



Notice of Forthcoming Key Decisions

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

Publication Date: 7 August 2020

NOTICE OF FORTHCOMING KEY DECISIONS

The Notice of Forthcoming Key Decisions contains information about all the Key Decisions which the Leader of the Council believes will be taken by the Cabinet* within the next four months, as far as they are known. The notice is reviewed monthly and rolled forward for each subsequent four-month period. Each notice supersedes the previous one and will be published at least 28 clear days before Key Decisions are due to be made. Some Key Decisions taken by the Cabinet require referral to the full Council.

The definition of a Key Decision as outlined in the Constitution is any executive (i.e. Cabinet) decision that:

- Results in the Council incurring expenditure which is, or savings which are, significant (£200,000 or more) having regard to the Council's budget for the service or function to which the budget relates;
- Is significant in terms of its effects on communities living or working in an area comprising two or more wards in the District; or
- Has a particularly significant impact on any community as experiencing social exclusion or discrimination, whether geography or interest defines that community and even if that community is only located in one ward in the area of the local authority.

The Notice of Forthcoming Decisions has been prepared by the Leader in consultation with the Chief Executive and the Directors and also includes:

- Any executive decisions made in the course of developing or formulating proposals to the full Council to approve or adopt the Policy Framework or Budget. This includes decisions made to propose draft policies for the purpose of consultation; or
- Any executive decision relating to a significant amendment of the Council's Policy Framework or Budget (which is reserved in the Council's Constitution for determination by full Council on a recommendation from the Cabinet).

The Notice of Forthcoming Key Decisions is available for inspection by the public at the Council's offices and at all area offices and libraries in the District, and on the Council's website at www.dover.gov.uk. Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, documents submitted to the decision-maker in relation to the decision may be requested from the address given below. In addition, the public may submit other documents relevant to the decision to the same address.

Democratic Services Section
Council Offices
White Cliffs Business Park
Whitfield
Dover
Kent CT16 3PJ
Telephone: 01304 872303
E-mail: democraticservices@dover.gov.uk

* This includes the Cabinet, a committee of the Cabinet, individual members of the Cabinet, officers, area committees or under joint arrangements.

The Cabinet comprises the following elected Members:

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

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

Key Decisions 2020/21	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
1	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Finance and Governance or Strategic Director (Corporate Resources))	Head of Finance & Housing	Finance, Governance & Digital
2	Inter-Authority Agreement with Kent County Council for recycling and waste	7 September 2020 (virtual meeting)	Head of Commercial Services	Environment & Corporate Property
3	To consider a proposed increase in Hackney Carriage fares	(i) Leader Decision (ii) Cabinet (date to be confirmed)	Head of Regulatory Services	Planning & Regulatory Services
4	Provision of staff resources to support the delivery of affordable housing	7 September 2020 (virtual meeting)	Head of Finance & Housing	Housing & Health
5	External repairs and decorations to council homes at Aycliffe	Delegated Decision to be taken by Strategic Director (Operations & Commercial) in August 2020	Head of Assets & Building Control	Environment & Corporate Property
6	Provision of new museum store	7 September 2020 (virtual meeting)	Head of Assets & Building Control	Environment & Corporate Property
7	Award of communal cleaning contract	7 September 2020 (virtual meeting)	Head of Assets & Building Control	Environment & Corporate Property
8	Authority to enter into and sign a voluntary undertaking with the Social Housing Regulator	September/October 2020	Head of Finance & Housing	Housing & Health
9	Adoption of housing policies to support operational activity of Council's in-house housing management service	Delegated Decision to be taken by Strategic Director (Corporate Resources) in September 2020	Head of Finance & Housing	Housing & Health

Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Notice of Forthcoming Key Decisions.

- (2) The Council's Corporate Management Team reserves the right to vary the dates set for consultation deadline(s) and for the submission of reports to Cabinet and Council in respect of Key Decisions included within this version of the notice. Members of the public can find out whether any alterations have been made by looking at the Council's website (www.dover.gov.uk).

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
(1) Topic (one sentence description of the decision being sought) (2) Who will take Decision (3) Give Date or Period within which Decision is to be taken (4) Directorate Contact ☒ ☎	(5) Principal Groups/Organisations to be consulted before decision is made (6) Method of Consultation	(7) Name of person(s) to whom representations can be made ☒ ☎ (8) When should they be made by (closing date)	(9) List background documents submitted to Cabinet/Cabinet Member(s) in respect of the Decision. Is this information unrestricted or exempt (10) Date first entered in Notice
KEY 1/20/21 (1) Property Acquisitions (2) Councillor Chris Vinson, Portfolio Holder for Finance, Governance and Digital or Strategic Director (Corporate Resources) (3) Ongoing (decisions to be taken by Portfolio Holder for Finance, Governance and Digital or Strategic Director (Corporate Resources)) (4) Mike Davis, Strategic Director (Corporate Resources); Tel: 01304 872107	(5) Residential and Commercial Investment Project Advisory Groups (6) Meetings	(7) Mike Davis, Strategic Director (Corporate Resources); Tel: 01304 872107 (8) Ongoing	(9) Reports to Portfolio Holder/Strategic Director. The information will be restricted as it relates to the financial or business affairs of any particular person (including the Council) (10) 6 January 2017
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) On 30 November 2016 the Council approved an Investment Property Strategy. This notice relates to decisions to be taken to acquire properties in pursuance of the adopted Strategy.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) Ongoing – This relates to an ongoing programme.			

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KEY 2/20/21 (1) Inter-Authority Agreement with Kent County Council for recycling and waste collection (2) Cabinet (3) 7 September 2020 (4) Roger Walton, Strategic Director (Operations and Commercial) - roger.walton@dover.gov.uk ; 01304 872420	(5) Not applicable (6) Not applicable	(7) Roger Walton, Strategic Director (Operations and Commercial) – 01304 872420; roger.walton@dover.gov.uk (8) 24 August 2020	(9) Cabinet report and Inter-Authority Agreement between KCC and DDC (10) Unrestricted (11) 1 May 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) To agree the Inter-Authority Agreement between Kent County Council and Dover District Council for recycling and waste collections.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) Operational - agreement will need to be made prior to the current agreement between Kent County Council and Dover District Council expiring in January 2021.			

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KEY 3/20/21 (1) To consider a proposed increase in Hackney Carriage fares (2) (i) Leader of the Council (to agree consultation) (ii) Cabinet (to consider results of consultation) (3) (i) August 2020 (ii) To be confirmed (4) Mike Davis, Strategic Director (Corporate Resources) - mike.davis@dover.gov.uk ; 01304 872107)	(5) All Hackney Carriage operators, private hire operators, stakeholders, public (6) E-mail, website, letter and newspaper advert	(7) Rebecca Pordage, Licensing Team Leader - licensing@dover.gov.uk ; 01304 872295) (8) To be confirmed	(9) Cabinet report (10) Unrestricted (11) 3 January 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) To consider a variation to the Hackney Carriage tariff proposed by the licensed trade.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) As soon as possible – non-statutory.			

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KEY 4/20/21 (1) Provision of a staff resource to support the delivery of affordable housing (2) Cabinet (3) 7 September 2020 (4) Mike Davis, Strategic Director (Corporate Resources) - mike.davis@dover.gov.uk; 01304 872107	(5) Not applicable. (6) Not applicable.	(7) Rachel Collins, Housing Development Manager - rachel.collins@dover.gov.uk; 01304 872254 (8) 6 August 2020	(9) Cabinet report (10) Exempt (11) 7 August 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) Members have requested the delivery of a significantly increased Affordable Housing Development programme, in particular the direct provision by Dover District Council. This report outlines the staff resource requirements needed to support the delivery of this programme, and seeks approval for the establishment of an Affordable Housing Delivery Team.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) The Leader has requested that this team is in place as soon as possible to enable delivery of the programme to commence.			

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KEY 5/20/21 (1) External repairs and decorations to Council homes at Aycliffe (2) Roger Walton, Strategic Director (Operations and Commercial) (3) August 2020 (4) Martin Leggatt, Head of Assets & Building Control - martin.leggatt@dover.gov.uk ; 01304 872455	(5) Relevant tenants/tenant groups (6) By e-mail/letters	(7) Martin Leggatt, Head of Assets & Building Control – martin.leggatt@dover.gov.uk ; 01304 872455 (8) 18 August 2020	(9) Cabinet-style report (10) Exempt (11) 7 August 2020

Brief Details of Item:

(Please provide information about the contents of this item and the reason for decision.)

This project is a pilot involving various properties in Aycliffe. The aim of the project is to test the efficacy and efficiency of undertaking simultaneously the maintenance/replacement of the components that comprise the external envelope of the properties. If the project proves successful, the model will be replicated in the maintenance programme for the whole Dover District Council estate. The work consists of replacing the roof covering, renewing rain-water goods, replacing windows/external doors and repointing (as necessary).

The East Kent Housing planned maintenance programme has, for various reasons, fallen behind schedule, leading to a backlog of maintenance work. Delivery of this pilot project in 2020 will avert further delay and send a signal to tenants across the estate that Dover District Council takes the maintenance and enhancements of the properties seriously, recognising that these properties are also people's homes.

The decision is being taken under delegated powers, assigned to the Strategic Director (Operations & Commercial) as part of the framework for returning the housing service to direct Dover District Council control.

Deadline for Item:

(Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)

The decision needs to be made by 25 August in order for the contractor to mobilise at the end of August. The contract period is 15 weeks and is reliant on relatively good weather because work includes replacing roof coverings and renewing windows.

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KEY 6/20/21 (1) Provision of new museum store (2) Cabinet (3) 7 September 2020 (4) Martin Leggatt, Head of Assets & Building Control - 01304 872455/07740 560903; Martin.leggatt@dover.gov.uk	(5) Not applicable. (6) Not applicable.	(7) Martin Leggatt – martin.leggatt@dover.gov.uk ; 01304 872455/07740560903 (8) 10 August 2020	(9) Cabinet report (10) Unrestricted (11) 7 August 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) Currently a proportion of the Council's museum collection is stored on the lower ground level of the Maison Dieu building in central Dover. If the second stage bid to the National Heritage Lottery Fund, currently being evaluated by the NHLF, is successful, the Maison Dieu will be the subject of a grant in the region of £5 million. The Maison Dieu project, as well as restoring and preserving the original Burgess design and decorations, will include a new entrance at the lower ground floor which is needed to increase accessibility to the building. The new entrance and toilet facilities will occupy the space which is currently the museum store and the store will therefore need to be relocated. DDC-owned units at Whitfield Court have been identified as a suitable alternative location and the Cabinet report will seek approval for the store to be relocated to the Whitfield Court units, for these units to be altered and suitably equipped to house the artefacts, and for suitable arrangements to be made in respect of future rental payments.			

Deadline for Item:

(Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)

The timing for decision-making is driven by the Maison Dieu NHLF project which will see works commence on site in September 2021. This decision needs to be taken in early September 2020, at the latest, in order to progress the procurement and delivery of construction work for the new museum store to ensure that the new store is completed, and the artefacts moved, before the current store needs to be vacated.

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KEY 7/20/21 (1) Award of Communal Cleaning Contract (2) Cabinet (3) 7 September 2020 (4) Frank Thompson, Asset Manager – frank.thompson@dover.gov.uk ; 07740561 018	(5) Not applicable. (6) Not applicable.	(7) Frank Thompson, Asset Manager – frank.thompson@dover.gov.uk ; 07740561018 (8) 6 August 2020	(9) Cabinet report (10) Exempt (11) 7 August 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) To agree the award of the communal cleaning contract for four years (with an option to extend for a further year).			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) Operational – Cabinet approval will be needed following the evaluation of the final tender submissions for the communal cleaning contract in order to ensure that mobilisation can be met for 31 December 2020.			

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KEY 8/20/21 (1) Authority to enter into and sign a voluntary undertaking with the Social Housing Regulator (2) Cabinet (3) September/October 2020 (4) Louise Taylor, Strategic Housing Manager - Louisej.taylor@dover.gov.uk ; 01304 872258	(5) Not applicable. (6) Not applicable.	(7) Louise Taylor - Louisej.taylor@dover.gov.uk ; 01304872258 (8) To be confirmed	(9) Cabinet report (10) Unrestricted (11) 6 March 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) As a consequence of failures in service delivery at East Kent Housing, the Council completed a self-referral to the Regulator for Social Housing (RSH). Following investigation, the RSH concluded that the Council was non-compliant with the requirements set out in the Home Standard and issued a Regulatory Notice in September 2019. The notice remains 'live' for 12 months or until full compliance is achieved. A voluntary undertaking follows the regulatory notice issued and sets out the Council's full commitment to achieving full compliance with all statutory and best practice requirements for social landlords.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) This is to meet the requirements of the Social Housing Regulator. No deadline has currently been set.			

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KEY 9/20/21 (1) Adoption of housing policies to support operational activity of housing management service (2) Mike Davis, Strategic Director (Corporate Resources) (3) September 2020 (4) Louise Taylor, Strategic Housing Manager – 01304 872258; Louise.j.taylor@dover.gov.uk ;	(5) Tenant representatives have already been consulted upon the content of policies as they are largely modelled on the policies used by EKH (6) Face-to-face meetings with engaged residents	(7) Louise Taylor - Louise.j.taylor@dover.gov.uk ; 01304 872258 (8) 1 September 2020	(9) Cabinet report of 20 February 2020 and Housing Management Options Appraisal – Outcome of Formal Consultation (10) Unrestricted (11) 7 August 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) From 1 October 2020 the housing management service, currently operated by East Kent Housing, will return to the Council. A number of housing management policies need to be in place to underpin operational activity. The policies to be adopted are largely modelled on the policies used by EKH with minor amendment for the Dover District. These were widely consulted upon by East Kent Housing and it is our intention to work with our tenants, leaseholders and locally elected members to systematically review these when the service is in-house.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) 1 October 2020 – Operational			