

Cabinet

Dorset County Council



Date of Meeting	Cabinet: 6 December 2017
<p><u>Cabinet Member(s)</u> Tony Ferrari – Cabinet Member for Community and Resources</p> <p><u>Local Members</u> All members (local members affected have been consulted/engaged separately)</p> <p><u>Lead Officer(s)</u> Richard Bates - Chief Financial Officer Mike Harries - Director for Environment and the Economy</p>	
Subject of Report	Quarterly Asset Management Report
Executive Summary	<p>This report is a quarterly report which sets out key issues relating to the various asset classes of Property, Highways, ICT, Fleet and Waste.</p> <p>Some of the key items to note are as follows:</p> <ul style="list-style-type: none"> • An update is provided on the countywide office re-configuration works which are continuing at pace, enabling the County Council to free up office accommodation across the county (Para 2.2) • An update is provided on ongoing discussions with Lytchett Matravers Parish Council concerning the transfer of various County Council assets to the Parish Council. Approval is sought to gift the Lymat Youth Centre site to the Parish Council (Para 3.1) • Approval is sought for a small increase in the investment budget at Dorset Innovation Park (Para 3.2) • Approval is sought to ‘Commit to Construct’ for the works to South Annexe at Colliton Park (Para 3.3) • Approval is sought to dispose of West End House in Cattistock (Para 3.4) • Approval is sought to change the name and terms of reference of the Modernising Schools Board (Para 3.5) • The Cabinet is asked to note the use of delegated powers in relation to several schools projects (Para 3.6) • The Cabinet is asked to endorse the withdrawal of the application for a drug and alcohol recovery unit in Weymouth (Para 3.7)

	<ul style="list-style-type: none"> • The Cabinet is asked to note progress with several highway projects (Para 4) • The Cabinet is asked to note an update on the roll-out of Microsoft Windows 10 (Para 5.1)
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>The most recent equalities impact assessment was undertaken on the Asset Management Plan and identified the need to ensure that the interests and needs of the six equality groups are addressed at service level as part of the service asset management planning process, including consultation with users.</p>
	<p>Use of Evidence:</p> <p>The Asset Management Plan makes use of the following sources of evidence:</p> <ul style="list-style-type: none"> • The Corporate Plan and Community Strategy • Medium Term Financial Strategy • Outcomes from a Members Seminar on 25 September 2014 • Periodic public consultation • Local and National property performance data • Service (property) asset management plans • Highways asset management planning data • Corporate IT strategy
	<p>Budget:</p> <p>If all the recommendations in the report are approved there will remain a capital sum of £0.3m unallocated up to the end of 2020-21.</p>
	<p>Risk Assessment:</p> <p>Specific project risk registers are in place. None of the recommendations relate to or create high or medium risks.</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as: Current Risk: LOW Residual Risk: LOW</p>
Recommendations	It is recommended that the Cabinet:
	<p>(i) Approves the use of the County Council's general powers of competence to gift the freehold of the Lyimat Youth Club site in Lytchett Matravers, which is subject to a lease until 2056, to the Lytchett Matravers Parish Council, to the Parish Council and on further terms to be agreed by the Chief Financial Officer (Para 3.1.3)</p>
	<p>(ii) Approves an increase of £300,000 to be made available for investment at Dorset Innovation Park as a loan for up to</p>

		a ten-year period through Forward Funding from the County Council by way of prudential borrowing (Para 3.2.5)
	(iii)	Approves the ‘Commit to Construct’ application for the project to refurbish South Annexe building on Colliton Park (Para 3.3.4)
	(iv)	Approves the disposal of West End House, Cattistock, on terms to be agreed by the Chief Financial Officer (Para 3.4.1)
	(v)	Approves amendment of the Modernising Schools Board’s title to “School Organisation, Capital Programme and Admissions Board”, with amended governance and Terms of Reference as attached at Appendix 4 of this report (Para 3.5.4)
	(vi)	Approves the overall revised estimates and cash flows for projects as summarised and detailed in Appendix 1 (Para 8.2)
	(vii)	Endorses the decision made using delegated powers to withdraw the planning application on 22 Abbotsbury Road, Weymouth pending further consideration of all options (Para 3.7.2)
	(viii)	Notes the use of delegated authority to the Director for Children’s Services, after consultation with the Cabinet Member for Children’s Services and the Modernising Schools Programme Board, to approve four specific items relating to the Schools Basic Need Programme budget and the Capital Project Delivery Protocol (Para 3.6.3)
	(ix)	Notes the emerging issues for each asset class.
Reason for Recommendation	A well-managed Council ensures that the best use is made of its assets in terms of optimising service benefit, minimising environmental impact and maximising financial return.	
Appendices	Appendix 1 Financial Summary and Capital Control Totals Appendix 2 Plan of Dorset County Council assets in Lytchett Matravers Appendix 3 Plan of West End House, Cattistock Appendix 4 Terms of Reference for School Organisation, Capital Programme and Admissions Board (“Board”) Appendix 5 Exempt information in respect of South Annexe, Colliton Park	
	The Property Asset Management Plan 2015-18 The Highways Asset Management Plan (Vol. 1/Vol. 2)	
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1 Background

- 1.1 This report provides an update on key issues relating to various assets, including progress in property asset reduction and rationalisation. It also seeks approval for a number of transactions and project matters.
- 1.2 This report covers all the County Council's asset classes: Property, Highways, ICT, Fleet and Waste (via DWP).

2 Assets / Whole authority performance

- 2.1 The Asset Management Plan (AMP) sets out the key property priorities and strategies of the County Council over a three year period. There are 10 performance indicators detailed within the AMP which detail the progress that the County Council is making in delivering those priorities. Progress against the KPIs is reported on Dorset for You, via this link: <https://www.dorsetforyou.gov.uk/dorset-property/assetmanagement-plan>
- 2.2 Roll out of works to adapt the countywide office estate continue. The adaptations of both the Weymouth Local office and Cedar House, Ferndown are now complete and work is ongoing in the North Dorset local office and the Ferndown local office. These projects are converting the buildings into flexible workspaces, where visiting staff can hot desk if required. The rotunda works in County Hall are now complete and the adaptations of these spaces have transformed the way that staff are able to work and have enabled more staff to be accommodated within the building. These works are key to enabling the County Council to generate savings in running costs of £850,000 per annum from the disposal of surplus office space. Capital receipts in excess of double the expenditure will also be realised from this programme.

3 Dorset Property Asset Management

3.1 Transfer of Lymat Building and Library to Lytchett Matravers Parish Council

- 3.1.1 On the 13th June the Lytchett Matravers Neighbourhood Plan to 2031 (LMNP) was adopted by Purbeck District Council and now forms a material consideration both during and after the adoption process of the Local Plan. Part of the LMNP envisages change to some areas of the Parish in which the County Council has service and property interests. The County Council was approached by the Parish Council to explore the marriage of the LMNP objectives and the County Council's savings agenda. Initial discussions have identified the following County Council interests:

- DCC 'Lymat Youth Club' freehold premises (highlighted 1 on annexed plan) let to the Parish Council for an unexpired term of 39 years at a peppercorn rent for use as a youth focussed facility.
- DCC freehold library premises (2) and library service.
- DCC freehold recreation land (3) let to the Parish Council for an unexpired term of 15 years and upon which a MUGA has been constructed for the use of the Community Primary School as well as other third parties on a booking system.
- Eldon's Drove safe route to school access way and attached school expansion land (4) - currently let to a third-party grazier.

- 3.1.2 It is proposed to transfer the freehold interest of the former Youth Club premises to the Parish Council which will in turn enable the demolition of the near-end-of-life youth building and replace it with a Scouting facility, spearheaded by The Scouts with their own fund-raising.
- 3.1.3 The Scouts obtained planning permission to demolish the existing building and erect a new youth and community hall on 26 May 2016 (ref 6/2016/0121). There were a number of objections from neighbours relating to the various factors that redevelopment and Scouting use would bring. The intention is to maintain youth focussed activities upon the site and potentially offer wider community benefit. This proposal would in turn free up the existing under-sized Scout Hut which the Parish Council would promote for alternative community use. Due to the length of the outstanding lease the deferred value waived, assuming residential planning permission could be obtained at the end of the lease in 39 years, is in the region of £25,000. It is therefore recommended that the County Council gifts the freehold of this land to the Parish Council and on other terms to be agreed by the Chief Financial Officer (**Recommendation i**).
- 3.1.4 The library building has a small parcel of unused land to its rear and the Parish Council has suggested that this might be utilised to extend the premises and provide a self-contained meeting room suite, primarily for the Parish Council, but also to be hired out as an adjunct to library activities. The Parish Council would require a long-term interest in the land and/or library premises. It has asked the County Council to consider transferring the Library building to the Parish Council and in return it would grant a long lease to the County Council on part of the library building used to deliver library services. This would enable the County Council to divest itself of some of the building and grounds maintenance costs, whilst enabling the current service to be maintained. The running costs of the building for the current year are £14,800 and the identified maintenance costs are £27,600. Final terms have yet to be agreed and will be reported back to the Cabinet in due course.
- 3.1.5 Other projects within the Neighbourhood Plan include improvements to the parking facilities relating to the MUGA and school parent drop-off and pick-up. This will require the Parish Council handling the planning and highway applications and funding the ensuing works. The Parish Council wishes to extend its lease, which has an unexpired term of 15 years, to provide greater certainty of occupation and to enable it to apply to Sport England for funding to construct further MUGA facilities adjacent to the existing facilities.
- 3.1.6 Eldon's Drove, owned by the County Council, has long been suggested as a safe route to school, although expensive to promote and upgrade to a suitable standard. The school is supportive of the idea. The Parish Council intends to explore grant funding options for the redevelopment of the reserved school expansion land for creation of sports pitches to FA Youth and Local Club standard. The project would likely involve the grant of a long lease to the Parish Council with rights for school use to comply with educational standards and with lease termination provisions. There would be a need for a pavilion with changing facilities also. These discussions remain at an early stage. Further updates will be brought to Cabinet as they are developed.

3.2 Dorset Innovation Park – investment resources 2017- 2022

- 3.2.1 Following consideration of the business case for investment in the development of Dorset Innovation Park (Enterprise Zone) at the Cabinet meeting on 6 September 2017 (Min 107) it was agreed to make available £2,276,000 as a loan for up to a ten-year period through Forward Funding from the County Council by way of prudential borrowing.

- 3.2.2 At the subsequent meeting of the Dorset Local Enterprise Partnership Board (26 September 2017), the Board agreed to provide a loan of £1 million for investment at Dorset Innovation Park from Growth Deal funds.
- 3.2.3 This level of commitment leaves a budget gap of £300,000 based on the agreed business case. This situation was reported to Cabinet on 27 September, where no objections were expressed in principle to the increase of the County Council's loan facility to cover the unfunded £300,000 to ensure appropriate investment in Dorset Innovation Park by fully funding the initial phase of the implementation plan, subject to a proposal being included in the Quarterly Asset Management Report (Min 107).
- 3.2.4 Purbeck District Council owns a 1/6th proportion of Dorset Innovation Park, and has approved funding for its share of the landowners' responsibilities identified in the implementation plan (£196,000).
- 3.2.5 Hence, the funding package for the delivery of the first five years of the implementation plan will be complete subject to the agreement to increase the loan facility by £300,000, for which approval is sought from Cabinet (**Recommendation ii**).

3.3 'Commit to Construct' – Refurbishment of South Annexe, Colliton Park

- 3.3.1 The refurbishment and re-configuration of the South Annexe building is an individual project within the wider Countywide Office Reconfiguration Programme. The business case for this programme, which will enable the County Council to reduce its overall office estate from 28 buildings to just 8, was approved by the Way We Work Programme Board on 22nd June 2016 and the allocation of funding for this programme was subsequently ratified by the Cabinet during its consideration of the Asset Management Capital Priorities report on 1st February 2017.
- 3.3.2 The South Annexe building comprised the former Dorchester library and upon relocation of the library function it was partly refurbished as office accommodation. The majority of the remainder of the building has been used by the library book handling service, where library books are delivered, stored and packaged up for distribution to local libraries. This function is a quasi-industrial function and is being re-located to a more suitable building on the Marabout Industrial Estate in Dorchester. This will free up the majority of the building, which it is proposed to refurbish and re-configure to transform the whole building into offices. This will enable services currently located in both Monkton Park and Princes House (mainly Children's Services staff) to be re-located into that building freeing up those buildings and enabling their eventual disposal saving the County Council annual revenue costs of £358,000 per annum. There is also the opportunity to generate a capital receipt from the disposal of Monkton Park of up to £1.5m (if the County Council elects to dispose of the site on the open market).
- 3.3.3 Further information in respect of the budget for the works and the estimated construction costs, which at this stage of the project are commercially sensitive, are contained within Appendix 5 of this report, which is exempt under Paragraph 3 of the Local Government Act.
- 3.3.4 As this contract exceeds the key decision threshold, the Cabinet is requested to approve the 'Commit to Construct' application for this project (**Recommendation iii**).

3.4 West End House, Cattistock

- 3.4.1 Following the decision reached at Cabinet on 27 September 2017 to close West End House in Cattistock permanently with the site (see plan at Appendix 3) offered for disposal, Cabinet is requested to approve the disposal of West End House on terms to be agreed by the Chief Financial Officer (**Recommendation iv**).

3.5 Proposed Amendment to the current Modernising Schools Programme Board Terms of Reference

- 3.5.1 The Modernising Schools Programme Board (MSP Board) has reviewed it's of terms of reference. The current Board title and terms refer to the Modernising Schools Programme and projects, which no longer exist. Currently the Board's primary responsibility is for giving oversight and direction to the progress and delivery of the Basic Needs Programme. This includes acting as the primary forum for the Director of Children's Services to exercise delegated authority in relation to Basic Needs Projects and the Programme.
- 3.5.2 The aim of the review was to update the terms to ensure they were accurate and to consider the scope of the Board. A wider scope and agenda are proposed, to enable delivery of the Basic Needs Programme in the context of improved school organisation and place planning. In addition, discussions would benefit from a wider membership, engaging with officers, representatives of the Schools Forum and District Councils.
- 3.5.3 The proposed new Terms of Reference are attached in Appendix 4, providing for a 2 part agenda. The first part will focus on school organisation and place planning, with wider membership and minutes to be shared with the Schools Forum. The second part of the agenda will be a confidential session for County Council officers and Elected Members to oversee delivery of the Basic Needs Programme, in the wider context of the Children's Services Capital Programme. For this part, the current delegation to the Director for Children's Services remains; to take decisions in relation to the Basic Needs Programme and projects in consultation with Cabinet and officer membership of the Board.
- 3.5.4 The Modernising Schools Board recommends to the Cabinet for approval, amendment of the Board title to "School Organisation, Capital Programme and Admissions Board", with amended governance and Terms of Reference attached at Appendix 4 **(Recommendation v)**.

3.6 Schools Basic Need Programme, use of delegated authority – to note

- 3.6.1 The Cabinet previously approved authority to the Director for Children's Services, after consultation with the Cabinet Member for Children's Services and the Modernising Schools Programme Board, to approve individual projects within the Schools Basic Need Programme budget proceeding through gateways of the Capital Project Delivery Protocol.
- 3.6.2 The Director has exercised that delegated authority to allow the following decisions, following consultation with and the support of the MSP Board:
- agreed to increase the budget allocation for the Swanage St Mary's Primary School replacement project by a further £13,000 to enable the outstanding highway works to be undertaken as soon as the S278 agreement is completed.
 - agreed to increase the budget allocation for the Twynham Primary School (Phase 5) from £290,000 to £330,000 to cover the additional costs associated with this project.
 - agreed to an increase in the budget allocation for the replacement and extension of Wimborne First School from £7,758,000 (inc. OB), which was set in July 2015, to £11,205,000 (inc. OB) to enable the project to proceed.
 - approved 'Commit to Invest' (Project Delivery Gateway 6) for the replacement and extension to 3FE of Wimborne First School.

- 3.6.3 The Cabinet is requested to note the use of these delegated powers (**Recommendation viii**).

3.7 Drug and Alcohol Recovery Unit, Weymouth

3.7.1 The County Council has been pursuing a planning application on a property in Abbotsbury Road, Weymouth for change of use to enable it to be acquired and used as a centre for local people recovering from drug and alcohol use. However, in response to strong local opposition to the location of this facility, Members have used their delegated powers to withdraw the planning application, pending further consideration of all the options available. The County Council are working with Weymouth and Portland Borough Council to consider alternative sites, prior to a final decision being made.

3.7.2 The Cabinet is requested to endorse the decision made using delegated powers to withdraw the planning application on 22 Abbotsbury Road, Weymouth pending further consideration of all options (**Recommendation vii**).

4 Highways Asset Management

4.1 Bridge issues – To Note

4.1.1 **Stadium Cycleway Bridge** – Highways England are proposing to improve safety for cyclists using the Weymouth-Dorchester cycleway. The initial proposal is to construct a cycle bridge over the A35 between the stadium roundabout and the railway bridge. The Transport Planning team are offering to facilitate the delivery of the project for Highways England using Dorset Highways/WSP to deliver the design element. The cost of the project including construction is estimated to be £1m - £1.5m. Highways England will fully fund the project and own the asset created.

4.1.2 **Wareham Railway Footbridge Ramps** – All the planning documents for this scheme have been prepared and submitted. The application is due to be registered for public scrutiny by mid-November. The budget required for construction is estimated to be £1.7m. This is a joint project with Network Rail (NR) being led by the County Council. Negotiation with NR regarding the funding formula is underway and is likely to result in a 50/50 split. Assuming the County Council's contribution will be £850,000 approval for an additional £350,000 funding, in addition to the £500,000 already approved, will be sought when planning consent is received. The proposed ramps will be County Council highway assets but their construction will save the County Council revenue costs of £120,000 per year for provision of attendants at the level crossing.

4.1.3 **Uploders Road Closure** - The road through Uploders was closed in February 2016 due to a landslip removing support to the highway. The site work to realign the highway away from the landslip and river over a length of 100m is due to begin in April 2018. This work is to be funded from the structural maintenance allocation of the LTP maintenance grant and, following redesign, is now estimated to cost less than £200,000.

4.2 Highway Improvements schemes (to note)

4.2.1 **Dorchester Transport and Environment Plan (DTEP)** - Great Western Cross junction, South Gate Junction and South Street paving works have all been completed this financial year with the High West Street/Trinity Street scheme due to be completed in December 2017. The overall budget of £3.038m has increased by £36,000 with a contribution of £25,000 from the Shire Hall project and £11,000 interest on the s106 contribution from the Brewery Square development. The County Council's commitment of £2.078m (as approved by Cabinet on 24 February 2016) remains unchanged. The Williams Avenue/Damers Road junction improvement is awaiting land acquisition from Network Rail. The Maumbury Cross scheme is dependent on s106 monies and land from WDDC's Fairfield Car Park.

- 4.2.2 **West Stafford Bypass** - Phase 1 works which were completed in April 2017 continue to be successful in preventing a reoccurrence of the highway flooding problem. An additional £77,000 has been added to the original preliminary scheme budget (of £300,000) to cover an over spend on phase 1 and the cost of land purchase including sufficient land to allow the introduction of Phase 2, storm water detention ponds, should it be required.
- 4.2.3 **Springfield Road** - Construction is currently taking place with a completion date programmed for spring 2018. The budget is currently close to forecast although it is expected to go slightly over by about £10,000, subject to the final cost of statutory undertakers' work, particularly Bournemouth Water, whose programme is currently impacting on the scheme programme.
- 4.2.4 **A350/C13** - The first phase of patching works, carriageway resurfacing, drainage work and signing/lining improvements are currently taking place at various locations along the A350 and C13 following commencement in November 2017. Members are referred to the separate report at this committee on the A350/C13 to address HGV routing options.

5 ICT Asset Management

5.1 Microsoft Windows - to note

- 5.1.1 The County Council's desktop PC (excluding those used only to access remote services), laptop and tablet estate has been using a mix of operating systems including Windows XP, Windows 7, 8 and 10. In many cases the Windows XP and 7 operating systems were required to support the use of business applications that do not operate on later versions of Windows. The mix of operating systems has impacted on the consistency of the user experience.
- 5.1.2 Windows XP has been decommissioned across our computing estate. DCC ICT Services are in a position where they can upgrade the vast majority of Windows 7, 8 and older versions of Windows 10 to the latest release of Windows 10 helping to address a number of known issues impacting on user experience, and improving consistency such that ICT Services are able to more easily triage and resolve the issues being encountered by users.
- 5.1.3 Windows 10 is subject to two major releases per year, and Microsoft support latest version and two prior releases only. DCC ICT Services will maintain the estate at Microsoft supported levels of operating system. To achieve this, they have been trialling the use of self-service capabilities through which they can remotely upgrade device operating systems. Maintaining the County Council's estate at current and supported levels of operating system is essential to maintain the security of our ICT systems and to ensure a good user experience.

6 Fleet Asset Management

- 6.1 Nothing to report.

7 Waste Asset Management

- 7.1 Nothing to report.

8 Financial Performance

8.1 Financial Summary and Capital Control Totals

- a) The overall financial position is summarised in Appendix 1. Over the next three years the total sum available is £0.3m up to the end of 2020-21.

8.2 Executive Summary of Approved Projects, including significant changes

- a) Details of the approved schemes are set out in the schedule situated on Dorset For You, accessed via the following link: <https://www.dorsetforyou.gov.uk/dorset-property/asset-management-plan>
- b) The Cabinet is requested to approve the overall revised capital expenditure estimate and cash flows as summarised in Appendix 1 (**Recommendation vi**).

Richard Bates
Chief Financial Officer

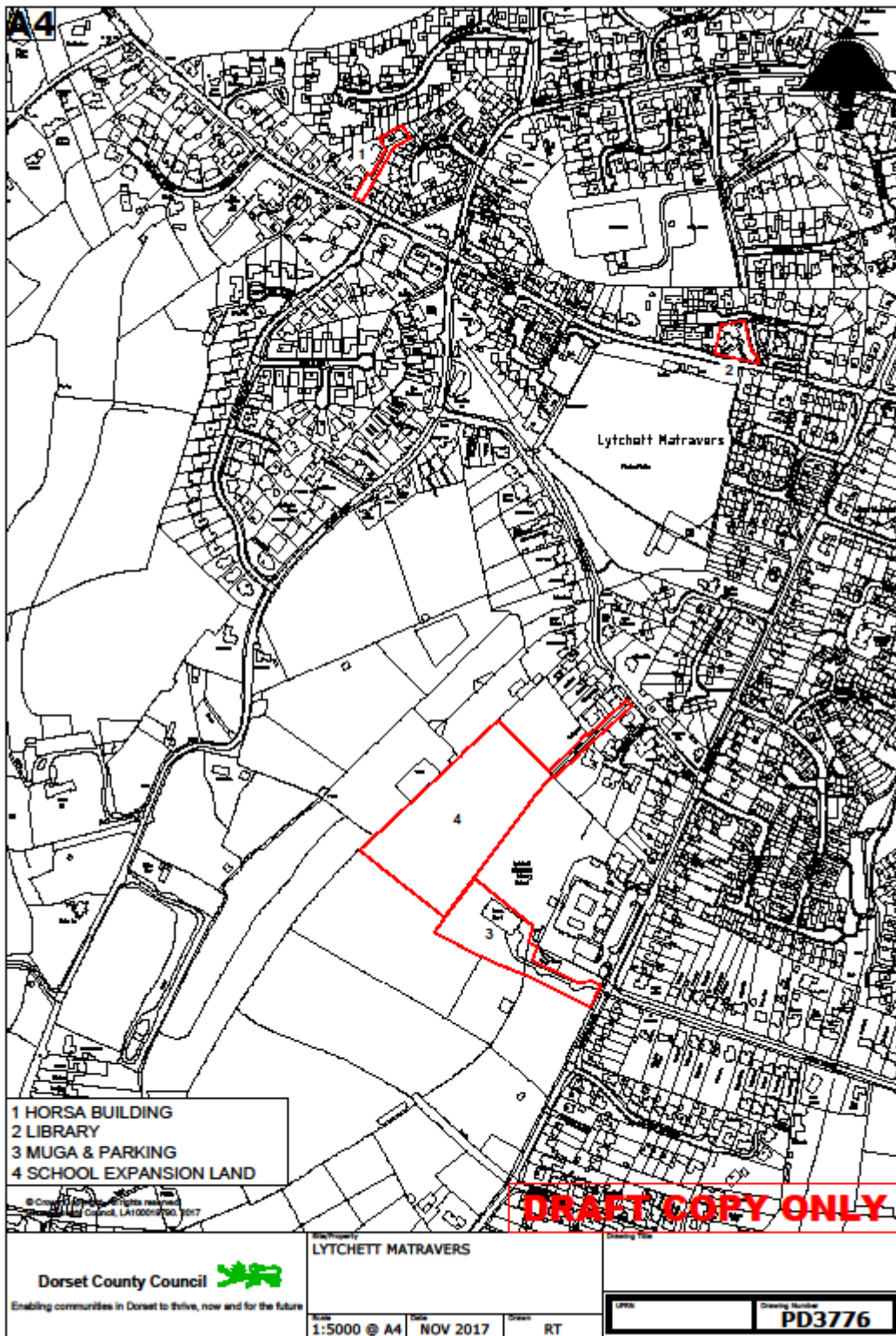
Mike Harries
Director for Environment and the Economy

December 2017

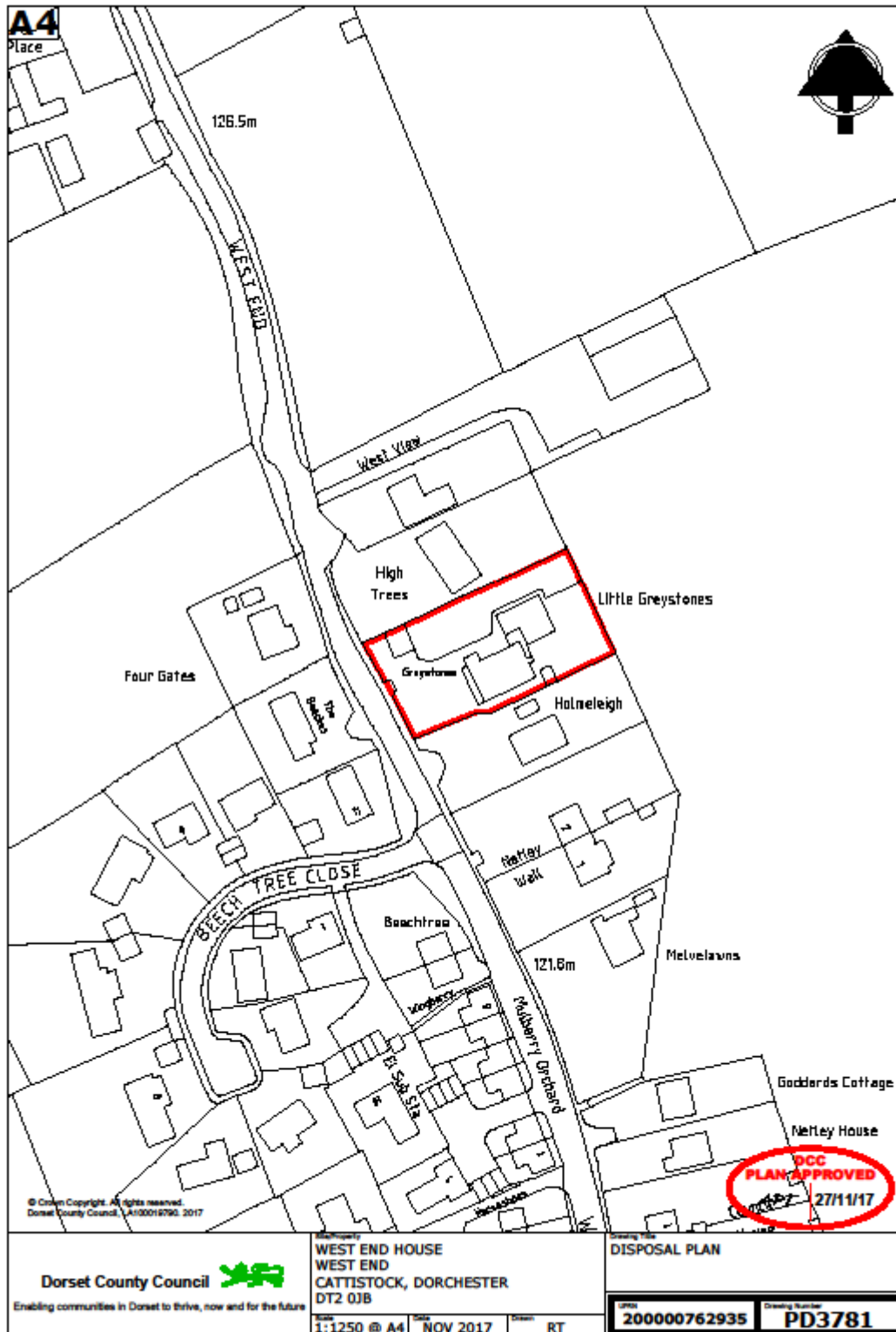
CAPITAL PROGRAMME - CABINET DECEMBER 2017

DIRECTORATE	EXPENDITURE ESTIMATES (GROSS)			
	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000
CHILDRENS	20,102	23,990	1,593	3,988
ENVIRONMENT	31,741	22,405	18,483	12,965
ADULT & COMMUNITY	690	850	4,622	2,838
CABINET / WHOLE AUTHORITY	8,088	14,962	1,893	1,893
DORSET WASTE PARTNERSHIP	2,829	5,114	6,991	5,798
CAPITAL FLEET REPLACEMENTS	1,539	1,053	510	1,000
CAPITAL R & M	5,517	5,967	5,967	5,967
TOTAL	70,506	74,341	40,059	34,449
Anticipated Slippage	(10,000)	(10,000)	5,000	5,000
Contingency re Risk Items	2,279	0	0	0
(Overcommitted) / Remaining flexibility (to meet target)	276	0	0	0
Gross Predicted Capital Spend	63,061	64,341	45,059	39,449

Plan of Dorset County Council assets in Lytchett Matravers



Plan of West End House, Cattistock



School Organisation, Capital Programme and Admissions Board (“Board”)

Terms of Reference

Dorset County Council membership for Parts 1 and 2 of the Agenda

Delegated Decision Maker

Director for Children Services (Chairperson)

Consultees for Delegated Decision Making

Cabinet Member for Economic Growth, Education, Learning and Skills

Cabinet Member for Community and Resources

Cabinet Member for Natural and Built Environment

Leader of the second largest group (or nominee)

Director for Environment and the Economy

Senior Finance Manager

Legal Services Manager

Non-County Council membership

For Part 1 and 2 of the Agenda

Diocesan representative (on behalf of the Church of England and Roman Catholic Diocese)

For Part 1 of the Agenda only

3 representatives of the Dorset Schools Forum to include the Chairperson (or their nominee)
Democratic Services Manager (or nominee) (to attend by invitation for an annual report about admission appeal numbers)

District Council representative (local plan and housing development) (to attend by invitation to support sharing of information, discussion and development by the Board of strategic pupil projection plan including details of planned developments)

Terms of Reference

Part 1 - School Organisation and Place Planning

1. To oversee and provide strategic direction to:
 - a. proactive school organisation (place provision projections and planning);
 - b. organisation of specialist provision;
 - c. monitoring of out of county trends
2. To share non-commercially sensitive and non-confidential data and information with the Dorset Schools Forum and other Non-Council members, as appropriate, for the purpose of engagement and collaboration to achieve strategic school organisation.
3. To receive reports as follows
 - a. an annual report from Democratic Services providing details of admission appeal numbers in the previous 12 months, numbers withdrawn, numbers successful and costs;
 - b. an update on strategic planning for specialist provision;
 - c. an update on strategic planning for mainstream provision.

Part 2 - Children’s Services Capital Programme

4. To oversee and provide direction to the progress and delivery of the Basic Needs Programme;

5. To receive reports including progress updates and recommendations from officers on:
 - a. Individual Basic Needs projects;
 - b. Basic Needs Programme (“Programme”); and,
 - c. capital spend under the MTFP.
6. To act as Project Board for any projects within the Programme, as required;
7. To consider strategic project and Programme risks and issues;
8. To consider relevant budgets, budget monitoring and control measures;
9. To bring together the key stakeholders from across the organisation and other areas to ensure the projects and Programme runs effectively and delivers in accordance with project, Programme and Corporate aims, outcomes and objectives;
10. To act as the primary forum within which the Director for Children Services, exercising delegated authority in relation to projects and the Programme, will consult with Cabinet and County Council Board members;
11. Through Directors to report to the Cabinet/Full Council where matters for decision exceed delegated authority of the Director for Children Services;
12. To advise the Chief Executive, Leader and Chairman of the County Council of the need to exercise urgency powers, where necessary;

Standard Agenda Items:

Part 1 - School Organisation and Place Planning

- Annual report on admission appeals;
- Update on strategic planning for specialist provision
- Update on strategic planning for mainstream provision

Part 2 – Children’s Services Capital Programme

- Basic Needs Programme Budget
- Update on projects and Basic Needs Programme

Procedural matters:

- The Agenda for this Board is in 2 parts;
 1. School Organisation and Place Planning
 2. Children’s Services Capital Programme.
- Part 1 of the Agenda may be attended by the County Council membership and non-County Council membership as listed above.
- Part 2 of the Agenda is confidential and for attendance by the County Council membership only.

The quorum for Part 2 of the Board is 3 County Council Members and 3 County Council officers.

- The Board will meet six times a year, twice in each school term.
- Board papers are to follow the same discipline and timing as County Council committee papers.

- Board minutes are to be prepared separately for Parts 1 and 2. Part 1 reports and minutes are to be reported the Schools Forum. Part 2 minutes are to be reported to the Cabinet. A summary of the Board's minutes and any recommendations being made to the Cabinet will be reported to the Asset Management Group, prior to the Cabinet discussion so that their advice is available for the cabinet consideration.
- Individual projects within the Basic Needs Programme are subject to the County Council's normal project procedures including the Capital Projects Delivery Protocol.

November 2017