



Democratic Services
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Date: 4 May 2023

Dear Councillor

Congratulations on your election to Dover District Council. There are several matters which you will need to deal with straight away. As well as welcoming you to the Council and introducing the Democratic Services team of officers, this letter will help you to ensure that these matters are dealt with on time.

In order to take up your duties as an elected Member of Dover District Council, you are required to sign the Declaration of Acceptance of Office in the presence of the Chief Executive, [REDACTED]. We have arranged for all Members to do this at the Council offices on **Tuesday 9 May 2023** at any time **between 9.30am and 3.30pm**. Please report to the Council Chamber foyer, to the right of the offices' main entrance, where the Democratic Services team will be waiting for you.

Once you have signed the Declaration of Acceptance of Office you will have your photograph taken for your key card which will give you access to the Council offices during your term of office and the Council's website. We would suggest you consider dressing in a way that you will be happy with for the next four years as that is potentially how long the photograph will be in use for! The photograph will also be used by the Council in press releases and on our website. There will be one further chance for an official photograph to be taken prior to the Annual Council meeting.

You do not need to make an appointment but, if 9 May is not convenient, please notify democraticservices@dover.gov.uk before Tuesday, 9 May and we will contact you to arrange a more convenient time.

We have also arranged for new Members to receive **induction training on Thursday, 11 May** from **6.00pm to 9.15pm**, where you will, amongst other things, meet the Council's Corporate Management Team, hear an overview of the Council and its services, learn about the role and responsibilities of Councillors and be informed what IT and general support is available for Members. This is an important part of the induction process so please ensure that you can attend. Registration will commence at 5.00pm and refreshments will be available.

Please contact democraticservices@dover.gov.uk if you are unable to attend this training.

Enclosed with this letter are the following documents which, unless specified, should be completed and handed in when you attend the Council offices on 9 May (or e-mailed to democraticservices@dover.gov.uk). The table below sets out the deadlines for returning this documentation. If you are a re-elected Member, you do not need to complete the Personal Information or Payroll Information forms again, unless your details have changed. (With the exception of the Disclosable Pecuniary Interest (DPI) form, the forms have been printed on yellow paper for ease of identification.)

Deadlines for Return of Forms

Form	Deadline for Return	Who
Disclosable Pecuniary Interests form	By 1 June 2023	All Members
Payroll Information Form	9 May 2023	Newly elected Members <i>(Returning Members only if details have changed)</i>
Personal Information Form	9 May 2023	Newly elected Members <i>(Returning Members only if details have changed)</i>
HMRC Starter Checklist	9 May 2023	Newly elected Members <i>(Returning Members only if details have changed)</i>

1. Notification of Disclosable Pecuniary Interests (DPIs)

Three documents are included:

- (a) Copy of the Kent Code of Conduct for Members
- (b) Notification of DPIs – first notification of Disclosable Pecuniary Interests by newly elected councillor(s)
- (c) Gifts and Hospitality – you must register any gifts or hospitality worth £100 or over that you receive in connection with your official duties as a Member

NB: the notification of DPI form must be returned within 28 days of your election, i.e. by 1 June 2023. You must notify the Monitoring Officer () via Democratic Services within 28 days of becoming aware of new or amended DPIs, using the DPI form (which must be rewritten in full). Additional copies of the DPI form can be obtained from Democratic Services.

In addition, a copy of the Department for Communities and Local Government's Guide for Councillors on Openness and Transparency on Personal Interests is enclosed which will assist you in completing your DPI form.

We will be holding two **training sessions** for new Members on the **Code of Conduct (including Social Media Use)**, and you are urged to attend one of these. The first will be held on **Tuesday, 16 May** between **4.00pm and 5.30pm** and the second (a repeat of the first) on **Monday, 22 May** between **6.00pm and 8.00pm**. Please contact democraticservices@dover.gov.uk to advise which of these training sessions you plan to attend.

2. Personal Information

Please complete this form giving your name, address and contact details which will be used on the Council's website. On the reverse please give details of any special requirements which you may have and of which the Council should be aware.

N.B. In addition to a postal (usually home) address and Dover District Council email address, you must provide a contact telephone number for your constituents to use. This can be a landline or mobile number.

3. Members' Allowances

Please complete the following forms which will enable your allowance(s) to be paid into your bank/building society by Payroll and Pensions staff:

- (a) Payroll Information Form
- (b) HMRC Starter Checklist

An extract from the Council's Constitution is enclosed which describes the allowances payable to Members; you are encouraged to familiarise yourself with this information. Several claim forms for travel and subsistence allowances are also enclosed but this form is available electronically should you prefer – please contact democraticservices@dover.gov.uk to receive an electronic version. Should you have any queries about the travel and subsistence allowances that you are entitled to claim when carrying out your Council duties, please do not hesitate to contact any member of the Democratic Services Section for further information. As a general principle you will not be permitted to claim for ward work.

4. Member Job Description

A Member job description is enclosed which sets out the skills required of a ward Councillor, together with their duties and responsibilities.

5. Calendar of Meetings 2023/24

A schedule of meetings of the Council and its Committees for 2023/24 is enclosed. Changes to this schedule are reported in the Members' Weekly News which is circulated electronically to Members.

You are asked to note that the next full Council meeting following your election will take place on Wednesday, 17 May 2023 at 6.00pm.

6. Information Technology

Those who were not a member of Dover District Council prior to the election will be issued with an iPad and an iPad training pack. Training on using the iPad and the Mod Gov App through which you will access your committee agendas and minutes will be provided on Monday 15 May 2023 at 6.00pm. You will be issued with your iPad at the same time.

For information, Council officers are instructed to only communicate with elected Members about Council business via official DDC email addresses due to GDPR/data protection requirements.

7. Induction and Training Programme

A programme of induction training is enclosed and, in particular, you are asked to make a note of the training sessions set out in the table below which **all** newly elected Members are required to attend (unless stated otherwise). Other key dates for your diary are also set out below. The table indicates which dates/training sessions apply to returning Members.

In the event that you are appointed to serve on a committee of the Council at its meeting held on 17 May, appropriate training will be provided.

Please note that if you are appointed to serve on the General Purposes, Governance, Licensing, Planning or Regulatory Committees training is compulsory as per the Council's Constitution, and you will not be allowed to sit on the committee as a member or substitute until you have completed the requisite training.

Key Dates for Your Diary

Event	When	What Time	Where	Who
Sign the Declaration of Acceptance of Office, collect key card and have photograph taken	Tuesday 9 May 2023	Between 9.30am and 3.30pm	Chief Executive's office, DDC offices	All Members
Induction training	Thursday 11 May 2023	6.00-9.15pm	Council Chamber, DDC offices	Newly elected Members <i>(Returning Members optional)</i>
iPad issue/training and Mod Gov training	Monday 15 May 2023	6.00 – 8.00pm	Council Chamber, DDC offices	Newly elected Members
Code of Conduct/Social Media use	Tuesday 16 May 2023	4.00-6.00pm	Council Chamber, DDC offices	Newly elected Members <i>(Returning Members optional)</i>
Annual Meeting of Council	Wednesday 17 May 2023	6.00pm <i>(Refreshments provided from 5.00pm)</i>	Council Chamber, DDC offices	All Members
Code of Conduct/Social Media use <i>(Repeat of session held on 16 May)</i>	Monday 22 May 2023	6.00-8.00pm	Council Chamber, DDC offices	Newly elected Members <i>(Returning Members optional)</i>
'Working in Your Ward' training	Monday 19 June 2023	6.00-8.30pm	Council Chamber, DDC offices	Newly elected Members <i>(Returning Members optional)</i>
Member/Officer Roles	Tuesday 20 June 2023	6.00–8.00pm	Council Chamber, DDC offices	Newly elected Members <i>(Returning Members optional)</i>

Councillor training	Safety	Wednesday June 2023	28	6.00pm- 8.30pm	Council Chamber, DDC offices	All Members
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If you have any queries about anything, please do not hesitate to contact any of the officers in the Democratic Services Section.

Yours faithfully

[REDACTED]
Democratic & Corporate
Services Manager

[REDACTED]
Democratic Services Officer

[REDACTED]
Democratic Services Officer

[REDACTED]
Civic Officer and PA to Leader

Enclosures:

Copy of Kent Code of Conduct for Members
Notification of DPI form
Gifts & Hospitality Form and Guidance Notes
DCLG Guide for Councillors on Openness and Transparency on Personal Interests
Personal Information Form
Payroll Information Form
HMRC Starter Checklist
Members' Allowances Scheme extract
Travel and Subsistence claim form
Member Job Description
DDC Calendar of Meetings 2023/24
Members' Weekly News
Member Induction Training Programme

JOB DESCRIPTIONS

1. Ward Councillor

Purpose of Role:

To participate constructively and effectively in the good governance of Dover District Council.

Duties and responsibilities:

- (a) To observe the Dover District Council Kent Code of Conduct for Members, act at all times with probity and propriety in the best interests of the Council and maintain confidentiality in all relevant Council business.
- (b) To be collectively the ultimate policy-makers by contributing actively to the formation and scrutiny of the Council's policies, budget, strategies and service delivery.
- (c) To represent effectively and impartially the Ward to which they were elected and bring their communities' views and concerns into the Council's decision-making process by becoming the advocate of and for their communities.
- (d) To champion causes which best relate to the interests and sustainability of the community and campaign for improvement of quality of life in the community in terms of equity, economy and the environment.
- (e) To respond to constituents' enquiries and representations fairly and impartially, to deal with individual casework and act as advocate in resolving constituents' particular concerns or grievances.
- (f) To participate effectively as a Member of any Committee, Sub-Committee, working group or other body to which they are appointed and to develop and maintain a working knowledge of the Council's services, powers, duties, policies and practices including a good working relationship with officers of the Council.
- (g) To represent the Council effectively on any outside body to which they are appointed, providing two-way communication between the organisations and presenting annually to Council a report on the work of the body and its contribution to the District.
- (h) To develop and maintain a working knowledge of other organisations and services within the District including the promotion of partnership working.
- (i) To contribute constructively to open government and generally encourage all sections of the community to participate in the democratic process.

- (j) When unable to attend a meeting of Committee or other body to which they have been appointed a member, to find a suitable substitute for the meeting and advise the Democratic Support section of the substitution.
- (k) To take part in Member training in order to develop competencies, increase knowledge and receive updated information.

Skills required:

- Good communication and interpersonal skills.
- Ability to relate to and deal with the public in a professional and timely manner and having regard to all aspects of equality and diversity.
- Ability to work professionally and effectively with Council officers and outside organisations.
- Community leadership skills.

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Department for
Communities and
Local Government

Openness and transparency on personal interests

A guide for councillors

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This document/publication is also available on our website at www.gov.uk/dclg

If you have any enquiries regarding this document/publication, email contactus@communities.gov.uk or write to us at:

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The Guide

This guide on personal interests gives basic practical information about how to be open and transparent about your personal interests. It is designed to help councillors, including parish councillors, now that new standards arrangements have been introduced by the Localism Act 2011¹.

Why are there new rules?

Parliament has abolished the Standards Board regime and all the rules under it. It has done this because that centrally-imposed, bureaucratic regime had become a vehicle for petty, malicious and politically-motivated complaints against councillors. Rather than creating a culture of trust and openness between councillors and those they represent, it was damaging, without justification, the public's confidence in local democratic governance.

The new standards arrangements that Parliament has put in place mean that it is largely for councils themselves to decide their own local rules. It is essential that there is confidence that councillors everywhere are putting the public interest first and are not benefiting their own financial affairs from being a councillor. Accordingly, within the new standards arrangements there are national rules about councillors' interests.²

Such rules, in one form or another, have existed for decades. The new rules are similar to the rules that were in place prior to the Standards Board regime. Those rules, originating in the Local Government Act 1972 and the Local Government and Housing Act 1989, involved local authority members registering their pecuniary interests in a publicly available register, and disclosing their interests and withdrawing from meetings in certain circumstances. Failure to comply with those rules was in certain circumstances a criminal offence, as is failure to comply in certain circumstances with the new rules.

Does this affect me?

Yes, if you are an elected, co-opted, or appointed member of:

- a district, unitary, metropolitan, county or London borough council
- a parish or town council
- a fire and rescue authority
- a transport or other joint authority
- a combined authority or an economic prosperity board
- the London Fire and Emergency Planning Authority
- the Broads Authority

¹ The Guide should not be taken as providing any definitive interpretation of the statutory requirements; those wishing to address such issues should seek their own legal advice.

² The national rules are in Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464).

- a National Park authority
- the Greater London Authority
- the Common Council of the City of London
- the Council of the Isles of Scilly

How will there be openness and transparency about my personal interests?

The national rules require your council or authority to adopt a code of conduct for its members and to have a register of members' interests.

The national rules require your council's code of conduct to comply with the Seven Principles of Public Life, and to set out how, in conformity with the rules, you will have to disclose and register your pecuniary and your other interests. Within these rules it is for your council to decide what its code of conduct says. An illustrative text for such a code is available on the Department's web site.³

Your council's or authority's monitoring officer (or in the case of a parish council the monitoring officer of the district or borough council) must establish and maintain your council's register of members' interests. Within the requirements of the national rules it is for your council or authority to determine what is to be entered in its register of members' interests.

What personal interests should be entered in my council's or authority's register of members' interests?

Disclosable pecuniary interests, and any other of your personal interests which your council or authority, in particular through its code of conduct, has determined should be registered.

Any other of your personal interests which you have asked the monitoring officer, who is responsible for your council's or authority's register of members' interests, to enter in the register.

As explained in the following section, your registration of personal interests should be guided by your duty to act in conformity with the seven principles of public life. You should ensure that you register all personal interests that conformity with the seven principles requires. These interests will necessarily include your membership of any Trade Union.

What must I do about registering my personal interests?

Under your council's code of conduct you must act in conformity with the Seven Principles of Public Life. One of these is the principle of integrity – that 'Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in

³ <https://www.gov.uk/government/publications/illustrative-text-for-local-code-of-conduct--2>

order to gain financial or other material benefits for themselves, their family, or their friends. **They must declare and resolve any interests and relationships.**⁴.

Your registration of personal interests should be guided by this duty and you should give the monitoring officer who is responsible for your council's or authority's register of members' interests any information he or she requests in order to keep that register up to date and any other information which you consider should be entered in the register.

All sitting councillors need to register their declarable interests – both declarable pecuniary interests, and other interests that must be declared and registered as required by your authority's code, or your duty to act in conformity with the Seven Principles of Public Life, such as your membership of any Trade Union. Any suggestion that you should tell the monitoring officer about your pecuniary interests only in the immediate aftermath of your being elected is wholly incompatible with this duty, with which you must comply.

If you have a disclosable pecuniary interest which is not recorded in the register and which relates to any business that is or will be considered at a meeting where you are present, you must disclose⁵ this to the meeting and tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must tell the monitoring officer within 28 days of disclosing the interest. For this purpose a meeting includes any meeting of your council or authority, of its executive or any committee of the executive, and of any committee, sub-committee, joint committee or joint sub-committee of your authority.

If you have a disclosable pecuniary interest which is not shown in the register and relates to any business on which you are acting alone, you must, within 28 days of becoming aware of this, tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must also stop dealing with the matter as soon as you become aware of having a disclosable pecuniary interest relating to the business.

When you are first elected, co-opted, or appointed a member to your council or authority, you must, within 28 days of becoming a member, tell the monitoring officer who is responsible for your council's or authority's register of members' interests about your disclosable pecuniary interests. If you are re-elected, re-co-opted, or reappointed a member, you need to tell the monitoring officer about only those disclosable pecuniary interests that are not already recorded in the register.

What are pecuniary interests?

A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider

⁴ <http://www.public-standards.gov.uk/about-us/what-we-do/the-seven-principles/>

⁵ If the interest is a sensitive interest you should disclose merely the fact that you have such a disclosable pecuniary interest, rather than the interest. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

financial interests they might have (for example trust funds, investments, and assets including land and property).

Do I have any disclosable pecuniary interests?

You have a disclosable pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest listed in the national rules (see annex). Interests or your spouse or civil partner, following the approach of the rules under the 1972 and 1989 Acts, are included to ensure that the public can have confidence that councillors are putting the public interest first and not benefiting the financial affairs of themselves or their spouse or civil partner from which the councillor would stand to gain. For this purpose your spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Does my spouse's or civil partner's name need to appear on the register of interests?

No. For the purposes of the register, an interest of your spouse or civil partner, which is listed in the national rules, is **your** disclosable pecuniary interest. Whilst the detailed format of the register of members' interests is for your council to decide, there is no requirement to differentiate your disclosable pecuniary interests between those which relate to you personally and those that relate to your spouse or civil partner.

Does my signature need to be published online? Won't this put me at risk of identity theft?

There is no legal requirement for the personal signatures of councillors to be published online.

Who can see the register of members' interests?

Except for parish councils, a council's or authority's register of members' interests must be available for inspection in the local area, and must be published on the council's or authority's website.

For parish councils, the monitoring officer who is responsible for the council's register of members' interests must arrange for the parish council's register of members' interests to be available for inspection in the district of borough, and must be published on the district or borough council's website.

Where the parish council has its own website, its register of members' interests must also be published on that website.

This is in line with the Government's policies of transparency and accountability, ensuring that the public have ready access to publicly available information.

Is there any scope for withholding information on the published register?

Copies of the register of members' interests which are available for inspection or published must not include details of a member's sensitive interest, other than stating that the member has an interest the details of which are withheld. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

When is information about my interests removed from my council's register of members' interests?

If you cease to have an interest, that interest can be removed from the register. If you cease to be a member of the authority, all of your interests can be removed from the register.

What does having a disclosable pecuniary interest stop me doing?

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

In certain circumstances you can request a dispensation from these prohibitions.

Where these prohibitions apply, do I also have to leave the room?

Where your council's or authority's standing orders require this, you must leave the room. Even where there are no such standing orders, you must leave the room if you consider your continued presence is incompatible with your council's code of conduct or the Seven Principles of Public Life.

Do I need a dispensation to take part in the business of setting council tax or a precept?

Any payment of, or liability to pay, council tax does not create a disclosable pecuniary interest as defined in the national rules; hence being a council tax payer does not mean that you need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support.

If you are a homeowner or tenant in the area of your council you will have registered, in accordance with the national rules, that beneficial interest in land. However, this disclosable pecuniary interest is not a disclosable pecuniary interest in the matter of setting the council tax or precept since decisions on the council tax or precept do not materially affect your interest in the land. For example, it does not materially affect the value of your home, your prospects of selling that home, or how you might use or enjoy that land.

Accordingly, you will not need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support, which is in any event a decision affecting the generality of the public in the area of your council, rather than you as an individual.

When and how can I apply for a dispensation?

The rules allow your council or authority in certain circumstances to grant a dispensation to permit a member to take part in the business of the authority even if the member has a disclosable pecuniary interest relating to that business. These circumstances are where the council or authority considers that:

- without the dispensation so great a proportion of the council or authority would be prohibited from participating in that business as to impede the council's or authority's transaction of that business,
- without the dispensation the representation of different political groups dealing with that business would be so upset as to alter the likely outcome of any vote,
- the granting of the dispensation is in the interests of people living in the council's or authority's area,
- without the dispensation each member of the council's executive would be prohibited from participating in the business, or
- it is otherwise appropriate to grant a dispensation.

If you would like your council or authority to grant you a dispensation, you must make a written request to the officer responsible for handling such requests in the case of your council or authority.

What happens if I don't follow the rules on disclosable pecuniary interests?

It is a criminal offence if, without a reasonable excuse, you fail to tell the monitoring officer about your disclosable pecuniary interests, either for inclusion on the register if you are a newly elected, co-opted or appointed member, or to update the register if you are re-elected or re-appointed, or when you become aware of a disclosable pecuniary interest which is not recorded in the register but which relates to any matter;

- that will be or is being considered at a meeting where you are present, or
- on which you are acting alone.

It is also a criminal offence to knowingly or recklessly provide false or misleading information, or to participate in the business of your authority where that business involves a disclosable pecuniary interest. It is also a criminal offence to continue working on a matter which can be discharged by a single member and in which you have a disclosable pecuniary interest.

If you are found guilty of such a criminal offence, you can be fined up to £5,000 and disqualified from holding office as a councillor for up to five years.

Where can I look at the national rules on pecuniary interests?

The national rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011, which is available on the internet here:

<http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7/enacted>

and in the secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 which can be found here:

<http://www.legislation.gov.uk/uksi/2012/1464/contents/made>

Annex A

Description of Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. The relevant period is the 12 months ending on the day when you tell the monitoring officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.
- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where –
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either –
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

LOCALISM ACT 2011

NOTIFICATION OF GIFTS AND HOSPITALITY

Supplementary Sheet – Register of Hospitality/Gifts

I, *(full name)* _____

a Member of the **DOVER DISTRICT COUNCIL** give notice that in addition to my declaration of interests dated _____, I wish to declare the following:

Name of Donor	Date Offered/Given	Donor's Organisation/ Position/Relationship	Nature of Gift/Hospitality	Approximate Value of Gift/ Hospitality	Accepted/Shared/ Returned

Signed | *Date:*

NOTE: There are some circumstances where you may accept gifts and hospitality without the need to register the gift or hospitality. Some situations will require the exercise of your personal judgement. You should always be cautious, when additional services, privileges or advantages are offered, which might be related to your position as a Member. Remember – always register a gift or hospitality if it could be perceived as something given to you because of your position.

For further assistance on completing this form please contact Democratic Support on 01304 872303 / 872304 / 872305.

KENT MODEL CODE OF CONDUCT GUIDANCE

- (a) You must, before the end of 28 days beginning with the day of receipt/acceptance, notify the Monitoring Officer of any gift, benefit or hospitality with an estimated value of £100 or more, or a series of gifts, benefits and hospitality from the same or an associated source, with an estimated cumulative value of £100 or more, which are received and accepted by you (in any one calendar year) in the conduct of the business of the Authority, the business of the office to which you have been elected or appointed or when you are acting as representative of the Authority. You must also register the source of the gift, benefit or hospitality.
- (b) Where any gift, benefit or hospitality you have received or accepted relates to any matter to be considered, or being considered at a Meeting, you must disclose at the commencement of the Meeting or when the interest becomes apparent, the existence and nature of the gift, benefit or hospitality, the person or body who gave it to you and how the business under consideration relates to that person or body. You may participate in the discussion of the matter and in any vote taken on the matter, unless you have an Other Significant Interest, in which case the procedure in paragraph 5 above will apply.
- (c) You must continue to disclose the existence and nature of the gift, benefit or hospitality at a relevant Meeting, for 3 years from the date you first registered the gift, benefit or hospitality.
- (d) The duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

Dover District Council use only:

This notification has been registered by me:

Monitoring Officer: _____

Date: _____

GIFTS AND HOSPITALITY WHICH NEED NOT BE REGISTERED

There are some circumstances where you may accept gifts and hospitality without the need to register the gift or hospitality. Some situations will require the exercise of your personal judgement. You should always be cautious, when additional services, privileges or advantages are offered, which might be related to your position as a Member. Remember – always register a gift or hospitality if it could be perceived as something given to you because of your position.

- (i) Official hospitality such as a civic reception or a working/business lunch in Council owned premises or hosted elsewhere, by a partner organisation of the Council.
- (ii) Civic hospitality provided by another public authority.
- (iii) Refreshment in connection with any meeting in the course of your work as a Member eg tea, coffee and other normal beverages and refreshments.
- (iv) Meals or refreshments funded by other public sector partners, as part of joint working/collaboration.
- (v) Meals or refreshments provided as part of a ceremony or event to promote/or launch a project or initiative.
- (vi) Meals or refreshments provided at design/progress meetings, by a consultant, contractor or advisor who is already appointed by the Council for that project, scheme or initiative.
- (vii) Drinks or other refreshment in the normal course of socialising arising consequentially from Council business eg inclusion in a round of drinks after a meeting.
- (viii) Tickets for sporting, cultural and entertainment events which are sponsored or promoted by the Council or bodies to which you have been appointed by the Council, and the tickets are offered in relation to that sponsorship or promotion.
- (ix) Small low value gifts, such as pens, calendars, diaries, flowers and other mementos and tokens.
- (x) Gifts and hospitality arranged and paid for wholly by your own political party.
- (xi) Gifts and hospitality not related or connected with your membership of the Council ie received by you outside the performance of your functions as a Member.
- (xii) Gifts and hospitality you may receive from family and friends eg birthday presents that are not related to your position as a Member.
- (xiii) Gifts given to the Council that you accept formally on the Council's behalf and are retained by the Council and not by you personally eg a commemorative goblet for display in the Chairman or Mayor's parlour.
- (xiv) Gifts given as prizes at exhibitions, conferences, seminars etc. as part of a free raffle or draw.
- (xv) Gifts and hospitality which you do not accept.

- (xvi) Gifts made directly to the Chairman's or Mayor's charity appeal.
- (xvii) Gifts which you donate to the Chairman or Mayor's charity, subject to you indicating this intention to the donor of the gift.
- (xviii) Gifts known to be available to all members of the Council eg badges and ties bearing the Council's coat of arms.
- (xix) Souvenirs and gifts from other public bodies intended as personal gifts eg arising from town-twinning and other civic events.
- (xx) Hospitality known to be available to all members of the Council eg Annual Meeting/Mayor making refreshments.
- (xxi) Hospitality ancillary to the Council business being conducted, such as an overnight stay for an 'away – day with a partner organisation of the Council'.
- (xxii) Hospitality ancillary to attendance at conferences, seminars and courses where the hospitality is corporate, rather than personal.
- (xxiii) Hospitality ancillary to attendance at functions where you represent the Council (opening ceremonies, public speaking events, conferences).
- (xxiv) Hospitality ancillary to attendance as Chairman or Vice-Chairman, Mayor or Deputy Mayor, at charity events, garden parties, fetes, schools, concerts etc.
- (xxv) Hospitality extended to you as an office holder rather than to you as an individual.
- (xxvi) Trips in the UK or abroad which are paid for by the Council or which involve reciprocity of payment with other local authorities, government bodies/departments or outside bodies/organisations, together with any hospitality associated with such visits and available to all participants.



Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to HM Revenue and Customs (HMRC).

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC.

It's important that you choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax. For help filling in this form watch our short youtube video, go to www.youtube.com/hmrcgovuk

Employee's personal details

<p>1 Last name</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>5 Home address</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <div style="display: flex; justify-content: space-between;">Postcode</div> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> Country
<p>2 First names Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<p>6 National Insurance number if known</p> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<p>3 Are you male or female?</p> Male <input style="width: 20px; height: 20px;" type="checkbox"/> Female <input style="width: 20px; height: 20px;" type="checkbox"/>	<p>7 Employment start date DD MM YYYY</p> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<p>4 Date of birth DD MM YYYY</p> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	

Employee statement

8 Choose the statement that applies to you, either A, B or C, and tick the appropriate box.

Statement A	Statement B	Statement C
Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. This is my first job since 6 April and since the 6 April I've not received payments from any of the following: <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following: <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	Choose this statement if: <ul style="list-style-type: none"> • you have another job and/or • you're in receipt of a State, Works or Private Pension
Statement A applies to me <input style="width: 20px; height: 20px;" type="checkbox"/>	Statement B applies to me <input style="width: 20px; height: 20px;" type="checkbox"/>	Statement C applies to me <input style="width: 20px; height: 20px;" type="checkbox"/>

Student loans

- 9 Tell us if any of the following statements apply to you:
- you do not have any Student or Postgraduate Loans
 - you're still studying full-time on a course that your Student Loan relates to
 - you completed or left your full-time course after the start of the current tax year, which started on 6 April
 - you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

If No, tick this box and go to question 10

If Yes, tick this box and go straight to the Declaration

- 10 To avoid repaying more than you need to, tick the correct Student Loans that you have - use the guidance on the right to help you.

Please tick all that apply

- Plan 1
- Plan 2
- Plan 4
- Postgraduate Loan (England and Wales only)

Types of Student Loan
You have Plan 1 if any of the following apply: <ul style="list-style-type: none">• you lived in Northern Ireland when you started your course• you lived in England or Wales and started your course before 1 September 2012
You have a Plan 2 if: <p>You lived in England or Wales and started your course on or after 1 September 2012.</p>
You have a Plan 4 if: <p>You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.</p>
You have a Postgraduate Loan if any of the following apply: <ul style="list-style-type: none">• you lived in England and started your Postgraduate Master's course on or after 1 August 2016• you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017• you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

Employees, for more information about the type of loan you have, go to www.gov.uk/sign-in-to-manage-your-student-loan-balance
Employers, for guidance go to www.gov.uk/guidance/special-rules-for-student-loans

Declaration

I confirm that the information I've given on this form is correct.

Signature

Full name

Date DD MM YYYY



Dover District Council

Kent Code of Conduct for Members

Preamble

- (A) The Code of Conduct that follows is adopted under section 27(2) of the Localism Act 2011.
- (B) The Code is based on the Seven Principles of Public Life under section 28(1) of the Localism Act 2011, which are set out in Annex 1.
- (C) This Preamble and Annex 1 do not form part of the Code, but you should have regard to them as they will help you to comply with the Code.
- (D) If you need guidance on any matter under the Code, you should seek it from the Monitoring Officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (E) In accordance with section 34 of the Localism Act 2011, where you have a Disclosable Pecuniary Interest it is a criminal offence if, without reasonable excuse, you:
 - (a) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the day on which you became a member
 - (b) Fail to disclose the interest at meetings where the interest is not entered in the authority's register
 - (c) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date of disclosure at a meeting, if the interest is not entered in the authority's register and is not the subject of a pending notification
 - (d) Take part in discussion or votes, or further discussions or votes, at meetings on matters in which you have the interest which are being considered at the meeting.
 - (e) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date when you become aware that you have such an interest in a matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the authority.
 - (f) Take any step in relation to a matter being dealt with by you acting alone in the course of discharging a function of the Authority, except a step for the purpose of enabling the matter to be dealt with otherwise than by you.
 - (g) knowingly or recklessly provide false or misleading information in any of the above disclosures or notifications.
- (F) Any written allegation received by the Authority that you have failed to comply with the Code will be dealt with under the arrangements adopted by the Authority for such purposes. If it is found that you have failed to comply with the Code, the Authority may have regard to this failure in deciding whether to take action and, if so, what action to take in relation to you.

THE CODE

1. Interpretation

In this Code:

"Associated Person" means (either in the singular or in the plural):

- (a) a family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- (b) any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or
- (c) any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- (e) any body in respect of which you are in a position of general control or management:
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

"Authority" means Dover District Council.

"Authority Function" means any one or more of the following interests that relate to the functions of the Authority:

- (a) housing - where you are a tenant of the Authority provided that those functions do not relate particularly to your tenancy or lease; or
- (b) school meals or school transport and travelling expenses - where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which your child attends;
- (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - where you are in receipt of, or are entitled to the receipt of, such pay;
- (d) an allowance, payment or indemnity given to members of the Authority;
- (e) any ceremonial honour given to members of the Authority;
- (f) setting council tax or a precept under the Local Government Finance Act 1992.

"Code" means this Code of Conduct.

"Co-opted Member" means a person who is not an elected member of the Authority but who is a member of:

- (a) any committee or sub-committee of the Authority, or
- (b) and represents the Authority on, any joint committee or joint sub-committee of the Authority; and
- (c) who is entitled to vote on any question that falls to be decided at any Meeting.

"Disclosable Pecuniary Interest" means those interests of a description specified in regulations made by the Secretary of State (as amended from time to time) as set out in Annex 2 and where either it is:

- (a) your interest or
- (b) an interest of your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners and provided you are aware that the other person has the interest.

"Interests" means Disclosable Pecuniary Interests and Other Significant Interests.

"Meeting" means any meeting of:

- (a) the Authority;
- (b) the executive of the Authority;
- (c) any of the Authority's or its executive's committees, sub-committees, joint committees and/or joint sub-committees.

"Member" means a person who is a member of the Authority and includes a Co-opted Member.

"Other Significant Interest" means an interest (other than a Disclosable Pecuniary Interest or an interest in an Authority Function) in any business of the Authority which:

- (a) may reasonably be regarded as affecting the financial position of yourself and/or an Associated Person to a greater extent than the majority of:
 - (i) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (ii) (in other cases) other council tax payers, ratepayers or inhabitants of the Authority's area; or
- (b) relates to the determination of your application (whether made by you alone or jointly or on your behalf) for any approval, consent, licence, permission or registration or that of an Associated Person;

and where, in either case, a member of the public with knowledge of the relevant facts would reasonably regard the interest as being so significant that it is likely to prejudice your judgment of the public interest.

"Register of Members' Interests" means the Authority's register of Disclosable Pecuniary Interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.

"Sensitive Interest" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Scope

2. You must comply with this Code whenever you act in your capacity as a Member or Co-opted Member of the Authority.

General obligations

3. (1) You must, when using or authorising the use by others of the resources of the Authority:
- (a) act in accordance with the Authority's reasonable requirements; and
 - (b) ensure that such resources are not used improperly for political purposes (including party political purposes).
- (2) You must not:
- (a) bully any person;
 - (b) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with this Code;
 - (c) do anything that compromises, or is likely to compromise, the impartiality or integrity of those who work for, or on behalf of, the Authority;
 - (d) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the written consent of a person authorised to give it; or
 - (ii) you are required by law to do so; or
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the Authority;
 - (e) prevent another person from gaining access to information to which that person is entitled by law;
 - (f) conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute;
 - (g) use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

Registering Disclosable Pecuniary Interests

4. (1) You must, before the end of 28 days beginning with the day you become a Member or Co-opted Member of the Authority, or before the end of 28 days beginning with the day on which this Code takes effect (whichever is the later), notify the Monitoring Officer of any Disclosable Pecuniary Interest.
- (2) In addition, you must, before the end of 28 days beginning with the day you become aware of any new Disclosable Pecuniary Interest or change to any interest already registered, register details of that new interest or change, by providing written notification to the Monitoring Officer.
- (3) Where you have a Disclosable Pecuniary Interest in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the Authority (including making a decision in relation to the matter), then if the interest is not registered in the Register of Members' Interests and is not the subject of a pending notification, you must notify the Monitoring

Officer before the end of 28 days beginning with the day you become aware of the existence of the interest.

Declaring Interests

5. (1) Whether or not a Disclosable Pecuniary Interest has been entered onto the Register of Members' Interests or is the subject of a pending notification, you must comply with the disclosure procedures set out below.
- (2) Where you are present at a Meeting and have a Disclosable Pecuniary Interest or Other Significant Interest in any matter to be considered, or being considered, at the Meeting, you 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 paragraph 6, below); and unless you have been granted a dispensation or are acting under paragraph 5(4):
 - (c) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (d) withdraw from the Meeting room in accordance with the Authority's Procedure Rules whenever it becomes apparent that the business is being considered; and
 - (e) not seek improperly to influence a decision about that business.
- (3) Where you have a Disclosable Pecuniary Interest or Other Significant Interest in any business of the Authority where you are acting alone in the course of discharging a function of the Authority (including making an executive decision), you must:
 - (a) notify the Monitoring Officer of the interest and its nature as soon as it becomes apparent; and
 - (b) not take any steps, or any further steps, in relation to the matter except for the purpose of enabling the matter to be dealt with otherwise than by you; and
 - (c) not seek improperly to influence a decision about the matter.
- (4) Where you have an Other Significant Interest in any business of the Authority, you 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. Having made your representations, given evidence or answered questions you must:
 - (a) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (b) withdraw from the Meeting room in accordance with the Authority's Procedure Rules.

Sensitive Interests

6. (1) Where you consider that the information relating to any of your Disclosable Pecuniary Interests is a Sensitive Interest, and the Monitoring Officer agrees, the Monitoring Officer will not include details of the Sensitive Interest on any copies of the Register of Members' Interests which are made available for

inspection or any published version of the Register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.

- (2) You must, before the end of 28 days beginning with the day you become aware of any change of circumstances which means that information excluded under paragraph 6(1) is no longer a Sensitive Interest, notify the Monitoring Officer asking that the information be included in the Register of Members' Interests.
- (3) The rules relating to disclosure of Interests in paragraphs 5(2) and (3) will apply, save that you will not be required to disclose the nature of the Sensitive Interest, but merely the fact that you hold an interest in the matter under discussion.

Gifts and Hospitality

7. (1) You must, before the end of 28 days beginning with the day of receipt/acceptance, notify the Monitoring Officer of any gift, benefit or hospitality with an estimated value of £100 or more, or a series of gifts, benefits and hospitality from the same or an associated source, with an estimated cumulative value of £100 or more, which are received and accepted by you (in any one calendar year) in the conduct of the business of the Authority, the business of the office to which you have been elected or appointed or when you are acting as representative of the Authority. You must also register the source of the gift, benefit or hospitality.
- (2) Where any gift, benefit or hospitality you have received or accepted relates to any matter to be considered, or being considered at a Meeting, you must disclose at the commencement of the Meeting or when the interest becomes apparent, the existence and nature of the gift, benefit or hospitality, the person or body who gave it to you and how the business under consideration relates to that person or body. You may participate in the discussion of the matter and in any vote taken on the matter, unless you have an Other Significant Interest, in which case the procedure in paragraph 5 above will apply.
- (3) You must continue to disclose the existence and nature of the gift, benefit or hospitality at a relevant Meeting, for 3 years from the date you first registered the gift, benefit or hospitality.
- (4) The duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

Dispensations

8. (1) The [Standards] Committee, or any sub-committee of the [Standards] Committee, or the Monitoring Officer (where authorised) may, on a written request made to the Monitoring Officer (as appointed Proper Officer for the receipt of applications for dispensation) by a Member with an Interest, grant a dispensation relieving the Member from either or both of the restrictions on participating in discussions and in voting (referred to in paragraph 5 above).

- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the [Standards] Committee, its sub-committee, or the Monitoring Officer (where authorised) considers that:
 - (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or
 - (b) without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
 - (c) granting the dispensation is in the interests of persons living in the Authority's area; or
 - (d) without the dispensation each member of the Authority's executive would be prohibited from participating in any particular business to be transacted by the Authority's executive; or
 - (e) it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 5 above does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph 8.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

In accordance with the Localism Act 2011, and in order to help maintain public confidence in this Authority, you are committed to behaving in a manner that is consistent with the following principles. However, it should be noted that these Principles do not create statutory obligations for Members and do not form part of the Code. It follows from this that the Authority cannot accept allegations that they have been breached.

SELFLESSNESS: You should act solely in terms of the public interest and never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

INTEGRITY: You should exercise independent judgment and not compromise your position by placing yourself under obligations to outside individuals or organisations who might seek to influence you in the performance of your official duties. You should behave in accordance with all legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources. You should value your colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government. You should treat people with respect, including the organisations and public you engage with and those you work alongside.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You should deal with representations or enquiries from residents, members of the communities and visitors fairly, appropriately and impartially. You should champion the needs of the whole community and especially your constituents, including those who did not vote for you.

ACCOUNTABILITY: You are accountable to the public for your decisions and actions and should fully co-operate with whatever scrutiny is appropriate to your office.

OPENNESS: You should be as open and as transparent as possible about all the decisions and actions that you take to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other Members to account. You should give reasons for your decisions and restrict information only when the wider public interest or the law clearly demands it. You should listen to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

HONESTY: You have a duty to declare interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. You should not allow other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Authority's area or the good governance of the Authority in a proper manner.

LEADERSHIP: Through leadership and example you should promote and support high standards of conduct when serving in your public post. You should provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

Disclosable Pecuniary Interests, as prescribed by regulations, are as follows:

The descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

"the Act" means the Localism Act 2011

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest

"director" includes a member of the committee of management of an industrial and provident society

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

"M" means a member of the relevant authority

"member" includes a co-opted member

"relevant authority" means the authority of which M is a member

"relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1), or section 31(7), as the case may be, of the Act

"relevant person" means M or any other person referred to in section 30(3)(b) of the Act (the Member's spouse, civil partner, or somebody with whom they are living as a husband or wife, or as if they were civil partners).

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Interest	Description
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

JOB DESCRIPTIONS

1. Ward Councillor

Purpose of Role:

To participate constructively and effectively in the good governance of Dover District Council.

Duties and responsibilities:

- (a) To observe the Dover District Council Kent Code of Conduct for Members, act at all times with probity and propriety in the best interests of the Council and maintain confidentiality in all relevant Council business.
- (b) To be collectively the ultimate policy-makers by contributing actively to the formation and scrutiny of the Council's policies, budget, strategies and service delivery.
- (c) To represent effectively and impartially the Ward to which they were elected and bring their communities' views and concerns into the Council's decision-making process by becoming the advocate of and for their communities.
- (d) To champion causes which best relate to the interests and sustainability of the community and campaign for improvement of quality of life in the community in terms of equity, economy and the environment.
- (e) To respond to constituents' enquiries and representations fairly and impartially, to deal with individual casework and act as advocate in resolving constituents' particular concerns or grievances.
- (f) To participate effectively as a Member of any Committee, Sub-Committee, working group or other body to which they are appointed and to develop and maintain a working knowledge of the Council's services, powers, duties, policies and practices including a good working relationship with officers of the Council.
- (g) To represent the Council effectively on any outside body to which they are appointed, providing two-way communication between the organisations and presenting annually to Council a report on the work of the body and its contribution to the District.
- (h) To develop and maintain a working knowledge of other organisations and services within the District including the promotion of partnership working.
- (i) To contribute constructively to open government and generally encourage all sections of the community to participate in the democratic process.

- (j) When unable to attend a meeting of Committee or other body to which they have been appointed a member, to find a suitable substitute for the meeting and advise the Democratic Support section of the substitution.
- (k) To take part in Member training in order to develop competencies, increase knowledge and receive updated information.

Skills required:

- Good communication and interpersonal skills.
- Ability to relate to and deal with the public in a professional and timely manner and having regard to all aspects of equality and diversity.
- Ability to work professionally and effectively with Council officers and outside organisations.
- Community leadership skills.

|

Part 6 Members' Allowances Scheme

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Members' Allowances Scheme

1. Introduction

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) requires local authorities to prepare schemes for the payment of allowances to their members.
- 1.2 The 2003 Regulations (as amended) stated that authorities must establish a scheme of allowances under those Regulations by 31 December 2003. Authorities making schemes are required to make provision for the payment of basic allowances and may also provide for the payment of special responsibility allowances, dependants' carers allowances, travelling and subsistence allowance and co-optees' allowances.
- 1.3 The Council has established an Independent Remuneration Panel in conjunction with Canterbury City Council and Thanet District Council. Authorities must have regard to the recommendations made by an independent remuneration panel before making or amending a scheme in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003.
- 1.4 At the meeting of the Council held on 25 January 2023 the Council duly made its Members' Allowance Scheme as set out below.

2. Commencement and Period of Scheme

- 2.1 This Scheme is made by Dover District Council pursuant to Section 18 of the Local Government and Housing Act 1989 (as amended by Section 99 of the Local Government Act 2000) and the Local Authorities (Members' Allowances) Regulations 2003.
- 2.2 This Scheme has effect from 1 April 2023 and applies to the payment of members' allowances from 1 April 2023 until 31 March 2024 and subsequent years thereafter (subject to any revocation or amendment).
- 2.3 The Scheme shall remain in force unless and until revoked by the Council with effect from the beginning of a year.
- 2.4 The Scheme may be amended at any time provided that regard is had to the recommendations of the independent remuneration panel.

3. Revocation of Previous Schemes

- 3.1 All previous schemes made by the Council for the payment of members' allowances were revoked with effect from 1 April 2023.

4. Basic Allowances

- 4.1 A Basic Allowance shall be paid to each Member of the authority who is a councillor in the amount set out in Schedule 1.

4.2 The Basic Allowance is intended to cover the full range of work expected of a ward councillor together with incidental expenditure on matters such as stationery, postage, telephone and broadband costs.

4.3 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his/her term of office as Member and councillor subsists bears to the number of days in that year.

5. **Special Responsibility Allowances**

5.1 Special Responsibility Allowances shall be payable to those Members of the authority who are councillors as hold those offices (which have special responsibilities in relation to the authority) as are specified in Schedule 2.

5.2 The amount of each Special Responsibility Allowance shall be as specified in Schedule 2.

5.3 Where a Member does not have throughout the whole of a year any such special responsibilities as entitle him/her to a Special Responsibility Allowance, his/her entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

5.5 No Member shall be entitled to more than one Special Responsibility Allowance. Where a Member holds more than one office, then the higher of the Special Responsibility Allowances shall apply.

6. **Appropriate Adjustments**

6.1 The Section 151 Officer shall be authorised to make provision for any appropriate adjustment if necessary in respect of any Basic Allowance or Special Responsibility Allowance which:

- (a) has already been paid under the previous scheme in respect of the remainder of the year from which this Scheme has effect; or
- (b) is to be paid in respect of any part of the year during which the previous scheme had effect.

7. **Travelling and Subsistence Allowance**

7.1 Travelling and Subsistence Allowance shall be available to Members of the Council (including Co-opted members) in such amount or amounts as may be specified in Schedule 5 and subject to such conditions as are set out therein and below.

7.2 Travelling and Subsistence Allowance shall only be payable to Members in respect of actual expenditure incurred in connection with or relating to the approved duties shown below. The scheme does not allow for travelling expenses to be paid to Members arranging meetings with officers or attending to Ward work as this is deemed to be part of the Member's role and Members' allowances paid are calculated to reflect these extra duties.

- 7.3 For the purposes of the payment of travel expenses, all travel will be deemed to have commenced from the Member's current address or, if this is not within the administrative area of the Council, from the address through which the Member qualified to stand for election.
- 7.5 For journeys outside Kent the second-class rail fare is paid (irrespective of whether the Member chooses to use a car), although any taxi fares, parking charges and underground fares incurred as part of the journey may still be claimed for separately. Where it is impracticable for a Member to travel by train because the venue is difficult to get to within the time allowed, or to avoid an overnight stay, or extra passengers/luggage has to be taken, car mileage may be allowed at the appropriate rate provided that a self-certification form explaining why it is impractical has been completed and submitted to Democratic Services prior to the journey.
- 7.6 Attendance at meetings of the Council or of any of its committees, sub-committees, working or liaison groups, appeal panels and ad hoc meetings recorded in official minutes to which a Member has been appointed or at which she or he is acting as a Substitute for another Member including representatives appointed to Neighbourhood Forums and their substitutes.
- 7.7 Attendance at meetings of the Cabinet or of any Committee of the Cabinet or policy or project advisory groups. Members of the Shadow Cabinet, Chairmen of Scrutiny Committees and recognised Group Spokespersons shall also be eligible to claim for attendance at meetings of the Cabinet.
- 7.8 Requested attendance at meetings of Overview and Scrutiny Committees.
- 7.9 Meetings pursuant to any Joint Arrangements with another or other local authorities whether appointed or established under the Local Government Act 2000 or any other enactment.
- 7.10 Official briefing meetings which relate to an approved meeting as set out in 1.1 and 1.2 above where officers have specifically invited the Member. This scheme does not allow for travelling expenses to be paid to individual Members arranging meetings with officers as this is deemed to be part of the Member's role and Members' allowances paid are calculated to reflect these extra duties. For example: visiting the Council offices to discuss with an officer a matter raised by a member of the public in the Member's Ward.
- 7.11 Site meetings approved in advance by the Council, a committee or sub-committee, and limited to members of the committee or sub-committee in question.
- 7.12 Attending the approved duties as set out in Table 1 of Schedule 5. (Travelling arrangements should be co-ordinated to avoid duplicate claims wherever possible, particularly in instances where a Council Officer is also attending).
- 7.13 There is also a general duty permitting the Leader or nominated deputy to represent the Council at formal meetings not specified elsewhere with other authorities, official bodies or agencies for the purposes of any function of the Council.
- 7.14 Training, induction courses and seminars arranged for Members.
- 7.15 Attending the Council offices in relation to ICT equipment issued by the Council to Members.

- 7.16 The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
- 7.17 The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996.
- 7.18 The carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or sub-committees. Provided always that the approved duties for which Members are eligible to claim travel and subsistence allowance shall not include cases where the Member is acting solely in his/her community role or carrying out ward business.
- 7.19 Co-opted and independent members of Committees, Boards and Panels receive travel allowances in the same way as elected members of the Council.
- 7.20 All claims for travel and subsistence allowances must be submitted to the Democratic Services Section within 90 days from the date on which the entitlement arises. Any claims made outside of this will not be accepted without extenuating circumstances as to why the claim could not be submitted within 90 days.

8. Dependants' Carers' Allowance

- 8.1 A Dependants' Carers' Allowance shall be available to Members of the Council (a) in such amount or amounts as may be specified in Schedule 7 and (b) subject to such conditions as are set out in Schedule 7 and below.
- 8.2 A Dependant's Carer's Allowance shall only be payable to Members in respect of actual expenditure incurred in connection with or relating to the approved duties set out. The payable cost is for the duration of the specified approved duty plus reasonable travelling time associated with it.
- 8.3 A Dependant's Carer's Allowance shall only be payable to Members in respect of the expense of arranging for the care of a spouse, partner, child, parent, or a person who lives in the same household as the Member otherwise than by reason of being his/her employee, tenant, lodger or boarder.
- 8.4 The carer must not be a member of the claimant's immediate family i.e. spouse or partner, other children of the Member or Member's spouse, or any member of the Member's family who lives at the same address as the Member; nor should it be an employee, tenant, lodger or boarder who lives at that address.
- 8.5 Payment of the allowance shall only be made on satisfactory production of an invoice.
- 8.6 Such allowances paid to a Member shall be unlimited.
- 8.7 All claims for such allowances must be submitted monthly to the Democratic and Corporate Services Manager. Any claims made outside of this time limit will not be accepted without extenuating circumstances as to why the claim could not be submitted within 90 days.

9. Index Linking

9.1 NOT USED

10. **Back Dating**

10.1 Where an amendment of this Scheme is made which affects an allowance payable for the year in which the amendment is made, the Member's entitlement to such allowance as amended shall apply with effect from the beginning of the year in which the amendment is made.

11. **Repayment**

11.1 Where payment of any allowance has already been made in respect of any period during which the Member concerned is:

- (a) ceases to be a Member of the authority; or
- (b) is in any way not entitled to receive the allowance in respect of that period,

the Council may require that such part of the allowance as relates to any such period shall be repaid to the Council.

12. **Membership of More Than One Authority**

12.1 Where a Member of the Council is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties.

13. **Electing To Forgo Allowances**

13.1 A Member may, by notice in writing given to the Section 151 Officer, elect to forego any part of his/her entitlement to an allowance under this Scheme.

14. **Claims and Payments**

14.1 No claim is required for basic allowances and special responsibility allowances. Basic allowances will be paid equally to all Members whilst special responsibility allowances will be paid to those Members who are entitled to them.

14.2 Basic allowances and special responsibility allowances will be paid as follows:

- (i) To enable Members to meet one-off expenses at the start of the year following the ordinary elections of the full Council, the basic allowance will be paid as follows:
 - (a) a payment of £500 at the commencement of the year
 - (b) the balance to be paid by equal monthly payments on or about the 19th day of each month.
- (ii) Special responsibility allowances will be paid by equal monthly instalments on or about the 19th day of each month.

For all subsequent years until the next ordinary elections of the full Council, the Basic Allowance and special responsibility allowances will be paid by equal monthly instalments on or about the 19th day of each month.

- 14.3 In the case of Travelling and Subsistence Allowance and Dependants' Carers' Allowance claims must be submitted on the appropriate form on a monthly basis and will be paid through the Council's payroll system. In order to facilitate payment, claim forms should be completed in full detail and any appropriate receipts or vouchers must be attached. If the expenses are vatable, a VAT receipt should be enclosed if possible, to enable the Council to recover the VAT element. The declaration on the form must be completed and signed in every instance.
- 14.4 Members are requested to submit claims by not later than the 25th of each month for payment by direct credit to bank accounts on or about the 19th of the following month. A payment advice slip will be sent directly to Members and further claim forms are available from Democratic Services on request.
- 14.5 The following data must be provided to the Section 151 Officer in order to facilitate the payment:
- (i) Bank address and bank account number.
 - (ii) National Insurance number and, in the case of certain married women, a Certificate of Reduced Liability and, in the case of pensioners, a Certificate of Age Exemption, these certificates being provided by the Department of Work and Pensions.
- 14.5 In the case of a claim for Travelling and Subsistence Allowance or Dependants' Carers' Allowance such claim must be made to the Democratic Services Section within 90 days from the date on which an entitlement to the allowance arises. Any claims made outside of this time limit will not be accepted without extenuating circumstances as to why the claim could not be submitted within 90 days.

SCHEDULE 1: Basic Allowance

Column 1 (Description)	Column 2 (Amount)
Basic Allowance	£5,000 pa

SCHEDULE 2: Special Responsibility Allowances

Column 1 (Description)	Column 2 (Amount)
Special Responsibility Allowances	
Special responsibility allowances of the amounts shown in Column 2 (where indicated) shall be payable in respect of the following office holders:	
Leader of the Council	£18,000 pa
Deputy Leader of the Council	£9,000 pa
Other Cabinet Members	£6,750 pa
Chairman of the Overview and Scrutiny Committee	£4,500 pa
Chairman of the Planning Committee	£4,500 pa
Chairman of the Governance Committee	£4,500 pa
Chairman of the Regulatory Committee	£1,125 pa
Chairman of the Licensing Committee	£1,125 pa
Chairman of the Dover Joint Transportation Board*	£1,125 pa
Chairman of the General Purposes Committee	£1,125 pa
Vice-Chairman of the Overview and Scrutiny Committee	£1,125 pa
Vice-Chairman of the Planning Committee	£1,125 pa
Vice-Chairman of the Governance Committee	£1,125 pa
Vice-Chairman of the Regulatory Committee	£281 pa
Vice-Chairman of the Licensing Committee	£281 pa
Vice-Chairman of the Dover Joint Transportation Advisory Board*	£281 pa
Vice-Chairman of the General Purposes Committee	£281 pa
Leader of the Main Opposition Group where the group has 10 or more members	£5,061 pa

Column 1 (Description)	Column 2 (Amount)
Leader of an Opposition Group with a membership of between 5 and 9 members	£232 pa
Leader of an Opposition Group with less than 5 members	None
Deputy Leader of the Main Opposition Group where the group has 10 or more members	£2,250 pa
Deputy Leader of an Opposition Group with less than 10 members	None
Members of the Shadow Cabinet	£2,250 pa
Members of the Licensing Committee	£315 pa

(*) The Chairmanship and Vice-Chairmanship alternate between Kent County Council and Dover District Council.

SCHEDULE 3: Civic Allowances

Column 1 (Description)	Column 2 (Amount)
Chairman of the Council	£5,300 pa
Vice-Chairman of the Council	£1,400 pa

SCHEDULE 4: Independent Person(s)

Column 1 (Description)	Column 2 (Amount)
Independent Person(s)	£927 pa

SCHEDULE 5: Travelling and Subsistence Allowance

List of approved duties attendance at which travelling and subsistence allowance may be claimed for:

Body	Number of representatives
Action with Rural Communities in Kent	2
Deal Fairtrade Steering Group	1
Deal and Sandwich Coastal Community Team	2
Dover Coastal Community Team	2
Dover Deal & District Citizens Advice Bureau	2
Dover Fairtrade Steering Group	1
East Kent Spatial Development Company	1
Industrial Communities Alliance	1
JAC Kent Downs AONB Partnership	1
Kent County Playing Fields Association	1
Kent Leaders' & Chief Executives' Forum	1
Local Enterprise Partnership Board and Executive	1
Local Government Association – General Assembly	1
Local Government Association – Rural Commission	1
Patrol (National Parking Adjudication Service)	1
Kent Police and Crime Panel	1
River Dour Partnership	1
River Stour (Kent) Internal Drainage Board	2
Sandwich & Pegwell Bay National Nature Reserve Management Committee	1
South East England Councils (Secretary & Executive)	1
Tourism South East	1

Travel expenses claims in respect of attendance at meetings of other bodies to which the Member has been appointed or any outside body to which the Member are appointed as a trustee would need to be submitted to relevant Charity/Trust not Dover District Council.

Conferences attended by Members:

Conference	Number of representatives
Local Government Association Annual Conference	3

Subsistence Allowances

Subsistence allowance shall only be paid for actual expenses incurred and with proper receipts and shall not exceed:

- (a) In the case of absence, not involving an absence overnight, from the Member's usual place of residence:

Allowance	Rate	Conditions
Breakfast Allowance	£6.45	Absence to exceed 4 hours before 11.00am
Lunch Allowance	£8.91	Absence to exceed 4 hours and to include the lunch period between 12 noon to 2.00 pm.
Tea Allowance	£3.53	Absence to exceed 4 hours and to include the period 3.00 pm to 6.00 pm.
Evening Meal Allowance	£11.03	Absence to exceed 4 hours, period of time ending after 7.00pm

- (b) Members who are required to make overnight stays in the performance of their official duties should, wherever possible, pre-book accommodation of an appropriate standard and obtain approval from the Leader of the Council. Arrangements should be made for an invoice to be submitted directly to the Council. If this is not possible a detailed VAT receipt MUST be obtained to substantiate the claim. Alcoholic drinks may not be included in any claim.

Travelling Allowances

The rate for travel by a Member's own car shall not exceed 45p per mile. Where a Member takes as a passenger another Member or person to whom a travelling allowance would otherwise be paid, the Member may claim an extra 1p per passenger (not exceeding 4) per mile.

- (a) The rate for travel by a Member's own solo motorcycle shall not exceed, according to the cylinder capacity of the engine, the following:

engines not exceeding 150cc	8.5 per mile
engines exceeding 150cc but not exceeding 500 cc	12.3 per mile
engines exceeding 500cc	16.5 per mile

- (b) The rate for travel by bicycle shall not exceed 20p per mile.
- (c) For journeys outside Kent the second-class rail fare is paid (irrespective of whether the Member chooses to use a car), although any taxi fares, parking charges and underground fares incurred as part of the journey may still be claimed for separately. Where it is impracticable for a Member to travel by train because the venue is difficult to get to within the time allowed, or to avoid an overnight stay, or extra passengers/luggage has to be taken, car mileage may be allowed at the appropriate rate provided that a self-certification form explaining why it is impractical has been completed and submitted to Democratic Services prior to the journey.

- (d) Second-class rail fares, bus fares, essential taxi fares and gratuities, car parking fees, tolls etc necessarily incurred may be claimed subject to the provision of receipts. Rail fares should be pre-booked wherever possible to achieve reduced fares.
- (e) All claims for travel and subsistence allowances must be submitted to the Democratic Services section within 90 days from the date on which the entitlement arises.

SCHEDULE 6: Index Linking Arrangements

Allowance	Index
Index Linking	
Basic and Special Responsibility Allowances and Co-optees Allowance	NOT USED
Travel and Subsistence Allowances	NOT USED
Dependants' Carers' Allowance	NOT USED

SCHEDULE 7: Dependent Carers Allowance

Column 1 (Description and Conditions)	Column 2 (Amount)
Dependants' Carers' Allowance	At actual expenditure incurred

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STRICTLY PRIVATE AND CONFIDENTIAL

DOVER DISTRICT COUNCIL

**PAYROLL INFORMATION FORM
FOR NEW COUNCILLORS**

1. PERSONAL DETAILS

SURNAME MR/MRS/MISS/MS _____

FORENAME(S) _____

ADDRESS _____

DATE OF BIRTH (must be provided) _ _ / _ _ / _ _
Please provide a copy of your birth certificate

2. PAYMENT INFORMATION

a) Payment will be to a Bank or Building Society and will be made on the 19th of each month (or the earlier working day if the 19th falls on a Saturday, Sunday or Bank Holiday).

Bank/Building Society _____

Bank/B S Address _____

SORT CODE _____

ACCOUNT NUMBER _____

REF NO (If applicable) _____

b) Income Tax

I enclose Form P45 or HMRC Starter Checklist duly completed.

c) National Insurance

National Insurance Number _____

I enclose my Certificate of Reduced Liability **Yes/No***
(Applicable only to a married woman or widow holding a valid Form CF383)

I enclose my Certificate of Age Exception (Form CA4140) or **Yes/No***
a copy of my birth certificate
(Applicable if you are over state pension age to ensure no NI paid)

* Delete as appropriate

SIGNATURE _____ **DATE** _____

**PLEASE RETURN THIS FORM TO:
DEMOCRATIC SERVICES SECTION, DOVER DISTRICT COUNCIL, WHITE CLIFFS BUSINESS
PARK, DOVER, KENT CT16 3PJ**



DOVER DISTRICT COUNCIL

PERSONAL INFORMATION

Please provide below full details of your name and address in the form in which you would like to see them printed (including on the Council’s website and for business cards). Unless you indicate otherwise, all details will be made public on the Council's website. Signing this form indicates that you have agreed to your personal information being used in this way.

You should bring the completed form with you when you attend the Council Offices on Wednesday, 10 May 2023.

Please print clearly and * delete as applicable

Title: Mr/Mrs/Miss/Ms/Dr*

Surname:

First name and any initials:

Address:

.....
.....

Post Code:

Home telephone no (to be published – yes/no*)

Home e-mail address
(to be published – yes/no*)

Mobile telephone no (to be published – yes/no*)

Business telephone no (to be published – yes/no*)

Business e-mail address

Are there any restrictions on receiving telephone calls or e-mails at your place of business?

.....

If you have any particular dietary requirements (vegetarian/vegan/diabetic/gluten-free/nut-free) which we should know about when providing refreshments at meetings, please list these below:

.....
.....

Do you have any other special needs, in connection with attending meetings at the Council offices, with which we may be able to assist? (There is an Induction Loop in the Council

Chamber, wheelchair access to the building, a disabled toilet and a lift to all floors within the building.)

.....
.....
.....

Please use the following space to provide brief autobiographical details which can be used in Council publications and also by the Press. A maximum of 75 words will do.

Personal details:

.....
.....
.....
.....

Your occupation or business:

.....
.....
.....
.....

Previous local government experience:

.....
.....
.....

Your photograph will be taken by the Council to use on the Council's website and in Council publications. Please indicate whether you are willing for us to release this photograph to members of the local and national press for their use when writing about you in connection with your normal duties as a Councillor?

Yes/No*

Signed:

CALENDAR OF COUNCIL MEETINGS 2023/24

Committee	Start at (B)	2023								2024				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May (H)
Cabinet	11.00am		5	3		4	2	6	4	15	5 26 ^(F)	4	8	13
Council	6.00pm	17 ^(A)		19			18			31 ^(D)		6 ^(C)		22
Dover Joint Transportation Advisory Board	6.00pm		22			21		30				21		
Governance Committee	6.00pm		29			28 ^(E)			7			28		
Licensing Committee ^(L)	varies ^(K)	30		19			18			31				22
Overview and Scrutiny Committee	6.00pm		12	10		11	9	13	11	22	19	11	15	20
Planning Committee	6.00pm		1	13	10	14	12	16	14	25	22	14	11	16
Regulatory Committee	10.00am		6 20	18		19	17	21	19	23	20	19	16	28
Joint Health, Safety & Welfare Consultative Forum Joint Staff Consultative Forum ^{(G) (K) (M)}	2.30pm			5			4			17			10	
Publication Date for the Notice of Forthcoming Key Decisions ^(I)	N/A	1	2		4	1	6	3	15	5 26	2	8	12	3

Footnotes

- (A) Denotes the Annual General Meeting of the Council.
- (B) All meetings generally commence at the times indicated but are subject to change.
- (C) Denotes Budget setting meeting
- (D) Denotes Council Tax Base setting meeting
- (E) Statement of Accounts
- (F) Scrutiny of the budget meeting / Cabinet meeting to receive recommendations from scrutiny on the budget (if required)
- (G) Denotes that these meetings are not open to the public.
- (H) The District and Parish elections are scheduled for **Thursday 4 May 2023**. The Induction Session for newly elected members will be held on Thursday 11 May 2023 at 6.00pm.

- (I) This is not a committee meeting but the date of the publication of the Notice of Forthcoming Key Decisions.
- (J) Licensing Committee start times to be agreed with the Chairman depending on the business to be conducted.
- (K) Meetings are only held as required. The meetings of the Joint Staff Consultative Forum will be held immediately upon the rising of the Joint Health, Safety and Welfare Consultative Forum if both are called.
- (L) The Licensing Committee is required to appoint a number of Sub-Committees to conduct hearings. The meetings of the Licensing Sub-Committees are only held as required.
- (M) These meetings are held on Microsoft Teams.

These meetings will be held at the Council Offices, White Cliffs Business Park, Dover CT16 3PJ unless otherwise indicated

CALENDAR OF COUNCIL MEETINGS 2023/24

Access to Meetings and Information

Members of the public are welcome to attend meetings of the Council, Cabinet, Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.

All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is step free access via the Council Chamber entrance and an accessible toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.

Agenda papers are published five clear working days before the meeting and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Alternatively, a limited supply of agendas will be available at the meeting, free of charge. All publicly available agenda papers and minutes are available on the Council's website for inspection for a period of six years from the date of the meeting.

In addition to the Council's website, agendas and minutes can be downloaded to an Apple iPad, Android Device or Windows Device using the modern.gov App from the appropriate App Store and selecting Dover District Council from the list of authorities.

The reporting of meetings by social media, photography and/or use of audio/visual recording devices is permitted at Council, Cabinet and Committee meetings that are open to the public in accordance with the provisions of the Openness of Local Government Bodies Regulations 2014.

The Council broadcasts some of its meetings in accordance with its adopted policy. To facilitate the broadcast of meetings there have been cameras set up in the Council Chamber that communicate with Microsoft Teams Live. This enables meetings held in the Council Chamber to be broadcast for public viewing through the Council's website. The Council retains the broadcasts for 30 days from the date of the meeting and they can be viewed on the Council's YouTube channel until that time.

Public Speaking and Governance Arrangements

The Council has adopted arrangements for public speaking at Planning Committee and Overview and Scrutiny Committee. There are also arrangements for asking questions on notice at ordinary meetings of the full Council. Requests to speak at meetings where public speaking is permitted should be sent to:

Planning Committee: publicspeaking@dover.gov.uk

Council: councilquestions@dover.gov.uk

Overview and Scrutiny Committee: speakingatscrutiny@dover.gov.uk

If you require any further information about the contents of a Committee agenda, your right to gain access to agendas and minutes held by the Council or have questions concerning the arrangements for public speaking, please contact a member of the Democratic Services team.

The Strategic Director (Governance & Regulatory) is Louise May.

Rebecca Brough
Democratic and Corporate Services Manager
Telephone: (01304) 872304
Email: democraticservices@dover.gov.uk

Kate Batty-Smith
Democratic Services Officer
Telephone: (01304) 872303
Email: democraticservices@dover.gov.uk

Jemma Duffield
Democratic Services Officer
Telephone: (01304) 872305
Email: democraticservices@dover.gov.uk

Notification of Disclosable Pecuniary Interests Dover District Council

To the Monitoring Officer:

Surname:

Forename(s) *(in full)*:

Address:

I am completing this form because:

- I was elected as a member of the Dover District Council on*[specify date] _____
- I was co-opted as a member of a committee or sub-committee of the Dover District Council* [specify date] _____
- the Council adopted a new code of conduct on* [specify date] _____
- there was a change in my interests and this form supersedes and replaces the form registered by you on* [specify date] _____

**Delete as appropriate*

IMPORTANT NOTES

- (1) **The requirement to notify the Monitoring Officer of a disclosable pecuniary interest applies not only to your own interests but also those of your husband/wife/civil partner, or a person with whom you are living as husband/wife or as if you are civil partners, where you are aware that the other person has the interest. Provided that all interests are notified you do not need to specify which of the interests are your own and which are those of a relevant person. The term ‘relevant person’ therefore means you and any other person referred to above.**
- (2) **Details of your notified interests will appear in the Members’ Register of Interests and will be published on the Dover District Council’s website, and open to public inspection.**
- (3) **If you consider that the disclosure of the details of any of your interests could lead to you, or a person connected with you, being subject to violence or intimidation, and you would like to withhold these details from the register of interests, please provide this information to the Monitoring Officer and explain your concerns regarding the disclosure of the sensitive information, including why it is likely to create such a risk. If the Monitoring Officer**

Notification of Disclosable Pecuniary Interests Dover District Council

agrees, the information will not be included in copies of the register made available for inspection, or any published version of the register.

- (4) Dover District Council is a Controller under UK GDPR. The personal data collected in this form is required under Section 30(1) of the Localism Act 2011, a member or co-opted member must notify the Monitoring Officer of any disclosable pecuniary interests, the Monitoring Officer requires this information to establish and maintain a register of interests under Section 29(1). The information will be retained for the period you are an elected member or a co-opted member of the authority.
- (5) For further information on our processing and your rights you can view the council's privacy notice at www.dover.gov.uk/privacy.

Part A: Employment

Any employment, office, trade, profession or vocation carried on for profit or gain

Note: You and/or relevant person

Part B: Sponsorship

Any payment or provision of any other financial benefit (other than from the Dover District Council) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards the election expenses of yourself. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

*'relevant period' means the period of 12 months ending with the day on which you give a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Localism Act 2011

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Note: You and/or relevant person

Part C: Contracts

Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest*) and Dover District Council -

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged

*"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

"director" includes a member of the committee of management of an industrial and provident society

Note: You and/or relevant person

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Part D: Land

Any beneficial interest in land* which is within the area of the Dover District Council

*“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

Note: You would include details of any land or properties, (including your home address), you or the relevant person have any beneficial interest in (this also includes rented).

Part E: Licences

Any licence (alone or jointly with others) to occupy land* in the area of the relevant authority for a month or longer

*“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

Note: You and/or relevant person

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Part F: Corporate Tenancies

Any tenancy where (to your knowledge) -

- (a) the landlord is Dover District Council; and
- (b) the tenant is a body in which the relevant person has a beneficial interest

*“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest

“director” includes a member of the committee of management of an industrial and provident society

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Note: You and/or relevant person

Part G: Securities

Any beneficial interest in securities* of a body where -

- (a) that body (to your knowledge) has a place of business or land in the area of the Dover District Council; and
- (b) either -
 - (i) the total nominal value of the securities exceeds £25,000 (face value) or one hundredth (1/100th) of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

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*“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Note: You and/or relevant person

Part H: Declarations

IMPORTANT

It is a criminal offence to fail to notify the monitoring officer of any disclosable pecuniary interests (DPIs). This requirement arises in each of the following circumstances:

- (a) before the end of 28 days beginning with the day on which you become a member or co-opted member of the authority (*s30(1) Localism Act 2011*);
- (b) where the DPI is not entered in the authority’s register and is not the subject of a pending notification, but is disclosed at a meeting of the authority (or any committee, sub-committee, joint committee or joint sub-committee) as required by *s31(2) of the Localism Act*, within 28 days beginning with the date of the disclosure (*s31(3) Localism Act 2011*);
- (c) where the DPI is not entered in the authority’s register and is not the subject of a pending notification, within 28 days beginning with the date when you become aware that you have a DPI in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the authority (*s31(7) Localism Act 2011*).

It is also a criminal offence to knowingly provide information that is false or misleading (or being reckless as to whether the information is true and not misleading)

In addition to the above, Dover District Council has adopted a Code of Conduct for Members which requires you to notify the Monitoring Officer of any DPIs before the end of 28 days beginning with the day on which the Code takes effect. Failure to comply with this requirement would not of itself be a criminal offence but could render you liable to action being taken against you under the Code.

Notification of Disclosable Pecuniary Interests Dover District Council

To the best of my knowledge, the information given in this form is complete and correct.

Signed: _____

Date: _____

**This form is to be returned direct to the Monitoring Officer at Dover District Council,
White Cliffs Business Park, Dover, Kent, CT16 3PJ**

This notification has been registered by me:

Monitoring Officer: _____

Date: _____

EXPLANATORY NOTES:

1. Part A Employment - detail:

- (a) the nature of every employment, business, office, trade, profession or vocation that you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners have, with a short description of the job concerned
- (b) the name and address of the employer
- (c) if you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, are employed by a company, the name and address of the company paying your or their wages or salary, not that of the ultimate holding company
- (d) the name and address of any company for which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, are a paid director
- (e) the name and address of any firm in which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners have, are a partner.
- (f) where you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners hold an office, the name of the person or body which appointed you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners.

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(g) if you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners let any land or property to other people, you should state that you are a "landlord".

If you consider that the disclosure of the details of any of your interests could lead to you, or a person connected with you, being subject to violent or intimidation (e.g. certain scientific research or the Special Forces), and you would like to withhold these details from the register of interests, please provide this information to the Monitoring Officer and explain your concerns regarding the disclosure of the sensitive information, including why it is likely to create such a risk. If the Monitoring Officer agrees, the information will not be included in copies of the register made available for inspection, or any published version of the register.

2. Part B Sponsorship

Name any person or body (other than the Council) who has made a payment to you in respect of your election or any expenses you have incurred in carrying out your duties as a Member.

3. Part C Contracts with the Council

Describe the subject matter and the length of all contracts (goods, services or works) which are, not fully discharged:

- (a) between you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, and the Council;
- (b) between you and a firm in which you are a partner, or a company of which you are a paid director or a corporate body in which you have shares of a value described in para. 7 below;
- (c) between your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners and a firm in which they are a partner, or a company of which they are a paid director or a corporate body in which they have shares of a value described in para. 7 below.

4. Part D Land

The address or a brief description of the property (e.g. houses, land and buildings) in the area of the Council, which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, own, lease or rent (including Council tenancies unless they fall within Part 6 as tenancies of a corporate body in which you have a beneficial interest).

5. Part E Licences

The address or a brief description of the property (e.g. houses, land and buildings) in the area of your authority, which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, occupy under licence (alone or jointly with others), for a month or longer.

Notification of Disclosable Pecuniary Interests Dover District Council

6. Part F Corporate tenancies

The address or a brief description of the property where:

- (a) you, or a firm in which you are a partner, a company of which you are a paid director or a person or a corporate body in which you have shares of a value described in para. 7 below, are lessees or tenants of the Council;
- (b) your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners or a firm in which they are a partner, or a company of which they are a paid director or a corporate body in which they have shares of a value described in para. 7 below, are lessees or tenants of the Council.

7. Part G Securities

Name the company or other body which to your knowledge has a place of business or land in the area of the Council in which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners have a shareholding of more than £25,000 (face value) or have a stake of more than one hundredth (1/100th) of the total issued share capital (whichever is the lower).