



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

7 February 2025

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** will be held in the Council Chamber at these Offices on Monday 17 February 2025 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Democratic Services on 01304 872304 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

Chief Executive

Overview and Scrutiny Committee Membership:

T J Bartlett
M Bates
S H Beer
D R Friend
J P Loffman
S M S Mamjan
M W Moorhouse
M J Nee
M W Rose
L M Wright

AGENDA

1 **ELECTION OF A CHAIRMAN** (Page 5)

To elect a Chairman for the remainder of the municipal year 2024/25.

Following the meeting of the full Council held on 29 January 2025 where a review of seat allocations was conducted, the position of Chairman of the Overview and Scrutiny Committee has become vacant.

Procedure for voting on appointments

If there are more than two people nominated for any position to be filled 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. No member shall nominate more than one person for any position to be filled at any one time.

2 **APPOINTMENT OF A VICE-CHAIRMAN** (Page 6)

To elect a Vice-Chairman for the remainder of the municipal year 2024/25.

Procedure for voting on appointments

If there are more than two people nominated for any position to be filled 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. No member shall nominate more than one person for any position to be filled at any one time.

3 **APOLOGIES** (Page 7)

To receive any apologies for absence.

4 **APPOINTMENT OF SUBSTITUTE MEMBERS** (Page 8)

To note appointments of Substitute Members.

5 **DECLARATIONS OF INTEREST** (Page 9)

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

6 **MINUTES** (Pages 10 - 18)

To confirm the Minutes of the meeting of the Committee held on 16 December 2024 (attached) and 27 January 2025 (to follow).

7 **DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE** (Page 19)

To receive the Cabinet decisions in respect of recommendations of the Overview and Scrutiny Committee.

8 **ISSUES REFERRED TO THE COMMITTEE BY PUBLIC PETITION, COUNCIL, CABINET, OR ANOTHER COMMITTEE** (Page 20)

To receive any public petitions or issues referred by Council, Cabinet or another Committee.

9 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 21 - 24)

It is intended that Members should use the Notice of Forthcoming Key Decisions to identify topics within the remit of the Committee for future scrutiny.

10 **SCRUTINY WORK PROGRAMME** (Pages 25 - 31)

It is intended that the Committee monitor and prioritise its rolling work programme.

11 **PUBLIC SPEAKING** (Page 32)

Please note that in accordance with the agreed Protocol for Public Speaking at Overview and Scrutiny, the right to speak only applies to agenda items 12 and 13.

Members of the public wishing to speak must register to do so by no later than 2.00 pm on the second working day (Thursday) before the meeting.

12 **FEES AND CHARGES 2025/26** (Pages 33 - 121)

To consider the attached report of the Head of Finance and Investment.

13 **DRAFT BUDGET 2025/26 AND MEDIUM-TERM FINANCIAL PLAN 2025/26 - 2028/29** (Pages 122 - 222)

To consider the report of the Head of Finance and Investment.

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.

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; and (h) 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 \(@doverdc\)](#)
- The broadcasts and recordings are the copyright of the Council and may not be copied, displayed or published to the public, adapted or dealt with in any other way restricted by the Copyright, Designs and Patents Act 1988.

- The Council will not make available copies of the recordings either in whole or in part other than in compliance with a legal requirement arising under The Freedom of Information Act 2000, UK GDPR, The Data Protection Act 2018 or some other enactment, rule of law or direction of a court or tribunal which is binding on it.
- 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 Democratic Services, 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.