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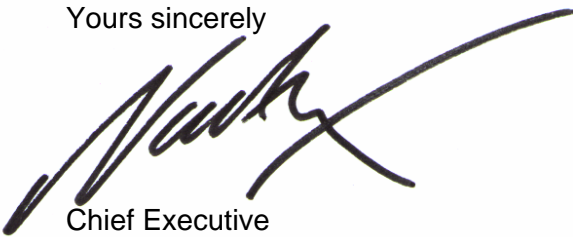
11 March 2011

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these Offices (Council Chamber) on Monday 21 March 2011 at 11.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on (01304) 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours sincerely



Chief Executive

Cabinet Membership:

Councillor P A Watkins	Leader of the Council
Councillor F J W Scales	Deputy Leader and Portfolio Holder for Economy & Special Projects
Councillor T J Bartlett	Portfolio Holder for ICT, Consumer Affairs & Human Resources
Councillor S S Chandler	Portfolio Holder for Community, Housing & Youth
Councillor N J Collor	Portfolio Holder for Access & Property Management
Councillor P G Heath	Portfolio Holder for Health, Well-Being & Public Protection
Councillor N S Kenton	Portfolio Holder for Environment, Waste & Planning
Councillor C J Smith	Portfolio Holder for Skills, Training & External Relations
Councillor I H Ward	Portfolio Holder for Corporate Resources & Performance

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**

Members are required to disclose the existence and nature of a personal interest under this item of business or when the interest becomes apparent. An explanation in general terms of the interest should also be given to the meeting. If the interest is

also a prejudicial interest, the Member should then withdraw from the room or chamber.

3. **DECISIONS** (Page 4-26)

The Decisions of the meetings of the Cabinet held on 7 February 2011 and 28 February 2011 numbered CAB 77 to CAB 93 (inclusive) are attached.

4. **ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES**
(Page 27)

(a) Shared Working Protocol between Dover District Council and Shepway District Council for the Appointment of a Joint Chief Executive (to follow)

(b) Delegation of Housing Management Functions to East Kent Housing

To consider any issues arising from Overview and Scrutiny or other Committees not specifically detailed elsewhere on the agenda.

EXECUTIVE – NON-KEY DECISIONS

5. **PROPOSED ADDITIONAL FUNDING FOR ADAPTATIONS FOR DISABLED PEOPLE IN THE COUNCIL'S HOUSING STOCK**

This report has been withdrawn from the agenda.

6. **PERFORMANCE REPORT – QUARTER 3, 2010/11** (Pages 28-29)

To consider the attached report of the Director of Governance.

Responsibility: Portfolio Holder for Corporate Resources and Performance

7. **E-MAIL SYSTEM UPGRADE**

To consider the attached report of the Director of Finance and ICT.

Responsibility: Portfolio Holder for ICT, Consumer Affairs and Human Resources

8. **NOTICE OF DELEGATED DECISIONS** (Pages 30-32)

<u>Reference</u>	<u>Subject</u>	<u>Date</u>
DD12	Confirmation of Article 4 Directions in relation to Land North East of Sea Street and Drove Way Gardens, St Margaret's-at-Cliffe	2.3.11

9. **EXCLUSION OF THE PRESS AND PUBLIC** (Page 33)

The recommendation is attached.

MATTER WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

BUDGET/POLICY FRAMEWORK – KEY DECISIONS

10. **DECISIONS TAKEN BETWEEN CABINET MEETINGS** (Paragraph 3 – Information relating to the financial or business affairs of any particular person) (Pages 35-38)

<u>Reference</u>	<u>Subject</u>	<u>Date</u>
U10	Acquisition of Lidl site at Castle Street/Maison Dieu Road, Dover	7.3.11

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its 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 disabled access via the Council Chamber entrance and a disabled 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. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Kate Batty-Smith, Democratic Support Officer, telephone: (01304) 872303 or email: kate.batty-smith@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 7 February at 11.00 am.

Present:

Chairman: Councillor P A Watkins

Councillors: T J Bartlett
S S Chandler
N J Collor
P G Heath
N S Kenton
F J W Scales
C J Smith
I H Ward

Also Present: Councillor B W Butcher
Councillor C J Meredith

Officers: Director of Development and Public Protection
Director of Finance and ICT
Director of Governance
Director of Housing, Culture and Community Safety
Director of Property, Leisure and Waste Management
Financial Services Manager
Senior Accountant (Projects)
Capital Accountant
Democratic Support Officer

DECISIONS

The Decisions of the meeting of the Cabinet held on 10 January 2011 as detailed in decision Nos CAB 69 to CAB 76 were approved as a correct record and signed by the Chairman.

The formal decisions of the Executive are detailed in the following schedule.

Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 77 7.2.11 Open</p> <p>Key Decisions No</p> <p>Call in to apply Yes</p> <p>Implementation Date 15 February 2011</p>	<p><u>ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES – DOVER TOWN CENTRE – REVISED PROPOSALS</u></p> <p>It was agreed that the Project Advisory Group's (St James's Area Development) recommendation, made at its meeting held on 31 January 2011, be approved as follows:</p> <p>That it be recommended to Cabinet that, on the basis of the current evolving multi-user retailer approach, the emerging concept plans be used to inform the next stage of the design process.</p>	None.	The Project Advisory Group (St James's Area Development) met on 31 January 2011 to consider a report and plans regarding revised proposals for the development of the St James's area of Dover, and made a recommendation to Cabinet.	

Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 78 7.2.11 Open</p> <p>Key Decisions No</p> <p>Call-in to apply No</p>	<p><u>ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES – FAIRTRADE</u></p> <p>It was agreed to recommend to Council:</p> <p>(a) That, whilst the Cabinet supports the Fairtrade initiative and accepts the Scrutiny (Community and Regeneration) Committee's recommendation (a), made at its meeting held on 12 January 2011, the matter of Fairtrade status for the District is one for</p>	None.	The Scrutiny (Community and Regeneration) Committee, at its meeting held on 12 January 2011, considered the matter of Fairtrade status for the	

Implementation Date 3 March 2011	Council, not the Executive, to consider. (b) That the Scrutiny (Community and Regeneration) Committee's recommendation (b), made at its meeting held on 12 January 2011, be rejected as Cabinet does not consider that it is necessarily the local authority's role to establish a Fairtrade steering group, but that the decision is ultimately one for Council to take.		District and made recommendations to Cabinet.	
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Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 79 7.2.11 Open Key Decisions Yes Call-in to apply Yes Implementation Date 15 February 2011	<u>DRAFT BUDGET FOR 2011/12 AND MEDIUM-TERM FINANCIAL PLAN 2011/12-2013/14</u> It was agreed: (a) That the General Fund Revenue Budget, the Capital and Special Projects Programmes, the Housing Revenue Account Budget and the contents of the Medium-Term Financial Plan (MTFP) be forwarded to the Scrutiny (Policy and Performance) Committee for consideration. (b) That it be noted that the budget report to Council will also include the 2011/12 Council Tax resolution. (c) That the view of the Director of Finance and ICT that the budget has been prepared in an appropriate and prudent manner and that, based upon the information available, the estimates are robust, and that the estimated General Fund and Housing Revenue Account balances and reserves are considered adequate for the Council's current spending plans, be noted. (d) That it be noted that the MTFP will be subject to minor adjustments before being presented to Council in March.	None.	The Medium-Term Financial Plan (MTFP) is the Council's key financial planning tool and underpins the Council's financial planning strategy and corporate planning process. The MTFP 2011/12-2013/14 incorporates the 2011/12 General Revenue Fund Budget, the Housing Revenue Account Budget and the Medium-Term Capital Programme. Cabinet approval	

	<p>(e) That the various recommendations at the end of the sections within the attached budget and MTFP report at Appendix 1 be forwarded to the Scrutiny (Policy and Performance) Committee for consideration, as follows:</p> <ul style="list-style-type: none"> (i) The General Revenue Fund Budget for 2011/12 and the projected outturn for 2010/11. (ii) Continue the practice of delegated authority to the Director of Finance, in consultation with the Leader of the Council or Portfolio Holder for Corporate Resources and Performance as appropriate, to approve revenue budget carry forwards within the guidelines set out, and create and draw down Growth Point reserves in order to apply them to regeneration projects and support. (iii) The policies and protocols regarding the General Fund balances and earmarked reserves, and transfers between reserves as set out in Annex 7 of the report. (iv) Approve the 2011/12 HRA budget at Annex 8 of the report. (v) Amend the associated authorities for rent and service charge setting, currently delegated to the Director of Housing, Culture and Community Safety, to the Director of Community and Development with effect from 1 April 2011. (vi) Approve the basis upon which the capital and special projects programmes have been compiled. (vii) Delegate the decisions to apply capital receipts, revenue funds and other capital resources to finance the capital and special projects programmes to the Director of Finance, in consultation with the Leader of the Council or Portfolio 		<p>is required for the 2011/12 budget and MTFP before final approval by Council on 2 March 2010.</p>	
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	<p>Holder for Corporate Resources and Performance as appropriate.</p> <p>(viii) Delegate the decision to capitalise the Delivering Effective Services restructure, redundancy and pension costs to the Director of Finance, in consultation with the Leader of the Council or Portfolio Holder for Corporate Resources and Performance as appropriate.</p> <p>(ix) Approve that capital resources required to finance new projects are secured before new projects commence.</p> <p>(x) Approve that poolable housing capital receipts are retained and used to fund capital allowances on Regeneration and Decent Homes agendas.</p>			
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Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 80 7.2.11 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply (a) Yes (b) No</p> <p>Implementation Date (a) 15 February 2011 (b) 3 March 2011</p>	<p><u>DELEGATION OF HOUSING MANAGEMENT FUNCTIONS TO EAST KENT HOUSING</u></p> <p>(a) It was agreed:</p> <p>(i) That, subject to Council being satisfied that any impact on the General Fund and Housing Revenue Account (HRA) can be accommodated, and pursuant to the powers contained in, or having effect under the Local Government Acts of 1972 and 2000 and the Housing Act 1985, the powers and functions of the Executive, as set out in Appendix 1 of the report, be discharged by East Kent Housing Limited (EKHL) with effect from 1 April 2011.</p> <p>(ii) That the principles of the draft Owners' Agreement between Canterbury City Council, Shepway District</p>	None.	At meetings held on 8 February and 3 March 2010 respectively, Cabinet (CAB 103) and Council (Minute No 454) agreed that an Arms Length Management Organisation was the preferred option for managing council housing stock in east Kent with	

	<p>Council, Thanet District Council and Dover District Council, and EKHL, be approved.</p> <p>(iii) That the principles of the draft Management Agreement between EKHL and Dover District Council, as detailed in section 4 of the report, be approved.</p> <p>(iv) That the Housing and Community Manager be appointed as the Council Representative under the Management Agreement, and be authorised to discharge the functions ascribed to him therein including, but not limited to, approving the draft year one Delivery Plan of EKHL as detailed in section 4.6 of the report, and that future appointments be made by the Chief Executive.</p> <p>(v) That the Housing and Community Manager be appointed to the officer panel to be established under the Owners' Agreement, and be authorised to discharge the functions ascribed to him therein, and that future appointments be made by the Chief Executive.</p> <p>(vi) That the proposed staff transfer set out in section 5 of the report be noted.</p> <p>(vii) That Dover District Council enter into the Owners' Agreement and Management Agreement, subject to the Chief Executive, acting in consultation with the Leader of the Council and the Solicitor to the Council, settling the detailed terms of the agreements.</p> <p>(viii) That the Portfolio Holder for Community, Housing and Youth and the Lead Member be appointed to serve on the Dover Area Boards described in paragraph 2.5 of the report.</p>		<p>Canterbury City and Shepway and Thanet District Councils.</p> <p>Following a further resolution of Cabinet on 6 September 2010 (CAB 19), Cabinet is now requested to formally delegate its housing management and associated functions to East Kent Housing Limited and agree appointments to, and the operating arrangements for, the new joint committee.</p>	
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	<p>(ix) That the establishment of a joint executive committee, comprising Canterbury City Council, Shepway District Council, Thanet District Council and Dover District Council, to be known as the East Kent Housing Owners' Committee, with effect from 1 April 2011, be approved.</p> <p>(x) That the terms of the Operating Arrangements for the Owners' Committee, as set out in Appendix 3 of the report, be approved.</p> <p>(xi) That the delegation of functions to the East Kent Housing Owners' Committee, as set out in Schedule 1 of the East Kent Housing Owners' Committee Operating Arrangements, be approved.</p> <p>(xii) That the Cabinet Member with responsibility for Housing be appointed as the nominated member to serve, from time to time, on the East Kent Housing Owners' Committee in accordance with the East Kent Housing Owners' Committee Operating Arrangements.</p> <p>(xiii) That other Members of the Cabinet be authorised to act as substitutes for the Cabinet Member with responsibility for Housing, as mentioned in the East Kent Housing Owners' Committee Operating Arrangements.</p> <p>(xiv) That the Chief Executive be authorised to discharge the powers and functions of the Council in its capacity as a member of EKHL, and to act as the Council's representative at any meeting pursuant to Section 323 of the Companies Act 2006.</p> <p>(xv) That the proposed Financial Arrangements and provisional Management Fee, as set out in section 7 and Appendix 4 of the report, be noted.</p>			
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	<p>(xvi) That authority be delegated to the Director of Finance and ICT, in consultation with the Portfolio Holder for Corporate Resources and Performance, to settle the detailed financial terms.</p> <p>(b) It was agreed to recommend to Council that Cabinet decision CAB 80 of 7 February 2011 be endorsed.</p>			
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Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 81 7.2.11 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 15 February 2011</p>	<p><u>NOTICE OF DELEGATED DECISIONS</u></p> <p>It was agreed that Delegated Decision Notice DD09 (To set revised charges for on-street and off-street car parking across the District) be received and noted.</p>	<p>None.</p>	<p>To note the delegated key decision taken by the Director of Property, Leisure and Waste Management under powers delegated by paragraph 143 of Part 3 (Responsibility for Functions) of Section 6 (Scheme of Officer Delegations) of the Constitution.</p>	

Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 82 7.2.11 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 15 February 2011</p>	<p><u>APPOINTMENT OF MEMBER REPRESENTATIVES TO OUTSIDE BODIES 2010/11 – REAPPOINTMENT OF TWO TRUSTEES TO THE MARY HOUGHAM ALMSHOUSES CHARITY</u></p> <p>It was agreed that Mrs Janet Birkett and Mr Albert Taylorson be reappointed as nominative trustees to the Mary Hougham Almshouses Charity for further terms of office of 4 years with effect from 1 March 2011.</p>	None.	The terms of office of two of the nominative trustees appointed by the Council to the Mary Hougham Almshouses Charity are due to expire on 28 February 2011, and it is therefore necessary for Cabinet to make new appointments.	

Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 83 7.2.11 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p>	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded from the remainder of the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the 1972 Act.</p>	None.		

Implementation Date Immediate				
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Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 84 7.2.11 Exempt Key Decisions Yes Call-in to apply Yes Implementation Date 15 February 2011	<u>3.75-YEAR MEDIUM-TERM CONTRACT FOR HOUSING RESPONSE MAINTENANCE AND VOID WORK 2011/15</u> It was agreed: (a) That the best value tender submitted by Mears Ltd be accepted for the sum outlined in the report. (b) That the in-house provision of repair call handling be continued, with the proviso that alternative solutions be investigated once the Housing Arms Length Management Organisation is set up in order to ascertain the best value option for Dover District Council.	None.	The current short-term contract for response maintenance and void works is due to expire on 30 June 2011. Following the issue of competitive tenders, and receipt of six bids, it is necessary for Cabinet to award a new contract.	

Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 85 7.2.11 Exempt Key Decisions Yes	<u>CONTRACT FOR THE FUNCTION OF MANAGING AGENT FOR BOILER SERVICING</u> It was agreed: (a) That the South East Consortium (SEC) Heating Systems Consultancy Framework contract be used for the gas, oil and solid fuel servicing managing agent function from 1 April 2011 to 30	None.	The current agreement for gas servicing managing agent is due to expire on 31 March 2011. Following the issue of a	

<p>Call-in to apply Yes</p> <p>Implementation Date 15 February 2011</p>	<p>October 2014.</p> <p>(b) That Gas Contract Services Ltd be appointed from the SEC Framework to manage gas, oil and solid fuel servicing, void cap offs and re-commissioning, and the completion of EPC surveys and L8 risk assessments.</p>		<p>competitive tender process through the South East Consortium, and receipt of five bids, it is necessary for Cabinet to award a contract for the management of gas, oil and solid fuel servicing.</p>	
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The meeting ended at 11.25 am.

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 28 February 2011 at 11.00 am.

Present:

Chairman: Councillor P A Watkins

Councillors: T J Bartlett
S S Chandler
N J Collor
P G Heath
N S Kenton
F J W Scales
C J Smith
I H Ward

Also Present: Councillor B W Butcher
Councillor C J Meredith
Councillor J M Smith

Officers: Chief Executive
Director of Development and Public Protection
Director of Finance and ICT
Director of Governance
Director of Housing, Culture and Community Safety
Director of Property, Leisure and Waste Management
Solicitor to the Council
Solicitor (Regeneration and Procurement)
Regeneration Manager
Democratic Support Officer

The formal decisions of the Executive are detailed in the following schedule.

Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 86 28.2.11 Open</p> <p>Key Decisions Yes</p> <p>Call in to apply No</p> <p>Implementation Date 3 March 2011</p>	<p><u>ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES – BUDGET FOR 2011/12 AND MEDIUM-TERM FINANCIAL PLAN 2011/12-2013/14</u></p> <p>It was agreed to recommend to Council the following, in respect of the recommendations made by the Scrutiny (Policy and Performance) Committee at its meeting held on 15 February 2011 (Minute No 448):</p> <p>(a) That recommendation (i)(a) be rejected since a summary of the total General Fund Reserve and all ring-fenced individual reserves is included at annexes 1 and 7 of the Medium-Term Financial Plan (MTFP).</p> <p>(b) That a decision on recommendations (b)(i) to (iii) regarding members' allowances be deferred until 2 March in order for further information to be presented to Council regarding the roles and allowances of the Chairman and Vice-Chairman of the Council in comparison to neighbouring town councils.</p> <p>(c) That recommendation (c) be rejected as Delivering Effective Services is directed towards meeting the financial pressures facing the Council, whilst addressing its service priorities, at a time of major regeneration and operational changes, rather than ensuring the equitable distribution of 'pain' across the various sections of the Council. At the same time, Cabinet recognises the need to keep services under constant review in order to identify further efficiencies.</p>	<p>None.</p>	<p>At its meeting held on 15 February 2011, the Scrutiny (Policy and Performance) Committee received the 2011/12 Budget and 2011/12-2013/14 Medium-Term Financial Plan and made recommendations to Cabinet and Council (Minute No 448).</p>	

	<p>(d) That recommendation (d) be accepted and a report on the impact of the budget reduction on the CCTV service provided to the Scrutiny (Community and Regeneration) Committee, subject to it being possible to produce a meaningful report given the need to maintain confidentiality surrounding some aspects of the service.</p> <p>(e) That recommendations (e), (f) and (g) be rejected since extensive consultation and cooperation has taken place with the Citizens' Advice Bureau over proposals to reduce its grant, and it is unfortunate that inadequate information appears to have been supplied to the Scrutiny (Policy and Performance) Committee in this regard.</p> <p>(f) That the Scrutiny (Policy and Performance) Committee be thanked and recommendation (h) accepted as follows:</p> <p>That the full range of enforcement powers available to officers of the Council by legislation in respect of dog fouling be delegated to Civil Enforcement Officers.</p> <p>(g) That, in respect of the Scrutiny (Policy and Performance) Committee recommendation (h):</p> <p>(i) Consultation be initiated with Kent County Council and the Police Authority on increasing the powers of Police Community Support Officers and Community Wardens in order to integrate more effectively with Civil Enforcement Officers so that Fixed Penalty Notices may be issued by a wider range of community officers, particularly in respect of dog fouling;</p> <p>(ii) The matter be referred to the Kent Forum as an agenda item.</p>			
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	<p>(h) That recommendation (j) be rejected as follows:</p> <p>That the Committee express its concern that no ring-fenced reserve has been developed for infrastructure replacement at the Council's leisure centres and that the (Cabinet and) Council be urged to set up a ring-fenced reserve of £30,000-40,000 for this purpose within the 2011/12 budget.</p> <p>(i) That, whilst acknowledging that government initiatives and changes could have an impact, recommendation (k) be accepted as follows:</p> <p>That the changes to car parking charging arrangements with Vista Leisure be implemented as soon as possible in order to enable Vista Leisure as much opportunity as possible to achieve an operating surplus for 2011/12 and reduce the likelihood of Vista Leisure needing to seek additional funding from the Council within the 2011/12 budget year.</p> <p>(j) That recommendation (l) be rejected as it was considered that adequate and meaningful consultation had taken place with partner organisations over the reductions in their budgets.</p> <p>(k) That the Scrutiny Committee be thanked for recommendation (m), but that this be rejected since it is not considered appropriate for consultation with ward councillors over future budget or service reductions to be undertaken as part of the budget preparation process.</p>			
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Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 87 28.2.11 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply (a) Yes (b) No</p> <p>Implementation Date (a) 8 March 2011 (b) 3 March 2011</p>	<p><u>BUDGET FOR 2011/12 AND MEDIUM-TERM FINANCIAL PLAN 2011/12-2013/14</u></p> <p>(a) It was agreed that, subject to ongoing discussions with the relevant organisations and the 2011/12 budget being approved by Council, the grants to other organisations as set out in Annex 12 of the report be approved as follows:</p> <p>Vista Leisure – £200,000 The provision of leisure services at Dover Leisure Centre and Tides at Deal.</p> <p>Vista Leisure Playscheme – £0</p> <p>Sandwich Sports and Leisure Centre – £4,000 To assist with expenditure</p> <p>Gazen Salts Nature Reserve – £4,500 To assist in managing and maintaining the reserve</p> <p>Sandwich Town Cricket Club – £10,000 To assist the Club in defraying its expenditure in managing, maintaining and improving the Recreation Grounds at The Butts and Gazen Salts</p> <p>Sports Development Grants – £4,500 Small payments awarded to sports clubs for coaching and kits</p> <p>Dover Citizens' Advice Bureau – discussions ongoing</p> <p>Dover Volunteer Centre – £4,500 Replacement of Concessionary Fares taxi voucher scheme</p>	<p>To not amend the delegations to the Director of Finance.</p>	<p>The Medium-Term Financial Plan (MTFP) is the Council's key financial planning tool and underpins the Council's financial planning strategy and corporate planning process.</p> <p>Cabinet approval is required for the 2011/12 Budget and MTFP before final approval by Council on 2 March 2011.</p>	

	<p>Neighbourhood Forums – £22,500 Joint contribution with Kent County Council</p> <p>(b) It was agreed to recommend to Council:</p> <p>(i) That the General Fund Revenue Budget, the Capital and Special Projects Programmes, the Housing Revenue Account budget, and the content of the Medium-Term Financial Plan (MTFP) be approved.</p> <p>(ii) That the view of the Director of Finance and ICT that the budget has been prepared in an appropriate and prudent manner and that, based upon the information available, the budgets are robust, and that the estimated General Fund and Housing Revenue Account (HRA) balances and reserves are considered adequate for the Council's current spending plans, be noted.</p> <p>(iii) That, in setting the Budget for 2011/12, the grants to other organisations as determined by Cabinet and set out at Annex 12 of the report be released.</p> <p>(iv) That the various recommendations at the end of the sections within the attached budget and MTFP, summarised at Annex 14 to Appendix 1 of the report, be approved as follows:</p> <p>(A) Approve the General Fund Revenue Budget for 2011/12 and the projected outturn for 2010/11.</p> <p>(B) Continue the practice of delegated authority to the Director of Finance to approve revenue budget carry forwards within the guidelines set out and to create and draw down Growth Point reserves in</p>			
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	<p>order to apply them to regeneration projects and support.</p> <p>(C) Approve the policies and protocols regarding the General Fund balances and earmarked reserves, and transfers between reserves as set out in Annex 7 of the report.</p> <p>(D) Approve the grants to organisations detailed at Annex 12 of the report.</p> <p>(E) Approve the 2011/12 HRA budget at Annex 8 of the report.</p> <p>(F) Amend the associated authorities for rent and service charge setting, currently delegated to the Director of Housing and Community, to the Director of Community and Development with effect from 1 April 2011.</p> <p>(G) Approve the basis upon which the capital and special projects programmes have been compiled.</p> <p>(H) Delegate the decisions to apply capital receipts, revenue funds and other capital resources to finance the capital and special projects programmes to the Director of Finance, in consultation with the Portfolio Holder for Corporate Resources and Performance and the Leader of the Council.</p> <p>(I) Delegate the decision to capitalise the Delivering Effective Services restructure redundancy and pension costs to the Director of Finance, in consultation with the Portfolio Holder for Corporate</p>			
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	<p>Resources and Performance and the Leader of the Council.</p> <p>(J) Approve that capital resources required to finance new projects are secured before new projects commence.</p> <p>(K) Approve that poolable housing capital receipts are retained and used to fund capital allowances on Regeneration and Decent Homes agendas.</p> <p>(L) Approve the Treasury Management Strategy, including the Prudential Indicators and Minimum Revenue Provision statement.</p> <p>(M) Adopt the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management (revised November 2009).</p>			
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Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 88 28.2.11 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 8 March 2011</p>	<p><u>DECISIONS TAKEN BETWEEN CABINET MEETINGS</u></p> <p>It was agreed that Decision Notice U09 (Appointment of Officer as Council's representative to the 'Better Homes Active Lives' Project Board) be received and noted.</p>	None.	To note the decision taken by the Leader of the Council pursuant to Part 3, Section 3C, paragraph 13 of the Constitution.	

Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 89 28.2.11 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 8 March 2011</p>	<p><u>SHARED WORKING PROTOCOL BETWEEN DOVER DISTRICT COUNCIL AND SHEPWAY DISTRICT COUNCIL FOR THE APPOINTMENT OF A JOINT CHIEF EXECUTIVE</u></p> <p>It was agreed:</p> <p>(a) That the Shared Working Protocol (as set out at Annex 1 of the report) be approved and the Leader of the Council authorised to sign the Protocol on behalf of the Council.</p> <p>(b) That the Leader of the Council (acting in consultation with the Solicitor to the Council and the Director of Governance) be delegated the function of agreeing and authorising any legal agreements necessary to give effect to the Protocol.</p> <p>(c) That the creation of a single party Cabinet advisory group, comprising 5 members, which will sit with an equal size group from Shepway District Council as the Joint Implementation Forum, operating within the terms of reference as set out in the Protocol (as set out at Annex 1 of the report), be approved.</p> <p>(d) That the task of appointing an external Human Resources specialist to support the Joint Implementation Forum and the Joint Appointments Committee with the selection and appointment of the joint chief executive, to the Solicitor to the Council, acting in consultation with the Head of Corporate Services of Shepway District Council and the Head of the East Kent Human Resources Partnership.</p>	<p>None.</p>	<p>At its meeting held on 3 November 2010, the Council agreed that a programme of joint management and structural change be explored with Shepway District Council (Minute No 289(h)).</p> <p>In furtherance of this, Cabinet approval is sought for a shared working protocol with Shepway District Council and the establishment of a Cabinet advisory group, to be known as the Joint Implementation Forum.</p> <p>Council, at its meeting to be held on 2 March 2011, will be</p>	

			recommended to approve the deletion of the current post of Chief Executive and the establishment of a Joint Appointments Committee, amongst other things.	
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Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 90 28.2.11 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 8 March 2011</p>	<p><u>PLANNING FINANCIAL CONTRIBUTION AGREEMENT – AYLESHAM VILLAGE EXPANSION</u></p> <p>It was agreed:</p> <p>(a) That the Council enter into a Planning Financial Agreement with Ward Homes and Hillreed Homes to secure developer contributions from the Aylesham Expansion Development.</p> <p>(b) That the report and notice of the decision be forwarded to the Planning Committee for information, and to agree to the use of the Planning Financial Contribution Agreement mechanism for securing the developer contributions until such time as those contributions can be secured by an agreement made under the provisions of Section 106 of the Town and Country Planning Act 1990.</p>	<p>None.</p>	<p>A Planning Financial Contribution Agreement is necessary in order to secure developer contributions in respect of the Aylesham Village Expansion development since, until such time as the developers have land interest, it is not possible for the parties to enter into a conventional</p>	

			Section 106 Agreement for this purpose.	
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Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 91 28.2.11 Open</p> <p>Key Decisions DD10 – Yes DD11 – No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 8 March 2011</p>	<p><u>NOTICE OF DELEGATED DECISIONS</u></p> <p>It was agreed that Delegated Decision Notices DD10 (To set revised charges for on-street and off-street car parking across the District) and DD11 (Confirmation of Article 4 Direction in relation to land north east of Droveaway Gardens, St Margaret's-at-Cliffe) be received and noted.</p>	<p>None.</p>	<p>To note the delegated decisions taken by the Director of Property, Leisure and Waste Management and Leader of the Council respectively under powers delegated by paragraph 143 of Part 3 (Responsibility for Functions) of Section 6 (Scheme of Officer Delegations) and Part 3 of Section 3D (Specific Powers Delegated to Members of the Executive) of the Constitution.</p>	

Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 92 28.2.11 Open Key Decisions No Call-in to apply Yes Implementation Date Immediate	<u>EXCLUSION OF THE PRESS AND PUBLIC</u> That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded from the remainder of the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the 1972 Act.	None.		

Decision Status	Record of Decisions	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 93 28.2.11 Exempt Key Decisions Yes Call-in to apply Yes Implementation Date 8 March 2011	<u>DECISIONS TAKEN BETWEEN MEETINGS</u> It was agreed that Decision Notice U08 (Sale of The Regent, Deal) be received and noted.	None.	To note the decision taken by the Leader of the Council pursuant to Part 3, Section 3C, paragraph 13 of the Constitution.	

The meeting ended at 11.42 am.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

DELEGATION OF HOUSING MANAGEMENT FUNCTIONS TO EAST KENT HOUSING

Responsibility: Portfolio Holder for Community, Housing and Youth

Report of: Director of Housing, Culture and Community Safety (and Corporate Director – Landlord Services, Shepway District Council)

Decision Route

Cabinet	7 February 2011	CAB 80
Scrutiny (Community and Regeneration) Committee	23 February 2011	Minute No
Cabinet	21 March 2011	

Scrutiny (Community and Regeneration) Committee recommendation

The Scrutiny (Community and Regeneration) Committee, at its meeting held on 23 February 2011, considered the report of the Director of Housing, Culture and Community Safety (and Corporate Director – Landlord Services, Shepway District Council) and made the following recommendation:

RESOLVED: That it be recommended to Cabinet (and Council) that Cabinet Decision CAB 80 be endorsed.

REPORT OF THE DIRECTOR OF GOVERNANCE

RESPONSIBILITY – PORTFOLIO HOLDER FOR CORPORATE RESOURCES AND PERFORMANCE

NON-KEY DECISION

EXECUTIVE

CABINET – 21 MARCH 2011

SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE – 19 APRIL 2011

PERFORMANCE REPORT – QUARTER 3 2010/11

Recommendation

<i>The content of the Council's Performance Report for the 3rd Quarter 2010/11 be noted.</i>
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Contact Officer: David Randall, extension 2141.

Reasons why a decision is required

1. During the current phase of restructure and reorganisation it is difficult to agree targets due to the uncertainty of available resources and an interim Report has therefore been produced to show the Council's performance compared to the previous years outturn. This report is an abbreviated version of the standard report and is intended to be used for the remainder of the 2010/11 financial year after which a decision can be made as to the style and content of future performance reports.

Options available to the Council with assessment of preferred option

2. Not applicable.

Information to be considered in taking the decision

3. An interim Performance Report has been circulated separately to all Members containing information relating to the performance of the Council against key corporate indicators. The Performance report considers the performance of a range of indicators against previous years performance, and benchmark comparisons where available. Due to the abolition of the National Indicators and the previous Best Value Indictors it is becoming increasingly difficult to obtain benchmarking information.
4. CMT considered the report at its meeting on 22 February 2011 and is committed to maintaining service levels in line with the identified status. The report identifies areas of success and the continual improvement achieved throughout the third quarter of 2010/11, whilst recognising the need for further improvements in some areas.

Background Papers

None.

Resource Implications

Requirement from Current Budget	Requirement for Additional Budget	
	Current Year	Full Year
No specific implications from this report	0	0

Communication Statement

The Performance Report is made available to all Members and Officers via the Intranet.

Impact on Corporate Objectives and Corporate Risks

The Performance Report covers all key aspects of the Council's performance.

Attachments

Performance Report (issued separately).

DAVID RANDALL

Head of Governance

Dover District Council Performance Report For the Quarter Ending 31 December 2010

Director's comment on performance for this Quarter

Business and Community Transformation	<p>Successes, including savings and performance levels, from the re-modelling of services into an even more customer focused, proactive service has been beyond expectations. Dover District Council hands over the operation of a highly effective, value for money and sustainable service model in revenues, benefits and customer services, a model that East Kent Services has both adopted to role out across east Kent and will be able to build upon and further transform. This success is totally due to the hard work of managers and staff who have been well supported by members, stakeholders, partners and customers.</p>
Development and Public Protection	<p>Whilst the NI157 a and c indicators appear as Red, the background and ceasing of stretch targets was explained in the Q2 report. In terms of the NI 157 figures (in brackets), performance was met comfortably on the Majors category at 67% (60%), and Minors at 77.4% (65%). Performance in the Others category was just under at 79.49% (80%), missing the target for determination in under 8 weeks by 1 application out of 156.</p> <p>The informal target for appeals was missed owing to a result based on only three decisions in the quarter. The two appeals allowed related to a two storey side extension at Hacklinge, and a single dwelling in Dover. The dismissed appeal related to a scheme for 15 affordable units at Wingham where the principle was not in question but where the appellants disregarded consistent advice that this was the wrong design on the wrong site. The workload relating to major applications and the Whitfield SPD is proving to be a major drain on departmental resources.</p> <p>Once again an excellent performance has been maintained against the Environmental Health indicators.</p>
Housing, Culture and Community Safety	<p>An overall good result for Q3. After a lot of hard work by staff in all sections re-lets have improved again, bringing the service closer to the end of year target. Following resolution of the case referred to in the last quarter, the average length of stay in hostels has, as expected, reduced to a very much lower level. Resolution of ASB cases in the target time has exceeded target at 100%. Museum and VIC figures have dipped in this quarter but that is normally expected at this time of the year.</p>
Property, Leisure and Waste Management	<p>Performance against Service Plan targets remains generally strong as noted below:</p> <ul style="list-style-type: none"> • Waste; recycling performance has been maintained and the plans included within the new contract will see further significant improvement, street cleansing continued to achieve required standards during the final days of the contract with SITA and performance on missed collections has been maintained. • Property Services; progress towards achieving Decent Homes standard is on track. Construction of the new tennis centre is progressing well. • Parking & CCTV; parking income continues to be impacted by the economic situation. • Leisure Services; Play area refurbishment programme continues with work underway at Victoria Park

<p>Governance</p>	<p>Following Cabinet and Council approval significant time has been committed to the implementation of the Delivering Effective Services programme to ensure that the agreed savings and efficiencies are achieved to align the reduced funding and available budgets.</p> <p>Successfully delivered by elections for County, District and Town Councils.</p> <p>Continued legal support is being provided to East Kent Shared Services, the ALMO and the new waste contract.</p> <p>A protocol is being developed with Shepway DC regarding the future appointment of a joint Chief Executive for consideration by a Cabinet meeting in February 2011.</p>
<p>Finance & ICT</p>	<p>The General Fund Revenue Budget is projected to be £172k overspent. This is mainly due to the start of the new Waste contract being delayed by 3 months and the tendered sum for cleansing being higher than anticipated, JE appeals and reduced income from investments, offset by £180k VAT recoveries. The accounting treatment of VAT recoveries will be reviewed at year-end to determine the best use of these refunds. As a consequence year end General Fund balances are projected to be circa £1.7m. The HRA is projected to have a year end surplus of £586k, resulting in a projected balance of circa £8.5m. The capital programme is on budget.</p>
<p>Regeneration</p>	<p>Steady progress continues to be made on the regeneration projects, with particular emphasis being made on Aylesham and Dover Town Centre and Waterfront. It is also evident that there is growing developer and investment interest in Dover which needs to be captured and enabled when it supports the wider growth/regeneration agenda. The Open at Sandwich in July is now coming firmly into focus, with a series of key public meetings in train. Strategically, the Council also continues to engage in the wider changing regeneration landscape. The recent announcement by Pfizer confirming their closure at Sandwich endorses the greater need to capture available investment opportunities when presented. It is ever more important that decisions are made in relation to key opportunities such as the expansion of the Port of Dover.</p>

PI	Description	Outturn 2009/10	DDC Target 2010/11	Q1	Q2	Q3	Q4	Current Cumulative figure	Direction of Travel	RAG Status Compared to previous year	East Kent Authorities (4) 2009/10	Average Kent Target 2010/11
Income Collection												
BV009	The percentage of council taxes due for the financial year which was received in year by the authority.	97.86%	N/a	29.74%	35.27%	22.90%		87.92%	▼	Green	97.45 / 4	98.12 / 8
BV066a	Local authority rent collection and arrears, proportion of rent collected	98.11%	N/a	98.37%	98.35%	98.13%		98.29%	▼	Green	98.11 / 1	98.55 / 2
BV066b	Percentage of local authority tenants with more than seven weeks arrears	4.01%	N/a	3.58%	3.50%	3.52%		3.52%	▶	Green	3.67 / 2	4.10 / 3
LP125	Reduction in previous year level of all corporate debt where over one year old	+2%	N/a	6%	4.2%	7.5%		7.5%	▲	Green	N/A	N/A
Benefit Payments												
NI 181	Number of days taken to pay benefit claims	17.66 days	N/a	19.36 days	16.63 days	14.35 days		16.72 days	▲	Green	11.33 / 4	12.15 / 6
Customer Service												
LP026	Number of contacts within Dover District Council @ your service completed in one contact	93%	N/a	90%	96%	97%		94%	▲	Green	N/A	N/A
LP159	Customer satisfaction rating of all Dover District Council @ your service provision	97%	N/a	84%	90%	90%		88%	▶	Red	N/A	N/A
Community Development												
LP193	Deliver all Community Grants	N/a	N/a	£23,050.75	£45,657.23	£13,175		£81,882.98	▼	N/A	N/A	N/A

PI	Description	Outturn 2009/10	DDC Target 2010/11	Q1	Q2	Q3	Q4	Current Cumulative figure	Direction of Travel	RAG Status Compared to previous year	East Kent Authorities (4) 2009/10	Average Kent Target 2010/11
Planning												
NI 157a (was BV109a) *	Percentage of planning applications determined in line with the Government's new development control targets to determine 60% of major applications in 13 weeks (excluding section 106 agreements)	77%	N/a	50%	75%	66.67%		60%	▼	Red	72.74 / 4	74.13 / 8
NI 157b (was BV109b) *	Percentage of planning applications determined in line with the Government's new development control targets to determine 65% of minor applications in 8 weeks	78.54%	N/a	82.76%	76.47%	77.42%		78.72%	▶	Green	77.88 / 4	80.50 / 8
NI 157c (was BV109c) *	Percentage of planning applications determined in line with the Government's new development control targets to determine 80% of other applications in 8 weeks.	91.24%	N/a	86.77%	85.94%	79.49%		84.36%	▼	Red	88.93 / 4	90.63 / 8
BV204	The number of planning appeal decisions allowed against the authority's decision to refuse on planning applications as a percentage of the total number of planning appeals against refusals of planning applications	28.10%	N/a	0	28.50%	66.60%		30.70%	▼	Red	25.75 / 2	26.25 / 4
* Note: No longer works to stretch targets – measure against the National Indicator targets.												
Environmental Health												
LP127	Percentage of visits to complainants carried out by the pest control operative within 3 working days	99%	N/a	100%	99.70%	100%		99.9%	▶	Green	N/A	N/A

PI	Description	Outturn 2009/10	DDC Target 2010/11	Q1	Q2	Q3	Q4	Current Cumulative figure	Direction of Travel	RAG Status Compared to previous year	East Kent Authorities (4) 2009/10	Average Kent Target 2010/11
LP131	Percentage of calls regarding strays and fouling investigated with 3 working days	99.75%	N/a	100%	100%	99.6%		99.87%	▶	Green	N/A	N/A
LP133	Percentage of calls (Day service) regarding noise responded to within 5 working days	99.50%	N/a	100%	100%	100%		100%	▶	Green	N/A	N/A
Housing												
BV212	Average re-let time for local authority dwellings let in the financial year.	29.79 days	N/a	36.20 days	27.20 days	26.54 days		30.20 days	▲	Amber	29.79 / 1	22 / 1
BV064a	The number of long term private sector vacant dwellings that are returned into occupation or demolished during 2008/09 as a direct result of action by the local authority.	33	N/a	5	17	4		26	▼	Green	48.33 / 3	61 / 5
NI 156 (LP017)	The number of households in temporary accommodation at quarter end awaiting permanent housing	49	N/a	48	35	38		38	▼	Green	78.33 / 3	56.14 / 7
BV183b	The average length of stay in hostel accommodation of households which include dependent children or a pregnant woman and which are unintentionally homeless and in priority need.	14 weeks	N/a	24 weeks	71 weeks	2 Weeks		32 weeks	▲	Red	7.50 / 2	2 / 1
Anti-Social Behaviour Unit												
LP018	Percentage of ASB cases resolved within 30 days	87.86%	N/a	87%	98%	100%		95%	▲	Green	N/A	N/A

PI	Description	Outturn 2009/10	DDC Target 2010/11	Q1	Q2	Q3	Q4	Current Cumulative figure	Direction of Travel	RAG Status Compared to previous year	East Kent Authorities (4) 2009/10	Average Kent Target 2010/11
Museum and Tourism												
BV170a	The number of visits to and internet hits of local authority funded or part-funded museums and galleries per 1,000 population.	490.96	N/a	122	130	90		342	▼	Amber	N/A	N/A
LP034	Number of enquiries to Dover Visitor Information Centre	198,302	N/a	59,035	94,388	24,715		178,138	▼	Amber	N/A	N/A
Waste Services												
NI 192	Household waste sent for reuse, recycling or composting	30.67%	N/a	33.09%	35.59%	32.63%		33.94%	▼	Green	37.84 / 2	37.86 / 7
LP081	Average time taken to remove fly tips	2.5 Days	N/a	1.40 days	1.30 days	1.60 days		1.3 days	▼	Green	N/A	N/A
NI 195a (was BV199a)	The proportion of relevant land and highways (expressed as a percentage) that is assessed as having deposits of litter that fall below an acceptable level.	5%	N/a	2%	Reported every 4 months	5%		4%	▼	Green	5.33 / 3	3.75 / 8
NI 195b (was BV199a)	The proportion of relevant land and highways (expressed as a percentage) that is assessed as having deposits of detritus that fall below an acceptable level.	10%	N/a	9%	Reported every 4 months	9%		10%	▶	Green	10.67 / 3	6.63 / 8
LP005	Number of collections missed per 100,000 collections of household waste	39.72	N/a	32.19	29.29	24.56		28.61	▲	Green	N/A	N/A

PI	Description	Outturn 2009/10	DDC Target 2010/11	Q1	Q2	Q3	Q4	Current Cumulative figure	Direction of Travel	RAG Status Compared to previous year	East Kent Authorities (4) 2009/10	Average Kent Target 2010/11
Repairs												
NI 158	The proportion of Local Authority homes which were non-decent at 1 April	8.04%	N/a	5.8%	5.12%	0%		0%	▲	Green	5.79 / 3	7 / 1
Corporate												
LP178	Number of lost hours that essential servers were not available between 8.30-17.30 Monday to Friday	0 hours	N/a	4 hrs 40 mins	20 mins	0 Mins		5 hrs	▲	Red	N/A	N/A

Performance Summary – General Fund, HRA and Capital 2010/11 Qtr 3

General Fund Budget (at 31 st December 2010)	Original Budget £000	Projected Outturn £000	Total Variance £000
Net Budget Requirement	16,881	17,242	361
Financed by:			
Revenue Support Grant	1,295	1,295	-
NDR	8,919	8,919	-
Council Tax	6,390	6,390	-
Area Based Grant	220	166	54
	16,824	16,770	54
Net Deficit before supplementary approvals	57	472	415
Supplementary Approvals	243	-	(243)
Budget Deficit	300	472	172
Balances Brought Forward		(2,197)	
Projected Year End Balances		1,725	
Summary of Variations ¹			
Chief Executive			(39)
Governance			(15)
Housing, Culture & Comm. Safety			(47)
Finance & ICT	Note (a)		(251)
Development & Public Protection			(32)
Property, Leisure & Waste Management	Note (b)		256
Business & Community Transformation			(63)
Job Evaluation – appeals resolved			124
Area Based Grant-offset by Housing variance			54
Interest Receivable			192
Other			(7)
Total variations			172
¹ Variations stated net of earmarked reserve use and supplementary approvals			

(a) Includes £180k VAT recovery and £39k ICT savings.

(b) Includes £198k additional costs for Waste contracts, incl. later start date of new contract and higher expected cost of street cleansing.

Housing Revenue Account Budget (Dec Qtr)	HRA Total Variance £000
Original budget surplus	(379)
Supplementary Approvals	17
Approved budget surplus	(362)
Budget variations	(224)
Projected budget surplus	(586)
Balances Brought Forward	(7,957)
Projected year End Balances	(8,543)

Notes:

Capital Budgets (at 31 st December 2010)	Current Year £000	Total Cost of current Programme £000
Original budget	16,097	34,801
Supplementary Approvals (subject to appraisals)	246	582
Movement in New Bids for appraisal (Note 1)	80	2,270
Phasing changes	(221)	-
Approved variations (Note 2)	(4,800)	(4,800)
Projected variations	(417)	(1,493)
HRA – total capital programme (Note 3)	-	4,017
Total Capital Programme – projected spend	10,985	35,377

1. New bids include: current year - Kingsdown Promenade emergency repairs funded by the Environment Agency (£80k); future years: Disabled Facilities improvements (£872k grant funded); Dover town centre/waterfront acquisitions (£650k); DTIZ (£193k); Private Sector Housing (£180k - Renovation Grants); Visitor Information Centre relocation (£150k); Aylesham Development (£75k), and others (£70k).
2. Approved variations totalling £4.8m represent the removal from the MTCP of the “bulk provision” for the protection of coastal properties, to be replaced by individual projects as they arise.
3. Please note that the total HRA capital programme budget will be updated at the end of the year.

Sickness Absence April – November 2010

PI	Description	Outturn 2009/10	DDC Target 2010/11	Q1	Q2	Q3 to 30.11.10	Q4	Current Cumulative figure	Direction of Travel	RAG Status Compared to previous year	East Kent Authorities (4) 2009/10	Average Kent Target 2010/11
BV012	The number of working days/shifts lost due to sickness absence per full time employee.	9.30 days	N/a	3.47 days		1.83 days		5.30 days	▶	Green	8.35 / 3	7.64 / 5
LP161	The number of working days/shifts lost due to long term sickness absence per full time employee.	4.83 days	N/a	1.55 days		1.01 days		2.56 days	▶	Green	N/A	N/A

Analysis of Short and Long term sickness April – November 2010

Service Area	Total Absence (days)	Short Term (less than 20 days)	Long Term (over 20 days)	FTE at 1/04/10	FTE at 30/11/10	Average No. of Days per Employee	Average Short Term per Employee	Average Long Term per Employee
Business & Community Transformation	399.50	309.50	90.00	95.54	82.84	4.82	3.74	1.09
Chief Executive	87.50	46.50	41.00	22.53	21.03	4.16	2.21	1.95
Develop & Public Protection	197.00	135.00	62.00	51.77	54.20	3.63	2.49	1.14
Finance & ICT	165.50	106.50	59.00	32.28	32.13	5.15	3.31	1.84
Governance	280.00	126.00	154.00	62.13	62.04	4.51	2.03	2.48
Housing Culture & Community Safety	559.00	131.00	428.00	50.73	54.82	10.20	2.39	7.81
Property Leisure & Waste	369.00	208.00	161.00	86.34	81.23	4.54	2.56	1.98
TOTAL	2057.50	1062.50	995.00	401.32	388.29	5.30	2.74	2.56

Regeneration

Project	Risk	Priority	Notes
Regeneration Projects - DDC as Lead			
Aylesham	Red	Gold	Kick start application unsuccessful, which now means that the original terms of the Deed of Variation need to be pursued. The developers are keen not to slow down the process and instead of removing works from the scheme, there is ongoing negotiations with DDC as landowner, to keep the original scheme with minor amendments/phasing changes. These proposals have now been submitted to planning for consideration. The S106 agreement is being progressed. There is a threat that any uncertainty around this scheme will result in no allocation of affordable housing grant.
DTIZ	Red	Gold	Bond City have given a presentation to Council. Report back in November. Bond City are working with the Council to secure alternative tenant/options. Further presentation given by Bond City to Council on 3 November. Independent market advice obtained from Chase and Partners. Council to determine future development process and relationship with Bond City. Risk Assessment in process. Ongoing negotiations for site acquisitions, subject to SEEDA funding remaining. Presentation given to Project Advisory Group on 31 January 2011. Concept plans being developed to next stage. Ongoing dialogue taking place regarding commercial letting opportunities.
Open Golf	Green	Gold	Sub groups are working ok. Chief Executive/Leaders briefing held. Corporate/hospitality launched early October. To meet Princes to discuss the ongoing work on their clubhouse. Met with AAC re strategic issues - safety advisory group to be set up. Presentation with Leaders/County Members well received. To go to next Business Advisory Group. No details of date when Police are due to take up residence. Corporate hospitality launched, with 90 key businesses. Transport issues ongoing and ok. First public meeting held in Sandwich on 1 February – main issues raised by attendees related to traffic and transportation impact and business and commercial benefits.
Yorkgate	Green	Bronze	Options agreement has been drafted. DDC to procure commercial advice to understand the terms and financial arrangements re funding and land values. Movement on this scheme now very much dictated by the actions of the Harbour Board. Commercial advisor recruited. Concern over timescales and progress.

Project	Risk	Priority	Notes
Regeneration Projects - DDC as Lead			
Connaught Barracks (HCA)	TBC	Bronze	Workshop of options has been held. Looking at density, access, green space. HCA still need to consider Fort Burgoyne, its potential uses and how these will be funded. Discussions around a Heritage Lottery Fund bid linked to Drop Redoubt.
River Dour Cycle Route (KHS)	Green	Bronze	Consultation finished and most people in favour. One element to change is the reduction to one lane at London Rd. The question mark over KCC funding appears to have been lifted. DDC/KHS met in August to consider the plans and incorporate some of the communities concerns, especially at Barton Path. Met last week. Positive meeting with KHS and Sustrans. Commencement on site on 18 October.
Dover Waterfront – including Interreg	Red	Silver	Application has been submitted for Interreg Funding. DDC and Harbour Board have signed letters of support as prospective partners to the project. Project to embrace planning for Waterfront Cable Car/Procurement Issues/ Land Bridge and some Maritime issues. Commission meet on 2 and 3 December, decision to follow. Project, unfortunately not accepted – too little transnational connections. DHB and DDC signed a Memorandum of Understanding in respect of the waterfront development and are in liaison with land owners/interests around future opportunities for comprehensive development.
Dover Mid-town	TBC	Bronze	Surface water study and Hydrological model complete. Capital appraisal done.
North Deal	Amber	Silver	Culmination of a number of projects which will require a new brief. Meeting to be arranged with local Councillors and Community Partnership. Travel plan submitted as part of Minters yard. Watching brief. Housing first then Community Centre later. Planning to issue conditions shortly. Press release and site visit planned for Cannon St site which is progressing well. HCA are identifying this as an 'exemplar' project. Several other sites put forward to be considered for sites allocation. Strong community integration. Anticipated summer opening.
Betteshanger/Hadlow	TBC	Silver	Phase 2 of feasibility study agreed and paid for. Memorandum Of Understanding completed between DDC, KCC, HCA, SEEDA and Hadlow. Lock-out agreement in place with SEEDA and Hadlow. Meeting arranged with the Minister via the MP. Regional Growth Fund bid submitted.
Whitfield Development	Green	Gold	Whitfield SPD has been to Cabinet. Consultation commenced 4 October for 8 weeks. Planning Applications anticipated received for first phase of development at east of Whitfield.

Risks

Red = significant chance of project not achieving targets
Amber = chance that project will not meet its full expectations
Green = Project is on target

Priorities

Gold = Top priority
Silver = Medium Priority
Bronze = Low Priority

REPORT OF THE DIRECTOR OF FINANCE AND ICT

RESPONSIBILITY – PORTFOLIO HOLDER FOR ICT, CONSUMER AFFAIRS AND HUMAN RESOURCES

NON-KEY DECISION

EXECUTIVE

CABINET – 21 MARCH 2011

E-MAIL SYSTEM UPGRADE**Recommendation to Cabinet***Commission new Email system in conjunction with East Kent partners.*

Contact Officer: A. J. Watson, extension 2006.

Summary of resource Implications

Requirement	Current Year	Full Year
<u>Capital and special projects</u>	£29,300	£
<u>Additional revenue budget</u>		

Purpose of Report

To procure a new email system so that all EKS partners are on the same system.

Comments from Finance

Finance has been consulted and has no further comments to make (SL).

Background**Shared Service – Strategic Vision**

1. East Kent Services have undertaken to deliver 10% cost savings in the first year of operation.
2. Further savings are required in subsequent years, to meet the targets set by the partner authorities and the significant reduction in central government funding.
3. These savings can only be delivered by adopting a common ICT infrastructure across the three partner authorities, reducing the costs of support and maintenance. At present, Canterbury and Dover use Microsoft Exchange (versions 2003 and 2007 respectively), and Thanet use Novell GroupWise.
4. GroupWise is not compatible with the Microsoft system, so it is proposed that all three authorities move to Microsoft Exchange 2010.

5. The three authorities have already taken a number of steps to enable this vision:
 - All partner sites are linked physically by the Kent Public Services Network (KPSN), which provides fast, reliable communication links.
 - ICT staff from the three authorities are setting up a single network domain for all three authorities. This enables an officer to sign onto the network at any location, using the same user id and password, and to access systems and information at any site, subject only to security access considerations.
6. Email is a core component of the ICT service. It is vital for communications within and between the partner organisations, and for communication with the public. To achieve cost savings and efficiency improvements, an increasing number of communications are being automated (e.g. Council Tax payment reminders are emailed automatically instead of a printing and posting a letter).
7. As we look to achieve savings by adopting single systems across East Kent, a single email system is required to support electronic communications.
8. The proposed system involves the purchase of two email servers and associated software, the cost being shared across the three partner organisations.
9. The new email system will continue the established integration with the Neopost mailing system, enabling partner authorities to send out correspondence electronically rather than as paper documents.

Additional Benefits

Implementation of the single email system provides number of additional benefits:

10. **Resilience** – All the partner sites have suffered from email ‘outages’ in the last few years. At Dover, the system was unavailable for two days in April 2008; assuming that each member of staff lost an hour of effective working, this represents a ‘cost’ to the authority of 900 hours – the equivalent of 24 person/weeks, at a nominal cost of £18,000.
11. The proposed system comprises two email servers based at Canterbury, and a further two servers at Thanet. All the partner offices are linked to the email system using the existing Kent Connects network.
12. The advantage of this approach is that the loss of a one server at either site will have no impact on the service, as the remaining server has the capacity to take over. Equally, the loss of both servers at one of the sites (e.g. in the event of a fire in the computer room) would have no effect on the email service, as the other site’s servers would continue to run.
13. **Single Diary and Address Book**– As members and staff from the three authorities work more closely, setting up meetings and establishing availability will become more and more important. The current setup, of three individual systems, does not provide this information easily. The proposed system will see a single Address Book across the three East Kent partners, with the ability to determine availability and set up meetings quickly and easily.

14. **Joint working** – a single email system will benefit the work of housing staff transferred to the ALMO, who would otherwise be using four separate systems.

EK Services will engage with the management of the ALMO to determine what contribution can be made to the project from the Housing Revenue Account.

The system can be expanded to accommodate other partner organisations; depending on the joint working arrangements with Shepway DC, it would be possible for SDC staff to be transferred to the new system, so that diaries and address books could be shared among all four authorities, EK Services and the Housing ALMO.

15. **Software Support** – The Council's current system is fully supported by Microsoft, but only until April 2014. The central government Code of Connection prohibits the use of unsupported software, so the authority would be required to upgrade within the next three years. The proposed approach enables Dover DC to upgrade to a newer, more reliable system at £20k less cost than undertaking this exercise individually.
16. **Compatibility** – the new version of the Outlook client is compatible with all Microsoft products currently in use at Dover DC.
17. **Training** – the system uses the familiar Web Outlook interface, which is currently used by members, staff and senior officers. ICT's experience is that no training is required for a user to become familiar with the key features of the product.

Impact on Corporate Objectives and Corporate Risks

Corporate Objectives

Improvements to the resilience of the email system enable the Council to meet the objectives set for the provision of accessible Customer Services.

Community Impact

N/A.

Customer Access Review

No CAR study has been conducted, as the project involves the replacement of an existing facility.

Comments from Equalities Officer

There are no equality implications in this proposal

Project deliverables and desired outcomes

Deliverable:

A single email system for all three East Kent authorities, East Kent Services and the Housing ALMO.

Benefits:

- A foundation for integrating and consolidating ICT systems to deliver efficiency improvements and savings service areas.
- Improved resilience, significant reduction in likelihood of email failure or loss of service
- Integrated system to enables sharing of address book and diary information
- Ensures compliance with central government requirements to keep software up to date at lower cost than if Dover DC were to undertake the work internally.

Project Priority

The Director of East Kent Services is keen to have the system available by the formal launch of EK Services (April 2011). While this is an ambitious timetable, EKS technical staff have spent time researching the set up and configuration of the proposed system, and have already created a test system.

Bid for Resources to be released for Capital or Revenue Projects

Scheme Name/Details			
Nature of expenditure	Housing Revenue Account Capital	General Fund Capital	General Fund Project Reserve
<i>(Please tick appropriate box)</i>		√	

Budget Requirement	2010/2011	2011/2012	2012/2013	2013/2014	Total
<i>(Please round to nearest £100)</i>	£000	£000	£000	£000	£000
Equipment	16.1				16.1
Other costs Software Licences	13.2				13.2
Total capital expenditure	29.3				29.3
Total expenditure (A)					
Less: available finance					
Revenue contributions		(20)			(20)
Total finance available (B)					
Net requirement (A) – (B)	29.3	(20)			9.3

Ongoing Revenue Costs

Revenue Budget Requirements	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	Total
HRA / GENERAL FUND <i>(please delete as appropriate)</i>	£000	£000	£000	£000	£000	£000
<u>Savings to existing budget</u>		(1.5)	(1.5)	(1.5)	(1.5)	(6.0)

The total project costs is estimated to be £96.6k. This will provide upgrades as follows:-

Authority	Current System and Version	Number of Users *	Allocation of Cost £000	% of Costs
Canterbury	MS Exchange 2007	750	16,045	16.61
Dover	MS Exchange 2003	500	29,280	30.32
Thanet	Novell GroupWise	636	51,256	53.07
Total		1,886	965,81	100.00

* Before the staff transfers to the ALMO and East Kent Services

Canterbury's costs are lower than the other authorities, as they have different software licensing arrangements, which allow them to upgrade their email software at no additional cost.

Thanet's costs are significantly higher – this reflects the fact that they are moving from a different system (GroupWise), whereas Dover and Canterbury are upgrading existing software.

The project cost to Dover is estimated to be £29.3k. Provision of £35k was approved by Council on 2 March 2011 as part of the Medium Term Financial Plan.

Of the £29.3k, £3k will be attributed to the HRA, leaving a cost to the General Fund of £26.3k. This will be financed by £20k of revenue budget savings in 2012/13, leaving a balance of £6.3k to be financed from capital receipts.

This expenditure was originally planned for 2012/13, but if it can be brought forward to the end of 2011/12 then the benefits will be delivered earlier, and the revenue costs in 2011/12 will be offset by the revenue budget financing contribution in 2012/13.

Procurement

Procurement will be conducted by EK Services staff, using Thanet DC's standing orders.

Attachments

Appendix 1 – "Report on ICT investment requirements" presented to EK Services Client board 26 January 2011

MIKE DAVIS

Director of Finance and ICT

EK Services – Client Board 26th January 2011

Report on ICT investment requirements

Introduction

The Business case for tranche One of EK Services has been agreed and part of the rationale for delivering the shared services and related savings was to transform the way we use ICT to deliver both public facing and back office systems. It states that combining the ICT service will enable the streamlining of the range of systems, reducing licencing and maintenance costs and enabling further integration of systems.

In order to achieve this there are some fundamental elements that need to be in place

- Networks
- Active Directory (AD)
- Email services

Some of these solutions have been partly developed by one or more of the councils and this existing investment needs to be protected and maximised. A number of projects are underway and have been assessing the feasibility and requirements of the service

This paper provides details of the investment required to build the infrastructure needed to transform services.

Networks

All three councils have invested in network solutions using the Kent Public Service Network (KPSN) and the Kent Connects infrastructure. This means that the network connecting all authorities is in place and can be used to link each site. At present there is sufficient bandwidth to allow general access. This will need to be monitored as services develop and possibly move location, as increase in usage may result in more bandwidth requirements.

Active Directory (AD)

Each authority has its own AD which allows access to its internal network domain. The access is linked to a named user login and controls all the security and systems access for the individual. In order to enable any member of staff to work from any location and access allowed systems in any other location we need to consolidate these ADs into a single AD creating a single network domain for all East Kent partners. This is an absolute essential part of the infrastructure needed to join services together. It would remove the need for staff to have three logins and associated passwords plus 3 security tokens for remote access. ICT staff have worked with Kent Connects partners to create a single domain covering the whole of Kent as other Improvement Partnerships are also working towards shared services. Within this overall domain we have now created a single AD for East Kent. In order to begin

to transfer network logins and systems into this domain we need to upgrade the systems software Windows CALS.

Each Windows CAL costs £12.77 and the following are needed

Canterbury – Requirement available as part of a three year MS Enterprise agreement

Dover – 500 Cost - £6385

Thanet – 636 Cost - £8122

Email Services

This group has previously received a report on provision of a single email service for all East Kent partners and asked for further information on costs and business benefits. The costs have been revised as the previous report included the need for Windows CALS which have been detailed separately above. There is also a second model for allocation of costs which takes into account the investment already made by Canterbury and Dover on an Exchange system. Plus comparative costs for a managed service for email are provided.

The revised report is attached.

In terms of business use there are a number of benefits that will be achieved

- A single global address book providing access to all staff email addresses across the partnership
- Access, where allowed, to any staff calendars allowing booking of meetings and seeing availability of others
- Future options for the use of Unified Comms allowing mobile flexible access to emails and diaries linking telephones and Exchange services
- Resourcing benefits for support and maintenance of email services
- Increased resilience of the email service allowing fail over to backup systems. This is not something any council currently has and all have had previous significant failures with loss of service and impact on the business
- Latest version of MS Exchange 2010 (Exchange 2003 end of life in 2014)

Use of email services is also embedded into a number of key systems across the councils. Finance, Revenues, CRM, Legal, document management and many others. If we are to gain the benefits of rationalising software systems and reducing to one solution it will not be possible to link these systems to more than one email service. So Email is another fundamental building block needed in order to transform services.

Costs for development of resilient single email service

Canterbury -	Hardware -	£16045	Software – Available via MS EA agreement
Dover -	Hardware -	£16045	Software – £13235
Thanet -	hardware -	£25301	Software - £14705 Migration - £11250

Recommendation

The infrastructure investment detailed above is essential in order to obtain the full benefits for shared services. It needs all three authorities to agree the funding in order to achieve the full outcomes needed for AD and Email.

Total Costs for Investment

Canterbury - AD - £0	Email - £16045	Total - £16045
Dover - AD - £6385	Email - £29280	Total - £35665
Thanet - AD - £8122	Email - £51256	Total - £59378

Angela Waite
Business Transformation Manager
EK Services
January 2011

Attachment – Email report v2.3



COMMITTEE SECTION ONLY

Decision No: DD12
Notification Date: 2/03/11
Implementation Date: by 22/03/11
(unless called-in)
Call-in: No

**Decision Notice
Delegation to Individual Portfolio Holder**

A. Decision taken by: Councillor Paul Watkins, Leader of the Council

B. Delegated Power:

Part 3 (Responsibility for Functions); Section 3D (Specific Powers Delegated to Members of the Executive) of the Constitution, as amended by Decision Notice U07 of 22 November 2010 (Amendment to the Scheme of Executive Delegations in Relation to Article 4 Directions).

C. Subject:

Confirmation of Article 4 Directions in relation to Land North East of Sea Street and Drove Way Gardens, St Margaret's-at-Cliffe

Is the decision likely to disclose exempt information? No If so, please specify the relevant paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 1972.

D. Decision:

To confirm Article 4 Directions numbered 2, 3 and 4 of 2010, withdrawing permitted development rights in relation to two parcels of land north east of Sea Street and Drove Way Gardens, St Margaret's-at-Cliffe and served under Article 4 (1) of the Town and Country Planning (General Permitted Development) Order 1995 (as amended).

E. Reason(s) for decision:

Article 4 Directions numbered 2, 3 and 4 were served on 23 September 2010 in relation to two parcels of land which lie north-east of Sea Street and Drove Way Gardens, St Margaret's-at-Cliffe. The Directions were served in response to representations received from local residents to the effect that the site was to become a small-holding and 'community farm', with the potential for developments such as hard-standings, polytunnels, irrigation tanks, animal buildings and further buildings associated with a commercial enterprise.

Such development is considered by the Council, as the Local Planning Authority, as incompatible with the open nature of the countryside, landscape protection and the vital role that these two areas of land contribute to the unspoilt setting of the village. In addition, the development would be prejudicial to the proper planning of the area and constitute a threat to the amenities of the area. The effect of the Directions is that, in summary, planning permission will be required for fences and other means of enclosure and agricultural buildings, structures and operations. However, the growing of crops or grazing of livestock is not controlled.

The Directions were served on all those parties with a known interest as owners or occupiers of the land, and copies sent to the County and Parish Councils. They were also publicised on the Council's website, in the local press and by attachment to structures surrounding the site. A letter of objection was received from a chartered surveyor acting on behalf of a trust which wished to support a local community-based approach to the provision of locally grown produce. Following a meeting with the Development Control Manager, the trust confirmed that it was relaxed about the Directions on the basis that no fees were currently payable for the types of planning applications required under the Directions, and that planning permission was unlikely to be withheld if there was clear justification and no identifiable harm arose. No other letters were received.

The chartered surveyor's submissions and discussions with the trust have been taken into account, and do not materially alter the Council's view that the Directions are justified. Furthermore, added weight has been given to the Directions by the reinstatement of the South East Plan as part of the Development Plan, namely by the Plan's policy for Areas of Outstanding Natural Beauty (Policy C3).

With the coming into effect of The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2010, local planning authorities became responsible for confirming Article 4 Directions, where previously confirmation was a decision for the Secretary of State. The Council's Scheme of Executive Delegations was consequently amended to enable the Leader of the Council to confirm Article 4 Directions (Decision Notice U07 of 22 November 2010 refers).

These Directions must be confirmed before 22 March 2011, this being a period of 6 months from the making of the Directions. For this reason, call-in needs to be suspended as, if activated, it would affect confirmation of the Direction.

F. Details of alternative options considered and rejected:

None.

G. If the decision-maker has a personal interest in the matter, the existence and nature of that personal interest must be stated below:

None.

H. List of persons consulted by the decision-maker:

Portfolio Holder for Environment, Waste and Planning

Development Control Manager

County and Parish Councils

Parties with a known interest

I. Any conflict of interest declared by any executive member who has been consulted by the decision-maker:

None.

J. Note of any dispensation granted by the Standards Committee in respect of any declared conflict of interest:

Not applicable.

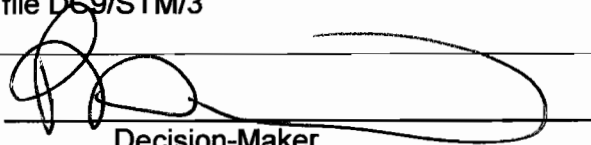
K. Background Documents:

Delegated Decision Notice DD04 of 5 August 2010

Decision Notice U07 of 22 November 2010

Planning file DG9/STM/3

Signed:



Decision-Maker

Dated:

28/2/11

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the remainder of the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraph of Schedule 12A of the 1972 Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Acquisition of Lidl site at Castle Street/ Maison Dieu Road, Dover	3	Information relating to the financial or business affairs of any particular person