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Our ref: KBS/CABRCD
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Date: 10 July 2024

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, 8 July 2024. 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, 16 July**.

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 Services Officer

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Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 8 July 2024 at 6.00 pm

Present:

Chairman: Councillor J L Pout (Deputy Leader in the Chair)

Councillors: E A Biggs
S B Blair
P M Brivio

Also Present: Councillor T J Bartlett
Councillor D R Friend
Councillor N S Kenton
Councillor O C de R Richardson
Councillor C A Vinson

Officers: Strategic Director (Corporate and Regulatory)
Strategic Director (Finance and Housing)
Strategic Director (Place and Environment)
Head of Corporate Services and Democracy
Head of Housing
Head of Property Assets
Senior Housing Policy Officer
Technology Lead
Housing Development Officer
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 14 8.7.24 Open Key Decisions No Call-in to apply Yes Implementation Date 16 July 2024	<u>APOLOGIES</u> It was noted that apologies for absence had been received from Councillors K Mills and C D Zosseder.	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 15 8.7.24 Open Key Decisions No Call-in to apply Yes Implementation Date	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	None.	To note any declarations of interest.	

16 July 2024				
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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 16 8.7.24 Open Key Decisions No Call-in to apply Yes Implementation Date 16 July 2024	<u>RECORDS OF DECISIONS</u> It was agreed that the decisions of the meetings held on 3 June 2024, as detailed in decision numbers CAB 1 to CAB 13, be approved as correct records and signed by the Chairman.	None.	Cabinet is required to approve the Records of Decisions of the Cabinet meetings held on 3 June 2024.	

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 17 8.7.24 Open Key Decisions No Call-in to apply (a) Yes (b) No Implementation	<u>REVISED COMPLAINTS POLICY</u> It was agreed: (a) That the amended Complaints Policy in respect of executive functions be adopted. (b) That it be recommended to Council that the Complaints Policy be adopted in respect of Council functions.	None.	Following the introduction of a Joint Complaint Handling Code for local authorities by the Housing Ombudsman and the Local Government and Social Care Ombudsman, the Council has	

Date (a) 16 July 2024 (b) 18 July 2024			updated its policy.	
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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 18 8.7.24 Open Key Decisions Yes Call-in to apply Yes Implementation Date 16 July 2024	<u>FIRST HOMES POLICY 2024</u> It was agreed: (a) That the proposed First Homes Policy be approved and adopted. (b) That the Strategic Director (Finance and Housing) be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to make minor amendments to the policy as required.	None.	First Homes are a form of affordable housing delivered through the planning system. As a result of new guidance issued by the Government in February, and the need to review the policy every two years, the Council has revised its policy.	

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 19 8.7.24 Open Key Decisions Yes	<u>CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM</u> It was agreed: (a) That the procurement and implementation of a corporate Customer Relationship Management system be approved.	None.	Cabinet is requested to approve the procurement and implementation of a digital Customer Relationship	

Call-in to apply Yes Implementation Date 16 July 2024	(b) That the Strategic Director (Corporate and Regulatory) be authorised, in consultation with the Portfolio Holder for Transport, Licensing and Environmental Services, to take the necessary decisions and actions to progress the project and purchase and implement the system including (but not limited to) agreeing the system purchase price and other associated project costs, and appointing any necessary professional advisers.		Management system to manage interactions with customers, streamline processes and improve customers' overall experience.	
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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 20 8.7.24 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 21 8.7.24 Exempt	<u>RENEWAL OF LEASE FOR UNITS 15, 17, 19 AND 21 WHITFIELD COURT, WHITFIELD</u>	None.	The lease for units at Whitfield Court is coming to an end	

<p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 July 2024</p>	<p>It was agreed:</p> <p>(a) That a new 5-year lease for units 15, 17, 19 and 21 Whitfield Court be granted.</p> <p>(b) That the Strategic Director (Place and Environment) be authorised to agree and finalise the terms of the lease.</p>		<p>and terms have been negotiated for a new 5-year lease.</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 22 8.7.24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 July 2024</p>	<p><u>UPDATE ON DEVELOPMENT TO PROVIDE 8 FLATS AT MILITARY ROAD, DOVER</u></p> <p>It was agreed:</p> <p>(a) That the progress on the delivery of eight units at Military Road, Dover be noted.</p> <p>(b) That the increased budget for the development be approved.</p> <p>(c) That the award of the Design & Build contract to BEC Construction be approved.</p> <p>(d) That the Strategic Director (Finance and Housing) be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to take any further necessary decisions and actions to progress the project including, but not limited to, accepting Homes England grant funding and appointing any other services required.</p>	<p>None.</p>	<p>At its meeting held on 4 July 2022, Cabinet approved a project to provide eight new units of affordable housing at a Council-owned site at Military Road (CAB 25).</p> <p>Cabinet is requested to approve an increase in budget for the development and the award of the Design & Build contract, amongst other things.</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 23 8.7.24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 July 2024</p>	<p><u>PURCHASE OF NEW AFFORDABLE HOUSING AT WALLERS FIELD, DEAL</u></p> <p>It was agreed:</p> <p>(a) That a project to acquire the freehold of ten affordable homes at Wallers Field, Deal, and the subsequent sale of shares in five of the properties designated as Shared Ownership homes, be approved.</p> <p>(b) That the Strategic Director (Finance and Housing) be authorised, in consultation with the Portfolio Holder for Housing, 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 final tenure split, agreeing the purchase price, approving the sale purchase agreements, approving the sale and disposal of Shared Ownership properties, and appointing any necessary professional advisers.</p>	<p>None.</p>	<p>The Council has been approached in connection with the acquisition of ten units of affordable housing at a new development at Wallers Field, Deal.</p> <p>The number of properties is too small to be of interest to the registered providers of social housing that are active in the district. The acquisition of these properties by the Council is sensible as it will ensure that an opportunity to meet the local need for affordable housing is not lost and support the Council's policies.</p>	

The meeting ended at 6.39 pm.