

MEMBER INDUCTION TRAINING PROGRAMME 2023

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

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

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

To be held as required:

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

INDUCTION PACK

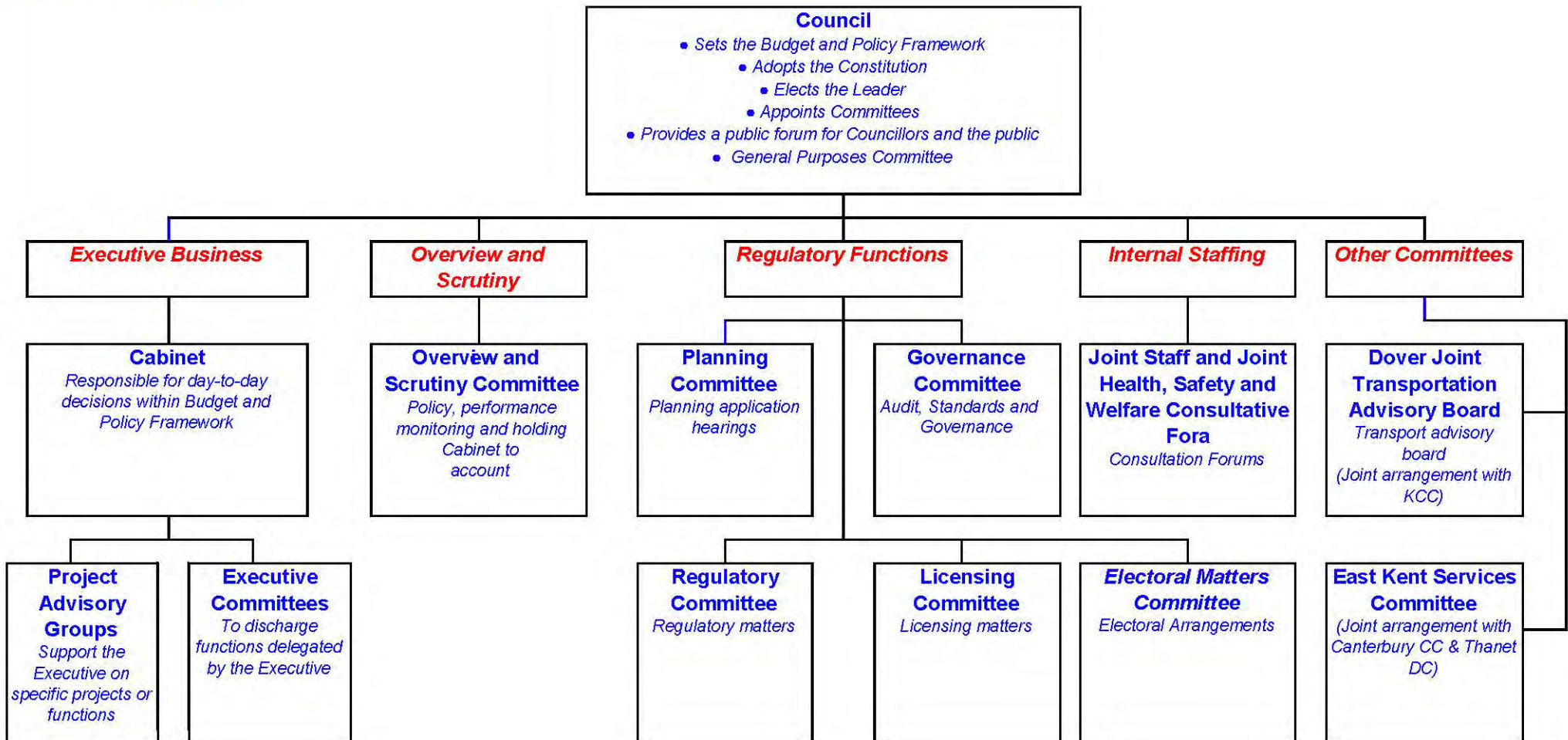
List of Contents

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



Dover District Council

Decision-Making Structure





A BRIEF GUIDE TO DOVER DISTRICT COUNCIL



GUIDE TO DOVER DISTRICT COUNCIL

CENTRAL AND LOCAL GOVERNMENT

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

LOCAL GOVERNMENT STRUCTURE

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

Town and Parish Councils

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

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

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

FUNCTIONS AND DUTIES

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

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

HOW THIS COUNCIL WAS CREATED

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

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

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

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

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

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

The present structure of local government in England is:

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

ELECTIONS

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

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

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

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

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

Of these, 7 were female and 25 were male.

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



The present ward structure in the District is:

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

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

THE COUNCIL'S SERVICES

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

DOVER DISTRICT COUNCIL

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

KENT COUNTY COUNCIL

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

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

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

WHO WORKS FOR THE COUNCIL

Councillors

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

Officers

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

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

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

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

DECISION-MAKING

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

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

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

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

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

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

In February 2023 **Cabinet** comprises:

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

and **Portfolio Holders** for:

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

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

WHERE THE MONEY COMES FROM

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

Council Tax

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

Government Grants

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

Fees and Charges

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

National Non-Domestic Rate (Business Rate)

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

HOUSING REVENUE ACCOUNT

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

AND WHERE THE MONEY GOES

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

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

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

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

The Council budget is set in March of each year.

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





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

Dover District Council
White Cliffs Business Park
Dover, Kent CT16 3PJ

01304 821199
www.dover.gov.uk

Acceptable Use Policy

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

Introduction

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

Scope

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

Summary and Introduction

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

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

Responsibilities

All staff have responsibility to:

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

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

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

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

Internet Use Policy

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

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

Personal use of the council's internet service

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

Remote Use

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

Internet Account Management, Security and Monitoring

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

Things You Must Not Do

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

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

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

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

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

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

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

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

Email Use Policy

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

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

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

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

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

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

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

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

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

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

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

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

Removable Media

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

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

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

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

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

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

Avoid the use of removable media wherever possible:

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

Data stored on removable media devices must be encrypted:

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

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

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

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

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

Policy Compliance

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

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

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

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

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



Dover District Council

Consent to Receive Electronic Summons

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

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

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

Signed: _____

Name: _____

Dated: _____

Received by Democratic Services: _____

Date: _____

DOVER DISTRICT COUNCIL

SOCIAL MEDIA POLICY FOR MEMBERS

Contents

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

1. ABOUT THIS POLICY

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

2. GENERAL OBLIGATIONS

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

3. PERSONAL USE OF SOCIAL MEDIA

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

4. COUNCILLOR USE OF SOCIAL MEDIA

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

5. GUIDELINES FOR RESPONSIBLE USE OF SOCIAL MEDIA

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

6. COMPLIANCE WITH RELATED POLICIES AND AGREEMENTS

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

7. PROHIBITED USE

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

8. PERSONAL RESPONSIBILITY FOR COMPLYING WITH THIS POLICY

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

9. MONITORING

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

10. BREACH OF THIS POLICY

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

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

11. MAINTENANCE OF THIS POLICY

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

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

How Decisions are Made at Dover District Council

The Constitution

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

The Council

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

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

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

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

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

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

The Executive (also known as Cabinet)

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

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

Dover District Council's Cabinet

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

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

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

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

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

Key Decisions

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

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

General Exception/Special Urgency Procedures

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

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

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

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

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

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

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

Notice of Public and Private Cabinet Meetings

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

Executive Committees

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

Project Advisory Groups

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

Decisions Taken Between Meetings and Delegated Decisions

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

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

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

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

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

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

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

Overview and Scrutiny Committees

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

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

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

Call-In

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

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

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

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

Committees and Sub-Committees

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

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

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

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

Meetings

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

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

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

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

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

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

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

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

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

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

Code of Conduct

Declarations of Interest Made at Meetings

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

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

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

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

Predisposition, Predetermination and Bias

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

Planning Committee

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

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

The Council's Staff

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

DOVER DISTRICT COUNCIL

SOCIAL MEDIA POLICY FOR MEMBERS

Contents

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

1. ABOUT THIS POLICY

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

2. GENERAL OBLIGATIONS

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

3. PERSONAL USE OF SOCIAL MEDIA

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

4. COUNCILLOR USE OF SOCIAL MEDIA

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

5. GUIDELINES FOR RESPONSIBLE USE OF SOCIAL MEDIA

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

6. COMPLIANCE WITH RELATED POLICIES AND AGREEMENTS

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

7. PROHIBITED USE

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

8. PERSONAL RESPONSIBILITY FOR COMPLYING WITH THIS POLICY

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

9. MONITORING

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

10. BREACH OF THIS POLICY

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

11. MAINTENANCE OF THIS POLICY

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



Organisational Structure

April 2023

Contents

Table

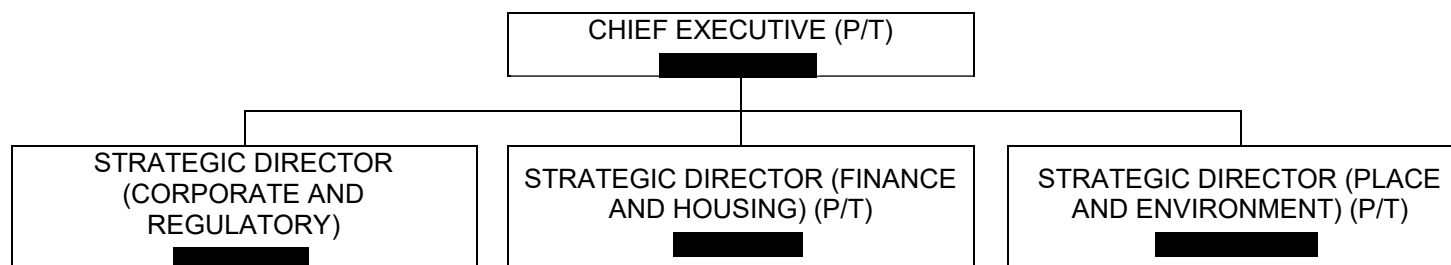
1. **Management Team**
2. **Chief Executive**
 - 2.1 Office of the Chief Executive
 - 2.2a Transformation
 - 2.2b Transformation
 - 2.2c Transformation
 - 2.2d Transformation
3. **Corporate and Regulatory**
 - 3.1 Democratic and Corporate Services
 - 3.2 Electoral Services
 - 3.3a Human Resources, Payroll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

Table

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

Table 1

Management Team



Chief Executive (Office of the Chief Executive)

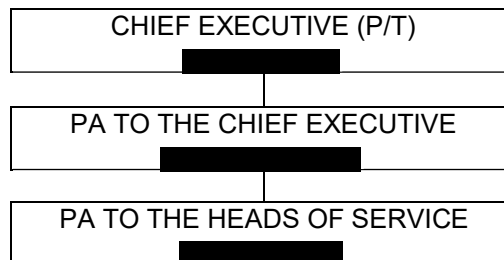


Table 2.2a

Chief Executive (Transformation)

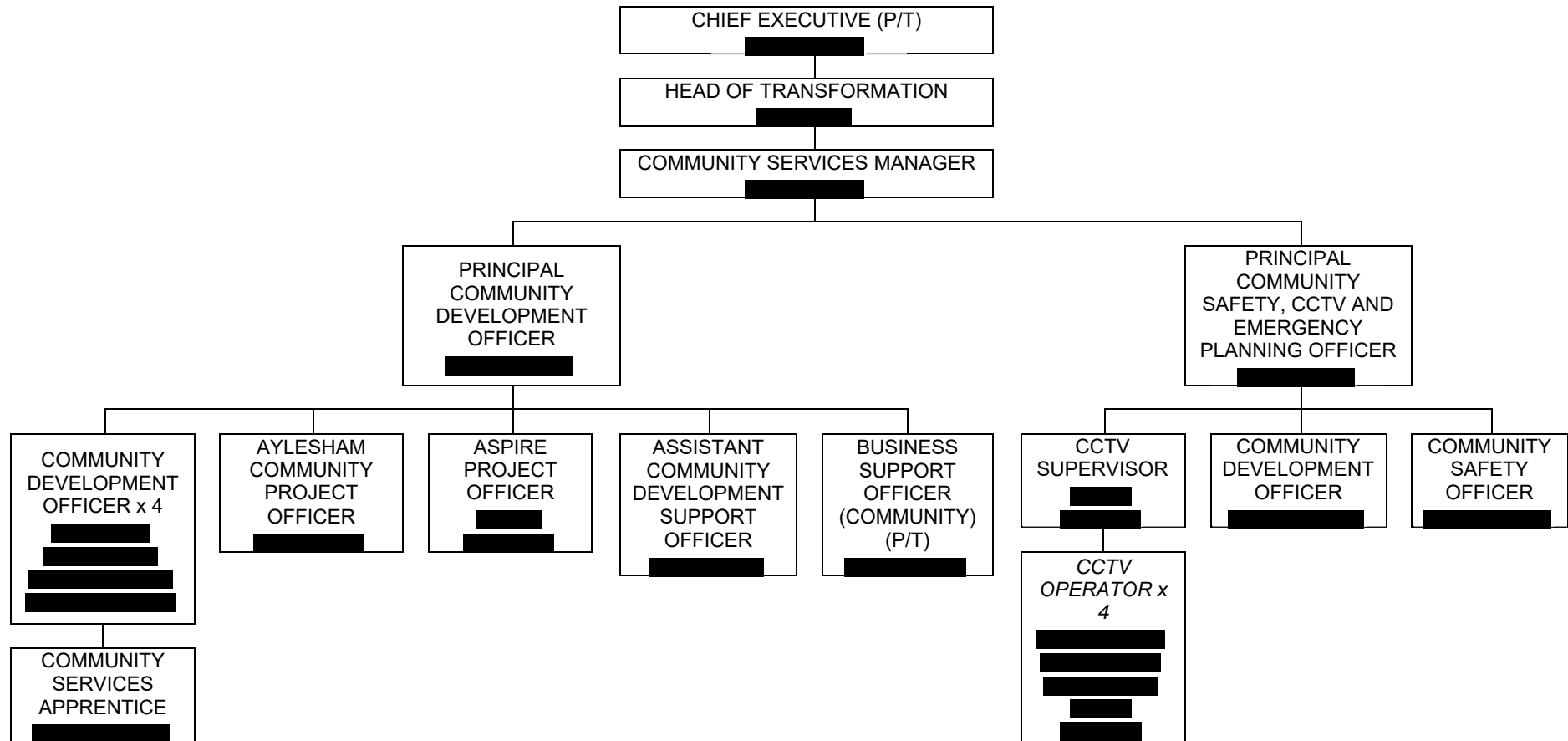


Table 2.2b

Chief Executive (Transformation)

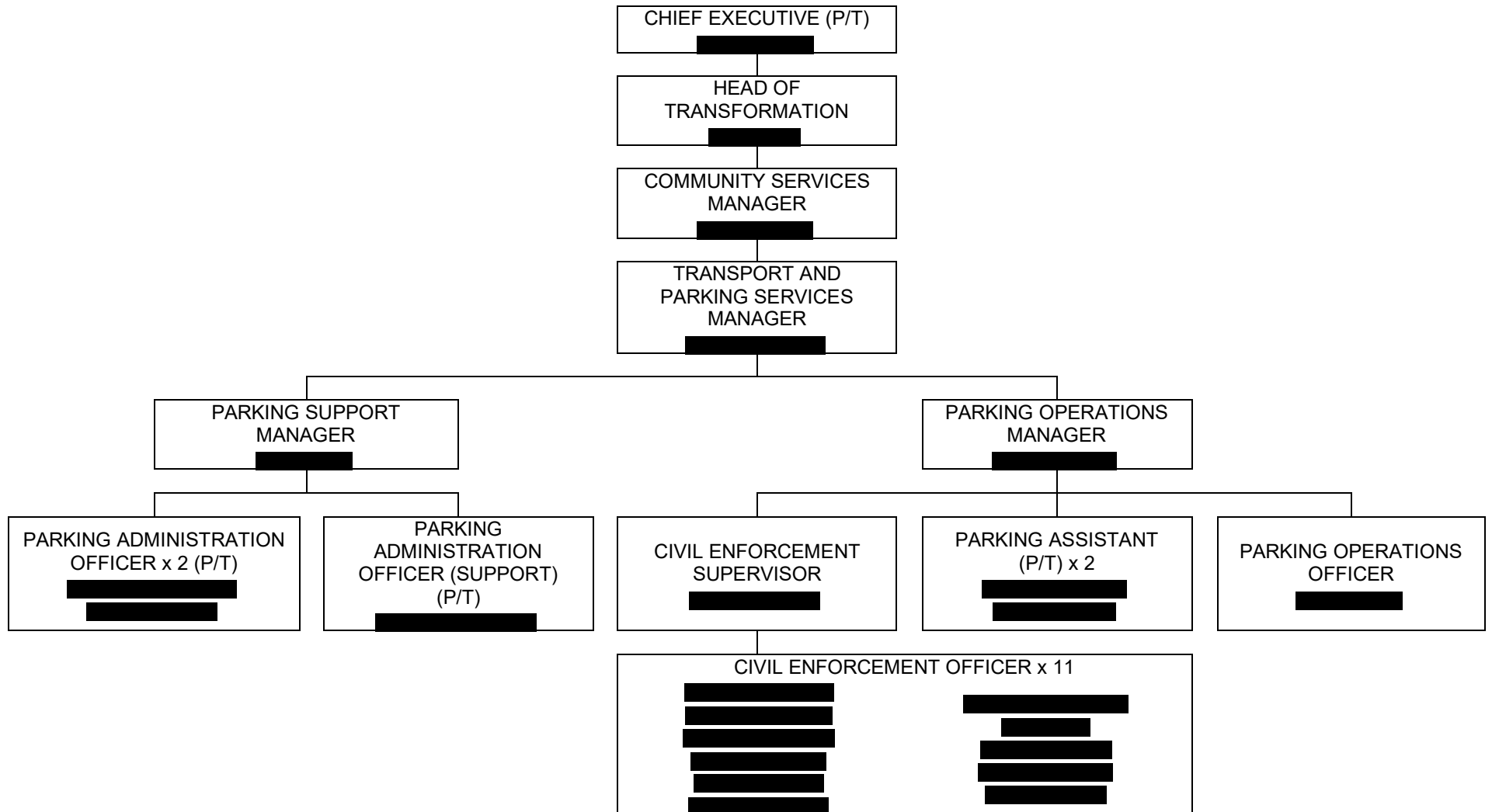
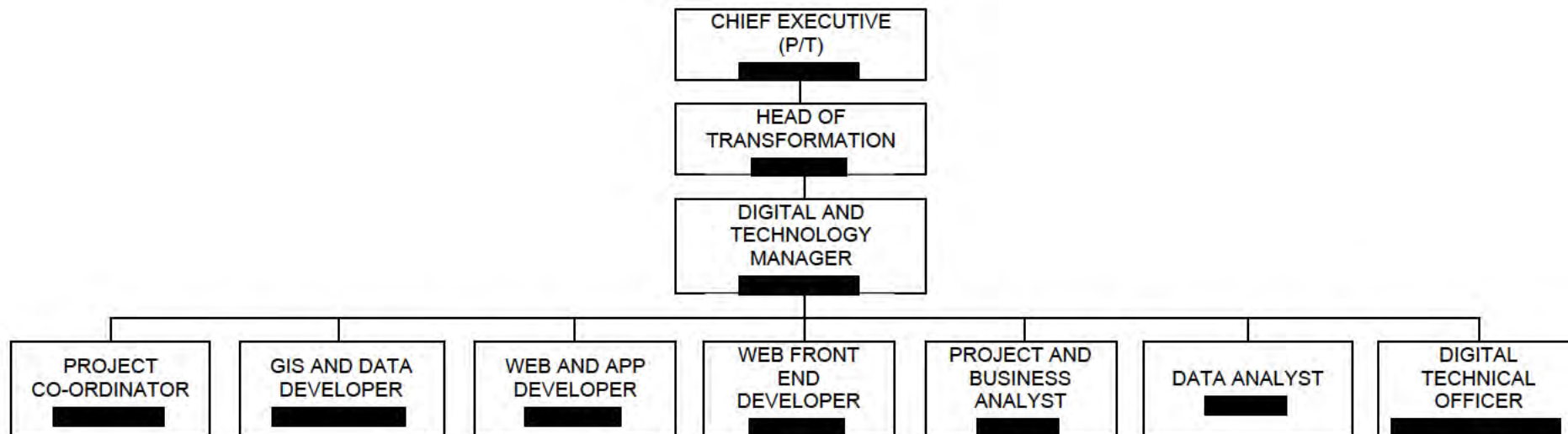


Table 2.2c

Chief Executive (Transformation)



Chief Executive (Transformation)

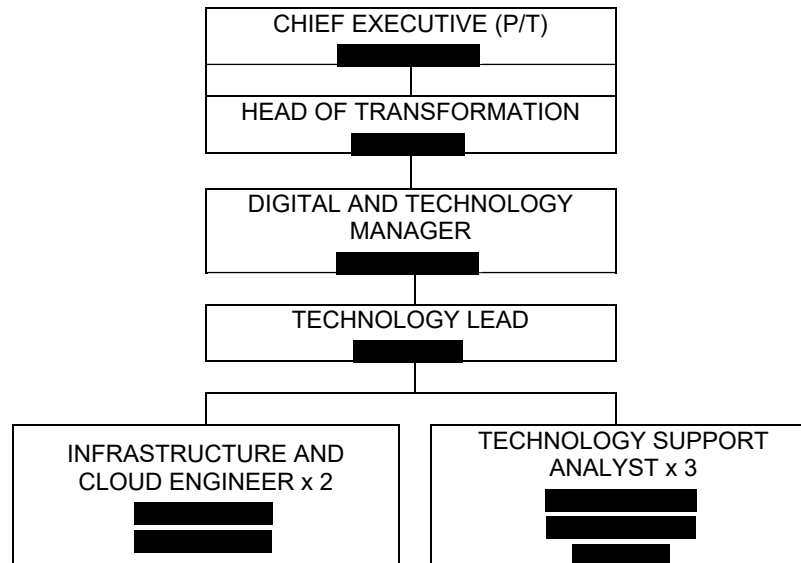
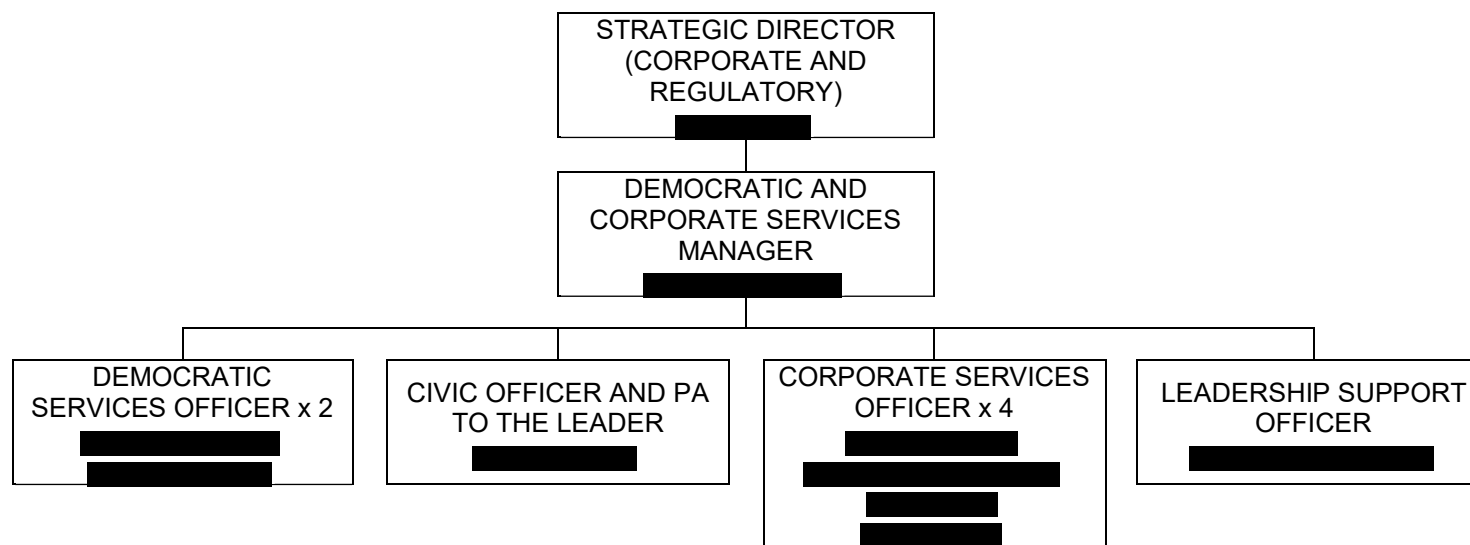


Table 3.1

Corporate and Regulatory (Democratic and Corporate Services)



Corporate and Regulatory (Electoral Services)

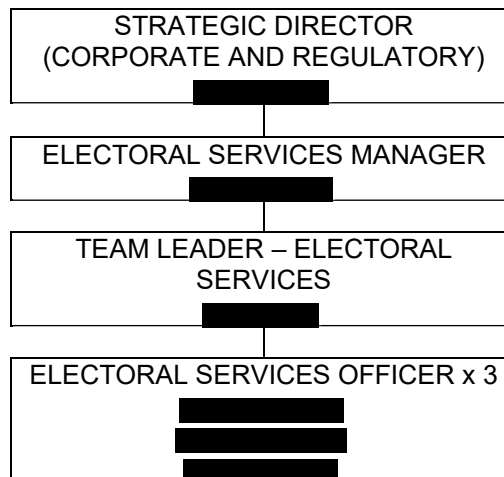


Table 3.3a

Corporate and Regulatory (Human Resources, Payroll and Communications)

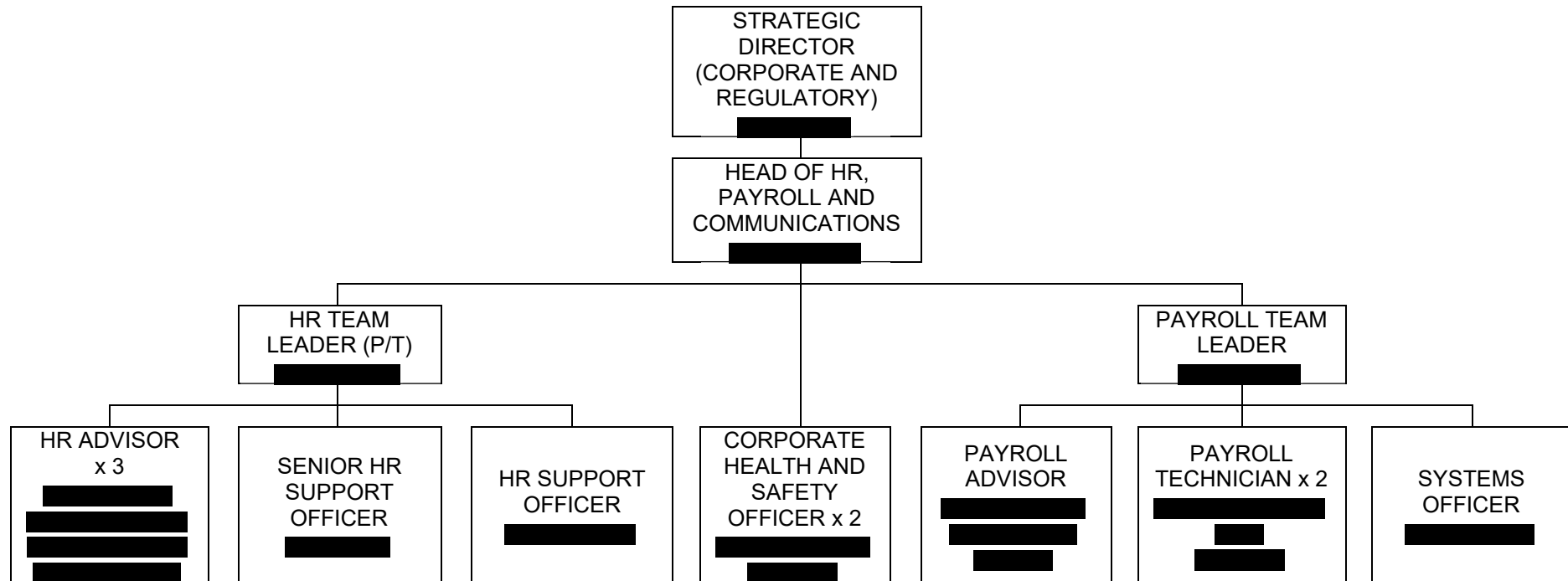


Table 3.3b

Corporate and Regulatory (Human Resources, Payroll and Communications)

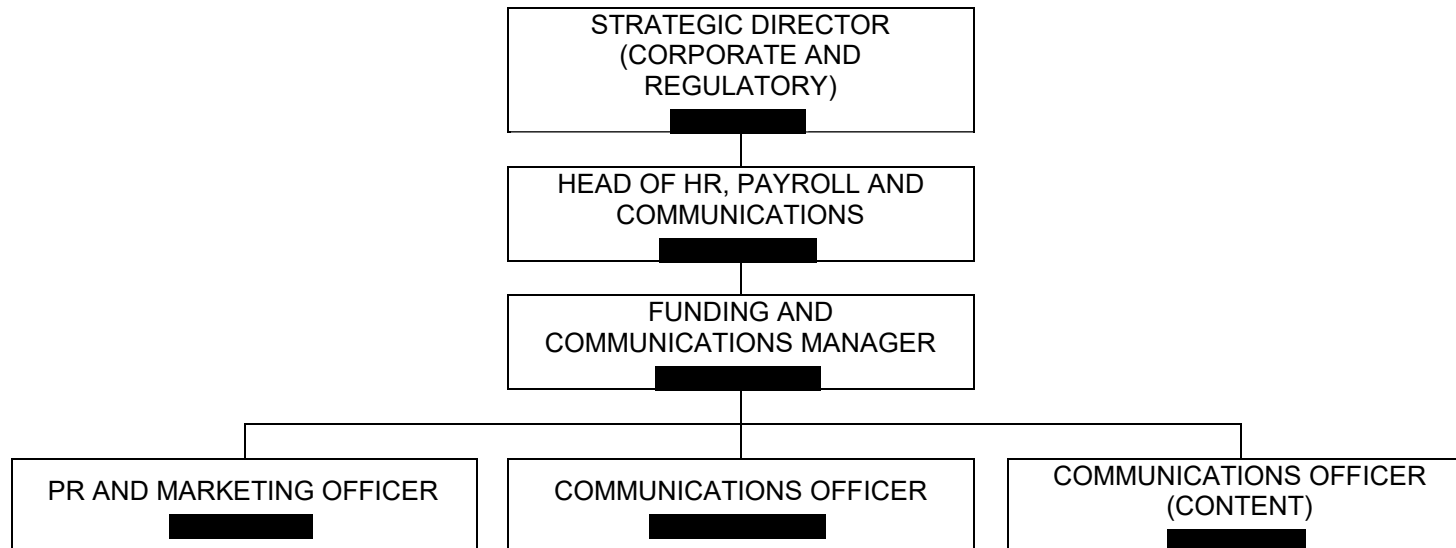


Table 3.4

Corporate and Regulatory (Legal Services)

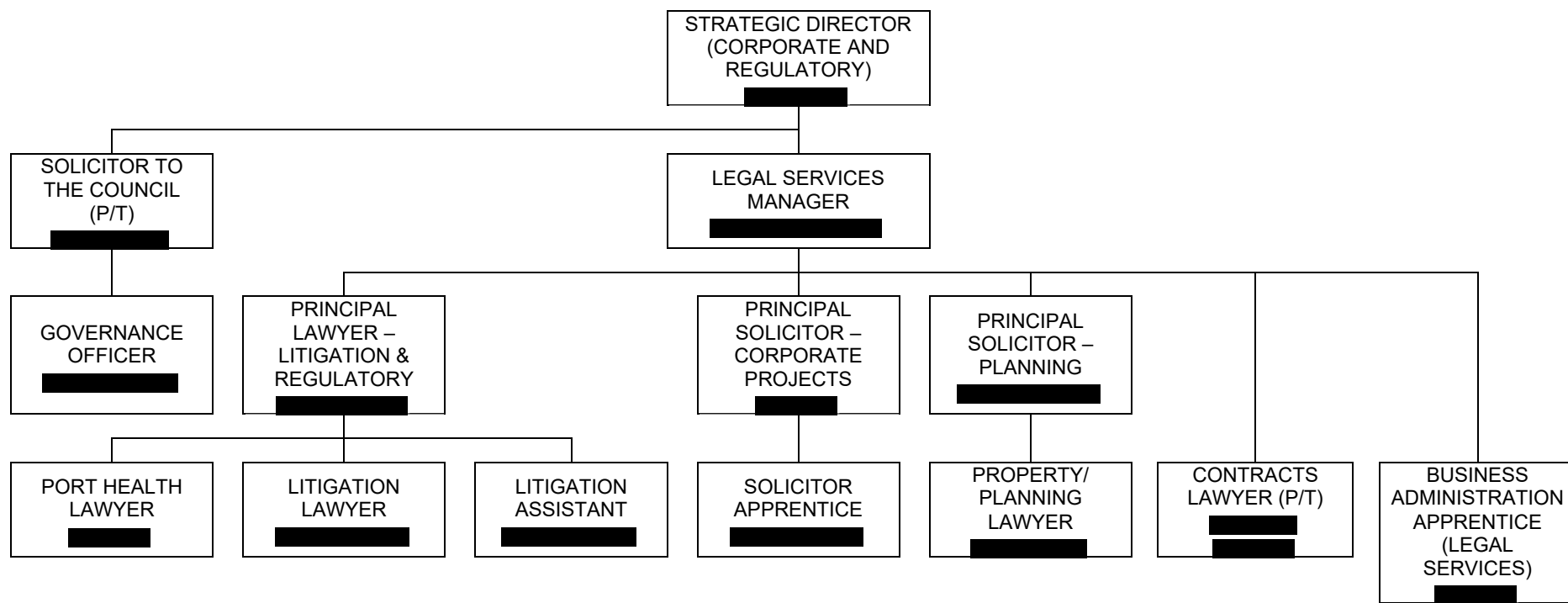


Table 3.5

Corporate and Regulatory (Licensing)

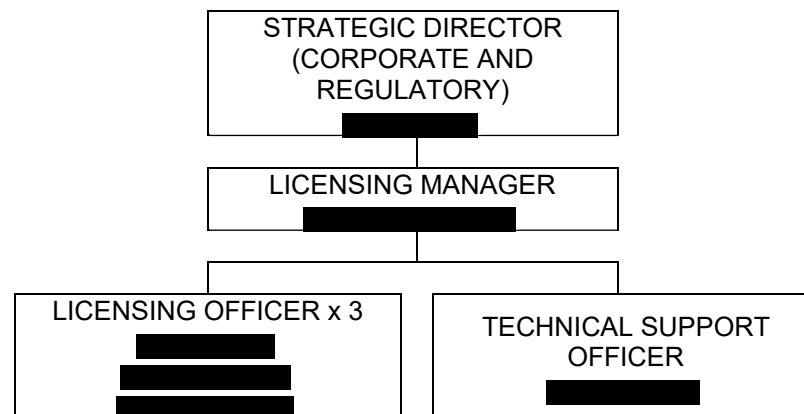


Table 3.6a

Corporate and Regulatory (Port Health and Environmental Services)

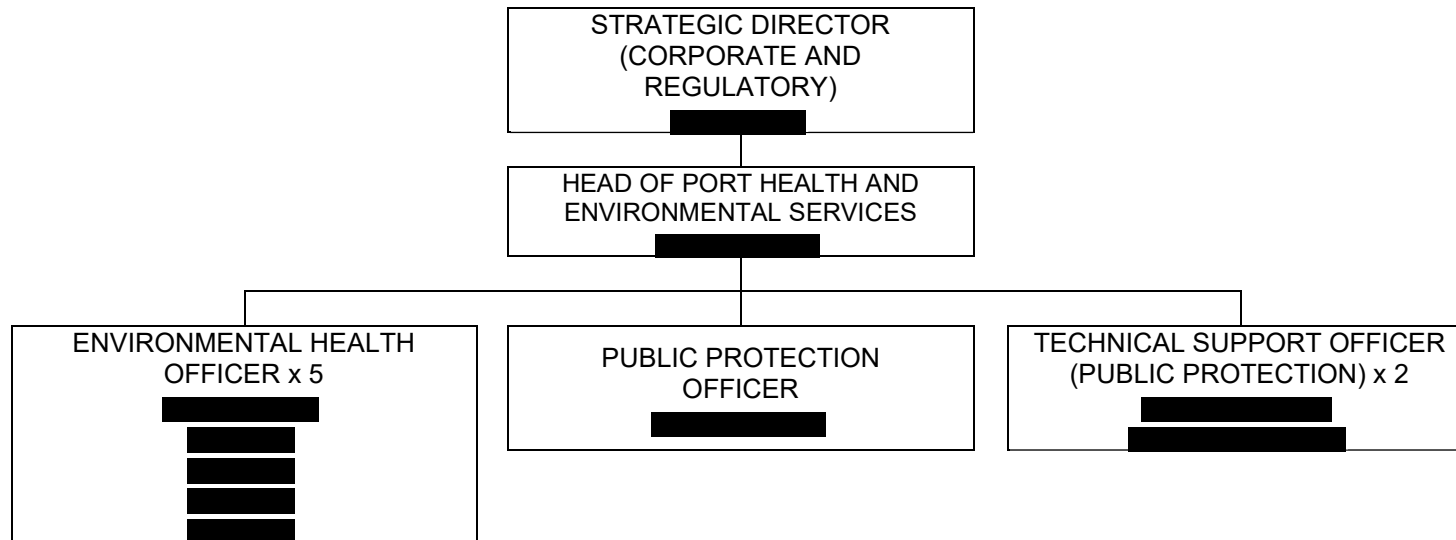


Table 3.6c

Corporate and Regulatory (Port Health and Environmental Services)

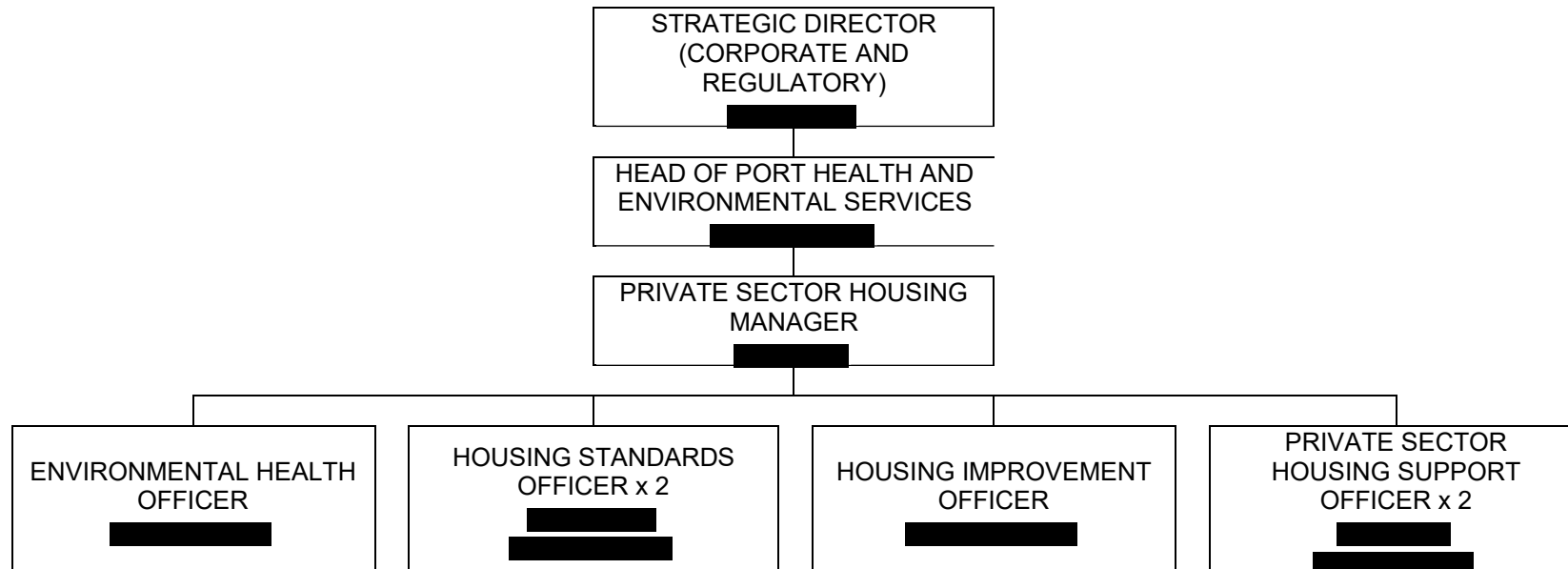


Table 3.6d

Corporate and Regulatory (Port Health and Environmental Services)

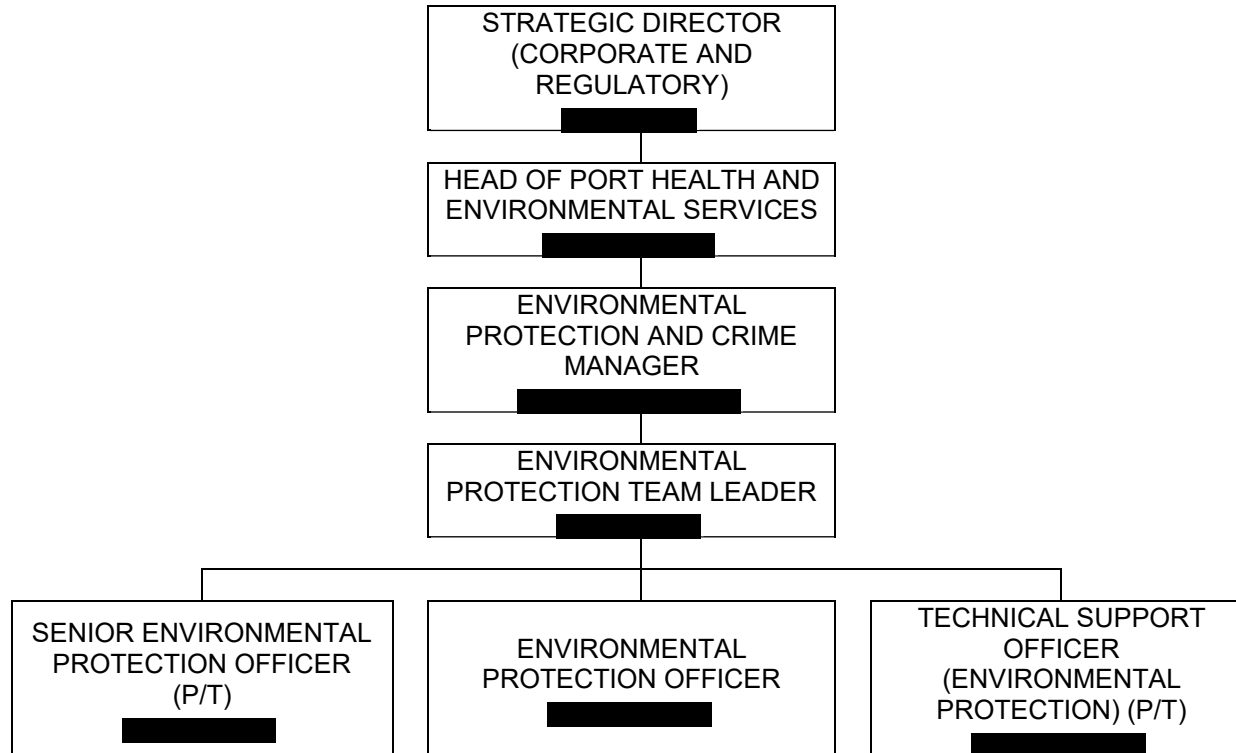


Table 3.6e

Corporate and Regulatory (Port Health and Environmental Services)

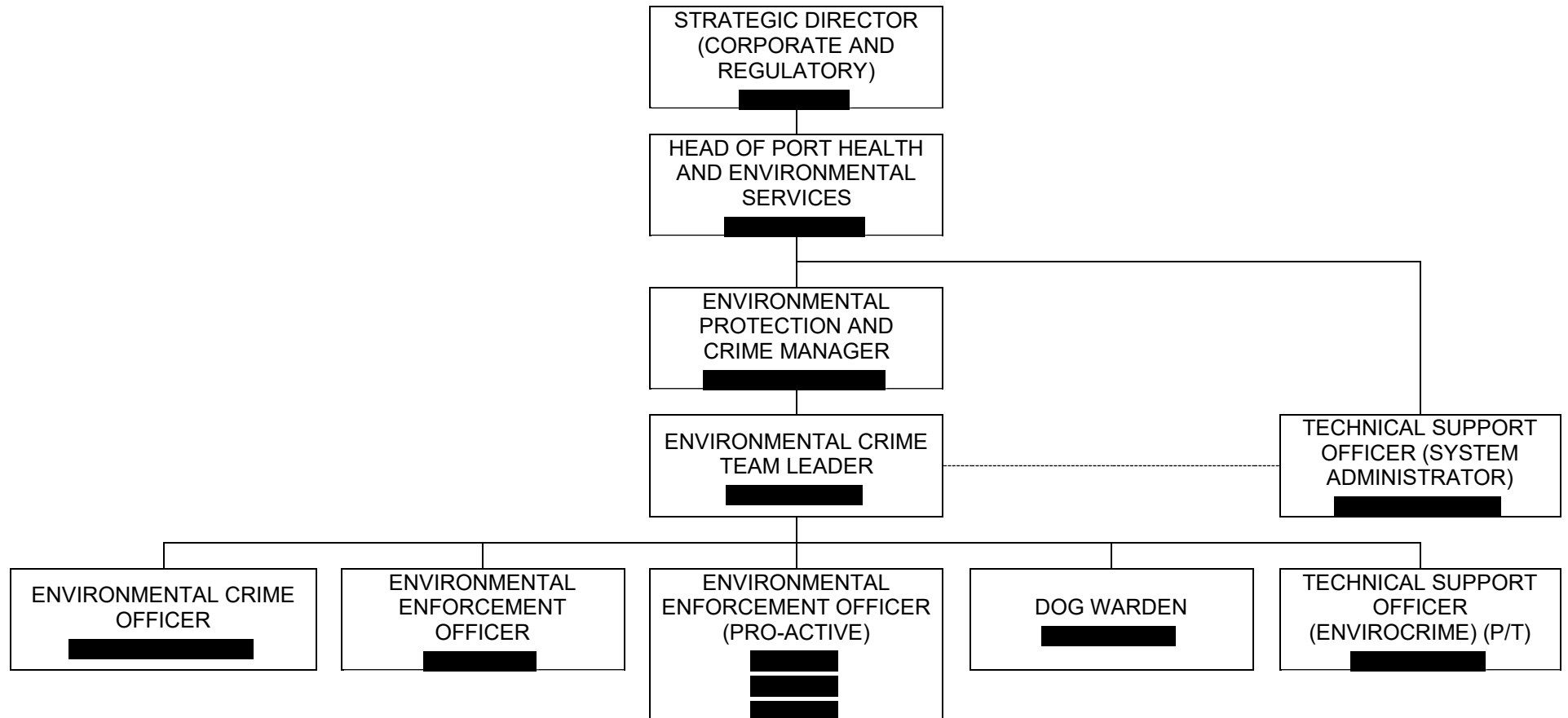
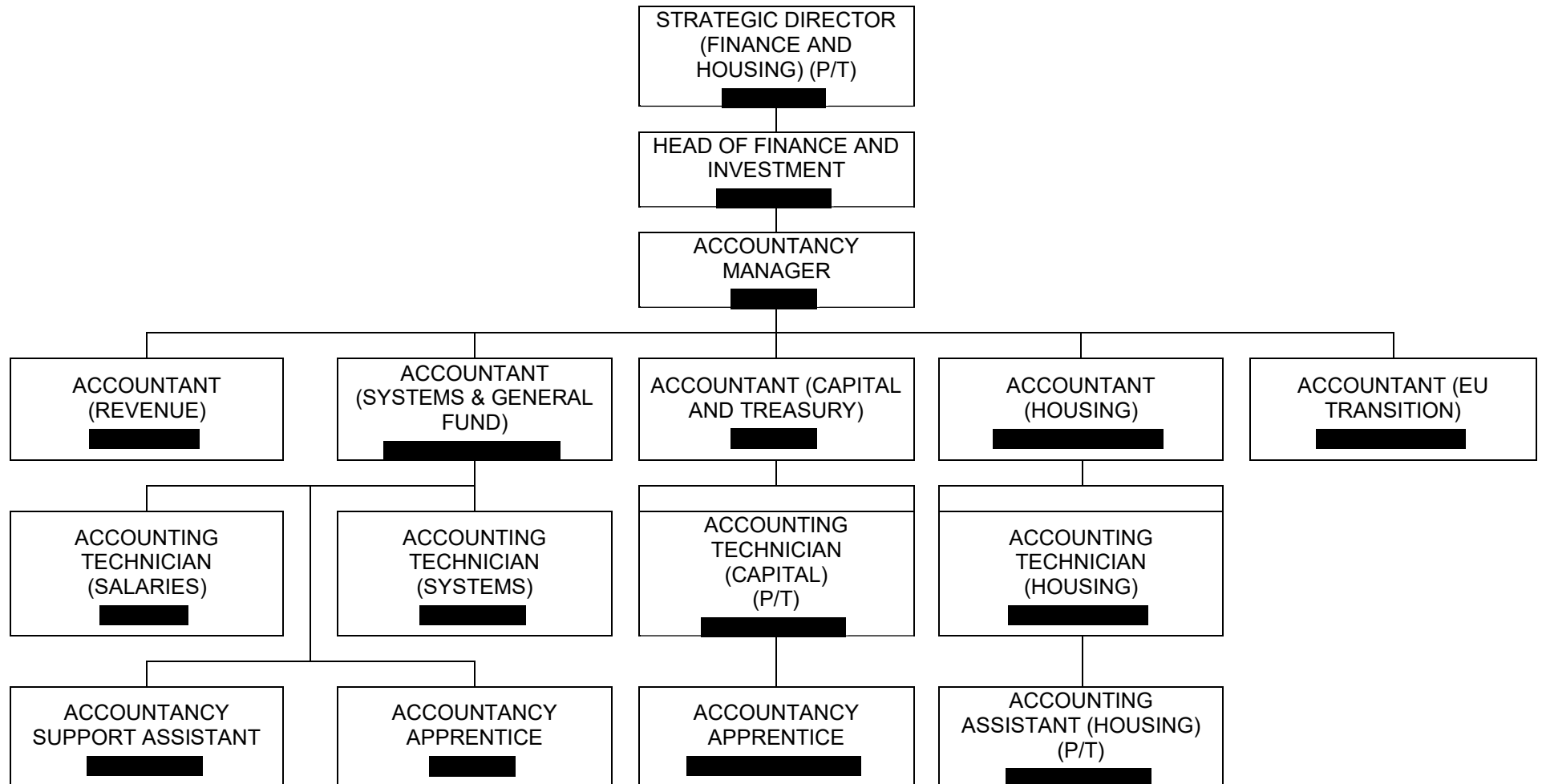


Table 4.1a

Finance and Housing (Finance and Investment)



Finance and Housing (Finance and Investment)

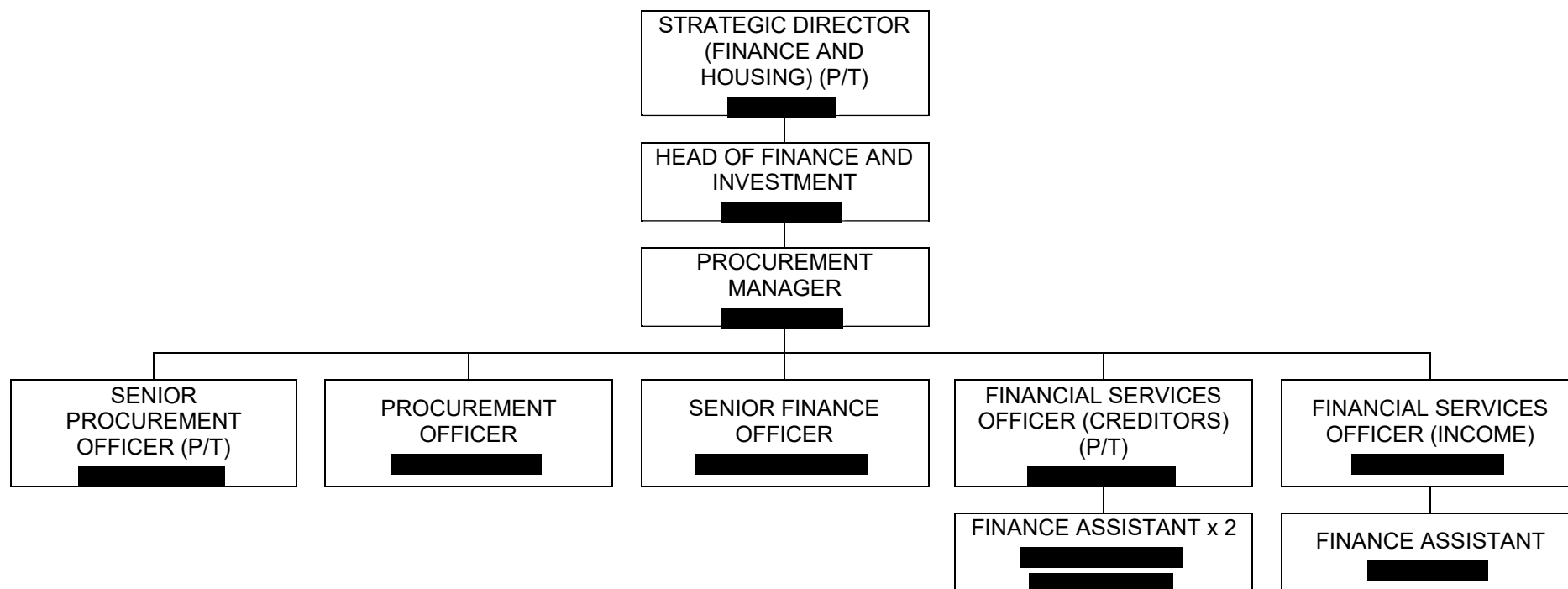


Table 4.1c

Finance and Housing (Finance and Investment)

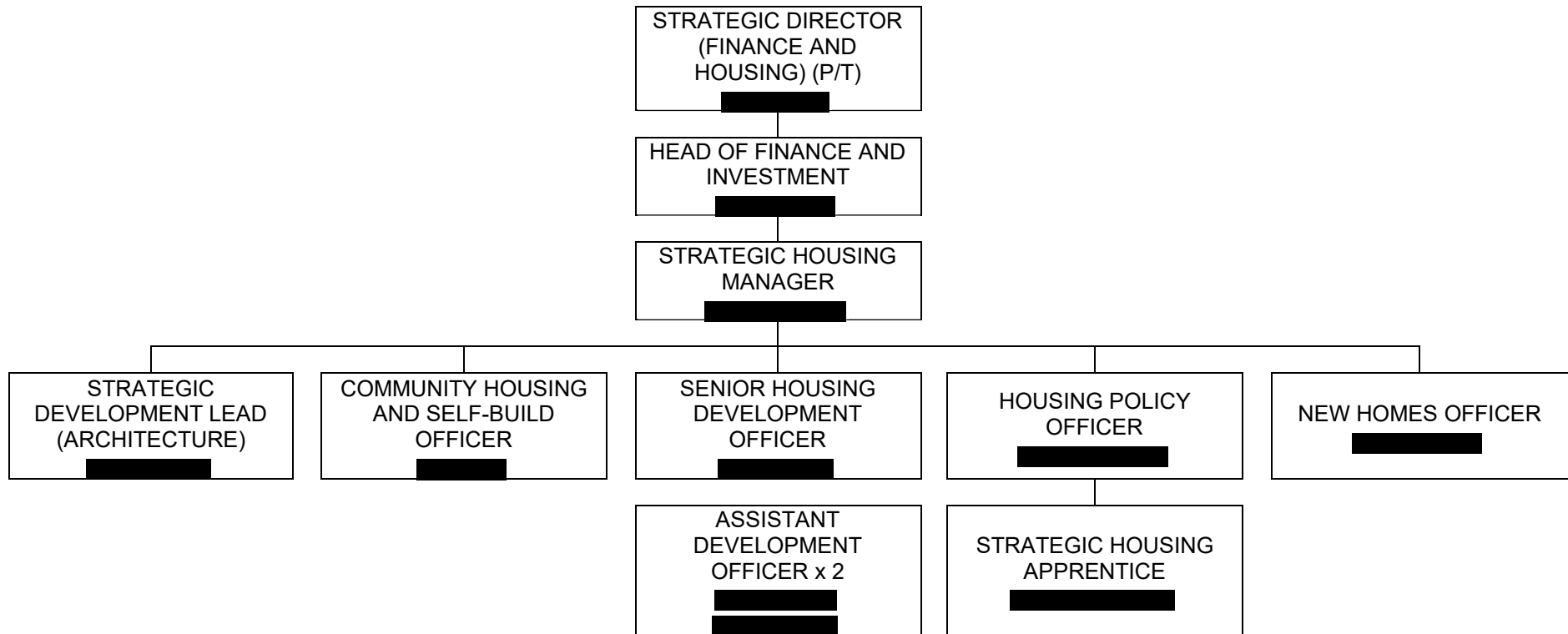


Table 4.1d

Finance and Housing (Finance and Investment)

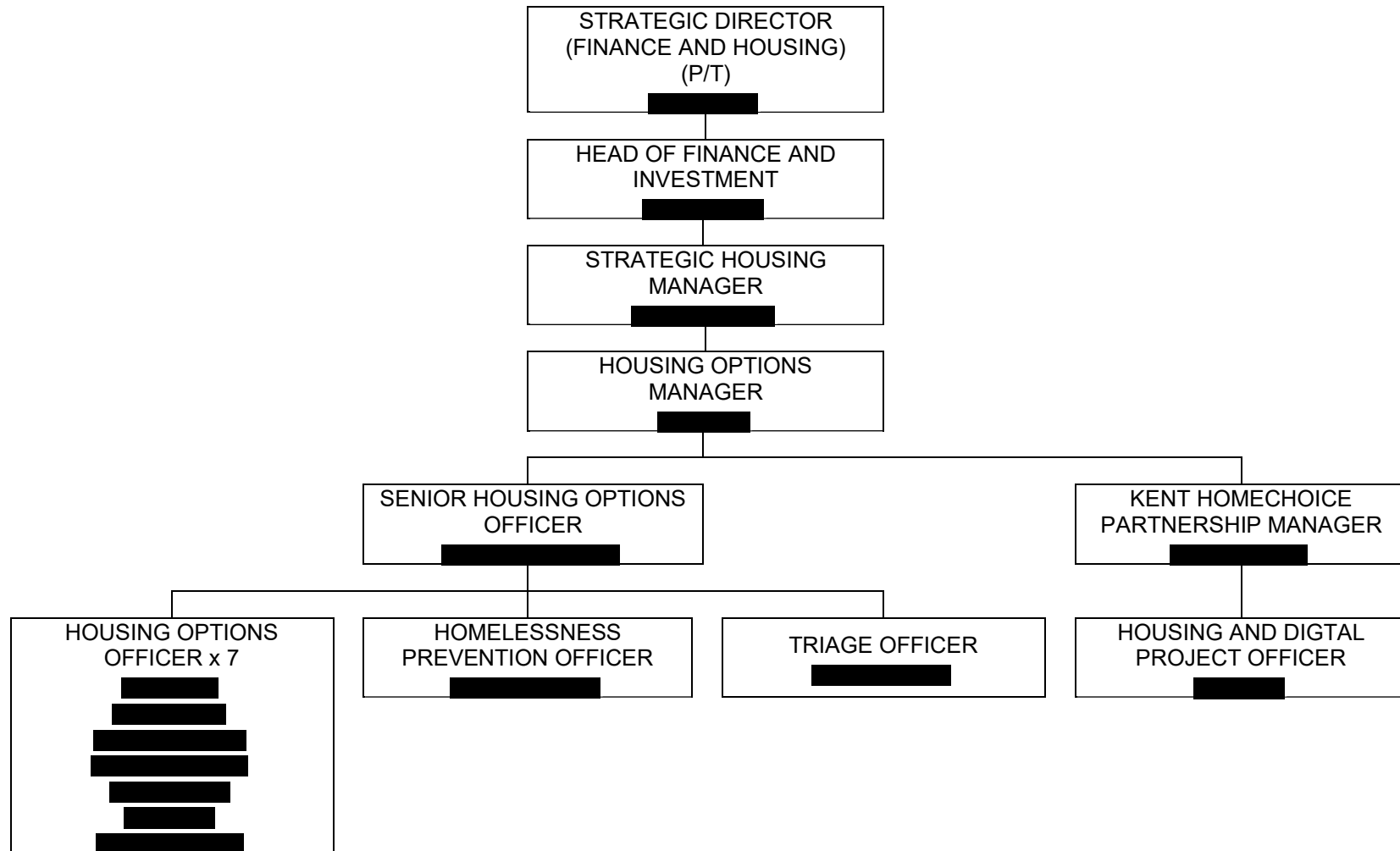


Table 4.1e

Finance and Housing (Finance and Investment)

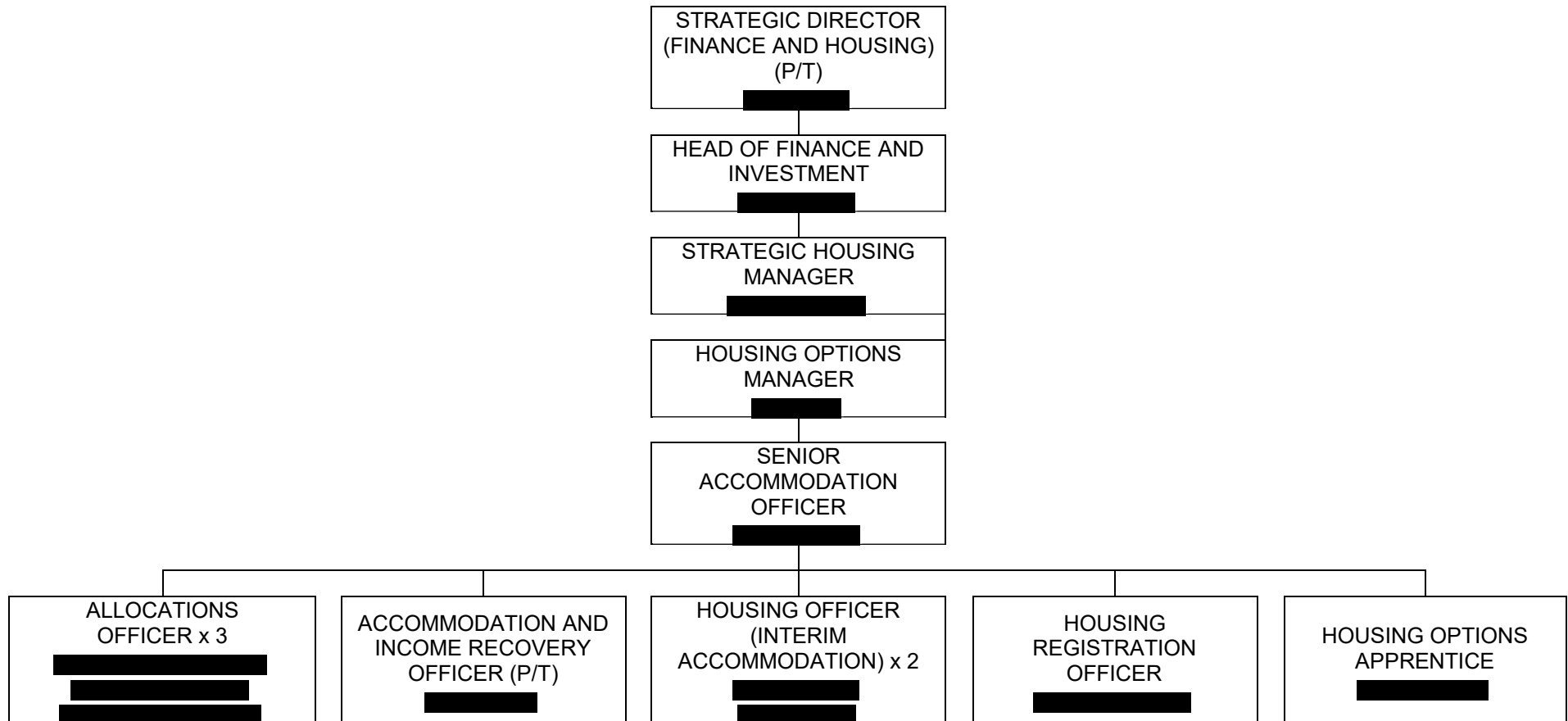


Table 4.2a

Finance and Housing (Housing)

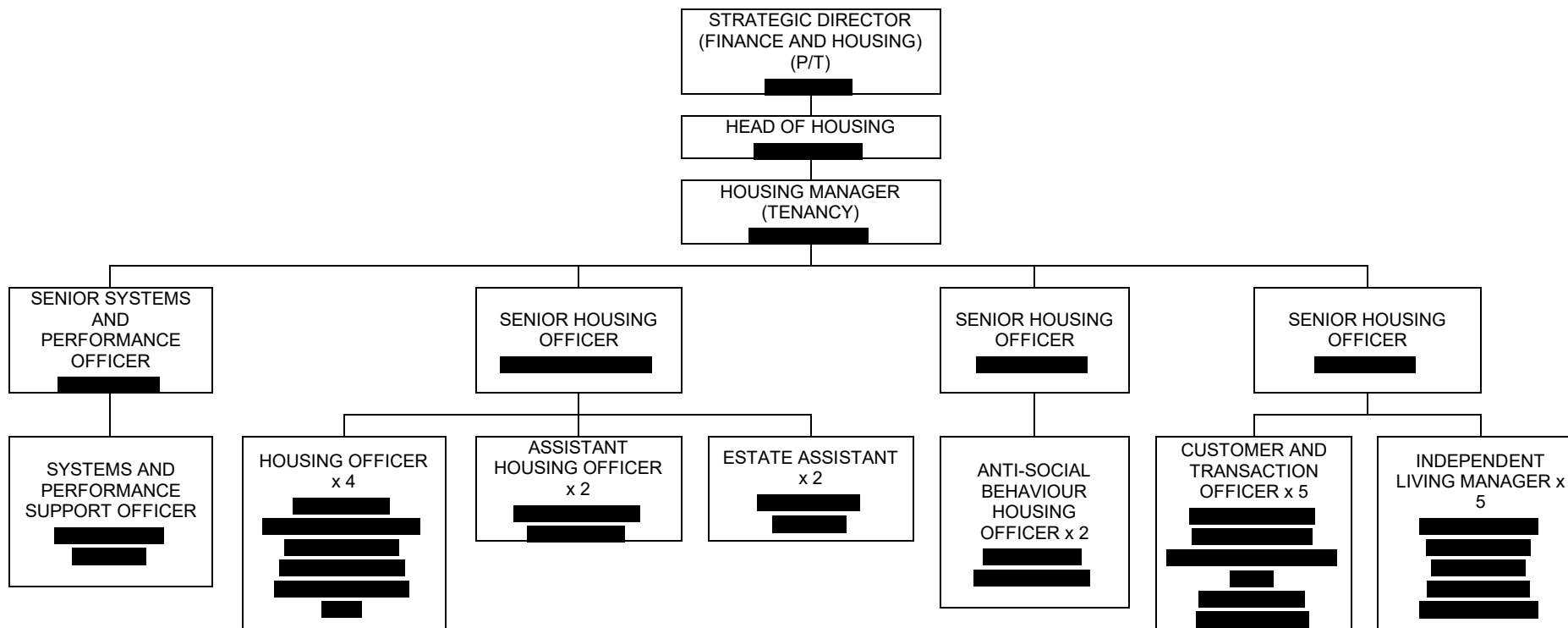


Table 4.2b

Finance and Housing (Housing)

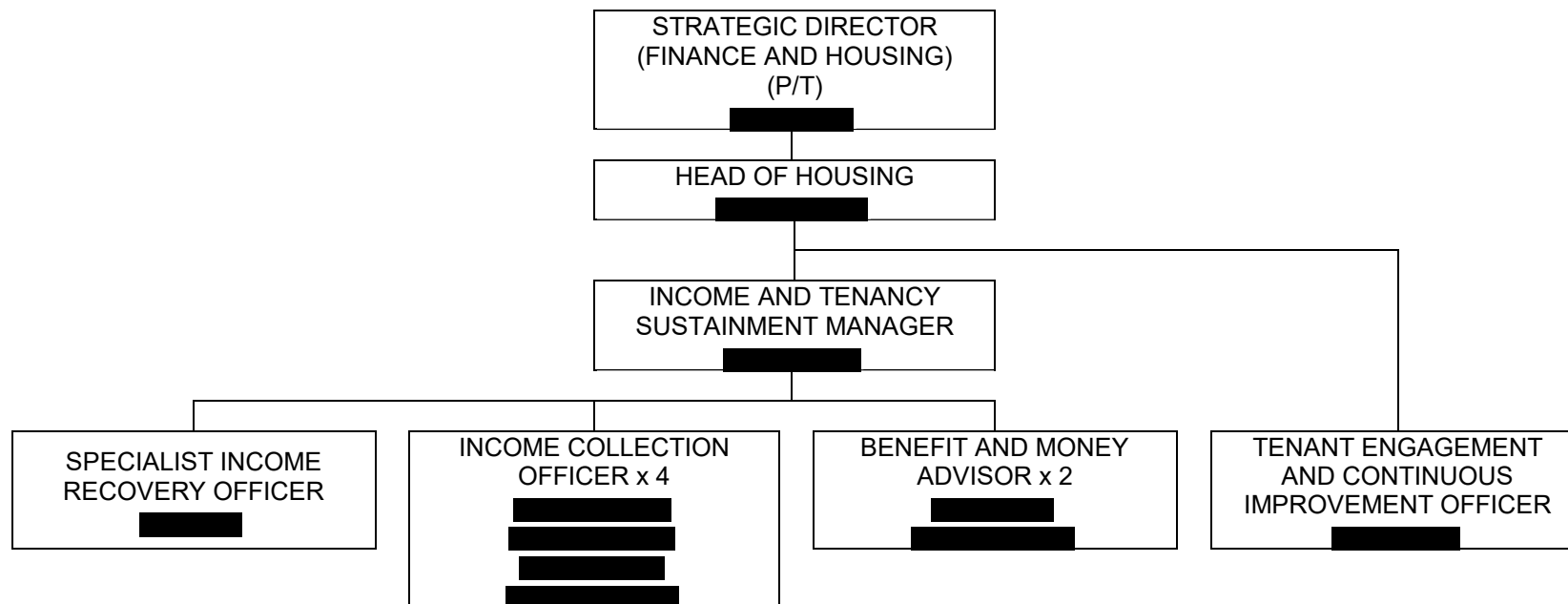


Table 4.3

Finance and Housing (East Kent Audit Partnership)

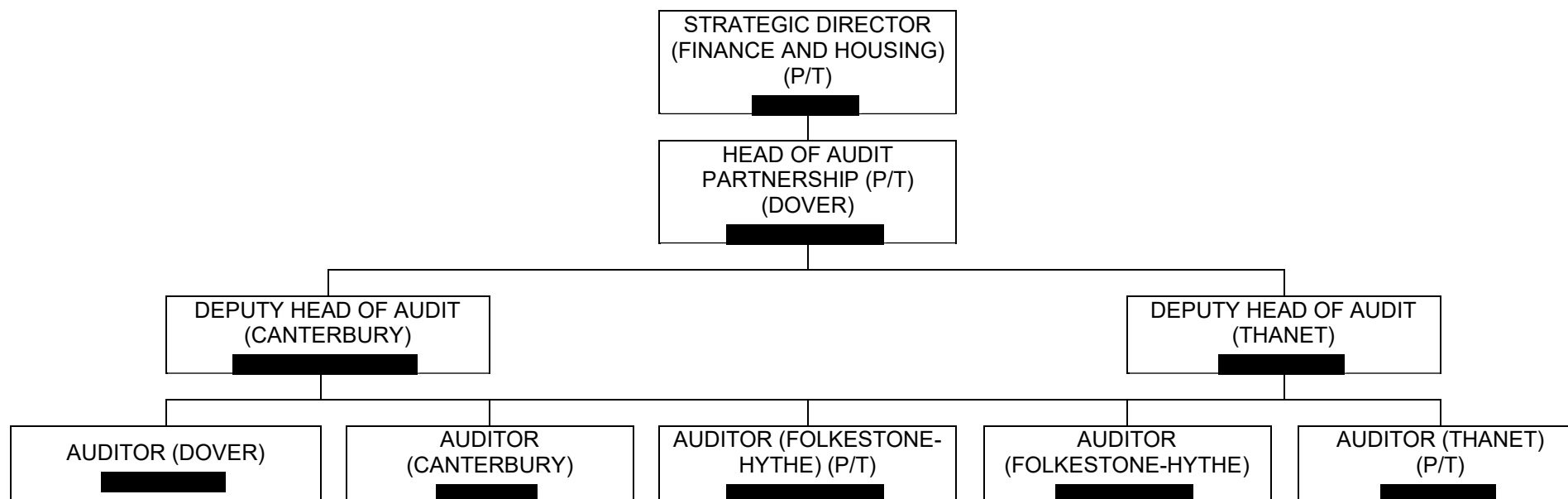


Table 5.1a

Place and Environment (Property Assets)

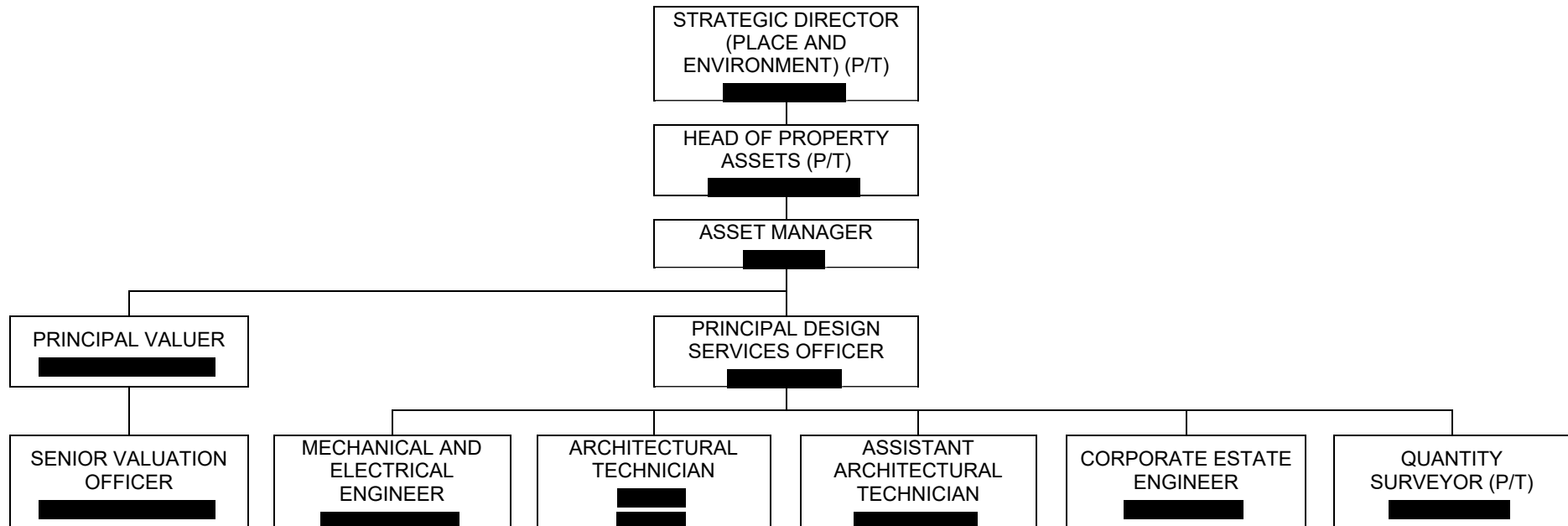
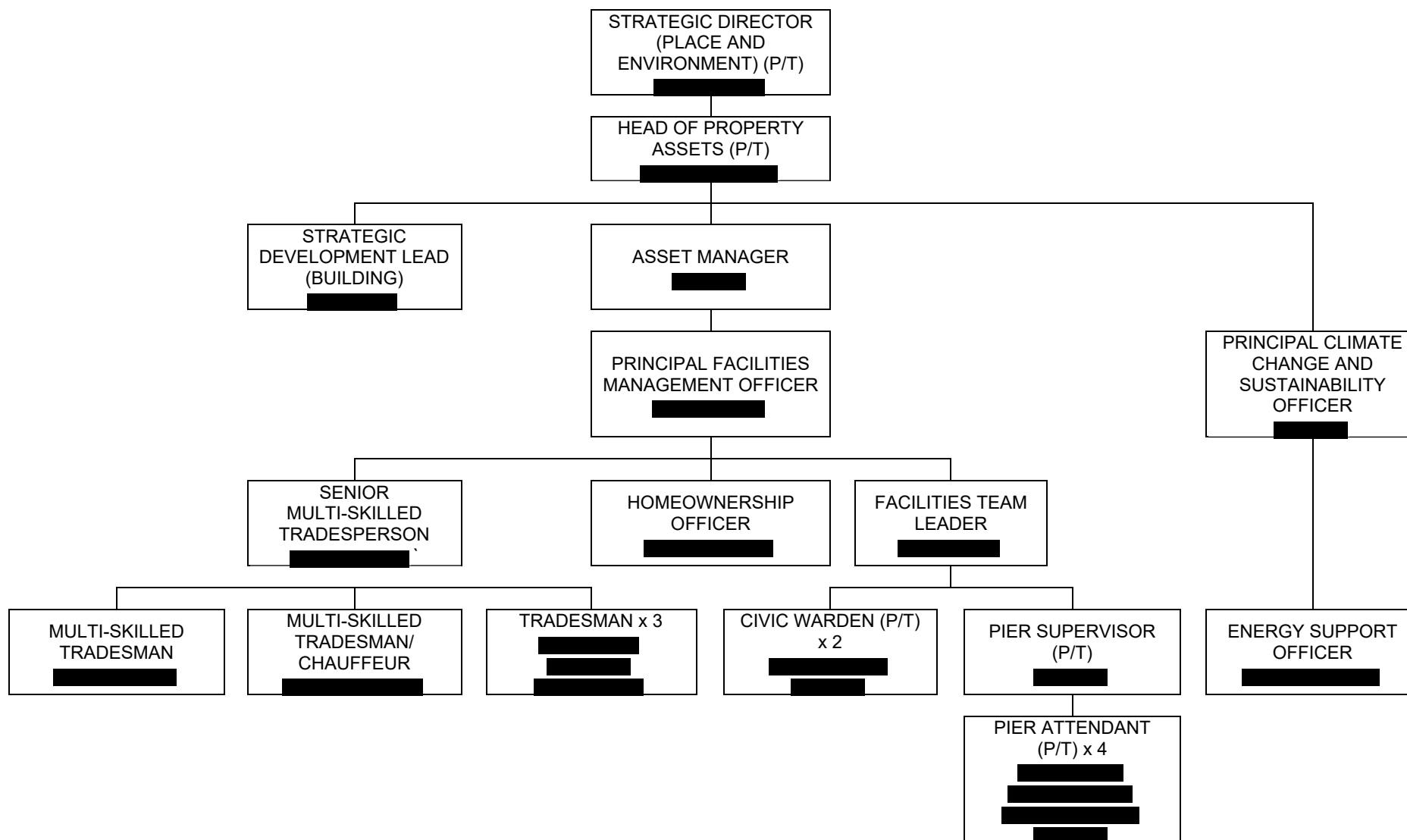
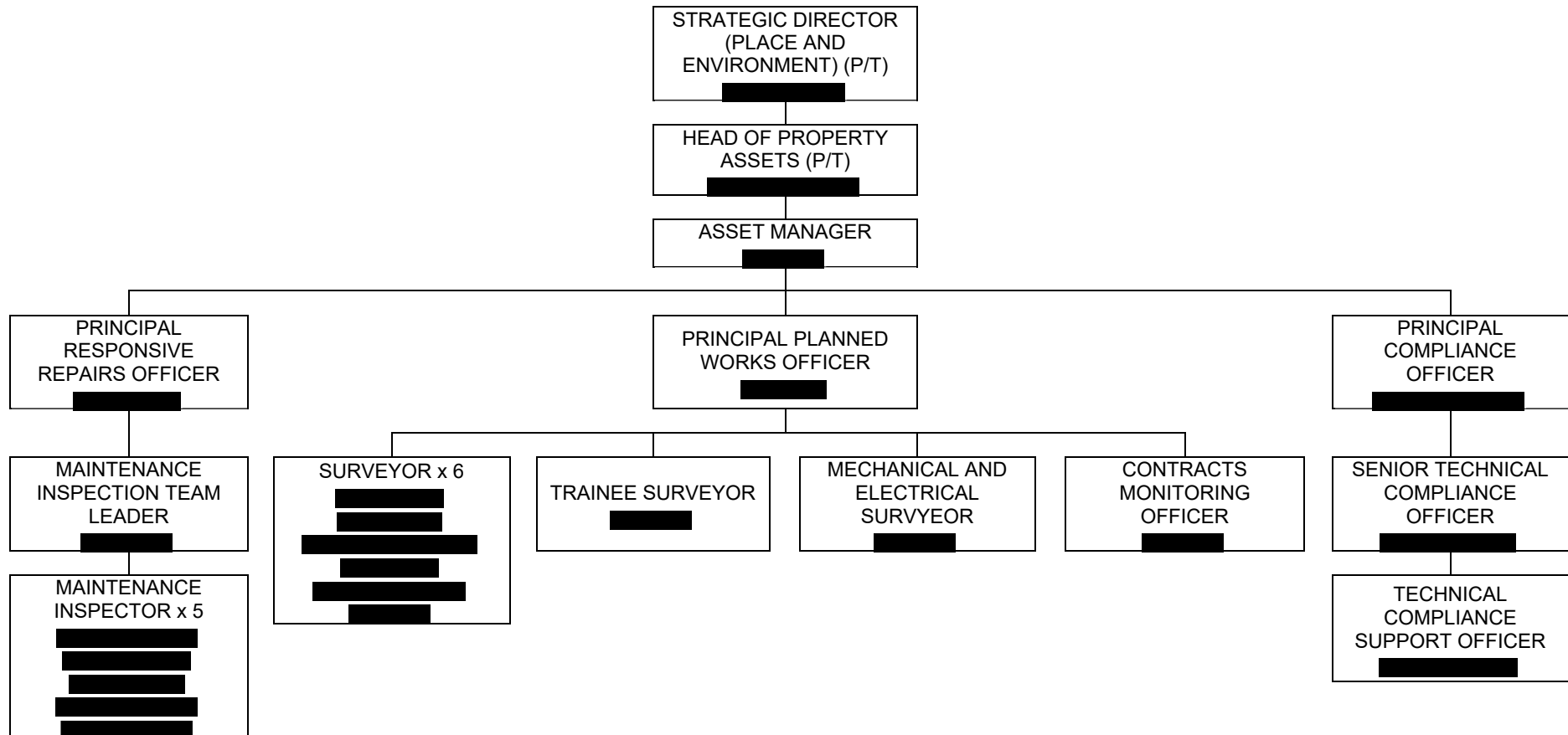


Table 5.1b

Place and Environment (Property Assets)



Place and Environment (Property Assets)



Place and Environment (Property Assets)

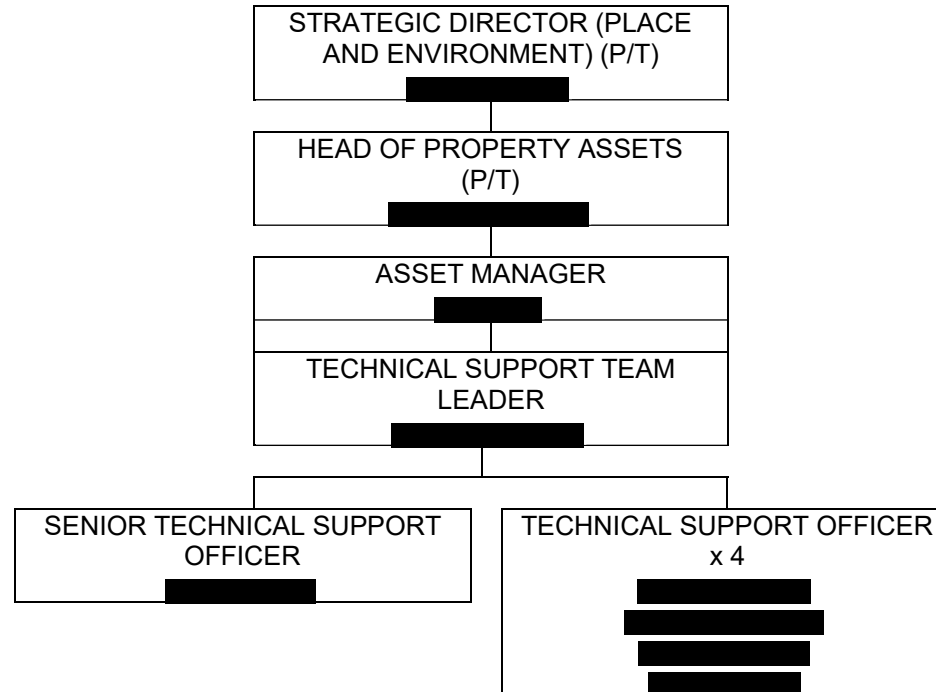


Table 5.2a

Place and Environment (Waste Services)

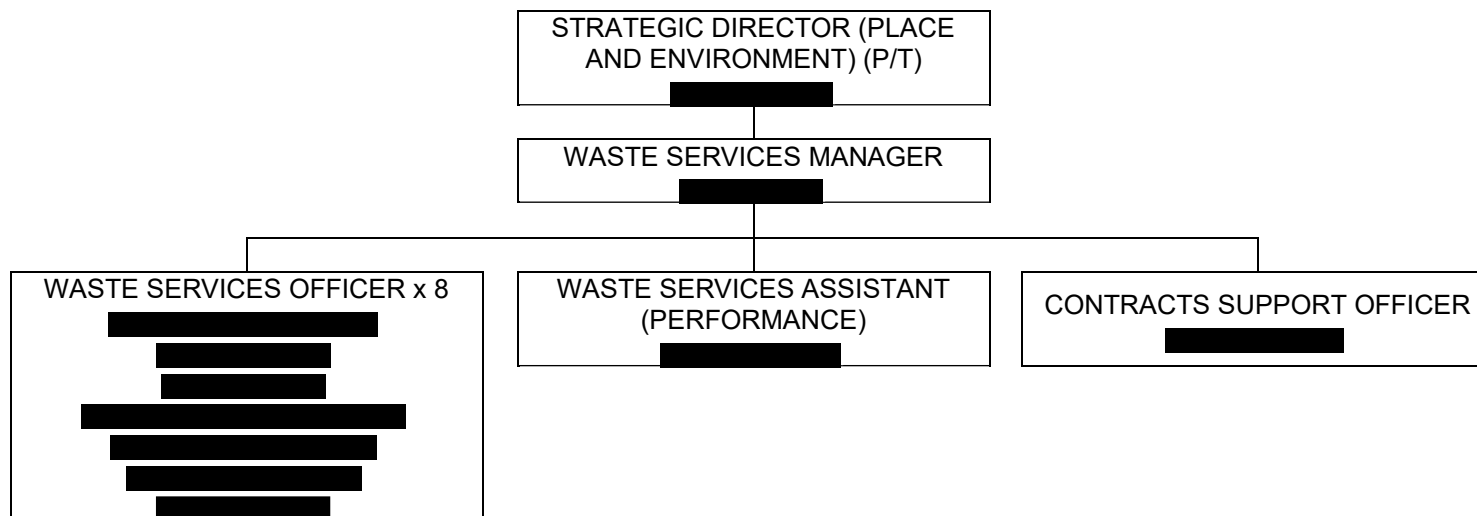
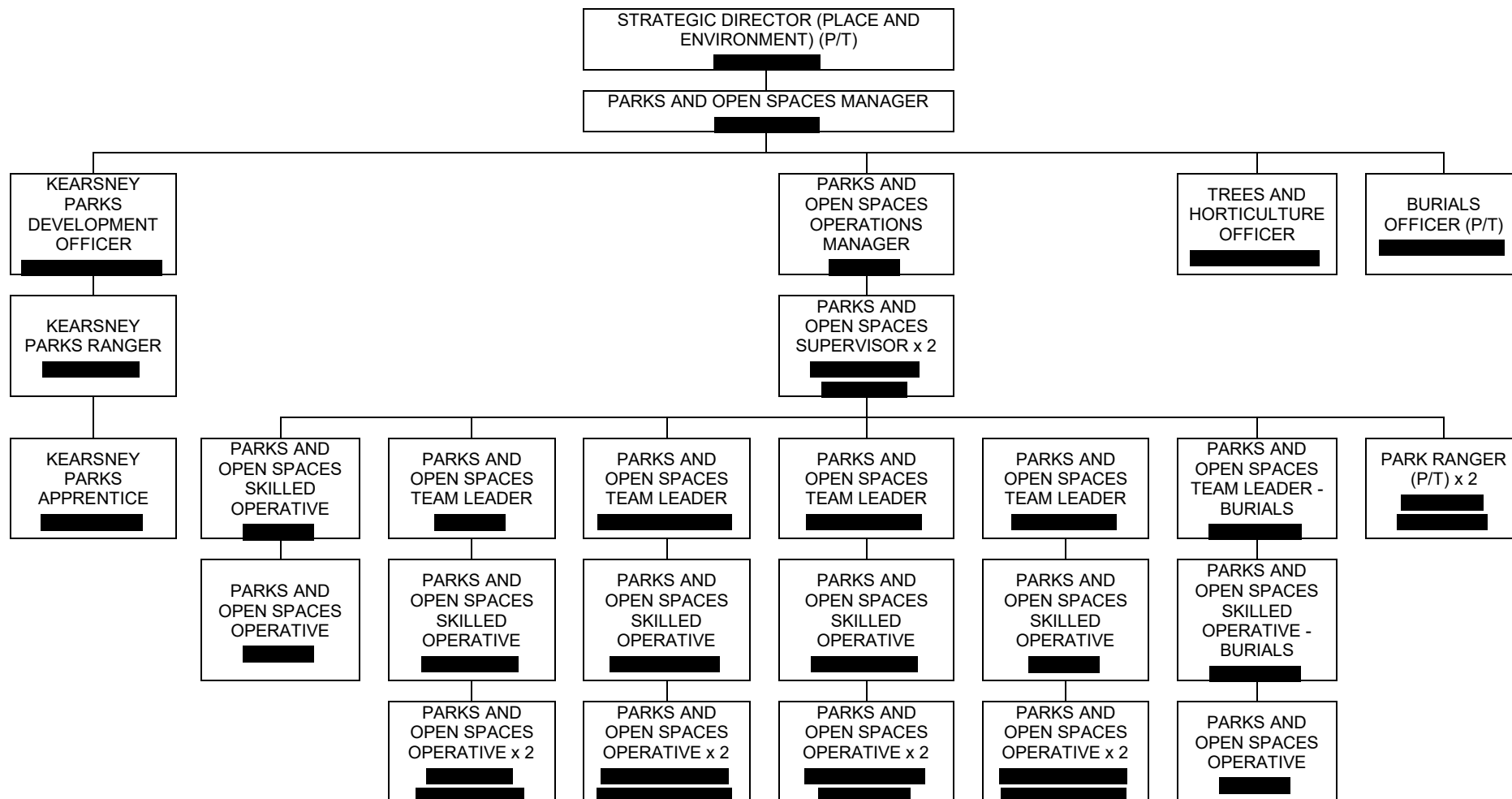


Table 5.2b

Place and Environment (Parks and Open Spaces)



Place and Environment (White Cliffs Countryside Partnership)

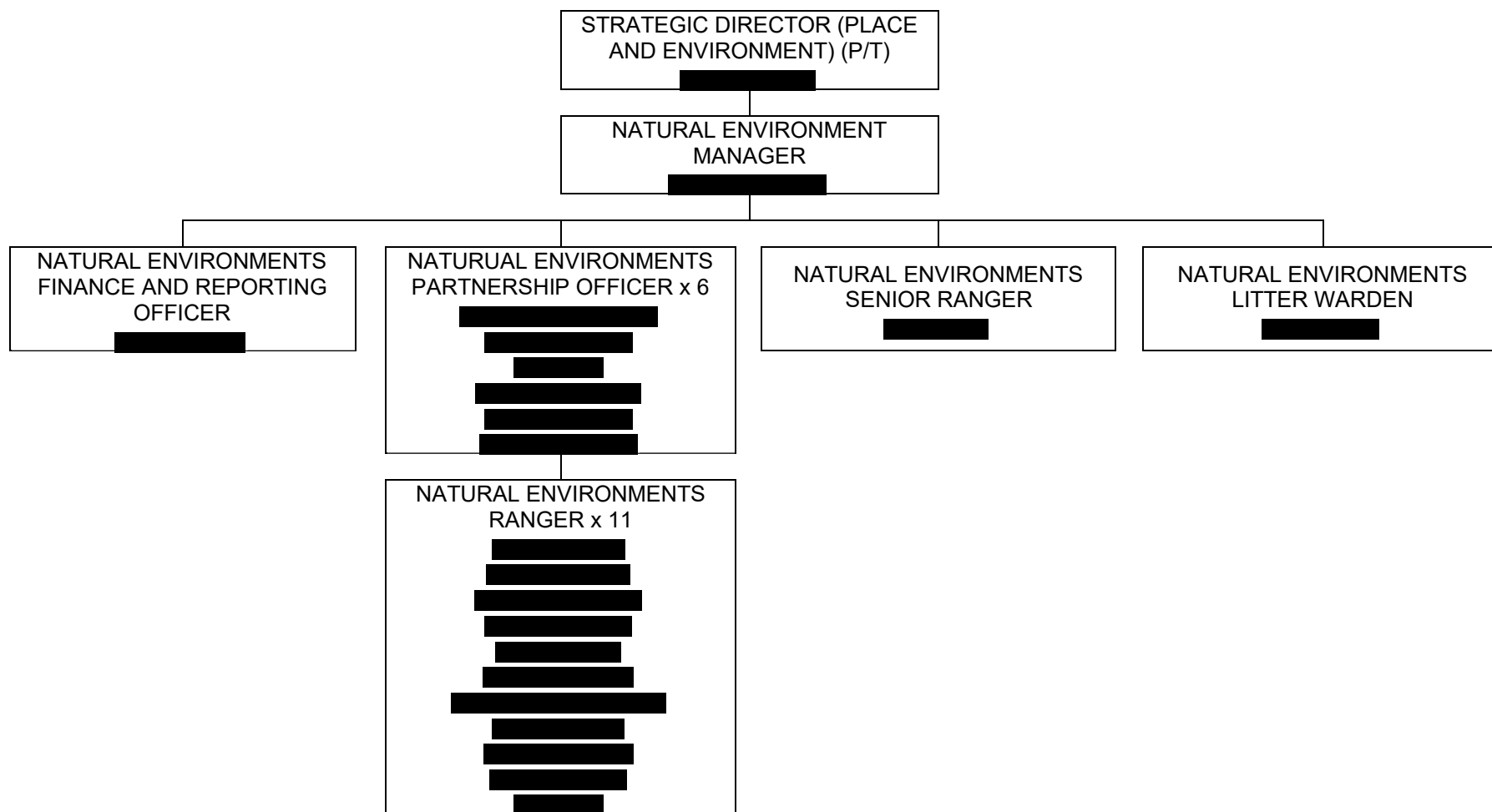


Table 5.3a

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

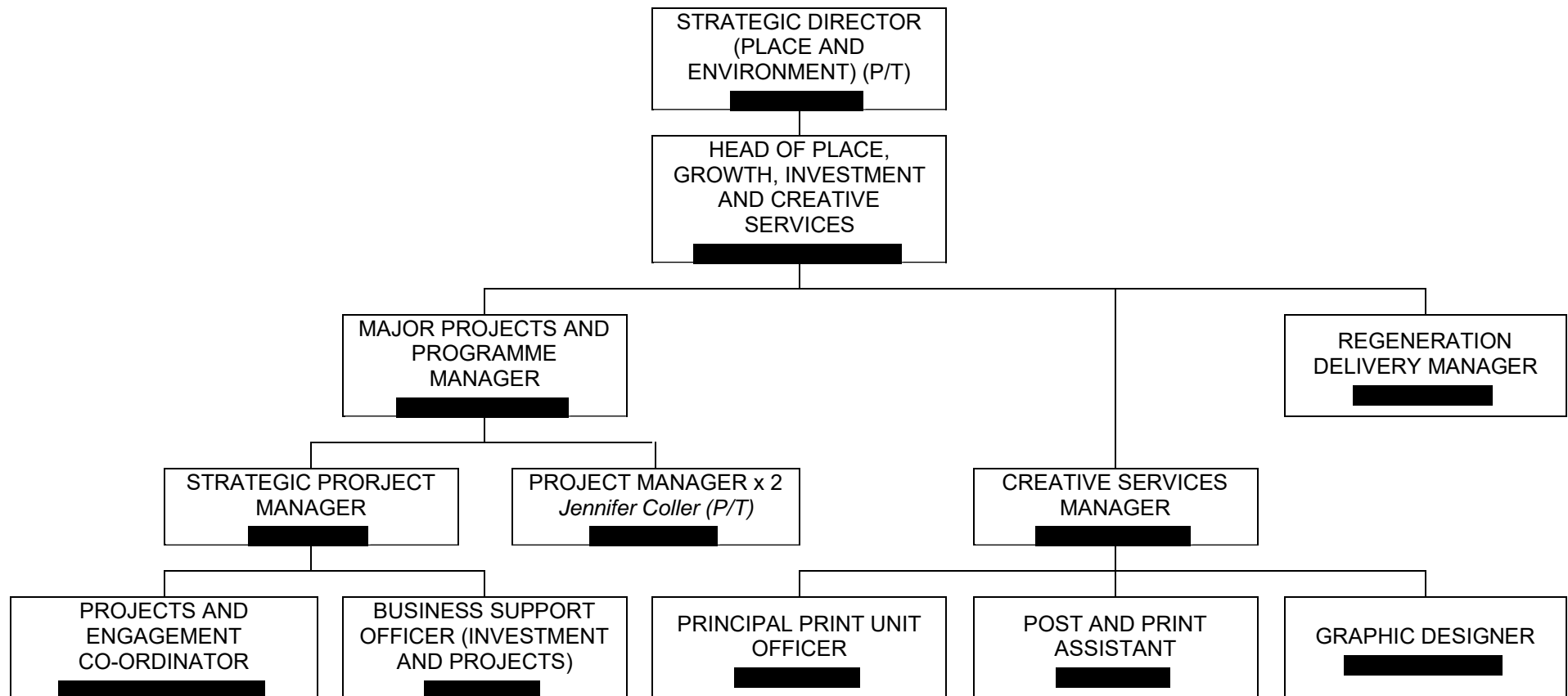


Table 5.3b

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

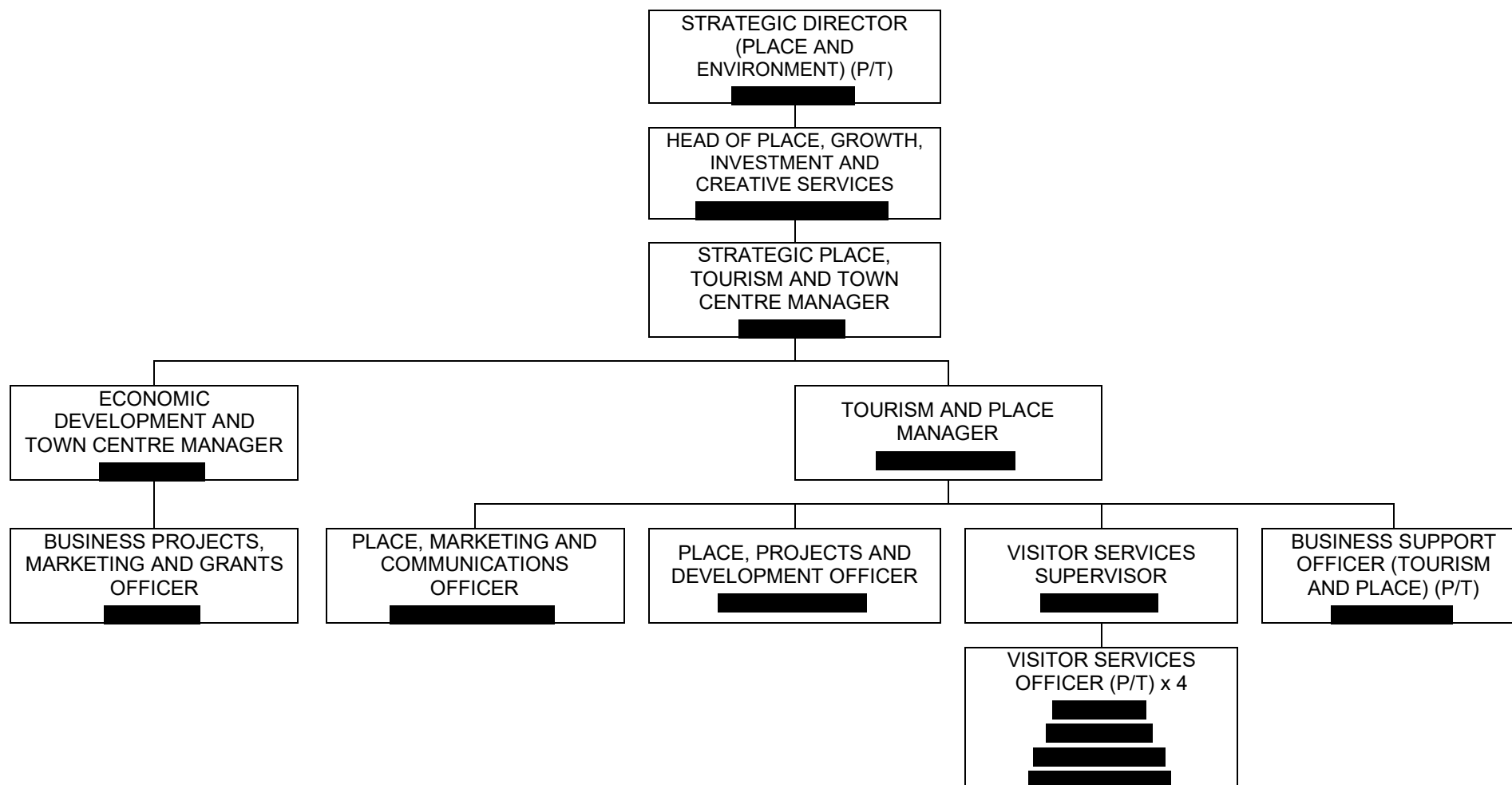


Table 5.3c

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

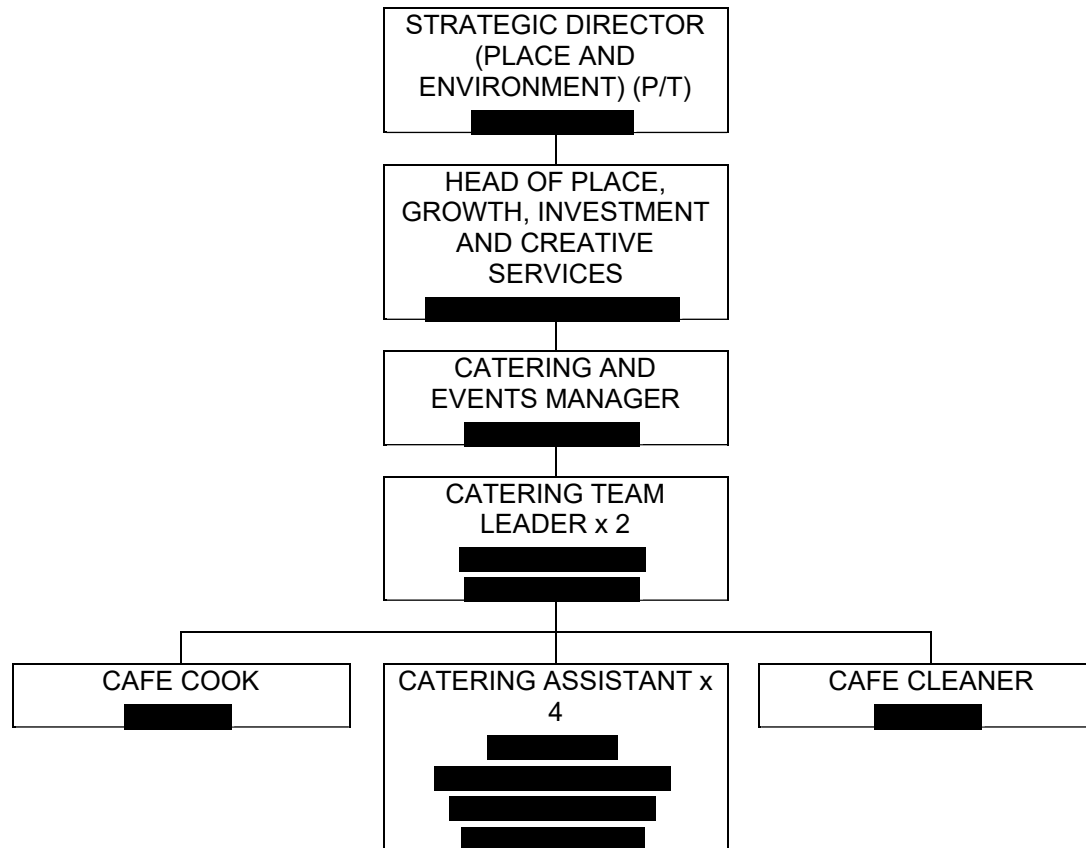


Table 5.4

Place and Environment (Museums and Culture)

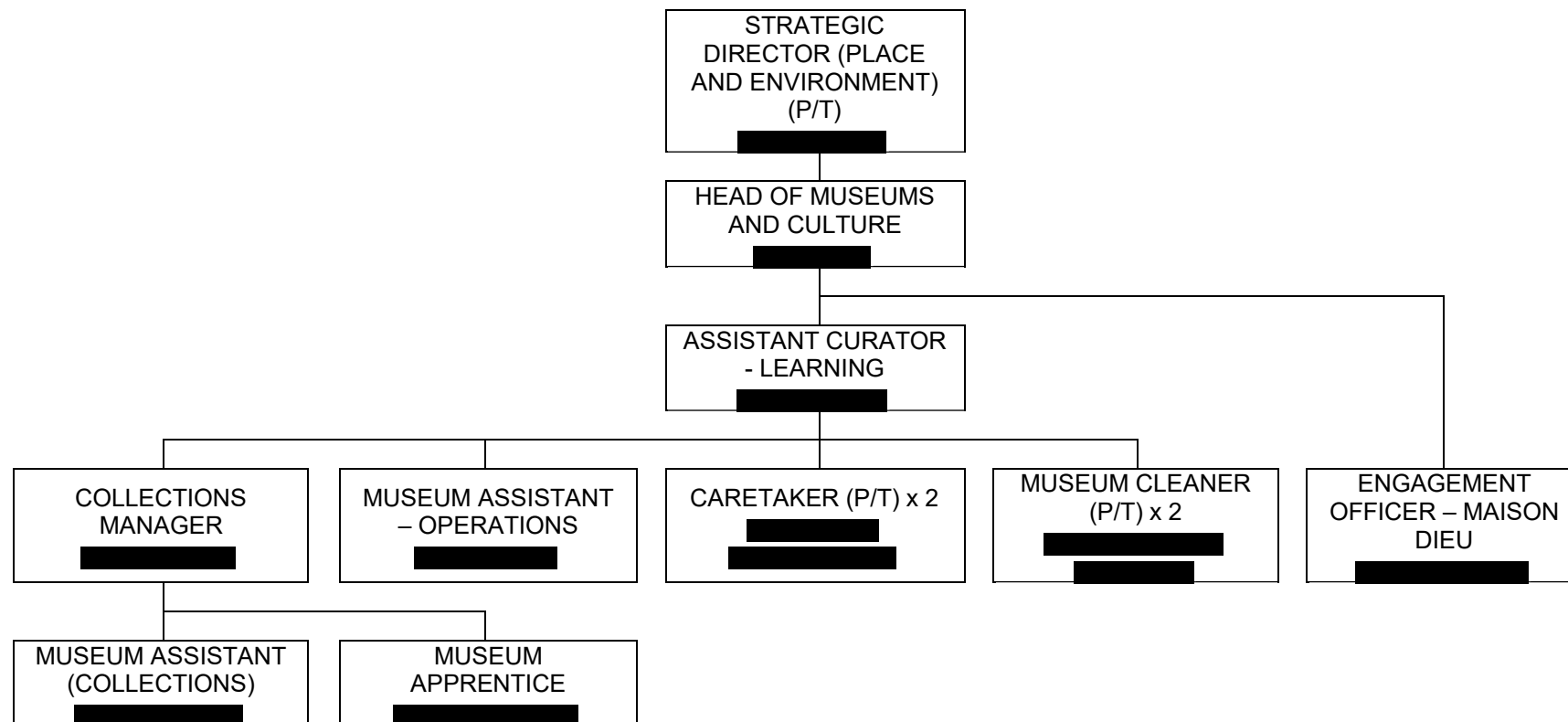


Table 5.5a

Place and Environment (Planning and Development)

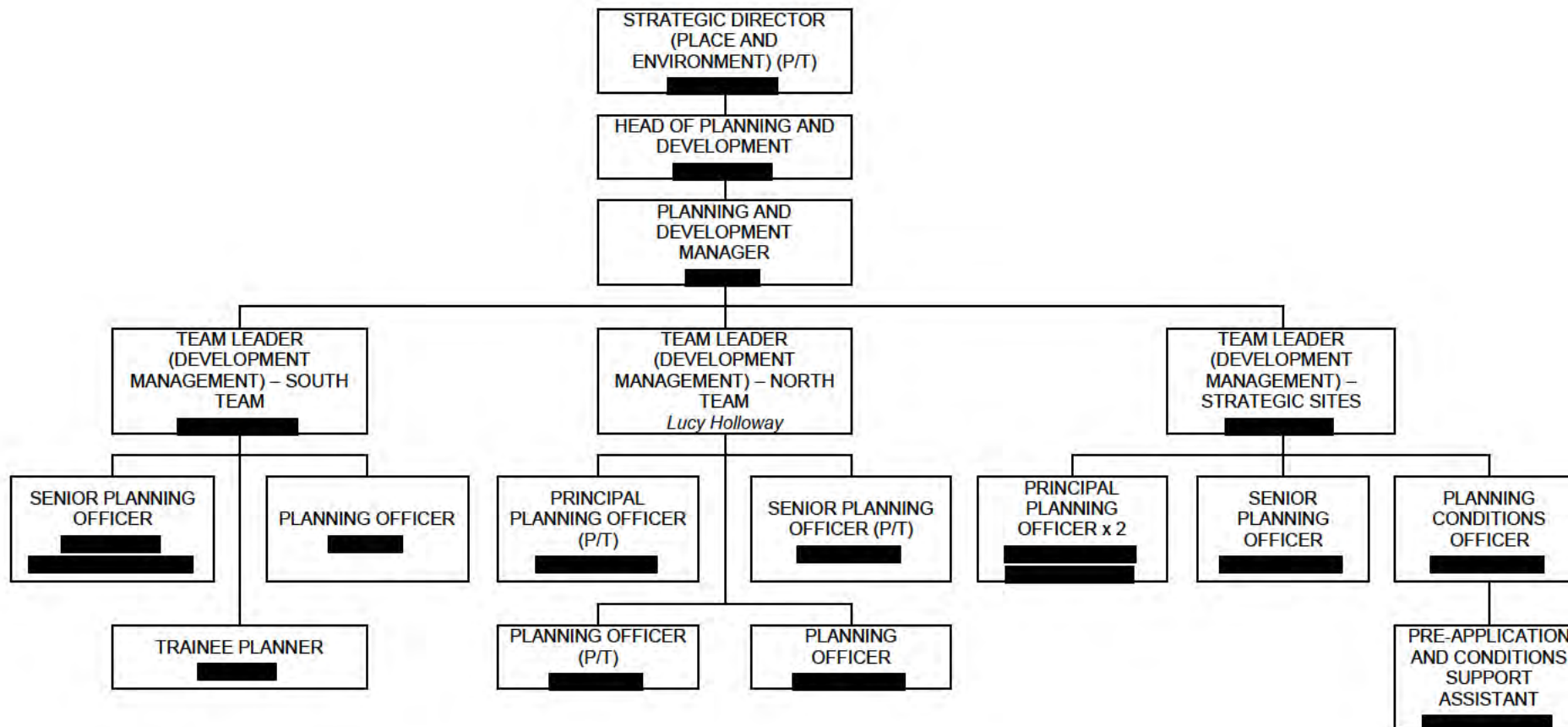


Table 5.5b

Place and Environment Planning and Development)

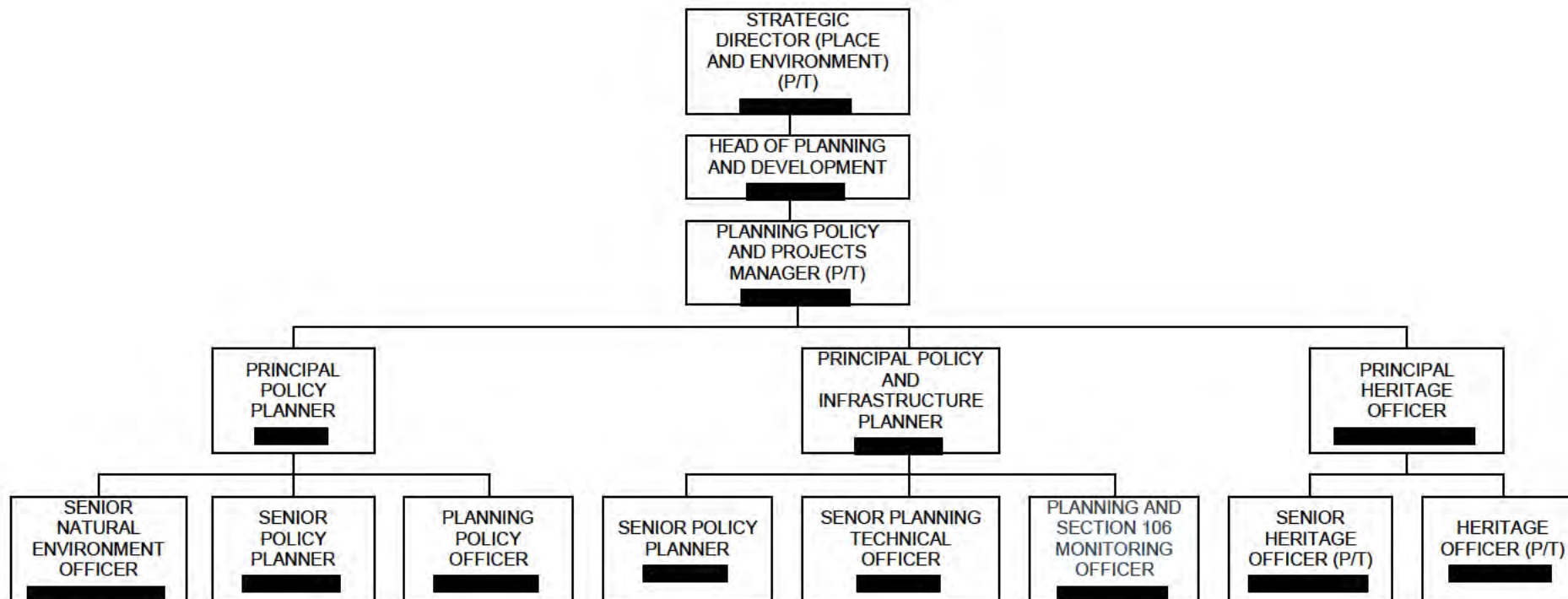


Table 5.5c

Place and Environment (Planning and Development)

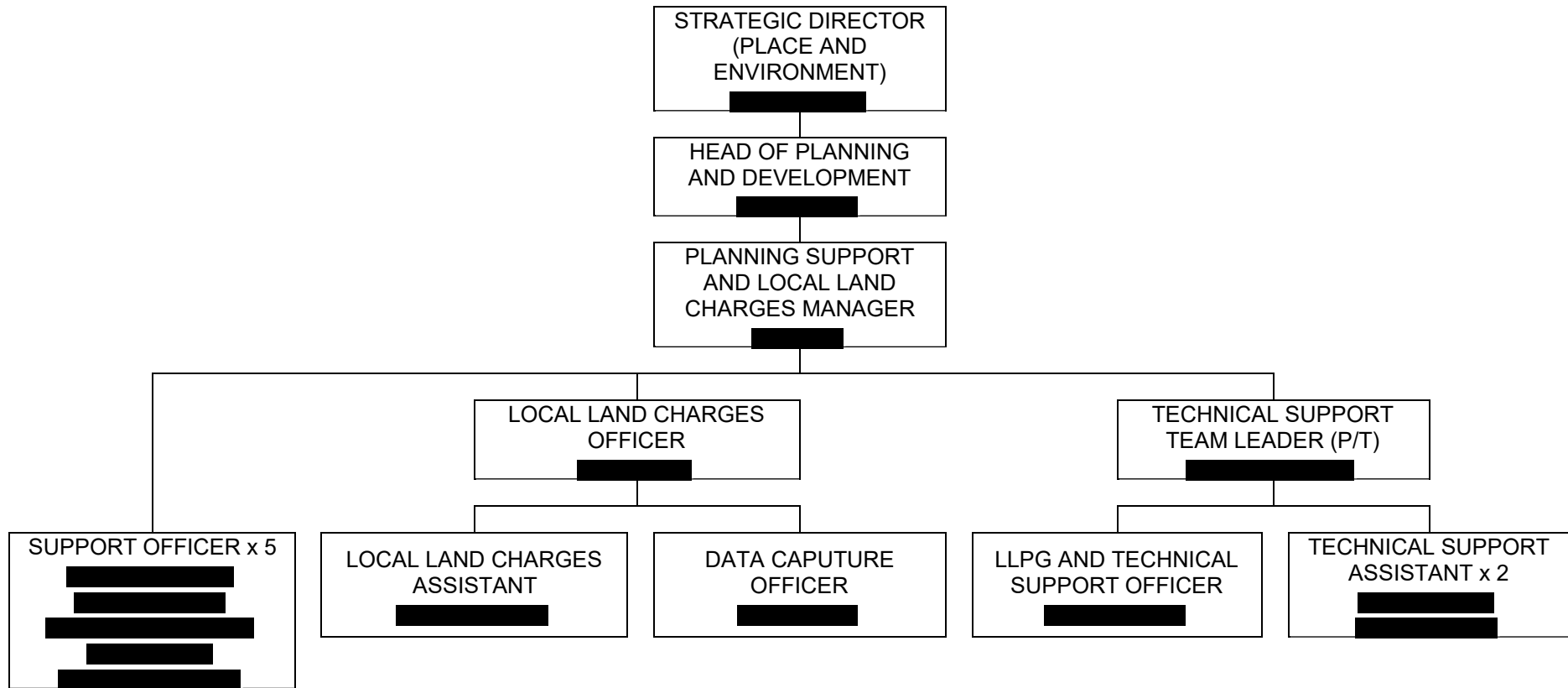


Table 5.5d

Place and Environment (Planning and Development)

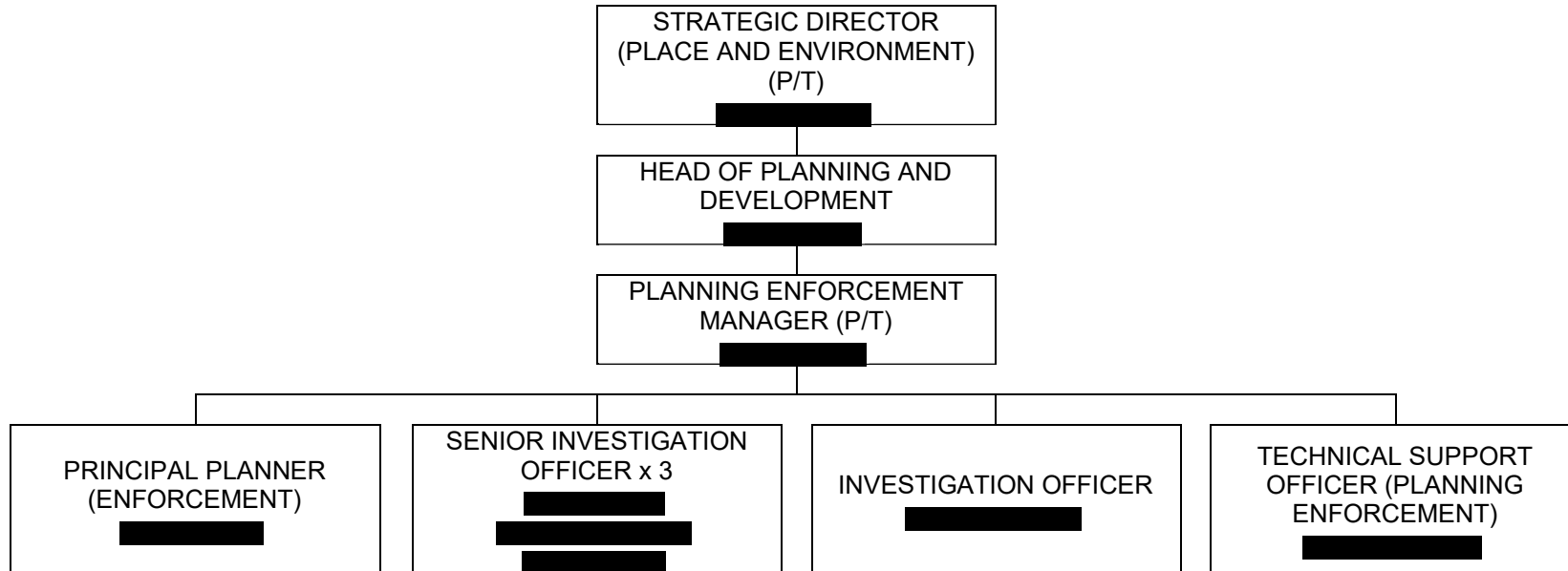
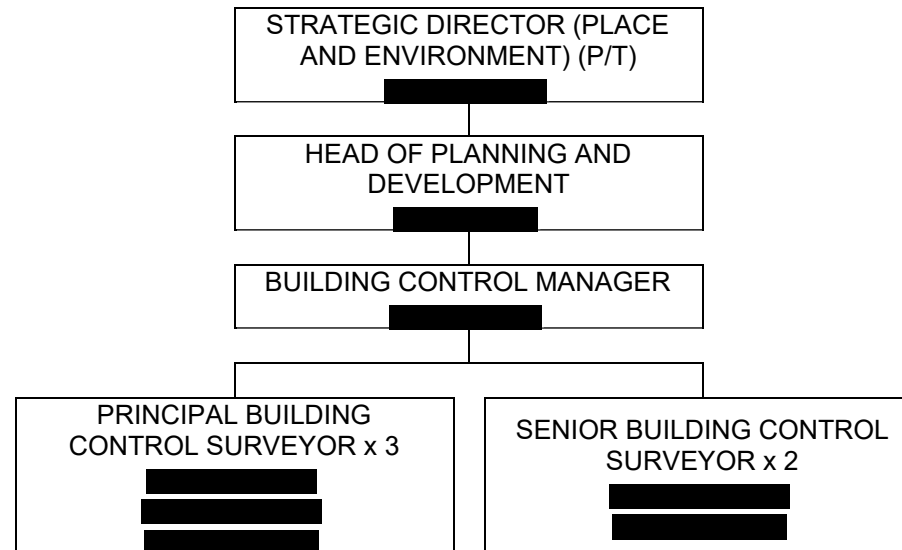


Table 5.5e

Place and Environment (Planning and Development)



Council Procedure Rules

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

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and business

This rule applies to Council only.

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

The annual meeting will:

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

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

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

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

1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council meeting will:

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

2. ORDINARY MEETINGS

This rule applies to Council only.

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

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

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

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

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

3. EXTRAORDINARY MEETINGS

This rule applies to Council only.

3.1 Calling extraordinary meetings

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

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

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

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

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

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

5. TIME AND PLACE OF MEETINGS

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

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

6. NOTICE OF AND SUMMONS TO MEETINGS

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

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

7. CHAIR OF MEETING

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

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

8. QUORUM

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

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

9. DURATION OF MEETING

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

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

10. LEADER'S TIME

This rule only applies to Council meetings.

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

11. QUESTIONS BY THE PUBLIC

This rule only applies to Council meetings.

11.1 General

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

11.2 Order of questions

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

11.3 Notice of questions

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

11.4 Number of questions

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

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

11.5 Scope of questions

The Proper Officer may reject a question if:

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

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

11.6 Record of questions

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

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

11.7 Asking the question at the meeting

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

11.8 Supplementary question

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

11.9 Discussion

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

11.10 Reference of question to the executive or a committee

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

11.11 **Written answers**

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

12. **QUESTIONS BY MEMBERS**

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

12.1 **Questions on notice at full Council**

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

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

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

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

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

12.3 **Notice of questions**

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

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

12.4 **Response**

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

An answer may take the form of:

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

12.5 **Written Answer**

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

12.6 **Supplementary question**

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

12.7 **Timing**

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

13. **MOTIONS ON NOTICE**

This rule only applies to meetings of Council.

13.1 **Notice**

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

13.2 **Motion set out in agenda**

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

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

13.3 **Scope**

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

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

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

13.5 **Referral for Consideration and Report**

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

14. **MOTIONS WITHOUT NOTICE**

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

The following motions may be moved without notice:

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

15. RULES OF DEBATE

This rule applies to meetings of Council only.

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

15.1 No speeches until motion seconded

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

15.2 Right to require motion in writing

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

15.3 Secunder's speech

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

15.4 Content and length of speeches

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

15.5 When a member may speak again

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

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

15.6 Amendments to motions

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

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

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

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

15.7 **Alteration of motion**

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

15.8 **Withdrawal of motion**

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

15.9 **Right of reply**

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

15.10 **Motions which may be moved during debate**

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

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

15.11 **Closure motions**

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

15.12 **Chairman's Action**

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

15.13 **Point of order**

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

15.14 **Personal explanation**

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

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

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

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

17. **PREVIOUS DECISIONS AND MOTIONS**

This rule applies to meetings of Council only.

17.1 **Motion to rescind a previous decision**

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

17.2 **Motion similar to one previously rejected**

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

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

18. VOTING

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

18.1 Majority

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

18.2 Chairman's casting vote

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

18.3 Show of hands

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

18.4 Recorded vote

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

18.5 Right to require individual vote to be recorded

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

18.6 Voting on budget decisions

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

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

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

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

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

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

18.7 Voting on appointments

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

18.8 Voting in Committee and Sub-Committee

This rule only applies to Committees and Sub-Committees.

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

18.9 Electronic Voting

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

19. MINUTES

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

19.1 Signing the minutes

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

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

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

19.3 Form of minutes

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

20. RECORD OF ATTENDANCE

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

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

21. EXCLUSION OF PUBLIC

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

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

22. MEMBERS' CONDUCT

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

22.1 Standing to speak

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

22.2 Chairman standing

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

22.3 Disorderly conduct and suspension of sitting

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

23. DISTURBANCE BY MEMBERS OF THE PUBLIC

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

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

24. ATTENDANCE AT MEETINGS

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

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

25. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

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

25.1 Suspension

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

25.2 Amendment

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

25.3 Variation of arrangements for an ordinary or extraordinary meeting

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

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

26. CANCELLATION OF MEETINGS

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

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

27. APPLICATIONS TO COMMITTEES AND SUB-COMMITTEES

This rule applies to Committees and Sub-Committees only.

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

Annex 1 - Withdrawal from Meetings Procedure Rules

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



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Minicom: (01304) 820115
Website: www.dover.gov.uk

Contact: [REDACTED]
Direct line: [REDACTED]
e-mail: [REDACTED]

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 (Mr Harvey Rudd) 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
---------------------	--------	------------------------	----	-------------------	------------------------------------	-------------

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.

|



Department for
Communities and
Local Government

Openness and transparency on personal interests

A guide for councillors

© Crown copyright, 2013

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, www.nationalarchives.gov.uk/doc/open-government-licence/ or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

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:

Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: <https://twitter.com/CommunitiesUK>

September 2013

ISBN: 978-1-4098--3604-9

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 or 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 type="text"/>	<p>5 Home address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input 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 type="text"/> <input type="text"/>	<p>6 National Insurance number if known</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>3 Are you male or female?</p> <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p>	<p>7 Employment start date DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>4 Date of birth DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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 type="checkbox"/>	Statement B applies to me <input type="checkbox"/>	Statement C applies to me <input 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

[This page intentionally left blank.]

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

[This page intentionally left blank.]

[This page intentionally left blank.]



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

Notification of Disclosable Pecuniary Interests Dover District Council

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

Notification of Disclosable Pecuniary Interests Dover District Council

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

Notification of Disclosable Pecuniary Interests Dover District Council

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

Notification of Disclosable Pecuniary Interests Dover District Council

*“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.

Notification of Disclosable Pecuniary Interests Dover District Council

(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).

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

PERSONAL SAFETY
COURSE ATTENDED: [REDACTED]

NAME... [REDACTED]

DATE: 28/6/23

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely 5 4 3 2 1 Not at all
Comments:

2. How much of the course will be of practical value to you?

Most 5 4 3 2 1 None
Comments:

3. How much of the course content was new to you?

Most 5 4 3 2 1 None
Comments:

4. Was the depth of coverage?

Too much About right Too little
Comments:

5. Speakers' contributions

Gave clear explanations	5	4	3	2	1	Difficult to understand
Answered all questions well	5	4	3	2	1	Answered questions badly
Comments:						

6. Was the pace of the training:

Too slow	About right	Too fast
Comments:		

7. What (if any) part of the training should be omitted?

Please specify:

8. What (if anything) do you feel should be added to the training?

Please specify:

9. Have you identified any other training needs as a result of this course?

Please specify:

10. Please comment on any other aspects of the training, including administration, training facilities, etc:

Signed:.....

[Please leave this form on the desk at the end of the training or return it to Democratic Support Section, Dover District Council, White Cliffs Business Park, Dover CT16 3PJ]

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED:

NAME: PERSONAL SAFETY

DATE: 28.6.23

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely
Comments: 5 4 3 2 1 Not at all

2. How much of the course will be of practical value to you?

Most
Comments: 5 4 3 2 1 None

3. How much of the course content was new to you?

Most
Comments: 5 4 3 2 1 None

4. Was the depth of coverage?

Too much
Comments: About right Too little

5. Speakers' contributions

Gave clear explanations	5	4	3	2	1	Difficult to understand
Answered all questions well	5	4	3	2	1	Answered questions badly
Comments:						

6. Was the pace of the training:

Too slow	About right	Too fast
Comments:		

7. What (if any) part of the training should be omitted?

Please specify: N/A.

8. What (if anything) do you feel should be added to the training?

Please specify: N/A.

9. Have you identified any other training needs as a result of this course?

Please specify: N/A.

10. Please comment on any other aspects of the training, including administration, training facilities, etc:

Found [redacted] approach bouncy, interesting, informative Really enjoyed it. Many thanks! ☺

Signed:.. [redacted]

[Please leave this form on the desk at the end of the training or return it to Democratic Support Section, Dover District Council, White Cliffs Business Park, Dover CT16 3PJ]

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

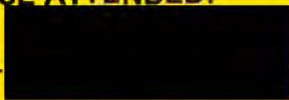
TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED:

Personal Safety

NAME:



DATE:

28th June 2022

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely
Comments:

5

4

3

2

1

Not at all

2. How much of the course will be of practical value to you?

Most
Comments:

5

4

3

2

1

None

3. How much of the course content was new to you?

Most
Comments:

5

4

3

2

1

None

4. Was the depth of coverage?

Too much
Comments:

About right

Too little

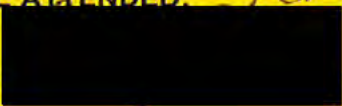
DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED: *Personal Safety.*

NAME... 

DATE: *28/6/28*

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely 5 4 3 2 1 Not at all
Comments:

2. How much of the course will be of practical value to you?

Most 5 4 3 2 1 None
Comments:

3. How much of the course content was new to you?

Most 5 4 3 2 1 None
Comments:

4. Was the depth of coverage?

Too much About right Too little
Comments:

5. Speakers' contributions

Gave clear explanations	5	4	3	2	1	Difficult to understand
Answered all questions well	5	4	3	2	1	Answered questions badly
Comments:						

6. Was the pace of the training:

Too slow	About right	Too fast
Comments:		

7. What (if any) part of the training should be omitted?

Please specify:



8. What (if anything) do you feel should be added to the training?

Please specify:



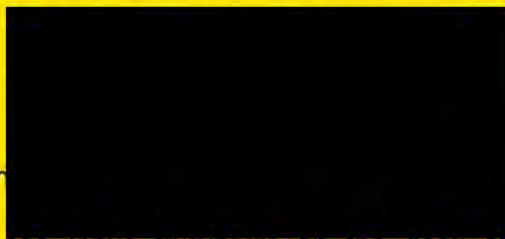
9. Have you identified any other training needs as a result of this course?

Please specify:



10. Please comment on any other aspects of the training, including administration, training facilities, etc:

Sign



[Please leave this form on the desk at the end of the training or return it to Democratic Support Section, Dover District Council, White Cliffs Business Park, Dover CT16 3PJ]

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED: PERSONAL SAFETY

NAME



DATE: 28th June 2023

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely 5 4 3 2 1 Not at all
Comments:

2. How much of the course will be of practical value to you?

Most 5 4 3 2 1 None
Comments:

3. How much of the course content was new to you?

Most 5 4 3 2 1 None
Comments:

4. Was the depth of coverage?

Too much About right Too little
Comments:

5. Speakers' contributions

Gave clear explanations	5	4	3	2	1	Difficult to understand
Answered all questions well	5	4	3	2	1	Answered questions badly
Comments:						

6. Was the pace of the training:

Too slow	About right	Too fast
Comments:		

7. What (if any) part of the training should be omitted?

Please specify:

8. What (if anything) do you feel should be added to the training?

Please specify:

9. Have you identified any other training needs as a result of this course?

Please specify:

10. Please comment on any other aspects of the training, including administration, training facilities, etc:

Signed: 

[Please leave this form on the desk at the end of the training or return it to Democratic Support Section, Dover District Council, White Cliffs Business Park, Dover CT16 3PJ]

5. Speakers' contributions

Gave clear explanations

5

4

3

2

1

Difficult to understand

Answered all questions well
Comments:

5

4

3

2

1

Answered questions badly

6. Was the pace of the training:

Too slow
Comments:

About right

Too fast

7. What (if any) part of the training should be omitted?

Please specify:

None if a key introductory session

8. What (if anything) do you feel should be added to the training?

Please specify:

None for this session but for specific needs of following needs none.

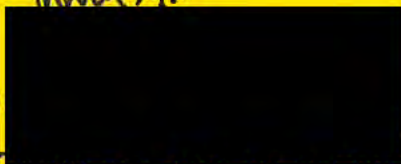
9. Have you identified any other training needs as a result of this course?

Please specify:

10. Please comment on any other aspects of the training, including administration, training facilities, etc:

Thank you

Signed:



[Please leave this form on the desk at the end of the training or return it to Democratic Support Section, Dover District Council, White Cliffs Business Park, Dover CT16 3PJ]

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED: *working in your ward.*
NAME: [REDACTED]
DATE: *14/6/15*

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely	5	4	3	2	1	Not at all
------------	---	---	---	---	---	------------

Comments:

2. How much of the course will be of practical value to you?

Most	5	4	3	2	1	None
------	---	---	---	---	---	------

Comments:

3. How much of the course content was new to you?

Most	5	4	3	2	1	None
------	---	---	---	---	---	------

Comments:

4. Was the depth of coverage?

Too much	About right	Too little
----------	-------------	------------

Comments:

5. Speakers' contributions

Gave clear explanations	5	4	3	2	1	Difficult to understand
-------------------------	---	---	---	---	---	-------------------------

Answered all questions well	5	4	3	2	1	Answered questions badly
-----------------------------	---	---	---	---	---	--------------------------

Comments:

6. Was the pace of the training:

Too slow	About right	Too fast
----------	-------------	----------

Comments:

7. What (if any) part of the training should be omitted?

Please specify:

8. What (if anything) do you feel should be added to the training?

Please specify:

9. Have you identified any other training needs as a result of this course?

Please specify:

10. Please comment of any other aspects of the training, including administration, training facilities, etc:

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED: WORKING IN YOUR WARD
NAME: [REDACTED]
DATE: 11th JUNE 2023

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely	5	4 ✓	3	2	1	Not at all
------------	---	-----	---	---	---	------------

Comments: PROBABLY A NEED TO HAVE AT LEAST 3 SESSIONS TO COVER THE EXTENSIVE AMOUNT OF CONTENT

2. How much of the course will be of practical value to you?

Most	5 ✓	4	3	2	1	None
------	-----	---	---	---	---	------

Comments:

3. How much of the course content was new to you?

Most	5	4	3 ✓	2	1	None
------	---	---	-----	---	---	------

Comments:

4. Was the depth of coverage?

Too much	About right ✓	Too little
----------	---------------	------------

Comments:

5. Speakers' contributions

Gave clear explanations	5 ↙	4	3	2	1	Difficult to understand
-------------------------	--------	---	---	---	---	-------------------------

Answered all questions well	5 ↙	4	3	2	1	Answered questions badly
-----------------------------	--------	---	---	---	---	--------------------------

Comments:

6. Was the pace of the training:

Too slow	About right ↙	Too fast
----------	------------------	----------

Comments:

7. What (if any) part of the training should be omitted?

Please specify:

8. What (if anything) do you feel should be added to the training?

Please specify:

9. Have you identified any other training needs as a result of this course?

Please specify:

10. Please comment of any other aspects of the training, including administration, training facilities, etc:

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED: WARD WORK
NAME: [REDACTED]
DATE: 19/6/23

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely	5	4	3	2	1	Not at all
------------	---	---	---	---	---	------------

Comments:

2. How much of the course will be of practical value to you?

Most	5	4	3	2	1	None
------	---	---	---	---	---	------

Comments:

3. How much of the course content was new to you?

Most	5	4	3	2	1	None
------	---	---	---	---	---	------

Comments:

4. Was the depth of coverage?

Too much	About right	Too little
----------	-------------	------------

Comments:

5. Speakers' contributions

Gave clear explanations	5	4	3	2	1	Difficult to understand
-------------------------	---	---	---	---	---	-------------------------

Answered all questions well	5	4	3	2	1	Answered questions badly
-----------------------------	---	---	---	---	---	--------------------------

Comments:

6. Was the pace of the training:

Too slow	About right	Too fast
----------	-------------	----------

Comments:

7. What (if any) part of the training should be omitted?

Please specify: /

8. What (if anything) do you feel should be added to the training?

Please specify: (

9. Have you identified any other training needs as a result of this course?

Please specify: /

10. Please comment of any other aspects of the training, including administration, training facilities, etc:

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED: WARD WORK

NAME: [REDACTED]

DATE: 19/12/25

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely	5	4	3	2	1	Not at all
------------	---	---	---	---	---	------------

Comments:

2. How much of the course will be of practical value to you?

Most	5	4	3	2	1	None
------	---	---	---	---	---	------

Comments:

3. How much of the course content was new to you?

Most	5	4	3	2	1	None
------	---	---	---	---	---	------

Comments:

4. Was the depth of coverage?

Too much	About right	Too little
----------	-------------	------------

Comments:

5. Speakers' contributions

Gave clear explanations	5	4	3	2	1	Difficult to understand
-------------------------	---	---	---	---	---	-------------------------

Answered all questions well	5	4	3	2	1	Answered questions badly
-----------------------------	---	---	---	---	---	--------------------------

Comments:

6. Was the pace of the training:

Too slow	About right	Too fast
----------	-------------	----------

Comments:

7. What (if any) part of the training should be omitted?

Please specify:

8. What (if anything) do you feel should be added to the training?

Please specify:

9. Have you identified any other training needs as a result of this course?

Please specify:

10. Please comment of any other aspects of the training, including administration, training facilities, etc:

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED: WORKING IN YOUR WARD
NAME:
DATE:

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely	5	(4)	3	2	1	Not at all
------------	---	-----	---	---	---	------------

Comments:

2. How much of the course will be of practical value to you?

Most	5	(4)	3	2	1	None
------	---	-----	---	---	---	------

Comments: rationalisation & articulation of 'woman' aspects

3. How much of the course content was new to you?

Most	5	4	(3)	2	1	None
------	---	---	-----	---	---	------

Comments:

4. Was the depth of coverage?

Too much	(About right)	Too little
----------	---------------	------------

Comments:

5. Speakers' contributions

Gave clear explanations	5	4	3	2	1	Difficult to understand
-------------------------	---	---	---	---	---	-------------------------

Answered all questions well	5	4	3	2	1	Answered questions badly
-----------------------------	---	---	---	---	---	--------------------------

Comments:

6. Was the pace of the training:

Too slow	About right	Too fast
----------	-------------	----------

Comments:

7. What (if any) part of the training should be omitted?

Please specify:

8. What (if anything) do you feel should be added to the training?

Please specify:

9. Have you identified any other training needs as a result of this course?

Please specify:

10. Please comment of any other aspects of the training, including administration, training facilities, etc:

Thank you for this useful session

DOVER DISTRICT COUNCIL

MEMBER TRAINING AND DEVELOPMENT

TRAINING EVALUATION

In order to assess the impact and effectiveness of training and development courses offered to Members, we would be very grateful if you would complete and return this form as soon as possible after the course has finished. The feedback from you will be helpful in developing future training for Members and ensuring that our standards are maintained.

COURSE ATTENDED: WORKING IN YOUR WARD
NAME: [REDACTED]
DATE: 17/06/23

(Please circle appropriate number/text)

1. Did the course achieve your objectives?

Completely	5	4	3	2	1	Not at all
------------	---	---	---	---	---	------------

Comments:

2. How much of the course will be of practical value to you?

Most	5	4	3	2	1	None
------	---	---	---	---	---	------

Comments:

3. How much of the course content was new to you?

Most	5	4	3	2	1	None
------	---	---	---	---	---	------

Comments:

4. Was the depth of coverage?

Too much	About right	Too little
----------	-------------	------------

Comments:

5. Speakers' contributions

Gave clear explanations	5	(4)	3	2	1	Difficult to understand
-------------------------	---	-----	---	---	---	-------------------------

Answered all questions well	5	(4)	3	2	1	Answered questions badly
-----------------------------	---	-----	---	---	---	--------------------------

Comments:

6. Was the pace of the training:

Too slow	About right	Too fast
----------	-------------	----------

Comments:

7. What (if any) part of the training should be omitted?

Please specify:

8. What (if anything) do you feel should be added to the training?

Please specify: *Greater recognition of prejudice or knowing how to identify it.*

9. Have you identified any other training needs as a result of this course?

Please specify: *Understanding of inclusivity / exclusivity -*

10. Please comment of any other aspects of the training, including administration, training facilities, etc: