

Prospective Councillor Event

14 June 2022



Welcome and Introduction

Nadeem Aziz
Chief Executive



THE ROLE OF THE DISTRICT COUNCILLOR

Rebecca Brough

Democratic & Corporate Services Manager

Role of a Dover District Councillor

“As a councillor you will have many different roles to balance. As the local elected representative you will engage with residents and groups on a wide range of different issues and take on an important community leadership role.

At the council you will contribute to the development of policies and strategies, including budget setting, and you may be involved in scrutinising council decisions or taking decisions on planning or licensing applications.”

Local Government Association

*You are an
elected
representative
for:*

Your Ward – c.2,902
electors per councillor

The Dover District
Population – 118,100

54,154 residential
properties

The Dover District
Area is approx. 314
km²

113th (out of 317) local
authorities for English
Indexes of Deprivation
2019

Main population
centres are: Aylesham,
Deal, Dover,
Sandwich, Walmer &
Whitfield

Tiers of Local Government

Kent County Council:

7 Kent County Councillors representing 5 Divisions in the Dover District

Dover District Council:

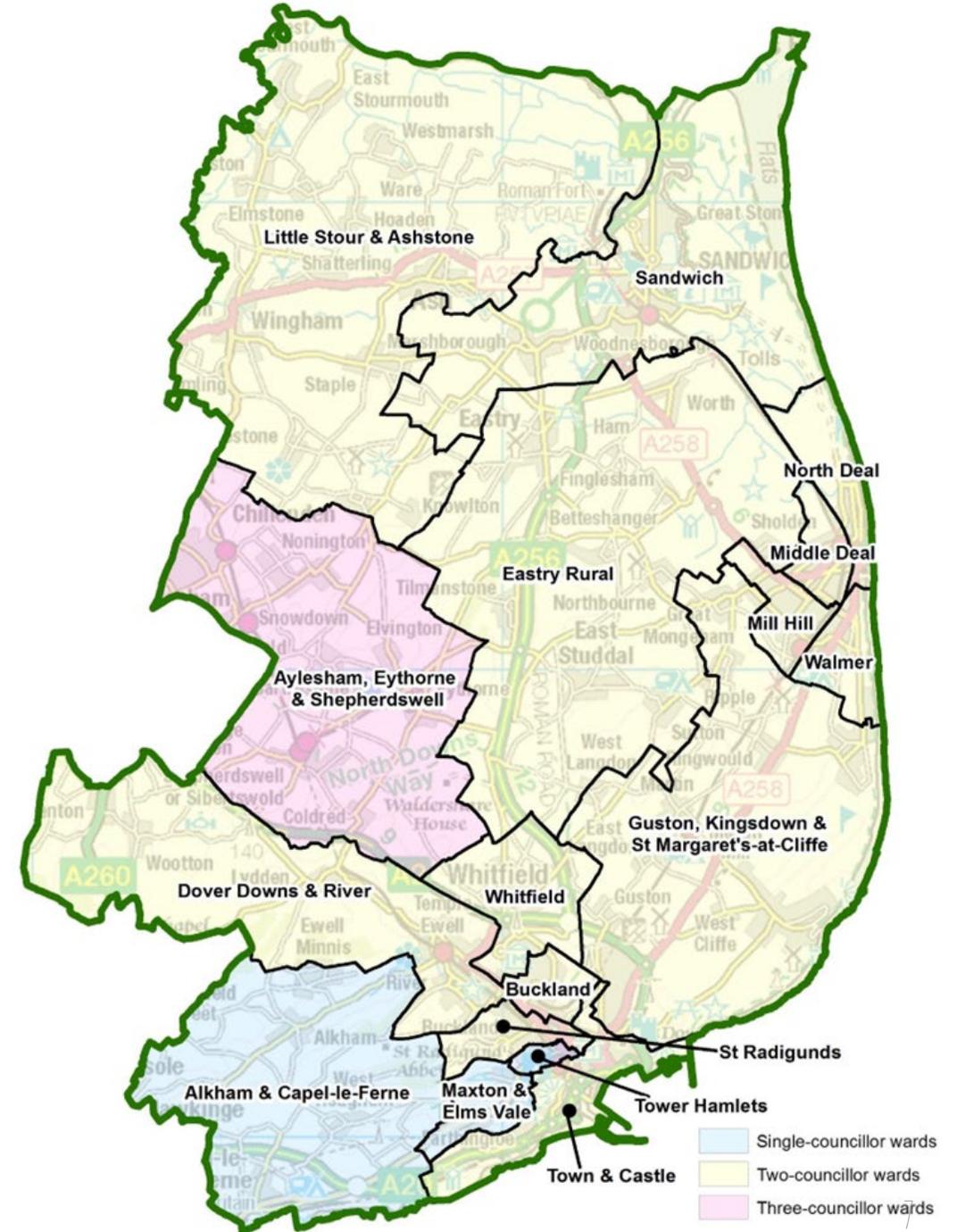
32 District Councillors representing 17 Wards

Town & Parish Councils:

Up to 317 Town & Parish Councillors representing 35 town and parish councils

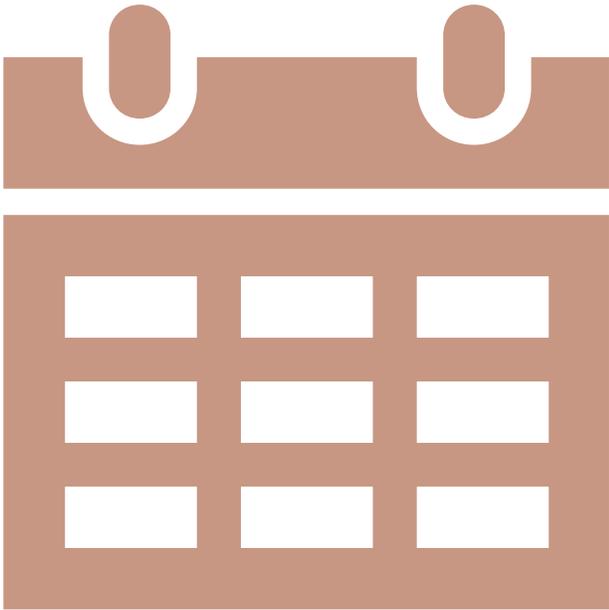
Ward Boundary Map

- www.election-maps.co.uk
- 3 wards with a single councillor (in blue)
- 13 wards with two councillors (in yellow)
- 1 ward with three councillors (in pink)



So what happens when you are elected?





First 14 Days as a District Councillor

First 14 Days as a District Councillor

Thursday 4 May 2023

If you are at election count you will receive, following the announcement of the result, your welcome pack from a member of the Democratic Services team which will contain key documents to complete for Monday 8 May 2023

Wednesday 10 May 2023

Your term of office will commence on the 4th day following the election (Monday). However, due to the Coronation Bank Holiday this will be delayed to the Wednesday.

You cannot act as a councillor until you have signed the Declaration of Acceptance of Office

Wednesday 10 May 2023 (daytime)

All Councillors to attend Council offices to sign Declaration of Acceptance of Office, collect key card, submit paperwork (including Disclosable Pecuniary Interest form) and have photograph taken for website

First 14 Days as a District Councillor

Monday 8 May 2023

You will have an email address created (cllr-first.last@dover.gov.uk) by ICT

Council provided ICT device will be made available within the first 14 days

Monday 8 May 2023

The website is updated at the end of the 4th day following the election to show the newly elected district councillors

New Councillor Induction Evening

Thursday 11 May 2023 at 6.00pm

This will be the first opportunity to meet the Corporate Management Team and Monitoring Officer

First 14 Days as a District Councillor

By no later than Wednesday
17 May 2023

If elected for a political party, you will have formed a “political group” on the Council.

A political group must have a minimum of 2 members. Each group must have a Group Leader and Deputy Leader

Annual Council Meeting
Wednesday 17 May 2023 at
6.00pm

This will be your first formal meeting as a district councillor.

The meeting will Elect the Leader of the Council (for 4 years), Chairman of the Council (for 1 year), Vice-Chairman of the Council (for 1 year) and Committee seat allocation (for 1 year)

4 Weeks after Annual
Council Meeting

You are required to have completed training before taking up your seat for the following committees:

- Planning Committee
- Governance Committee
- Licensing Committee
- Regulatory Committee

Training and Development

After the first 14 days you will receive the following training:

Committee
Specific Training

Data
Protection/GDPR

Use of the Mod
Gov System

Personal Safety

Code of Conduct

Ward Work

Member/Officer
Interaction

Practical Support

Democratic
Services
Team

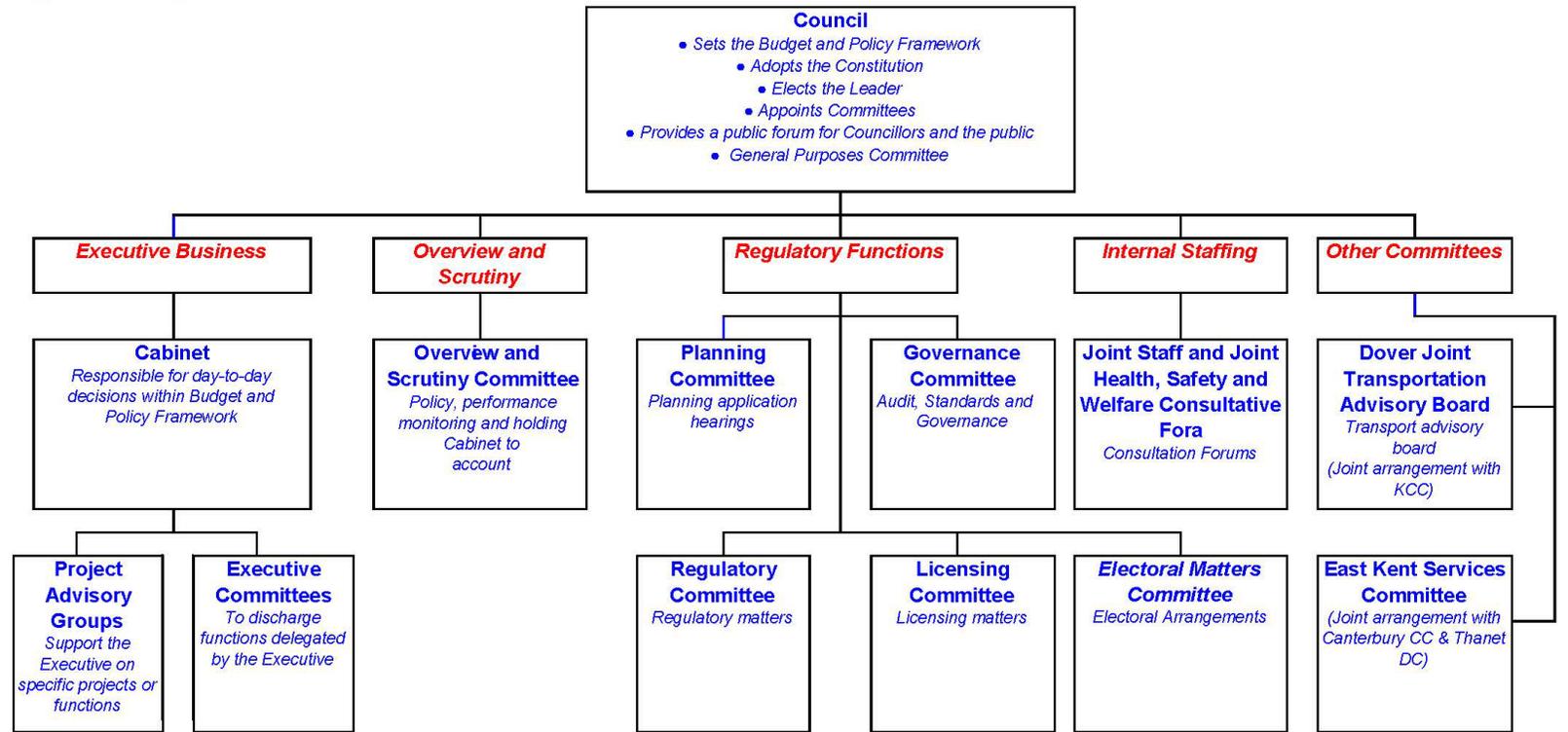
Other
District
Councillors

Decision Making



Dover District Council

Decision-Making Structure



Council, Cabinet & Committee Meetings

All statutory committees must be held in person

Non-statutory committees can be held remotely via Teams

The majority of Council and Committee meetings are held at 6.00pm in the Council Chamber

Regulatory Committee, Licensing Committee and Licensing Sub-Committees held during the day

Project Advisory Groups are usually held during the day via Teams

Council broadcasts some of its meetings via its website

Agendas are published via the Mod Gov System through a secure App



Mod Gov System

You will access agendas and minutes through the secure Mod Gov App, except for your first agenda (Annual Council – 17 May 2023)

- Training will be provided
- Saves in excess of £50k per annum in printing and postage
- Instant Delivery of agendas and minutes
- Positive environmental impact due to reducing paper usage
- Agendas can be annotated and indexed on the app

The Leader and Cabinet

Cabinet Composition
and Portfolios – Up
to 10 members
including the Leader
& Deputy Leader

Executive Functions
under Local
Government Act
2000

Executive
arrangements from
May 2011 were for a
strong leader model

Cabinet recommend
a budget and
Council approves
the final budget

Overview & Scrutiny Committee

To achieve accountability
and transparency in
decision-making

To consider key issues
of public interest

Review and scrutinise
decisions made by the
Executive

To make
recommendations to the
Executive and Council
on policies, budget,
performance and service
delivery

How does scrutiny work?

Meets approximately 11 times a year

Scrutinises policy and decisions of the Executive and wider issues that affect the Dover District

Examine issues after consideration by the Executive ('Post Decision Scrutiny')

Cabinet Members can be scrutinised by the Overview & Scrutiny Committee

The Constitution

An encyclopaedia of the Council
which prescribes:

How the Council operates –
Procedures

How decisions are made –
Responsibilities

Codes of Conduct and Protocols

Remuneration

Not in this for the money...

Basic Allowance -
£5,000 p.a.

Special Responsibility Allowance – allowance for committee chairmen and vice-chairmen, Licensing Committee members

Travel (Mileage) – 45 pence per mile

Dependants' Carer's Allowance – Actual cost reimbursement



Experiences as a district councillor

You will be hearing from:

- Cllr Kevin Mills
- Labour
- Buckland Ward
- Leader of the Opposition
- First Elected 1991



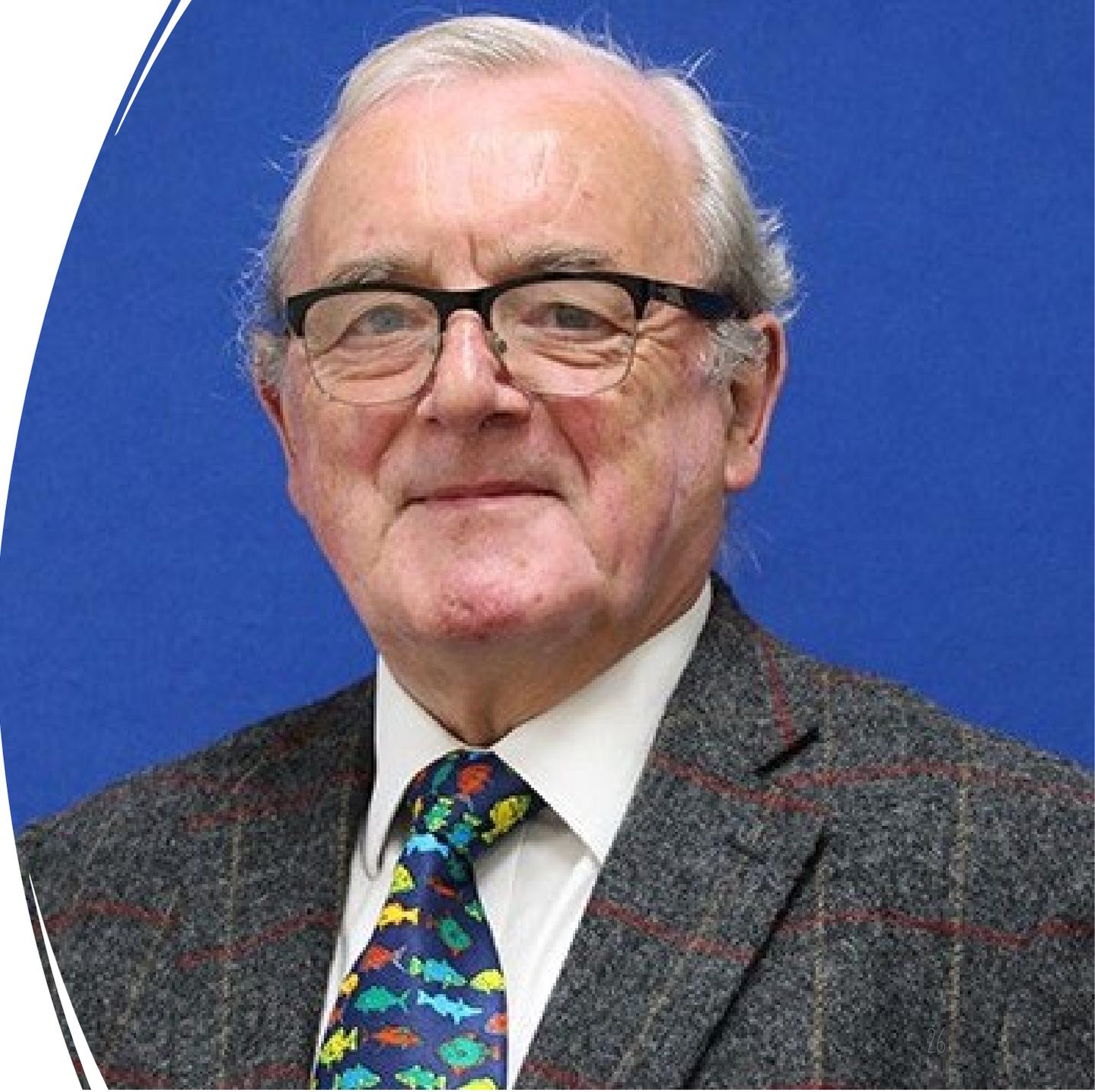
You will be hearing from:

- Cllr Chris Vinson
- Conservative
- Walmer Ward
- Cabinet Portfolio Holder for Finance, Governance, Digital & Climate Change
- First Elected 2019



You will be hearing from:

- Cllr Peter Walker
- Non-Aligned Member
- Aylesham, Eythorne & Shepherdswell Ward
- First elected 2011



REFRESHMENT BREAK



Breakout Groups

Attendees will be split into three groups and each group will have up to 15 minutes to receive a short briefing on the subject and ask questions.

At the end of the time, attendees will move on to the next group.

Summing Up

Nadeem Aziz

Chief Executive



What Next?

- Nominations
- Elections on Thursday 4 May 2023
- Appointment of Councillors on Wednesday 10 May 2023 (due to the coronation bank holiday delaying the start date)
- Induction for successful candidates
- Annual Council on 17 May 2023



Question & Answer Session

