

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<p>(1) Topic (one sentence description of the decision being sought)</p> <p>(2) Who will take decision</p> <p>(3) Give date or period within which decision is to be taken</p> <p>(4) Directorate contact (include e-mail and telephone)</p>	<p>(5) Principal Groups/Organisations to be consulted before decision is made</p> <p>(6) Method of consultation (external only [if applicable])</p>	<p>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</p> <p>(8) When should they be made by (closing date)</p>	<p>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</p> <p>(10) Is this information unrestricted or exempt?</p> <p>(11) Date first entered in Notice</p>
<p>KEY 11/20/21</p> <p>(1) Approval of revised unauthorised encampment procedures and process.</p> <p>(2) Cabinet</p> <p>(3) 5 October 2020</p> <p>(4) Shaun.Taylor@dover.gov.uk; 07837 342052</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Not applicable.</p> <p>(8) Not applicable.</p>	<p>(9) Cabinet report</p> <p>(10) Unrestricted</p> <p>(11) 4 September 2020</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The current process that is followed for unauthorised encampments by Dover District Council is normally undertaken by a single member of staff and, when applicable, co-ordinated with the Parking Services team. There is no information available to view online, nor are the processes visible for members of the public or staff. By the Community Services Team updating the process and making the information visible, contingencies are covered if staff are out of the office and the removal process can still be adhered to as it is not reliant on an individual.</p>			
<p>Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>5 October – operational procedure change and update.</p>			