

INDUCTION PACK

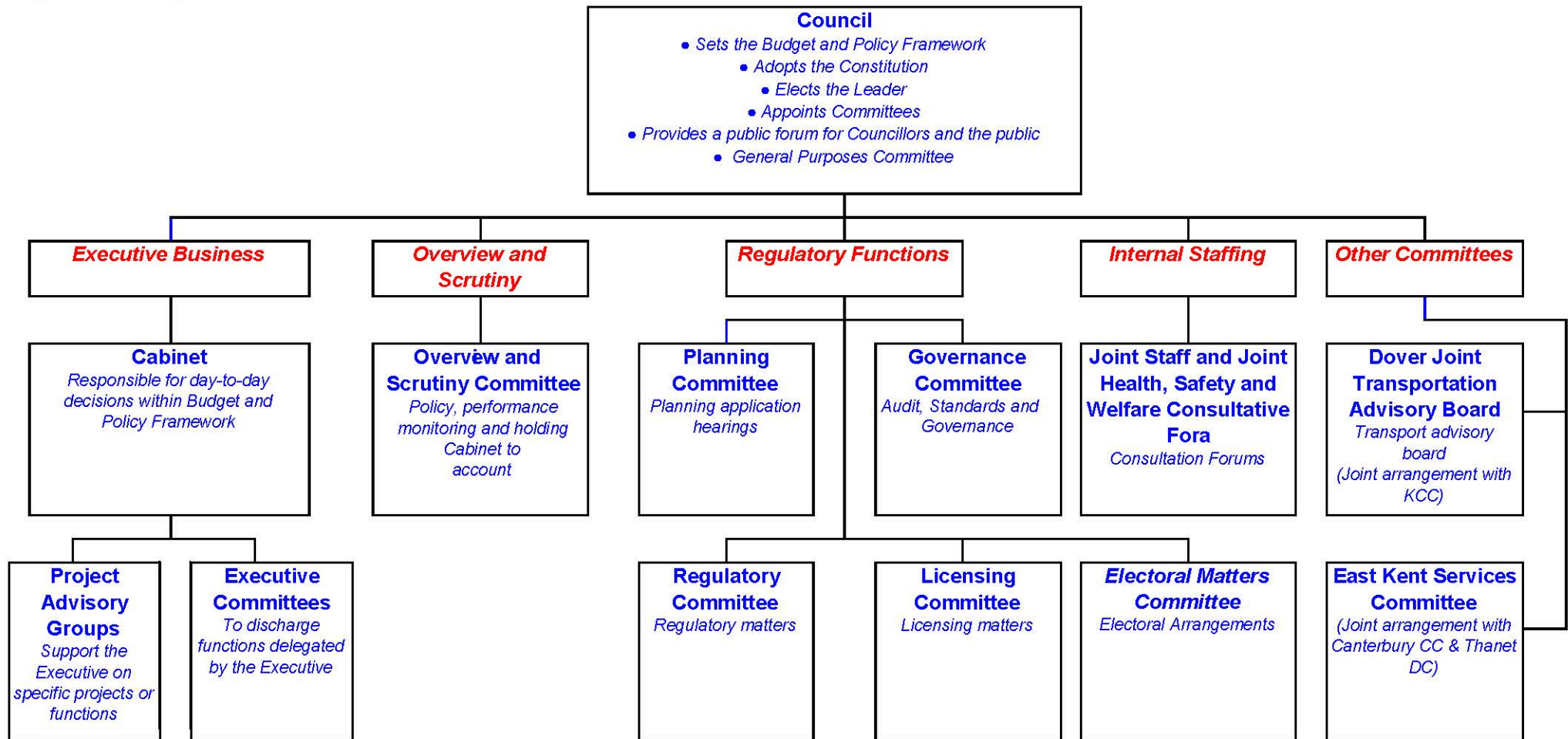
List of Contents

- Consent to receive electronic summons
- A Brief Guide to Dover District Council
- Dover District Council Senior Management Organisational Chart
- Dover District Council Organisational Structure
- Dover District Council Decision-Making Structure
- How Decisions are Made at Dover District Council
- Council Procedure Rules
- Acceptable Use Policy
- Social Media Policy for Members



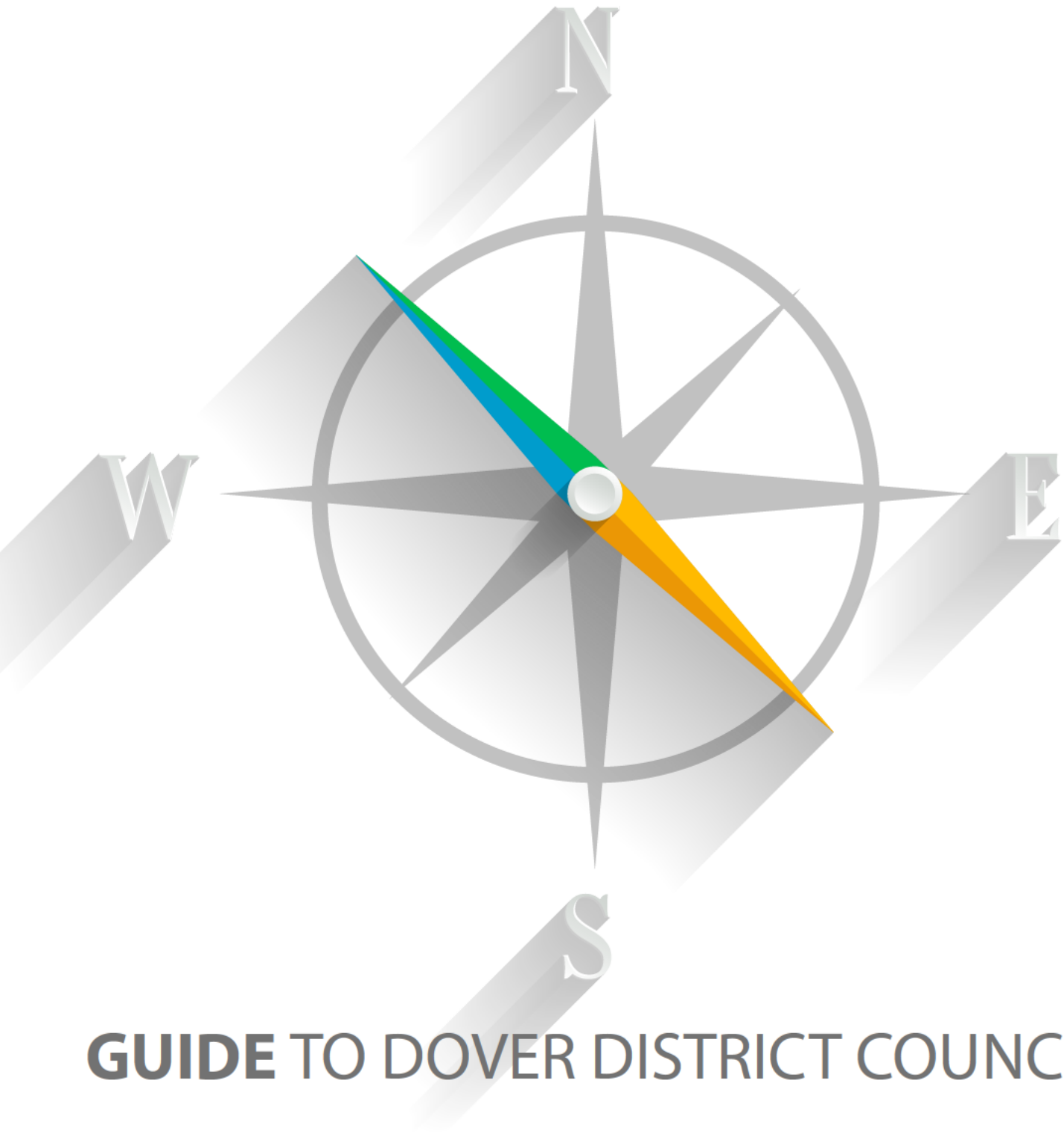
Dover District Council

Decision-Making Structure





A BRIEF GUIDE TO DOVER DISTRICT COUNCIL



GUIDE TO DOVER DISTRICT COUNCIL

CENTRAL AND LOCAL GOVERNMENT

National policies are set by central Government, but local councils have a wide range of powers and duties, with responsibility for local matters and delivering day-to-day services. The main link between local authorities and central Government in England is the Department for Levelling Up, Housing and Communities which is responsible for developing national policy on how local government operates and is funded. Other government departments deal with national policy on local services e.g. the Department for Education and the Department for Environment, Food and Rural Affairs.

LOCAL GOVERNMENT STRUCTURE

Across England, local governmental bodies are arranged into a mixture of one and two-tier systems, with two levels in most of the country but only one level in some areas which is responsible for the provision of all local services; these are known as unitary authorities. In Kent, there is Kent County Council plus 12 district councils and 1 unitary authority (Medway). In London, each borough is a unitary authority, but the Greater London Authority (i.e. the Mayor and Assembly) is responsible for certain services like police and transport.

Town and Parish Councils

In some parts of England, there are also town and parish councils, which are sometimes described as the third tier of local government. Parish councils are currently responsible for a limited number of services such as bus shelters, footpaths, recreation facilities, public toilets, drainage, etc. Parish councillors are elected for a period of four years.

Funding for parish councils comes partially from district councils and is taken from the area's Council Tax in the form of an annual precept. An amount based on the income and expenditure forecast for the next financial year is added to the local Council Tax and then returned to parishes.

Save for some councillor conduct and elections issues, town and parish councils are sovereign bodies and are not accountable to the district or county councils. Further information about town and parish councils may be found at the websites of the National Association of Local Councils (www.nalc.gov.uk) and the Kent Association of Local Councils (www.kentalc.gov.uk) or at www.dover.gov.uk.

FUNCTIONS AND DUTIES

Local authorities work within powers laid down under various acts of Parliament.

In the Local Government Act 1972, the Government delegated specific duties to local government, together with the necessary powers to raise some of the money needed to pay for them. These duties are called **statutory** duties. In addition, there are **regulatory** services – such as planning applications, alcohol, gambling and taxi licensing – that councils must provide. Councils also carry out some other duties which are discretionary and therefore **non-statutory**.

HOW THIS COUNCIL WAS CREATED

The Local Government Act 1972 reformed the structure of local government in England and Wales, dividing England into county and district councils. A total of 47 county and 333 district councils were created, as well as 36 metropolitan districts and 32 London boroughs.

Dover Rural District Council, Dover Borough Council, Deal Borough Council, Sandwich Town Council and Eastry Rural District Council merged to become Dover District Council. The Council offices were purpose-built at Whitfield during the 1980s.

In the early 1990s, the Review of Local Government set out to simplify the system by creating unitary councils. However, the changes were not as far-reaching as anticipated, with only one unitary authority created in Kent for example.

The Local Government Act 2000 reformed local government in England and Wales, principally providing for:

- **local authorities to promote economic, social and environmental well-being within their areas;**
- **local authorities to move away from a committee-based system of decision-making to an executive model;**
- **backbench councillors to fulfil an overview and scrutiny role;**
- **the introduction of a revised ethical framework for local authorities, including the adoption of codes of conduct for elected members and the establishment of standards committees.**

Dover District Council adopted a new decision-making structure in May 2002 (see Decision-Making).

The present structure of local government in England is:

- Greater London Authority (created May 2000)
- 32 London Boroughs and the City of London Corporation
- 36 Metropolitan District Councils in urban towns/cities
- 55 Unitary Authorities
- 27 County Councils
- 201 District Councils
- 9,000 (approx) town and parish councils

ELECTIONS

In England and Wales, over 19,000 people represent their communities by serving as councillors on a local authority. Councillors are elected to represent an individual geographical unit of the council known as a Ward (District) or Division (County).

In Dover District, all councillors are elected once every 4 years. However, in some district councils a third of councillors are elected each year (although elections are not held when there are county council elections). Elections are held on the first Thursday in May, with the next elections due on 6 May 2027.

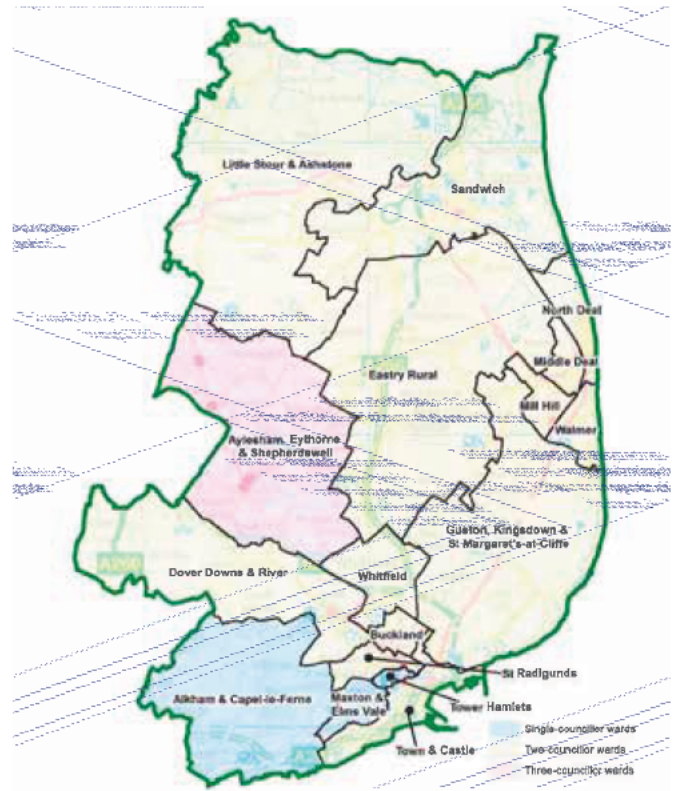
If a councillor resigns or dies whilst in office, a by-election is held to elect another person to represent that Ward. Councillors elected at a by-election serve the remaining period of the 4-year term. However, where a vacancy occurs within 6 months of the date of the next ordinary election, the seat is left vacant until the next election.

In 2022 there were 32 councillors serving on Dover District Council from the following political parties:

Conservative	20
Labour	10
Labour & Co-operative Party	1
Non-Aligned Members	1

Of these, 7 were female and 25 were male.

Following an electoral review, the Council's size was reduced from 45 to 32 councillors on 2 May 2019 and resulted in changes to the number of wards and their composition.



The present ward structure in the District is:

Ward Name	No. of Councillors
Alkham & Capel-le-Ferne	1
Aylesham, Eythorne & Shepherdswell	3
Buckland	2
Dover Downs & River	2
Eastry Rural	2
Guston, Kingsdown & St Margaret's-at-Cliffe	2
Little Stour and Ashstone	2
Maxton and Elms Vale	1
Middle Deal	2
Mill Hill	2
North Deal	2
Sandwich	2
St Radigunds	2
Tower Hamlets	1
Town and Castle	2
Walmer	2
Whitfield	2
TOTAL COUNCILLORS	32

Electoral ward boundary maps may be viewed at www.election-maps.co.uk.

THE COUNCIL'S SERVICES

Dover District Council is responsible for delivering a wide range of services. Kent County Council is responsible for delivering strategic and, generally speaking, more costly services. The following gives a flavour of the division of services between the two councils:

DOVER DISTRICT COUNCIL

- **Waste Collection** (including Recycling) (collection of domestic and commercial waste)
- **Leisure Services and Parks** (provision and maintenance of recreational facilities)
- **Housing** (providing and managing/maintaining rental properties, homelessness support etc)
- **Elections** (administration of Parliamentary and Local elections)
- **Planning** (dealing with applications for construction, alteration, demolition, conservation, developing a Local Development Plan etc)
- **Licensing** (administration of licensing regime for sale of alcohol, taxis, animal boarding establishments etc)
- **Environmental** Crime and protection (fly-tipping, litter, dog fouling, noise, air quality, pest control, pollution problems etc)
- **Port Health & Public Protection** (imported food checks, food safety/hygiene and infectious disease controls etc)
- **Car Parks** (provision of off and on-street parking and enforcement)

KENT COUNTY COUNCIL

- **Waste Disposal**
- **Social Services**
- **Education**
- **Highways**
- **Traffic**
- **Fire Service**
- **Libraries**
- **Youth Services**

A full list of the services offered by both councils may be found under the A-Z of services at www.dover.gov.uk and on Kent County Council's website.

Not all services are delivered directly by the Council. Civica, a private company, manages customer services and revenues and benefits payments/collections on behalf of Dover and Thanet District Councils and Canterbury City Council. Waste services are delivered in partnership with Kent County Council and Folkestone & Hythe District Council. Dover District Council also hosts the East Kent Audit Partnership which delivers the audit service for Canterbury City, Dover, Folkestone & Hythe and Thanet District Councils.

WHO WORKS FOR THE COUNCIL

Councillors

- Elected every 4 years by the electorate of the District aged 18 or over (and eligible to vote)
- Not salaried employees of the Council but do receive an allowance and expenses to cover cost of public duties
- Represent political parties or can be Independent
- Each councillor represents a part of the District known as a ward
- Some wards are represented by more than one councillor
- Help residents with queries or problems which usually relate to Council services
- Develop links with local community groups and organisations
- Campaign on local issues
- Take decisions as part of full Council and by serving on the Cabinet or by sitting on Council committees
- Councillors come from all walks of life, age groups and backgrounds

Officers

- Salaried employees of the Council – appointed not elected
- Non-political
- Role is to implement Council decisions, provide advice and manage delivery of services

Salaried employees of the Council fulfil various roles including: accountant, building surveyor, caretaker, committee clerk, housing administrator, mechanical engineer, planner, secretary, solicitor, quantity surveyor.

As of February 2023 the Council's Management Team comprises:

- Chief Executive
- Strategic Director (Corporate and Regulatory)
- Strategic Director (Finance and Housing)
- Strategic Director (Place and Environment)

DECISION-MAKING

Councillors are elected by local people to run the Council. In practice, the delivery of services and day-to-day management of the Council is carried out by officers of the Council. Councillors will initiate and develop policies, but officers are responsible for providing advice and implementation.

Traditionally, the decision-making structure of the Council has been divided into several tiers. Beneath the full Council, there used to be several committees organised by service or subject. Beneath these were sub-committees and working groups established to deal with specific issues. All councillors, sitting as full Council, would receive recommendations from the various committees which it would accept, reject or amend.

Following the Local Government Act 2000, Dover District Council adopted a new decision-making structure in the form of a Leader and Cabinet system. This was revised in 2011 and became the Strong Leader and Executive (or Cabinet) Model. Cabinet is the part of the Council that is responsible for making most day-to-day decisions. However, although not responsible for day-to-day decision-making, full Council is where all councillors meet to debate, and take decisions on, constitutional issues, the budget, the Council's policies and the appointment of senior officers, amongst other things.

Cabinet does not have responsibility for quasi-judicial and regulatory functions such as planning and licensing, and these are delegated by the Council to separate decision-making committees. There is also an Overview and Scrutiny Committee which allows councillors who are not on the Cabinet to scrutinise Cabinet decisions and influence Council policies in development.

As of February 2023 the decision-making structure of the Council looks like this:

- **Council** - all 32 Members
- **Cabinet (group in control only)**
- **East Kent Services**
- **Electoral Matters**
- **General Purposes**
- **Governance Committee**
- **Licensing Committee**
- **Planning Committee**
- **Regulatory Committee**
- **Overview & Scrutiny Committee**
- **Dover Joint Transportation Advisory Board**
- **Joint Staff Consultative Forum**
- **Joint Health, Safety & Welfare Consultative Forum**

In February 2023 **Cabinet** comprises:

- The Leader of the Council
- The Deputy Leader of the Council and Portfolio Holder for Community and Corporate Property

and **Portfolio Holders** for:

- Transport, Licensing and Regulatory Services
- Finance, Governance, Digital and Climate Change
- Planning and Environment
- Social Housing, Port Health, Skills and Education

Further information about the role of Cabinet may be found in the separate briefing note entitled 'How Decisions are Made at Dover District Council' in the Induction Pack for new Members or online at: www.dover.gov.uk/decisions-march-23

WHERE THE MONEY COMES FROM

Dover District Council obtains the money it spends on services from four sources:

Council Tax

This tax is the local taxpayer's contribution towards the cost of services provided by various authorities in Kent, and is calculated using a tax-base made up of the values of all domestic homes in the District. All homes are placed in a 'band' that covers a range of property values. Values are decided by the Valuation Office Agency (a separate body from the local authorities), using 1991 price levels. The District Council collects Council Tax on behalf of Kent County Council (KCC), the Police and Crime Commissioner for Kent, Kent and Medway Fire and Rescue Authority, town and parish councils, as well as for its own services. For every £100 paid in Council Tax, about £71 is passed on to KCC, about £11 to the Police and Crime Commissioner for Kent, £4 to Kent and Medway Fire and Rescue Authority, and an average of £4 to town and parish councils. The remaining £10 will be used by Dover District Council to pay for the services that it provides.

Government Grants

The Government gives grants to local authorities to subsidise the cost of local services. Allocations to individual councils are intended to allow similar levels of service to be provided throughout the country.

Fees and Charges

These are the charges made to customers using council services such as car parks; licensing (taxis, tattoo premises, etc.); planning (for permission to build new, and change current, properties etc.); environmental health (clearing wasps' nests, inspecting restaurants etc.) etc.

National Non-Domestic Rate (Business Rate)

The Council collects business rates from businesses in Dover District. The rate is set nationally and Dover District Council has no influence over how much is charged. This income is now allocated between central Government, Dover District Council, Kent County Council and Kent and Medway Fire and Rescue Authority in accordance with the Localisation of Business Rates scheme. One aim of the scheme is to encourage growth in districts and this will result in local authorities sharing an element of both loss or growth of business rates income in their area with the other bodies.

HOUSING REVENUE ACCOUNT

A further area of finance is in relation to council housing. Council housing is financed differently to other council services and has its own separate account. This account contains income from council house rents which is used for spending on management, repairs, maintenance and to support the development of new affordable housing in the district.

AND WHERE THE MONEY GOES

Council spending is divided between **capital** and **revenue**.

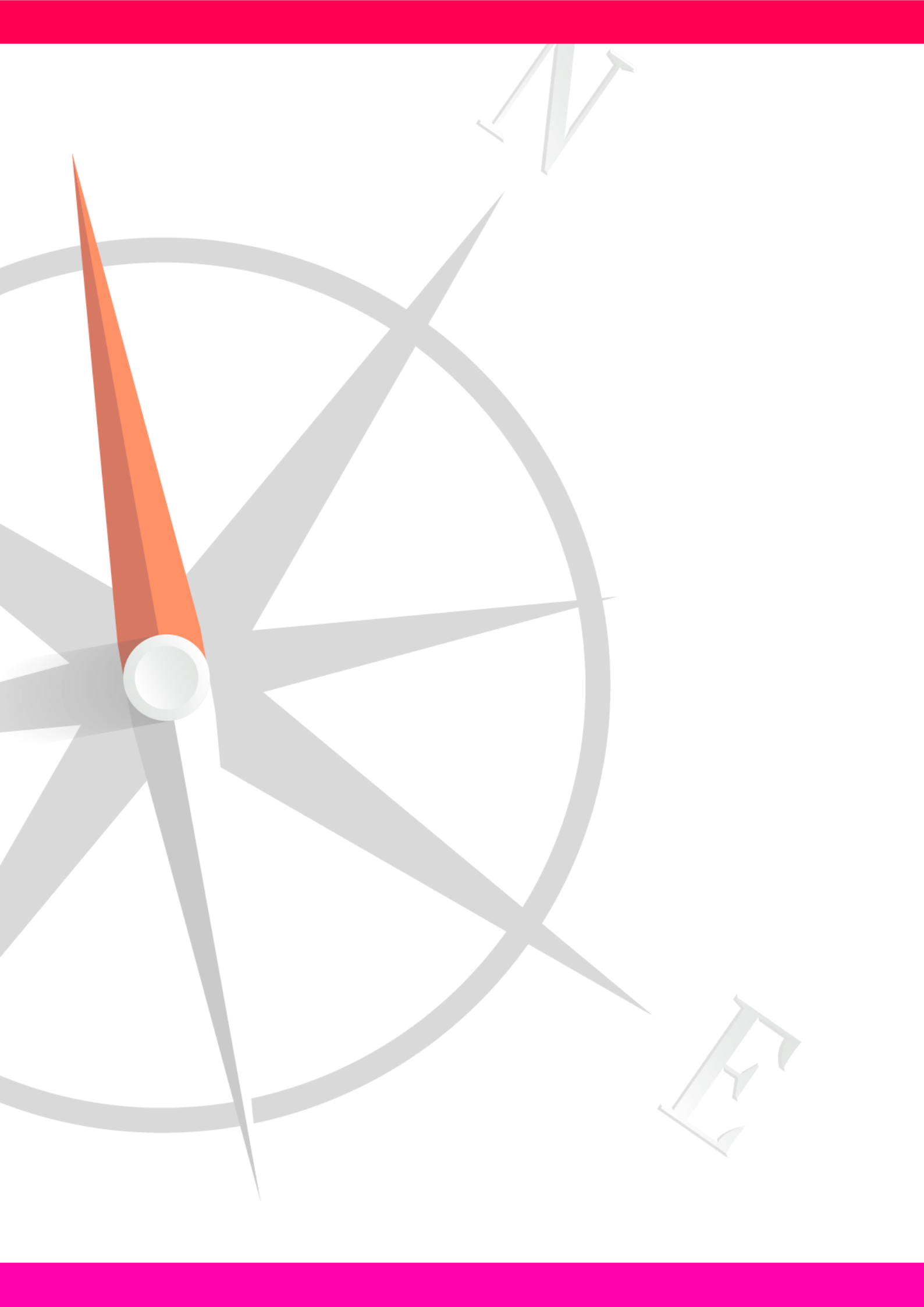
Capital spending is for one-off payments to buy things like buildings and vehicles, and to finance significant projects, such as new coastal protection works, regeneration projects and new equipment.

Revenue spending is the way the Council pays for the services it delivers. Some examples of services provided are:

- Refuse and recycling collection from the District's households;
- Cleaning the streets and public areas of the District;
- Asset and facilities management, including parks and open spaces, cemeteries, beaches and foreshores, Dover Town Hall, Deal Pier, leisure centres and other corporate assets;
- Community engagement;
- Housing services, including housing allocation, homelessness support and private sector housing;
- Planning and regeneration delivery;
- Museums and tourism;
- Regulatory services, including licensing, environmental health, envirocrime (e.g. dog fouling, littering) and port health;
- Housing benefits provision and Council Tax support scheme;
- Car parking services;
- Community safety and CCTV;
- Collection of Council Tax and Business Rates (NNDR).

The Council budget is set in March of each year.

More detailed information on Council finance is available on the Council's website (www.dover.gov.uk).





*This guide has been devised and produced by officers from
Dover District Council's Democratic Services Section*

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Acceptable Use Policy

- **Introduction**
- **Scope**
- **The Policy**
 - Summary & Introduction
 - Responsibilities
 - Internet Use Policy
 - Email Use Policy
 - Removable Media Policy
- **Policy Compliance**
 - Document Control

Introduction

This policy forms part of the Corporate Information Governance Group policy framework. It supersedes all previous policies on this subject matter.

Scope

This Policy applies to, but is not limited to, all of the councils, councillors, employees, partners and where applicable, contractual third parties and agents of the councils.

Summary and Introduction

Canterbury City Council, Dover District Council, and Thanet District Council (the Councils) provide technology devices, such as PCs, laptops, thin client devices, iPads, iPhones and other smart devices, together with access to the Internet and email use. All email prepared and sent from any official business email addresses or mailboxes, and any non- work email sent using EK Services ICT facilities is subject to this policy.

There are a number of legislative requirements that must be adhered to in relation to telephony, IT networks and any specific applications, e-mail and Internet use. The aim of this policy is to set out what is and what is not acceptable in respect of internet use, email use and removable media on Council systems and equipment to outline your personal responsibilities in respect of compliance with this policy.

Responsibilities

All staff have responsibility to:

- Familiarise themselves with the detail, essence and spirit of this policy and understand that use of facilities provided by the Councils must be in accordance with this policy
- Assess any risks associated with Internet, email or removable media usage
- Know that all existing council policies apply to conduct on the Internet and within email, especially (but not exclusively) those that deal with privacy, misuse of resources, harassment of any kind, information and data security, fraud and the Code of Conduct.
- Remember that comments made on social networking sites, chat rooms etc. are in the public domain and must not bring the councils or their partners into disrepute or be of a defamatory nature. The councils will not tolerate bullying or harassment of colleagues in any form, this includes via social networking.
- Ensure that all use of removable media devices is in accordance with this policy
- Report any actual or suspected data breaches via the data protection & cyber security breach reporting procedure as soon as made aware. This can be done here at [Report a Data or Cyber Security Breach](#) on the self-service portal. Once the breach reporting form is completed this will be sent to the Senior Information Security Officer who will direct the breach to the relevant authority's data protection team. This includes the Data Protection Officer and Senior Information Risk Owner.

They will be in contact to deal with the data breach and mitigate any risk that may be caused to the data subject or which the council is exposed to.

It is the responsibility of Line Managers to ensure that the use of the Internet & email facility:

- Within an employees work time is relevant to and appropriate to the councils' business and within the context of the users responsibilities.
- Within an employee's own time is subject to the rules contained within this document.

Internet Use Policy

This Internet Policy will be applied at all times whenever using the councils provided Internet facility. This includes access via any device including a desktop computer, laptop computer or mobile device. Users are also reminded that comments made on social networking sites, chat rooms etc. are in the public domain and must not bring the councils or their partners into disrepute, or be of a defamatory nature. The councils will not tolerate bullying or harassment of colleagues in any form, this includes via social networking.

The Internet facility is made available for the business purposes of the councils. A certain amount of personal internet use is permitted but must not interfere with the objectives of the business.

Personal use of the council's internet service

- The councils permit reasonable personal use of the Internet in your own time (for example during your lunch-break or after work). This is at the discretion of your line manager and provided on the basis that it does not interfere with your work.
- If you are in any doubt about how you may make personal use of the councils' Internet Service you are advised not to do so without first seeking the advice and approval of your line manager.
- Such use must not interfere with your council work or the work of the councils. Excessive personal use is not permitted.
- Personal use of the internet may be withdrawn for operational reasons.
- You must be aware that the security systems cannot distinguish between personal and official use of the Internet. Your internet access will be subject to the same monitoring processes, and may be revealed to ICT, Audit and your own management or other authorised parties.
- You must not use the Internet facilities for any other business or commercial purpose.

Remote Use

- Users will sometimes need to use council equipment and access the council network when working remotely, whether from their home, offsite or when travelling. Remote users are reminded that this policy applies to them wherever they are using council owned equipment and/or accessing the council network.
- Remote access must only be on a Council owned device.
- Before using or taking council equipment overseas you must seek advice from ICT Services.

Internet Account Management, Security and Monitoring

- The councils will provide a secure logon-id and password facility for your network account. EK Services ICT department is responsible for the technical management of this account. You are responsible for the security provided by your account logon-id and password. Only you should know your password and you must be the only person who uses your network account.
- The councils have systems in place that can monitor and record all Internet usage. You should be aware that the councils' security systems are capable of recording (for each and every user) each Web site visit, each chat, newsgroup, mailing list or e-mail message and each file transfer into and out of its internal networks. The councils reserve the right to do this at any time. No employee should have any expectation of privacy as to his or her Internet usage. Managers will review Internet activity and analyse usage patterns, and may choose to publicise this data to assure that council Internet resources are devoted to maintaining the highest levels of business use and integrity.

Things You Must Not Do

Access to the following categories of websites is currently blocked using a URL filtering system:

(This list is not exhaustive and may be amended from time to time.) Some websites may not be automatically blocked by the web filter. Staff should exercise their own discretion and report any misclassifications.

- Dating
- Illegal
- Gambling
- Browser games
- Hate and Discrimination

- Hacking
- Instant Messaging
- Internet telephony
- Material promoting terrorism and extremism
- Offensive material
- Peer-to-Peer Networks
- Pornography and adult material
- Proxy avoidance

This does not apply to services provided by EK Services ICT such as web chat, instant messaging, and internet telephony.

Except where it is strictly and necessarily required for your work, for example ICT audit activity or other investigation, you **must not** use your Internet account to:

- Create, download, upload, display or access knowingly, sites that contain pornography or other material that might be deemed illegal, obscene or offensive.
- Copy or modify copyright protected material downloaded from the Internet without written authorisation from the copyright holder.
- Subscribe to, enter, or use Peer-to-Peer networks or install software that allows sharing of music, video or image files.
- Subscribe to, enter, or utilise real time chat facilities such as chat rooms, text messenger or pager programs.
- Subscribe to, enter, or use online gaming, or betting sites.
- Subscribe to or enter “money making” sites or enter or use “money making” programs.
- Run a private business.
- Download any software that has not been specifically approved for your use in advance by the information governance team and EK Services. If the software has not been approved or you are unsure you should check before use. Approved software will be on the service desk and will be available on request.
- Impersonate another person on the internet without his or her express permission.
- Access the ‘dark web’ or use ‘TOR’ enabled browsers. This is a web browser designed for anonymous web surfing.

PLEASE NOTE: This list gives examples of unsuitable usage but is neither exclusive nor exhaustive. Unsuitable material would include data, images, audio files or video files the transmission of which is illegal under British law, and any other activity that is against the rules and spirit of this and other council policies. Suspected criminal activity will be reported to the police.

Email Use Policy

This policy covers all email systems and facilities that are provided by DDC cloud provider (Microsoft 365) for the purpose of conducting and supporting official business activity through the network infrastructure of the organisation and all stand alone and portable computer devices.

This policy is intended for all EK Services partners and includes Councillors, Committees, Departments, Partners, Employees of the council, contractual third parties and agents of the council who have been designated as authorised users of email facilities.

The objective of this policy is to inform users of the terms under which emails may be used by:

- Providing guidance on expected working practice.
- Highlighting issues affecting the use of email.
- Informing users about the acceptable use of ICT facilities in relation to emails.
- Describing the standards that users must maintain.
- Stating the actions that may be taken to monitor the effectiveness of this policy.
- Warning users about the consequences of inappropriate use of the email service.

Whilst respecting the privacy of authorised users, each organisation maintains its legal right, in accordance with the Regulation of Investigatory Powers Act 2000, to monitor and audit the use of email by authorised users to ensure adherence to this Policy. Any such interception or monitoring will be carried out in accordance with the provisions of that Act. Users should be aware that deletion of email from individual accounts does not necessarily result in permanent deletion from the ICT systems. It should also be noted that email and attachments may need to be disclosed under the Data Protection Act 2018 and General Data Protection Regulation 2016 or the Freedom of Information Act 2000.

The following list is a set of rules about the acceptable use of the organisations email system.

When using the email facility provided by an organisation, you must:

- Ensure that all emails used to conduct or support official business of the organisation are sent using an official email account.
- Be aware that the recipients of your messages will assume that you are acting on behalf of your employer.

- Make sure that you do not make any statement or comment which reflects badly on the organisation, or contradicts existing policies.
- Consider whether email is the most appropriate way of communicating the message, particularly when dealing with sensitive matters or where debate is likely.
- Be aware that emails may be disclosable by the organisation under Freedom of Information or Data Protection legislation, and emails, which have been deleted by a user or from the network may, for a period of time, be recovered.
- Not enter into a contract via email without following the organisations standard authorisation procedures. A contract entered into via email is likely to be legally binding in the same way as any contract and users must be careful to avoid using language that might be construed as formally offering or accepting a contractual arrangement unless the correct authorisation procedures have been followed. If in doubt, seek the advice of the internal procurement and/or legal teams first.
- Remember that email correspondence is not private as emails can be easily copied, forwarded or archived without the original sender's knowledge. When drafting any email a user should bear in mind that it may be read by a person other than the designated recipient.
- Remember email is not always the most appropriate method to send confidential information to external organisations within the partnership is safe.

The consequences of an email containing sensitive information being sent to an unauthorised person may result in a breach under data protection legislation and could be notifiable to the information commissioner.

- If you are away from the office for more than a day, use the system capabilities to inform message senders that you are absent and provide alternative contact points using the 'out of office' function, or forward your mail to other officers.
- Avoid the mass distribution/forwarding of messages, which can cause congestion on network systems, and can cause offence to some recipients.
- If you find yourself overwhelmed with unsolicited email ('spam') or are unsure about the validity of an email or attachment contact the ICT Service desk – it is possible to set up controls within the email and network systems to filter out unwanted messages. However, if you do receive any, please ensure you forward it to spam@EKSERVICES.ORG
- If you need to send an email to a large number of external contacts, or you want to attach a very large document, greater than 150mb, please contact the ICT Service desk to advise them of your proposed action and/ or consider the use of a secure file sharing solution. Please bear in mind that large emails may be blocked by the recipient's email.

- You must only use your work email address to sign up for systems related to council business.
- Note that the volume and content of email messages can be monitored by ICT and Audit. While this is primarily a business tool, the systems cannot distinguish between official and private email traffic, so you must be aware that any personal messages you send or receive may be viewed by other officers.

Removable Media

The Councils' recognise that there are genuine and potentially significant risks associated with the use of Removable Media. Its use presents some significant challenges to the confidentiality, integrity and availability of the council's digital assets. This policy sets out guidance so that when removable media must be used, it is used safely and in compliance with the law as well as ensuring that the use of removable media devices is duly considered, controlled and authorised.

The recommendation is that removable media is not used and that alternatives should be favoured whenever possible. However, the councils recognise that there are times where its use is the only practical solution and if such case arises then you should ensure you are using or have requested an encrypted memory stick and that it has been "whitelisted" for use on the council's networks.

You can access the whitelisting process on the ICT self-service portal.

A removable media device is any device or medium capable of transporting data, so includes, but is not limited to the following:

- Smart phones
- Tablets
- CDs/DVDs
- Optical Disks
- External Hard Drives
- USB Memory Sticks (also known as pen drives or flash drives)
- Media Card Readers
- Embedded Microchips (including Smart Cards and Mobile Phone SIM Cards)
- MP3 Players
- Digital Cameras
- Memory cards e.g SD Cards
- Backup Cassettes
- Audio Tapes (including Dictaphones and Answering Machines)

Removable media is a catch all term for a range of devices and technologies. Some protection measures outlined in this policy may not apply to all devices. You should exercise your common sense in the use of removable media, if you are unclear at any point, seek advice from ICT.

Avoid the use of removable media wherever possible:

- There are many ways to transfer data without using removable media; Email is the most common and recommended method, especially for smaller data sets. For larger data sets, shared regularly, there are file share options across the councils. If you are unsure what options are available to you, please contact the ICT Service Desk for details.
- For sharing and collaboration within the organisations, a folder on the shared network is appropriate. Contact the ICT service desk about establishing a safe shared location on the “R” Drive as this storage location is available across the partnership. Do not attempt to create your own R Drive folder, as this would be open to everyone to access. The creation of Microsoft Teams to create shared folder areas is more appropriate if sharing across a team/department. Sharing of files from OneDrive to individuals should be used if large groups of people do not require access to documents.
- If you need to work on a document at home, use your work laptop and Citrix. Remember you are not allowed to connect your own personal removable media device to council equipment or access your work email/documents via your council email address on personal devices, and you should not be accessing council system from a personal device.
- There may be genuine operational reasons to store personal or sensitive information on your laptop hard drive i.e. for Business Continuity; this must always be maintained at the current version. If the information can reasonably be accessed via normal remote working tools, then this should be the default method.
- Taking documents home on a USB Stick to work on, on your home computer is expressly prohibited. Similarly, you must not email documents to a personal email address or use personal Cloud storage solutions e.g. OneDrive or Google Drive.
- You are strongly advised never to save files containing personal or sensitive data to removable media, where this is unavoidable you should contact the ICT Service Desk for advice.
- Council data must remain on and only be accessed by council approved equipment.
- You are encouraged to seek advice from the ICT Service Desk about alternative solutions.

Data stored on removable media devices must be encrypted:

- Removable media can be lost or stolen; if that happens the data on it is at risk. The Data Protection Act requires that you take reasonable steps to protect personal and sensitive data.
- This is where the requirement for data encryption arises. This way, if the device is lost, the only loss is the physical device - the data is not considered as having been compromised.
- Losing data could result in a data breach which may be notifiable to the Information Commissioner. This could result in a significant fine and damage to the council's reputation. Individuals affected by a data loss can also be caused harm so encryption of that data removes that risk if such data was lost or stolen.
- Digital media must always be encrypted. If you need advice about this, contact the ICT service desk.

Data may only be temporarily stored on removable media; it must not be the only copy:

- All information held by the local authority is subject to access to information legislation. Data should be stored on approved systems and only copies should be transferred to removable media.

Returning or Visiting removable media MUST be scanned by ICT before being connected to council equipment.

- Sometimes, removable media from outside our organisation is brought in and needs to be used. Perhaps a contractor has some data on a CD, or a visitor has brought in a presentation on a USB stick. In this case, it's important to have that scanned by ICT before it's connected.
- All digital removable media has the ability to transfer computer viruses between the devices they visit or are connected to. It's possible that even your council approved USB stick could become infected, if it has been connected to a device that's infected. Perhaps you took a presentation to another organisation and it was plugged into the laptop that drives the projector. For this reason any "returning" removable media also needs to be scanned.

Policy Compliance

If any person or organisation in scope is found to have breached this policy one of the following consequences may be followed:

- Councils' disciplinary procedure.
- Breach of contract.
- Member code of conduct.

If you do not understand the implications of this policy or how it may apply to you, seek advice from your line manager or Senior Information Risk Owner. Exceptions from policy can be approved by your organisations SIRO

Document Control	
Title/Version	- Acceptable Use Policy
Owner	- Corporate Information Governance Group
Date Approved	-
Review Date	-
Reviewer	- CIGG

Revision History			
Revision Date	Reviewer(s)	Version	Description of Revision
11/06/2019	██████████	1.0	Review of Policy Suite – first draft
08/11/2019	Policy Suite Sub Group	1.1	
21/02/2020	Digital Team	1.2	



Dover District Council

Consent to Receive Electronic Summons

Article 2(2) of The Local Government (Electronic Communications)(England) Order 2015
amending Schedule 12 of the Local Government Act 1972
(Sections 8 and 9 of the Electronic Communications Act 2000)

I, _____ , a Dover District Councillor give my consent for the summonses to attend meetings of Dover District Council to be transmitted to me in electronic form to the following email address:

_____ **@dover.gov.uk** _____

Signed: _____

Name: _____

Dated: _____

Received by Democratic Services: _____

Date: _____

DOVER DISTRICT COUNCIL

SOCIAL MEDIA POLICY FOR MEMBERS

Contents

1. About this policy
2. General obligations
3. Personal Use of Social Media
4. Councillor use of Social Media
5. Guidelines for responsible use of social media
6. Compliance with related policies and agreements
7. Prohibited use
8. Personal responsibility for complying with this policy
9. Monitoring
10. Breach of this policy
11. Maintenance of this policy

1. ABOUT THIS POLICY

1.1 This policy has been adopted by Dover District Council to:

(a) minimise the risks to the Council through use of social media.

(b) minimise the risk of members being the subject of complaint under the Code of Conduct for Members

1.2 This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia, Whisper, Instagram, Vine, Tumblr and all other social networking sites, internet postings and blogs. It applies to use of social media for Council purposes as well as personal use that may affect the Council in any way.

1.3 This policy does not form part of the Code of Conduct for Members and the Council may amend it at any time.

2. GENERAL OBLIGATIONS

2.1 Members must comply with this policy:

(a) whenever they act in their capacity as a member or co-opted member of the Council or,

(b) at all times when using the Council's IT resources and communications systems.

3. PERSONAL USE OF SOCIAL MEDIA

3.1 This policy does not purport to regulate a member's personal use of social media. Members should, when using social media in a personal capacity make it clear in their social media postings, or in their personal profile, that they are speaking on their own behalf, use a separate personal e-mail account and address, avoid reference to being a councillor and reference to issues concerning the council.

4. COUNCILLOR USE OF SOCIAL MEDIA

4.1 If members are using their social media profile in their capacity as councillor, they must disclose their affiliation to the Council on their profile or in any social media postings, they must state that their views do not represent those of the Council (unless they are authorised to speak on the Council's behalf. Members should also ensure that their profile and any content they post are consistent with the image they present to the Council and the public.

5. GUIDELINES FOR RESPONSIBLE USE OF SOCIAL MEDIA

5.1 Members must be respectful to others when making any statement on social media and be aware that they are personally responsible for all communications which will be published on the internet for anyone to see.

5.2 If members are uncertain or concerned about the appropriateness of any statement or posting, they should refrain from posting it until they have discussed with the Monitoring Officer.

6. COMPLIANCE WITH RELATED POLICIES AND AGREEMENTS

- 6.1 Members must never use social media in a way that breaches any of the Council's other policies or the Council's Code of Conduct for Members. If an internet post would breach any of the Council's policies in another forum, it will also breach them in an online forum. For example, members must not use social media to:
- (a) breach the Council's ICT Policy;
 - (b) breach the Council's obligations with respect to the rules of relevant regulatory bodies;
 - (c) breach any obligations contained in those policies or the Code of Conduct for Members relating to confidentiality;
 - (d) harass or bully any person;
 - (e) unlawfully discriminate against any person OR breach the Council's Equal Opportunities Policy;
 - (f) breach the Council's Data Protection Policy (for example, never disclose personal information about any person online); or
 - (g) breach any other laws or regulatory requirements
- 6.2 Members should never provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to the Council and create legal liability for both the member and the Council.
- 6.3 The Council is mindful that members of the public and the staff of the council and its contractors have not sought election to public office and public life and have rights to private and family life under the European Convention on Human Rights. Accordingly, in their use of social media members must respect these rights and not record or publish visual or audio recordings of members of the public and the staff of the council and contractors or publish comments about them unless to do so is both reasonable and legally justifiable in terms of their convention protections.

7. PROHIBITED USE

- 7.1 Members must avoid making any social media communications that could reasonably be regarded as bringing their office of the Council into disrepute.
- 7.2 Members must not use social media to
- (a) defame or disparage any person;
 - (b) nor to harass, bully or unlawfully discriminate against any person;
 - (c) to make false or misleading statements; or to impersonate any person.
- 7.3 Members must not express opinions on behalf of the Council via social media, unless expressly authorised to do so.
- 7.4 Members must not post comments or do anything to jeopardise the Council's confidential information and intellectual property. Members must not include the Council's logos or other trademarks in any social media posting or in their profile on any social media.
- 7.5 Any misuse of social media should be reported to the Monitoring Officer.

8. PERSONAL RESPONSIBILITY FOR COMPLYING WITH THIS POLICY

8.1 Members are personally responsible for operating within the boundaries of this policy and should ensure that they take the time to read and understand it.

9. MONITORING

9.1 The Council reserves the right to monitor, intercept and review social media activity, without further notice. This is to ensure that this policy and other relevant Council's ICT policies are being complied with.

10. BREACH OF THIS POLICY

10.1 Although a breach or non-compliance with this policy would not of itself be a breach of the Code of Conduct for Members any breach of this policy may be relied upon as evidence that a member has failed to comply with a specific requirement of the Code of Conduct for Members, for example, that a member has bullied someone or intimidated them under paragraph 3(2)(a) of the Code of Conduct for Members.

10.2 At least annually, the Monitoring Officer will report to the Governance Committee in anonymized form any breaches of this policy that don't result in a breach of the Code of Conduct.

11. MAINTENANCE OF THIS POLICY

11.1 The Governance Committee has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for its operation to the Monitoring Officer.

11.2 Responsibility for monitoring and reviewing this policy and making recommendations for change to minimise risks lies with the Governance Committee who will review this policy on the advice of the Monitoring Officer and/or as and when necessary to ensure that it meets legal requirements and reflects best practice.

How Decisions are Made at Dover District Council

The Constitution

The Constitution sets out how the Council operates, how decisions are made and the procedures to be followed to ensure that the Council operates in an efficient and transparent manner and is accountable to local people. Some parts of the Constitution are pre-determined by law, but others are relevant only to Dover District Council. The Constitution is divided into nine parts and the whole document can be viewed on the Council's website - [CONSTITUTION OF THE COUNCIL \(dover.gov.uk\)](https://www.dover.gov.uk/constitution-of-the-council)

The Council

The Council comprises 32 Councillors (Members), elected every four years. Councillors are democratically accountable to residents of their ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

Councillors are required to follow a Kent Model Code of Conduct in order to ensure that they maintain high standards in the way they carry out their duties.

All Councillors meet together as the full Council and these meetings are normally open to the public. Here Councillors decide the Council's overall policies and set the budget each year. The functions and roles of Council include:

- To adopt the Constitution and any subsequent changes to it;
- To determine the decision-making structure of the Council and its internal procedural rules;
- To elect annually the Chairman and Vice-Chairman of the Council (who cannot be members of the Cabinet);
- To elect the Leader and note the appointment of the Deputy Leader and the Cabinet;
- To make appointments to committees;
- To provide the forum for all Members of the Council to consider and decide the Council's Policy Framework and Budget (which is submitted for approval by the Leader and Cabinet);
- To take decisions in respect of functions that are normally the responsibility of the Leader and Cabinet, but which in certain instances are not in accordance with the Policy Framework or Budget agreed by the Council;

- To take decisions in respect of functions which are not the responsibility of the Leader and Cabinet, and which have not been delegated by the Council to committees, sub-committees or officers;
- To provide a public forum whereby Members and the public may ask questions on matters relevant to the Council's functions and to bring forward matters for debate;
- To allow questions to be put to the Leader and Cabinet;
- To receive reports and to confirm or otherwise deal with the recommendations of the Cabinet or Council committees regarding matters which are reserved to the Council for decision;
- To direct any Scrutiny Committee with regard to carrying out any programme of work or investigation;
- To receive reports and recommendations from the Head of Paid Service (Chief Executive), Monitoring Officer and the Strategic Director (Corporate Resources);
- To adopt the Council's Code of Conduct;
- To make or confirm the appointment of Chief Officers;
- To determine those matters that must, under current legislation, be decided by the Council and not be delegated to a committee or an officer.

The Chairman of the Council chairs full Council meetings and has a traditional ceremonial/civic role.

The Executive (also known as Cabinet)

The current decision-making structure for the Council is based on the strong Leader and Executive (or Cabinet) model. This was initially adopted as a consequence of the Local Government Act 2000 and revised in 2011 following the enactment of the Local Government and Public Involvement in Health Act 2007.

Alternative models of decision-making available under the Localism Act 2011 include a Mayor and Cabinet Executive Model (where the mayor is directly elected by the electorate) or a 'committee system' where decision-making powers are devolved to a number of committees rather than to an individual.

Dover District Council's Cabinet

The Leader of the Council is elected for a period of four years, remaining in office until the first Annual General Meeting of Council following the next Council elections. The Leader determines the size and composition of the Cabinet (up to a maximum of 9 Members). The Leader also decides Cabinet Members' portfolios of responsibility and the extent to which each of them is able to make decisions on an individual basis. The Leader will appoint a Deputy Leader who also serves a four-year term.

There is provision in the Constitution for the removal of the Leader of the Council by resolution of the full Council before the expiry of his/her four-year term.

The Cabinet remains collectively responsible for recommending an overall budget and the policies that make up the Council's policy framework to the full Council. The Cabinet is responsible for day-to-day decision-making, delivering and implementing the budget and policies that have been agreed by the Council, and is the focus for forming partnerships with other key organisations to address local needs.

The current Cabinet comprises the Leader of the Council and Portfolio Holders for: Community and Corporate Property (currently also Deputy Leader); Finance, Governance, Digital and Climate Change; Planning and Environment; Social Housing, Port Health, Skills and Education; and Transport, Licensing and Regulatory Services.

The Leader and Cabinet are held to account by an Overview and Scrutiny Committee which is made up of Councillors from all the political groups represented on the Council. It is a requirement that this committee is chaired by a member of an opposition party.

Key Decisions

When major (known as 'key') decisions are to be taken by the Cabinet (or individually by the Leader, a Portfolio Holder or an officer), they are published on a monthly basis in the Council's Notice of Forthcoming Key Decisions. Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document must be published on the authority's website and made available at the authority's offices at least 28 clear days before the decisions are due to be made.

If Key Decisions are to be discussed at a Cabinet meeting, the meeting will generally be open to the public, except where exempt (i.e. confidential) or personal matters are being discussed. Most commonly this involves commercially sensitive information. In the case of the latter, 28 days' notice must be given where it is intended to hold all or part of a Cabinet (or sub-committee of Cabinet) meeting in private (see *Notice of Public and Private Cabinet Meetings*).

General Exception/Special Urgency Procedures

If a Key Decision has erroneously not been included in the Notice of Forthcoming Key Decisions, it may still be taken, provided five clear (working) days have elapsed between publishing a notice/informing the chairman of the Overview and Scrutiny Committee and the decision being taken (known as the General Exception Procedure). However, if it is not possible to give five clear days' notice, the Special Urgency Procedure may be followed which allows the decision to be taken with the consent of the Overview and Scrutiny Committee chairman.

The Cabinet is obliged to make decisions that are in line with the Council's overall policies and budget. However, if it wishes to make a decision that is outside the

budget or policy framework, this must be referred to the Council for a collective decision (but see Decisions Taken Between Meetings and Delegated Decisions).

A Key Decision is defined as any executive (i.e. Cabinet) decision that:

- Results in the Council incurring expenditure which is, or savings which are, significant (£200,000 or more), having regard to the Council's budget for the service or function to which the budget relates;
- Is significant in terms of its effects on communities living or working in an area comprising two or more wards in the District; or
- Has a particularly significant impact on any community as experiencing social exclusion or discrimination, whether geography or interest defines that community and even if that community is only located in one ward in the area of the local authority.

Notes: 1. The Council will, unless impracticable, treat as if they were Key Decisions any decisions which are likely to have a significant impact on communities in one ward. Where a decision is only likely to have a significant impact on a very small number of people in one ward, the decision-maker should ensure that those people are, nevertheless, informed of the forthcoming decision in sufficient time for them to exercise their right to see the relevant papers and make an input into the decision-making process.

2. In considering whether a decision is likely to be significant, a decision-maker will also need to consider the strategic nature of a decision and whether the outcomes have an impact for better or worse on the amenity of the community or quality of service provided by the authority to a significant number of people living or working in the locality affected. Regard should be given to the underlying principles of open, transparent and accountable decision-making of the Constitution to ensure that there is a presumption towards openness.

Notice of Public and Private Cabinet Meetings

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 introduced, amongst other things, new requirements regarding the procedures to be followed prior to public and private meetings of Cabinet. Where a meeting of the Cabinet is to be held at which exempt (i.e. confidential) information will be considered - and the press and public are to be excluded from the meeting accordingly - notices must be published at least 28 and 5 clear days in advance of the meeting, stating why all or part of the meeting will be held in private and giving details of any representations received as to why the meeting should be held in public. For public meetings of Cabinet (i.e. where the public and press will not be excluded), notice of the meeting must be given at least 5 clear days before the meeting takes place. These notices must be published on the authority's website. Where the authority is unable to comply with the 28-day notice rule, agreement must be sought from the chairman of the Overview and Scrutiny Committee for the decision to be taken, and a notice published to that effect.

Executive Committees

The Leader may appoint a committee of the Executive to discharge executive functions. There is currently one Executive Committee which is charged with considering developer contributions matters (although it has not met for some time). The Committee comprises Cabinet Members appointed by the Cabinet and will take decisions related to developer contributions where these are not reserved to the full Cabinet.

Project Advisory Groups

Advisory groups can be appointed by the Leader or the Cabinet to support their work on specific projects or on specific functions or activities. They operate informally, are broadly (but not always) politically balanced and are chaired by a member of the Cabinet. These groups allow other Members of the Council who are not members of the Cabinet to contribute to project development and to advise on certain functions/activities before determination of the matter by the Executive, and away from the formal Council meetings and overview and scrutiny committee process. The groups can also make reports and give recommendations to the Cabinet. However, the decision must always be made by the Executive (either the Leader, Cabinet or an individual Portfolio Holder). There are currently six Project Advisory Groups (PAGs): Local Plan PAG, Dover Town Regeneration Advisory Board, Climate Change PAG, Homelessness PAG, Tides Leisure Centre PAG and the Investment Advisory Group.

Decisions Taken Between Meetings and Delegated Decisions

The Constitution sets out the procedures to be followed in circumstances where a decision is urgent and cannot wait until the next meeting of Cabinet or Council or committee. Executive decisions may be taken by the Leader, an individual Portfolio Holder (paragraph 12 of Section 3C (General Responsibilities Delegated to all Members of the Executive) of Part 3 (Responsibility for Functions) of the Constitution) or an officer. Decisions which are a Council function may be taken by the Chief Executive, Head of Service or specified officer, in consultation with the Chairman or Vice-Chairman of the Council or relevant committee or sub-committee (paragraph 10 of Section 6A of Part 3). Urgent executive decisions which are contrary to the Council's budget or policy framework may be taken by the Leader, a Portfolio Holder or an officer, provided it is not practicable to convene a quorate meeting of Full Council (or the General Purposes Committee) and the chairman of the Overview and Scrutiny Committee has given his/her consent.

All urgent executive decisions are published via a Decisions Taken Between Cabinet Meetings notice. Urgent Council function decisions are publicised via the Members' Weekly News.

The Constitution also lists those matters that are delegated to the Leader, individual Portfolio Holders and officers, where the decision may be taken by an individual without reference to Cabinet or Council (see paragraph D2 of Section 3 (Specific Powers Delegated to Members of the Executive) of Part 3 and Section 6 (Scheme of Officer Delegations) of Part 3).

A Delegated Decision notice will be published for any Leader or Portfolio Holder decision that has been taken using powers that are specifically delegated to them in the Constitution. Certain types of officer decisions will also be published, including decisions:

- that are Key Decisions
- that relate to the granting of permission or a licence
- that affect the rights of an individual
- to award a contract or incur expenditure which will materially affect the Council's financial position
- where the officer deems that publication is in the public interest

In addition to the above, under section 9(E) of the Local Government Act 2000, the Leader has powers to discharge any executive function. Decisions taken by the Leader using these powers will be published by means of a Leader Decision notice.

The Scheme of Officer Delegations set out at Section 6 of the Constitution may be amended by the Council or the relevant committee or sub-committee in relation to Council functions, and by the Leader in relation to executive functions. A decision notice (Arrangements Made by the Leader of the Council for the Discharge of Executive Functions under Section 14(2) of the Local Government Act 2000 (as amended)) will be published in the case of the latter.

Overview and Scrutiny Committees

There is one Overview and Scrutiny Committee. This committee fulfils four key functions:

- a) to hold the Executive (and the Council) to account;
- b) to review, and assist in the development of, policy;
- c) to monitor the Council's performance, including its standards of service delivery against value-for-money criteria; and
- d) to represent community interests, e.g. by holding enquiries into matters of public concern.

It will monitor and, if appropriate, challenge the decisions and policies of the Executive and the Council as a whole, with its recommendations aiming to advise and influence policies, budgets and service delivery. The committee may also be consulted by the Executive or the Council on forthcoming decisions, and its views sought on areas of policy development.

Call-In

One of the key tools of scrutiny is the 'call-in' procedure, which allows the Overview and Scrutiny Committee to scrutinise a decision made by the Executive *before* it has been implemented. In these circumstances, the Committee would examine the decision to establish whether it was appropriate and, if necessary, might then recommend that it be re-considered by the Executive. Call-in may be activated by the Chairman of the Overview and Scrutiny Committee, the Controlling Group Spokesperson of that Committee (or in their absence the Vice-Chairman or Deputy

Spokesperson of the Committee) or any three non-executive Members. Unless suspended (see below), all decisions made by Cabinet, an executive committee or individual Cabinet members, and Key Decisions made by Officers, are subject to a four-day period during which they may be called in for scrutiny.

Outside the call-in procedure, the Overview and Scrutiny Committee considers various issues within its work programme which is based on matters going to Cabinet and Council, as well as any other topics as determined. These arrangements allow the committee to contribute to policy development and influence matters before they are submitted to Cabinet for consideration.

There is provision in the Constitution for call-in to be suspended (paragraph 18(l) (Overview and Scrutiny Procedure Rules) of Part 4 (Rules of Procedure)) in cases where the decision is urgent and any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests. The Chairman (or in his/her absence the Vice-Chairman) of the Council's agreement is required in these circumstances.

Committees and Sub-Committees

The other committees appointed by Council carry out functions which are specifically not within the remit of Cabinet. Some of these functions are quasi-judicial and Members (and substitutes) who are appointed to these committees must have received appropriate training. The Licensing Committee was established in accordance with the Licensing Act 2003, and is not required to comply with the rules for political balance.

- | | | |
|----------------------|---|--|
| Planning Committee | - | determines planning applications and related matters |
| Governance Committee | - | provides independent scrutiny of the authority's financial and non-financial performance, oversees the financial reporting process and sits as the Council's Audit Committee. The Committee is also responsible for functions relating to corporate service complaints and Member conduct. |
| Regulatory Committee | - | determines applications and appeals in respect of licences relating to taxis, animal boarding and breeding, street trading, house-to-house and street collections, sex shops and zoos, etc. |
| Licensing Committee | - | determines applications and reviews in respect of alcohol sales at premises. Applications are heard by Sub-Committees. |

Other committees appointed by Council are: Appointments Committee, Electoral Matters Committee, General Purposes Committee, Joint Staff and Joint Health,

Safety & Welfare Consultative Forums, Dover Joint Transportation Advisory Board and the East Kent Services Committee.

Meetings

Meetings are usually held at the Council's offices at Whitfield. The procedures to be followed at Council and other meetings are set out in Part 4 of the Constitution under the Rules of Procedure. The programme of meetings is determined before the start of the new Council year and the programme for 2023/24 is:

6 meetings of Council starting at 6.00pm on Wednesday evenings;
12 meetings of Cabinet starting at 11.00am on Mondays;
12 meetings of Planning Committee starting at 6.00pm on Thursdays;
11 meetings of Overview and Scrutiny Committee starting at 6.00pm on Mondays;
5 and 12 meetings respectively of Licensing and Regulatory Committees, Licensing starting at a time agreed with the Chairman and the latter starting at 10.00am;
4 meetings of Governance Committee starting at 6.00pm;
4 meetings of Dover Joint Transportation Advisory Board starting at 6.00pm on Thursdays.

(A copy of the Calendar of Meetings can be found in the Mod.Gov app on your iPad/laptop under the 'Your Library' tab.)

The Licensing Sub-Committees meet whenever there is business to be conducted. The Appointments, General Purposes and Electoral Matters Committees also only meet when there is specific business to be carried out.

The length of meetings can vary depending on the volume and complexity of matters to be discussed, but any meeting which is still in progress at 10.00pm must decide whether to continue or adjourn to a later date.

All meetings must be publicised in advance and the list of matters to be debated must be shown on the agenda. Agendas are published, on paper and on the Council's website, 5 clear (working) days in advance of the meeting and reports on the various items are attached to the agenda. Where a matter must be considered in private, the reason for this is shown on the agenda together with the title of the report. There are strict rules governing the consideration of confidential matters, and the press and public must leave the meeting when these items are debated.

Members of the Council receive their agendas electronically via an iPad. When Members know what business is to be dealt with, they should identify whether they have a Disclosable Pecuniary Interest or an Other Significant Interest in any item (see Code of Conduct). This must be declared at the meeting, and may be sufficient reason for them to withdraw from the meeting during the consideration of that item. If a Member is unable to attend a meeting they may appoint a substitute from within their own political group (subject to their having received suitable training in some cases). Details of the substitution must be communicated to a member of the Democratic Services Team before the meeting commences.

As soon as practicable after the meeting the minutes – a formal record of the decisions made – are produced and published. The minutes of Cabinet and Executive Committee meetings are known as the Record of Decisions.

Proper preparation for a meeting is vital, so that Members involved in decision-making are: a) clear on the issues to be decided; b) are able to ask pertinent questions; and c) in a position to make an informed decision. Officers are always available before the meeting to explain or elaborate on details. Councillors should come to a meeting with an open mind and hear all aspects of the issue before making up their minds, otherwise it could appear to the public that they have pre-determined the issue. Understanding the rules of debate helps the meeting to run efficiently and effectively (see Council Procedure Rules (Part 4 of the Constitution)).

Officers attend meetings to give professional and impartial advice, and to ensure that the proceedings are conducted in accordance with the Constitution and are accurately recorded.

Code of Conduct

Declarations of Interest Made at Meetings

Members must familiarise themselves with the Kent Model Code of Conduct for Members which was adopted by the Council on 26 June 2012. This sets out the standard of conduct that is expected of Members when acting in that capacity.

In relation to meetings, Members should ensure that they declare any Disclosable Pecuniary Interest (DPI) or Other Significant Interest (OSI) under the relevant agenda item and leave the room during consideration of the item (unless, where an OSI is being declared, members of the public may make representations, in which case the Member may also make representations, answer questions or give evidence before leaving the room). Where Members are unsure whether an interest exists, they should seek advice from the Monitoring Officer or a Democratic Services Team member well in advance of the meeting. Members should be mindful that participation in discussions or voting in a meeting on a matter in which the Member has a DPI is a criminal offence (as is failure to register the DPI within 28 days of election).

Where a Member does not have either a DPI or OSI but is of the opinion that, for transparency reasons alone, he/she should make an announcement in respect of a matter under consideration, they can make a Voluntary Announcement of Other Interests (VAOI). A Member who declares a VAOI may remain at the meeting and vote on the matter under consideration.

Further guidance may be found in the Department for Communities and Local Government's *Openness and Transparency on Personal Interests: A Guide for Councillors* (September 2013). (A copy can be found in the Mod.Gov app on your iPad/laptop under the 'Your Library' tab.)

Predisposition, Predetermination and Bias

Predetermination or bias are indicative of approaching a decision with a closed mind, whereas predisposition indicates that the Member has an open mind and is willing to listen to all the information presented at the meeting - albeit that he/she may have expressed some views on the matter before the meeting. Clearly expressing an intention to vote in a particular way before a meeting or stating firm views for or against a proposal would be seen as predetermination or bias and could leave the committee's decision susceptible to challenge by Judicial Review. Members who feel that they have predetermined their position should not participate in discussions or voting on the matter at the meeting, and must declare this before withdrawing from the meeting.

Planning Committee

Members of the Planning Committee should familiarise themselves with the Council's Planning Code of Good Practice for Members (Part 5 [Codes and Protocols] of the Constitution). This aims to ensure that, in the Planning process, there are no grounds for suggesting that those participating in the decision were biased or that the decision itself was unlawful, irrational or procedurally improper. Amongst other things, it gives guidance to Members on interests, lobbying, representations and contacts with applicants and developers.

All Members (not just those on the Committee) should familiarise themselves with the *Local Government Association's 'Probity in planning – advice for councillors and officers making planning decisions'* guidance. Amongst other things, this clarifies how Members can get involved in planning discussions and applications on behalf of their communities in a fair, impartial and transparent way. (A copy can be found in the Mod.Gov app on your iPad/laptop under the 'Your Library' tab.)

The Council's Staff

The people who work for the Council (known as 'officers') give advice, implement decisions and manage the day-to-day delivery of its services. Some officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely. A code of practice (Protocol for Relationships between Members and Officers of a Local Authority - contained in Part 5 of the Constitution) governs the relationship between officers and Members of the Council. Senior officers have powers delegated to them by Council or the Executive, in order to make decisions according to set criteria. This system avoids clogging up meetings with routine, uncontentious issues. The Scheme of Officer Delegations is set out in the Constitution (also see Decisions Taken Between Meetings and Delegated Decisions).

DOVER DISTRICT COUNCIL

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 - (b) minimise the risk of members being the subject of complaint under the Code of Conduct for Members
- 1.2 This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia, Whisper, Instagram, Vine, Tumblr and all other social networking sites, internet postings and blogs. It applies to use of social media for Council purposes as well as personal use that may affect the Council in any way.
- 1.3 This policy does not form part of the Code of Conduct for Members and the Council may amend it at any time.

2. GENERAL OBLIGATIONS

- 2.1 Members must comply with this policy:
- (a) whenever they act in their capacity as a member or co-opted member of the Council or,
 - (b) at all times when using the Council's IT resources and communications systems.

3. PERSONAL USE OF SOCIAL MEDIA

- 3.1 This policy does not purport to regulate a member's personal use of social media. Members should, when using social media in a personal capacity make it clear in their social media postings, or in their personal profile, that they are speaking on their own behalf, use a separate personal e-mail account and address, avoid reference to being a councillor and reference to issues concerning the council.

4. COUNCILLOR USE OF SOCIAL MEDIA

- 4.1 If members are using their social media profile in their capacity as councillor, they must disclose their affiliation to the Council on their profile or in any social media postings, they must state that their views do not represent those of the Council (unless they are authorised to speak on the Council's behalf. Members should also ensure that their profile and any content they post are consistent with the image they present to the Council and the public.

5. GUIDELINES FOR RESPONSIBLE USE OF SOCIAL MEDIA

- 5.1 Members must be respectful to others when making any statement on social media and be aware that they are personally responsible for all communications which will be published on the internet for anyone to see.
- 5.2 If members are uncertain or concerned about the appropriateness of any statement or posting, they should refrain from posting it until they have discussed with the Monitoring Officer.

6. COMPLIANCE WITH RELATED POLICIES AND AGREEMENTS

- 6.1 Members must never use social media in a way that breaches any of the Council's other policies or the Council's Code of Conduct for Members. If an internet post would breach any of the Council's policies in another forum, it will also breach them in an online forum. For example, members must not use social media to:
- (a) breach the Council's ICT Policy;
 - (b) breach the Council's obligations with respect to the rules of relevant regulatory bodies;
 - (c) breach any obligations contained in those policies or the Code of Conduct for Members relating to confidentiality;
 - (d) harass or bully any person;
 - (e) unlawfully discriminate against any person OR breach the Council's Equal Opportunities Policy;
 - (f) breach the Council's Data Protection Policy (for example, never disclose personal information about any person online); or
 - (g) breach any other laws or regulatory requirements
- 6.2 Members should never provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to the Council and create legal liability for both the member and the Council.
- 6.3 The Council is mindful that members of the public and the staff of the council and its contractors have not sought election to public office and public life and have rights to private and family life under the European Convention on Human Rights. Accordingly, in their use of social media members must respect these rights and not record or publish visual or audio recordings of members of the public and the staff of the council and contractors or publish comments about them unless to do so is both reasonable and legally justifiable in terms of their convention protections.

7. PROHIBITED USE

- 7.1 Members must avoid making any social media communications that could reasonably be regarded as bringing their office of the Council into disrepute.
- 7.2 Members must not use social media to
- (a) defame or disparage any person;
 - (b) nor to harass, bully or unlawfully discriminate against any person;
 - (c) to make false or misleading statements; or to impersonate any person.
- 7.3 Members must not express opinions on behalf of the Council via social media, unless expressly authorised to do so.
- 7.4 Members must not post comments or do anything to jeopardise the Council's confidential information and intellectual property. Members must not include the Council's logos or other trademarks in any social media posting or in their profile on any social media.
- 7.5 Any misuse of social media should be reported to the Monitoring Officer.

8. PERSONAL RESPONSIBILITY FOR COMPLYING WITH THIS POLICY

- 8.1 Members are personally responsible for operating within the boundaries of this policy and should ensure that they take the time to read and understand it.

9. MONITORING

- 9.1 The Council reserves the right to monitor, intercept and review social media activity, without further notice. This is to ensure that this policy and other relevant Council's ICT policies are being complied with.

10. BREACH OF THIS POLICY

- 10.1 Although a breach or non-compliance with this policy would not of itself be a breach of the Code of Conduct for Members any breach of this policy may be relied upon as evidence that a member has failed to comply with a specific requirement of the Code of Conduct for Members, for example, that a member has bullied someone or intimidated them under paragraph 3(2)(a) of the Code of Conduct for Members.
- 10.2 At least annually, the Monitoring Officer will report to the Governance Committee in anonymized form any breaches of this policy that don't result in a breach of the Code of Conduct.

11. MAINTENANCE OF THIS POLICY

- 11.1 The Governance Committee has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for its operation to the Monitoring Officer.
- 11.2 Responsibility for monitoring and reviewing this policy and making recommendations for change to minimise risks lies with the Governance Committee who will review this policy on the advice of the Monitoring Officer and/or as and when necessary to ensure that it meets legal requirements and reflects best practice.



Organisational Structure

April 2023

Contents

Table

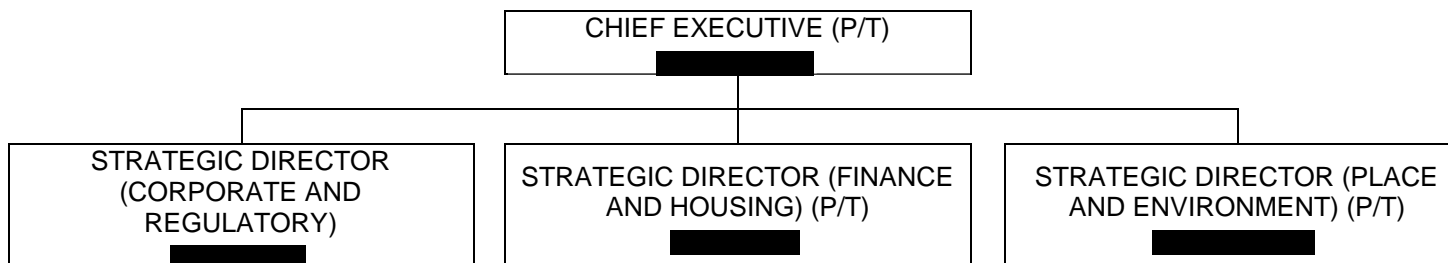
1. **Management Team**
2. **Chief Executive**
 - 2.1 Office of the Chief Executive
 - 2.2a Transformation
 - 2.2b Transformation
 - 2.2c Transformation
 - 2.2d Transformation
3. **Corporate and Regulatory**
 - 3.1 Democratic and Corporate Services
 - 3.2 Electoral Services
 - 3.3a Human Resources, Payroll and Communications
 - 3.3b Human Resources, Payroll and Communications
 - 3.4 Legal Services
 - 3.5 Licensing
 - 3.6a Port Health and Environmental Services
 - 3.6b Port Health and Environmental Services
 - 3.6c Port Health and Environmental Services
 - 3.6d Port Health and Environmental Services
 - 3.6e Port Health and Environmental Services
4. **Finance and Housing**
 - 4.1a Finance and Investment
 - 4.1b Finance and Investment
 - 4.1c Finance and Investment
 - 4.1d Finance and Investment
 - 4.1e Finance and Investment
 - 4.2a Housing
 - 4.2b Housing
 - 4.3 East Kent Audit Partnership

Table

5. **Place and Environment**
 - 5.1a Property Assets
 - 5.1b Property Assets
 - 5.1c Property Assets
 - 5.1d Property Assets
 - 5.2a Waste Services
 - 5.2b Parks and Open Spaces
 - 5.2c White Cliffs Countryside Partnership
 - 5.2d Commercial Services
 - 5.2e Commercial Services
 - 5.3a Place, Growth, Investment and Creative Services
 - 5.3b Place, Growth, Investment and Creative Services
 - 5.3c Place, Growth, Investment and Creative Services
 - 5.4 Museums and Heritage
 - 5.5a Planning and Development
 - 5.5b Planning and Development
 - 5.5c Planning and Development
 - 5.5d Planning and Development
 - 5.5e Planning and Development

Table 1

Management Team



Chief Executive (Office of the Chief Executive)

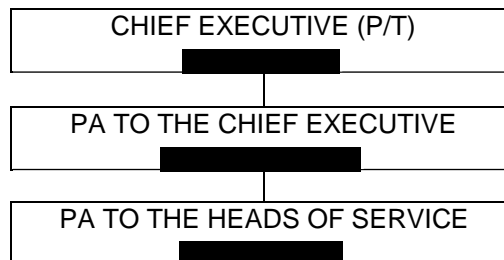


Table 2.2a

Chief Executive (Transformation)

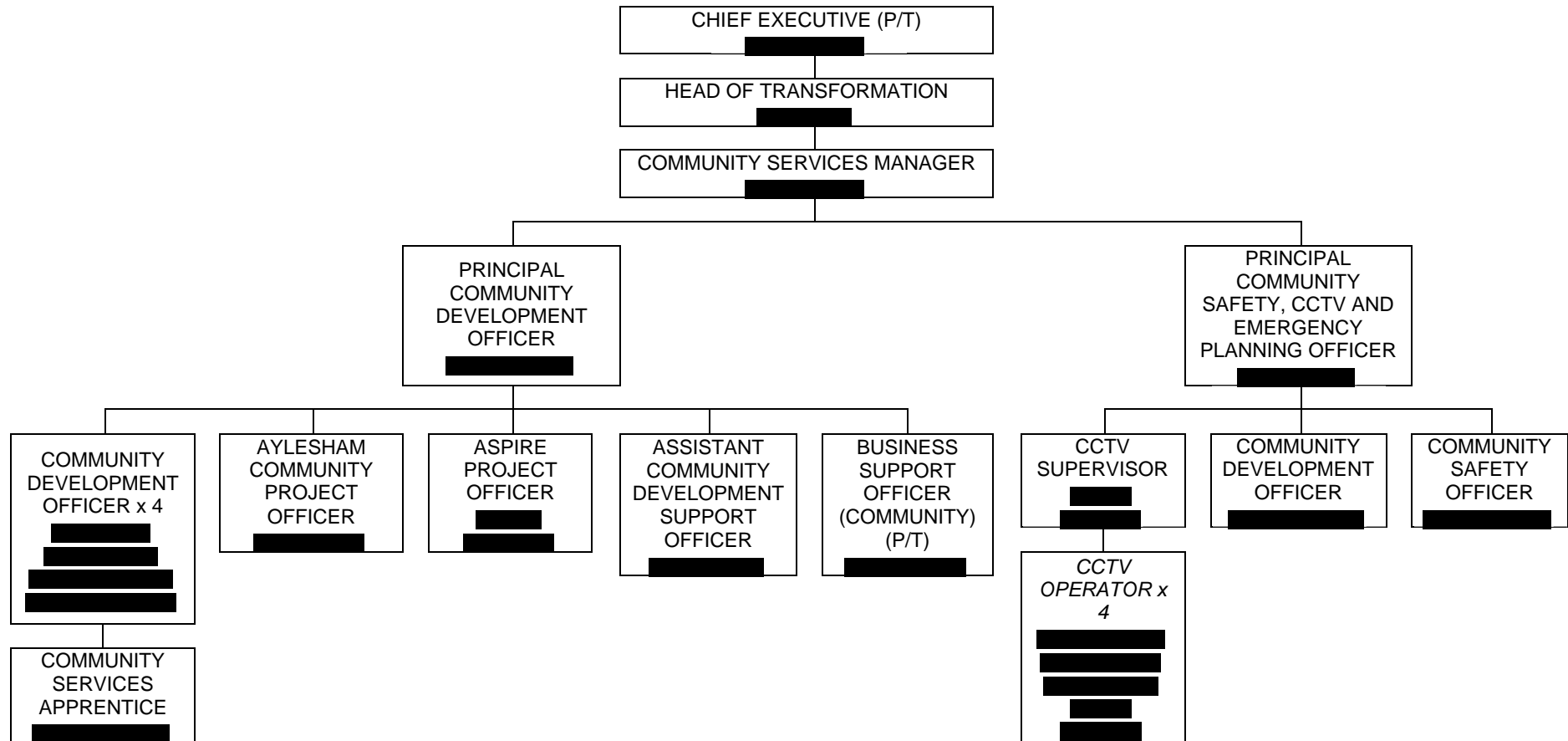
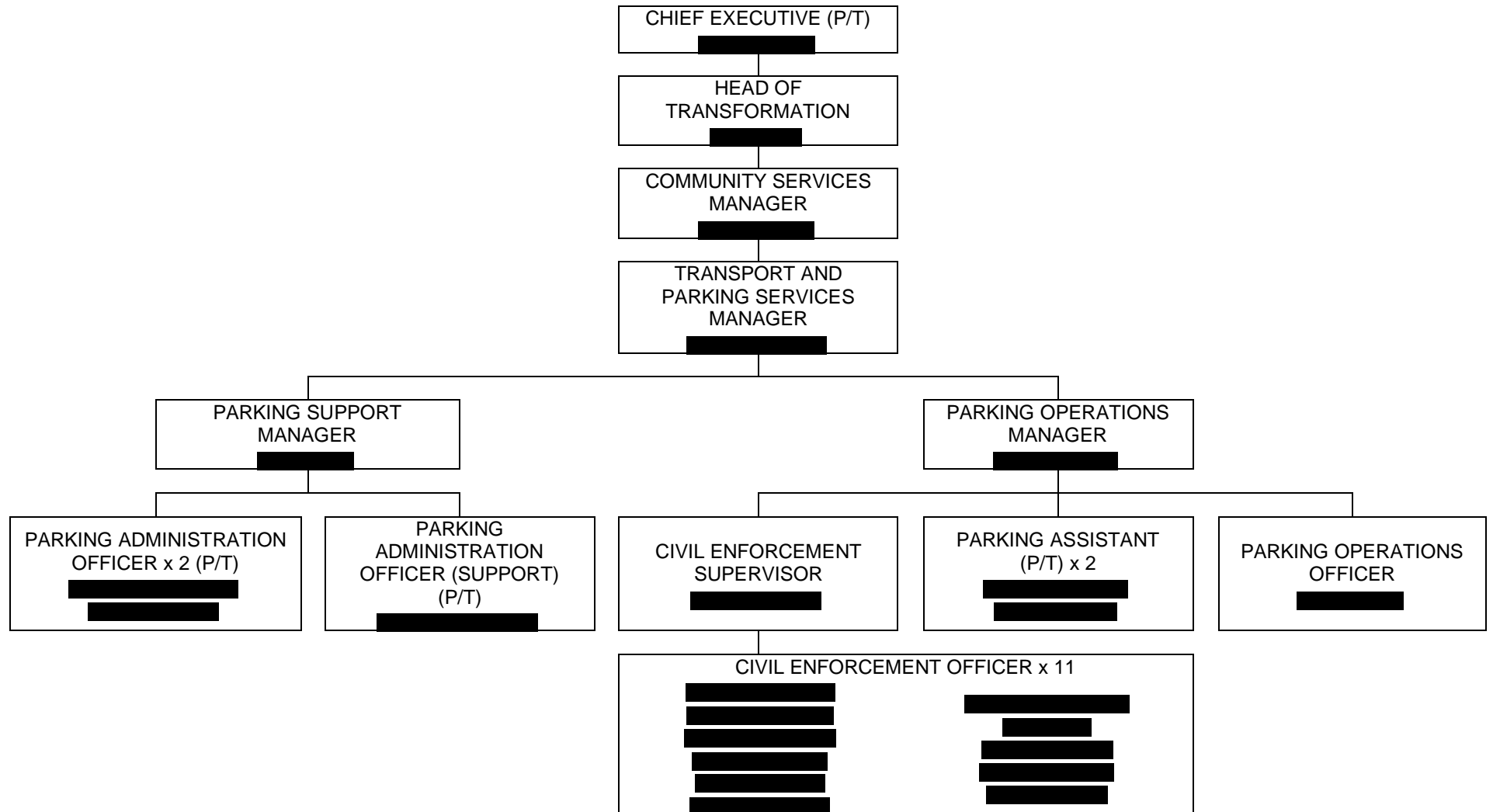
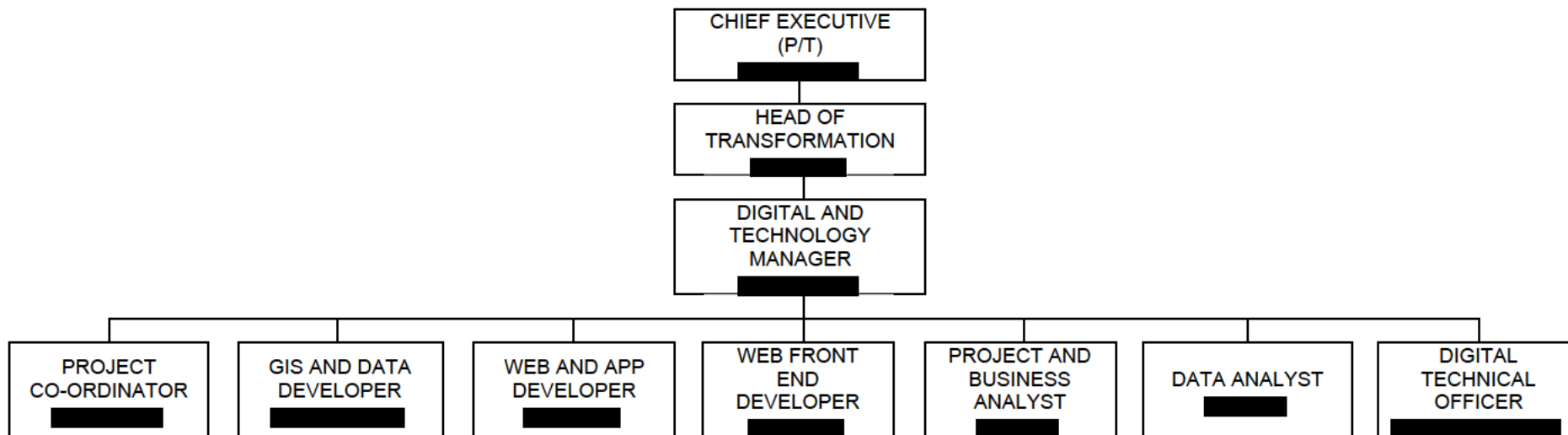


Table 2.2b

Chief Executive (Transformation)



Chief Executive (Transformation)



Chief Executive (Transformation)

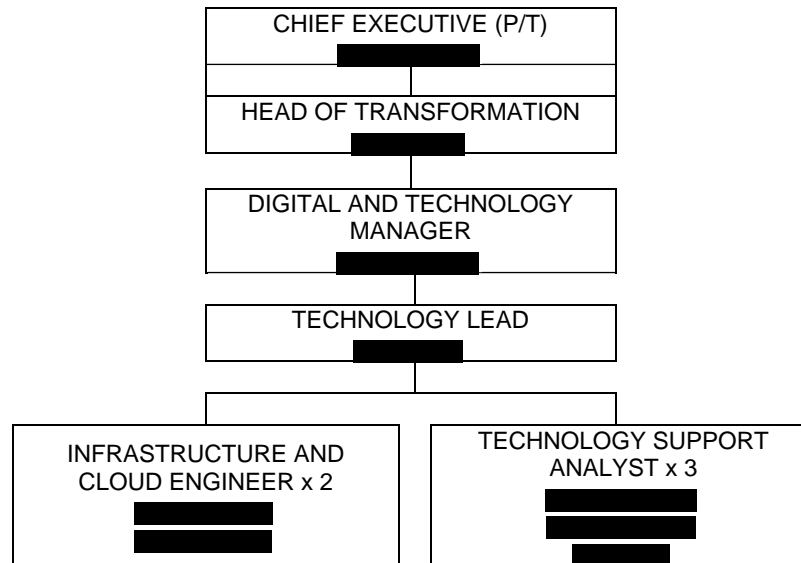
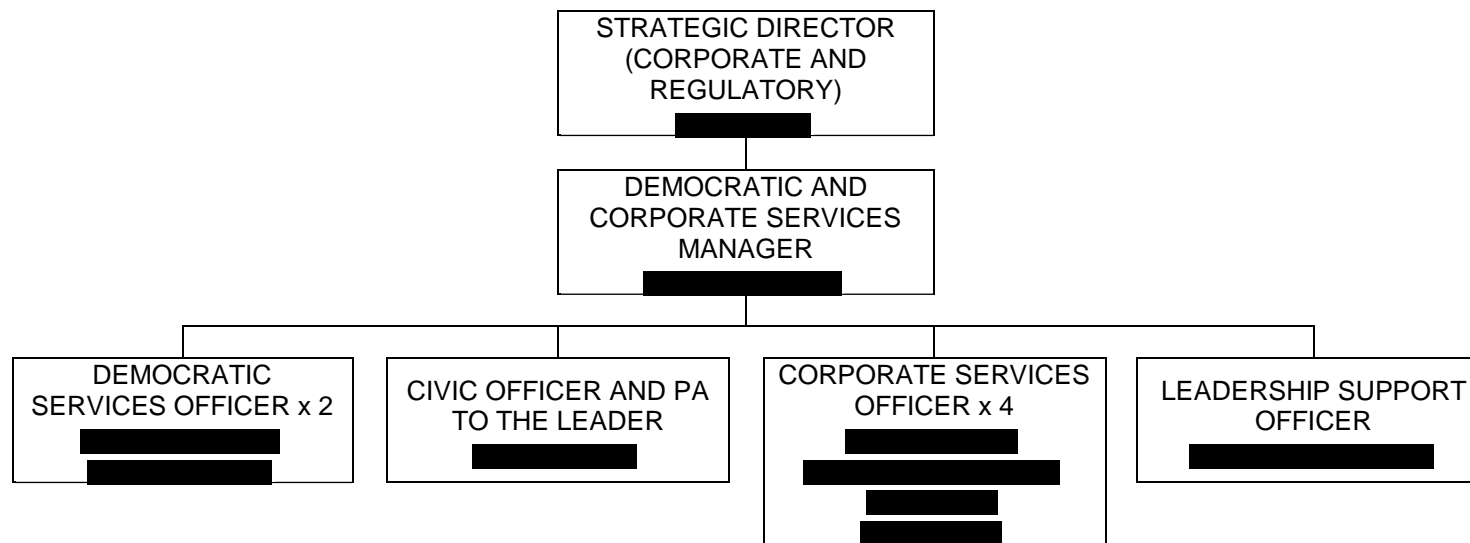


Table 3.1

Corporate and Regulatory (Democratic and Corporate Services)



Corporate and Regulatory (Electoral Services)

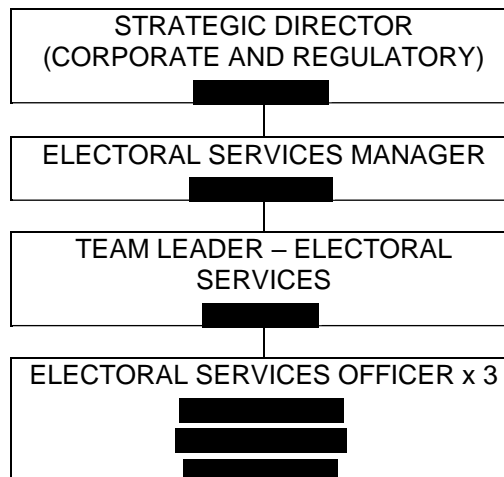


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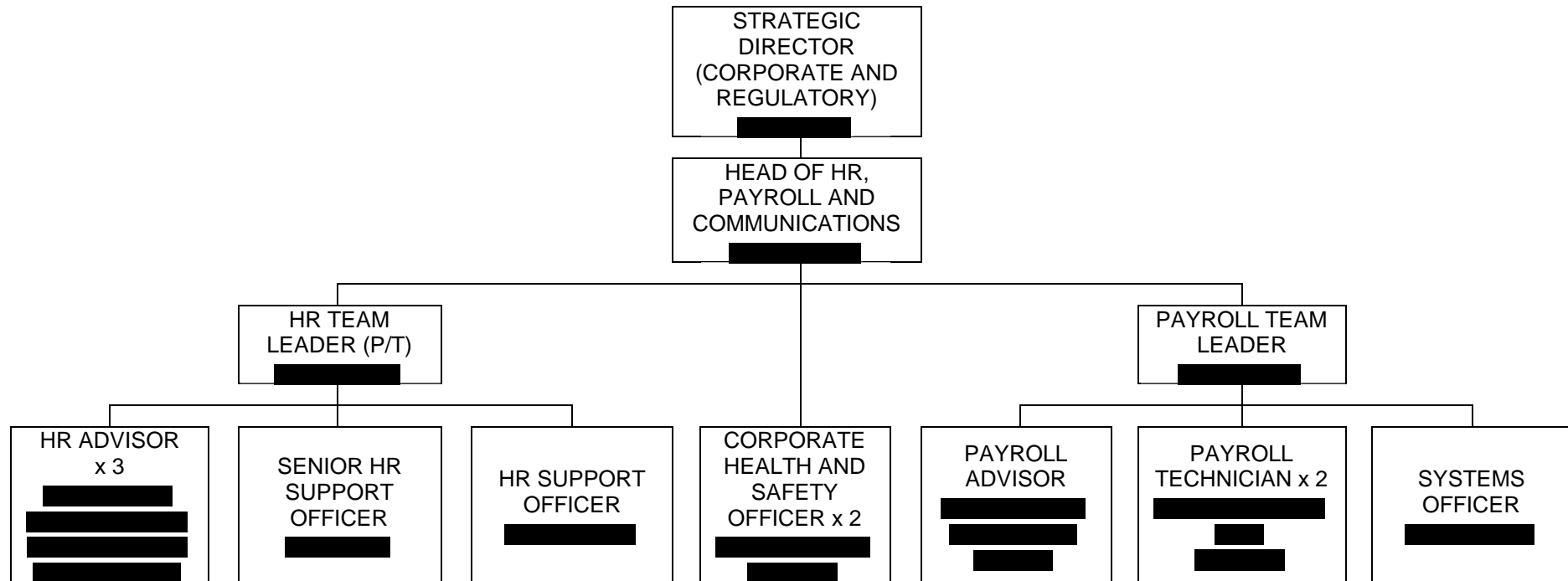


Table 3.3b

Corporate and Regulatory (Human Resources, Payroll and Communications)

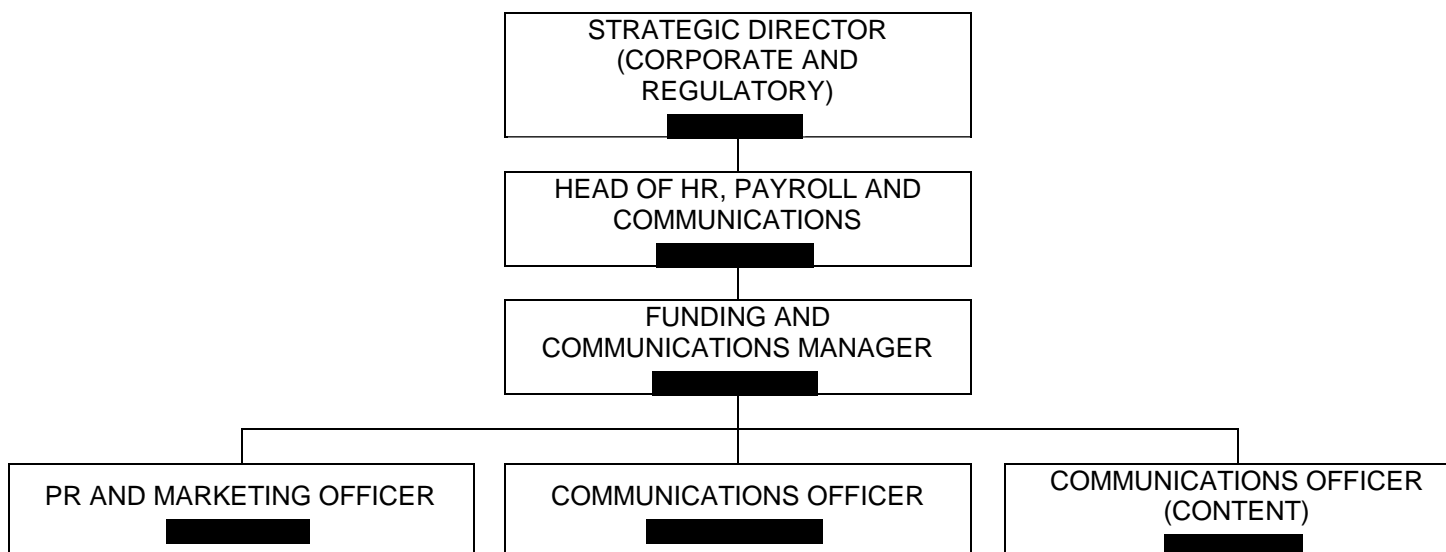
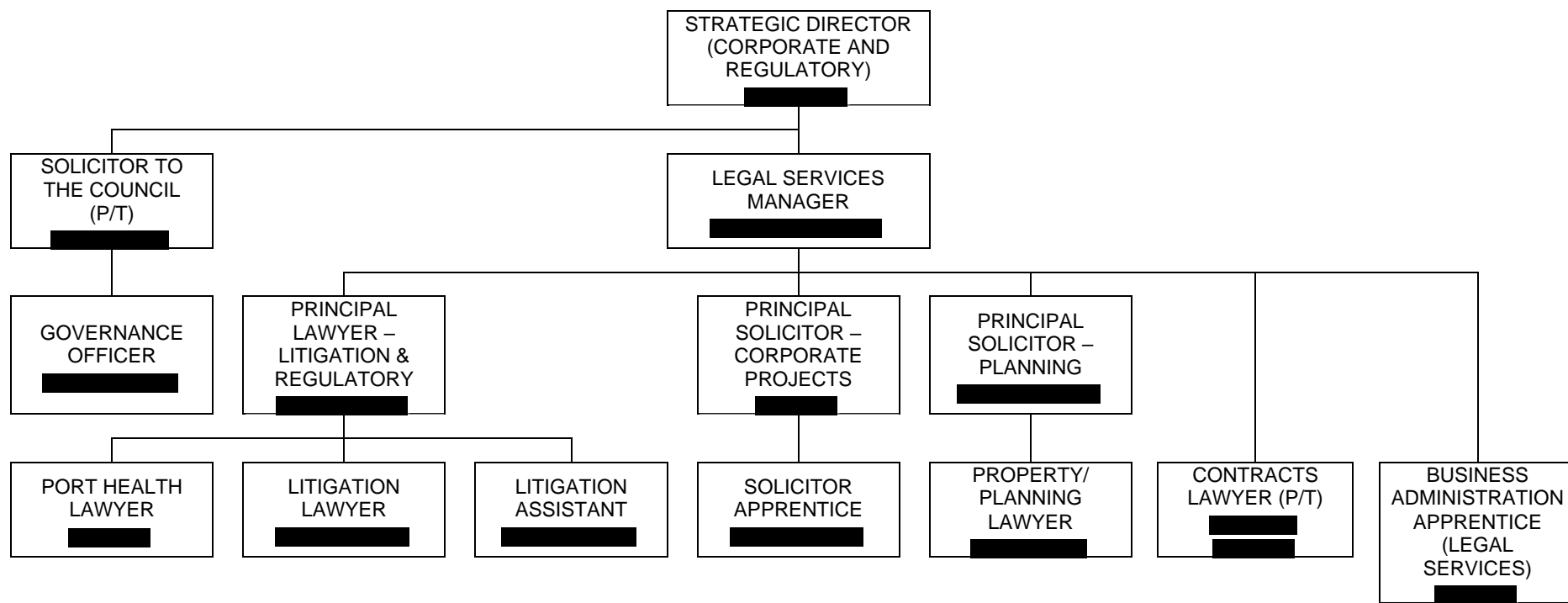


Table 3.4

Corporate and Regulatory (Legal Services)



Corporate and Regulatory (Licensing)

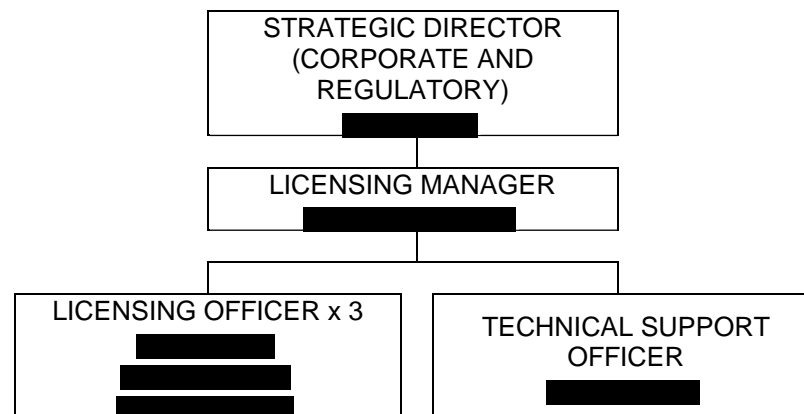


Table 3.6a

Corporate and Regulatory (Port Health and Environmental Services)

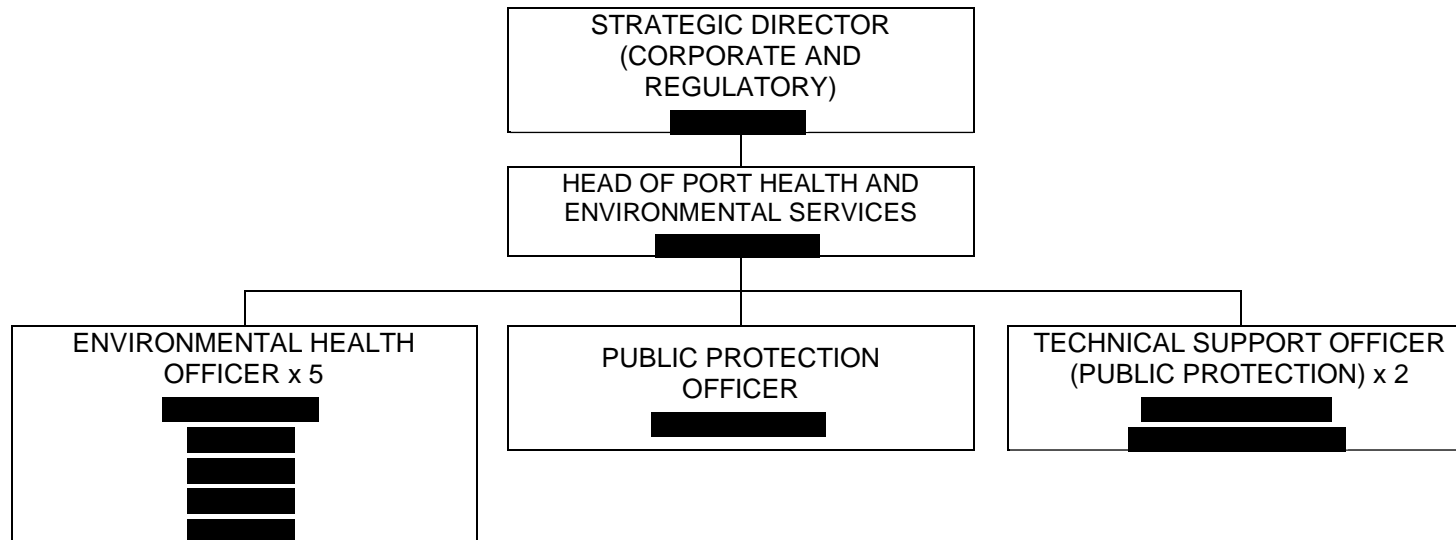


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Corporate and Regulatory (Port Health and Environmental Services)

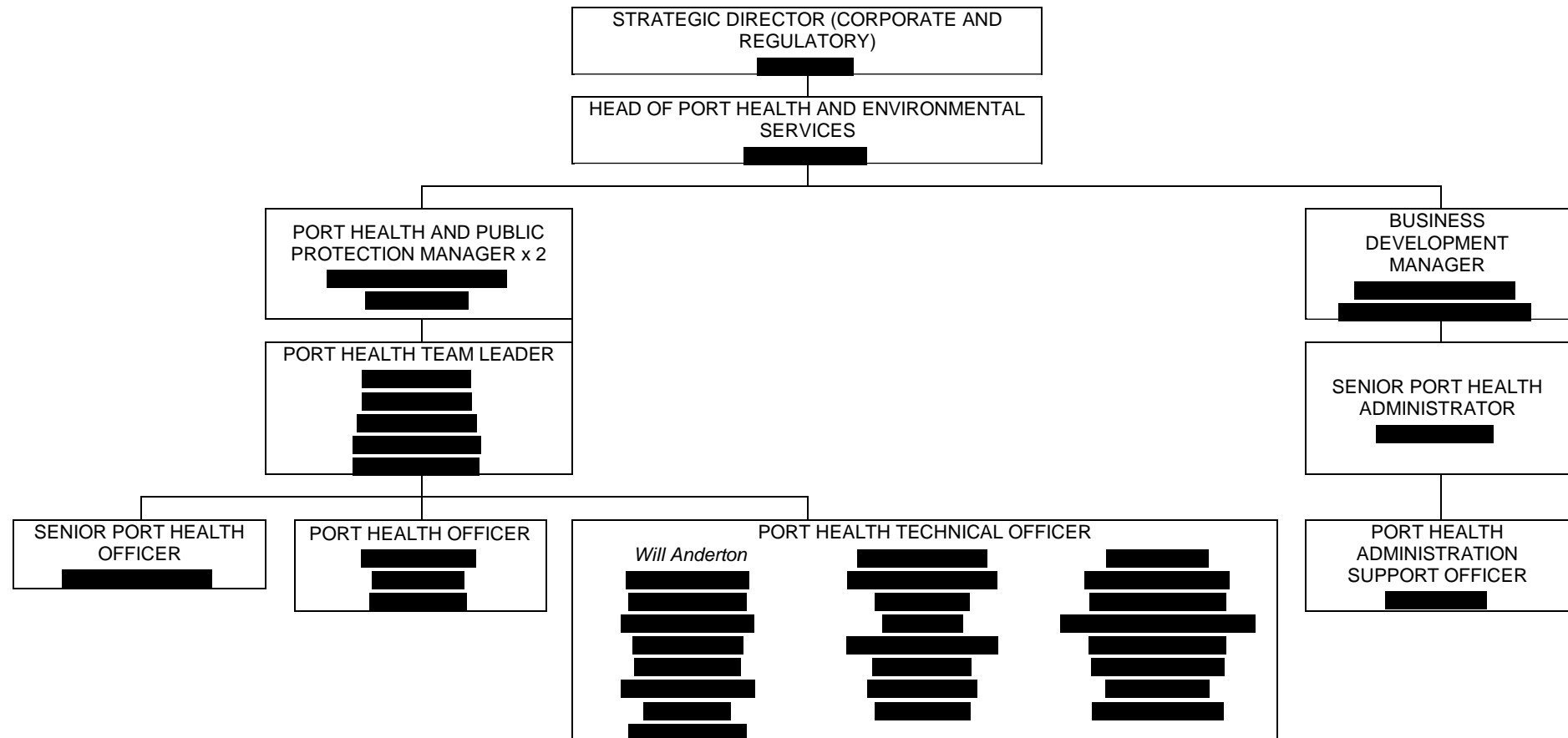


Table 3.6c

Corporate and Regulatory (Port Health and Environmental Services)

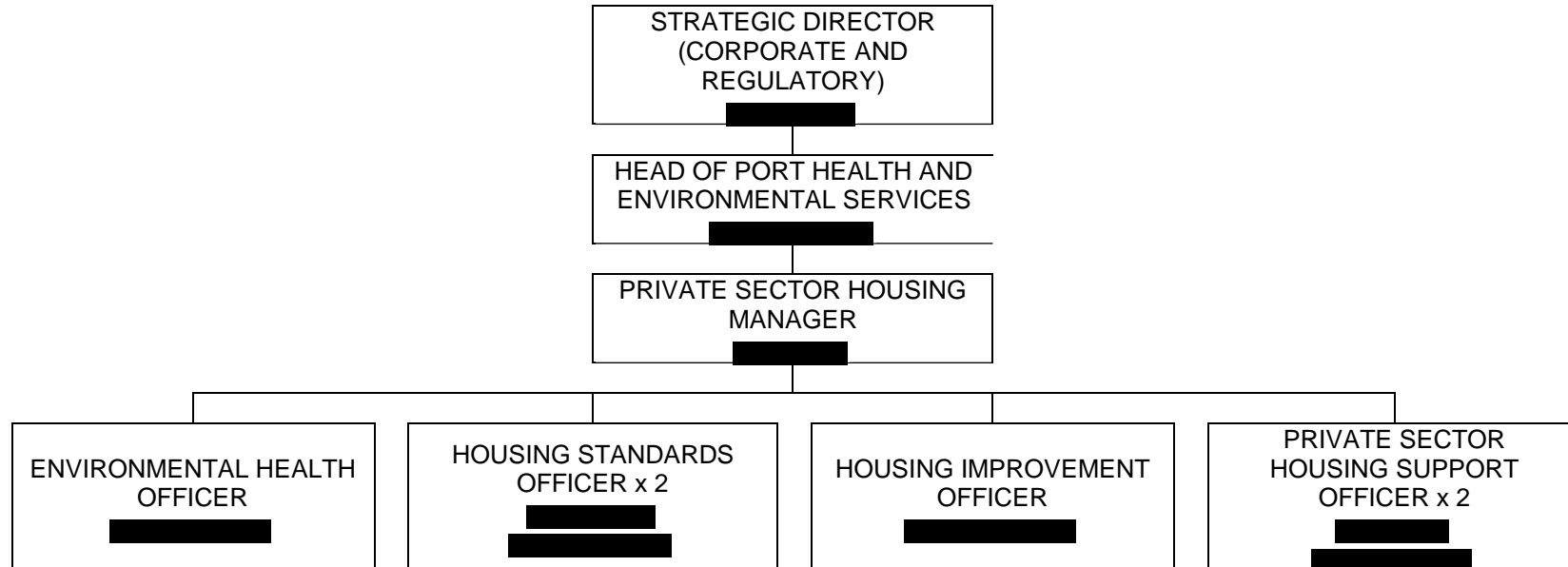


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Corporate and Regulatory (Port Health and Environmental Services)

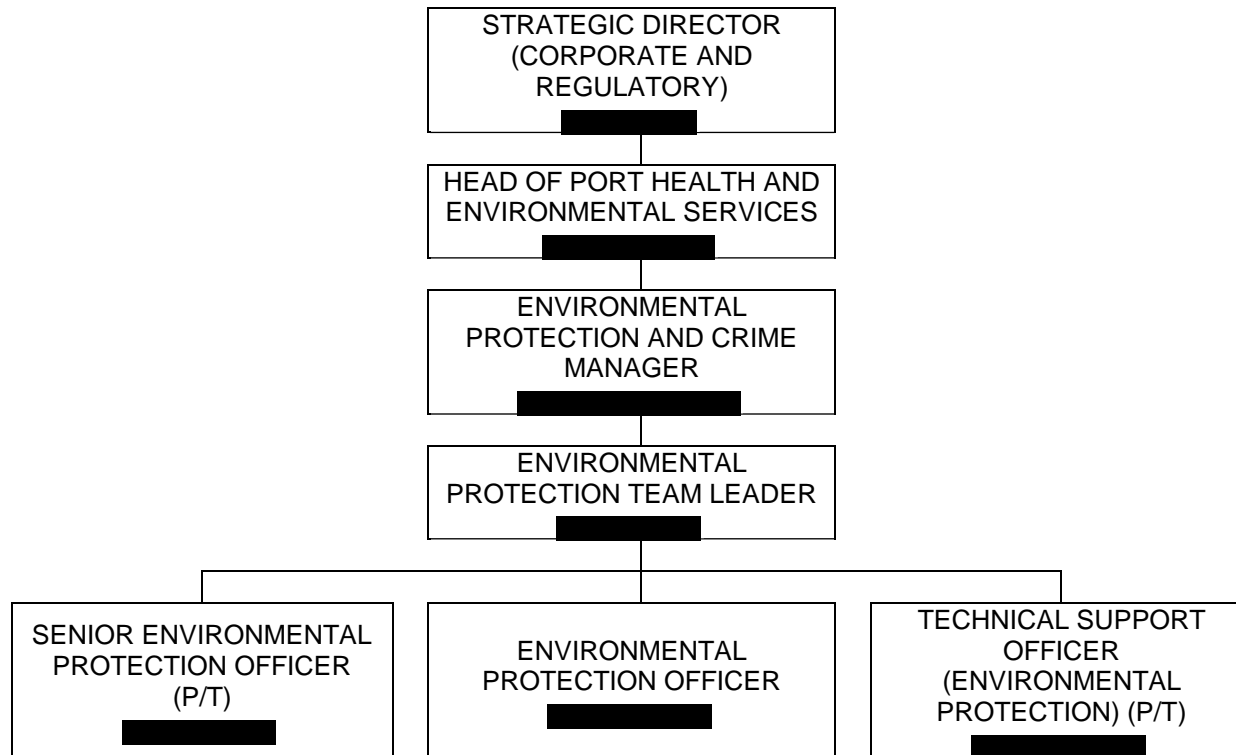


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Corporate and Regulatory (Port Health and Environmental Services)

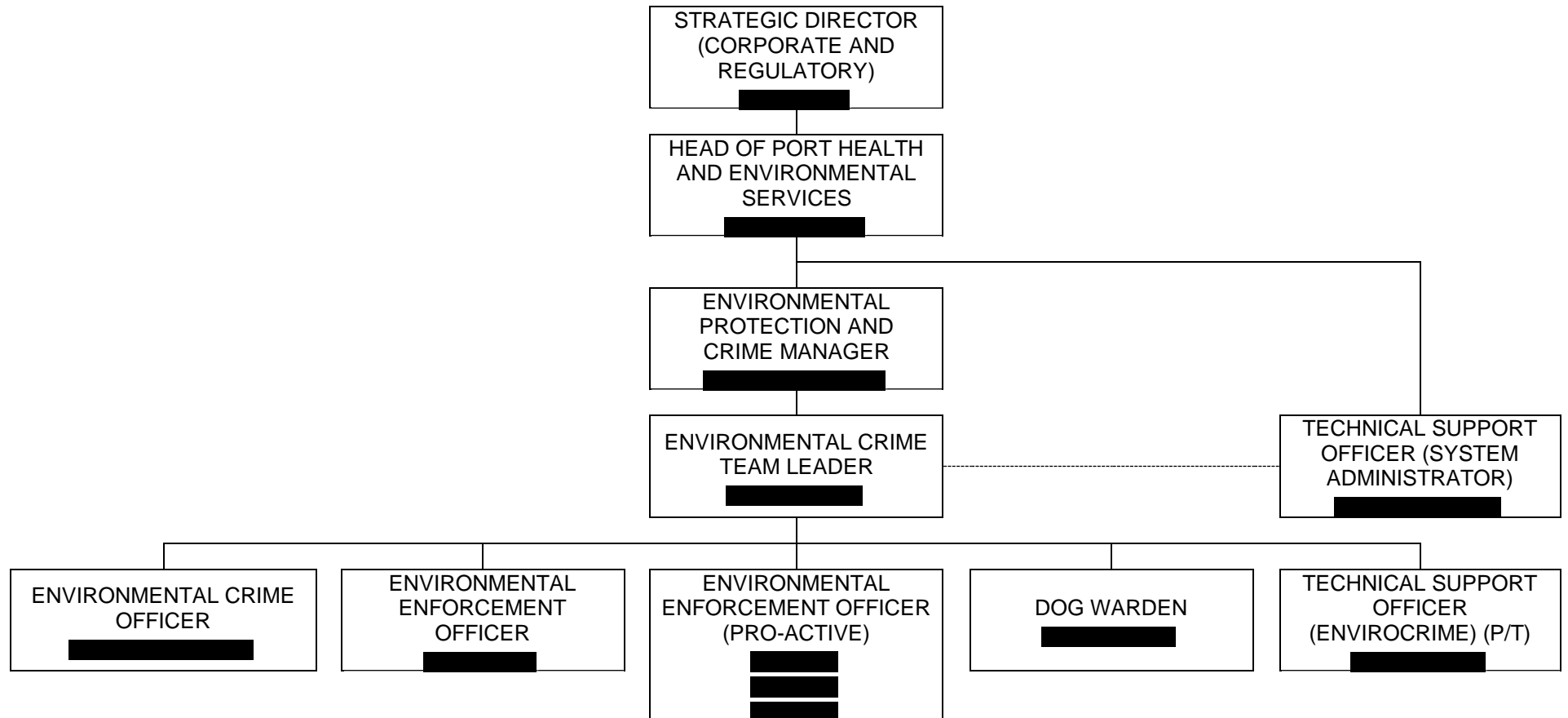
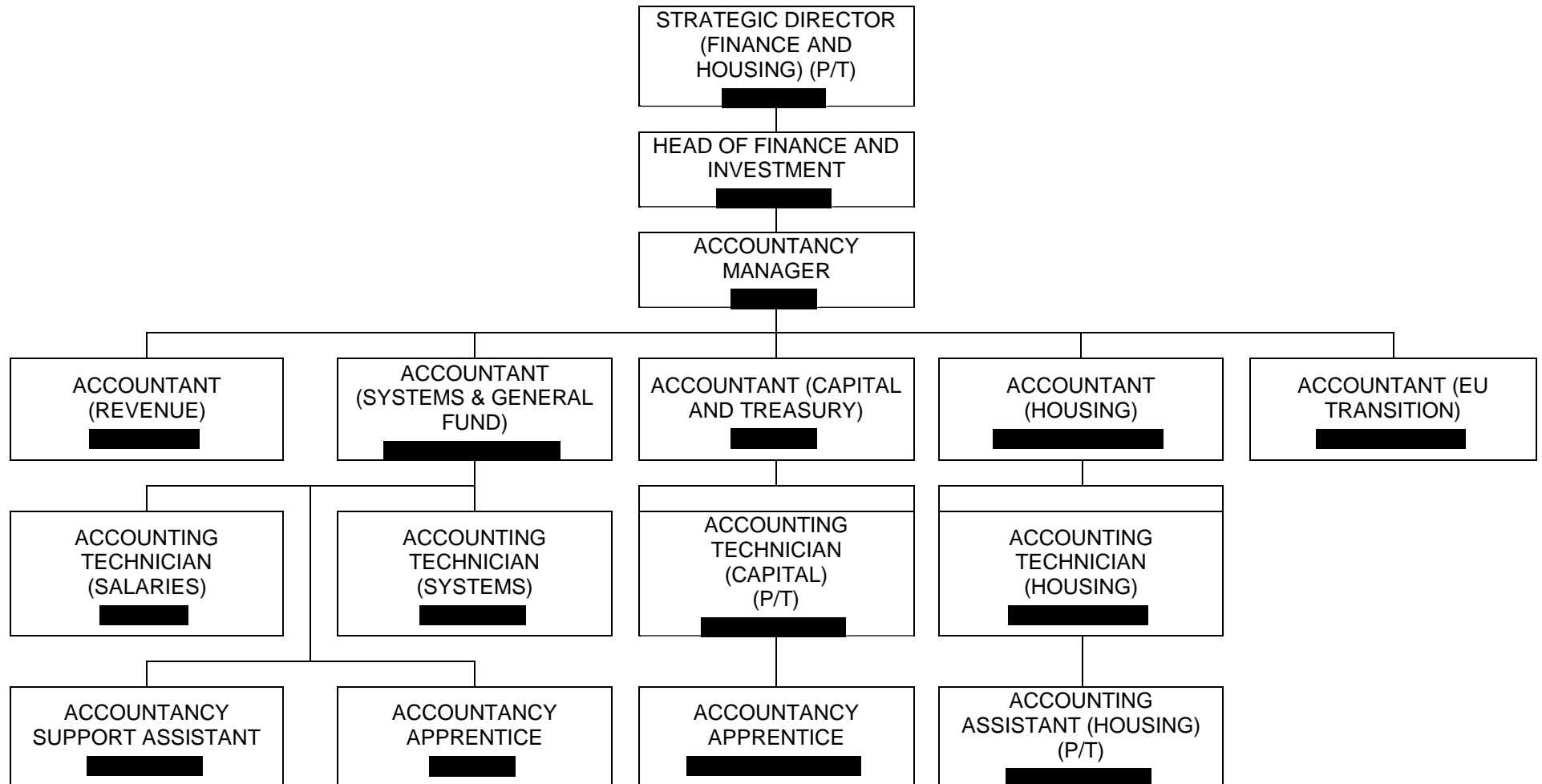


Table 4.1a

Finance and Housing (Finance and Investment)



Finance and Housing (Finance and Investment)

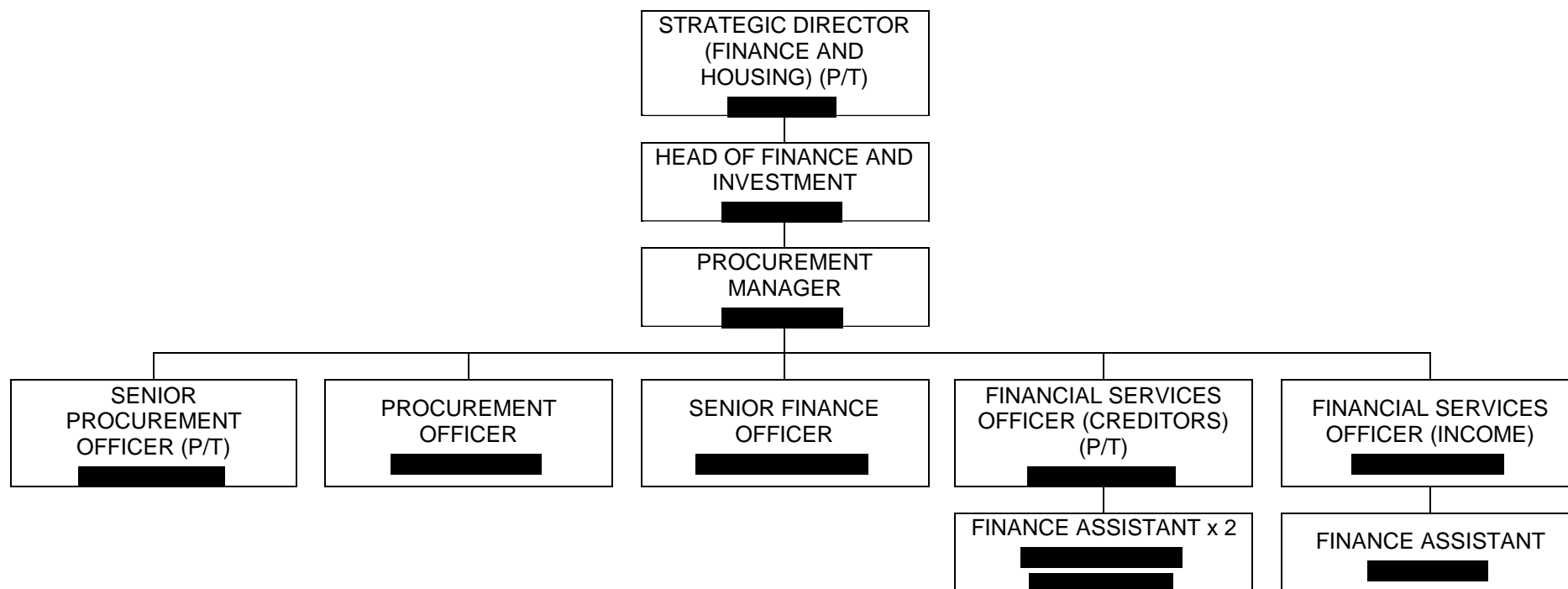


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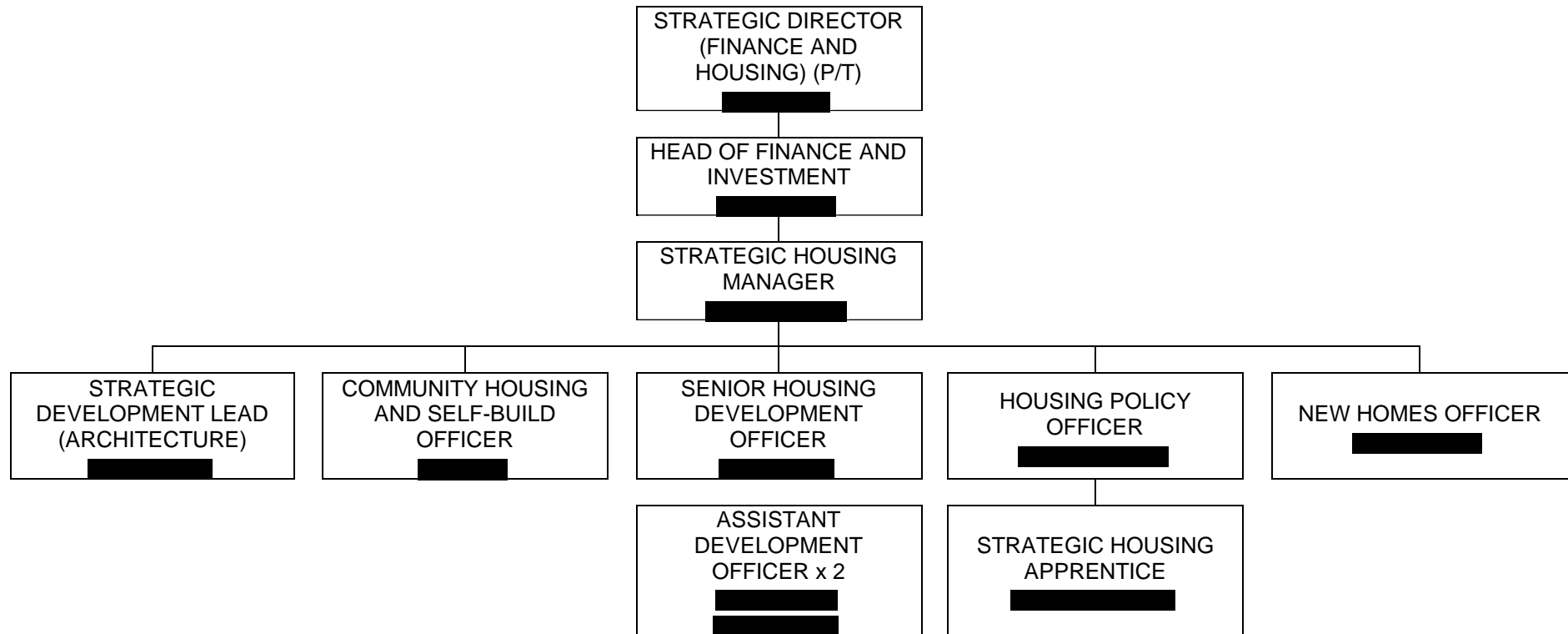


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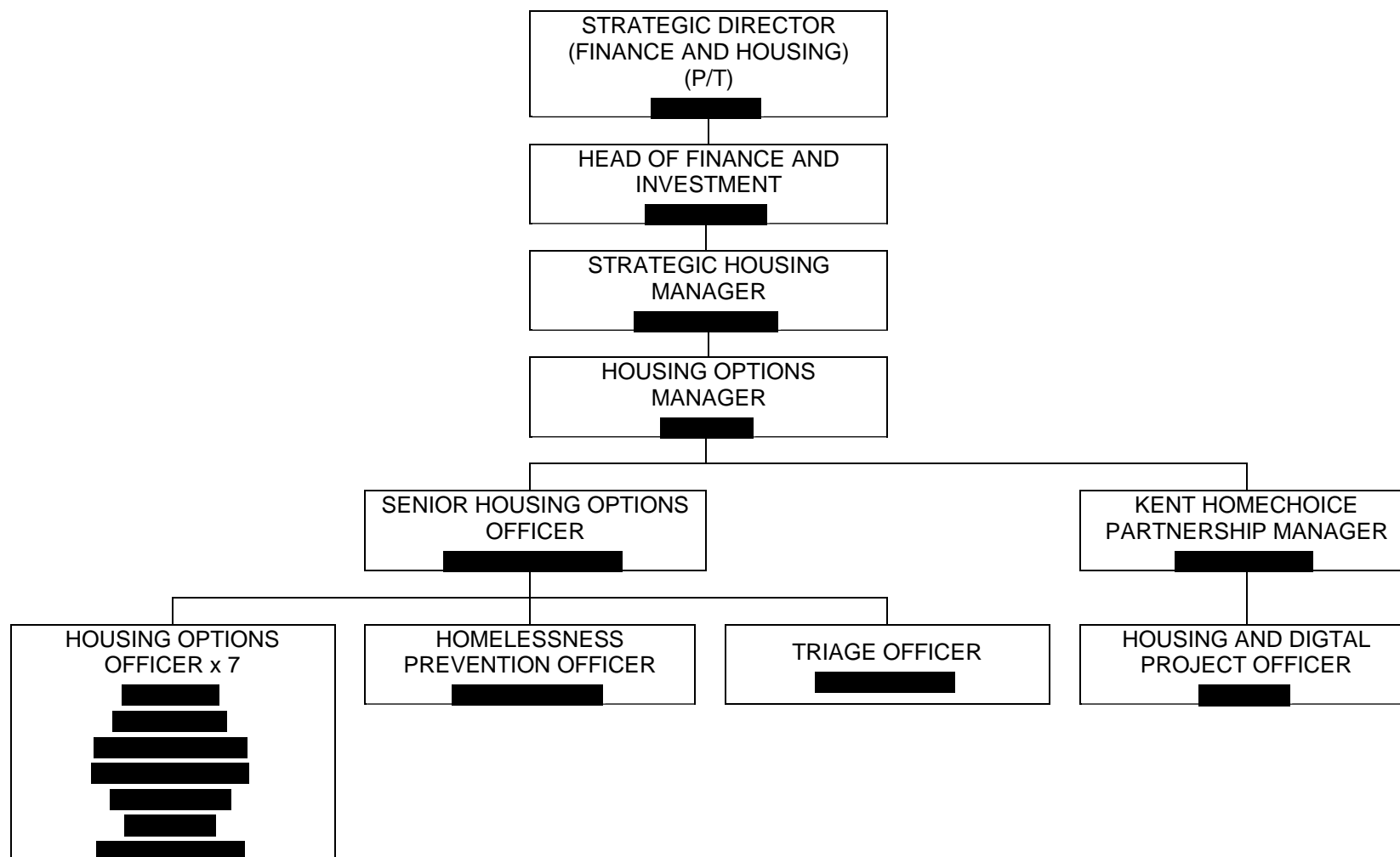


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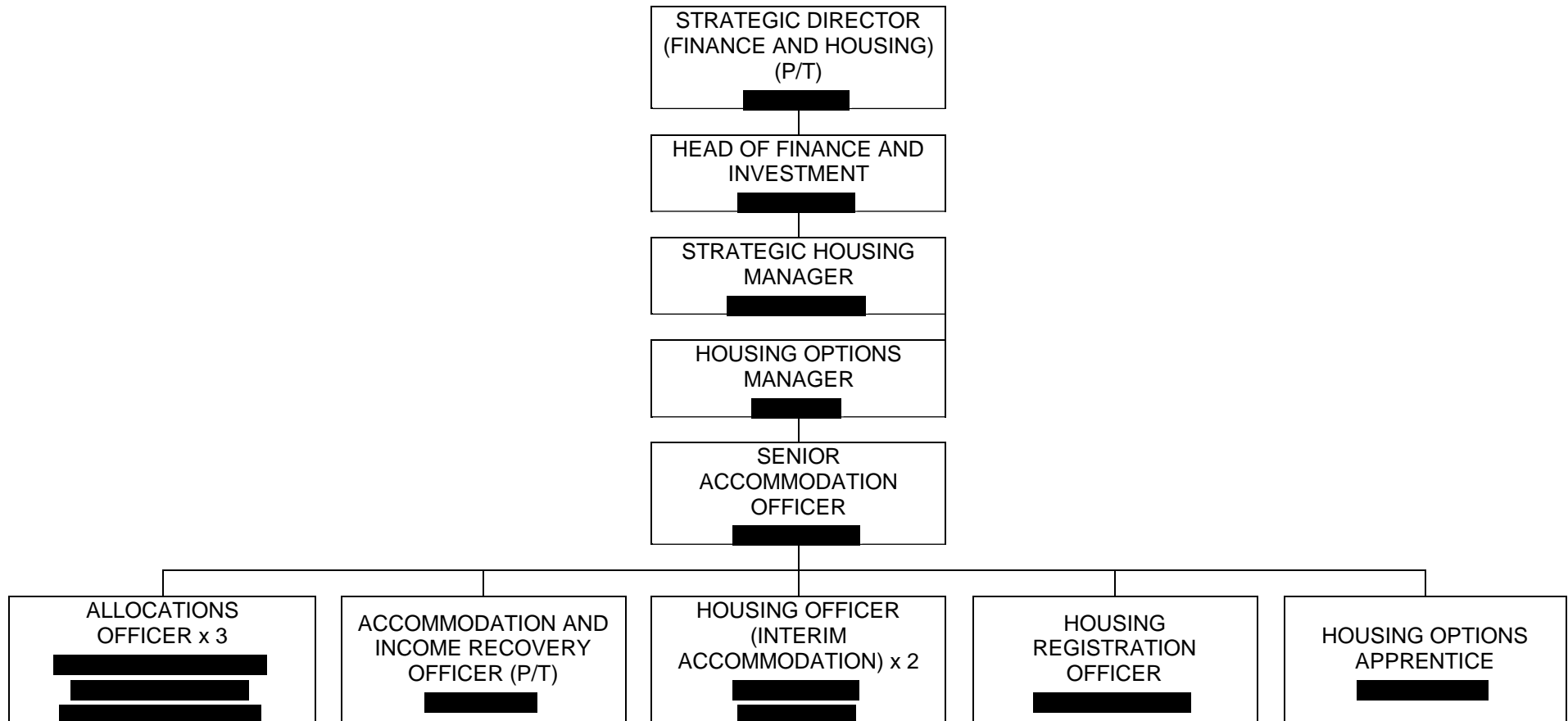


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Finance and Housing (Housing)

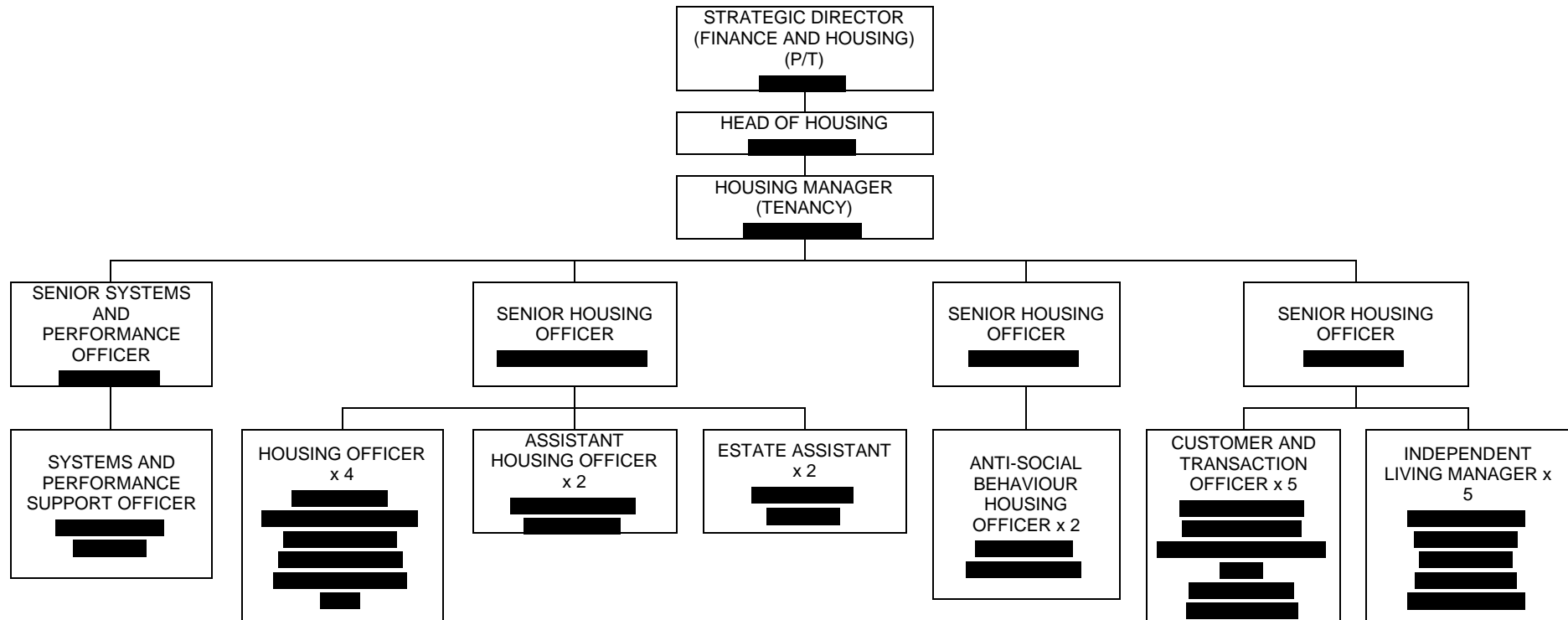


Table 4.2b

Finance and Housing (Housing)

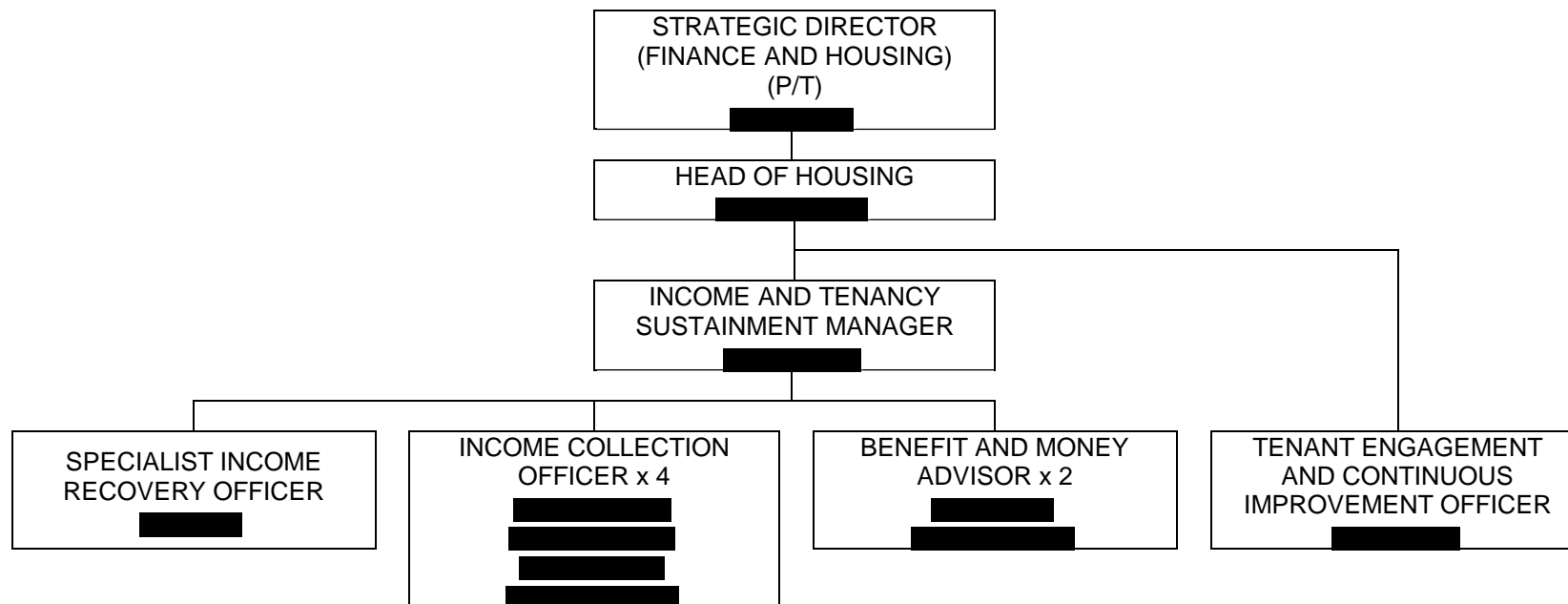


Table 4.3

Finance and Housing (East Kent Audit Partnership)

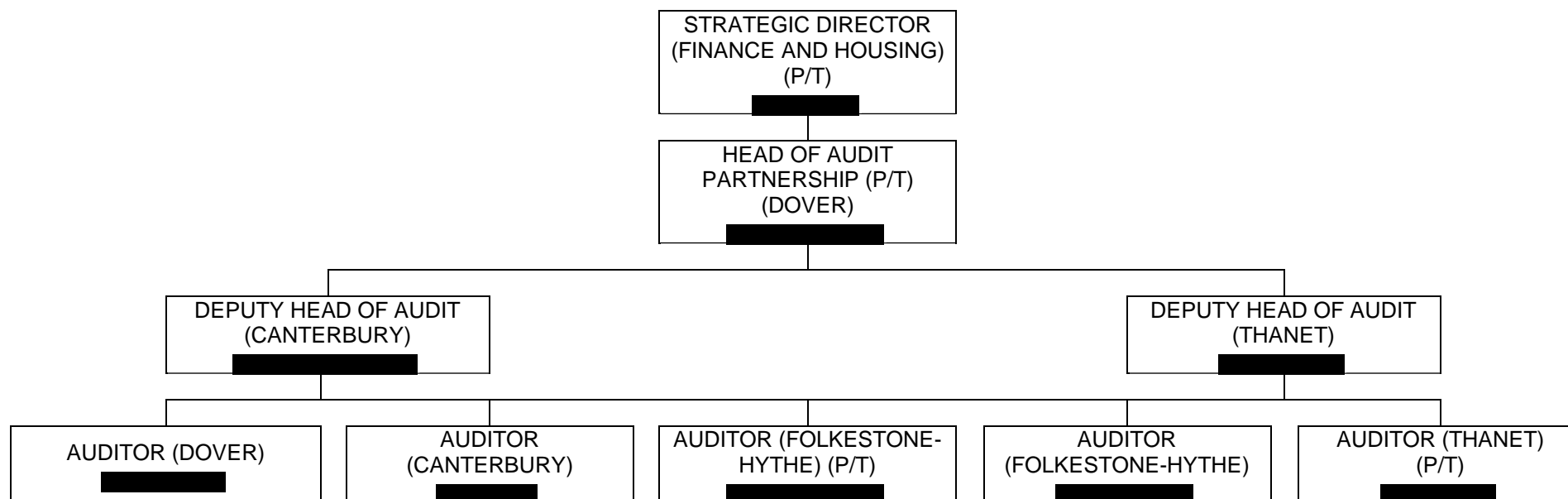


Table 5.1a

Place and Environment (Property Assets)

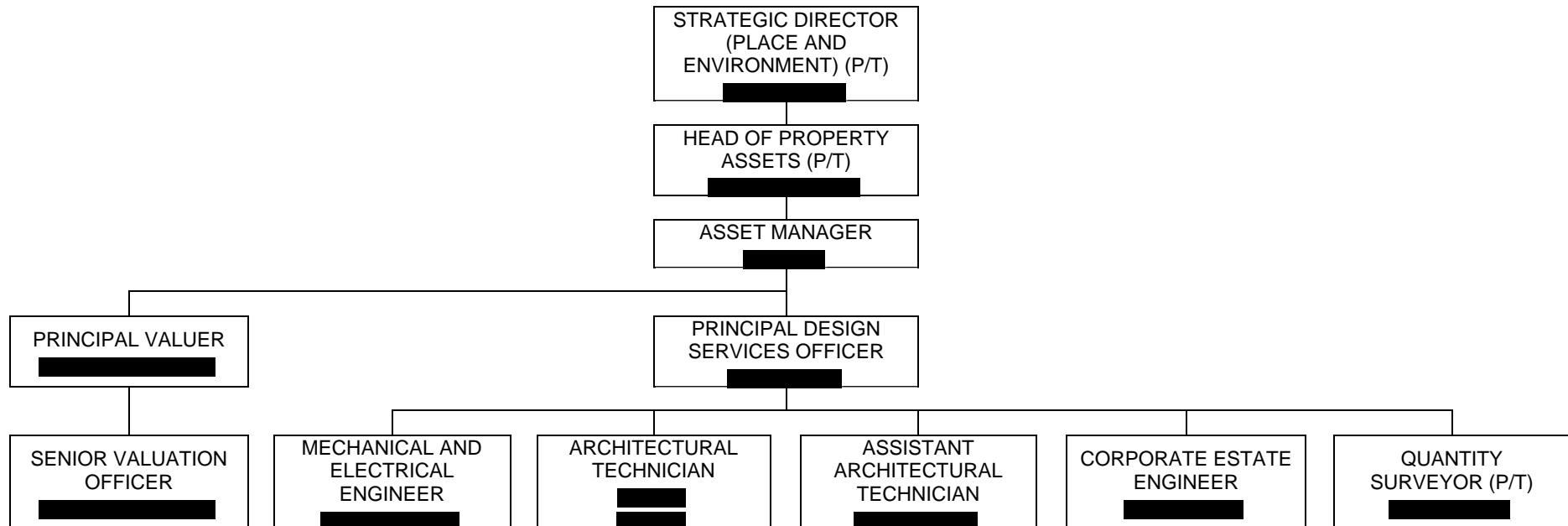
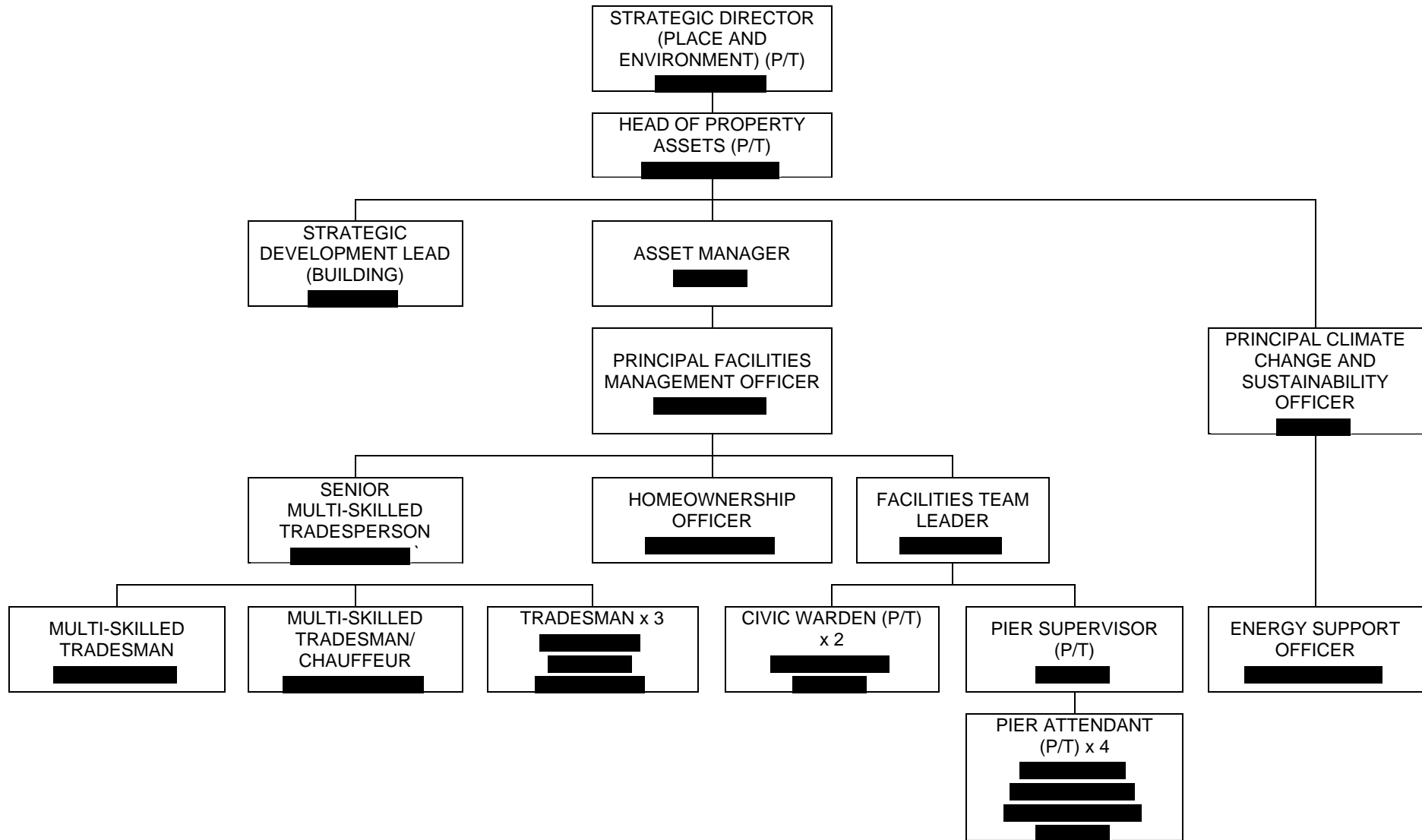
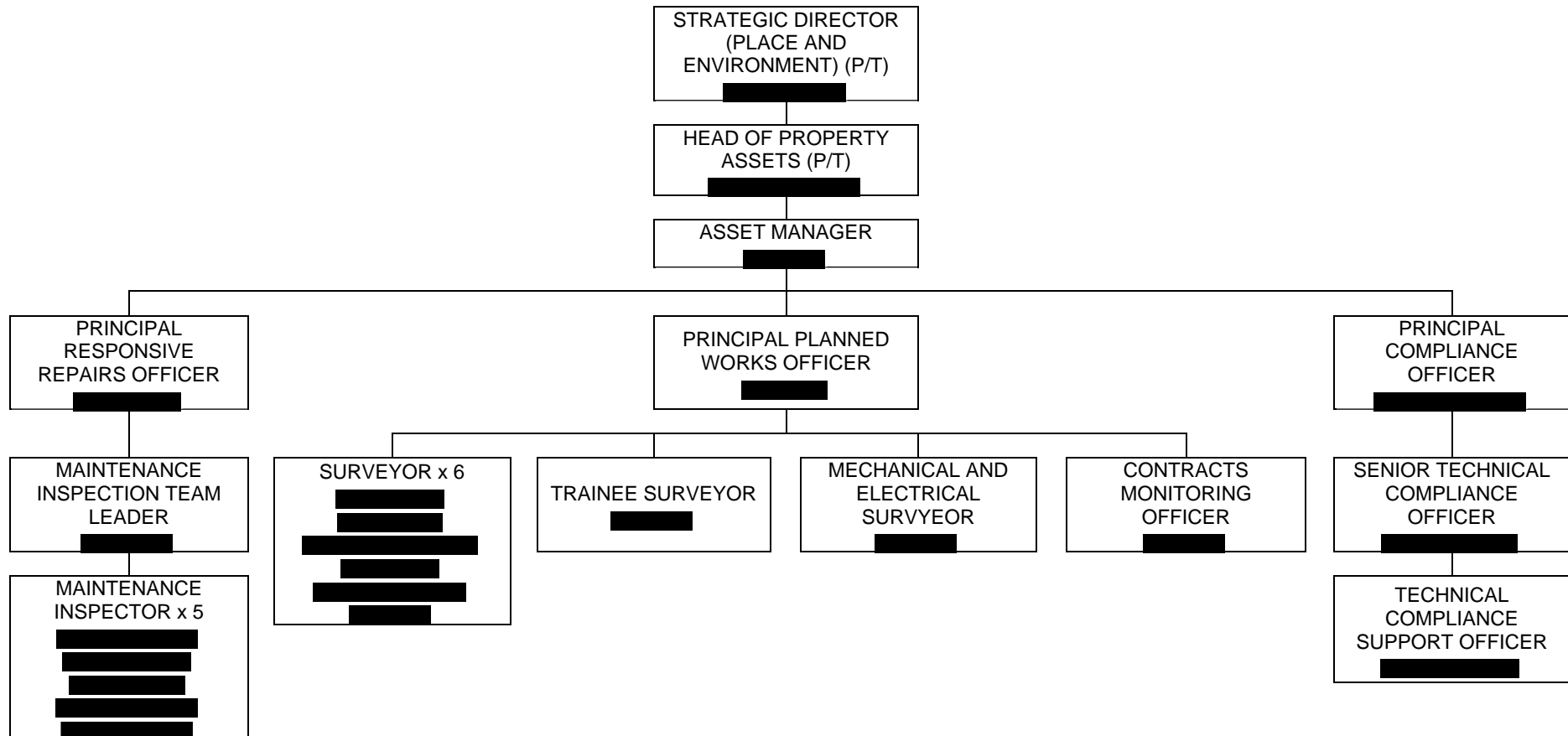


Table 5.1b

Place and Environment (Property Assets)



Place and Environment (Property Assets)



Place and Environment (Property Assets)

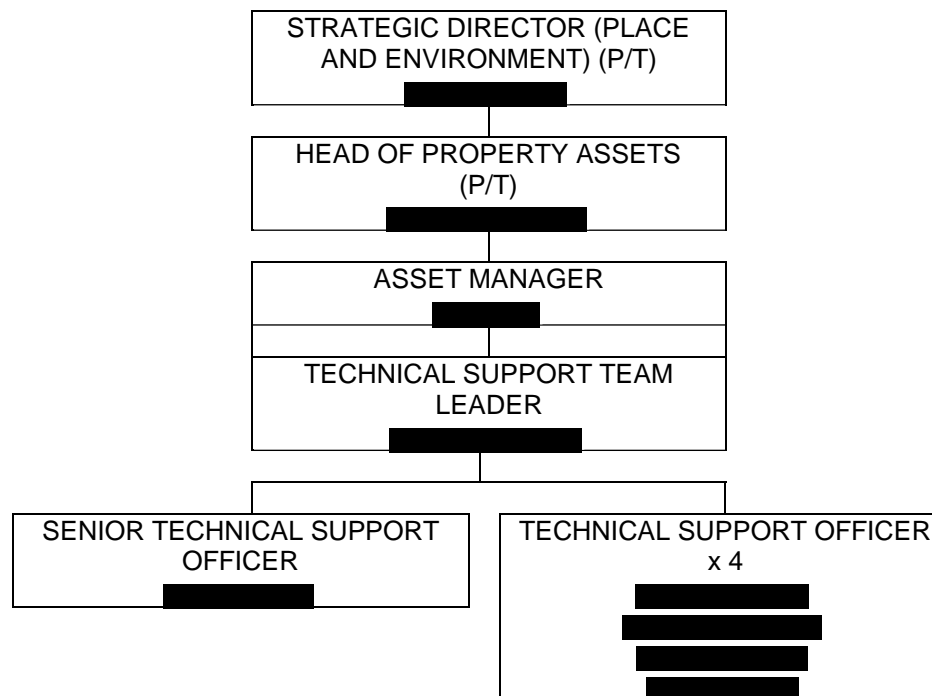


Table 5.2a

Place and Environment (Waste Services)

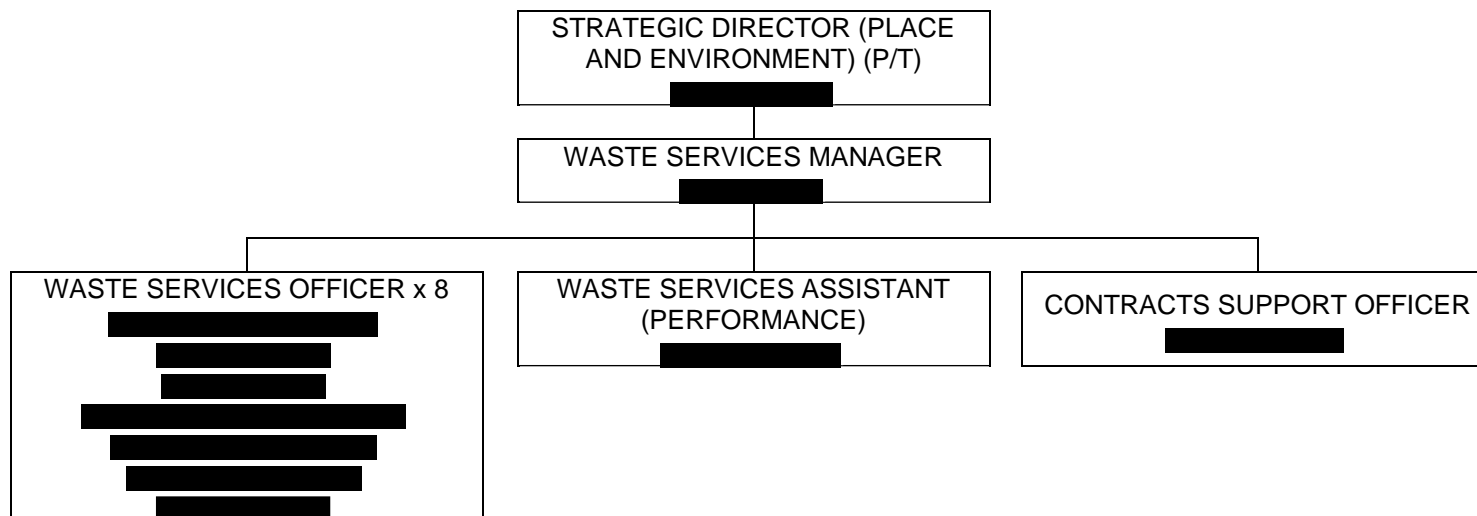
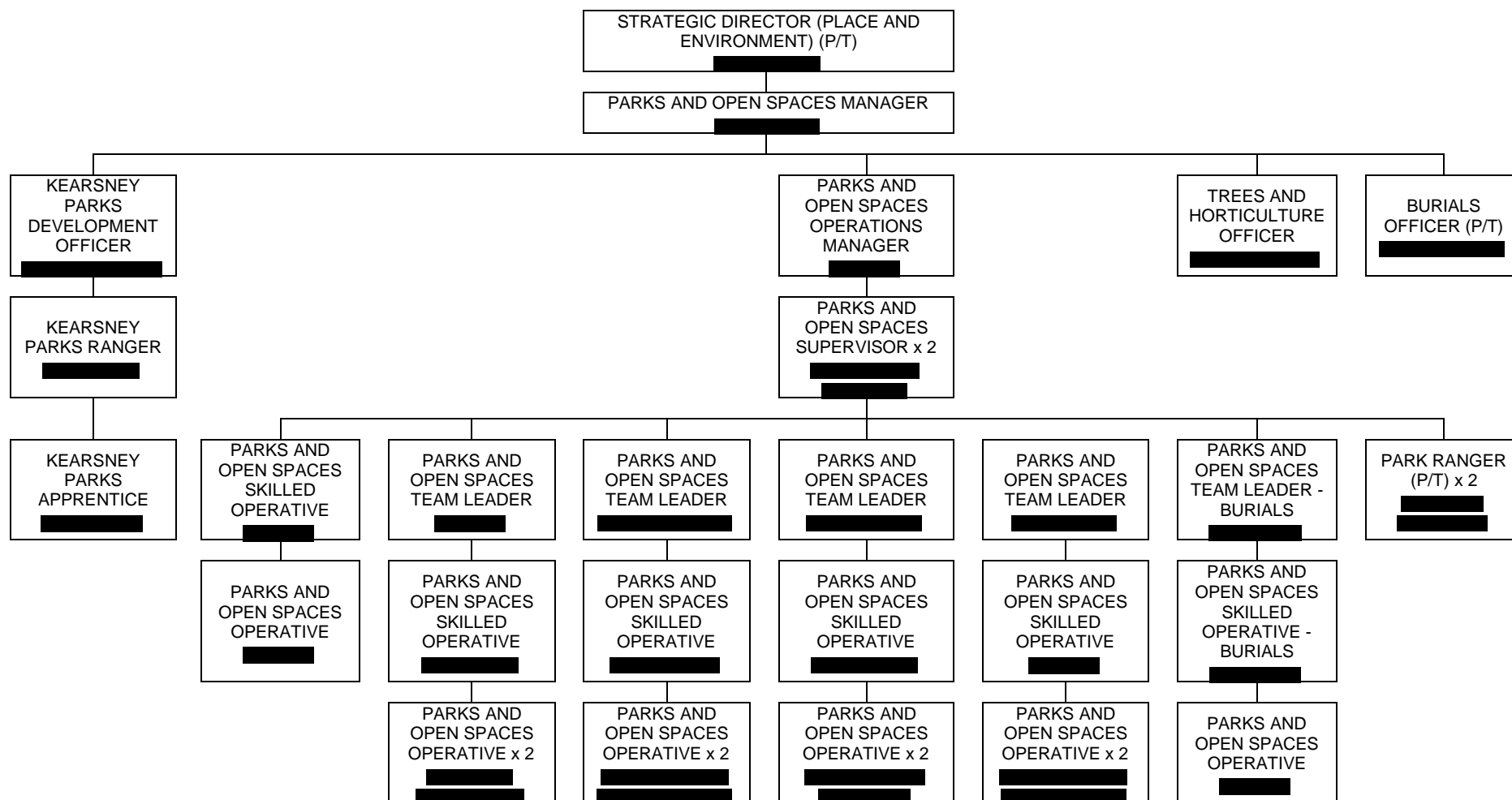


Table 5.2b

Place and Environment (Parks and Open Spaces)



Place and Environment (White Cliffs Countryside Partnership)

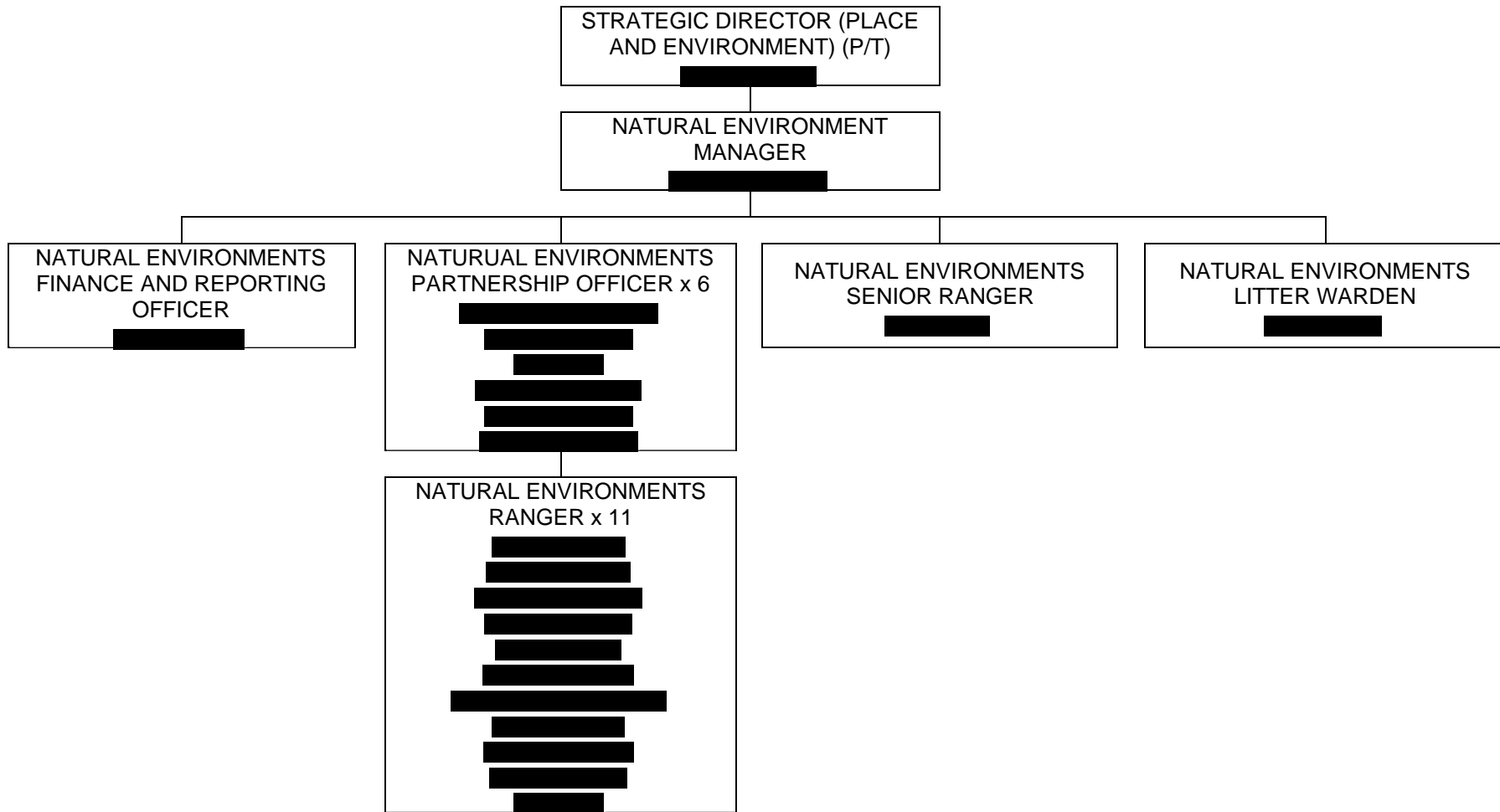


Table 5.3a

Place and Environment (Place, Growth, Investment and Creative Services)

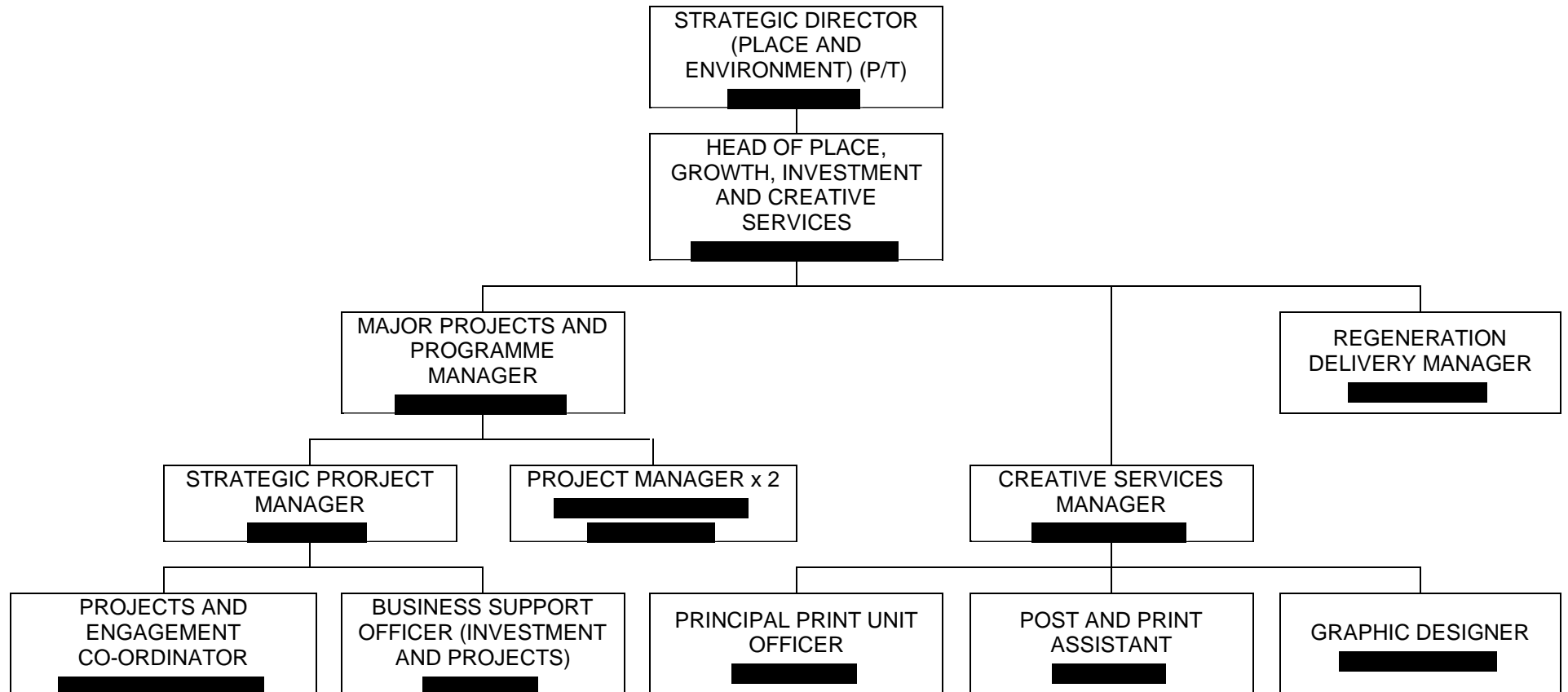


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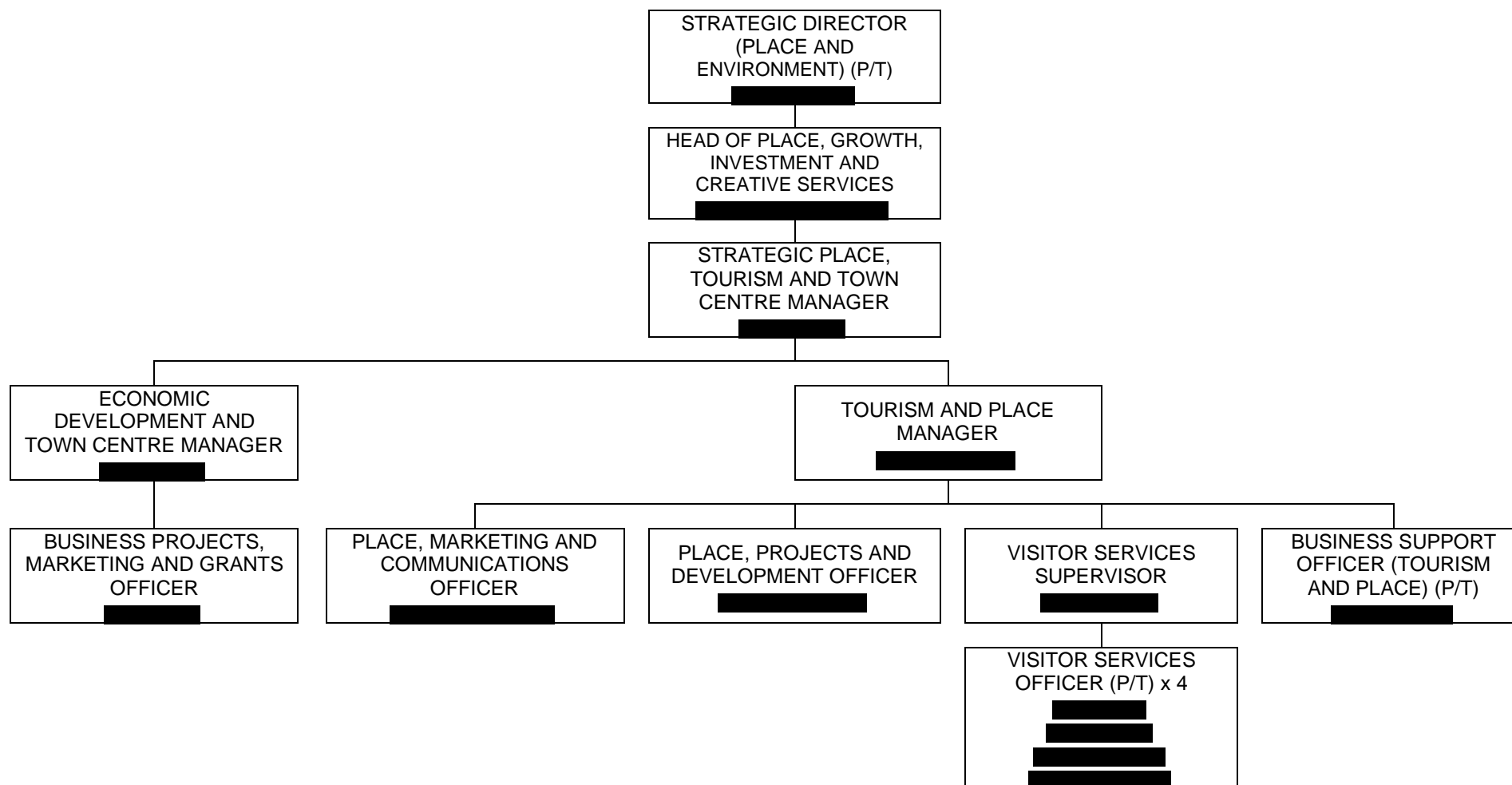


Table 5.3c

Place and Environment (Place, Growth, Investment and Creative Services)

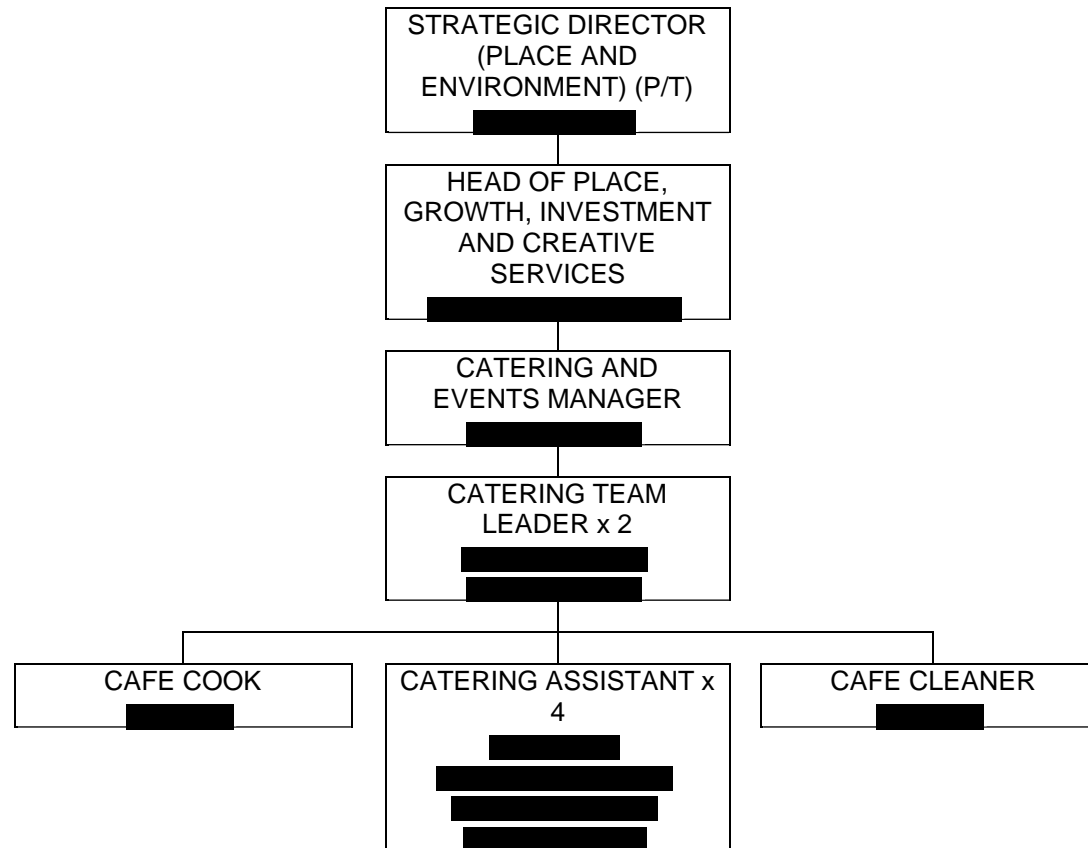


Table 5.4

Place and Environment (Museums and Culture)

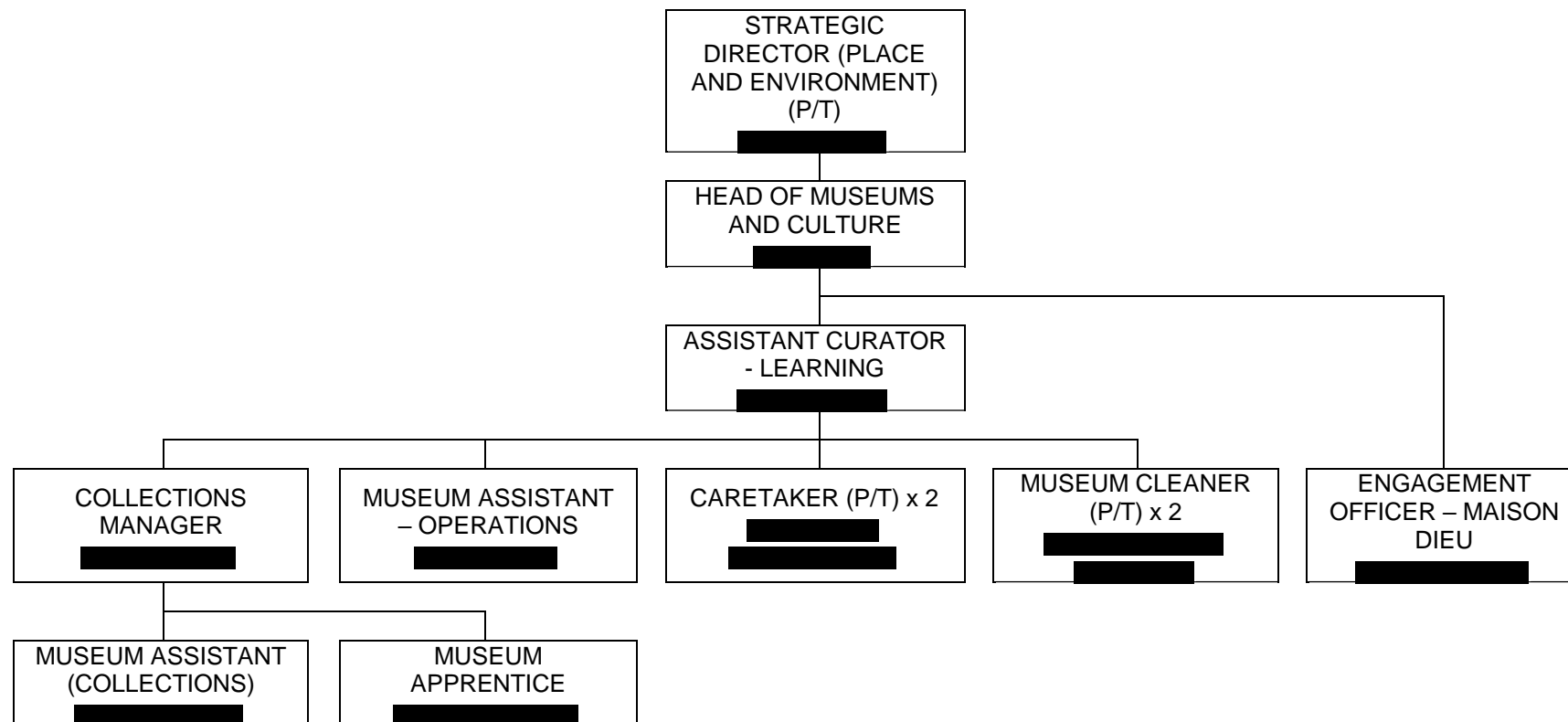


Table 5.5a

Place and Environment (Planning and Development)

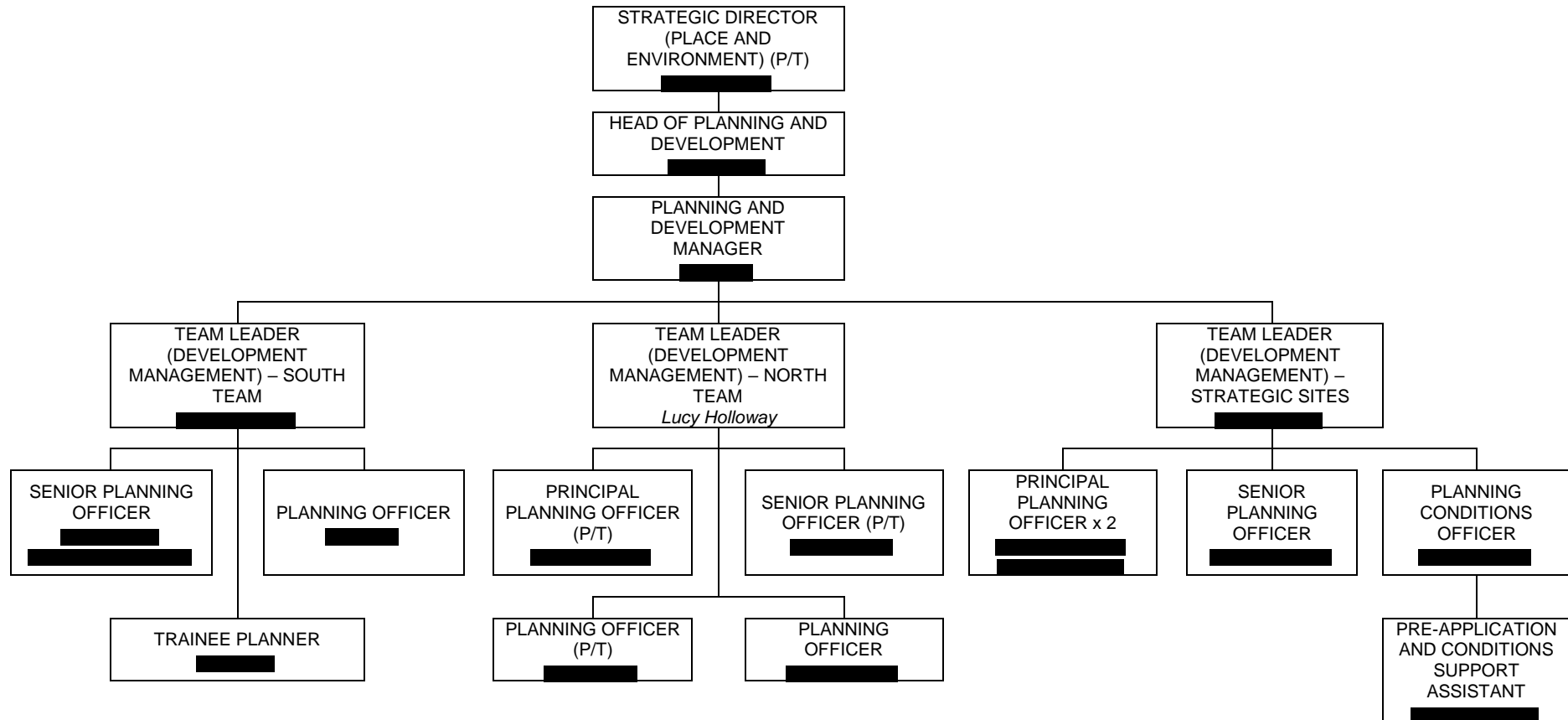


Table 5.5b

Place and Environment Planning and Development)

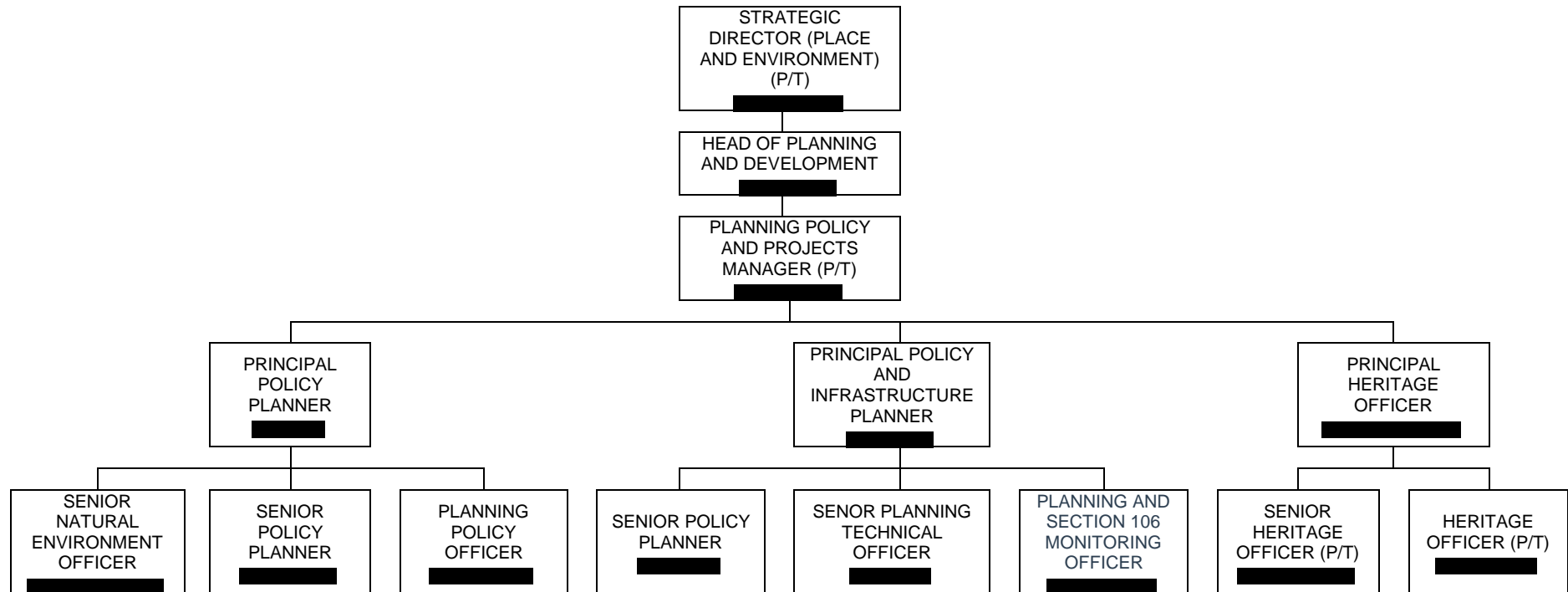


Table 5.5c

Place and Environment (Planning and Development)

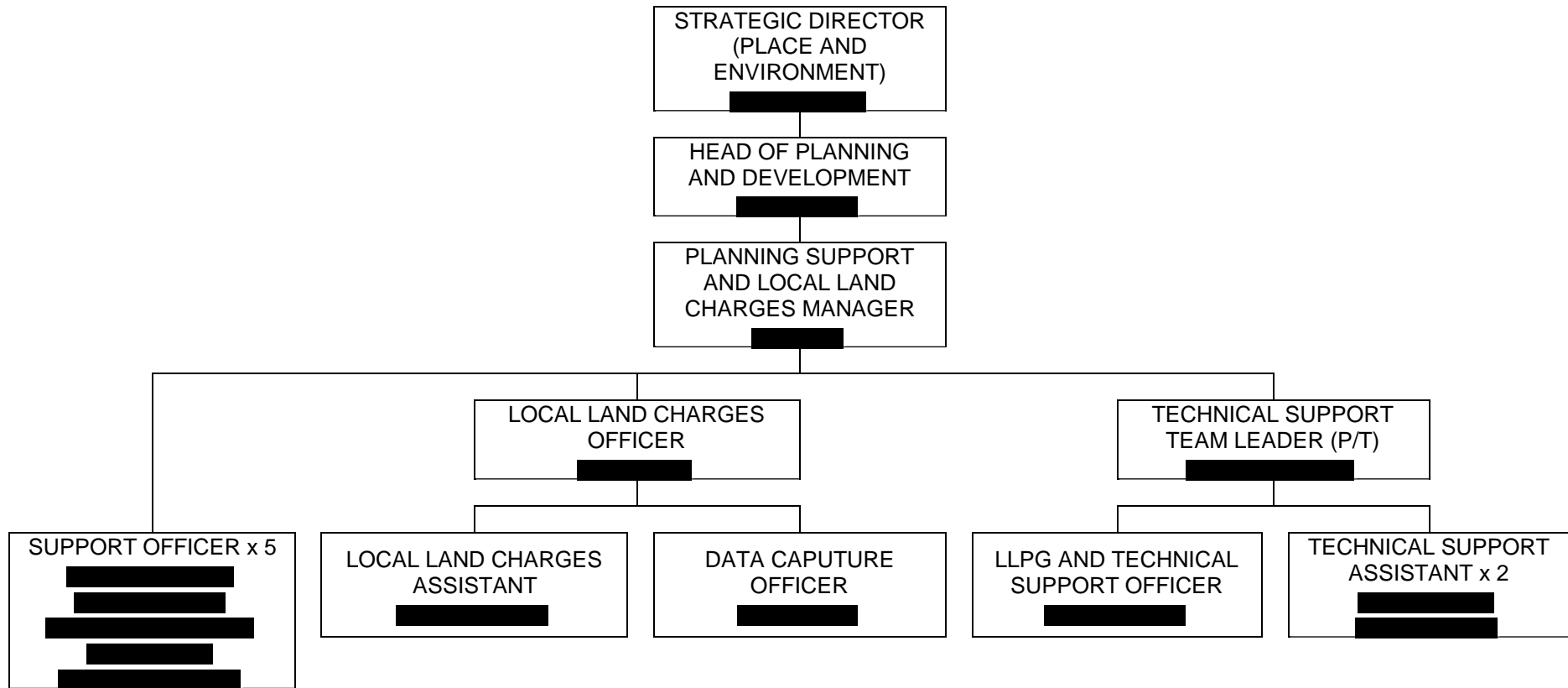


Table 5.5d

Place and Environment (Planning and Development)

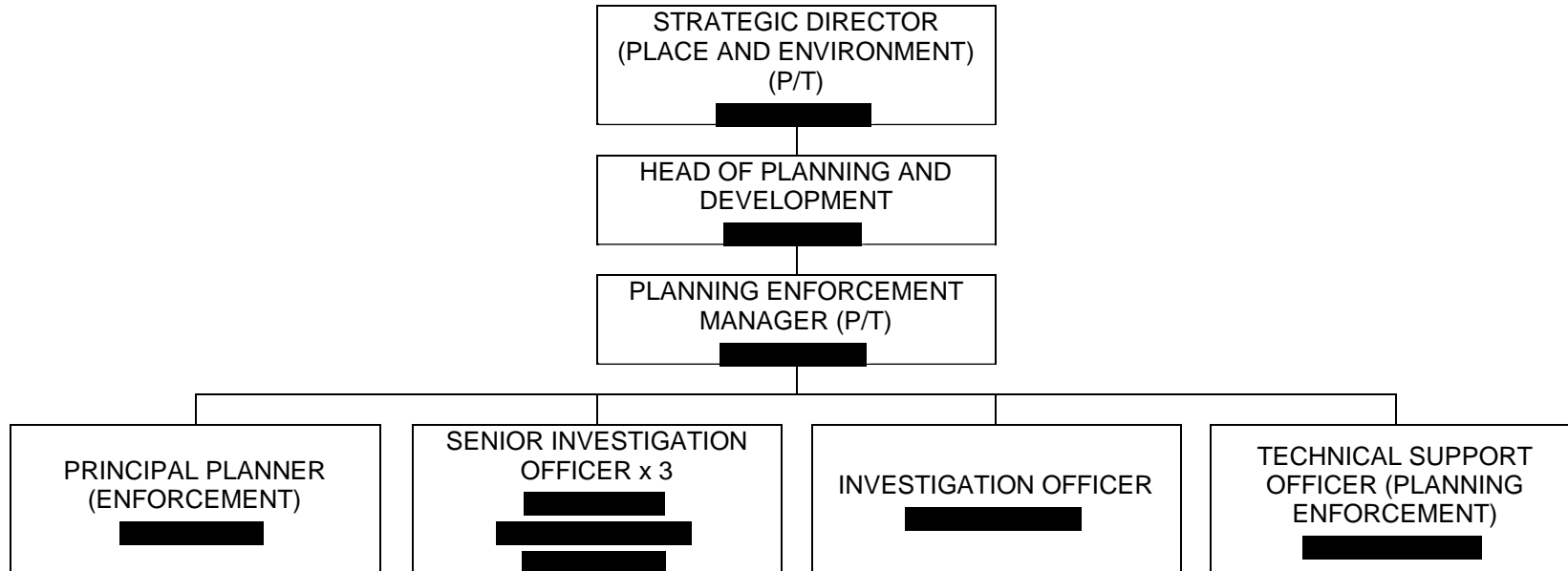
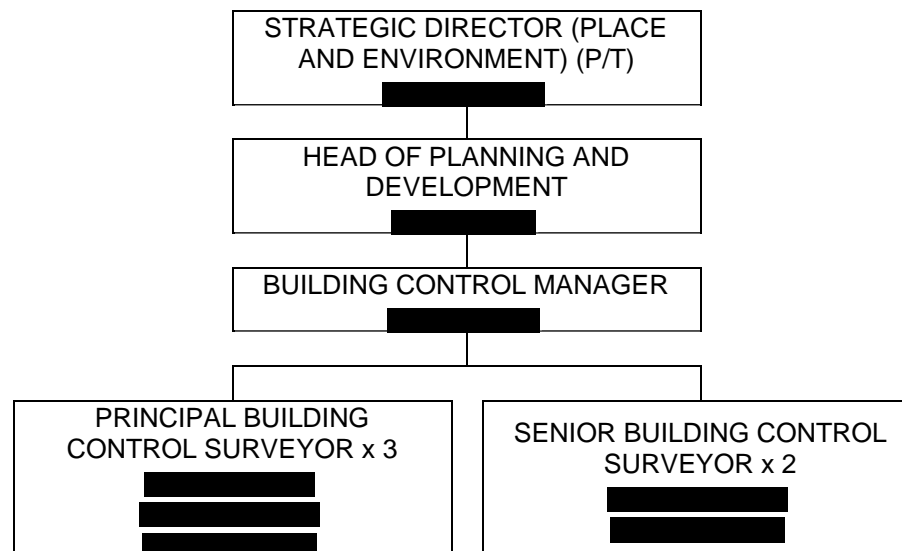


Table 5.5e

Place and Environment (Planning and Development)



Council Procedure Rules

Rule	Contents	Page No.
1.	Annual Meeting of the Council	170
2.	Ordinary Meetings	171
3.	Extraordinary Meetings	172
4.	Appointments of Substitute Members of Committees, Sub-Committees and Working Groups	172
5.	Time and Place of Meetings	174
6.	Notice of and Summons to Meetings	174
7.	Chairman of Meeting	174
8.	Quorum	174
9.	Duration of Meeting	175
10.	Leader's Time	175
11.	Questions by the Public	175
12.	Questions by Members	177
13.	Motions on Notice	178
14.	Motions without Notice	179
15.	Rules of Debate	180
16.	Matters affecting Persons employed by the Council	183
17.	Previous Decisions and Motions	183
18.	Voting	184
19.	Minutes	185
20.	Record of Attendance	186
21.	Exclusion of Public	186
22.	Members' Conduct	186
23.	Disturbance by Members of the Public	187
24.	Attendance at Meetings	187
25.	Suspension and Amendment of Council Procedure Rules	187
26.	Cancellation of Meetings	188
27.	Applications to Committees and Sub-Committees	188

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

This rule applies to Council only.

In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (i) elect a person to preside if the chairman or vice-chairman of the Council is not present;
- (ii) elect the chairman of the Council;
- (iii) elect the vice-chairman of the Council;
- (iv) approve the minutes of the last meeting;
- (v) receive any announcements from the chairman and/or Head of Paid Service;
- (vi) elect the Leader to hold office for four years and remain in position until the day of the next annual meeting of the Council following the ordinary election of all Councillors;
- (vii) to note the size and composition of the executive set by the Leader of the Council;
- (viii) to note the appointment of the Deputy Leader to hold office until the day of the next annual meeting of the Council following the ordinary election of all councillors;
- (ix) to note the appointment of Members to their portfolios to hold office until the day of the next annual meeting following the ordinary election of all councillors;
- (x) note the size and composition of the Shadow Cabinet which must directly reflect the Cabinet;
- (xi) appoint at least one Overview and Scrutiny Committee, , a Licensing Committee and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Leader/executive functions (as set out in Part 3, Section 2 of this Constitution);
- (xii) agree or adopt the Schemes of Delegation or such part or parts thereof as the Constitution determines it is for the Council to agree or adopt (as set out in Part 3 of this Constitution);
- (xiii) approve a programme of ordinary meetings of the Council for the year;
- (xiv) consider any business set out in the notice convening the meeting;
- (xv) receive the Annual Reports of the Overview and Scrutiny Committee(s), and Governance Committee; and

- (xvi) consider any business deemed by the Chairman of the Council to be a matter of urgency.

The Council may remove the Leader of the Council by a simple majority vote following a motion on notice on the matter and elect a new Leader. The new Leader will be responsible for appointing a Deputy Leader and Cabinet.

Any casual vacancy in the office of Leader shall be filled until the day of the next annual meeting of the Council following the ordinary election of all councillors at the next meeting of the Council.

1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council meeting will:

- (i) decide which committees to establish for the municipal year;
- (ii) decide the size and terms of reference for those committees;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules (where applicable);
- (iv) receive nominations of councillors to serve on each committee and outside bodies; and
- (v) appoint to those committees and outside bodies (except where appointment to those bodies has been delegated by the Council or is exercisable only by the executive).

2. ORDINARY MEETINGS

This rule applies to Council only.

Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. Ordinary meetings will:

- (i) elect a person to preside if the Chairman and Vice-Chairman are not present;
- (ii) deal with any business required by statute to be done before any other business;
- (iii) approve the minutes of the last meeting;
- (iv) receive any declarations of interest from members;
- (v) receive any announcements from the Chairman, Leader, Members of the Cabinet or the Head of Paid Service;
- (vi) receive a report from the Leader and Cabinet on the business of the executive;
- (vii) receive questions (on written notice) from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the Council;
- (viii) deal with any business from the last Council meeting;

- (ix) consider and determine recommendations from the executive in relation to the Council's Budget and Policy Framework;
- (x) receive questions (on written notice) from members of the Council to the Leader and members of the Cabinet;
- (xi) receive questions (on written notice) from members of the Council to chairmen or vice-chairmen of overview and scrutiny committees and chairmen or vice-chairmen of other committees of the Council;
- (xii) consider and determine reports and recommendations of the overview and scrutiny committees;
- (xiii) consider motions in the order in which notice has been received;
- (xiv) consider a motion on notice to remove the Leader of the Council, any other business specified in the summons to the meeting or any business deemed by the Chairman to be urgent by reason of special circumstances.

Business falling under items (i), (ii), (iii) or (iv) of this Rule shall not be displaced, but subject thereto, the foregoing order of business may be varied:

- (a) By the Chairman at his discretion.
- (b) By a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

3. EXTRAORDINARY MEETINGS

This rule applies to Council only.

3.1 Calling extraordinary meetings

Those listed below may request the Proper Officer to call Council meetings in addition to ordinary meetings:

- (i) the Council by resolution;
- (ii) the Chairman of the Council;
- (iii) the Head of Paid Service or the Monitoring Officer;
- (iv) any five members of the Council if they have signed a requisition presented to the Chairman of the Council specifying the business to be transacted and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

3.2 Council Procedure Rule 2 shall not apply to an extraordinary meeting of the Council with the exception of (i), (ii), (iv), (v), and (xiv). All other sub-paragraphs shall not apply.

4. APPOINTMENT OF SUBSTITUTE MEMBERS OF COMMITTEES, SUB-COMMITTEES AND PANELS/GROUPS

This rule applies to Committees, Sub-Committees (excluding Licensing Sub-Committees) and Panels/Groups.

- (1) A full member of a Committee or Sub-Committee or Panel/Group who is unable to attend a meeting and wishes a substitute member to attend the meeting in his/her place, shall make the necessary arrangements with any other member of his/her political group and shall either give, or arrange for the nominated substitute member or any other member of his/her political group, to give notice of the substitution before the time when the meeting is to commence, either in written or oral form to the Committee Officer named on the agenda.
- (2) Neither the Chairman or Vice-Chairman of the Council nor any member of the executive shall act as a substitute for any member of any Scrutiny Committee.
- (3) For each committee, with the exception of the Cabinet, the Council will allow the same number of substitutes in respect of each political group as that group holds ordinary seats on that committee.
- (4) The effect of a valid notice of substitution (whether written or oral) shall be that the full member shall cease to be a member of the Committee or Sub-Committee or Panel/Group (as the case may be) for the duration of that meeting (and for the duration of any adjournment of that meeting) and that the substitute member shall be a full member of the Committee or Sub-Committee or Panel/Group (as the case may be) for the same period; and that the full member shall resume membership of that Committee or Sub-Committee or Panel/Group after the conclusion of that meeting (including any adjournment thereof).
- (5) A valid notice of substitution (whether written or oral) once given in respect of a meeting of a Committee or Sub-Committee or Panel/Group may not be revoked in respect of such meeting or any adjournment of it.
- (6) The Committee Officer (or his/her representative) shall announce the appointment of any substitute members made in accordance with this Standing Order at the commencement of the meeting.
- (7) In the event of the Chairman of a Committee or Sub-Committee or Panel/Group being absent and appointing a substitute member to attend in his/her place, the substitute member may only act as an ordinary member and will not assume any rights of the full member to act as Chairman (and in such event the normal rules as to the Vice-Chairman taking the chair will apply). In the absence of both the Chairman and Vice-Chairman from a meeting (and the appointment of substitute members to attend in their place) the meeting shall appoint a Chairman for the meeting who may be drawn from any members (including any substitute member) present and with voting rights.
- (8)
 - (a) Only members who have received the appropriate training may be appointed to act as substitutes on:
 - (i) the Planning Committee
 - (ii) the Regulatory Committee
 - (iii) the Licensing Committee
 - (iv) the Governance Committee
 - (b) Only members of the committees named at Rule 4(8)(a) may be appointed to act as substitutes on their respective sub-committees.

5. TIME AND PLACE OF MEETINGS

This rule applies to meetings of Council, Committees and Sub-Committees.

- 5.1 The time and place of meetings will be determined by the Proper Officer and notified in the summons.
- 5.2 Meetings of the Council, Dover Joint Transportation Advisory Board, Electoral Matters Committee, General Purposes Committee, Governance Committee, Planning Committee and Overview and Scrutiny Committee will generally be broadcast via the Council's website whilst the meeting is open to the public and unless otherwise determined by the appropriate officer under the Scheme of Officer Delegations or by resolution of the Council, Committee, Sub-Committee or other body concerned.

6. NOTICE OF AND SUMMONS TO MEETINGS

This rule applies to meetings of Council, Committees and Sub-Committees.

The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Proper Officer will send a summons signed by him or her to every member of the Council. All Members serving on a body will receive an electronic copy unless they have requested a paper copy which they will receive at their usual place of residence. All other Members will receive an electronic notification by e-mail. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.

7. CHAIR OF MEETING

This rule applies to meetings of Council, Committees and Sub-Committees.

Any power or duty of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

8. QUORUM

This rule applies to meetings of Council, Committees and Sub-Committees.

- 8.1 The quorum of a meeting of the Council will be one quarter of the whole number of Members. Subject to rule 8.2, the quorum for a meeting of a committee or sub-committee shall be one quarter of the whole number of members provided that it shall not comprise less than three members.
- 8.2 During any meeting if the chairman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. (The chairman may adjourn the meeting for fifteen minutes if satisfied that the meeting can become quorate within that period.) Remaining business will be considered at a time and date fixed by the chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 8.3 The quorum for meetings of the Joint Consultative Fora or the Dover Joint Transportation Board shall be determined in accordance with the relevant part of Section 6 of Part 3 (Responsibility for Functions).

9. DURATION OF MEETING

This rule applies to meetings of Council, Committees and Sub-Committees.

Unless the majority of members present vote for the meeting to continue, any meeting that has not concluded its business by 10 pm will adjourn immediately. Remaining business will be considered at a time and date fixed by the chairman. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

10. LEADER'S TIME

This rule only applies to Council meetings.

- 10.1 The Leader (with support from the Cabinet) shall give an oral report of the business of the Executive to each ordinary meeting of the Council. The Leader (and Cabinet) shall have up to fifteen minutes to make within this report any statements that they wish on any topic or subject that they feel should be drawn to the attention of the Council.
- 10.2 The Leader of the Main Opposition Group (or person nominated by the Leader of the Opposition Group to speak at the meeting) shall be allowed up to ten minutes to respond.
- 10.3 The Leader of any other Opposition Group (or person nominated by the Leader of that Opposition Group to speak at the meeting) shall be allowed up to five minutes to respond.
- 10.4 Following this, the Leader shall be allowed up to five minutes to exercise a right of reply (or 25% of the time given to the Opposition Group Leaders, whichever is greatest).

11. QUESTIONS BY THE PUBLIC

This rule only applies to Council meetings.

11.1 General

Any member of the public may ask questions of members of the executive at ordinary meetings of the Council.

11.2 Order of questions

Questions will be asked in the order in which notice of them was received, except that the chairman may group together similar questions.

11.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Proper Officer no later than 5.00 pm on the ninth working day before the day of the meeting. Each question must give the name and address of the questioner and must name the member of the Executive to whom it is to be put. The electronic version of the agenda on the internet will be updated with the questions that are received after the despatch of the agenda.

11.4 Number of questions

At any one meeting no person may submit more than one question and no more than one question may be asked on behalf of one organisation. A maximum of three minutes shall be allowed for the question to be read. The period for questions by the public shall be

limited so that no further question shall be put after the elapse of 15 minutes from the commencement of the first question.

11.5 Scope of questions

The Proper Officer may reject a question if:

- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is defamatory, frivolous or offensive;
- it is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- it requires the disclosure of confidential or exempt information; or
- it relates to a personal issue or an individual case.

If the same question is received from multiple members of the public for the same meeting only the first question received will be accepted by the Proper Officer.

11.6 Record of questions

The Proper Officer will make a record of each question which is open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection.

Copies of all questions will be circulated to all members and will be made available to the public attending the meeting.

11.7 Asking the question at the meeting

The chairman will invite the questioner to put the question to the member named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the chairman to put the question on their behalf. The chairman may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

11.8 Supplementary question

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The chairman may reject a supplementary question on any of the grounds in Rule 11.5 above.

11.9 Discussion

Any member may be allowed, at the Chairman's discretion, up to two minutes to speak on a question/reply.

11.10 Reference of question to the executive or a committee

Any member may move that a matter raised by a question be referred to the executive or the appropriate committee or sub-committee.

11.11 **Written answers**

Any questions which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

12. **QUESTIONS BY MEMBERS**

This rule applies to meetings of Council, Committees and Sub-Committees, except for Rule 12.1 which applies only to full Council.

12.1 **Questions on notice at full Council**

Subject to Rule 12.3, a member of the Council may ask:

- the chairman or vice-chairman;
- the Leader of the Council or a member of the executive; or
- the chairman of any committee or sub-committee

a question on any matter in relation to which the Council has powers or duties or which affects the District.

12.2 **Questions on notice at committees and sub-committees**

Subject to Rule 12.3, a member of a committee or sub-committee may ask the chairman of it a question on any matter in relation to which the Council has powers or duties or which affects the District and which falls within the terms of reference of that committee or sub-committee.

12.3 **Notice of questions**

A member may only ask a question under Rule 12.1 or 12.2 if either:

- (a) they have given not less than eight clear working days' notice in writing or by electronic mail of the question to the Proper Officer; or
- (b) the question relates to urgent matters, they have the consent of the member to whom the question is to be put and the content of the question is given to the Proper Officer by 12 noon on the day of the meeting.

12.4 **Response**

Every question shall be put and answered without discussion. The person to whom a question has been put may decline to answer, but must provide a valid reason for this approach.

An answer may take the form of:

- (a) a direct oral answer (the preferred approach);
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) a written answer circulated later to the questioner where the reply cannot concisely or conveniently be given orally or to support an oral answer.

12.5 **Written Answer**

A Member raising a question under Council Procedure Rule 12.1 will be provided at the closure of the Council meeting with the written information prepared by officers as background to the relevant member of the executive's verbal answer to the question. This written information will be made available to all other Members of the Council alongside the following week's edition of the Members' Weekly News.

12.6 **Supplementary question**

A member asking a question under Rule 12.1 or 12.2 may ask one supplementary question without notice of the member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

12.7 **Timing**

No original or supplementary question shall be asked more than 60 minutes after the Council has entered on the item of business under which questions by members are to be asked unless in the view of the Chairman, or on a motion moved by a member, seconded and approved by the Council, it is deemed appropriate to extend the time. Questions on written notice which have not been asked before the end of the 60 minutes allowed (or any extension thereof) will not be asked but a written answer will be given through the Proper Officer.

13. **MOTIONS ON NOTICE**

This rule only applies to meetings of Council.

13.1 **Notice**

Except for motions which can be moved without notice under Rule 14, written notice of every motion, signed by the member or members of the Council giving the notice, must be delivered to the Proper Officer not later than eight clear working days before the date of the meeting. A record of the written notices will be maintained which will be open to public inspection.

13.2 **Motion set out in agenda**

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notice states, in writing, that they propose to move it at a later meeting or withdraw it.

If a motion set out in the agenda is not moved by the member who gave notice thereof it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

13.3 **Scope**

Motions must be about matters for which the Council has powers or duties or which affects the District.

13.4 **Removal of the Leader of the Council from office**

The Leader of the Council may be removed from office by a simple majority vote following a motion on notice of all the Members voting and present in the room at the time the question was put.

13.5 **Referral for Consideration and Report**

If the subject matter of any motion of which notice has been duly given comes within the province of any Committee or Committees it may, upon being moved and seconded, be referred with or without discussion to such Committee or Committees, or to such other Committee or Committees as the Council may determine, for consideration and report. The intention is to debate wherever possible and reasonable at the Council meeting. Alternatively, the motion may be referred to the Cabinet for consideration and report. Provided that the Council considers it convenient and conducive to the despatch of business, it should allow the motion to be dealt with at the meeting at which it is brought forward.

14. **MOTIONS WITHOUT NOTICE**

This rule applies to meetings of Council, Committees and Sub-Committees.

The following motions may be moved without notice:

- (a) to appoint a chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or member thereof arising from an item on the summons for the meeting;
- (f) to receive reports or adoption of recommendations of the executive or committees or officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) On the hour of 10 pm being reached "that the Council do proceed with the business remaining on the agenda";
- (n) to suspend a particular council procedure rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a member named under Rule 22.3 or to exclude them from the meeting under Rule 22.3;
- (q) to give the consent of the Council where its consent is required by this Constitution;
- (r) that the Council resolve into a Committee of the whole Council.

15. RULES OF DEBATE

This rule applies to meetings of Council only.

The following rules of debate shall apply to all matters except those reserved for Council determination under any statutory requirement.

15.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

15.2 Right to require motion in writing

Unless notice of the motion has already been given, the chairman may require it to be written down and handed to him/her before it is discussed.

15.3 Secunder's speech

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

15.4 Content and length of speeches

- (a) A member shall direct his speech to the question under discussion or to a personal explanation or to a point of order.
- (b) A speech by a member shall not exceed three minutes except for the proposer of the motion who shall have an additional five minutes to sum up at the end of the debate.

15.5 When a member may speak again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on any amendment subsequently moved by themselves or another member;
- (b) in exercise of a right of reply;
- (c) on a point of order; and
- (d) by way of personal explanation.

15.6 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;

- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate or displace the motion.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

15.7 **Alteration of motion**

- (a) A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

15.8 **Withdrawal of motion**

A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

15.9 **Right of reply**

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

15.10 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) on the hour of 10 pm being reached "that the Council do proceed with the business remaining on the agenda";
- (h) to exclude the public and press in accordance with the Access to Information Rules; and
- (i) to not hear further a member named under Rule 22.3 or to exclude them from the meeting under Rule 22.3.

15.11 Closure motions

- (a) A member may move, without comment, the following motions at the end of a speech of another member;
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the chairman thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the chairman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the chairman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

15.12 **Chairman's Action**

The Chairman may at any time upon being satisfied that any motion has been fully debated by the Council, require that "the vote be now taken" but so that before the vote is taken the proposer of an original motion shall be entitled to exercise his right of reply.

15.13 **Point of order**

A member may raise a point of order at any time. The chairman will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the chairman on the matter will be final.

15.14 **Personal explanation**

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the chairman on the admissibility of a personal explanation will be final.

16. **MATTERS AFFECTING PERSONS EMPLOYED BY THE COUNCIL**

This rule applies to meetings of Council, Committees and Sub-Committees.

If any question arises at a meeting of the Council as to the appointment, promotion, dismissal, salary, superannuation benefits or conditions of service or as to the personal conduct of any person employed by the Council, it shall not be considered until a resolution to exclude members of the press and public under Section 100(A)(4) of the Local Government Act 1972 has been passed.

17. **PREVIOUS DECISIONS AND MOTIONS**

This rule applies to meetings of Council only.

17.1 **Motion to rescind a previous decision**

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least one third of the members of the Council.

17.2 **Motion similar to one previously rejected**

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least one third of the members of the Council. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

17.3 Provided that Rules 17.1 and 17.2 shall not apply to motions moved in pursuance of the report or a recommendation of the executive or a committee or an officer.

18. VOTING

This rule applies to meetings of Council, Committees and Sub-Committees.

18.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

18.2 Chairman's casting vote

If there are an equal number of votes for and against, the chairman will have a second or casting vote. There will be no restriction on how the chairman chooses to exercise a casting vote.

18.3 Show of hands

Unless a recorded vote is demanded under Rule 18.4, the chairman will take the vote by show of hands, or by means of an electronic voting system, or if there is no dissent, by the affirmation of the meeting.

18.4 Recorded vote

If six members present at the meeting request it, the names for and against or abstaining from the motion or amendment will be taken down in writing and entered into the minutes.

18.5 Right to require individual vote to be recorded

- (1) Where, immediately after a vote is taken at a meeting of a relevant body, any member of that body so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his vote for the question or against the question or whether he or she abstained from voting.
- (2) In this paragraph "relevant body" means the Council, a committee or sub-committee of the Council or a relevant joint committee or sub-committee of such a committee.

18.6 Voting on budget decisions

Immediately after any vote is taken at a budget decision meeting of the council there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

Budget decision meeting shall have the meaning given to it in The Local Authorities (Standing Orders) (England) Regulations 2001 as amended.

(iii) Budget decision means a meeting of the authority at which it –

- (i) Makes a calculation (whether originally or by way of substitute) in accordance with any of the sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992; or

(ii) Issues of precept under Chapter 4 of Part 1 of that act and includes a meeting where making a calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting.

(iv) Reference to a vote are references to a vote on any decision or amendment related to the making of the calculation or the issuing of the precept as the case may be.

18.7 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. No member shall nominate more than one person for any position to be filled at any one time.

18.8 Voting in Committee and Sub-Committee

This rule only applies to Committees and Sub-Committees.

All questions in Committee and Sub-Committee shall be determined by show of hands or by means of an electronic voting system, or if there is no dissent, by the affirmation of the meeting by majority of the members present and voting.

18.9 Electronic Voting

Any vote cast from a delegate unit other than a Member's own is not a valid vote unless the Chairman is satisfied that a Member's delegate unit is not in working order and/or has directed that a Member sit in a seat other than their own and use another delegate unit.

19. MINUTES

This rule applies to meetings of Council, Committees and Sub-Committees.

19.1 Signing the minutes

The chairman will sign the minutes of the proceedings at the next suitable meeting. The chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

19.2 No requirement to sign minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

19.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order the chairman put them.

20. RECORD OF ATTENDANCE

This rule applies to meetings of Council, Committees and Sub-Committees.

All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

21. EXCLUSION OF PUBLIC

This rule applies to meetings of Council, Committees and Sub-Committees.

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 23 (Disturbance by Public).

22. MEMBERS' CONDUCT

This rule applies to meetings of Council, Committees and Sub-Committees with the exception of rule 22.1 which applies to Council only.

22.1 Standing to speak

When a member speaks at full Council they must stand and address the meeting through the chairman unless the chairman gives them dispensation not to. If more than one member stands, the chairman will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

22.2 Chairman standing

When the chairman indicates by standing or by some other means during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

22.3 Disorderly conduct and suspension of sitting

- (1) If at a meeting any member of the Council in the opinion of the Chairman misconducts himself or herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by obstructing the business of the Council, it shall be competent for the Chairman or a member to move "that the member named be not further heard" or "that the member named do leave the meeting", in either case, for the remainder of the meeting or for such less period as may be specified in the motion, and the motion if seconded shall be put and determined without discussion.
- (2) If after such a motion under paragraph (1) of this Rule has been carried, the member named fails to observe the Council's decision, the Chairman may, without question put, give such directions as he or she may consider appropriate for the removal of the member and restoration of order, and in addition, if need be, suspend the sitting of the Council for such period as he or she in his discretion shall consider expedient.
- (3) In the event of serious disorder or of persistent disregard of the authority of the Chairman, the Chairman may, without prejudice to any other powers vested in him or her, direct that the meeting be suspended.

23. DISTURBANCE BY MEMBERS OF THE PUBLIC

This rule applies to meetings of Council, Committees and Sub-Committees

If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him or her. If he or she continues the interruption the Chairman shall order his removal from the Council Chamber. In case of general disturbance in any part of the chamber open to the public the Chairman shall order that part to be cleared.

24. ATTENDANCE AT MEETINGS

This rule applies to meetings of Council, Committees and Sub-Committees only.

- 24.1 The Proposer and Seconder of a motion which falls within the provisions of Rule 13.5 shall have the right to attend the meeting of the Committee at which it is proposed to consider the motion for the purpose of explaining it.
- 24.2 Subject to paragraph (1) above, no Member of the Council is entitled to take part in any proceedings of any Committee or Sub-Committee unless:
- (i) he is a duly appointed member of the Committee or Sub-Committee
 - (ii) he is requested or permitted to do so by the Committee or Sub-Committee.
- 24.3 A resolution by a Committee or Sub-Committee to exclude members of the public in accordance with the Access to Information Rules in Part 4 of this Constitution shall not apply to a member of the Council not being a member of the Committee or Sub-Committee attending the meeting at which such a resolution is passed.
- 24.4 Members shall only speak at Planning Committee in accordance with the Protocol on Public Speaking at Planning Committee.

25. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

This rule applies to meetings of Council, Committees and Sub-Committees with the exception of 25.3 which apply to meetings of Council only.

25.1 Suspension

- (1) Subject to paragraph (2) of this Rule, any of the preceding Rules except 18.5 and 19.2 may be suspended so far as regards any business at the meeting where its suspension is moved.
- (2) A motion to suspend a Rule of Procedure shall not be moved without notice (ie under Rule 14) unless there shall be present at least one half of the whole number of members of the Council.

25.2 Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

25.3 Variation of arrangements for an ordinary or extraordinary meeting

There may on occasions be a need for the Order of Business (Council Procedure Rule 2) and rules of debate (Council Procedure Rule 15) for an ordinary or extraordinary meeting

to be varied in view of the nature of the business specified in the Agenda. In these circumstances the Monitoring Officer in consultation with the Chairman of the Council and the Group Leaders will develop a suitable approach and procedure for the specific meeting. This will be clearly documented and sent to all Members of the Council in advance of the meeting.

26. CANCELLATION OF MEETINGS

This rule applies to meetings of Council, Committees and Sub-Committees

- 26.1 The Chief Executive, in consultation with the Chairman of the Council and all Group Leaders, may cancel a meeting, where there is no business to transact (ie no motions, questions, reports or recommendations).
- 26.2 The Chief Executive, in consultation with the Chairman of the Council, may cancel or postpone a meeting of the Council, when an emergency or external forces make the holding of the meeting impossible or particularly difficult (e.g. bomb scare, snow, fog, ice, interruption of the power supply).

27. APPLICATIONS TO COMMITTEES AND SUB-COMMITTEES

This rule applies to Committees and Sub-Committees only.

- 27.1 All of the Council Rules of Procedure apply to meetings of full Council. Only Rules which are expressly specified as applying to meetings of committees and sub-committees apply to meetings of Committees and Sub-Committees.
- 27.2 None of the rules apply to meetings of the executive.

Annex 1 - Withdrawal from Meetings Procedure Rules

1. A Member with a Disclosable Pecuniary Interest or Other Significant Interest in a matter to be considered, or being considered at a meeting must:
 - (a) disclose the interest; and
 - (b) explain the nature of that interest at the commencement of that consideration or when the interest becomes apparent (subject to Procedure Rule 5 below); and unless they have been granted a dispensation;
 - (c) not participate in any discussion of, or vote taken on, the matter at the meeting; and
 - (d) withdraw from the meeting room whenever it becomes apparent that the business is being considered; and
 - (e) not seek improperly to influence a decision about that business.
2. A Member with an Other Significant interest, may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. The Member will withdraw from the meeting room immediately after making representations, answering questions or giving evidence.
3. Where a Member with a Disclosable Pecuniary Interest or Other Significant Interest in a matter under discussion (unless a dispensation has been granted in accordance with Procedure Rule 1. above), chooses to participate in the discussion and vote, the Chairman will refuse to count the 'vote' of the Member concerned, for the 'vote' will have been cast illegally and cannot be considered to be a vote at all. In the case of a meeting of the Council, the Chairman may apply the rules in Council Procedure Rule 22.3 relating to 'disorderly conduct'.
4. The Chairman may request that a Member declare a Disclosable Pecuniary Interest or an Other Significant Interest and, if appropriate, leave the meeting room, should they have reason to believe that the provisions of the Code of Conduct and/or these Procedure Rules are being breached.
5. Where a Disclosable Pecuniary Interest or an Other Significant Interest has been agreed by the Monitoring Officer as being a Sensitive Interest, the Member need only disclose the existence of the interest but not its nature.
6. These Procedure Rules apply to:
 - (a) meetings of the Council, and to committees of the Council and sub-committees
 - (b) meetings of the executive and to committees of the executive
 - (c) a Cabinet member acting alone under portfolio powers and to a ward Member who discharges functions at ward level.

