

Public Document Pack



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6 January 2023

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 16 January 2023 at 11.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Democratic Services on (01304) 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nicky', written over a horizontal line.

Chief Executive

Cabinet Membership:

T J Bartlett	Leader of the Council
M Bates	Portfolio Holder for Transport, Licensing and Regulatory Services
N S Kenton	Portfolio Holder for Planning and Environment
D P Murphy	Portfolio Holder for Social Housing, Port Health, Skills and Education
O C de R Richardson	Deputy Leader of the Council & Portfolio Holder for Community and Corporate Property
C A Vinson	Portfolio Holder for Finance, Governance, Digital and Climate Change

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST** (Page 4)

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

3 **RECORD OF DECISIONS** (Pages 5-21)

The decisions of the meetings of the Cabinet held on 5 December 2022 numbered CAB 59 to CAB 61 and CAB 62 to CAB 74 respectively (inclusive) are attached.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

To consider any issues arising from Overview and Scrutiny or other Committees not specifically detailed elsewhere on the agenda.

EXECUTIVE - KEY DECISIONS

4 ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY OPTIONS (Pages 22-25)

To consider the attached report of the Strategic Director (Corporate and Regulatory).

Responsibility: Portfolio Holder for Transport, Licensing and Regulatory Services

5 TEMPORARY SUSPENSION OF KENT HOMECHOICE HOUSING REGISTER (Pages 26-28)

To consider the attached report of the Strategic Director (Finance and Housing).

Responsibility: Portfolio Holder for Social Housing, Port Health, Skills and Education

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 step free access via the Council Chamber entrance and an accessible toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- In order to facilitate the broadcast of meetings there have been cameras set up in the Council Chamber that communicate with Microsoft Teams Live. This enables meetings held in the Council Chamber to be broadcast for public viewing through the Council's website.
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The meetings in which these cameras will be used include meetings of: (a) Council; (b) Cabinet; (c) Dover Joint Transportation Advisory Board; (d) General Purposes Committee; (e) Electoral Matters Committee; (f) Governance Committee; (g) Planning Committee; (h) General Purposes Committee and (i) Overview and Scrutiny Committee. Only agenda items open to the press and public to view will be

broadcast.

- These recordings will be retained for 30 days from the date of the meeting. The recordings will be uploaded to YouTube as soon as practicable after the day of the meeting. In normal circumstances this would be within 2 working days of the meeting. However, there may be circumstances where it will take longer. The recordings can be viewed on the Council's YouTube Channel - [Council meetings - YouTube](#)
- 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.
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Large print copies of this agenda can be supplied on request.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.



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Our ref: KBS/CABRCD
Your ref:
Date: 7 December 2022

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

CABINET: RECORD OF DECISIONS

Please find attached the Record of Decisions of the Cabinet (Charities) meeting held on Monday, 5 December 2022. Unless otherwise indicated within the schedule, these decisions may be called in for scrutiny, provided notice is given to me in writing by **10.00am on Tuesday, 13 December**.

The call-in procedures are set out at paragraph 18 of the Overview and Scrutiny Procedure Rules. Call-in may be activated by the Chairman of the Overview and Scrutiny Committee, the Controlling Group Spokesperson of the Overview and Scrutiny Committee or any three non-executive Members. The reasons for calling in an item must be given.

Yours sincerely

A handwritten signature in black ink that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Kate Batty-Smith
Democratic Support Officer

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Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 5 December 2022 at 11.01 am.

Present:

Chairman: Councillor T J Bartlett

Councillors: M Bates
N S Kenton
O C de R Richardson
C A Vinson

Also Present: Councillor E A Biggs
Councillor D R Friend
Councillor K Mills
Councillor H M Williams

Officers: Chief Executive
Strategic Director (Corporate and Regulatory)
Strategic Director (Finance and Housing)
Strategic Director (Place and Environment)
Head of Commercial Services
Head of Finance and Investment
Head of Investment, Growth and Tourism
Head of Planning and Development
Principal Policy and Infrastructure Planner
Project Manager
Strategic Development Lead (Leisure)
Strategic Housing Manager
Principal Climate Change and Sustainability Officer
Principal Planning Officer (Strategic Sites and Place)
Assistant Architectural Technician
Democratic Services Officer

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

Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 59 5.12.22 Open Key Decisions No Call-in to apply Yes Implementation Date 13 December 2022	<u>APOLOGIES</u> It was noted that an apology for absence had been received from Councillor D P Murphy.	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 60 5.12.22 Open Key Decisions No Call-in to apply Yes Implementation	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	None.	To note any declarations of interest.	

Date 13 December 2022				
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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 61 5.12.22 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 13 December 2022</p>	<p><u>CHARITY OF FREDERICK FRANKLIN FOR A PUBLIC PARK (CHARITY NO 1092171) - REFURBISHMENT OF MARKE WOOD TENNIS COURT, WALMER</u></p> <p>It was agreed:</p> <p>(a) That a project to undertake the refurbishment of four outdoor tennis courts at Marke Wood, Walmer be approved.</p> <p>(b) That the acceptance of the Lawn Tennis Association grant funding award of £70,160 and conditions attached to the award be approved.</p> <p>(c) That the use of the Lawn Tennis Association's grant funding award to deliver this work be approved.</p>	None.	<p>Cabinet fulfils the role of charity trustee in respect of those charities for which Dover District Council is trustee in its corporate capacity, and is required to act solely in the best interests of the charities.</p> <p>Acting as trustees, Cabinet approval is sought to accept grant funding from the Lawn Tennis Association for the refurbishment of four tennis courts at Marke Wood, Walmer.</p>	

The meeting ended at 11.08 am.



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Date: 7 December 2022

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

CABINET: RECORD OF DECISIONS

Please find attached the Record of Decisions of the Cabinet meeting held on Monday, 5 December 2022. Unless otherwise indicated within the schedule, these decisions may be called in for scrutiny, provided notice is given to me in writing by **10.00am on Tuesday, 13 December**.

The call-in procedures are set out at paragraph 18 of the Overview and Scrutiny Procedure Rules. Call-in may be activated by the Chairman of the Overview and Scrutiny Committee, the Controlling Group Spokesperson of the Overview and Scrutiny Committee or any three non-executive Members. The reasons for calling in an item must be given.

Yours sincerely

A handwritten signature in cursive script that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Kate Batty-Smith
Democratic Services Officer

Enc

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Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 5 December 2022 at 11.09 am.

Present:

Chairman: Councillor T J Bartlett

Councillors: M Bates
N S Kenton
O C de R Richardson
C A Vinson

Also Present: Councillor E A Biggs
Councillor D R Friend
Councillor K Mills
Councillor H M Williams

Officers: Chief Executive
Strategic Director (Corporate and Regulatory)
Strategic Director (Finance and Housing)
Strategic Director (Place and Environment)
Head of Commercial Services
Head of Finance and Investment
Head of Investment, Growth and Tourism
Head of Planning and Development
Principal Policy and Infrastructure Planner
Project Manager
Strategic Development Lead (Leisure)
Strategic Housing Manager
Principal Planning Officer (Strategic Sites and Place)
Principal Climate Change and Sustainability Officer
Assistant Architectural Technician
Democratic Services Officer

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

Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 62 5.12.22 Open Key Decisions No Call-in to apply Yes Implementation Date 13 December 2022	<u>APOLOGIES</u> It was noted that an apology for absence had been received from Councillor D P Murphy.	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 63 5.12.22 Open Key Decisions No Call-in to apply Yes Implementation	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	None.	To note any declarations of interest.	

Date 13 December 2022				
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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 64 5.12.22 Open Key Decisions No Call-in to apply Yes Implementation Date 13 December 2022	<u>RECORD OF DECISIONS</u> It was agreed that the decisions of the meeting held on 7 November 2022, as detailed in decision numbers CAB 44 to CAB 58, be approved as a correct record and signed by the Chairman.	None.	Cabinet is required to approve the Record of Decisions of the Cabinet meeting held on 7 November 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 65 5.12.22 Open Key Decisions No Call-in to apply Yes	<u>ENCLOSED DOG PARK PETITION</u> It was agreed that the Overview and Scrutiny Committee's recommendation, made at its meeting held on 14 November 2022 (Minute No 36), be approved as follows: That funding for an enclosed dog park at four sites (North Deal recreation ground, Cow Leas Meadow, Connaught Park and Station Field) be added to the Special Projects budget for	To reject the recommendation.	At its meeting held on 14 November 2022, the Overview and Scrutiny Committee considered a report prepared in response to a petition received	

Implementation Date 13 December 2022	2023/24.		about dog parks and made a recommendation to Cabinet.	
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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 66 5.12.22 Open Key Decisions Yes Call-in to apply Yes Implementation Date 13 December 2022	<u>GARDEN WASTE CONTAINERISATION</u> It was agreed: (a) That the use of garden waste sacks be withdrawn and replaced with wheeled bins, in the interests of the Health & Safety of the refuse collection contractor's workforce. (b) That the Head of Commercial Services be authorised, in consultation with the Portfolio Holder for Planning and Environment, to finalise and approve the draft Garden Waste Service Terms and Conditions (as set out at Appendix 1 of the report), subject to the outcome of a short period of consultation with existing users of the service.	Not to conduct consultation.	Due to concerns around Health & Safety of the refuse workforce, and in common with most other authorities providing a garden waste service, it is proposed to replace reusable sacks with wheeled bins for the collection of garden waste.	

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 67 5.12.22 Open	<u>INFRASTRUCTURE FUNDING STATEMENT 2021/22</u> It was agreed:	None.	To meet the requirements of the Community Infrastructure Levy	

<p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 13 December 2022</p>	<p>(a) That the Infrastructure Funding Statement 2021/22, as set out at Appendix 1 to the report, and supporting CSV spreadsheets, as set out at Appendix 2 to the report, be approved and published on the Council's website by no later than 31 December 2022.</p> <p>(b) That the Strategic Director (Place and Environment) be authorised, in consultation with the Portfolio Holder for Planning and Environment, to make future minor factual amendments to the Statement, as required.</p>		<p>(Amendment) (England) (No 2) Regulations 2019, the Council is required to publish details of developer contributions received by 31 December each year.</p> <p>The Statement for 2021/22, which is the subject of the report, sets out contributions received by the Council towards infrastructure through Section 106 planning obligations.</p>	
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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 68 5.12.22 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p>	<p><u>HOME UPGRADE GRANT 2</u></p> <p>It was agreed:</p> <p>(a) That the Council's participation in a consortium project with Dartford Borough Council to access the Government's Home Upgrade Grant to raise the energy efficiency rating of off-gas grid homes and help them to transition to clean heat be approved.</p>	<p>None.</p>	<p>Approval is sought to collaborate with Dartford Borough Council in submitting an application to obtain Government funding aimed at improving the</p>	

Implementation Date 13 December 2022	(b) That the Strategic Director (Place and Environment) be authorised to deliver the project and to take all actions and decisions in connection therewith.		energy efficiency of homes without access to mains gas.	
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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 69 5.12.22 Open Key Decisions No Call-in to apply Yes Implementation Date 13 December 2022	<u>TREASURY MANAGEMENT - QUARTER TWO REPORT 2022/23</u> It was agreed that the report be received.	None.	In order to comply with CIPFA's (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management, Cabinet is updated on the Council's treasury management activities (i.e. in-house and externally managed investments) at least twice yearly. The report provides Cabinet with details of activities for the quarter ending 30 September 2022.	

Decision Status	Record of Decision	Alternative options	Reasons for Decision	Conflicts of interest
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		considered and rejected (if any)		(if any) declared by decision maker(s) or consultees (if any)
<p>CAB 70 5.12.22 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 13 December 2022</p>	<p><u>STRATEGIC PERFORMANCE DASHBOARD - QUARTER TWO 2022/23</u></p> <p>It was agreed that the Council's Strategic Performance Dashboard – Quarter Two 2022/23 be noted.</p>	None.	Replacing the quarterly Performance Report, the Strategic Performance Dashboard provides an overview of how the Council and East Kent Services are performing against a number of key performance indicators as a means of measuring whether the Council is achieving its aims and objectives.	

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 71 5.12.22 Open</p> <p>Key Decisions No</p>	<p><u>DOVER DESIGN REVIEW PANEL</u></p> <p>It was agreed that a Dover Design Review Panel be established.</p>	None.	Design South East, a charity and not-for-profit organisation, has worked with the Council to set up a panel to provide an	

Call-in to apply Yes Implementation Date 13 December 2022			independent design evaluation service for development proposals within the district, the aim being to deliver well-designed buildings and places.	
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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 72 5.12.22 Open Key Decisions No Call-in to apply Yes Implementation Date Immediate	<u>EXCLUSION OF THE PRESS AND PUBLIC</u> 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.	None.		

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 73 5.12.22 Exempt	<u>PURCHASE OF NEW AFFORDABLE HOUSING AT CASTLE AVENUE, DOVER</u>	To make a revised offer.	Following an approach by a developer,	

<p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 13 December 2022</p>	<p>It was agreed:</p> <p>(a) That a project to acquire a block of six new-build flats to be developed on land at Castle Avenue, Dover for affordable rent be approved.</p> <p>(b) That the Head of Finance and Investment 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 purchase the properties including (but not limited to) agreeing the purchase price, approving the sale purchase agreements and appointing any professional advisers.</p>		<p>approval is sought to acquire a block of new-build flats to be built on land at Castle Avenue for the purposes of providing affordable housing to meet an identified local need.</p>	
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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 74 5.12.22 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 13 December 2022</p>	<p><u>TOWN CENTRE REGENERATION BUDGET DRAWDOWN FOR WORKS IN BENCH STREET, DOVER</u></p> <p>It was agreed:</p> <p>(a) That the allocation of £500,000 from the Town Centre Regeneration budget for the purpose of making the Bench Street site safe be approved.</p> <p>(b) That the Strategic Director (Place and Environment) be authorised, in consultation with the Leader of the Council, to appoint the consultants and award the contracts needed to make the site safe.</p>	<p>None.</p>	<p>The Council purchased several properties on Bench Street in September 2022 with the long-term aim of regenerating this area of Dover using funding from the Government's Levelling Up Fund Round 2 (if successful).</p> <p>Structural surveys</p>	

			have indicated that urgent works are required to stabilise some of the derelict buildings and approval is sought to progress these works.	
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The meeting ended at 12.07 pm.

Subject:	ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY OPTIONS
Meeting and Date:	Cabinet - 16 January 2023
Report of:	Louise May, Strategic Director (Corporate and Regulatory)
Portfolio Holder:	Councillor Martin Bates, Portfolio Holder for Transport, Licensing and Regulatory Services
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report:	To review the current provision for litter and dog fouling enforcement.
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Recommendation:	To utilise external contractors to provide an environmental enforcement service in relation to litter and dog fouling offences.
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1. Summary

- 1.1 Local authorities have various powers under environmental legislation to tackle environmental crime, including the use of fixed penalty notices as an alternative to prosecution, for a number of offences including dog fouling and littering. The Environmental Crime Team have utilised various service delivery methodologies since Cabinet agreed to adopt a more robust approach to environmental crimes such as littering and dog fouling in 2012. This has included the use of both internal resources and external contractors.
- 1.2 This report seeks a decision from Cabinet regarding the future direction of service delivery of litter enforcement across the district.

2. Introduction and Background

- 2.1 Litter and dog fouling are continually raised and remain key concerns for communities and residents across the District and there is understandably an expectation for our Council to address these issues.
- 2.2 In June 2012 Cabinet agreed that the Council would introduce a robust system of environmental enforcement within the district and make greater use of the fixed penalty notice enforcement powers available under the Clean Neighbourhoods and Environment Act 2005.
- 2.3 Since 2012, Dover District has used different methodology to deliver this service and utilise these powers. This has included working with three external separate contractors to provide uniformed Environmental Enforcement Patrol Officers or directly employing staff to these roles.
- 2.4 In June 2022 Cabinet agreed to directly employ three Environmental Enforcement Officers (EEOs) following the mutual termination of an agreement with an external contractor in January 2022.

- 2.5 Recruitment for these positions began further to this Cabinet decision, however despite numerous recruitment campaigns and advertisements there has been no success in employing into these roles.
- 2.6 In order to try to supplement this gap in recruitment, the Environmental Crime Team have re-launched the Incident Report Book Scheme whereby Dover District Council (DDC) staff from various departments report environmental crime incidents they witness whilst undertaking their normal duties. Such incidents are investigated by the Environmental Crime staff alongside their fly tipping, duty of care, waste accumulations, stray and other dog control activities. Historically incidents reported have predominately been litter deposited from vehicles.
- 2.7 Consideration has previously been given to service delivery options. The following approaches have been explored in the past but were not considered viable options.
- Utilising agency staff as enforcement officers – concerns were identified over the sustainability and effectiveness of this approach due costs associated with the provision of officers on an hourly rate in addition to the limited number of agencies able to supply suitable specialist officers.
 - Operating a shared service with another Local Authority – concerns were identified over the feasibility of a shared service due to differences in approach and the size of geographical areas.
 - Utilising Civil Enforcement Officers to undertake EEO duties – concerns were identified over the effectiveness and practicability of using this approach due to differing regime types (e.g., criminal for environmental enforcement and civil for parking). In addition, Traffic Management Guidance discourages the use of staff in dual roles of this nature.
- 2.8 Due to the difficulties faced by the Council in directly employing staff to deliver this service, it is necessary to clarify the position on service delivery for the future. The below options have been identified.

3. Identification of Options

Option 1 – Continue with the recruitment campaign to employ a team of 3 EEOs directly into the Environmental Crime Team and to fill any vacancies arising.

Option 2 – To utilise external contractors to provide an enforcement service in relation to litter and dog fouling offences only.

Option 3 – Do not provide service and rely solely on existing staff and the Incident Report Book Scheme.

4. Evaluation of Options

4.1.1 Option 1 – Continue with the recruitment campaign to employ a team of 3 EEOs directly into the Environmental Crime Team and to fill any vacancies arising.

4.1.2 This would mean continuing with the current recruitment process which has currently failed to fill the 3 vacancies. The time-consuming recruitment process requires advertising, shortlisting and interviewing prior to appointment. This impacts on the

level of service provided due to protracted vacancies and adds a level of inconsistency to the service. In addition, having tested the market a number of times in recent months, there is a very low likelihood of success.

Option 2 – To utilise external contractors to provide an enforcement service in relation to litter and dog fouling offences only (RECOMMENDED OPTION).

4.1.3 The benefits of utilising contractors are that:

- Contractors would focus on day-to-day littering issues which mainly occur in the larger urban areas of the district.
- In-house staff would be able to continue investigating other more serious environmental crime offences, without having to also find time to proactively patrol areas where littering offences are occurring.

4.1.4 The current recruitment of 3 in-house EEOs would cease which would provide a financial saving to the Council.

4.1.5 The majority of contractors who work in this field provide a service that is based on the contractor retaining a fixed rate for each successfully issued FPN and the Council being provided with the remaining amount. This may then provide an income which could be utilised for projects to deter environmental crime.

4.1.6 Having previously utilised contractors in the past, it is known that enforcement levels for littering have increased.

4.1.7 A full competitive procurement exercise would be carried out for the provision of the service. A formal agreement would be established to set out the level of service and indemnity provided by the contractor. In addition to which the service would be closely monitored by the Environmental Crime Team Leader, with support from the Environmental Protection and Crime Manager, carrying out regular checks on FPNs issued and any potential income received. This would be supplemented by meeting with managers from the contractor.

Option 3 - Rely solely on existing staff and the Incident Report Book Scheme

4.1.8 This option does not incur a significant financial cost to the Council, due to the investigation of these offences being completed by in-house staff within the Environmental Crime Team. However, it is likely to be the least effective in terms of achieving the aims of the service. In addition, use of the existing Environmental Crime Team in this way would also divert resources away from investigation of the more serious environmental crime matters such as fly-tipping. Therefore, this approach is not recommended in isolation, although it will continue to remain a fundamental part of the overall strategy in targeting environmental crimes across the district and will be used to enhance and supplement any of the other options.

5. Resource Implications

Option 1	No resource implications for the remainder of the financial year 2022/23 as this can be met within existing finances approved by Cabinet in June 2022. However ongoing there will be a financial implication of approximately £83k per annum.
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Option 2	This option can be implemented at no additional cost to the Council and provides an opportunity to generate income to aid in funding the service as detailed in the above report. There would also be a prospective salary saving of approximately £83k together with a reduction in costs associated with equipment maintenance, uniform etc.
Option 3	No resource implications as this option can be met within existing staff budgets.

6. Climate Change and Environmental Implications

- 6.1 Should the recommended option be agreed then it would be established with the contractor that their staff would utilise an electric vehicle to travel from one patrolling location to another. The Environmental Crime Team already utilise two electric vehicles and have another electric vehicle on order, which could be utilised by the contractors.

7. Corporate Implications

- 7.1 Comment from the Director of Finance (linked to the MTFP): ‘Members are reminded that the Council’s revenue and capital resources are under pressure and will wish to assure themselves that the proposal progresses the Council’s priorities, is the best option available, is affordable and will deliver value for money.’ (Shane Kempster - Accountancy Technician (Revenue))
- 7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.’
- 7.3 Comment from the Equalities Officer: ‘This report relating to the review of the current provision for litter and dog fouling enforcement 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>’

8. Appendices

None.

9. Background Papers

- June 2022 Cabinet Report

Contact Officers: Sarah Bradley, Environmental Crime Team Leader
 Andrzej Kluczynski, Environmental Protection and Crime Manager

Subject:	TEMPORARY SUSPENSION OF THE KENT HOMECHOICE HOUSING REGISTER
Meeting and Date:	Cabinet – 16 January 2023
Report of:	Mike Davis, Strategic Director (Finance and Housing)
Portfolio Holder:	Councillor Derek Murphy, Portfolio Holder for Social Housing, Port Health, Skills and Education
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To obtain Cabinet approval to suspend the housing register for one month from 1 June 2023 until 1 July 2023 or dates close to those so that the new IT system can be implemented.

Recommendation:

- (a) To suspend the housing register for a period of one month so that the new housing options IT system can be implemented in Dover and across Kent.
- (b) To delegate authority to the Strategic Director (Finance and Housing), in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education, to make future decisions, should the date for suspension of the register need to be any later than 1 June 2023.

1. Summary

- 1.1 Kent Homechoice (KHC) is a partnership of 13 Local Authorities, 28 Housing Associations and KCC set up to provide a Kent wide choice-based lettings system and expanded to provide a housing options system. DDC are the lead authority.
- 1.2 In July 2022, Cabinet approved the award of the contract for the Kent wide housing options system to Huume. This new contract was signed and put in place with Huume on 17th September 2022. The contract with our current system provider Locata finishes at the end of July 2023. Work is progressing to have the new system in place ahead of this contract end date.
- 1.3 So that we can switch from the Locata system to Huume ahead of July 2023, it is necessary to suspend the housing register to new applicants for a period of one month.

2. Introduction and Background

- 2.1 The KHC Partnership was formed in 2006 to provide a choice-based lettings system for all of Kent, the partnership is made up of the 13 Kent & Medway Local Authorities, KCC and 28 Housing Associations that have stock in Kent. DDC have been the lead authority since 2015 and have recently offered the contract to provide the housing options systems to Kent and Medway from July 2023 to Huume.
- 2.2 The day to day running of the partnership is managed by the KHC Partnership Manager whose post is hosted by DDC. Decisions regarding the management are taken by the KHC Project Board which is made up of senior officers at each Local Authority, KCC and the larger Housing Associations.

- 2.3 So that the housing register and housing options systems can be moved from the Locata system to the Huume system, it is necessary to suspend the housing register for a period of one month.
- 2.4 We seek approval to suspend the housing register to new applications from 1st June 2023 until 1st July 2023. This will provide officers across Kent and Medway with sufficient time to allocate and complete outstanding shortlists or move them to the new system. It will also provide time to assess the status and banding of new applications and to cleanse any additional data should this be required before a copy of the data is provided to us by Locata.
- 2.5 Locata will provide a copy of all the data held on their system on 16th June 2023 and Huume will upload the required data into their system as soon as possible after this date. This will then provide Huume and Dover and Kent officers with a further two-week period to correct any issues caused by the data upload so that the housing register can be reopened up on 1st July 2023.
- 2.6 Property adverts can be prepared on the Huume system from 16th June ready to be advertised on 1st July. This means that there will only be a two-week period where properties cannot be advertised.
- 2.7 If clients approach the housing register team and are considered to be vulnerable and in a high housing need, it will be possible for their applications to be added manually to the Huume system during the period that the housing register is suspended.
- 2.8 A communications plan will be developed and put in place to provide customers with sufficient warning of the suspension of the online application form and to provide staff with the correct messages and options to give to those contacting wishing to apply for housing during this month-long period.
- 2.9 If the system were not closed for the month-long period, the data that is extracted from Locata to Huume will not be fully up to date and accurate. There will be a time lag of a few days whilst data is uploaded to the Huume system which would then mean that the data of any new applicants applying during those few days would have to be manually transferred to the Huume system. It would also then prove to be challenging for officers to check through and update the new system whilst new applications also arrived into the system.

3. **Identification of Options**

- 3.1 Option A: To suspend the housing register for a period of one month which will enable the officers within housing to have a short period of time where they complete outstanding shortlists and assess the banding of any recent applications so that clean and up to date data can be moved from Locata to Huume on 16th June 2023.
- 3.2 This will then allow officers a two-week period to ensure that the data has loaded into the new Huume system correctly before the housing register re-opens to new applicants.
- 3.3 Option B: Would be not to suspend the housing register but to upload the data without shortlists having been completed or applications having been assessed. The risks are identified at 2.8 above.

4. **Evaluation of Options**

- 4.1 Option A is the recommended option as this will enable the data that is transferred to be in a condition that is easier to upload to a new system and will reduce the number of errors that occur as a part of the data upload.
- 4.2 Option B is not recommended

5. **Resource Implications**

5.1 There are no additional financial resource implications in suspending the housing register as the financing of the transition of the Housing Options system to Huume is within the existing budget as agreed at July cabinet.

6. **Climate Change and Environmental Implications**

6.1 There are no climate change or environmental implications.

7. **Corporate Implications**

7.1 Comment from the Director of Finance (linked to the MTFP): Accountancy have been consulted in the writing of this report and have no further comment to add.

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

7.3 Comment from the Equalities Officer: This report regarding the closure of the housing register for a data migration does not specifically highlight any equality implications and there is a process in place for high priority/vulnerable applications. 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'](http://www.legislation.gov.uk/ukpga/2010/15/section/149)

7.4 Other Officers (as appropriate): Not applicable.

8. **Appendices**

Not applicable.

9. **Background Papers**

Kent Homechoice Cabinet Report of 4 July 2022

Contact Officer: Vicky Hodson, Kent Homechoice Partnership Manager