

**From:** [REDACTED]  
**Bcc:** [REDACTED]  
**Subject:** FW: Agenda for Council, Wednesday, 17th May, 2023, 6.00 pm  
**Date:** 11 May 2023 14:21:00

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Dear Councillor,

Please find below an example of the notification email that is sent when we publish an agenda. The agenda is published to our website. For your first meeting, a paper agenda will be provided to you but after that they will be sent to you electronically via the Mod Gov system.

Paper copies of the agenda will be given out at tonight's Induction meeting. For those of you who are not in attendance we will send a paper copy of the agenda to you in the post, but we hope to see as many of you as possible tonight. However, you can view the agenda here at any time - [Councillors and Elections \(dover.gov.uk\)](https://www.dover.gov.uk/councillors-and-elections)

I look forward to seeing you this evening.

[REDACTED]

### **Notification Email for Council Agenda**

**Please note that this mailbox is an automated address and is not monitored. If you wish to contact Democratic Services, please use [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)**

Dear Subscriber

The Council agenda has been updated to include the reports that were originally marked as to follow when the agenda was published.

The agenda for Council, Wednesday, 17th May, 2023, 6.00 pm has just been republished.

You can view this document when connected to the internal network using the link:

[REDACTED]

To see the publicly available information, follow the link: [Agenda details on public web site](#)

Meeting venue: Council Chamber

The following items are included in the agenda:

#### **No. Item**

- 1 Election of a Chairman
- 2 Appointment of a Vice-Chairman
- 3 Apologies
- 4 Minutes
- 5 Declarations of Interest
- 6 Announcements

- 7 Election of the Leader of the Council
- 8 Composition of the Cabinet
- 9 Appointment of a Deputy Leader
- 10 Appointment of Members to Cabinet Portfolios
- 11 Appointment of Shadow Cabinet
- 12 Review of Allocation of Seats to Political Groups
- 13 Calendar of Ordinary Meetings 2023-24
- 14 Annual Report of the Governance Committee
- 15 Annual Report of Overview and Scrutiny
- 16 Urgent Business Time

**From:** [REDACTED] on behalf of [DDC Democratic Services](#)

**Bcc:** [REDACTED]

**Subject:** Member Induction Training Programme 2023

**Date:** 15 May 2023 11:11:00

**Attachments:** [Member Induction Training Programme 2023.pdf](#)  
[image001.jpg](#)  
[image002.png](#)

**Importance:** High

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Dear Councillor,

Please find attached the updated training programme for the new councillor that corrects a typo in the earlier version.

For returning Members, as all training is reset post-election, so please make every effort to attend the necessary committee training for any committee you may be appointed to. We have in many cases booked external trainers to deliver training at a cost to the Council.

For new Members, please could you try to attend all the training. If you cannot attend any of the training, please let us know.

Kind Regards

[REDACTED]



[REDACTED]  
**Democratic & Corporate Services Manager**

[REDACTED]  
Dover District Council  
Council Offices, White Cliffs Business Park, Whitfield, Dover CT16 3PJ

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## MEMBER INDUCTION TRAINING PROGRAMME 2023

Training	Description of Training (training provider in brackets)	Audience	Timing
<b>Member Start Day – Tuesday 9 May 2023 at 9.30 – 3.30pm</b>			
New Member Induction	To introduce Corporate Management Team and Monitoring Officer, and give overview of Council and its services, role of Councillors, Code of Conduct overview, Member support and training  <i>Council Chamber (Corporate Management Team, Monitoring Officer &amp; Democratic Services)</i>	New Members	Thursday 11 May 2023  5.00-6.00pm - buffet 6.00-9.15pm - induction programme
Councillor iPad issue and training (including use of Mod Gov app)	To ensure that Members understand how to use the iPad, email and Mod Gov app  <i>Returned iPads will be issued to new Members.  Council Chamber (Democratic Services &amp; Digital Services)</i>	New Members	Monday 15 May 2023 6.00-8.00pm
Code of Conduct	To ensure that all Members understand the requirements of the Code of Conduct  <i>HMS Brave Room ( )</i>	All Members	Tuesday 16 May 2023 4.00-6.00pm
<b>Political Group Meetings – Tuesday 16 May 2023 (arrangements as per your group)</b>			
<b>Annual Council Meeting – Wednesday 17 May 2023 at 6.00pm</b>			
Code of Conduct (Repeat of 1 <sup>st</sup> session)	To ensure that all Members understand the requirements of the Code of Conduct  <i>Council Chamber ( )</i>	For Members that could not attend the first session	Monday 22 May 2023 6.00-8.00pm
Regulatory	To understand the functions of the Regulatory Committee; role of Committee members; types of licensable activities; taxi licensing and policies and guidelines in respect of licensable activities  <i>HMS Brave Room ( )</i>	Open to all Members but a requirement for Regulatory Committee members and those wishing to substitute	Tuesday 23 May 2023 10.00am-4.00pm



Training	Description of Training (training provider in brackets)	Audience	Timing
Licensing	<p>To understand the functions of the Licensing Committee and Licensing Sub-Committees; role of Committee members; types of licensable activities; licensing objectives; the Hearing process and types of applications</p> <p><i>HMS Brave Room</i> (██████████)</p>	Open to all Members but a <b>requirement for Licensing Committee</b> members and those wishing to substitute	Tuesday 23 May 2023 10.00am-4.00pm
General Data Protection Regulation (GDPR) Training	<p>To ensure Members are familiar with their obligations under GDPR</p> <p>(██████████)</p>	New Members but all welcome	Thursday 25 May 2023 6.00 – 8.00pm
Planning	<p>Basic/Refresher - To understand the function of the Planning Committee; role of Committee members; types of applications; planning policies; material considerations; protocol on good practice; and the rules of bias and predetermination</p> <p><i>Council Chamber</i> (██████████)</p>	Open to all Members but a <b>requirement for Planning Committee</b> members and those wishing to substitute	Tuesday 30 May 2023 6.00-9.00pm
Overview of Governance	<p>To understand the functions of the Governance Committee</p> <p><i>Council Chamber</i> (██████████)</p>	Open to all Members but a <b>requirement for Governance Committee</b> members and those wishing to substitute	Thursday 8 June 2023 6.00-8.00pm
Understanding the Financial Statements (Annual Accounts)	<p>To understand the Annual Accounts</p> <p><i>Council Chamber</i> (██████████)</p>	Open to all Members but a <b>requirement for Governance Committee</b> members and those wishing to substitute	Tuesday 13 June 2023 6.00-8.00pm
Working in your Ward	<p>To enable Members to develop and enhance their skills and confidence in working in their wards. The workshop will also help Members identify their role in building relationships with individuals, groups, partners and other relevant contacts (including the Council)</p> <p><i>Council Chamber</i> (██████████) – Beckwith Consulting)</p>	New Members	Monday 19 June 2023 6.00-8.30pm
Member/Officer Roles	<p>To explore the respective roles of Members and officers (including statutory officers), as well as relevant codes and protocols</p>	All Members	Tuesday 20 June 2023 6.00-8.00pm

Training	Description of Training (training provider in brackets)	Audience	Timing
	<i>Council Chamber</i> (██████████)		
Councillor Safety	To equip Members in identifying and dealing with situations and people that could affect their personal safety  <i>Council Chamber</i> (██████████) – Beckwith <i>Consulting</i>	All Members	Wednesday 28 June 2023 6.00-8.30pm
Equality & Diversity/Child Safeguarding etc.	Instructions will be provided on using the on-line learning package which includes these modules	All Members	In Members' own time

To be held as required:

Training	Description	Audience	Timing
General Purposes (Appeals training)	Training for Committee members on Appeals	Members of the General Purposes Committee	To be held prior to Members sitting on an appeal
Governance Committee (Hearing Panel)	Training for Committee members on Code of Conduct complaints that go to full Hearing	3 Members of the Governance Committee	To be held prior to Members sitting on a Hearing

**From:** [REDACTED]  
**To:** [Cllr-Trevor Bartlett](#); [Cllr-Kevin Mills](#)  
**Cc:** [REDACTED]  
**Subject:** Post-Election Arrangements  
**Date:** 27 April 2023 18:56:00  
**Attachments:** [image001.jpg](#)  
[image002.png](#)

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Dear Group Leaders,

I am writing to you in your position as a political group leader to set out what will be happening post-election depending on the various potential election outcomes. Some of this may not be needed but it is helpful to set out a roadmap of what will/might happen post-election. We will be emailing some of this to Members as a reminder as to what they need to do, and again some of this is also stated in the 'Welcome Pack' that Members is given to successfully elected members at the Count.

#### New Member Start Date / Old Member Retirement Date

This is now occurring on Tuesday 9 May 2023.

Democratic Services will be in the Council Chamber between 9.30am – 3.30pm on the Tuesday to deal with the necessary paperwork following the election. All 32 Members elected on 4 May 2023 will need to attend this as it will cover vital things such as the signing of the Declaration of Acceptance of Office in the presence of [REDACTED] having the official photograph taken and for new councillors, getting a key card to enter the building and providing us with their payroll information. It is vital all Members attend on this day.

This will also be the day we update the website to show the new council and close down email accounts for retiring Members.

Those Members who are retiring through not standing or not winning a seat will be required to return their ICT equipment, key card and any other council materials on Tuesday 9 May 2023. They will need to drop this off with [REDACTED] separately from the enrolment going on in the Council Chamber. We will need the ICT equipment back promptly so that we can wipe, rebuild and reissue it.

#### Induction Evening

An induction evening is held for newly elected Members on Thursday 11 May 2023 at 6.00pm. CMT and other officers will go through the work of the Council and the support new Members can expect. This is also open to returning Members, but they are likely to get only limited benefit from it.

#### Chairman of the Council

The Chairman of the Council and Vice-Chairman of the Council remain in post until the Annual Council meeting on Wednesday 17 May 2023 regardless of whether they are a councillor or not. This is the case for the Chairman and Vice-Chairman who are not standing for re-election. The retiring Chairman will normally open the meeting and preside over the election of their successor and Cllr Conolly has indicated his willingness to do this. The retiring Chairman will also be presented with a past-Chairman badge as part of the proceedings.

### Group Leaders

I will look to meet with whatever group leaders we have in the initial days following the election to discuss formation of political groups, seat allocations, etc. For the majority group Leader we will need to discuss if changes to Cabinet Portfolios are required and whether any changes are needed to the calendar of meetings (including if there is any intention to move from the current post-decision scrutiny framework to a pre-decision one as that requires a significant tweak to the draft calendar).

### Leader of the Council

The Leader of the Council also remains in post until the Annual Council meeting on Wednesday 17 May 2023 regardless of whether he is a councillor or not. There will therefore be no change to current arrangements until that point regardless of the outcome of the election.

If there is no change of Leader of the majority group following the election, then current support arrangements will continue as they are beyond 17 May 2023.

If there is a need for a transitional arrangement due to a change of majority group, [REDACTED] will continue to provide administrative support to the current Leader until the date of the Annual Meeting and then switch over to support the new Leader. During the period between 9 May to 17 May 2023, [REDACTED] will be available to provide administrative support to a new majority group leader and work with [REDACTED] to co-ordinate diary updates, etc.

If we are in a no overall control situation, [REDACTED] will continue to support the Leader until the Annual Meeting. Once we know who will be forming a new controlling administration through coalition or other arrangement (for example by a confidence and supply agreement) then we can determine what support arrangements are needed.

### Members' Allowances

Those Members we know are retiring in advance of 4 May 2023 will be paid their final payment(s) in the May payroll. Due to payroll deadlines all other Members will not receive any allowance payment for beyond 8 May 2023. The May payments will be paid in the payroll run for June 2023 which avoids the need to try to reclaim any overpayments at what is a sensitive time for those Members who lost their seat. We will shortly be writing to all Members to confirm this.

### IT Equipment Issue

We will look to reissue IT equipment (in the form of an iPad) and provide training for new councillors on Monday 15 May 2023 at 6.00pm. This will also include basic training on the Mod Gov App and basic Teams/iPad training. If there are any needs (such as a visual impairment) that will affect the equipment that we will need to issue then we will discuss this directly with the specific Member(s).

### Training

As per the Constitution, all current training no longer counts for committees after 4 May 2023. We will be providing planning, regulatory, governance committee, etc. training in May and June. Committee members and potential substitutes will need to do this training if they wish to sit/substitute on a relevant committee. The full list of training dates will be in the Welcome Pack. We will also provide training on Working in your Ward, Member Safety, Member-Officer Roles, the Code of Conduct and GDPR/Data Protection. I would be grateful if post-election you



encourage all your new Members to attend this training.

We have not scheduled Chairmanship training at this point and will review what is needed post-election when it is clear who are committee chairmen will be and what their training requirements are.

### Annual Council

All new Members will be issued with a paper agenda for this meeting as they will only receive their Council issued ICT a few days before the meeting. Any returned Members will be expected to continue to use their Mod Gov app for agendas.

On the day before Annual Council, briefings can be provided to either an incoming Chairman candidate (if a majority group exists) and all group leaders on the agenda. As the Annual Council agenda is published on Tuesday 9 May 2023, some reports such as seat allocation may need to be to follow. We have also arranged for the opportunity for a second official photograph to be taken on 17 May 2023 from 5pm onwards if any member is not happy with the one taken on 8 May.

I hope this helps set out some of things that will need to be dealt with post-election.

As always, I am available to discuss any particular questions you may have.



**Democratic & Corporate Services Manager**  
**My Pronouns are:** [REDACTED]  
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