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Our ref: KBS/CABRCD  
Your ref:  
Date: 6 November 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, 4 November 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, 12 November 2024**.

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

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Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 4 November 2024 at 6.00 pm

Present:

Chairman: Councillor K Mills

Councillors: J L Pout  
E A Biggs  
S B Blair  
P M Brivio  
C D Zosseder

Also Present: Councillor T J Bartlett  
Councillor M Bates  
Councillor D R Friend  
Councillor O C de R Richardson  
Councillor C A Vinson

Officers: Chief Executive  
Strategic Director (Corporate and Regulatory)  
Strategic Director (Finance and Housing)  
Strategic Director (Place and Environment)  
Head of Corporate Services and Democracy  
Head of Finance and Investment  
Head of Housing  
Head of HR, Payroll and Corporate Communications  
Transport and Parking Services Manager  
Senior Housing Policy Officer  
HR Adviser  
Housing Policy 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 51 4.11.24 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 November 2024	<u>APOLOGIES</u>  There were no apologies for absence.	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 52 4.11.24 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation</b>	<u>DECLARATIONS OF INTEREST</u>  There were no declarations of interest.	None.	To note any declarations of interest.	

<b>Date</b> 12 November 2024				
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<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>
CAB 53 4.11.24 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 November 2024	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the Cabinet meeting held on 7 October 2024, as detailed in decision numbers CAB 39 to CAB 50, 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 October 2024.	

<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>
CAB 54 4.11.24 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes	<u>PUBLIC PETITION - RETENTION OF OUR GREEN SPACE IN FRONT OF SANDOWN CASTLE, DEAL</u>  It was agreed that consideration of the petition entitled 'Retention of our green space in front of Sandown Castle, Deal' be deferred pending a report providing further information about the matter.	To consider the petition without further information.	The Overview and Scrutiny Committee, at its meeting held on 14 October 2024, received a petition and referred it on to Cabinet for consideration	

<b>Implementation Date</b> 12 November 2024			(Minute No 55).  Cabinet agreed that further details of the issues involved were needed before a decision could be taken on the matter and requested an officer report.	
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<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>
CAB 55 4.11.24 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 November 2024	<u>REVIEW OF ON-STREET PARKING PERMIT SCHEME</u>  It was agreed:  (a) That the proposal to remove emissions-based charging from the parking permit fee structure be approved.  (b) That the Transport and Parking Services Manager, in consultation with the Portfolio Holder for Community and Corporate Property and on behalf of Kent County Council as the Highways Authority, be authorised to take all necessary legal and procedural processes to give effect to the agreed recommendations as set out in Appendix 1 to the report, including the giving of notices and the making or amendment of any orders under the Road Traffic Regulation Act 1984.	None.	Since emissions-based charging for on-street parking permits was introduced in 2021 as a means of encouraging the purchase of low emission vehicles, there has been only a small increase in the number of low emission vehicles applying for permits. As a result, it is proposed that differential charging	

			should be removed from the permit fee structure.	
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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 56 4.11.24 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 November 2024</p>	<p><u>TENANT ENGAGEMENT EXPENSES AND INCENTIVES POLICY</u></p> <p>It was agreed that consideration of the Tenant Engagement Expenses and Incentives Policy be deferred and brought back to the next meeting of Cabinet. Deferral would allow amendments to be made to the policy in relation to paragraphs 7.11 and 7.12 (Care Expenses), so as to align the policy with the rules applying to other expenses claimed under the policy and to dependant carer claims made under the Members' Allowances Scheme (to include the addition of a Payment Requisition Form for Care Expenses).</p>	<p>To approve the policy without amendments being made in respect of claims for care expenses.</p>	<p>The Council values the time and contribution of Council tenants and leaseholders who participate in tenant engagement activities such as the Dover District Tenant Consultative Group.</p> <p>Cabinet is asked to approve a new policy that will ensure the Council is complying with its legal and regulatory duties, and encourage tenant participation by providing a clear and accessible way of claiming eligible expenses.</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)
CAB 57 4.11.24 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 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 item of business on the grounds that it involves 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 58 4.11.24 Exempt  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 November	<u>AWARD OF CONTRACT FOR PROVISION OF A SALARY SACRIFICE LEASE CAR SCHEME</u>  It was agreed that the award of a two-year contract (with the option to extend for a further 12 months) to NHS Fleet Solutions for the provision of a Salary Sacrifice Lease Car Scheme be approved.	None.	The salary sacrifice car lease scheme is offered as a benefit to Council staff and allows them to sacrifice part of their salary in exchange for the lease of a low emissions car.  NHS Fleet Solutions is used	



2024			widely across the public sector and is unique in that surplus income is reinvested into NHS frontline services.	
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The meeting ended at 6.16 pm