

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
(1) Topic (one sentence description of the decision being sought) (2) Who will take decision (3) Give date or period within which decision is to be taken (4) Directorate contact (include e-mail and telephone)	(5) Principal Groups/Organisations to be consulted before decision is made (6) Method of consultation (external only [if applicable])	(7) Name of person(s) to whom representations can be made (e-mail/telephone) (8) When should they be made by (closing date)	(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision (10) Is this information unrestricted or exempt? (11) Date first entered in Notice
KEY 19/20/21  (1) Revision of Private Sector Housing Enforcement Policy  (2) Cabinet  (3) 9 November 2020  (4) Robin Kennedy, Private Sector Housing Manager - <a href="mailto:robin.kennedy@dover.gov.uk">robin.kennedy@dover.gov.uk</a> ; 01304 872221	(5) Not applicable.  (6) Not applicable.	(7) Robin Kennedy - <a href="mailto:robin.kennedy@dover.gov.uk">robin.kennedy@dover.gov.uk</a> ; 01304 872221  (8) 6 November 2020	(9) Current Private Sector Housing Enforcement Policy and Cabinet report  (10) Unrestricted  (11) 9 October 2020
<b>Brief Details of Item:</b>  The Council's Private Sector Housing Enforcement Policy requires revision in order to take account of additional legislation that needs to be enforced. The revision also allows a reduction in penalty charges for early repayment.			
<b>Deadline for Item:</b>  The approval of the policy is urgent as the additional legislation is already in force.			