

# Public Document Pack

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 6 February 2017 at 11.00 am.

Present:

Chairman: Councillor P A Watkins

Councillors: M D Conolly  
T J Bartlett  
P M Beresford  
N J Collor  
K E Morris

Also Present: Councillor P M Brivio  
Councillor S S Chandler  
Councillor M I Cosin  
Councillor M R Eddy  
Councillor S J Jones  
Councillor G Rapley  
Councillor P Walker

Officers: Chief Executive  
Director of Environment and Corporate Assets  
Director of Finance, Housing and Community  
Director of Governance  
Solicitor to the Council  
Head of Community Services  
Head of Finance  
Solicitor (Regeneration and Procurement)  
Principal Leisure Officer  
Democratic Support 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 129 6.2.17 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 14 February 2017	<u>APOLOGIES</u>  It was noted that an apology for absence had been received from Councillor N S Kenton.	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 130 6.2.17 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation</b>	<u>DECLARATIONS OF INTEREST</u>  It was noted that there were no declarations of interest.	None.	To note any declarations of interest.	

<b>Date</b> 14 February 2017				
---------------------------------	--	--	--	--

<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 131 6.2.17 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 14 February 2017	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the meeting of the Cabinet held on 9 January 2017, as detailed in decision numbers CAB 113 to CAB 128, 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 9 January 2017.	

<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 132 6.2.17 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation</b>	<u>NOTICE OF FORTHCOMING KEY DECISIONS</u>  It was agreed that there were no forthcoming Key Decisions identified for pre-Scrutiny at this stage.	None.	Cabinet is requested to identify any Key Decisions that it considers would be beneficial to refer to one of the Scrutiny Committees before the matter comes before Cabinet for	

<b>Date</b> 14 February 2017			formal decision.	
---------------------------------	--	--	------------------	--

<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 133 6.2.17 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 14 February 2017	<u>YOUTH SERVICES IN THE DOVER DISTRICT</u>  It was agreed that the Scrutiny (Community and Regeneration) Committee's recommendation, made at its meeting held on 18 January 2017 (Minute No 79), be approved as follows:  That the Portfolio Holder for Skills, Training, Tourism, Voluntary Services and Community Safety engage with the Kent County Council-commissioned provider, Pie Factory, in respect of the delivery of youth services in the Dover District.	None.	The Scrutiny (Community and Regeneration) Committee, at its meeting held on 18 January 2017, received a briefing from the Kent County Council Cabinet Member, and made a recommendation to Cabinet regarding the delivery of youth services in the Dover District.	

<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 134 6.2.17 Open  <b>Key Decisions</b>	<u>DOVER SOUP KITCHEN</u>  It was agreed:  (a) That the Scrutiny (Policy and Performance) Committee's	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 17	

<p>No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 14 February 2017</p>	<p>recommendations (a) to (d), made at its meeting held on 17 January 2017 (Minute No 136), be approved as follows:</p> <p>(i) That the Scrutiny (Policy and Performance) Committee be provided with the details of the scoring exercise used to determine Adrian Street as the most suitable site for the Dover Soup Kitchen. It was noted that the Head of Assets and Building Control had already made arrangements to provide this information to Scrutiny members.</p> <p>(ii) That the Scrutiny (Policy and Performance) Committee be provided with the reasons why Maison Dieu Car Park was not considered a suitable site for the Dover Soup Kitchen. It was noted that the Head of Assets and Building Control had already made arrangements to provide this information to Scrutiny members.</p> <p>(iii) That the Portfolio Holder for Property Management and Public Protection, Councillor T J Bartlett, be requested to facilitate dialogue on finding a permanent solution for Dover Soup Kitchen and that Councillor P Walker be involved in any such dialogue. It was noted that the Portfolio Holder was working with the Head of Assets and Building Control on this matter and that Councillor Walker had been involved in discussions.</p> <p>(iv) That, in future, District Councillors should be consulted at an early stage on matters such as this involving their wards.</p> <p>(b) That it was the view of Cabinet that the best long-term solution was for the Soup Kitchen to be located inside suitable premises.</p>		<p>January 2017, made recommendations to Cabinet regarding the Dover Soup Kitchen.</p>	
---	---	--	--	--

Decision Status	Record of Decision	Alternative options	Reasons for Decision	Conflicts of interest
-----------------	--------------------	---------------------	----------------------	-----------------------

		<b>considered and rejected (if any)</b>		<b>(if any) declared by decision maker(s) or consultees (if any)</b>
<p>CAB 135 6.2.17 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 14 February 2017</p>	<p><u>ADOPTION OF THE NELSON STREET, DEAL CONSERVATION AREA CHARACTER APPRAISAL</u></p> <p>It was agreed:</p> <p>(a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 123, made at its meeting held on 17 January 2017 (Minute No 139), be acknowledged.</p> <p>(b) That the Scrutiny (Policy and Performance) Committee's recommendation (d) be approved as follows:</p> <p>That the Scrutiny (Policy and Performance) Committee be provided at the end of the process with an overall cost for the Nelson Street, Deal Conservation Area Character Appraisal.</p> <p>(c) That Cabinet decision CAB 123 be reaffirmed.</p>	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 17 January 2017, endorsed Cabinet decision CAB 123 of 9 January 2017 and made an additional recommendation.	

<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>
<p>CAB 136 6.2.17 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p>	<p><u>INFORMATION SECURITY, RISK AND GOVERNANCE FRAMEWORK AND POLICIES</u></p> <p>It was agreed:</p> <p>(a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 125, made at its meeting held on 17 January 2017 (Minute No 140), be acknowledged.</p> <p>(b) That Cabinet decision CAB 125 be reaffirmed.</p>	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 17 January 2017, endorsed Cabinet decision CAB 125 of 9 January 2017.	

<b>Implementation Date</b> 14 February 2017				
--	--	--	--	--

<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 137 6.2.17 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 14 February 2017	<u>GUIDANCE ON SUSPECT DEVICES, PACKAGES AND CALLS</u>  It was agreed:  (a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 126, made at its meeting held on 17 January 2017 (Minute No 141), be acknowledged.  (b) That Cabinet decision CAB 126 be reaffirmed.	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 17 January 2017, endorsed Cabinet decision CAB 126 of 9 January 2017.	

<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 138 6.2.17 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes	<u>COUNCIL BUDGET 2017/18 AND MEDIUM-TERM FINANCIAL PLAN 2017/18-2020/21</u>  It was agreed:  (a) That the draft General Fund Revenue Budget, the Capital and Special Projects Programmes, the Housing Revenue Account budget (HRA), and the content of the Medium Term Financial Plan (MTFP), as proposed at Appendix 1 of the report, be forwarded to the Scrutiny (Policy and Performance) Committee for	None.	The Medium-Term Financial Plan (MTFP) is the Council's key financial planning tool and underpins the Council's financial planning strategy and corporate planning	

<p><b>Implementation Date</b> 14 February 2017</p>	<p>consideration.</p> <p>(b) That it be noted that the Council Tax Resolution and Treasury Management Strategy will be added to the MTFP and other minor adjustments will be made before it is presented to Council in March.</p> <p>(c) That the various recommendations at the end of the sections within the Budget and MTFP report, as consolidated at Annex 14 of the report, be forwarded to the Scrutiny (Policy and Performance) Committee for consideration, as follows:</p> <p>(i) Continue the practice of delegating authority to the Director of Finance, Housing and Community to approve the revenue budget carry forwards within the guidelines set out.</p> <p>(ii) Approve the grants to organisations detailed at Annex 11 of the report.</p> <p>(iii) Approve the General Fund Revenue Budget for 2017/18 and the projected outturn for 2016/17.</p> <p>(iv) Approve the policies and protocols regarding the General Fund balances and earmarked reserves, and transfers between reserves as set out at Annex 6 of the report.</p> <p>(v) Delegate to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, the setting of the level of the on-going HRA minimum balance, the transfer of balances to the Housing Initiatives Reserve (HIR), the use of prudential borrowing, and adjustment of the resources of the HIR accordingly.</p>		<p>process.</p> <p>The MTFP 2017/18-2020/21 incorporates the General Fund revenue Budget, the Housing Revenue Account Budget and the Medium-Term Capital Programme.</p> <p>Cabinet approval is required for the 2017/18 budget and MTFP before final approval by Council on 1 March 2017.</p> <p>The Scrutiny (Policy and Performance) Committee is due to scrutinise the budget at its meeting to be held on 14 February 2017.</p>	
--	---	--	---	--



	<ul style="list-style-type: none"> <li>(vi) Delegate to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, the approval of offers, tenders or bids for the purchase of properties on the open market or at auction, in order to respond to market opportunities.</li> <li>(vii) Approve the 2016/17 Projected Outturn and the 2017/18 HRA budget at Annex 7 of the report.</li> <li>(viii) Delegate to Cabinet the approval of individual projects to be financed by the HIR.</li> <li>(ix) Continue the practice of delegating authority to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, to apply capital receipts, revenue resources, grants, Section 106 monies, etc to finance the approved Capital and Special Revenue Projects Programmes.</li> <li>(x) Continue the practice of delegating authority to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, to authorise projects up to £50,000 that are included in the Capital and Special Revenue Programmes; authorise the allocation of funds to projects from the Capital and Special Revenue Contingencies; authorise virements between regeneration projects and apply Growth Point reserves to regeneration projects.</li> <li>(xi) Approve the Capital and Special Revenue Projects Programmes.</li> <li>(xii) Approve that capital resources required to finance new</li> </ul>			
--	--	--	--	--

	<p>projects are secured before new projects commence.</p> <p>(xiii) Delegate to the Director of Finance, Housing and Community, in consultation with the Portfolio Holder for Corporate Resources and Performance, the amendment of the level and period of investment in property funds.</p> <p>(xiv) Approve the Treasury Management Strategy, including the Prudential Indicators and Minimum Revenue Provision Statement.</p>			
--	---	--	--	--

<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 139 6.2.17 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 14 February 2017	<u>ORDER OF BUSINESS</u>  It was agreed that the order of business be varied in order to consider Agenda Item 12 (Performance Report – Third Quarter 2016/17) as the last item.	None.	To enable the three exempt agenda items to be considered together.	

<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 140 6.2.17	<u>YOUR LEISURE FUNDING ARRANGEMENTS</u>	None.	Following the merger of Vista	

<p>Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 14 February 2017</p>	<p>It was agreed that the proposed funding agreement for 2017/18 be approved.</p>		<p>Leisure and Thanet Leisure Force in 2013, the lease agreements in force at that time were assigned to Your Leisure and supported by a 3-year funding agreement (£265,000 per annum) for the management of Dover Leisure Centre and Tides Leisure and Indoor Tennis Centre. This arrangement was extended for a further year until March 2017, and Cabinet is therefore asked to consider whether to maintain the current level of funding for 2017/18.</p> <p>On the advice of the Solicitor to the Council, Cabinet decided to consider the issue of funding arrangements beyond 31 March</p>	
---	---	--	---	--

			2018 in private since a late submission from Your Leisure contains financial information which is deemed commercially sensitive.	
--	--	--	--	--

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 141 6.2.17 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 5 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 142 6.2.17 Exempt	<u>YOUR LEISURE FUNDING ARRANGEMENTS</u>  It was agreed that consideration of the funding arrangements in respect	Not to defer the decision.	On the advice of the Solicitor to the Council, Cabinet	

<p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 14 February 2017</p>	<p>of Your Leisure beyond 31 March 2018 be deferred in order to allow further consultation to take place.</p>		<p>agreed to defer consideration of Your Leisure funding arrangements beyond March 2018 in order for further consultation to take place.</p> <p>It is likely that a report on this matter will be submitted to the Cabinet meeting of 1 March 2017.</p>	
---	---	--	---	--

<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>
<p>CAB 143 6.2.17 Exempt</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 14 February 2017</p>	<p><u>AWARD OF CONTRACT FOR CLEANING PUBLIC CONVENIENCES AND OTHER COUNCIL PROPERTIES</u></p> <p>It was agreed:</p> <p>(a) That the contract for cleaning public conveniences and other corporate properties be awarded to Monitor Services Ltd.</p> <p>(b) That the Chairman of the Council be requested to suspend call-in in order to avoid a delay in commencing the contract.</p>	<p>None.</p>	<p>The current contract for cleaning public conveniences and other corporate properties will expire on 31 March 2017. A competitive tender exercise was undertaken and eleven tenders were received.</p>	

			After careful consideration, the Chairman of the Council has decided not to suspend call-in.	
--	--	--	--	--

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 144 6.2.17 Exempt  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 14 February 2017	<u>AWARD OF CONTRACT FOR CLEANING OF WHITFIELD OFFICES 2017-2020</u>  It was agreed:  (a) That the contract for cleaning Dover District Council's Whitfield offices be awarded to KGB Cleaning and Support Services Ltd.  (b) That the Chairman of the Council be requested to suspend call-in in order to avoid a delay in commencing the contract.	None.	The current contract for cleaning the Council's Whitfield offices will expire on 31 March 2017. A competitive tender exercise was undertaken and four tenders were received.  After careful consideration, the Chairman of the Council has decided not to suspend call-in.	

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 145 6.2.17 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> Immediate</p>	<p><u>READMITTANCE OF THE PRESS AND PUBLIC</u></p> <p>It was agreed that the press and public be readmitted.</p>	<p>None.</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 146 6.2.17 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 14 February 2017</p>	<p><u>PERFORMANCE REPORT - THIRD QUARTER 2016/17</u></p> <p>It was agreed the Council's Performance Report and Actions for the Third Quarter 2016/17 be noted.</p>	<p>None.</p>	<p>Monitoring the Council's performance against key objectives is essential to the achievement of those aims and objectives. The Performance Report provides a summary of the Council's performance for the nine months to 31 December 2016.</p>	

The meeting ended at 12.22 pm