 2021-22

8. **Background Papers**

None

Contact Officer: Rebecca Brough, Democratic and Corporate Services Manager 01304 872304

CALENDAR OF COUNCIL MEETINGS 2021/22

Committee	Start at (B)	2021								2022				
		May (H)	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Cabinet	11.00am	17	7	5		6	4	1	6	17	7 28 ^(F)	7	4	9
Council	6.00pm	19 ^(A)		21			20			26 ^(D)		2 ^(C)		18 ^(A)
Dover Joint Transportation Advisory Board	6.00pm			8		9			16			10		
Governance Committee	6.00pm		17	29 ^(E)		30			2			17		
Licensing Committee	varies ^(K)	25					20			26		2		
Overview and Scrutiny Committee	6.00pm	24	14	12		13	11	8	13	24	21 ^(F)	14	25	16
Planning Committee	6.00pm	27	24	15	19	16	14	11	9	20	24	24	21	26
Regulatory Committee	10.00am	25	22	20		7	5	2	7	18	8	22	19	24
Joint Health, Safety & Welfare Consultative Forum Joint Staff Consultative Forum ^(G) ^(K)	2.30pm			7			13			19			20	
Publication of Notice of Forthcoming Key Decisions ^(I)	N/A	7	4		6	3	1	5	10	7 28	4	4	8	6

Footnotes

- (A) Denotes the Annual General Meeting of the Council.
 (B) All meetings generally commence at the times indicated but are subject to change.
 (C) Denotes Budget and Council Tax Setting Meeting
 (D) Council Tax Base
 (E) Statement of Accounts
 (F) Scrutiny of the budget meeting / Cabinet meeting to receive recommendations from scrutiny on the budget (if required)
 (G) Denotes that these meetings are not open to the public.

- (H) The Kent County Council and Police & Crime Commissioner elections are scheduled for **Thursday 6 May 2021**
 (I) This is not a committee meeting but the date of the publication of the Notice of Forthcoming Key Decision.
 (J) Licensing Committee start times to be agreed with the Chairman depending on the business to be conducted.
 (K) Meetings are only held as required. The meetings of the Joint Staff Consultative Forum will be held immediately upon the rising of the Joint Health, Safety and Welfare Consultative Forum if called.

These meetings will be held at the Council Offices, White Cliffs Business Park, Dover CT16 3PJ unless otherwise indicated

CALENDAR OF COUNCIL MEETINGS 2021/22

Access to Meetings and Information	Democratic Services
<p>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.</p> <p>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.</p> <p>Agenda papers are published five clear working days before the meeting and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Alternatively, a limited supply of agendas will be available at the meeting, free of charge.</p> <p>All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. The Council's website contains copies of most minutes and agendas from 2001 onwards.</p> <p>In addition to the Council's website, agendas and minutes can be downloaded to an Apple iPad, Android Device or Windows Device using the modern.gov App from the appropriate App Store and selecting Dover District Council from the list of authorities.</p> <p>The reporting of meetings by social media, photography and/or use of audio/visual recording devices is permitted at Council, Cabinet and Committee meetings that are open to the public in accordance with the provisions of the Openness of Local Government Bodies Regulations 2014. We would ask that if you wish to take photographs or use any means of audio/visual recording you notify Democratic Services as a courtesy in advance of the meeting.</p> <p>Requests to speak at Council meetings where public speaking is permitted should be sent to:</p> <p>Democratic Services – Public Speaking Requests Telephone: (01304) 872303/872304/872305 Email: publicspeaking@dover.gov.uk</p>	<p>The Head of Governance is Louise May.</p> <p>If you require any further information about the contents of a Committee agenda or your right to gain access to agendas and minutes held by the Council, please contact a member of the Democratic Services team:</p> <p>Rebecca Brough Democratic Services Manager Telephone: (01304) 872304 Email: rebecca.brough@dover.gov.uk</p> <p>Kate Batty-Smith Democratic Services Officer Telephone: (01304) 872303 Email: kate.batty-smith@dover.gov.uk</p> <p>Jemma Duffield Democratic Services Officer Telephone: (01304) 872305 Email: jemma.duffield@dover.gov.uk</p> <p>Diana Dugard Civic Officer and PA to the Leader Telephone: (01304) 872003 Email: diana.dugard@dover.gov.uk</p> <p>Alternatively, Democratic Services can be contacted at: democraticservices@dover.gov.uk</p>

Determined term dates 2020/21

Standard School Year based on 6 terms with additional INSET days

INSET/ Non-contact days for teachers

Over a school year, pupils are required to attend for 190 days/380 sessions. In total, teachers may be required to be available for work on up to 195 days, with the additional days specified by individual schools as non-contact days. Schools may also require teachers to work additional hours before or after school sessions, as an alternative to full non-contact days, provided that any teacher is not required to work in aggregate more than 1,265 hours during a school year. Schools may therefore choose to require teachers to make up the full equivalent of the 5 non-contact days wholly through additional hours, or use a mixture of additional hours and non-contact days.

Term dates

The school week operates Monday to Friday, excluding English bank holidays.

Term	School days	Start date	End date	Bank holidays which fall within the term
1	39	1 September 2020	23 October 2020	
2	35	2 November 2020	18 December 2020	
3	30	4 January 2021	12 February 2021	
4	29	22 February 2021	1 April 2021	
5	29	19 April 2021	28 May 2021	3 May 2021
6	29	7 June 2021	21 July 2021	

Yellow	Bank holidays
Black	School days
Grey	Holidays

August 2020

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2020

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

August 2021

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 2021

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2021

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2020

M	T	W	T	F	S	S
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

February 2021

M	T	W	T	F	S	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

June 2021

M	T	W	T	F	S	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2020

M	T	W	T	F	S	S
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30						

March 2021

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1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

July 2021

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Determined term dates 2021/22

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1	38	1 September 2021	22 October 2021	
2	35	1 November 2021	17 December 2021	
3	29	4 January 2022	11 February 2022	
4	30	21 February 2022	1 April 2022	
5	28	19 April 2022	27 May 2022	2 May 2022
6	35	6 June 2022	22 July 2022	

Yellow	Bank holidays
Black	School days
Grey	Holidays

August 2021						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2021						
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20	21	22	23	24	25	26
27	28	29	30			

October 2021						
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25	26	27	28	29	30	31

November 2021						
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December 2021						
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20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

February 2022						
M	T	W	T	F	S	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
M	T	W	T	F	S	S
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21	22	23	24	25	26	27
28	29	30	31			

April 2022						
M	T	W	T	F	S	S
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May 2022						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022						
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20	21	22	23	24	25	26
27	28	29	30			

July 2022						
M	T	W	T	F	S	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022						
M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

List of Bank Holidays 2021-22

Bank Holidays (England and Wales)¹

Good Friday	Friday 2 April 2021
Easter Monday	Monday 5 April 2021
Early May Bank Holiday	Monday 3 May 2021
Spring Bank Holiday	Monday 31 May 2021
Summer Bank Holiday	Monday 30 August 2021
Christmas Day (Substitute Day)	Monday 27 December 2021
Boxing Day (Substitute Day)	Tuesday 28 December 2021
New Year's Day (Substitute Day)	Monday 3 January 2022
Good Friday	Friday 15 April 2022
Easter Monday	Monday 18 April 2022
Early May Bank Holiday	Monday 2 May 2022

List of Party-Political Autumn Conference Dates

Party Political Conference Dates 2021-22

Political Party	Location	Dates (inclusive)
Conservative Party	Manchester	3 – 6 October 2021
Labour Party	Brighton	26 – 29 September 2021

¹ Source: GOV.UK (<https://www.gov.uk/bank-holidays>)

Subject:	ANNUAL REPORT OF THE GOVERNANCE COMMITTEE
Meeting and Date:	Annual Council – 19 May 2021
Report of:	Louise May, Head of Governance
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report:	The Annual Report of the Governance Committee to be presented to the Annual Meeting of the Council on 19 May 2021
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Recommendation:	That Members note the report.
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1. Summary

This report summarises the achievements of the Governance Committee against its Terms of Reference for the period 1 April 2020 to 31 March 2021 and details the impact that it has made on the overall system of internal control in operation for that period.

2. Introduction and Background

- 2.1 The purpose of the Council's Governance Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment. In addition, the Committee provide an independent review of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment and oversees the financial reporting process, the Council's ethical standards together with service and member complaints processes.

3. Annual Report

- 3.1 The Annual Council meeting makes provision for the receipt of the Annual Report of the Governance Committee, detailing its work during the preceding year.

4. Identification of Options

- 4.1 Option 1. To receive and note the report.
- 4.2 Option 2. Not to note the report.

5. Evaluation of Options

- 5.1 Option 1 is the recommended option. The Delivering Good Governance in Local Government Framework identifies openness and engagement as a core principle. This annual report effectively summarises the activity of the Governance Committee during 2020/21. The Monitoring Officer has been consulted during the preparation of this report.

6. Resource Implications

6.1 None from this report.

7. **Climate Change and Environmental Implications**

7.1 There are no climate change or environmental implications arising from the report.

8. **Corporate Implications**

8.1 Comment from the Head of Finance & Investment: The Head of Finance and Investment has been consulted on this report and has no further comments to add.

8.2 Comment from the Solicitor to the Council & Monitoring Officer: The Solicitor to the Council and Monitoring Officer has been consulted in the preparation of this report and has no further comments to make.

8.3 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>.

9. **Appendices**

Appendix A – Annual Report of the Governance Committee – 2020/21

10. **Background Papers**

10.1 Agenda items of the Governance Committee – 2020/21

Contact Officer: Jemma Duffield - Democratic Services Officer



Annual Report 2020/21

Governance Committee

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Foreword	
Introduction by the Chairman on behalf of the Governance Committee.	2
Head of Governance Statement.	3
Summary of the Role of the Governance Committee	4
Work undertaken by the Committee during 2020/21	4
Work Programme for 2021/22	7

Foreword by Chairman of the Committee

This report summarises the work of the Committee during the preceding year and concludes that once again it received clear, concise and relevant information together with timely reports and actions taken in response to Members' requests.

The Governance Committee continued to be assured of the integrity and reliability of data held in financial statements and 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 Strategic Director (Corporate Resources), Strategic Director (Operations and Commercial) and Head of Governance and the work of Internal and External Audit together support the Committee in forming their opinion of the financial statements. However, owing to implications on resources due to the Covid 19 pandemic, both within the Council and with Grant Thornton (the external audit provider), the 2019/20 financial statements have not yet been signed off and are due to be considered by the committee in June 2021.

I am pleased to report that the Corporate Complaints and Member Complaints processes continue to work well.

The submission of this Annual Report continues to enhance the effective communication between the Committee and all sections of the Council including the Executive, Statutory Officers, the Head of Internal Audit, External Audit and other stakeholders.

Councillor David Hannent
Chairman of the Governance Committee

Head of Governance Statement

The **Delivering Good Governance in Local Government Framework** (2016 Edition) identifies seven core principles of good governance, with associated sub principles. Of particular relevance are:

- **Core Principle A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law**
 - **Sub Principle: Demonstrating strong commitment to ethical values**
- **Core Principle F. Managing risks and performance through robust internal control and strong public financial management.**
 - **Sub Principle: Robust Internal Control**
- **Core Principle G: Implementing good practices in transparency, reporting, and audit to deliver effective accountability**
 - **Sub Principle: Implementing good practices in reporting**

This report summarises the achievements of the Governance Committee against its Terms of Reference for the period 1 April 2020 to 31 March 2021 and details the impact that it has made on the overall system of internal control in operation for that period. In particular the Committee has effectively provided an independent assurance on the risk and control framework of this Council and over recent years, has taken responsibility for the functions relating to corporate service complaints and member conduct previously the responsibility of the former Standards Committee.

As the Head of Governance I am therefore satisfied that the Governance Committee is operating effectively, has delivered its functions as outlined in its Terms of Reference and has contributed to the achievement of the core and sub principles. This is evidenced by:

Consideration of the Annual Governance Assurance Statement.

Ensuring that the Council has an effective internal control mechanism.

Ensuring that the corporate complaints process and the Kent Model Code of Conduct and associated arrangements continue to work well.

Internal Audit reporting quarterly to the Governance Committee on progress against the approved audit plan, providing details of the assurance levels for each audit assignment and any key control weaknesses.

The Head of Internal Audit providing an annual internal audit report to the Governance Committee, which reports on the internal control environment and provides an overall audit assurance for the financial year.

Louise May
Head of Governance

The Role of the Governance Committee

The role of the Governance Committee is set out in the Council's Constitution. 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 and promotes high standards of conduct amongst the 32 members of Dover District Council and (up to) 317 members of Town and Parish Councils in the District.

Work Undertaken During 2020/2021

1. The Accounts and Audit (England) Regulations 2015 require the Council to, at least annually, review the effectiveness of its System of Internal Control, and then publish a statement on internal control within the Annual Governance Assurance Statement. Usually, publication of the statement is required by 31 July each year. However, due to the Covid-19 pandemic, the Regulations were amended and the statement of publication was due by 30 November 2020. There was therefore a delay to the usual timetable in presentation of the statement for approval. The Council's Corporate Management Team accepted the 2019/20 Annual Governance Assurance Statement and authorised the Chief Executive to sign it following consultation with the Council's S151 Officer and Monitoring Officer. On 7 September 2020, Cabinet considered the 2019/20 Annual Governance Assurance Statement and the Leader of the Council approved the Statement. The Statement was then considered and approved by the Governance Committee at its meeting on 1 October 2020.
2. Routinely, the Governance Committee would have received an update on progress against the agreed actions from the annual governance assurance process. This has not yet taken place due to the Covid-19 pandemic and delay in presenting the statement itself but the Committee remain able to request service managers and, where necessary, the relevant portfolio holder to attend the committee to give an update on progress against agreed actions to reduce risk and/or improve governance.
3. The Committee oversees the Council's corporate complaints procedures. The period 1 April 2020 to 31 March 2021 has seen 140 corporate complaints processed through the Council's formal complaints procedure. This is an increase of 24 from the previous financial year. The service areas which saw the majority of the increase in the number of formal complaints were planning and waste and 18 were as a result of the housing provision coming back in-house.
4. The Local Government Ombudsman dealt with 13 complaints and enquiries against the Council during the 2019/20 municipal year and none were upheld. Data relating to the municipal year 2020/21 will be available from the Local Government Ombudsman in due course and will be reported to the Governance Committee.

5. Complaints against Elected or Co-opted Members. The Monitoring Officer, in consultation with the Independent Person(s) holds a private consideration meeting to receive complaints against co-opted or elected members in accordance with the arrangements governing the Code of Conduct. Should the Monitoring Officer decide that further investigation is required an Investigating Officer will be appointed. Where the investigation finds evidence of a failure to comply with the Code of Conduct, the Monitoring Officer can decide to take no action, seek informal resolution or refer the matter for consideration by a Hearing Panel.
6. The following information contains no details of the names of elected or co-opted members about whom complaints have been made and is intended for use as a summary of activities only.
7. The municipal year 2020/21 has seen the Monitoring Officer receive 22 complaints, an increase of 7 when compared against the previous year. The 22 complaints received in 2020/21 related to members at 10 authorities.
8. The Governance Committee Hearing Panel was not called upon to meet during 2020/21. In accordance with Annex 1 of the Arrangements, it is reported that there was one decision of Informal Resolution agreed in respect of Ringwould-with-Kingsdown Parish Council.
9. The Committee considered the effectiveness of Internal Audit by reviewing the annual assessment of the Strategic Director (Corporate Resources) (S151 Officer) and the Monitoring Officer, the view of External Audit; and the quality of reports, actions and follow up through the quarterly reports submitted throughout the year to Committee. The quarterly Internal Audit reports have included the following Council services or topics:

Audit Area	Assurance Level
Electoral Registration and Election Management	Substantial
East Kent Housing – Rent	Substantial
Car Parking and Enforcement	Substantial
East Kent Housing – Employee Health and Safety	Limited
East Kent Housing – Repairs, Maintenance and Void Property Management	Substantial/ Reasonable/ Limited
EK Services – Housing Benefit Quarterly Testing – Quarters 3 and 4 2019/20	Not applicable
Members’ Allowances and Expenses	Substantial
Statutory and Discretionary Disability Grants	Substantial
Dog Control Services	Substantial
EKHR – Payroll	Reasonable
EKHR – Benefits in Kind	Reasonable/ Limited
Cemeteries	Substantial
EKHR – Disclosure and Barring Service Checks	Limited
Civica – Housing Benefits Subsidy	Substantial
Civica – Housing Benefits Overpayments	Substantial
Dover Leisure Centre Project – Post Implementation Review	Not applicable
Compliance with GDPR and home working implications	Not applicable
COVID-19 Business Grant Fraud Data Match	Not applicable

Audit Area	Assurance Level
Civica – Housing Benefits Quarterly Testing Quarters 1 and 2 2020/21	Not applicable

Follow up reviews completed throughout the year are shown in the following tables:

Audit Area	Original Assurance level	Revised Assurance level
Income	Substantial/Reasonable	Substantial
Creditors & CIS	Substantial	Substantial
East Kent Housing – Tenant Health & Safety (Lifts)	No	No
EK Services – PCI - DSS	Reasonable/Limited	*Reasonable/Limited
Community Safety	Substantial	Substantial
Print, Media and Postage	Reasonable	Reasonable
EKS – PSN Compliance	N/A	N/A
East Kent Housing – Tenants’ Health and Safety – Lifts	No	Reasonable
East Kent Housing – Tenants’ Health and Safety – Fire Safety	No	Limited
EKS Housing Benefit Appeals	Substantial	Substantial
Members’ Allowances and Expenses	Substantial	Substantial
Dover Museum and Visitor Information Arrangements	Reasonable	Reasonable
EKHR – Absence Management	Reasonable	Reasonable

* EKS PCI-DSS (DDC) The assurance level in respect of PCI-DSS is Reasonable Assurance for the main processes and level of compliance, but Limited for the one department that is non-compliant.

- The impact of the Covid 19 pandemic has resulted in delays in the Statement of Accounts production process. Additional to this, the pandemic has created delays for Grant Thornton with audit timescales across the country. Therefore the 2019/20 Statement of Accounts has not yet been presented to the committee and is currently scheduled to in June 2021.

Work Programme for 2021/22

2021/22 Governance Committee	
Date *	Main Agenda Items
June 2021	Internal Audit Annual Report Internal Audit Quarterly Progress Report Quarterly Treasury Management Report Statement of Accounts 2019/20 Grant Thornton's Quarterly update
<i>July 2021</i>	<i>This scheduled meeting will be cancelled if not required</i>
September 2021	Internal Audit Quarterly Progress Report Grant Thornton's Quarterly update Review of the Constitution Review of Member Code of Conduct Annual Debt Collection Reports Quarterly Treasury Management Report Annual Governance Assurance Statement
December 2021	Internal Audit Quarterly Progress Report Grant Thornton's Quarterly update Statement of Accounts 2020/21 Quarterly Treasury Management Report Corporate Complaints update
March 2022	Internal Audit Annual Plan 2022/23 Internal Audit Quarterly Progress Report Grant Thornton's Quarterly update Quarterly Treasury Management Report Risk Management and Value for Money Update Annual Governance Assurance Statement Action Plan – progress report

* Meeting dates to be confirmed at Annual Council on 19 May 2021.

As a result of the Covid-19 pandemic some items within the Work Programme for 2021/22 have been moved to later in the year. In accordance with further amendments to The Accounts and Audit (England) Regulations 2015, the Annual Governance Assurance Statement and the Statement of Accounts (in respect of financial year 2020/2021) must be published by 30 September 2021. However, the current timetable from Grant Thornton for 2020/21 indicates a late audit process for the Statement of Accounts and therefore the approval of the Accounts is planned for December 2021. Grant Thornton's report to the June committee meeting will provide an update on this matter.

ANNUAL REPORT ON OVERVIEW AND SCRUTINY

To consider the report of the Monitoring Officer (to follow).

DOVER DISTRICT COUNCIL

ANNUAL COUNCIL – WEDNESDAY 19 MAY 2021

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting for the remainder of the business on the grounds that the item(s) to be considered involve the likely disclosure of exempt information as defined in the paragraph of Part 1 Schedule 12A of the 1972 Act set out below:

<u>Report Title</u>	<u>Paragraphs Exempt</u>	<u>Reason Exempt</u>
Dover Schematic Presentation	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.

Document is Restricted

Subject: CHANGES TO THE CORPORATE MANAGEMENT STRUCTURE

Meeting and Date: Council – 19 May 2021

Report of: Nadeem Aziz, Chief Executive

Classification: UNRESTRICTED

Purpose of the report: To seek approval for the creation of an additional Strategic Director post to join the current management team structure, and for the flexible retirement of the two existing Strategic Directors, together with the appointment of a Chief Officer Appointment Committee

Recommendation: That Council:

1. Approve the creation of an additional Strategic Director post, to be designated as a Chief Officer in accordance with the Council's Constitution, and approve the revised distribution of Chief Officer functions
 2. Appoint an ad hoc Appointment Committee, to be made up of 5 Members (to be politically balanced), in accordance with s.102(1) Local Government Act 1972, and agree the terms of reference as seen at Appendix 2, in order to comply with the Prescribed Standing Orders as set out with the Council's Constitution, said Committee to be dissolved automatically following the appointment of the additional Strategic Director
 3. Delegate authority to the Appointment Committee to take such steps as are necessary to interview and appoint a new Strategic Director, in accordance with the Prescribed Standing Orders
 4. Authorise the Chief Executive to take such steps as are necessary to prepare the job profile, advertise the role and arrange shortlisting and interviews, in accordance with paragraph 1 (1-5) of the Prescribed Standing Orders
 5. Approve the flexible retirement of the Strategic Director (Corporate Resources) and the Strategic Director (Operations & Commercial) at a date to be determined by the Chief Executive in consultation with the Leader of the Council, pursuant to the Local Government Pension Scheme Regulations 2013, Reg. 30(6) and in accordance with the Council's Pension Discretion Policy Statement.
-

1. Summary

- 1.1 This report identifies the need for a new Strategic Director post within the existing management team structure of the Council and seeks approval from the Council for the creation of this post. In addition, the report seeks approval for the flexible retirement of the two current Strategic Directors, pursuant to the Local Government Pension Scheme (LGPS) Regulations 2013, reg. 30(6) and in accordance with the Council's Pension Discretion Policy Statement.

- 1.2 Article 12 of the Council's Constitution identifies the Council's Chief Officers. Section 4 of Local Government and Housing Act 1989, (which defines the functions of the Head of Paid Service) is reflected in the Council's Constitution Article 12.02. This requires the Head of Paid Service to report to the full Council on the number and grade of staff required by the authority to discharge the Council's functions. Any change to the structure of the Corporate Management Team or the distribution of Chief Officer functions and responsibilities requires Council approval. Furthermore, Council is asked to appoint an ad hoc Committee of the Council in order to make the necessary arrangements and appointment to give effect to the addition of a Chief Officer.
- 1.3 In addition, the Council should note that the Strategic Director (Corporate Resources) is designated at the Council's s.151 Officer. This is a statutory role with functions as described in Article 12.04 of the Constitution and s.151 Local Government Act 1972.
- 1.4 Council should also note that changes to the Council's Constitution will need to be made in consequence of the outcome of this report and these will be brought forward to Governance Committee and then Council in due course.

2. Introduction and Background

- 2.1 In February 2020, Council agreed an ambitious new Corporate Plan for the period 2020-2024, with corporate objectives around regeneration and tourism, housing and community, climate change, environment & assets – a cleaner sustainable environment, plus an internal focus on working smartly to deliver services.
- 2.2 In March 2020 the Covid pandemic changed our short-term priorities, with a need to focus on supporting our residents, communities and businesses through the challenges we all faced, whilst delivering our services in a different way. Through remote working and prioritising capacity and resources, a Community Hub was developed in an incredibly short space of time, followed by the Back to Business Hub.
- 2.3 In addition to our changing priorities and ways of working, a number of key projects continued, including bringing our housing management function back in house, consultation on a revised Local Plan and navigating our way through exiting the EU and the subsequent expansion of our Port Health Authority responsibilities.
- 2.4 The Council remains committed to the current Corporate Plan and it is, now, more important than ever to resume our priorities and add strategic capacity to deliver the growth and renewal agenda in this national recovery period.
- 2.5 A historic prudent approach to our budgets and budget setting, together with Government funding, has enabled us to weather the worst of the financial storm through the pandemic. External funding for recovery and growth continues and new initiatives and projects are in discussion to support our local businesses and high streets to look at new ways of moving forward, in a new and changing environment.
- 2.6 In order to facilitate the increased growth and renewal agenda, this report seeks approval to create an additional Strategic Director post, who will sit alongside the current Chief Executive, Strategic Director (Resources) and Strategic Director (Operations and Commercial) on the Council's Corporate Management Team (CMT). It is proposed that the new post will be Strategic Director (Place and Renewal), with a remit for driving forward the ambitious growth elements of the Corporate Plan.
- 2.7 Alongside this the two existing Strategic Directors are seeking flexible retirement, so it is envisaged that the creation of the third Strategic Director post will ensure capacity at senior management level to support the realisation of the Corporate Plan ambitions, whilst also enabling succession planning and continuity through what will no doubt be a challenging period of recovery.

- 2.8 Members will recall that CMT was previously 4 FTE's, the Chief Executive and three Directors but was reduced to a nominal 2.8 FTE following the flexible retirement of the Chief Executive and the retirement of the then Director of Governance. This capacity was manageable pre pandemic and prior to the Housing service being brought back in house and the Port Health function increasing by circa 100 FTE, following Brexit, along with the appropriate Heads of Service being added to the organisation.
- 2.9 The Council's ambition to drive forward with a place-based growth and renewal agenda presents an opportunity to bring in a Strategic Director with property and place shaping experience and to regroup the services to enable the renewal and growth to be better co-ordinated and driven. This proposal would result in a CMT of 3.4 FTE, with a recognition that it will probably become 4 FTE when the Chief Executive and two Directors retire and are replaced. Members can see the proposed allocation of functions for each Strategic Director as detailed on Appendix 1.

Appointment of a Chief Officer

- 2.10 The appointment of a Chief Officer post is a matter for Council and must be carried out in accordance with the Standing Orders relating to Staff within the Council's Constitution. These set out the various steps which must be taken when proposing to appoint a Chief Officer and identify who may take such steps. The initial procedure, to include preparation of a job profile, advertisement, shortlisting and interviewing can be delegated to a Committee or a Chief Officer of the Council. The appointment of a Chief Officer can only be made by either full Council or a Committee of the Council.
- 2.11 It is therefore proposed that Council appoint an ad hoc Appointment Committee, to be made up of 5 Members and politically balanced. This Committee would be responsible for interviewing and appointing the new Strategic Director and would then be automatically dissolved on completion of the task. Due to the limited duration of the Committee, it is not proposed that membership of the Committee will attract any special responsibility allowance under the Members' Allowance Scheme. Members can see the draft terms of reference for the committee at Appendix 3.
- 2.12 It is also proposed that Council authorise the Chief Executive to take such steps as are necessary to comply with the initial stages of the prescribed standing orders as set out in paragraph 2.10 above.
- 2.13 Finally, the Council's Pay Policy statement, in line with statutory guidance issued under the Localism Act 2011, states that the full Council will approve remuneration packages for new appointments in excess of £100k (incl. Salary, fees, allowances, benefits in kind etc.). In the event that the proposed salary package for the new Strategic Director exceeds £100,000, the Appointment Committee will need to make their recommendation to full Council for approval. This also aligns with Article 4.02(k) of the Council's Constitution, in which full Council approval for any salary package over £100,000 is required.

3. Flexible Retirement

- 3.1 Members will no doubt be familiar with the concept of flexible retirement, having recently approved a similar request by the Solicitor to the Council. The intention of flexible retirement is to facilitate employers in retaining the skills of an existing employee (albeit that might be on a reduced hours basis) whilst upskilling other employees to build greater resilience. The LGPS rules permit flexible retirement where the scheme member reduces their hours of employment of the job they continue to hold. It is proposed that both Strategic Directors reduce their hours by 20%.

- 3.2 The requests made by both Strategic Directors are in accordance with the Council's Pension Discretion Policy Statement, which sets out criteria to be taken into account when considering the request. The Policy Statement requires that the Council will only approve requests where:
- It is in their interests to do so;
 - There will be no detrimental effect on the service; and
 - The costs are affordable or where there are likely to be costs savings achieved as a result of the proposal (see resources section below).
- 3.3 The Pension Discretion Statement also states that the request should typically involve a reduction of at least 20% in salary (either through reduced hours or responsibility). Employees can choose to draw all of their pension benefits or defer payment of all or part of the part of their fund which has accrued since 1 April 2008.
- 3.4 In this case, both Directors wish to reduce from 5 to 4 days a week, which will result in a 20% reduction in salary. There are no costs to the Council associated with this.
- 3.5 Members can be assured that the addition of a third Strategic Director post will go some way to ensuring that there will be no detrimental effect on service delivery whilst retaining the expertise and experience of the existing Strategic Directors to enable succession planning and the development of the next generation of CMT.

Section 151 Officer

- 3.6 As identified above, the Strategic Director (Corporate Resources) is also designated as the Council's Section 151 Officer. This is the Officer who has responsibility for the proper administration of the Council's financial affairs. Every local authority is required to designate a s.151 Officer. There is no legal requirement for the Section 151 Officer to be employed on a full-time basis and the proposed reduction in the Director's hours will not result in any change to the discharge of his functions as s.151 Officer. Furthermore, although there is no formal mechanism for the appointment of a deputy s.151 Officer, the Council has a strong Head of Finance and Investment who operates in the capacity of a deputy where necessary. The Council can therefore have confidence that any matters arising whilst the Strategic Director is not available will be dealt with properly and promptly.

4. Identification and Evaluation of Options

4.1 Option 1:

- To create a third Strategic Director post;
- Appoint a Chief Officer Appointment Committee and delegate the relevant functions;
- Delegate authority to the Chief Executive to take initial steps under the prescribed standing orders and approve the existing Strategic Directors requests for flexible retirement; and

This is the recommended option as it aligns with the Council's ambitions, creates the appropriate senior management capacity and allows for a smooth transition and succession. Whilst regrouping functions it does not disrupt teams and services at Head of Service and below. This option allows for full compliance with the prescribed standing orders, which reflect the legal requirements.

Currently there is the potential for a bottle neck situation as more and more projects / income streams / funding are identified to deliver the growth and renewal agenda as we prepare to come out of the pandemic situation This bottle neck reflects the fact that current ambitions exceed the Council's capacity to deliver and poses the risk that good opportunities are lost. Rather than miss the opportunities currently being presented, it is proposed that the new Strategic Director post takes the lead in facilitating the renewal / recovery agenda.

- 4.2 Option 2: To continue with the current management team structure and refuse the requests for flexible retirement. This is not recommended as the need for additional capacity and focus on place and renewal is a corporate priority.
- 4.3 Option 3: To review the organisational structure as a whole. This is not recommended as the organisation remains fragile after an extremely difficult year and it is considered that the huge change involved would be damaging to the stability of the organisation. To consider a whole scale organisational review at such a crucial time in the national and local recovery process would be considered detrimental, both in terms of time and resources, and may hinder and delay progress underway and planned.

5. Resource Implications

- 5.1 The financial impact of the pandemic has been significant and challenging and there remains significant uncertainty over the future of significant Council funding streams including Business Rates and New Homes Bonus and the outcome of the awaited Fair Funding review. However, Council's historic prudent approach to our budgets and budget setting, together with Government funding, has enabled us to weather the worst of the financial storm. In March Council approved the 2021/22 budget with a forecast deficit of £500k, to be funded from the General Fund balances. The budget contained a wide range of uncertainty and hence included approval to utilise reserves to manage the volatility in year to avoid making undue service and staff reductions in year if required.
- 5.2 The reduction in hours of the two Strategic Directors and the Solicitor to the Council (already approved) will generate savings of c.£72k. The cost of introducing an additional director will be £120k - £136k (including all allowances and Council on-costs), depending on the grade scale point appointed to. This therefore results in an overall pressure to the Council's budget of £50k - £64k for a full year. The pressure for the 2021/22 financial year will be reduced as the new appointment will only be in post for part of the financial year. The full year impact of these changes will be incorporated into the budget for 2022/23 as part of the normal budget process.

6. Corporate Implications

- 6.1 Comment from the Head of Finance and Investment: Members are reminded that the Council's revenue and capital resources are under pressure and so they will wish to assure themselves that all proposals progress the Council's priorities, are the best option available and will deliver value for money.
- 6.2 Comment from the Head of Governance: The Head of Governance has been fully involved in the preparation of this report and has no further comment 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/section/149>

7. **Appendices**

Appendix 1 – Proposed Management Structure

Appendix 2 – Draft terms of reference for the Chief Officer Appointment Committee

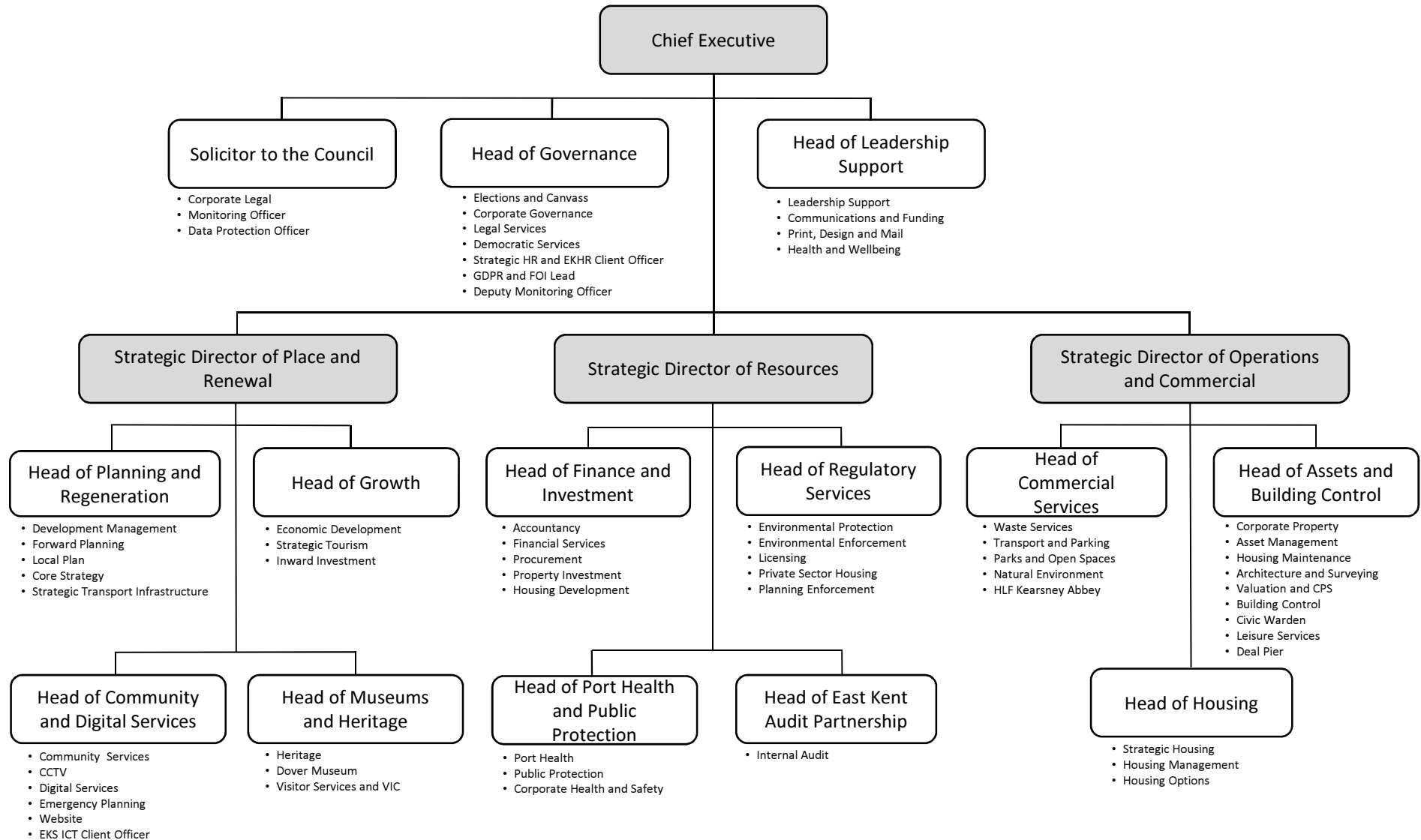
8. **Background Papers**

Dover District Council Constitution, Prescribed Standing Orders relating to Staff

Corporate Plan 2020-2024

Contact Officer: Nadeem Aziz, Chief Executive

Senior Management Organisational Chart



Appendix 2

Decision Making Body: Appointment Committee

Membership: 5 (or other number to be agreed by Council) Members of the Authority

Functions:

1. To be responsible for the appointment and determination of terms and conditions in respect of the new Strategic Director (Place & Renewal), where the salary package is below £100,000.
2. To make recommendations to the Full Council regarding the appointment of the new Strategic Director (Place & Renewal), where the salary package exceeds £100,000
3. The Committee will meet formally to:
 - a. Undertake shortlisting in respect of new Strategic Director post
 - b. Undertake interviews in respect the new Strategic Director Post

Interviews will involve the Appointment Committee Members, the Chief Executive and the Head of East Kent HR (or their representative).

URGENT BUSINESS

To consider any other items deemed by the Chairman of the Council to be urgent in accordance with the Local Government Act 1972.