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19 August 2022

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the Council Chamber at these Offices on Tuesday 30 August 2022 at 2.30 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough, Democratic & Corporate Services Manager on (01304) 872304 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a white background.

Chief Executive

General Purposes Committee Membership:

N J Collor (Chairman)
T A Bond (Vice-Chairman)
P M Brivio
K Mills
C A Vinson

AGENDA

1 **APOLOGIES** (Page 4)

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS** (Page 5)

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 6)

To receive any declarations of interest from Members in respect of business to be

transacted on the agenda.

4 **MINUTES** (Pages 7 - 9)

To consider the attached Minutes of the meeting held on 21 March 2022.

5 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 10)

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

6 **CONFIRMATION OF THE APPOINTMENT OF A STRATEGIC DIRECTOR** (Pages 11 - 13)

To consider the report of the Head of Paid Service (to follow).

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. These meetings are only available for viewing live and the Council does not retain copies of the broadcast.

The meetings in which these cameras will be used include meetings of: (a) Council; (b) Cabinet; (c) General Purposes Committee; (d) Governance Committee; (e) Planning Committee; and (f) Overview and Scrutiny Committee.

- 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.
- Members of the Council may receive confidential information relating to personal

data as part of an item of an exempt or confidential business on the agenda. It is each Member's responsibility to ensure that this information is handled securely and confidentially as required under data protection legislation. This information must only be retained for as long as necessary and when no longer required disposed of via a shredder or the Council's secure disposal arrangements.

For further information about how this information should be processed, please view the Council's Data Protection Policy and Appropriate Policy Document at www.dover.gov.uk/Corporate-Information/PDF/Data-Protection-Policy.pdf

- 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.

APOLOGIES

To receive any apologies for absence.

APPOINTMENT OF SUBSTITUTE MEMBERS

To note the appointment of Substitute Members.

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.

Minutes of the meeting of the **GENERAL PURPOSES COMMITTEE** held at the Council Offices, Whitfield on Monday, 21 March 2022 at 2.00 pm.

Present:

Chairman: Councillor N J Collor

Councillors: P M Brivio
S S Chandler (as substitute for Councillor T A Bond)
K Mills
C A Vinson

Also Present: Representatives from UNISON

Officers: Chief Executive
Head of Governance and HR
HR and Payroll Manager
Democratic and Corporate Services Manager

32 APOLOGIES

An apology for absence was received from Councillor T A Bond.

33 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor S S Chandler had been appointed as substitute member for Councillor T A Bond.

34 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

35 MINUTES

The minutes of the meeting held on 21 February 2022 were approved as a correct record for signing by the Chairman.

36 REMOTE WORKING POLICY UPDATE

The Head of Governance and HR presented an update on the Remote Working Policy, which had been agreed by the General Purposes Committee on 19 July 2021.

Members were advised that the Council had seen no detrimental effects on service provision that could be directly linked to home working as opposed to changes which could be linked to the impact of Covid. The overall performance for the year ending 31 March 2021 had seen an increase in the number of green indicators and a reduction in the number of red indicators in the performance report.

The majority (75%) of Council staff preferred working in a hybrid manner as opposed to fully home working. It was felt that a hybrid flexible working approach in conjunction with other employee benefits on offer put the Council in a strong position to become an Employer of Choice and would enable it to continue to attract and retain talent.

An online induction package had been developed that would enable new staff members to meet with the Chief Executive.

The Chief Executive spoke of the need to retain Dover's corporate culture and the benefits of in-person and virtual meeting options.

To deal with the challenges that working in a hybrid manner could raise the Council would:

- Reintroduce business plans, which would set out the vision and key objectives of each department.
- Implement a revised personal development procedure, enabling individuals and the Council to understand performance issues and employees' aspirations and training needs.
- Design and deliver management training programmes to increase the skill and confidence of managers in dealing with employee performance and absence.
- Ensure all communication channels that were available to customers were monitored and, where necessary, improved to enhance the customer experience.

In response to comments from Councillor P M Brivio on the importance of maintaining some face-to-face contact options, particularly around the reception, the Chief Executive advised that this was an issue that would be explored further.

It was moved by Councillor C A Vinson, duly seconded by Councillor P M Brivio, and

RESOLVED: That the update on the Remote Working Policy be noted.

37 PARENTAL BEREAVEMENT POLICY AND PROCEDURE

The Head of Governance and HR presented the report on the Parental Bereavement Policy and Procedure.

Members were advised that the report provided for enhancements to the statutory requirements for parental bereavement leave as followed:

- To enhance the statutory payment to full pay for 1-2 weeks as Parental Bereavement Leave (as opposed to Statutory Pay);
- The removal of any eligibility criteria in terms of length of service or lower earnings limit; and
- Provision of signposting, and referral where necessary to avenues of support.

These were also in addition to the Council's existing special leave policy which enabled a Head of Service to grant up to 5 days of special leave at full pay.

It was moved by Councillor S S Chandler, duly seconded by Councillor C A Vinson, and

RESOLVED: That the Parental Bereavement Policy and Procedure be approved and adopted with immediate effect.

38 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor C A Vinson, duly seconded by Councillor S S Chandler and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involved the likely disclosure of exempt information as defined in paragraph 4 of Part I of Schedule 12A of the Act.

39 PAY AWARD 2022

The Head of Paid Service presented the report on the Pay Award 2022.

At the Chairman's request, the Committee also heard from the representatives of UNISON present as to their views on the Pay Award 2022.

RESOLVED: (a) That a pay award of 3.25% on the base salary of all staff from 1 April 2022 and increase car and fuel allowances by the same amount be approved.

(b) That an additional award of 0.6% for Grade L2 to bring it to National Minimum Wage level be approved.

40 BUSINESS MILEAGE POLICY

The Head of Governance and HR presented the report on the Business Mileage Policy.

RESOLVED: (a) That the new Business Mileage Policy be approved to take effect from 1 June 2022.

(b) That the Head of Paid Service be authorised to make any amendments to the mileage rates in line with any changes made by HMRC in the future.

(c) That the Head of Paid Service be requested to undertake a review of the Business Mileage Policy with a view to it being consistent with the HMRC scheme and in particular in relation to payment rates for mileage in excess of 1,200 miles per annum and payment rates for engine size.

The meeting ended at 3.14 pm.

DOVER DISTRICT COUNCIL

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 meeting for the remainder of the business on the grounds that the items to be considered involve the likely disclosure of exempt information as defined in the paragraph of Part I of Schedule 12A of the Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Confirmation of appointment of the Strategic Director	1	Information relating to any individual

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted