

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 4 July 2022 at 11.00 am.

Present:

Chairman: Councillor T J Bartlett

Councillors: M Bates  
D P Murphy  
O C de R Richardson  
C A Vinson

Also Present: Mr T Pinnington (The Sports Consultancy)\*  
Mr R Thompson (Hadron Consulting)\*  
Councillor S H Beer  
Councillor D R Friend  
Councillor K Mills

Officers: Chief Executive  
Strategic Director (Operations and Commercial)  
Head of Community and Digital Services  
Head of Finance and Investment  
Head of Governance and HR  
Head of Housing  
Digital Services Manager  
Kent Homechoice Partnership Manager  
Principal Policy and Infrastructure Planner  
Technology Solutions Co-ordinator  
PR and Marketing Officer  
Democratic Services Officer

\* Attended remotely via Teams

**The formal decisions of the executive are detailed in the following schedule.**

### Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 15 4.7.22 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 July 2022	<u>APOLOGIES</u>  It was noted that an apology for absence had been received from Councillor N S Kenton.	None.	To note any apologies for absence.	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 16 4.7.22 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 July 2022	<u>DECLARATIONS OF INTEREST</u>  There were no declarations of interest.	None.	To note any declarations of interest.	

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CAB 17 4.7.22 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 July 2022	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the meeting held on 6 June 2022, as detailed in decision numbers CAB 1 to CAB 14, be approved as a correct record and signed by the Chairman.	None.	Cabinet is required to approve the Record of Decisions of the Cabinet meeting held on 6 June 2022.	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 18 4.7.22 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> (a) Yes (b) No  <b>Implementation Date</b> (a) 12 July 2022 (b) 21 July 2022	<u>COMPLAINTS POLICY</u>  (a) It was agreed that the Complaints Policy in respect of Executive functions be adopted.  (b) It was agreed to recommend to Council that the Complaints Policy for Council functions be adopted.	None.	Since the Council's Complaints Policy was reviewed in 2007/08, its Housing Service has been outsourced and subsequently brought back in house. Guidance from the Housing Ombudsman has changed during this time, and the policy has therefore been	

			revised to reflect those changes and a general review undertaken to ensure it is fit for purpose.	
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<p>CAB 19 4.7.22 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 July 2022</p>	<p><u>DRAFT INDOOR SPORTS FACILITY STRATEGY</u></p> <p>It was agreed that the draft Indoor Sports Facility Strategy dated July 2022 and attached at Appendix 1 of the report be approved for consultation.</p>	<p>None.</p>	<p>The Council's Indoor Sports Facility Strategy was last reviewed in 2016 and is now out-of-date. The draft Strategy looks at current and future supply and demand for nine types of indoor sports facilities across the district, and will guide future decisions around rationalisation, investment and strategic objectives, etc. The final document will also become a supporting document to the Local Plan 2040</p>	

			<p>which is under preparation.</p> <p>The draft Strategy will be subject to a public consultation period of 11 weeks before the final document is approved by Cabinet.</p>	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 20 4.7.22 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 July 2022</p>	<p><u>TIDES LEISURE CENTRE</u></p> <p>It was agreed:</p> <p>(a) That, following consideration of the options set out in the report regarding future provision of indoor leisure facilities in Deal, agreement to further develop a project to construct a new build wetside and health &amp; fitness centre (retaining the sports hall and tennis centre) on the existing site at Tides Leisure Centre, in taking forward the recommended Preferred New Build Option, as detailed in paragraph 3.8, Table 1 of the report, into RIBA Stage 2, be confirmed.</p> <p>(b) That the proposed Sustainability Strategy and potential options to be developed further in future stages of work which will aim to reduce carbon emissions in the new build as far as pragmatically and financially possible, subject to a business case, be noted, and options be investigated for decarbonising the existing indoor tennis centre and sports hall facilities.</p>	<p>None.</p>	<p>At its meeting held on 3 February 2020, Cabinet agreed that a project to construct a new build wetside and health &amp; fitness facility at Tides Leisure Centre be taken forward (CAB 130). After a hiatus due to the Covid-19 pandemic, consultants were appointed in October 2021 to update an options and feasibility study that had previously</p>	

	<p>(c) That the allocation of £600,000 from the Tides Replacement capital project to support the next stage of the project be approved.</p> <p>(d) That the appointment of BAM Construction Limited as the main contractor via a direct award through the Procure Partnerships Framework under a two-stage tender process be approved, and the Strategic Director (Operations and Commercial) be authorised to undertake all necessary further procurement activities pursuant to the award.</p> <p>(e) That the Working Project Budget of £24.88 million, including the estimated project/build cost, risk allocation and internal Dover District Council costs, be noted.</p>		<p>been considered by Cabinet before the pandemic.</p> <p>Cabinet is requested, amongst other things, to confirm its agreement that a project to construct a new build facility at Tides, details of which are set out at paragraph 3.8 of the report, be taken forward to RIBA (Royal Institute of British Architects) Stage 2, and BAM Construction Limited be appointed as the main contractor.</p>	
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<p>CAB 21 4.7.22 Open</p> <p><b>Key Decisions</b> No</p>	<p><u>HOMELESSNESS PROJECT ADVISORY GROUP: REVISED TERMS OF REFERENCE</u></p> <p>It was agreed:</p> <p>(a) That the contents of the report be noted.</p>	<p>None.</p>	<p>The Homelessness Project Advisory Group (PAG) was established in 2017 to review performance and consider</p>	

<p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 July 2022</p>	<p>(b) That the revised Terms of Reference for the Homelessness Project Advisory Group, as set out at Appendix 1 of the report, be approved.</p>		<p>opportunities for service improvement relating to homelessness.</p> <p>The PAG's terms of reference have not changed since then. The number of homeless cases is now rising and the situation is volatile following a period of stability during the Covid-19 pandemic. It is therefore proposed that the PAG should reconvene with updated terms of reference that focus on performance, good practice and the management of the Council's interim accommodation, etc.</p>	
<p><b>Decision Status</b></p>	<p><b>Record of Decision</b></p>	<p><b>Alternative options considered and rejected (if any)</b></p>	<p><b>Reasons for Decision</b></p>	<p><b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b></p>
<p>CAB 22 4.7.22</p>	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p>	<p>None.</p>		

<p>Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> Immediate</p>	<p>That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.</p>			
<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and rejected (if any)</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b>
<p>CAB 23 4.7.22 Exempt</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 July 2022</p>	<p><u>AWARD OF FOUR-YEAR CONTRACT FOR PROVISION OF KENT HOMECHOICE HOUSING OPTIONS SYSTEM</u></p> <p>It was agreed:</p> <p>(a) That the award of a four-year contract (with provision to extend for a further two years in yearly increments) to Huume Ltd for the provision of the Kent Homechoice Housing Options System be approved.</p> <p>(b) That the Strategic Director (Operations and Commercial) be authorised, in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education, to make future minor amendments to the contract as required.</p>	<p>None.</p>	<p>Kent Homechoice is a partnership of 13 local authorities, 28 housing associations and Kent County Council and was established to provide a Kent-wide, choice-based lettings system.</p> <p>Cabinet is requested to approve the award of a four-year contract for the provision of the back-office/software system that</p>	



			<p>supports the operation of the Kent Homechoice system.</p> <p>A competitive tender exercise was undertaken and three compliant bids were received.</p>	
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<p>CAB 24 4.7.22 Exempt</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 July 2022</p>	<p><u>AWARD OF THREE-YEAR CONTRACT FOR MS365 LICENCES</u></p> <p>It was agreed that the award of a three-year contract to Boxxe for Microsoft 365 Licences be approved.</p>	None.	<p>The current contract for Microsoft 365 licences will expire on 30 September 2022.</p> <p>A competitive tender exercise was undertaken and four bids were received.</p>	
<b>Decision Status</b>	<b>Record of Decision</b>	<b>Alternative options considered and rejected (if any)</b>	<b>Reasons for Decision</b>	<b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b>
<p>CAB 25 4.7.22 Exempt</p>	<p><u>DEVELOPMENT OF NEW AFFORDABLE HOUSING ON A SITE AT MILITARY ROAD, DOVER</u></p>	None.	In September 2020 Cabinet agreed that there should	

<p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 July 2022</p>	<p>It was agreed:</p> <p>(a) That a project to develop eight affordable homes on Council-owned land at Military Road, Dover be approved.</p> <p>(b) That the Strategic Director (Corporate Resources) be authorised, in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education, to take the necessary decisions and actions to progress the project and construct the properties including (but not limited to) appointing any necessary professional advisers and procuring and letting the construction contract.</p>		<p>be an increased programme of affordable housing development/ delivery undertaken by the Council (CAB 4).</p> <p>Feasibility studies have been completed on a number of Council-owned sites and the one at Military Road is deemed suitable for the development of eight affordable homes.</p>	
<p><b>Decision Status</b></p>	<p><b>Record of Decision</b></p>	<p><b>Alternative options considered and rejected (if any)</b></p>	<p><b>Reasons for Decision</b></p>	<p><b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b></p>
<p>CAB 26 4.7.22 Exempt</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b></p>	<p><u>PURCHASE OF NEW AFFORDABLE HOUSING AT A SITE ON MONGEHAM ROAD, GREAT MONGEHAM</u></p> <p>It was agreed:</p> <p>(a) That a project to acquire the freehold of ten affordable homes, to be developed on land at Mongeham Road, Great Mongeham, and the subsequent sale of shares in three of the properties designated as Shared Ownership homes, be approved.</p> <p>(b) That the Strategic Director (Corporate Resources) be authorised, in consultation with the Portfolio Holder for Social Housing, Port</p>	<p>None.</p>	<p>In September 2020 Cabinet agreed that there should be an increased programme of affordable housing development/ delivery undertaken by the Council (CAB 4).</p> <p>The Council has</p>	

12 July 2022	Health, Skills and Education, to take the necessary decisions and actions to progress the project and purchase the properties including (but not limited to) agreeing the purchase price, approving the sale purchase agreements, and appointing any necessary professional advisers.		been approached by a developer in connection with the acquisition of ten units of affordable housing at a site at Mongeham Road. The number of units is too small to be of interest to registered providers of social housing and the Council will therefore take the opportunity to acquire the homes to help meet a local need.	
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The meeting ended at 11.46 am.