

# New Councillor Induction Evening

Thursday 11 May 2023

6.00pm



# Sessions

1. Introductions
2. Council Overview
3. Members' Role and Support
4. Code of Conduct and Standards
5. How Members manage the Council
6. The Officers' Role

# 1. Introductions

- [REDACTED], Chief Executive
- [REDACTED], Strategic Director (Finance and Housing)
- [REDACTED], Strategic Director (Corporate and Regulatory)
- [REDACTED], Strategic Director (Place and Environment)
- [REDACTED], Democratic and Corporate Services Manager

## 2. Council Overview



# Council Overview

DDC delivers, supports and enables a wide range of services, some statutory and some non–statutory. ***Statutory services*** include:

- Waste, Recycling and Street Cleaning
- Planning (Local Plan, Applications, Conservation)
- Building Control
- Parking
- Environmental Health/Port Health
- Licensing
- Electoral Registration and Elections
- Coast Protection
- Housing Services

# Council Overview

DDC delivers, supports and enables a wide range of services, some statutory and some non–statutory. ***Statutory services*** include:

- Contd
- Emergency Planning
- S.17 Crime and Disorder Act
- Those delivered through East Kent Services (Council Tax, Business Rates, Benefits, and various government schemes for Covid)
- East Kent Audit Partnership.

# Council Overview

## ***Non-Statutory*** services include:

- Events
- Museums and Visitor Information Centres
- Leisure facilitation (including strategic play areas and management of Deal Pier)
- Management and maintenance of assets (including parks and open spaces, Deal Pier)
- Regeneration activities (including Invest in Dover)
- Partnerships (Community Safety Partnership, White Cliffs Countryside Partnership, Up on the Downs)
- Community Development and Support
- Health and Wellbeing
- Projects such as Kearsney Parks

# Council Overview

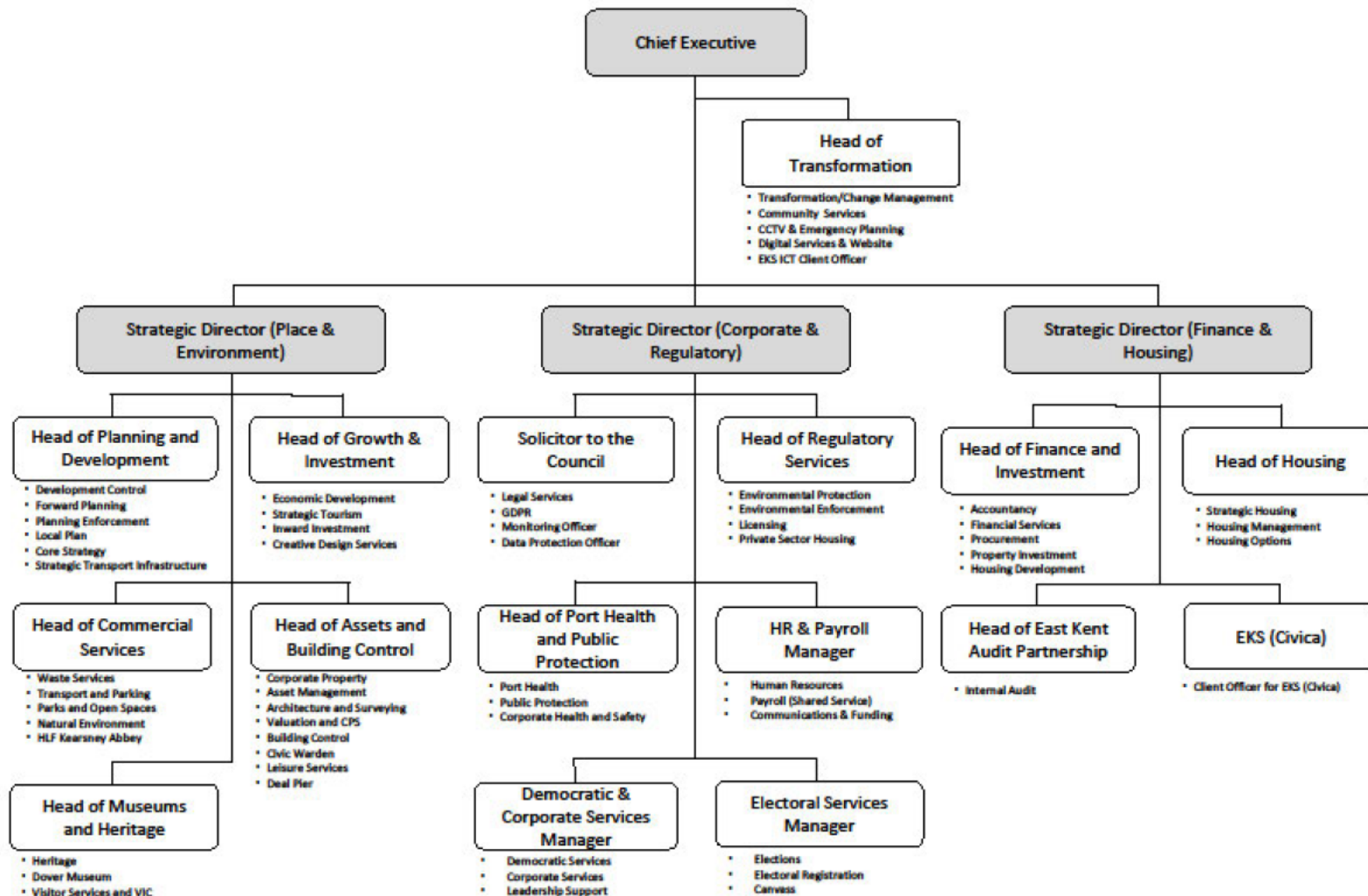
- 32 Members:
  - Role – to set and resource priorities and take major decisions
- Approximately 485 Officers:
  - Role – operational delivery of day-to-day services and projects in accordance with priorities and resourcing determined by Members





# Council Structure

## Senior Management Organisational Chart



# Questions?



# 3. Members' Role and Support

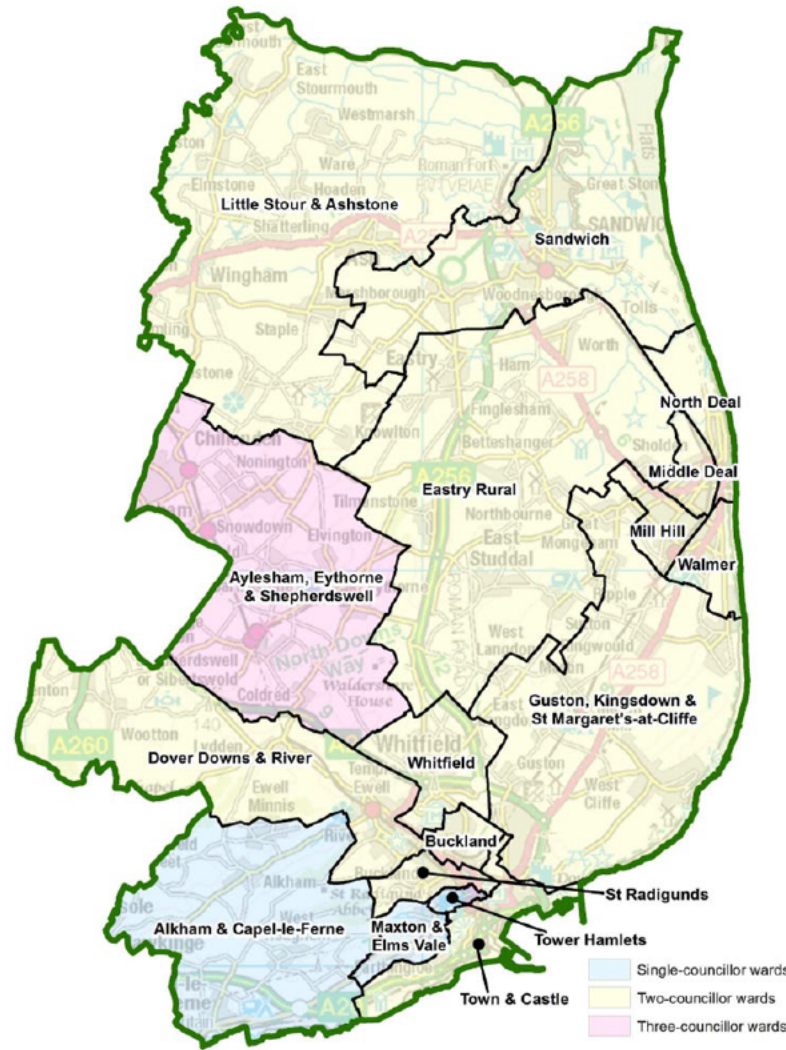


# Dover District Council

**Congratulations!**

**You are 1 of 32 elected district councillors!**

**New Members in 10 of 17 Wards**



# The Full Council



[James Back](#)

Whitfield  
Conservative  
Party



[Trevor Bartlett](#)

Little Stour and  
Ashstone  
Conservative  
Party  
Leader of the  
Council



[Martin Bates](#)

Guston,  
Kingsdown and  
Margaret's-at-  
Cliffe  
Conservative  
Party



[David Beaney](#)

Dover Downs and  
River  
Conservative  
Party



[Susan Beer](#)

North Deal  
Labour Party



[Edward Biggs](#)

Town and Castle  
Labour Party



[Stacey Blair](#)

Middle Deal  
Labour Party



[Pamela Brivio](#)

Tower Hamlets  
Labour and Co-  
operative Party  
Deputy Leader of  
the Labour Group



[Gordon Cowan](#)

St Radigunds  
Labour Party



[David Cronk](#)

Middle Deal  
Labour Party



[Dan Friend](#)

Sandwich  
Conservative  
Party



[Martin Hibbert](#)

Alkham and  
Capel-le-Ferne  
Conservative  
Party



[Susan Hill](#)

Town and Castle  
Labour Party



[Nicholas Kinton](#)

Eastry Rural  
Conservative  
Party



[Roger Knight](#)

Whitfield  
Conservative  
Party



[Jeff Loffman](#)

Mill Hill  
Labour Party



[Shehrazade Maria  
Mamjan](#)

Aylesham,  
Eythorne and  
Shepherdswell  
Labour and Co-  
operative Party



[Stephen Manion](#)

Eastry Rural  
Conservative  
Party



[Kevin Mills](#)

Buckland  
Labour Party  
Leader of the  
Labour Group



[Mark Moorhouse](#)

Sandwich  
Independent



[Derek Murphy](#)

Walmer  
Conservative  
Party



[Michael Nee](#)

Maxton and Elms  
Vale  
Labour Party



[Daniel Parks](#)

North Deal  
Labour Party



[Martin Porter](#)

Little Stour and  
Ashstone  
Conservative  
Party



[Jamie Pout](#)

Aylesham,  
Eythorne and  
Shepherdswell  
Labour Party



[Oliver Richardson](#)

Guston,  
Kingsdown and  
Margaret's-at-  
Cliffe



[Mark Rose](#)

Dover Downs and  
River  
Conservative  
Party



[Chris Vinson](#)

Walmer  
Conservative  
Party



[Helen Williams](#)

Mill Hill  
Labour Party



[Charles Woodgate](#)

Aylesham,  
Eythorne and  
Shepherdswell  
Labour Party



[Lynne Wright](#)

St Radigunds  
Labour Party



[Charlotte Zosseder](#)

Buckland  
Labour Party

# Member Role

“As a councillor you will have many different roles to balance. As the local elected representative you will engage with residents and groups on a wide range of different issues and take on an important community leadership role.

At the council you will contribute to the development of policies and strategies, including budget setting, and you may be involved in scrutinising council decisions or taking decisions on planning or licensing applications.”

Local Government Association

# Member Role

- Representing your Community
  - Each ward – c.2,902 electors per councillor
- Casework
- Committee Meetings (Council, Committees and Cabinet)
- Leadership
- Representing the District
- Outside Bodies and Partnerships
- Member of a Political Group (if applicable)

# Support for Members

- The Induction Process
  - Welcome Pack
  - Induction Pack
  - Training
- Committee Training
  - Planning Committee
  - Licensing Committee
  - Governance Committee
  - Regulatory Committee
- Councillor Skills Training
  - Casework
  - Personal Safety



# Training and Development

Committee  
Specific Training

Data  
Protection/GDPR

Use of the Mod  
Gov System

Personal Safety

Code of Conduct

Ward Work

Member/Officer  
Interaction



# First 60 Days



# May 2023

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
<b>BANK HOLIDAY</b>			<b>ELECTION</b>	<b>COUNT</b>
8	9	10	11	12
<b>CORONATION BANK HOLIDAY</b>	<b>NEW MEMBER START DAY</b>		<b>INDUCTION EVENT</b>	
15	16	17	18	19
6.00pm ICT Training, Mod Gov & Issue of devices	4.00pm Code of Conduct Political Groups Meet	<b>6.00pm AGM</b>		
22	23	24	25	26
6.00pm Code of Conduct	10.00am Licensing & Regulatory Training Brave Room		6.00 pm GDPR & Data Protection Training	
29	30	31		
<b>BANK HOLIDAY</b>	9.30am LICENSING 10.00am REGULATORY 6.00pm Planning Training			

# June 2023

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			<b>6.00pm Planning Committee</b>	
5	6	7	8	9
<b>11.00am Cabinet</b>			<b>6.00 - 8.00pm Overview of Governance</b>	
12	13	14	15	16
<b>6.00pm Overview &amp; Scrutiny Committee</b>	<b>6.00 - 8.00pm Understanding the Financial Statements</b>			
19	20	21	22	23
<b>6.00 – 8.00pm Ward Work</b>	<b>6.00 – 8.00pm Member/Officer Relationships &amp; Roles</b>		<b>6.00pm Dover Joint Transportation Advisory Board</b>	
26	27	28	29	30
		<b>6.00 – 8.00pm Councillor Safety</b>	<b>6.00pm Governance Committee</b>	

# Support for Members

## Councillor Remuneration

- Basic and Special Responsibility Allowances
  - Adopted Scheme in Welcome Pack
  - Basic Allowance: £5,000 p.a. (paid monthly to all Members)
  - Special Responsibility Allowance: Depends on positions held
  - First payment will be June 2023 covering May and June.  
Additionally, you will receive a £500 advance on your allowance for one-off set-up costs.
- Travel and Subsistence Claims to be submitted:
  - no later than the 25th of the month (for payment the following month) and
  - no later than 90 days after the meeting/event being claimed for

# Support for Members

- Democratic Services Section:
  - ‘Officers of the Council’ so politically neutral, providing advice and support to all Members equally
  - Here to help you (drop in, call or e-mail)
  - Can signpost you to other officers/departments
  - Organises Member training
  - Produces committee agendas and minutes
  - Clerks meetings
  - Provides advice to political group leaders
  - Provides helpdesk for Mod Gov app issues
- Other Members
  - Can share their first-hand experience with you

# Support for Members

## Council Meeting Procedures

- Stand (if you can) when the Chairman of the Council enters/exits the room
- Cannot speak until called upon by the Chairman
- Speak for 3 minutes
- Points of order and personal explanation
- Must stand (if you can) to speak
- Speak through the Chairman - do not speak across the Chamber
- Voting is conducted through the electronic voting system except where a recorded vote is required

# Support for Members

## Committee Meeting Procedures

- More relaxed - no need to stand when committee chairman enters/exits the room
- Cannot speak until called upon by the committee chairman
- No set time limit for speaking (though Chairman may curtail speaker)
- Speak through the Chairman - do not speak across the room/other councillors and be civil to Members/Officers
- Voting is conducted electronically, by a show of hands or verbal consensus (depending on the committee or decision being made)
- Formal procedures of conduct for Regulatory & Licensing Committees

END



# 4. Code of Conduct and Standards



# Code of Conduct/Standards

- Members' Code of Conduct
- Roles of:
  - Governance Committee – Ethical behaviour
  - Monitoring Officer – Complaints/alleged breaches



# Code of Conduct

- Declaration of Interests
  - Disclosable Pecuniary Interests (DPI)
  - Other Significant Interests (OSI)
  - Voluntary Announcement of Other Interests (VAOI)
- Register of Interests
  - form must be returned by 1 June 2023
- Conflicts of Interest
- Related Parties return
- Public Perception

# Code of Conduct

Training on Code of Conduct/Social Media Use:

- Tuesday 16 May - 4.00pm–6.00pm
- Monday 22 May – 6.00pm-8.00pm

Council Chamber, Whitfield Offices

# Questions?

# 5. How Members Manage the Council



# How Members Manage the Council

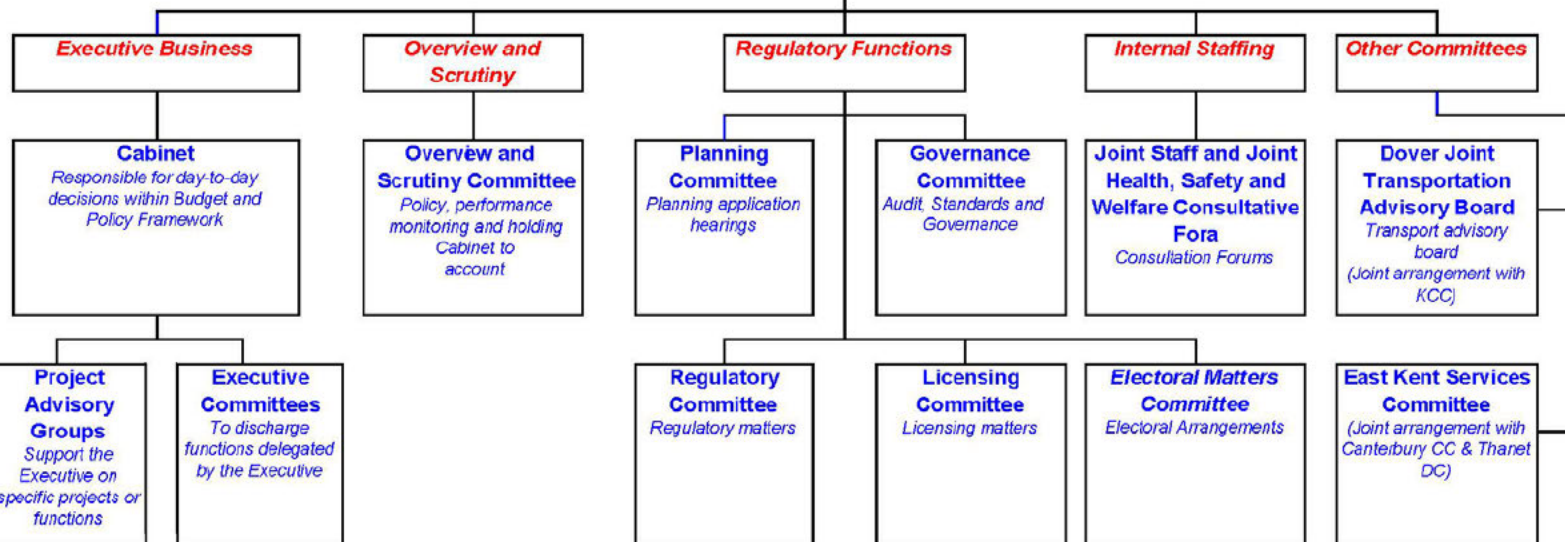
- Committee Structure
- Council
- Cabinet
- Scrutiny
- Governance
- Constitution
- Partnerships

# Committee Structure



## DOVER DISTRICT COUNCIL

### Decision-Making Structure





# Committee Structure

- Council is our 'House of Commons' - elects leader, approves budget, sets taxes and policies
- Cabinet is our 'Cabinet' - drawn from controlling party and takes decisions within the budget and policy framework set by Council. Portfolio holders are similar to government ministers
- Scrutiny is our parliamentary 'Select Committee'
- Governance – audit, constitution, our 'Public Accounts Committee'
- Regulatory – quasi-judicial
- Internal and Other committees
- • These arrangements can be changed by Council

# Cabinet

- Cabinet Composition and Portfolio Holders
- Executive Functions under Local Government Act 2000
- Budget/Policy Framework
- Key Decisions

# Overview and Scrutiny

- To achieve accountability and transparency in decision-making
- To consider key issues of public interest
- To review and scrutinise decisions made by the Executive (i.e. Cabinet or Portfolio Holders)
- To make recommendations to the Executive and Council on their policies, budget, performance and service delivery

# How does Scrutiny work?

- 1 x Overview and Scrutiny Committee
- Opposition Chair and Vice-Chair
- Committee meets approximately 11 times a year
- Examines Executive decisions
- Post-Decision Model
- Can also initiate studies
- Quarterly Strategic Performance Dashboard
- The Executive and/or Officers are scrutinised by the Committee

# The Constitution

- An encyclopaedia of the Council which prescribes:
  - How the Council operates – Procedures
  - How decisions are made – Responsibilities
  - Codes of Conduct and Protocols
- View text at [CONSTITUTION OF THE COUNCIL \(dover.gov.uk\)](https://www.dover.gov.uk/constitution-of-the-council)

# Questions?



# 6. The Officers' Role



# The Officers' Role

- To deliver the priorities approved by Members
- Chief Executive
  - Transformation
  - Community Services
  - Parking Services
  - Digital/IT Services
- Strategic Director (Corporate and Regulatory)
- Strategic Director (Finance and Housing)
- Strategic Director (Operations and Commercial)



# Chief Executive *Transformation*

- Community Engagement
- Community Safety
- Parking Services
- Digital Services
- Events
- External Funding

# Corporate and Regulatory

## *Corporate*

- Democratic and Corporate Services
- Electoral Services
- HR and Payroll (including Health & Safety)
- Communications
- Legal Services



# Corporate and Regulatory

## *Regulatory*

- Licensing
- Port Health
- Environmental Health
- Environmental Protection and Crime
- Private Sector Housing

# Finance and Housing

## *Finance and Investment*

- Accountancy
- Procurement and Payments
- Income
- Banking
- Investments
  - Financial
  - Property
- Strategic Housing
- Housing Options

# Finance and Housing

## *Housing*

- Housing Service
  - HRA – ring fenced landlord account
  - Income
  - Benefit and Money Advice
  - Tenant Engagement
  - Independent living
  - Anti-Social Behaviour
  - Housing Officers

# Finance and Housing

## *Partnership Working*

- East Kent Shared Services:
  - Services provided by Civica on behalf of DDC, Canterbury CC and Thanet DC
    - Council Tax and Business Rates
    - Revenues and Benefits
    - Customer Services etc
- East Kent Audit Partnership (DDC, CCC, TDC, F&H)
- EKH, HR and ICT (all now discontinued)
- Also (■):
  - White Cliffs Countryside Partnership,
  - Up on the Downs, Veolia (F&H)

# Civica

- Shared Team
- Customer Services – Telephony, Face to Face and digital
- Housing Benefit & Council Tax Support
- Council Tax administration and collection
- Business Rates administration and collection
- Corporate debt collection
- Governance & KPIs

# Place and Environment

- Service Areas include:
  - Property Assets (including Housing Maintenance and Planned Works)
  - Planning and Development (including Enforcement & Building Control)
  - Waste Services
  - Parks and Open Spaces (including White Cliffs Countryside Partnership)
  - Place, Growth, Investment and Creative Services (including Regeneration and Tourism)
  - Museums and Culture



# Place and Environment

## *Property Assets*

- Asset Management and Maintenance
- Estates and Valuation
- Corporate Property Management
- Leisure Services
- Housing Stock Maintenance
- Coast Protection



# Place and Environment

## *Planning and Development*

- Local Plan/Planning Policy
- Planning Enforcement
- Building Control
- Conservation
- Ecology
- Development Management



# Place and Environment

## *Waste Services*

- Recycling & Waste Services
- Street Cleaning



# Place and Environment

## *Parks, Open Spaces & Countryside Management*

- Parks
- Cemeteries
- Open Spaces
- White Cliffs Countryside Partnership

# Place and Environment

## *Place, Growth, Investment and Creative Services*

- Regeneration Delivery
- Tourism Promotion
- Tourism Strategy
- Design Services

# Place and Environment

## *Museums and Culture*

- Dover Museum
- Arts & Culture



# Questions?