

Agenda

Dorset County Council



Meeting: Cabinet

Time: 10.00 am

Date: 27 June 2018

Venue: Committee Room 1, County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ

Rebecca Knox (Chairman)
Jill Haynes
Peter Wharf

Steve Butler
Andrew Parry

Tony Ferrari
Daryl Turner

Notes:

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- We can provide this agenda and the reports as audio tape, CD, large print, Braille, or alternative languages on request.

- **Public Participation**

Guidance on public participation at County Council meetings is available on request or at <http://www.dorsetforyou.com/374629>.

Public Speaking

Members of the public can ask questions and make statements at the meeting. The closing date for us to receive questions is 10.00am on 22 June 2018, and statements by midday the day before the meeting.

Debbie Ward
Chief Executive

Contact: Fiona King
County Hall, Dorchester, DT1 1XJ
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Date of Publication:
Tuesday, 19 June 2018

1. **Apologies for Absence**

To receive any apologies for absence.

2. **Code of Conduct**

Councillors are required to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests.

- Check if there is an item of business on this agenda in which the member or other relevant person has a disclosable pecuniary interest.
- Check that the interest has been notified to the Monitoring Officer (in writing) and entered in the Register (if not this must be done on the form available from the clerk within 28 days).
- Disclose the interest at the meeting (in accordance with the County Council's Code of Conduct) and in the absence of a dispensation to speak and/or vote, withdraw from any consideration of the item.

The Register of Interests is available on Dorsetforyou.com and the list of disclosable pecuniary interests is set out on the reverse of the form.

3. **Minutes**

3 - 6

To confirm and sign the minutes of the meeting held on 23 May 2018.

4. **Public Participation**

5. **Cabinet Forward Plan**

7 - 14

To receive the Cabinet Forward Plan.

6. **Medium Term Financial Plan (MTFP) Update**

15 - 26

To consider a report by the Cabinet Member for Community and Resources.

7. **Quarterly Asset Management Report**

27 - 52

To consider a report by the Cabinet Member for Community and Resources.

8. **Special Educational Needs and Disability Improvement Plan - Progress Report**

53 - 92

To consider a report by the Cabinet Member for Economy, Education, Learning and Skills.

9. **Panels and Boards**

To receive the minutes of the following meetings:-

a) **Joint Public Health Board - 4 June 2018**

93 - 100

b) **Joint Archives Advisory Board - 6 June 2018**

101 - 104

10. **Questions from County Councillors**

To answer any questions received in writing by the Chief Executive by not later than 10.00am on Friday 22 June 2018.



Cabinet

Minutes of a meeting held at County Hall, Colliton Park, Dorchester,
Dorset, DT1 1XJ on Wednesday, 23 May 2018.

Present:

Rebecca Knox	Leader of the Council
Steve Butler	Cabinet Member for Safeguarding
Deborah Croney	Cabinet Member for Economy, Education, Learning and Skills
Tony Ferrari	Cabinet Member for Community and Resources
Daryl Turner	Cabinet Member for Natural and Built Environment
Peter Wharf	Cabinet Member for Workforce

Members Attending:

Janet Dover, County Councillor for Colehill and Stapehill
David Walsh, County Councillor for Gillingham
Jon Andrews, County Councillor for Sherborne Town
Nick Ireland, County Councillor for Linden Lea

Officers Attending:

Debbie Ward (Chief Executive), Richard Bates (Chief Financial Officer), Mike Harries (Corporate Director), Nick Jarman (Interim Corporate Director for Children's Services), Grace Evans (Legal Services Manager), Marc Eyre (Senior Assurance Manager (Governance, Risk and Special Projects)), Kirsty Hillier (Senior Communications Officer (internal)), Mark Taylor (Group Manager - Governance and Assurance), Susan Ward-Rice (Diversity & Inclusion Officer) and Fiona King (Senior Democratic Services Officer).

- (Notes:(1) In accordance with Rule 16(b) of the Overview and Scrutiny Procedure Rules the decisions set out in these minutes will come into force and may then be implemented on the expiry of five working days after the publication date.
Publication Date: **Tuesday, 29 May 2018.**
- (2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Cabinet to be held on **Wednesday, 27 June 2018.**

Apologies for Absence

58 Apologies for absence were received from Jill Haynes (Deputy Leader and Cabinet Member for Health and Care) and Jonathan Mair (Service Director- Organisational Development (Monitoring Officer)). Grace Evans (Legal Services Manager) attended the meeting for Jonathan Mair.

Code of Conduct

59 There were no declarations by members of disclosable pecuniary interests under the Code of Conduct.

Minutes

60 The minutes of the meeting held on 2 May 2018 were confirmed and signed.

Public Participation

61 Public Speaking
There were no public questions received at the meeting in accordance with Standing Order 21(1).

There were no public statements received at the meeting in accordance with Standing Order 21(2).

Petitions

There were no petitions received at the meeting in accordance with the County Council's Petition Scheme.

Cabinet Forward Plan

62 The Cabinet considered the draft Forward Plan, which identified key decisions to be taken by the Cabinet on or after the next meeting.

The Chairman highlighted to members that whilst all councils in Dorset were moving into Shadow Council arrangements there would still be the continuation of the County Council. This would mean there would be separate programmes running which would of course merge as the Council moved nearer to the end of 31 March 2019. There would still be decisions of the County Council to be made but in the spirit of working together elected members and officers were looking at every item to be considered e.g. policy changes, financial arrangements, etc in order to take them to the most appropriate committee/board for decision.

Members were advised that in order to free up as much officer and elected member time as possible there could be a reduction in meetings but where items were of significance it might result in longer agendas. She confirmed that the meeting scheduled for 13 June 2018 had now been cancelled and the items that were due to be considered then would move to the 27 June 2018 Cabinet meeting.

Noted

Dorset Equality Scheme 2018-19

63 The Cabinet considered a report by the Cabinet Member for Workforce which set out how the County Council would meet its legal duties under Section 149 of the Equality Act 2010 and how it would promote diversity, equality and inclusion as service providers and employers.

It was anticipated that the proposed Dorset Equality Scheme 2018-19 as detailed in Appendix 1 of the Cabinet member's report, could provide a useful basis for the new Dorset Council when developing its own equality scheme.

The Cabinet Member for Workforce advised members that the scheme had been shared with a variety of member, community and staff groups and would be monitored by the Corporate Inequalities Group. He highlighted the work ongoing to improve Equality Impact Assessments (EqIAs) as he felt there was more scope of improved performance and to ensure better decision making. A Members briefing session was in the process of being arranged for 15 June 2018, to ensure all members were aware and had the opportunity to ask any questions they may have. Staff training in July and September was also being arranged.

Cllr Croney, supported the proposal and highlighted that within her portfolio area she could assure colleagues that EqIAs were taken very seriously, but accepted there was always room for improvement. All members of the Cabinet recognised the importance of how EqIAs fed directly into the decisions that were being made.

Following a question about any narrative under the pregnancy and maternity section, the Diversity and Inclusion Officer advised they were anticipating a positive impact in this area, and that she would look at the wording again.

The Chairman highlighted this was an ongoing process to ensure we were keeping up our standards for staff and the residents of Dorset.

Resolved

That the Dorset Equality Scheme, as detailed in Appendix 1 of the report, be approved, ready for promotion and publication on Dorset For You.

Reason for Decision

Adoption of the Dorset Equality Scheme 2018-19 by Dorset County Council would:

- Ensure continued compliance with the Public Sector Equality Duties as specified by the Equality Act 2010; and
- Provide a measurable and accountable framework for the County Council's work to promote diversity, inclusion and equality, both as service providers and employers.

Draft Annual Governance Statement

64 The Cabinet considered a joint report by the Leader of the Council and the Cabinet Member for Community and Resources which included the draft Annual Governance Statement (AGS) 2017/18 as detailed in Appendix A of the report. The draft statement provided an overview of the Council's governance arrangements along with those high risks that were contained in the Councils Corporate Risk Register. Where weaknesses had been identified, improvement actions were included to strengthen the current arrangements.

Members were informed that final adoption of the AGS would take place alongside the accounts at the Audit and Governance meeting in July 2018.

Cllr Tony Ferrari advised members that the aim of this statement had been to make it more accessible to members of the public.

The Group Manager for Governance and Assurance advised that they had used the helpful feedback provided by Cabinet last year to make this year's statement more accessible. The report also incorporated the suggested changes from members of the Audit and Governance Committee when they considered the draft at their meeting on 12 March 2018.

Cllr Deborah Croney advised that in respect of Education, Health and Care Plans (EHCPs) the timescales had now been met and all work had now been completed to transfer from statements to EHCPs. They were also continuing to make improvements in this area.

The Chairman noted that the Statement was a good move forward in terms of transparency and of being understandable for residents.

Resolved

That the draft Annual Governance Statement for 2017/18 as detailed in Appendix A of the report, as approved in principle by the Audit and Governance Committee on 12 March 2018, be approved in advance of its presentation with the Annual Accounts.

Reason for Decision

Approval and publication of an AGS by the County Council was a statutory requirement and provided evidence that the County Council maintained high standards of governance and addressed significant shortcomings and risks.

Panels and Boards

65 The following minutes were received:

Tricuro Executive Shareholder Group - 22 March 2018

66 Following a question from Cllr Turner regarding sickness rates, officers undertook to

provide further information in respect of actual numbers of absence outside of the meeting.

Noted

Questions from County Councillors

67 No questions were received from County Councillors.

Meeting Duration: 10.00 am - 10.24 am



**Cabinet Forward Plan
(Cabinet Meeting Date - 27 June 2018)**

Explanatory note: This work plan contains future items to be considered by the Cabinet. It will be published 28 days before the next meeting of the Cabinet.

This plan includes matters which the Leader has reason to believe will be the subject of a key decision to be taken by the Cabinet and items that are planned to be considered in a private part of the meeting. The plan shows the following details for key decisions:-

- (1) date on which decision will be made
- (2) matter for decision, whether in public or private (if private see the extract from the Local Government Act on the last page of this plan)
- (3) decision maker
- (4) consultees
- (5) means of consultation carried out
- (6) documents relied upon in making the decision

Any additional items added to the Forward Plan following publication of the Plan in accordance with section 5 of Part 2, 10 of Part 3, and Section 11 of Part 3 of The Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 are detailed at the end of this document.

7 Definition of Key Decisions

Key decisions are defined in the County Council's Constitution as decisions of the Cabinet which are likely to -

- "(a) result in the County Council incurring expenditure which is, or the making of savings which are, significant having regard to the County Council's budget for the service or function to which the decision relates namely where the sum involved would exceed £500,000; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in Dorset."

Membership of the Cabinet

Rebecca Knox	Leader of the Council
Jill Haynes	Deputy Leader of the Council and Cabinet Member for Health and Care
Steve Butler	Cabinet Member for Safeguarding
Andrew Parry	Cabinet Member for Economy, Education, Learning and Skills
Tony Ferrari	Cabinet Member for Community and Resources
Daryl Turner	Cabinet Member for Natural and Built Environment
Peter Wharf	Cabinet Member for Workforce

How to request access to details of documents, or make representations regarding a particular item

If you would like to request access to details of documents or to make representations about any matter in respect of which a decision is to be made, please contact the Democratic Services Manager, Corporate Resources Directorate, County Hall, Colliton Park, Dorchester, DT1 1XJ (Tel: (01305) 224191 or email: l.d.gallagher@dorsetcc.gov.uk).

Date of meeting (1)	Matter for Decision/ Consideration (2)	Decision Maker (3)	Consultees (4)	Means of Consultation (5)	Documents (6)	Lead Officer
27/06/18	Key Decision - Yes Open Medium Term Financial Plan Update and Outturn for 2017/18	Cabinet Cabinet Member for Community and Resources (Tony Ferrari)				Richard Bates, Chief Financial Officer
27/06/18	Key Decision - Yes Open Special Educational Needs Plan - Written Statement of Action	Cabinet Cabinet Member for Economy, Education, Learning and Skills (Andrew Parry)	Board meetings (reps from Schools, Health, Officers, Councillors and DfE)	Board meetings	None	Rick Perry, Senior Manager for Change Management and Planning
27/06/18	Key Decision - Yes Open Quarterly Asset Management Report	Cabinet Cabinet Member for Community and Resources (Tony Ferrari)	Environment & Economy, Children's Services, Adult & Community Services Chief Executive's Directorates.	All consultees submit contributions to the report.		Peter Scarlett, Estate and Assets Manager

18/07/18	Key Decision - Yes Open Complex Communication Needs and Social Emotional and Mental Health Specialist Provision	Cabinet Cabinet Member for Economy, Education, Learning and Skills (Andrew Parry)	All schools, neighbouring local authorities, all town and parish councils, all Members and parents and carers.	Published notices in the newspaper media E-mail to all district, town and parishes E-mail to all Members and schools Information on DCC Admissions website	None	Ed Denham, School Admissions Manager
18/07/18	Key Decision - Yes Open Approval of Youth Justice Plan 2018-19	Cabinet Cabinet Member for Safeguarding (Steve Butler)	Dorset Combined Youth Offending Service and its statutory partners Dorset County Council Borough of Poole Bournemouth Borough Council NHS Dorset Clinical Commissioning Group Dorset Healthcare Office of the Police and Crime Commissioner Dorset Police National Probation Service, Dorset	Partners will be consulted through their representation on the YOS Partnership Board and local authority approval processes. Team members will be consulted through team meetings. The views of service users will be considered in these forums.	None	David Webb, Service Manager - Dorset Combined Youth Offending Service
18/07/18	Key Decision - Yes Open Home to School Transport and Post 16 Transport Assistance Policy 2019-20	Cabinet Cabinet Member for Economy, Education, Learning and Skills (Andrew Parry)	All schools, neighbouring local authorities, all town and parish councils, all Members, parents and carers	E-mails to stakeholders; all district/town/parishes; Members; all schools Information on DCC Admissions Website	Home to School Transport Assistance Eligibility Policy for Children and Young People attending School 2019-20 Dorset Post 16 Transport Support Policy 2019-20	Ed Denham, School Admissions Manager

18/07/18	<p>Key Decision - No Open Approval of Revised Procurement Strategy and Contract Management Procedure Guide 2018-2020</p> <p>These underpin Dorset County Council's procurement objectives and contract management principles. In Year 2 (2019-20) these will be revised to reflect the needs and aspirations of the new Dorset Council.</p>	<p>Cabinet</p> <p>Cabinet Member for Community and Resources (Tony Ferrari)</p>			Procurement Strategy Contract Management Procedure Guide	Jim McManus, Chief Accountant
5/09/18	<p>Key Decision - Yes Open Variation to Dorset Highways Policy to expand delivery options for works to amend the existing highway required to facilitate new development (Ref: PoIDH50003)</p>	<p>Cabinet</p> <p>Cabinet Member for Natural and Built Environment (Daryl Turner)</p>	Developers Statutory Utilities Local Planning Authorities Blue Light Services	Written consultation	S278 Highways Act (1980) Adopted Highways Policy (PoIDH5003) Dorset Highway Works Term Services Contract	Neil Turner, Highway Development Team Leader
26/09/18	<p>Key Decision - Yes Open Quarterly Asset Management Report</p>	<p>Cabinet</p> <p>Cabinet Member for Community and Resources (Tony Ferrari)</p>	Environment & Economy, Children's Services, Adult & Community Services Chief Executive's Directorates.	All consultees submit contributions to the report.		Peter Scarlett, Estate and Assets Manager
17/10/18	<p>Key Decision - Yes Open Medium Term Financial Plan Update</p>	<p>Cabinet</p> <p>Cabinet Member for Community and Resources (Tony Ferrari)</p>				Richard Bates, Chief Financial Officer

5/12/18	Key Decision - Yes Open Quarterly Asset Management Report	Cabinet Cabinet Member for Community and Resources (Tony Ferrari)	Environment & Economy, Children's Services, Adult & Community Services Chief Executive's Directorates.	All consultees submit contributions to the report.		Peter Scarlett, Estate and Assets Manager
To be scheduled	Key Decision - Yes Open Health and Wellbeing Board Update	Cabinet Leader of the Council (Rebecca Knox)	-	-	None	David Phillips, Director of Public Health, Bournemouth, Dorset and Poole

Private Meetings

The following paragraphs define the reasons why the public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed and the public interest in withholding the information outweighs the public interest in disclosing the information to the public. Each item in the plan above marked as 'private' will refer to one of the following paragraphs.

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:-
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Dorset County Council

Business not included in the Cabinet Forward Plan

Is this item a Key Decision	Date of meeting of the Cabinet	Matter for Decision/Consideration	Agreement to Exception, Urgency or Private Item	Reason(s) why the item was not included
		NONE		

The above notice provides information required by The Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 in respect of matters considered by the Cabinet which were not included in the published Forward Plan.

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Cabinet

Dorset County Council



Date of Meeting	27 June 2018
<u>Cabinet Member</u> Tony Ferrari – Cabinet Member for communities and resources	
<u>Lead Officer</u> Richard Bates – Chief Financial Officer	
Subject of Report	Medium Term Financial Plan (MTFP) update
Executive Summary	<p>This report provides the first, brief update of the new financial year for Cabinet. It covers the national and local issues impacting on the County Council’s finances and covers matters that will need to be taken into account when developing the MTFP in readiness for the transition to the new, unitary authority.</p> <p>The report also summarises some of the information that will be provided to the Audit & Governance Committee on 29th June concerning:</p> <ul style="list-style-type: none"> • the 2017/18 outturn (subject to audit) • balances at 31 March 2018 • the most recent 2018/19 forecast of outturn.
Impact Assessment:	<p>Equalities Impact Assessment: This high level update does not involve a change in strategy. As the strategy for managing within the available budget is developed, the impact of specific proposals on equality groups will be considered.</p>
	<p>Use of Evidence: This report draws on proposals and funding information published by the Government, briefings issued by such bodies as the Society of County Treasurers and the content of Dorset County Council reports and financial monitoring data.</p>
	<p>Budget: The report provides an update on the County Council’s budget position for 2018/19 and preparations for budget setting for 2019/20 and beyond.</p> <p>Major risks that influence the development of the financial strategy include:</p>

	<ul style="list-style-type: none"> • views taken – and published information - on changes in grant funding, inflation rates, demographic and other pressures and income from the council tax and non-domestic rates; • success in delivering the savings anticipated from the <i>Forward Together</i> programme and containing other cost pressures arising; • judgement of the appropriate levels for reserves, balances and contingency, to minimise the risk of an unmanageable overspend without tying-up funds unnecessarily • pressures arising so far in 2017/18 that had not been factored into the budget; an early indication of the level of concern over these matters is provided. <p>Risk Assessment:</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:</p> <p>Current Risk: HIGH</p> <p>Residual Risk HIGH</p> <p>Other Implications:</p>
<p>Recommendation</p>	<p>The Cabinet is asked to consider the contents of this report and:</p> <ul style="list-style-type: none"> (i) note the unaudited outturn position for 2017/18, specifically the financial performance in service Directorates; (ii) note the Directors’ early estimates included in the forecast of outturn for the current year; (iii) note the latest savings expectations from the Forward Together programme and contribute ideas for short-term and longer-term savings; (iv) note the starting position for the current MTFP and budget round including the level and adequacy of balances on the general fund; (v) put forward any other issues it wishes to be taken into account in the development of the MTFP and budget; (vi) agree the proposals to increase the current ceiling on the flexible use of capital receipts; (vii) agree the transfer of an additional £2.5m into the LGR reserve to provide for future costs of transition; and (viii) understand the risks associated with and impacting upon the financial performance for the current and future financial years.

Reason for Recommendation	To enable work to continue on refining and managing the County Council's budget plan for 2017/18 and the overall three-year MTFP period.
Appendices	None
Background Papers	Society of County Treasurers' briefing papers Previous MTFP reports Spending review 2016 Final local government finance settlement
Officer Contact	Name: Jim McManus, Chief Accountant Tel: 01305 221235 Email: j.mcmanus@dorsetcc.gov.uk

1. Background

- 1.1 The Cabinet considers a report at this time of year, to prepare the way for rolling forward the financial plan during the rest of the financial year, culminating in agreeing the budget and the rate of council tax at the February meeting of the County Council.
- 1.2 The process of reviewing the MTFP will be different this year due to the transition to the new, unitary authority but the work to establish and deal with the budget gap will continue. Members sitting as part of the Organisational Transformation Board have already confirmed that the County Council will need to look to deliver savings to deal with the budget gap for 2019/20 as we cannot rely on full, first-year savings from LGR.
- 1.3 The report includes summary information relating to the accounts and outturn for 2017/18. That information is indicative-only at this stage, as it has not yet cleared the external audit process or been through scrutiny by the Audit & Governance Committee.
- 1.4 The report also contains a brief update on the 2018/19 financial expectations and a risk assessment around the transformation savings inherent in the *Forward Together* programme.

2. Unaudited outturn for 2017/18

- 2.1 The County Council is required to prepare its annual accounts in accordance with proper practice. This principally means compliance with the Code of Practice on Local Authority Accounting in the UK and the Accounts and Audit Regulations 2015. For the year ending 31 March 2018, these Regulations require the Authority's draft accounts to be certified by the Chief Financial Officer and submitted for audit by 31st May, with the Auditor's opinion due in time for final approval of the accounts by Members by 31st July.
- 2.2 These statutory dates are significantly earlier than in previous years (30th June and 30th September respectively) but the County Council has made excellent progress in bringing forward the deadlines for closing its accounts in preparation for the implementation of the earlier closedown dates in 2017/18. In each of the last two years, closedown work has been completed inside these tighter deadlines (before they were formally implemented) as part of the improvements made by the Financial Services Team during its transformation.
- 2.3 I am pleased to be able to confirm that the Statement of Accounts for 2017/18 was certified by the Chief Financial Officer on 30th April 2018. Last year's accounts were certified on 15th May 2017 and the preceding year on 31st May 2016.
- 2.4 The statement of accounts is clearly a cornerstone of any organisation's financial governance arrangements and the reduction in time taken to produce this document should not be seen as an attempt to lessen its importance. Rather, a more structured and disciplined approach to the work of closedown has been shared across the wider team, allowing tasks to be carried out in parallel rather than in series. A robust do/review/sign-off procedure and thorough approach to working papers has also enabled this reduction in time spent on the accounts and the result is that we are better able to deploy our people to support the organisation's future plans.
- 2.5 The draft outturn for the year was an overall underspend of £0.2m. Within this total, there was a net overspend on service budgets of £4.9m, offset by £5.1m of underspends within corporate budgets as analysed in the table, below.

Directorate	Net Budget	Outturn	(Overspend)/ Underspend
	£k	£k	£k
Adult & Community Services	133,634	133,626	8
Children's Services	61,776	68,427	(6,651)
Environment & Economy	32,779	32,251	528
Partnerships	18,547	17,665	882
Chief Executive's Dept	12,778	12,402	377
Total Service Budgets	259,515	264,371	(4,856)
Central/Corporate Budgets	(301,805)	(306,899)	5,094
Performance for the year	(42,290)	(42,528)	238
<u>Movements in the general fund</u>			
Performance for the year			238
Minimum Revenue Provision adjustment			6,600
Transfer to LGR reserve			(2,500)
Increase in the general fund			4,338
Review of reserves in-year			1,776
Opening balance			12,352
Closing balance			18,466

- 2.6 Further changes to the minimum revenue provision (MRP) calculation, made in-year in line with the national policy changes, improved our position further with a cumulative, net underspend of £6.6m.
- 2.7 A transfer of £2.5m to the LGR reserve, is also included in the accounts – and for which Cabinet approval is hereby sought. Including that final adjustment for the year, will bring the increase in our balances in at £4.3m. This, coupled with the £1.8m released from other reserves/balances as part of our biannual review during the year means that balances close the year at £18.5m.
- 2.8 The narrative in the paragraphs that follow is a reminder of the reasons for budget variances.

Adult & Community Services

- 2.9 The Adult & Community Services directorate ended the year with an underspend of £8k.
- 2.10 The Directorate had a savings target of £7.1m. £5.6m of these savings were due from the adult care service-user budgets, with £4.2m of it relating to reviews of packages of care, the letting of the Dorset Care contract and improving the brokerage function, £1m from additional income and £400k relating to improved use of technology. The final performance meant that £1.9m of savings were not met. Service-user-related spend continues to increase annually and the underspend for the Directorate was only achieved through short-term savings in staffing, commissioning budgets and the application of specific reserves and repurposing improved Better Care Fund (iBCF) monies.

Children's Services

- 2.11 The Children's Services directorate ended the year with an overspend of £6.7m.
- 2.12 The Children's Services directorate ended the year with an overspend of £6.7m. Pressures were primarily around the number of children in care and the mix of placements, agency spend and SEN Travel.

- 2.13 The overall number of Looked after children (LAC) is fluctuating around 450. Whilst this is a welcome reduction from the peak of 506, it did not reach the best-case scenario of 400 by the end of the year. Analysis of the make-up of children in care also showed that lower-cost placements were replaced by higher-cost placements with Independent Sector Fostering Agencies and Independent Sector Residential Care Providers. This cohort of children caused the budget to be overspent by £7.9m in 2017-18.
- 2.14 The agency staff budget was overspent by £0.4m. Whilst still significant this has reduced during the year and spending appears to have stabilised.
- 2.15 The SEN Transport budget ended the year with a £0.5m overspend. There was a major retendering exercise during the year which did see some cost reductions however with demand still growing this budget continues to remain under pressure. Prudence and vacancy management across other areas of the service offset other pressures and a proportion of the overspends described above.

Dedicated Schools Grant

- 2.16 The Dedicated Schools Grant ended the year with a £4.6m overspend, when added to the £4.1m carried from 2016-17 this has resulted in a total deficit carried forward of £8.7m. The overspend is a result of additional pressures against the High Needs Block of the budget and the Council is now working jointly with the Schools Forum to identify methods to recover this deficit.

Environment & Economy

- 2.17 The Environment & Economy directorate ended the year with an underspend of £528k. The Directorate had a savings plan of £3.8m for 2017-18.
- 2.18 The main movements since the last report were a reduction in transport costs in Dorset Travel and extra income being received in the Coast & Countryside Service. The Highways Service was forecasting an underspend in February but two snow events in February and March caused an overspend, which the Directorate was able to contain in-year rather than draw on the specific reserve.

Partnerships

- 2.19 Dorset Waste Partnership; the County Council's share of the overall under spend was £882k.
- 2.20 DWP's overall underspend was £1.985m of which £613k was added to the budget equalisation reserve (BER). The majority of this, at £1.1m, related to volumes of waste arisings, associated haulage costs, and improvements to gate fees as waste continues to be diverted away from landfill. Other significant favourable variances include income from recyclates for part of the year, and favourable contributions from trade waste and garden waste services. No significant overspends arose.
- 2.21 Public Health; Public Health is managed within a ring-fenced grant contributed by all three Dorset Council partners.

Chief Executive's Dept

- 2.22 The Chief Executive's Department ended the year with a £377k underspend.
- 2.23 The main areas of movement since the February forecast were additional income in Legal Services, Financial Services increasing their cost-recovery from the Asbestos Service and Human Resources holding vacant posts and reducing training costs.

Central/corporate budgets

- 2.24 Central Budgets finished the year with an underspend of £5.1m.

- 2.25 The Regulations around flexible use of capital receipts allowed us to use £1.5m of capital receipts to fund transformation costs which otherwise would have been charged to the contingency budget
- 2.26 Savings include £0.3m on interest costs due to renegotiation of a number of loans during the year, £0.2m lower financing charges for Dorset Waste Partnership assets, and £0.9m less Minimum Revenue Provision for financing capital expenditure.
- 2.27 A further £0.5m was released from central cost pool, flowing from continued improvements to the year-end accruals process and tighter management of purchase orders. Government grant receipts were higher by £0.5m in respect of under-indexing of the business rates multiplier, which will be included by central government as part of the core spending power allocation in future Local Government Finance Settlements and is now built into the Council's budget for future years.

3 Early financial forecast for 2018/19 (May, AP2)

- 3.1 Whilst a robust process of assurance, review and authorisation surrounds the budget, it includes £18.8m of savings and is therefore clearly not without risk. Early monitoring of the 2018-19 performance and position will continue to be critical. The Finance Team is well advanced with early monitoring arrangements and Directors have confirmed the early predictions (AP2) for 2018-19 as set out in the table, below.

Directorate	Net Budget	Forecast Outturn	Forecast (Overspend)/ Underspend	Of which	
				Forward Together	Base budget
				£k	£k
Adult & Community Services	135,072	136,634	(1,562)	(765)	(797)
Children's Services	65,085	67,680	(2,595)	(2,595)	0
Environment & Economy	34,722	34,708	14	(90)	104
Partnerships	19,866	19,866	(0)	0	(0)
Chief Executive's Dept	9,290	9,570	(280)	(250)	(30)
Total Service Budgets	264,034	268,458	(4,424)	(3,700)	(724)
Central/Corporate Budgets	(256,002)	(256,673)	671	0	671
Whole Authority	8,032	11,785	(3,753)	(3,700)	(53)

- 3.2 The main reasons for projecting variation from budget at this time are...
Children's Services
- 3.3 The target for the financial year is to reduce the number of children in care to 390 by March 2019. At the end of May 2018, there were 443, six fewer than at the end of April. The riskiest area is the number of complex children in high cost residential placements (46) and independent fostering placements (IFA) (105). These numbers are most volatile and hardest to plan for and forecast.
- 3.4 The priority is to reduce the number of children in the high cost residential and IFA placements and instead use our own, in-house foster carers whose recruitment process is currently in train. Running alongside this process we must reduce the run rate of children entering care, getting us down to 390 as soon as safely possible. The pace of change required is both challenging and ambitious and there are risks associated with delivery. There are currently six children near the cusp of requiring complex, expensive care. For now, they are being managed but it sometimes require only a small event to tip the balance and they could incur significant, additional cost.
- 3.5 Because of the risks and because it is still so early in the financial year we are taking a deliberately cautious, conservative view of likely financial performance. This means we are predicting a £2.6m overspend. It should be said that current activity

levels are not "overheating" but it is equally true to say that some of the deliverables (eg new foster carers) have to deliver as the financial year progresses.

Dedicated Schools Grant

- 3.6 The 2018-19 budget for the High Needs Block (HNB) of the Dedicated Schools Grant (DSG) assumed the delivery of some significant cost reductions. There are a number of variables influencing the delivery of some of these reductions, and the risk around their delivery should be recognised. In addition, despite building for growth, demand appears to be ahead of predictions at this stage in the year and must be managed as the year progresses.

Adult & Community Services

- 3.7 The Adult & Community Services budget is currently forecast to be overspent by £1.6m. Built into the budget is a savings plan totalling £9.382m. High-risk areas within the plan include £4m savings from Adult Care Operations where assumptions are that this will not be achieved in full. This is a risk-averse position at this stage and work continues to address the savings.

Environment & Economy

- 3.8 The Environment and Economy Directorate is forecasting a £14k underspend. The main risk to the Directorate is in the Building & Construction Service where there is reliance on fee-earning income. With LGR and certain projects being stalled (Blandford Waste Station) there is a concern that the Service may overspend in the year.

Partnerships

- 3.9 The Dorset Waste Partnership is forecasting an overspend of £985k. The most significant factor is the increased cost of dealing with Dry Mixed Recyclate (DMR) as a result of quality restrictions imposed by China. The expectation is that any overspend will be met from a draw-down from the budget equalisation reserve (BER). At the beginning of 2018-19, the BER stood at just over £1.2m. Any overspend in excess of this figure would need to be funded from partner authorities. Members of the Joint Committee have already challenged the DWP to develop plans for additional savings to reduce the overspend.
- 3.10 Public Health – the Public Health budget is managed within a ring-fenced grant contributed by the three partner authorities.

Chief Executive's

- 3.11 The Chief Executive's Dept is forecasting an overspend of £280k, mainly due to the uncertainty of achieving all of the targeted savings (£504k) from the Way We Work Programme. Further work needs to be carried out in this area to ensure all savings are harvested when possible.

Central/Corporate budgets

- 3.12 A favourable performance is being forecast at this stage, due mainly to increased anticipated business rates receipts which were notified after the 2018-19 had been set.

4 Forward Together

- 4.1 The Forward Together programme continues to be monitored by the Organisation Transformation Board and the financial implications of the programme are also reported through CPMI.

2018/19		Assessment of Savings achievement				
Savings measure	£000's	Achieved £000's	On course £000's	More	Not	
				Work Needed £000's	achievable £000's	
Adults	9,382	2,379	6,238	765	-	
Childrens	6,333	700	3,038	2,595	-	
Env & Economy	1,749	1,399	260	-	90	
Chief Exec's	854	190	414	250	-	
Public Health	-	-	-	-	-	
Dorset Waste Partnership	455	-	455	-	-	
Summary - All Savings 2018/19	18,773	4,668	10,405	3,610	90	

- 4.2 At this stage of the year a shortfall of £3.7m is being reflected against savings targets of £18.8m. This is fully reflected in the forecast information shown in section 3. Directors and their teams continue work on the programme and strive to find replacement savings where there is risk to the achievement of savings.

5 Starting position for MTFP 2019/20

- 5.1 Early work on establishing the budget gap for 2019/20 estimates the figure as £16.5m for the “as-is” Dorset County Council. Clearly a proportion of this will fall to the new Bournemouth, Christchurch and Poole unitary authority to deal with through the disaggregation process. The gap is caused by the combination of net funding changes of around £2.7m and cost pressures of £13.8m.
- 5.2 Delivering the Forward Together savings is therefore critical to the sustainability of the two future authorities. Whilst the 2017-18 performance and movements in reserves left the balance on the general fund at £18.5m we must be mindful of early indications of overspends in key areas of Children’s Services and Adult & Community Services and the impact that would result from failure to manage within the budget. Also, there is significant risks around the High Needs Block of the Dedicated Schools Grant in respect of the deficit carried forward and the in-year savings plan. Although some prudent use of reserves is likely to be required in transition to the new organisation and subsequent transformation, we must ensure that sufficient balances remain in general funds to guard against ongoing business risks.
- 5.3 Members of the Budget Task & Finish Group and the OT Board have already been clear that our budget strategy should work towards dealing with the gap that results from our roll-forward and reworking of the MTFP for 2019/20. Dorset Area Finance Officers are clear that as part of the delivery of the 2019/20 new authority budget, they should be approaching the budget setting exercise from the perspective of balancing individual budgets whilst simultaneously, actively progressing efficiencies and other, early reorganisation savings opportunities as we transition to the new authority.

6 Principles, method and timeline

- 6.1 The MTFPs for all councils are currently being rolled-forward with consistent assumptions (though the differences in current plans are materially the same) and the Budget Task and Finish Group will review the Dorset Area budget gap alongside early thoughts for closing the gap when it meets on 29th June. Each council also has its own governance process to go through prior to submitting proposals.
- 6.2 Jason Vaughan has been appointed as Interim S151 Officer to the Shadow Authority and the responsibility to develop a balanced budget for the new Dorset Council therefore falls to him.

Council Tax

- 6.3 Consideration will need to be given to potential for changes that are currently under consideration around Council Tax harmonisation. Members will recall that recent modelling suggests a £6m gap between the immediate harmonisation option and alternatives. An assumption will therefore need to be agreed soon around CT levels for 2019/20 so we can estimate a realistic budget gap to address.

Negative RSG (the tariff adjustment)

- 6.4 We must also be mindful of the potential for part of the budget gap to be closed by Government action around the tariff adjustment. As it currently stands, the County Council's 2019/20 funding includes -£10.1m for this and unless we are told differently, we must assume this is a real budget problem for us to address. We now understand the consultation will be issued at the end of this month so it should be possible to model potential scenarios and develop a firmer understanding around potential funding gaps. Part of any remaining tariff adjustment would be an issue for the Bournemouth, Christchurch and Poole unitary authority.

Budget timetable

- 6.5 Detailed budget options will need to be worked up over the summer period to allow time for consultation in the autumn, where necessary. The final budget will need to be agreed by the Shadow Council in February 2019.

Planning period

- 6.6 For Dorset County Council, the immediate focus is on the budget for 2019-20. The new Shadow Council will however need to consider a longer time period to consider how the implications of the future savings arising from LGR will improve the long term financial position of the new authority.

7 Issues and risks impacting on the MTFP

75% business rates retention

- 7.1 In 2015, the Government made the commitment to local government retaining 100% of its business rates by the end of the Parliament. We are now clear that this cannot be achieved but the Government is still pursuing a 75% rates retention policy. It is still too early to be clear what this might mean for future funding but there is no assumption of increased net funding to the County Council or the new authority work might continue in this area but Members will be updated as soon as matters become clearer.

Needs Based Funding Formula

- 7.2 Work continues nationally on the new needs based funding formula for local government. It is anticipated that this will be in place for the new CSR period starting in 2020-21. It is currently too early to tell how any changes which arise from this will affect the 2 new unitary councils.

Academies (and Ofsted)

- 7.3 Risk continues for the County Council around the threat that sponsored academy orders for schools with inadequate Ofsted ratings will leave us with school deficits. Budmouth is already subject to a conversion order and there is at least one other high profile case which is likely to have a similar outcome.

Specific budget pressures

- 7.4 There are continuing pressures in the system around social care budgets, both for Children's Services and Adult & Community Services. Assessment will need to be

made as to whether any of the issues which we are already aware of in 2018-19 will become an additional base budget issue for 2019-20.

- 7.5 There are also pressures in relation to the Dorset Waste Partnership which arise from the use of one-off funds to deal with issues in 2018-19 and also potential increased capital financing costs.

Local Govt Pension Scheme

- 7.6 Previous MTFP iterations have incorporated additional funding for rising costs of the LGPS. Given the actuary's most recent report and the rates advised up to the end of 2021-22, it is likely that we will need to provide additional budget to cover these pressures. The employer's combined, current and past service deficit recovery rate for 2018-19 is 22.5% but over the next three years this will increase to 25%.

Flexible use of capital receipts

- 7.7 In the Autumn Statement 2015, the Chancellor announced changes to the rules for the use of capital receipts. For a three-year period from 1 April 2016, authorities would be able to spend revenue generated from selling fixed assets to fund the cost of improvements to services. Cabinet agreed a revised, flexible capital receipts strategy in January 2017, allowing up to £3m to be used this way over the three years to 31 March 2019. A further £2m was subsequently agreed during 2017-18 and to 31/03/2018, just under £3m of this £5m total has been applied.
- 7.8 It is possible that the combination of budget pressures and the need to invest resources in our future transition and transformation activities will require increased use of capital receipts. The Government has already acknowledged this nationally, through the extension of the period for flexible receipts usage to 2021-22. Cabinet is therefore asked to approve the use of an additional £5m of capital receipts in this way, giving us headroom of £7m to apply from 2018-19.

Underlying budget assumptions review

- 7.9 A review of underpinning budget assumptions is a fundamental part of every MTFP process and 2019-20 will be no exception. Much of this work has already been developed through the Dorset Area Finance Officers Group but as the MTFP is rolled-forward details of assumptions made at a more granular level will be tested as well as global issues like pay inflation, NLW, council tax etc. As noted else

8 Summary

- 8.1 There remain considerable financial challenges and funding uncertainty ahead. The County Council will however need to continue to play a significant part in delivering the 2019-20 budget.

Richard Bates
Chief Financial Officer
June 2018

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Cabinet

Dorset County Council



Date of Meeting	Cabinet: 27 June 2018
<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"> • The land take required by the Delta Trust for the development of an SEMH/ASC School on the former Bovington Middle School site has now been defined • An update of the process of transferring Youth Centre buildings to community groups is provided • Approval is sought to declare two properties surplus, at Baileys, 131 Barrack Road, Christchurch and Horizons West, Cromwell Road, Weymouth. Also to transfer some highway land to Shaftesbury Town Council • Approval is sought to enter into an agreement with NHS Dorset for the construction of a doctors surgery on a part of the former Wareham Middle School site • It is proposed that the disposal of St Andrews is put on hold and the Bridport Connect facility be re-housed within that property • There is an update on the delegated authority that has been used by the Director of Children’s Services on the schools Basic Needs programme • There are various updates on Highways issues • There is an update on the Desktop PC estate • Approval is sought for the overspend on the final construction costs of the Bridport WMC at Broomhills

	<ul style="list-style-type: none"> Approval is sought to dispose of a painting and some artefacts held by Library Services
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 nine 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 £0.47m flexibility unallocated as well as £1.179m contingency unallocated up to the end of 2021-22.</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 completion dates for the transfer of the listed Youth Centres to the respective community bodies; and furthermore, that if any of these dates are not achieved, the County Council will either agree an immutable date for completion of the transfer, or withdraw from any further negotiations, after consultation with the portfolio holder for Community and Resources (para 3.2.8)</p>
	<p>(ii) Approves that Baileys, 131 Barrack Road Christchurch is declared surplus and that the listing authority for assets of community value is notified immediately thereafter of the</p>

		intention to sell, allowing time for discussions with The Water Lily Project to progress during the moratorium period prior to any formal marketing process (para 3.3.5)
	(iii)	Approves that Horizon West, Cromwell Road, Weymouth is declared surplus and disposed of on the open market on terms to be agreed by the Chief Financial Officer (para 3.4.2)
	(iv)	Approves that the County Council enters into a contract with NHS Dorset on terms to be agreed by the Chief Financial Officer, to enable NHS Dorset to progress plans for constructing a new GP Surgery on part of the Wareham Middle School site (para 3.5.5)
	(v)	Approves the transfer the land between no's 38 & 46 Salisbury Street, Shaftesbury to Shaftesbury Town Council for use as public open space and otherwise on terms to be agreed by the Chief Financial Officer (para 3.6.3).
	(vi)	Approves the final construction cost overspend of approximately £600,000 to be funded from the County Council's existing capital contingency budget and notes that the final overspend will not be known until the final commuted maintenance sum is confirmed by Highways England (para 7.1.11)
	(vii)	Approves the transfer of an oil painting of a local townscape on a renewable five-year loan agreement, governed by Arts Council Museum Accreditation to be agreed between the County Council and the Blandford Museum; and approves the proposal to transfer a number of low value other pieces of visual art, mainly of Thomas Hardy, and local pottery to any local museum on a renewable five-year agreement and if not of interest to any museum, to the disposal of these items through a local auction sale (para 8.1.4).
	(viii)	Approves the overall revised estimates and cash flows for projects as summarised and detailed in appendices 1 and 2 (para 9.2)
	(ix)	Notes the use of delegated powers by the Director for Children's Services (para 3.9.3)
	(x)	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	Appendices 1-2 Financial Summary and Capital Control Totals Appendices 3-6 Plans	
Background Papers	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 Progress against the key performance indicators highlighted in the Asset Management Plan is detailed on the Dorset for You website. A link to that report is attached: <https://www.dorsetforyou.gov.uk/dorset-property/asset-management-plan>
Some items to note:
- 2.2 Capital receipts of £13.788m were achieved over a three-year period, against a target of £12.5m. A target to generate capital receipts of £7.2m (plus £1.0m for Transformation funding) has been set for the 2018/19 financial year.
- 2.3 Three-year targets to reduce the cost of required building maintenance, the energy consumption within County Council buildings, the CO² emissions from County Council buildings and to increase the operational surplus of the County Farms Estate were all achieved.
- 2.4 Three major building projects (>£500k) were completed in 2017/18. All three were within +5% of the original budget, generating a £36k saving against their aggregated budget which represents just over a 0.75% saving on the total original budget.
- 2.5 Over the past three years the County Council has disposed of 12,835 m² of office accommodation, which equates to 31.3% of its overall office floor area.

3 Dorset Property Asset Management

3.1 Bovington Park update

- 3.1.1 Following the update to Cabinet in March 2018, Delta Education Trust and the ESFA has now defined the development boundary for the proposed SEMH/ASC School. The plan at Appendix 4 identifies the land 4.73 hectares (11.68 acres) that will be leased to Delta ET and the residual land of c 2.29 hectares (5.65 acres) is identified in the second plan at Appendix 4.
- 3.1.2 The Tank Museum has expressed an interest in acquiring the residual land and it is intended that further negotiations are entered in to with them to secure a sale of this land in accordance with the Council's obligations to obtain best value.

- 3.1.3 The whole site was formally declared surplus at Cabinet in June 2014.
- 3.1.4 The Cabinet is requested to note the area that will be leased to Delta Education Trust on a 125 year lease and the residual area of the site that will be disposed of at market value.

3.2 Youth Centres – further update on asset transfers

- 3.2.1 On 7th March the Cabinet agreed to set timetables for the transfer or lease of Youth Centre premises which remained outstanding from the Youth Centre Review proposals and the granting of tenancies at will in September 2016. The seven Youth Centres identified are: Bridport, Dorchester, Gillingham, Southill, STEPS in Weymouth, Verwood and Wareham.
- 3.2.2 This approach has instilled a positive drive toward the long-term, tangible ownership by the various youth groups which in-turn will enable grants and other funding to be achieved to produce the promoted successful outcomes; it will also end the continued R&M expenditure liabilities that the County Council continues to bear.
- 3.2.3 Since the 7th March report, there have been good progress in the negotiations. The transfer of the Dorchester YC has now completed and Bridport and Wareham are imminent.
- 3.2.4 To comply with the resolution to withdraw the offer to gift the buildings, a timetable for completion has been put forward by the County Council case officer, considering the atypical nature of some of the arrangements. The timetables are set out in the table below:

Youth Centre Premises	Specified Completion Date
Bridport	3 July 2018
Gillingham	31 July 2018
Southill	10 July 2018
Verwood	24 July 2018
Wareham	3 July 2018
STEPS at Weymouth	31 July 2018 (for a sub-lease)

- 3.2.5 In exceptional circumstances, where a clear and rationale reason exists as to why a transfer has not been completed by the specified completion date, an immutable date will be agreed with the respective youth group for completion of the transaction, otherwise the County Council will withdraw from any further negotiations and arrange for the handing back of the premises for future action, including the potential for disposal on the open market.
- 3.2.6 There are two properties where officers are aware of reasons why the transferees may not achieve the deadline set down:

The lease on the Verwood Youth Centre premises was to be granted to the Emmanuel School Governors. However, the school converted to an academy on 1st January 2018 and has needed to reconsider the option of taking on the youth and community based offer, originally put forward by the School Governors.

STEPS at Weymouth is subject to grant funding by DfE and the terms of that grant are being scrutinised relative to the capacity of the re-formed STEPS. Further discussions with the grant authority are required and, whilst a date has been suggested for the sub-lease to be completed, the transfer will be influenced by discussions with the DfE.

- 3.2.7 In both cases it is likely that an immutable date may need to be agreed subject to further discussions to define timescales.
- 3.2.8 It is recommended that the Cabinet approves the completion dates for the transfer of the listed assets to the respective community bodies; if any of these dates are not achieved, the County Council will either agree an immutable date for completion of the transfer, or withdraw from any further negotiations, after consultation with the portfolio holder for Community and Resources (**Recommendation i**).
- 3.3 Baileys, 131 Barrack Road Christchurch, BH23 2AW**
- 3.3.1 Baileys was formerly occupied by the Richmond Fellowship who provided some County Council commissioned mental health services from the property. The County Council no longer commissions their services and they served notice to terminate their lease effective from 30th March 2018. They have now vacated and the property is surplus to Adult Services requirements (see plan at Appendix 3).
- 3.3.2 The Water Lily Project, the approved sub tenant of the Richmond Fellowship, requested a short term arrangement to remain in the first floor of the property whilst they worked up future plans. They currently occupy the space under a tenancy at will. The Water Lily Project is a charity set up to support and empower vulnerable women in the Christchurch area.
- 3.3.3 The Water Lily Project has applied for the building to be listed as an Asset of Community Value and Christchurch Borough Council, as listing authority, has approved the listing.
- 3.3.4 The listing as an Asset of Community value imposes a six month moratorium upon the owner to allow time for a community group to instigate a bid following confirmation to the listing authority that it is the owners intention to sell. The owner cannot sell within this moratorium period.
- 3.3.5 Notwithstanding this listing, the County Council has no further use for the property and it is recommended that the property is declared surplus and that the listing authority is notified immediately thereafter of the intention to sell, allowing time for discussions with The Water Lily Project to progress during the moratorium period prior to any formal marketing process (**Recommendation ii**).
- 3.4 Horizon West, Cromwell Road, Weymouth, DT4 0JH**
- 3.4.1 Following the Children’s Services Property Update Report to Cabinet on 7th March 2018 significant progress has been made in respect of the relocation of services from the Horizons West property (see plan at Appendix 5). It is envisaged that vacant possession will be available by November.
- 3.4.2 In accordance with the previous report to Cabinet, it is recommended that this property is declared surplus and disposed of on the open market on terms to be agreed by the Chief Financial Officer (**Recommendation iii**).
- 3.5 Wareham Middle School site, Wareham**
- 3.5.1 Partnership work is underway to scope out the redevelopment of the Wareham Middle School site and other sites in Wareham. Wareham is covered by the Purbeck Memorandum of Understanding, which commits Dorset County Council, Purbeck District Council, NHS Dorset CCG, and Dorset Healthcare to working together and pooling land assets in Purbeck to the benefit of Health and Wellbeing of the people of Purbeck.

- 3.5.2 NHS Dorset Clinical Commissioning Group are pursuing capital from the NHS England Estates and Technology Transformation Fund to construct a new GP Surgery building, and the CCG intend to construct this on the Middle School Site. Health and Dorset County Council have independently held workshops and the consensus opinion is that the Middle School site is the right place for the GP surgery.
- 3.5.3 Dorset Healthcare are currently completing their Outline Business Case for development of a new Community Health Hub – one of the two options they have identified is a new build on part of this site. The first stage of option appraisal has been completed and came out in favour of the School site. They are now undertaking the Financial Options Appraisal before determining their preferred option. The decision by NHS Dorset CCG to proceed with the Middle School site does give some indication that Dorset Healthcare may follow suite.
- 3.5.4 Dorset County Council are also in the process of developing an outline business case to sit alongside Dorset Healthcare's OBC, which will be presented to Cabinet in September. The current plans are to site housing and support services on the Middle School site alongside any Health services that may locate there.
- 3.5.5 It is recommended that the Cabinet agrees to the County Council entering into a contract with NHS Dorset on terms to be agreed by the Chief Financial Officer, to enable NHS Dorset to progress plans for constructing a new GP Surgery on part of the Wareham Middle School site **(Recommendation iv)**.

3.6 Land between No's 38 and 46 Salisbury Street, Shaftesbury

- 3.6.1 The land shown edged red on Drawing PD3837, Appendix 6, is part of a site that was acquired many years ago for a road improvement. Most of the site has been incorporated into the highway and the land identified on the plan is surplus to requirements.
- 3.6.2 Shaftesbury Town Council, in discussion with the Shaftesbury Open Spaces Group, has submitted a request for the land to be transferred to the Town Council.
- 3.6.3 The land is unfenced, therefore already open for public use, and there are no further highway proposals for that area. It is therefore recommended that the County Council accede to the request and transfers the land to Shaftesbury Town Council for use as public open space and otherwise on terms to be agreed by the Chief Financial Officer **(Recommendation v)**.

3.7 St Andrews, Bridport

- 3.7.1 In June 2016, as part of the office rationalisation strategy the Cabinet declared the local office building at St Andrews in Bridport surplus and ratified its disposal when it became vacant, which occurred in summer 2017. The Property was subsequently marketed and went under offer to a nursery provider.
- 3.7.2 However, in February 2018 the County Council received correspondence from a solicitor acting on the instructions of the Colfox Estate stating that it was the Estate's view that it had 'a right to register' on the premises, which entitles the Estate to all the proceeds from the sale of St Andrews. The County Council has taken legal advice which is that the Estate is incorrect in its assertion and has responded to the Estate informing it of this. However, the threat of legal action and the possibility that the authority would have to hand over the proceeds of sale if this was to go through remains.
- 3.7.3 At the same time an issue has arisen in respect of the Bridport Connect Day Centre in Flood Lane. The building is situated on land that is earmarked for development of

a replacement care home, to replace Sidney Gale House. The Bridport Connect building is in poor condition and at the end of its beneficial use.

3.7.4 Adult Services have considered three options: to reconfigure the development of land to the north of Flood Lane and leaving the Bridport Connect in situ; to close the service and transport users to day centres in other towns (such as Dorchester and Weymouth); or to re-provide the Connect facility elsewhere in the town. It has concluded that the re-provision of service, at least in the short term, is the only viable option and that St Andrews is the only realistic facility available. It has therefore advocated the relocation of the Bridport Connect Service to St Andrews.

3.7.5 The matter has been considered by Managing Our Assets Group, who have considered the potential loss of the capital receipt from the sale of St Andrews if it were to proceed prior to the Colfox's claim being resolved, and the upheaval to the business and delay in development of the Care Village on Flood Lane if the Connect building was to remain in situ. It concluded that the best solution would therefore be to re-locate the Bridport Connect facility to St Andrews and postpone its disposal. The Cabinet is asked to note this decision.

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

3.8.1 The Cabinet previously approved authority to the Director for Children's Services, after consultation with the Cabinet Member for Children's Services and the Schools Organisation, Capital and Admissions Board (formerly 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.

3.8.2 The Director has exercised that delegated authority to allow the following decisions:

- Agreement that the County Council should seek an externally sourced performance bond through its contract with Galliford Try in lieu of the usual self-insurance arrangements and consider this approach more widely for future projects in view of ongoing risks around the stability of contractors.
- Approval of an OB drawdown of £108,000, in respect of proceeding with internal alteration works as part of the St Osmund's Middle School extension project.
- Agreement to the allocation of £216,000 of the S106 funding collected for secondary provision in Sherborne to be allocated to support The Gryphon School's CIF bid to replace poor condition modular accommodation and provide additional specialist facilities.
- Approval "Commit to Construct" for Wimborne First School, on the assumption that the project costs are within the current approved budget.

3.8.3 The Cabinet is requested to note the use of these delegated powers **(Recommendation ix)**.

4 Highways Asset Management

4.1 Bridge Issues – To Note

4.1.1 **Wareham Railway Footbridge Ramps** –The Regulatory Committee will have considered the planning application on 14 June 2018 (and a verbal update can be provided). An inspection of the crossing arrangements by the Office of Road and Rail identified that improvements need to be made to the attendant's cabin and welfare provision.

4.1.2 **Uploders Landslip** - Work to reopen the road that was closed in February 2016 started with enabling works to realign retaining walls in January 2018. The concrete walls are complete. The walls will be faced with stone and the road realigned and reopened by the end of June 2018.

4.2 **A350/C13 Route Management Scheme (National Productivity Investment Fund)**

4.2.1 The overall Scheme Budget is £2.42m with £1.1m spent in 2017/18. This included restructure and resurfacing works, design, consultation and procedures. The remaining £1.32m is allocated for 2018/19 and includes implementation of the new speed limits, gateway signs and lines, Melbury Abbas mitigation measures as agreed by Cabinet on 6 December 2017 (subject to Judicial Review procedures) plus Gore Clump junction improvements and Permanent Variable Message Signs in Shaftesbury and on the Blandford By-pass.

4.2.2 The Cabinet resolution of 6 December 2017 regarding HGV routing requested that highways officers continue to regularly discuss issues and concerns with the blue light services. However, despite a number of dates given and DCC Highways officers turning up for a meeting on 14 May 2018, there has been no attendance by the blue light officers. Further correspondence has been sent by the Head of Highways highlighting the importance of this work and the need to work in partnership with the emergency services.

4.2.3 Design work is progressing on Melbury Abbas mitigation measures as per the resolution by Cabinet of 6 December 2017 to take forward Option 1, (HGV routing northbound on the A350 and southbound on the C13).

4.2.4 Gore Clump junction design is progressing with a view to be on site in early 2019. The design process has identified a risk to the scheme with the land required for the junction improvement being common land. Highways are working in partnership with Legal Services, Estates and Assets and the landowner to take this forward with due regard to the Common Land Act 2006.

5 **ICT Asset Management**

5.1 **Desktop PC estate – To Note**

5.1.1 Given the increasing reliance on mobility and flexibility for office spaces a future strategy of deploying mobile devices (laptop, tablet) over fixed desk devices has been established as a first choice unless there is sound business or technical need for a fixed desk device.

5.1.2 As part of the Skype for Business and Office 365 projects ICT Services are seeking to incrementally move teams towards this model, which is also a dependency for enabling Skype and Office 365. This has the added benefit of increasing the standardisation of the desktop which is currently split between Windows 8.1 and 10 devices, as well as ‘thick’ and ‘thin’ (remote) computing solutions. Standardising further will help ICT Services to improve the user experience, eradicating some of the idiosyncrasies of the multiple computing platforms that currently exist.

5.1.3 The Smarter Computing Project implemented a remote computing solution for officers who were largely office bound in their working arrangements (remote in the sense that the computer processing was done in the datacentre, not on the device on the desk). This solution used a product called vWorkspace supplied by Dell. It was purchased with 5 years support through to the end of December 2020.

5.1.4 Dell issued a termination notice for the vWorkspace product which withdrew support for the solution from the end of 2019 (a year early). Dell have since revised this termination point such that the product will no longer be supported beyond January

2019 – nearly 2 years early. ICT Services are in discussion with Dell regarding the financial implication for DCC of this early termination.

5.1.5 The vWorkspace and Skype/O365 project positions present both a logistical and financial problem:

1. We have insufficient maintenance funding to finance the replacement of the refurbished devices which are used to access vWorkspace and the older Windows 8.1 PCs over the period of the project.
2. With current resourcing we will not be able to remove the devices that are reliant on the vWorkspace solution before the end of January without impacting our ability to deliver the Skype for Business and Office 365 capabilities.
3. Without additional funding for resources we cannot deliver both the Skype for Business/Office 365 project alongside the replacement of vWorkspace.

5.1.6 ICT Services are currently reviewing the options and how we might best respond to these competing priorities. This issue will be flagged on the corporate risk register.

6 Fleet Asset Management

6.1 No key issues to report.

7 Waste Asset Management

7.1 Bridport Waste Management Centre (WMC) - overspend

7.1.1 The July 2015 (8 July 2015 Cabinet) Quarterly Asset Management Report reported progress on the Bridport WMC and predicted an overspend on the project and a request for an additional £900,000 to allow completion of the project, which was duly approved. At that time, it was anticipated that should savings not be realised then an additional £1,300,000 would be required to complete the scheme which would include the outstanding unknown commuted maintenance sum, although at the time savings in the region of £400,000 were expected to reduce the overspend to £900,000.

7.1.2 The official opening of the site was 18 November 2015 at which time there were a number of outstanding claims from the contractor (Compensation Events, CE) which had yet to be determined with some disputed by the project team. The total amounted to in the region of £500,000 and if all were agreed would result in a further overspend on the project.

7.1.3 The project team continued to negotiate with the contractor on each CE claim to check measurements, quantities, cost and determination if claimed items formed part of the contract or accepted as an additional unknown cost to the contractor. The final account was agreed in December 2016, with final construction costs agreed at £8.1m against an estimated target cost of £7.5m in July 2015 (original Target Cost £6.5 million) and therefore the project is currently overspent by £600,000. This overspend is due to not realising savings that had been expected throughout the construction programme, principally due to unforeseen ground conditions and additional design requirements.

7.1.4 In addition to this, whilst the new traffic signalled junction works were completed in October 2015 and in advance of the site opening, Highways England processes has not provided full acceptance of the scheme design. When the facility opened to the public in October 2015 a number of issues remained outstanding or required clarification and further issues were raised which required investigating and clarifying. Until such time as all outstanding issues have been resolved, the commuted maintenance sum will not be known, although the agreed revised option has reduced the scheme significantly and so the commuted maintenance cost is therefore expected to be lower than the original estimate of £790k.

- 7.1.5 It is not currently known when the scheme will be signed off and adopted by Highways England. The project team continue to work closely with Highways England in providing the information required in relation to the outstanding items and are meeting representatives from Highways England in May 2018 to finalise documentation and come to an agreement on the outstanding items at which time the final commuted maintenance sum can be calculated.
- 7.1.6 As stated in previous updates the budget for Bridport Waste Management Centre was approved several years ago and not subject to optimism bias which is allocated to all new schemes. There was therefore little flexibility in financing this scheme other than alternative design options or construction savings. With the site located within the AONB and adjacent to a SSSI, the opportunity for cost savings were limited to value engineering which has been realised in some areas but also subject to increased costs in other areas.
- 7.1.7 It was anticipated the final cost would be known and reported to Cabinet rather than reporting cost increases without knowing the final sum due to Highways England within a reasonable time following opening of the site. However, a thirteen-month delay in agreeing the final account and issues identified by Highways England (HE) is still on-going. A joint site inspection in April 2017, and more recent meeting in May 2018 have resolved most issues, but HE's reliance on various consultants, has resulted in further delays to final costs being known and reported.
- 7.1.8 Under normal circumstances the overspend would have been reported once the final account was agreed however at each stage of corresponding with Highways England final acceptance was expected but has unavoidably been met with further issues or non-acceptance of the mitigating information provided.
- 7.1.9 Having not realised the savings identified during the construction programme and accepted the claims made by the contractor following completion of construction, the construction cost has increased by £600,000. It should also be noted that an additional sum will be required for commuted sum payable to Highways England, but despite attempts to secure a figure, the final sum will not be known until final scheme approval has been received. This additional sum will need to be agreed by Cabinet at a later date.
- 7.1.10 As referred to in previous budget setting reports to the Cabinet, there are potential but diminishing risks arising from specific large projects which were not addressed due to their value being unknown. As a result, a sum of money was retained to deal with such risks which currently stands at £1.779m. It is recommended that these costs are met from this contingency budget.
- 7.1.11 It is recommended that the Cabinet approves the final construction cost overspend of approx. £600,000 to be funded from the County Council's existing capital contingency budget and notes that the final overspend will not be known until the final commuted maintenance sum is confirmed by Highways England (**Recommendation vi**).

8 Other Asset Classes

8.1 To dispose of certain artefacts held by library services

- 8.1.1 The library service has previously displayed, and is now storing a painting of Blandford town centre. The painting is described as from the English Naïve School in the mid18th century and was executed by a journeyman artist. It depicts a panoramic view of the town including the Corn Exchange and the Church of St Andrew and St Paul as built by the Bastard Brothers, following the great fire in 1731. The painting was removed from public display in the library for safekeeping as it has previously

been valued in 2008 and at the time of valuation was estimated (for insurance purposes) to be worth £4,000.

8.1.2 To facilitate greater public access and an appropriate context, it is now proposed to transfer the painting to the Blandford Museum. It is recommended that the Cabinet approves a renewable five-year loan agreement, governed by Arts Council Museum Accreditation standards, to ensure judicious care of the item, within recommended temperature, humidity and security conditions. Terms and conditions of loans are relatively standardised within the museums profession and an agreement between the County Council and the Blandford Museum could be drawn up on this basis.

8.1.3 The library service also has a number of low value other pieces of visual art, mainly of Thomas Hardy, and local pottery items. Advice has been sought from Dorset History Centre and the items are not of interest to them for the archives. Poole Pottery items have previously been identified in this way. It is proposed that these items be offered to any local museum on a transfer arrangement on a renewable five-year agreement. If no local museum is interested in the items, then it is recommended that the Cabinet approve the disposal of these items through a local auction sale.

8.1.4 It is recommended that the Cabinet:

- approves the transfer of an oil painting of a local townscape on a renewable five-year loan agreement, governed by Arts Council Museum Accreditation to be agreed between the County Council and the Blandford Museum.
- approves the proposal to transfer a number of low value other pieces of visual art, mainly of Thomas Hardy, and local pottery to any local museum on a renewable five-year agreement and if not of interest to any museum, to the disposal of these items through a local auction sale (**Recommendation vii**).

9 Financial Performance

9.1 Financial Summary and Capital Control Totals

- a) The overall financial position is summarised in Appendix 1. Over the next four years if all the recommendations in the report are approved there will remain a capital sum of £0.47m flexibility unallocated as well as £1.179m contingency unallocated up to the end of 2021-22.

9.2 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 viii**).

Richard Bates
Chief Financial Officer

Mike Harries
Director for Environment and the Economy

June 2018

CAPITAL PROGRAMME -
CABINET JUNE 2018

APPENDIX 1 v2

DIRECTORATE	2018-19 £'000	2019- 20 £'000	2020- 21 £'000	2021- 22 £'000
CHILDREN'S	28,133	6,943	4,632	1,093
ENVIRONMENT	27,769	23,767	17,061	13,156
ADULT & COMMUNITY	937	4,011	2,838	150
CABINET / WHOLE AUTHORITY	14,570	5,782	1,893	1,893
DORSET WASTE PARTNERSHIP	5,066	9,653	5,798	4,092
CAPITAL FLEET REPLACEMENTS	1,110	786	2,234	1,000
CAPITAL R & M	6,310	5,967	5,967	5,967
TOTAL	83,895	56,909	40,423	27,351
Anticipated Slippage	(20,000)	5,000	5,000	5,000
Contingency re Risk Items (Overcommitted) / Remaining flexibility (to meet target)	1,779 473	0 0	0 0	0 0
Gross Predicted Capital Spend	66,147	61,909	45,423	32,351

CAPITAL PROGRAMME - CABINET JUNE
2018

Appendix 2
v2

- ☺ Project being delivered within or on previously agreed budget and time
- ☹ Project being delivered within 5% or £250k of previously agreed budget or time
- ☹ Project **not** being delivered within 5% or £250k of previously agreed budget or time

	Total Payments £'000	Before 2018-19 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	After 2021-22 £'000
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CHILDREN'S SERVICES

School Access Initiative Schemes < £250k	9,130	8,435	295	200	200	0	0	☺
Blandford School STP	1,000	907	93	0	0	0	0	☺
Leeson House - DDA Works	664	562	0	102	0	0	0	☺
Yewstock and Mountjoy Schools Invest to Save Bid	550	153	324	73	0	0	0	☺
Relocation of Dorchester Learning Centre	550	102	448	0	0	0	0	☺
APT Projects	1,200		300	300	300	300	0	☺
Carry forward from previous year	(109)		(109)					
Mobiles and Urgent Provision	3,172		793	793	793	793	0	☺
Carry forward from previous year	(793)		(793)					
Gross Expenditure	15,364	10,159	1,351	1,468	1,293	1,093	0	

ENVIRONMENT

Weymouth Relief Road - Scheme Costs	86,788	83,614	1,600	1,574	0	0	0	😊
Railway Overbridge Parapet Protection - Fees & Feasibility	195	168	27	0	0	0	0	😊
Dorchester Transport and Environment Plan	3,418	2,842	576	0	0	0	0	😊
Network Traffic Control Centre	325	227	98	0	0	0	0	😊
Implementation of Waste Management Strategy - Bridport HRC Phase 2 (Order of Cost)	8,900	9,494	(594)	0	0	0	0	😞
Shaftesbury Traveller Site	1,004	946	58	0	0	0	0	😊
Hardy's Birthplace Project at Thorncombe Wood	1,119	1,056	63	0	0	0	0	😊
Springfield Distributor Road, Verwood	1,828	1,471	357	0	0	0	0	😊
Lyme Regis Coastal Stabilisation	4,270	3,575	695	0	0	0	0	😊
Hayward Main Bridge	1,548	1,133	415	0	0	0	0	😊
Dinahs Hollow and Church Slope, Melbury Abbas	1,744	1,205	539	0	0	0	0	😊
A338 Major Maintenance	20,650	20,385	265	0	0	0	0	😊
Chapel Gate Roundabout	1,675	1,516	159	0	0	0	0	😊
Hurn Roundabout	1,100	193	907	0	0	0	0	😊
Blackwater Interchange	9,100	1,642	4,228	3,230	0	0	0	😊
Longham Mini Roundabouts	1,667	2	10	0	1,655	0	0	😊
A338 Widening Scheme	3,000	50	1,450	1,500	0	0	0	😊

Parley West Link	4,500	0	250	2,000	2,250	0	0	😊
Parley Cross	1,000	43	100	857	0	0	0	😊
Parley East Link	2,000	0	50	1,950	0	0	0	😊
Local Transport Plan (Integrated Transport)	21,000	10,682	4,168	2,050	2,050	2,050		😊
Local Transport Plan Maintenance	63,369	27,667	9,649	8,351	8,851	8,851		😊
Local Transport Plan Bridge Maintenance	11,940	3,980	2,200	1,920	1,920	1,920		😊
APT Projects	1,340		335	335	335	335		😊
Carry forward from previous year	164		164					
Gross Expenditure	253,644	171,891	27,769	23,767	17,061	13,156	0	

ADULT AND COMMUNITY

Dorset History Centre Extension	3,355	51	0	751	2,553	0	0	😊
Bridport Connect	2,600	145	710	1,610	135	0	0	😊
Modular Housing	1,500	0	0	1,500	0	0	0	😊
Integrated Digital Care Fund	400	400	0	0	0	0	0	😊
Adults APT Projects	500		125	125	125	125	0	😊
Carry forward from previous year	55		55					
Libraries APT Projects	100		25	25	25	25	0	😊
Carry forward from previous year	22		22					
Gross Expenditure	8,532	596	937	4,011	2,838	150	0	

CABINET / WHOLE AUTHORITY

Disabled Access to County Buildings	1,326	1,306	20	0	0	0	0	😊
Superfast Broadband Project	38,004	25,568	12,436	0	0	0	0	😊
Other Contributions (BT)	(14,226)	(6,384)	(7,842)					
County Hall Masterplan - The Workspaces Project	2,000	2,000	0	0	0	0	0	😊
Implementation of Replacement Childrens Social Care System (RAISE) and (AIS)	4,500	3,240	1,260	0	0	0	0	😊
Implementation of Replacement Library Management System	496	467	29	0	0	0	0	😊
Dorset Management Information System for Children (DMISC)	1,223	1,152	71	0	0	0	0	😊
ICT - Whole Authority provision for business change, cost effectiveness improvements & infrastructure maintenance through ICT	5,394	5,142	252	0	0	0	0	😊
Purchase of Dorset Innovation Park (Dorset Green Purbeck)	500	500	0	0	0	0	0	😊
Contribution to Dorset Innovation Park (The Quadrant)	1,147	1,147	0	0	0	0	0	😊
Dorset Innovation Park - General Park Funding	3,872	200	2,276	1,396	0	0	0	😊
ICT Project Portfolio	1,200	0	1,200	0	0	0	0	😊
County Wide Office Reconfiguration	2,943	1,050	1,000	893	0	0	0	😊
County Hall Masterplan Year 3	800	560	240	0	0	0	0	😊
Community Offer for Living & Learning	2,700	4	1,696	1,000	0	0	0	😊
APT Projects (County Buildings)	420		105	105	105	105	0	😊
Carry forward from previous year	0							

APT Projects (ICT)	5,752		1,438	1,438	1,438	1,438	0	😊
Carry forward from previous year	39		39					
APT Projects Development Schemes	1,140		135	735	135	135	0	😊
Carry forward from previous year	0							
APT Projects Minor Works & Feasibilities	240		60	60	60	60	0	😊
Carry forward from previous year	0							
APT Chief Executives Special Projects	620		155	155	155	155	0	😊
Carry forward from previous year	0							
Gross Expenditure	60,090	35,952	14,570	5,782	1,893	1,893	0	

DORSET WASTE PARTNERSHIP

DWP Capital Programme (Infrastructure, Containers and Vehicles)			5,066	9,653	5,798	4,092	0	😊
Gross Expenditure			5,066	9,653	5,798	4,092	0	

MODERNISING SCHOOLS PROGRAMME

Completed Projects awaiting Final Account	773	180	56	286	251	0	0	😊
Project Development Allowance	3,520	3,187	333	0	0	0	0	😊
Chesil Cove Federation Replacement Primary	8,921	8,483	145	293	0	0	0	😊
Pimperne Primary - Replacement	6,170	5,645	186	339	0	0	0	😊
Queen Elizabeth School - replacement	57,441	57,441	0	0	0	0	0	😊

PURBECK SCHOOLS RE-ORGANISATION
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Purbeck School - core works	7,813	7,798	15	0	0	0	0	😊
St Mary's RC Primary Swanage	3,668	3,423	230	15	0	0	0	😊
Wool Primary	569	566	3	0	0	0	0	😊
Swanage St Mark's Primary	3,103	3,013	90	0	0	0	0	😊
Sandford St Martin	3,613	3,621	-8	0	0	0	0	😊
Lulworth Primary	2,938	2,632	306	0	0	0	0	😊
Bere Regis	5,372	5,056	316	0	0	0	0	😊

BASIC NEED PROJECTS

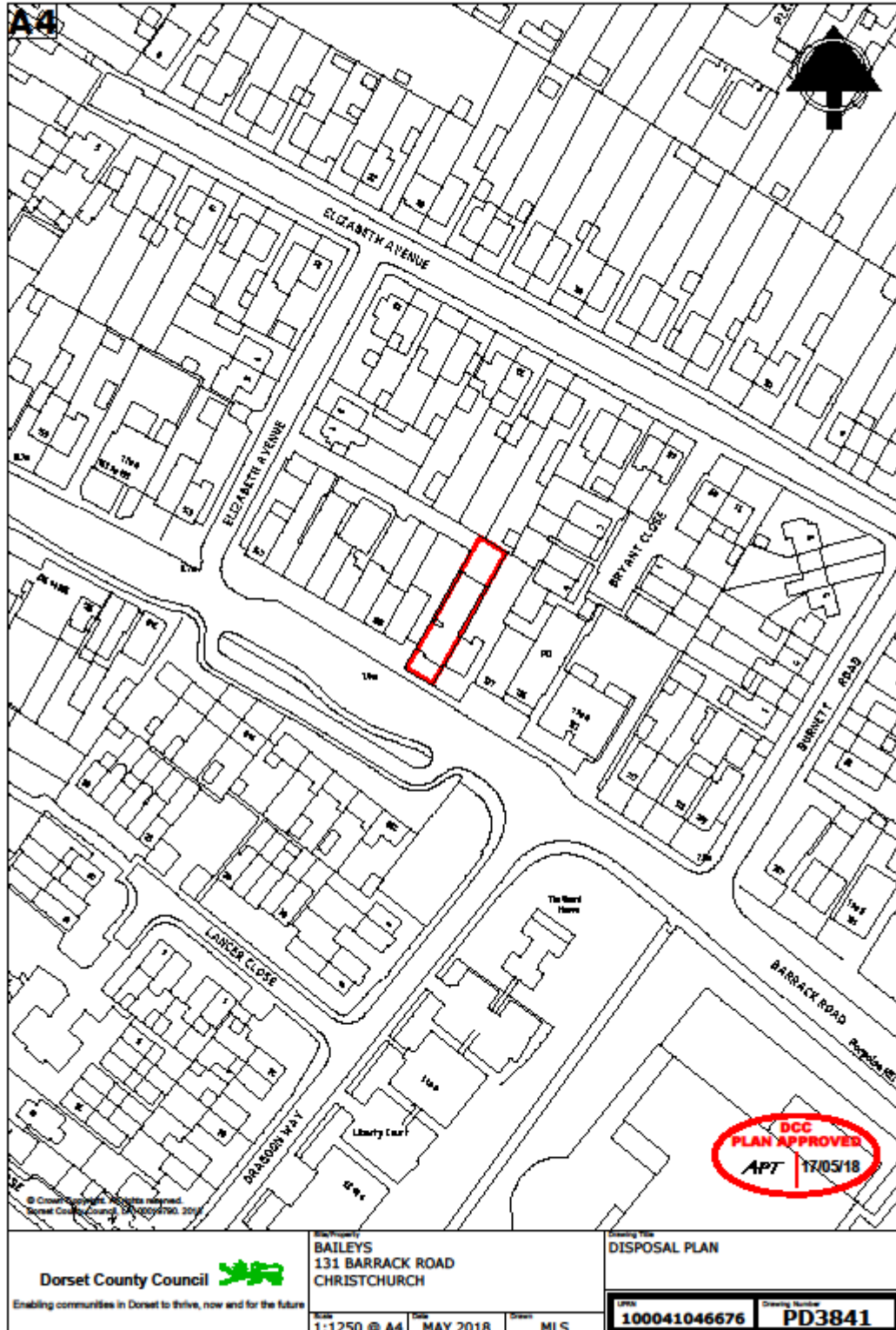
Completed projects & projects < £500k	3,420	3,261	159	0	0	0	0	😊
Project Development Allowance	1,133	661	372	100	0	0	0	😊
Manor Park First School	4,118	4,002	116	0	0	0	0	😊
Twynham Primary	8,306	5,957	1,904	445	0	0	0	😊
Damers Replacement	10,380	9,762	618	0	0	0	0	😊
Chickerell Primary	832	829	3	0	0	0	0	😊
Burton Primary	905	864	41	0	0	0	0	😊
Contribution to Lytchett Minster (Playing Field)	150	0	150	0	0	0	0	😊
Christchurch School (Twynham) school within a school	1,365	1,331	34	0	0	0	0	😊

Downlands	2,838	2,727	10	101	0	0	0	😊
Highcliffe St Marks	2,808	2,225	61	522	0	0	0	😊
Wimborne First	11,205	396	7013	2896	900	0	0	😊
St Osmund's	3,685	3,003	682	0	0	0	0	😊
Sherborne Abbey	2,384	1,568	607	209	0	0	0	😊
Shaftesbury Primary Modular Extension	700	702	-2	0	0	0	0	😊
Mudford Junior Modular Extension	547	553	-6	0	0	0	0	😊
Other Basic Need Projects not yet approved	12,368	0	12,368	0	0	0	0	😊

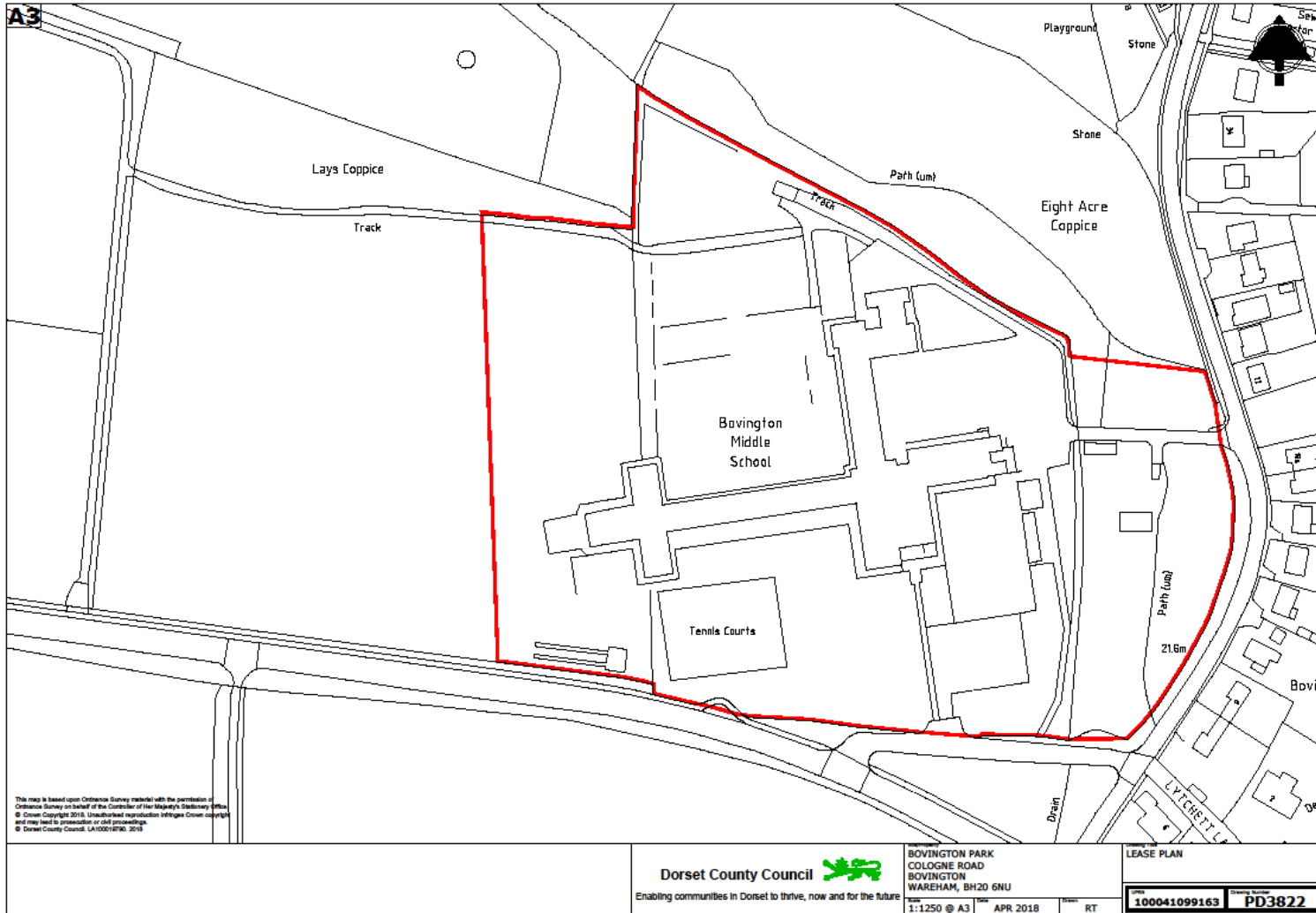
14 - 19 PROJECTS / SEN PROJECTS

SEN Projects (Yewstock)	3,931	3,879	4	48	0	0	0	☺
Other Schemes awaiting approval plus funding available or over committed	6,231	2,846	976	221	2,188	0	0	
Modernising Schools Programme Control Total	181,207	145,611	26,782	5,475	3,339	0	0	
Capital Fleet Replacements			1,110	786	2,234	1,000	0	
Capital R & M			6,310	5,967	5,967	5,967	0	
TOTAL EXPENDITURE			83,895	56,909	40,423	27,351	0	
TOTAL GRANTS / CONTRIBUTIONS			(31,869)	(25,187)	(23,130)	(13,191)	(1,880)	
TOTAL NET COST TO DCC			52,026	31,722	17,293	14,160	(1,880)	

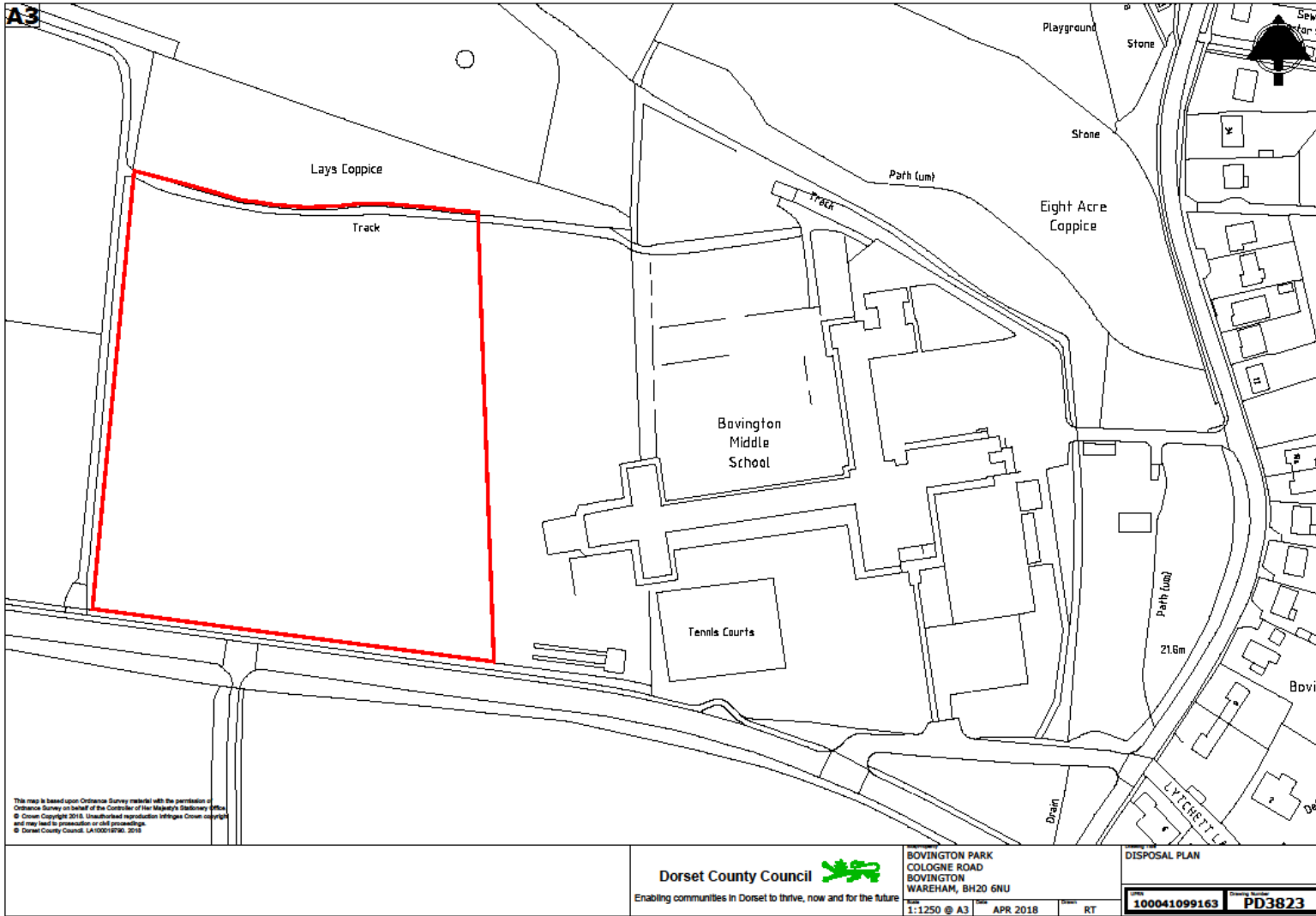
Baileys 131 Barrack Road Christchurch - Disposal



Bovington Park – Cologne Road , Bovington Wareham



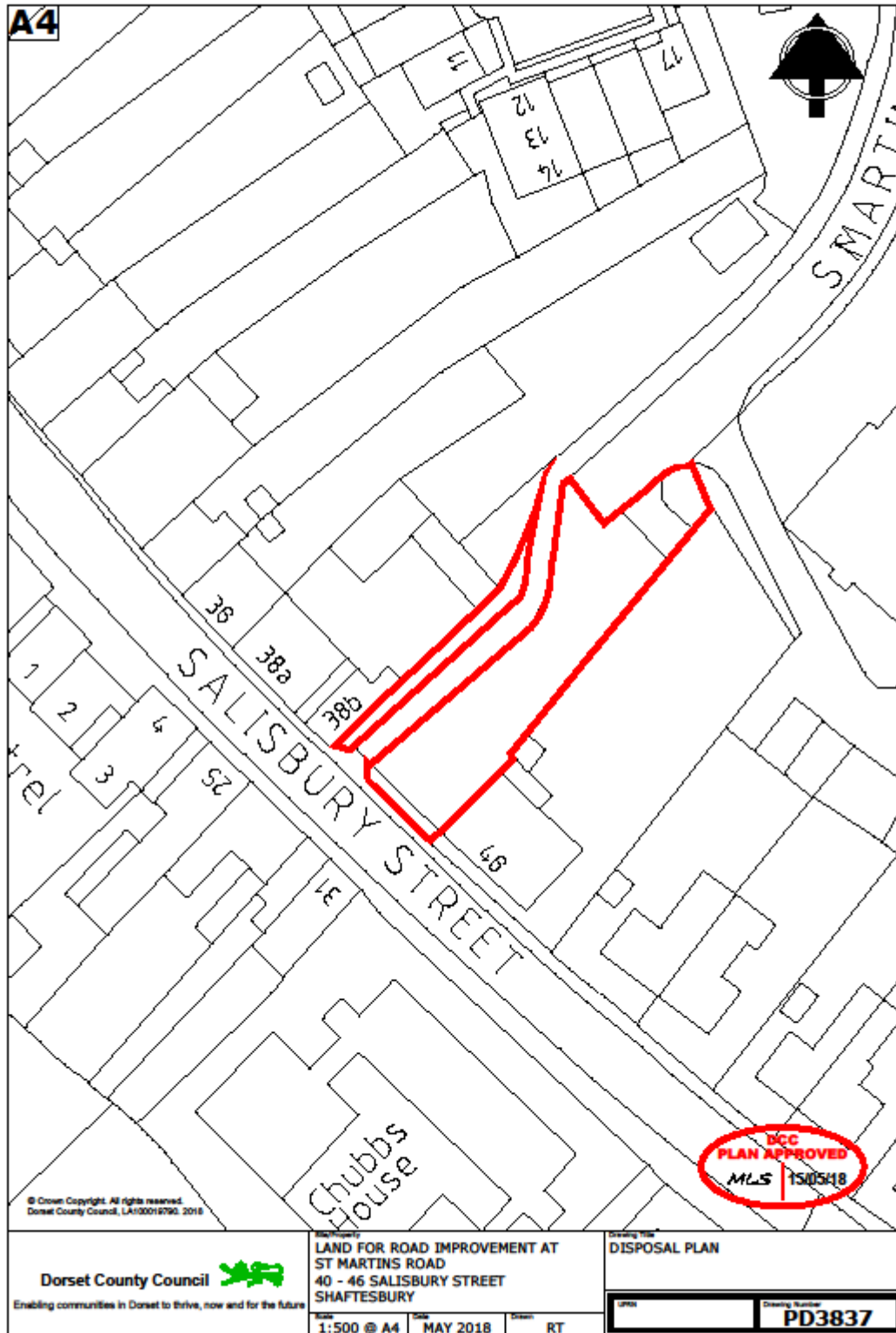
Bovington Park – Cologne Road , Bovington Wareham



Horizon West Cromwell Road Weymouth



Land - St Martins Road, 40-46 Salisbury Street, Salisbury



Cabinet

Dorset County Council



Date of Meeting	27 June 2018
Cabinet Member Cllr Andrew Parry– Cabinet Member for Economy, Education, Learning and Skills Local Members All Lead Director Nick Jarman – Director for Children’s Services	
Subject of Report	Special Educational Needs and Disability Improvement Plan – Progress report
Executive Summary	<p>On 18 October Cabinet agreed to fund a three-year improvement program across Special Education Needs and Disability Services for children and young people. The funds were agreed following the Ofsted and the Care Quality Commission’s joint inspection in January 2017 and subsequent Written Statement of Action (WSOA) which was approved by Ofsted in July 2017.</p> <p>This report provides a progress report on the significant impact that the improvement plan has so far had in enabling a three year improvement drive within the Special Education Needs and Disability Services for children and young people.</p>
Impact Assessment: <i>Please refer to the protocol for writing reports.</i>	Equalities Impact Assessment: Not Applicable
	Use of Evidence: (Ofsted/CQC Dorset Local Area Inspection January 2017 WSOA July 2017
	Budget: A contingency budget of £925,000 was allocated to improve the SEND service and respond to concerns raised by Ofsted. e SEND Improvement work was initially funded using underspend identified within the SEND Reform Grant 2017/18. Along with some delay to appointments it was not necessary for the contingency budget to be used in the first year. In this current financial year the contingency funds

	<p>are now being utilised and it is expected to be fully allocated to the work by the end of the three year period.</p>
	<p>Risk Assessment:</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:</p> <p>Current Risk: MEDIUM Residual Risk LOW</p>
	<p>Outcomes: To improve the outcomes of children and young people with SEND across Dorset.</p>
	<p>Other Implications:</p> <p>Failure to issue EHCPs on time is detrimental to the quality and responsiveness of the education of children and young people with SEND. It also can lead to children and young people being without appropriate educational provision or without appropriate support to transfer to adult care placements.</p>
Recommendation	<p>1. That Cabinet note the significant progress that has been made in improving the service provided to children and young people and their carers with SEND.</p> <p>2. That Cabinet support the continued focus on service improvement over the next two year period.</p>
Reason for Recommendation	<p>To build on the improvements that have been achieved in improving the Special Educational Needs and Disability Service for children and young people in Dorset.</p>
Appendices	<p>A. Joint SEND Strategy B. Communication Strategy</p>
Background Papers	<p>1. Dorset’s SEND Written Statement of Action</p>
Officer Contact	<p>Name: Rick Perry Tel: 01305 225292 Email: r.perry@dorsetcc.gov.uk</p>

1. BACKGROUND

- 1.1 During the period 23 to 27 January 2017, the Office of Standards in Education (OfSTED) and the Care Quality Commission (CQC) conducted a joint inspection of the local area of Dorset. The purpose was to judge the effectiveness of the implementation of the special educational needs and disability reforms as set out in the Children and Families Act 2014. As a result, the inspectors produced a letter summarising the findings of the joint inspection.
- 1.2 Although the inspection identified many strengths, there were four main aspects in which significant weaknesses in local practice were identified. The local area was instructed to produce and submit a Written Statement of Action (WSOA) to Ofsted that explained how the following significant weaknesses would be addressed:
- Weaknesses in strategic planning with health and social care, which included the need for clear monitoring and evaluation arrangements to ensure that leaders are held to account for improving children and young people's outcomes;
 - Low conversion rates from old-style statements of Special Educational Need (SEN) to new Education Health and Care Plans (EHCPs) and lack of timely completions of these plans with appropriate and personalised outcomes within 20 weeks;
 - A significant proportion of parents described their concerns at the extent of the delays, the lack of support, communication, transparency and involvement at a strategic and individual level;
 - Weaknesses in monitoring and quality assurance procedures to challenge and support provision and improve outcomes for children and young people.
- 1.3 The WSOA was produced, setting out how each of these aspects could be addressed, and it was deemed fit for purpose by Ofsted in July 2017 and was published on the Dorset For You website. It set out the priorities and actions that needed to be undertaken to make the experience of children and young people with Special Educational Needs or Disabilities (SEND) and their families a good one in relation to the services the authority and other agencies provide.

2. STRATEGIC PLANNING WITH HEALTH & SOCIAL CARE

- 2.1 Following the approval of the WSOA, robust project management and governance was put in place to ensure progress against the WSOA. This has taken the form of a project manager and project support officer who manage the day to day running of the project and ensure that the project is delivered to plan and on time. To enable this to happen a detailed project plan and monthly monitoring take place.
- 2.2 In addition, the SEND Delivery Group is running monthly and holds officers and partners to account against the tasks contained in the WSOA. The group runs as a project board and includes representatives from across a range of organisations involved in SEND including health, special schools, elected members, Dorset Parent Carer Council, social care and other DCC officers.
- 2.3 The SEND Delivery Group has provided an invaluable place for health, social care and DCC officers to work collectively and develop plans strategically. This has resulted in:
- An education, health and care joint strategy for SEND

- A joint performance management framework for monitoring and evaluating progress for children with SEND

3. TIMELINESS OF EDUCATION & HEALTH CARE PLANS

3.1 Key weaknesses identified within the Ofsted Inspection were around the Education & Health Care Plans (EHCPs). This related to the conversion of old statements into EHCPs and the completion of the new EHCPs within the statutory timelines.

3.2 A key focus of the SEND team has been to clear the backlog of transfers and improve the timeliness of any new EHCP plans coming in. This has included prioritising the support given to Looked After Children (LAC) with SEND who require an EHCP assessment. The table below shows the progress that has been made against the transfer of statements into the new EHCPs:

	Sep	Oct	Nov	Dec	Jan	Feb	March
Number of conversions from statements to final EHCPs	9	34	104	65	132	164	293
% of conversions to final EHCPs completed	47%	58%	63%	70%	80.76%	83.6%	100%

3.3 By the end of March, all of the old statements were successfully transferred into EHCPs in line with the Department for Education statutory requirements. This result was achieved by optimising the existing and new resources that came into the SEND team as a result of the previous cabinet paper. The new resources that were put in place included:

- Agency & temporary review officers
- SEND Planning Co-ordinators
- SEND Manager
- Temporary Team Leader
- Business Support
- Complaints Officer
- Enhance Agency Work
- Speech & Language Therapy provision
- Communication Support Assistant
- Partnership & Co-production Manager
- Contract Officers
- Data Systems/Finance Officer
- Advocacy

3.4 New EHCPs go through a series of gateways. The first is to complete an initial assessment and make a decision about whether to proceed to the next stage from 6 weeks of the EHCP being submitted. The second is to make a decision about whether to issue a plan. This has to be done within 16 weeks. The final gateway is to have the EHCP completed within 20 weeks. These timescales will be the focus of the team going forward over the next period with a completion date of end of June 2018. This will then result in 100% of new assessments being completed within statutory timescales. It is anticipated that the contingency budget will be fully spent in line with expectations by 31 March 2020 enabling the improvements to be completed.

4. INVOLVING CHILDREN, YOUNG PEOPLE & FAMILIES IN DEVELOPING OUR PROVISION

- 4.1 Parents raised concerns during the inspection about the lack of support, communication, transparency and involvement at a strategic and individual level. A joint plan has been agreed and is being implemented to improve communication. Representatives from the Dorset Parent Carer Council sit on the SEND Delivery Group and are helping to inform the improvements going forward.
- 4.2 A Partnership & Co-production Manager has been employed to ensure good engagement with children, young people, parents and carers. A joint participation strategy and young person's forum are currently being put in place. Two SEND events are currently being planned and will take place in June and July 2018.
- 4.3 The Local Offer is a webpage for parents and carers of children and young people with SEND. It provides information, advice and guidance and is a statutory requirement for all local authorities. Work has taken place on improving the information as well as moving the web pages over to the new Dorset for You platform. The site has an on-line feedback form. Work will take place to make further improvements over the next period.
- 4.4. A number of documents are produced both in processing EHCPs and promoting the SEND offer with parents and carers. Clear and detailed information has been added to the local offer on EHCPs. A range of template letters, forms and correspondence have been reviewed and improved to ensure accessibility for parents and carers.

5. IMPROVING MONITORING & QUALITY ASSURANCE

- 5.1 A new SEND Advisor has been appointed as part of the Schools & Learning Advisory Service. This has enabled the authority to focus on working with schools in meeting the needs of SEND children and young people within the school setting and monitoring their progress in school. A self-evaluation framework has also been used with the SEN Co-ordinators in schools to then identify improvements.
- 5.2 A multi-agency auditing tool has been agreed with health colleagues. This will be used to identify themes for improvement. This will run in conjunction with the performance framework which is populated by health, education and social care. In addition, the appointment of a complaints officer for DCC has enabled complaints to be dealt with more quickly and learning from these to be fed back into service improvements.
- 5.3 Following the Ofsted inspection, officers from the DfE have closely monitored progress in how the authority is jointly working with health improving services. They attend the SEND Delivery Group on a monthly basis and carry out regular monitoring visits. The most recent monitoring visit from the DfE was very positive about the improvements being made and they congratulated the SEND Delivery Group on transferring all the old statements to EHCPs within the statutory timescale at the end of March 2018.

6. RECOMMENDATIONS

- a) Cabinet notes the significant progress that has been made against the weaknesses identified by Ofsted in its inspection of January 2017.
- b) Cabinet supports a continued focus on service improvement over the next 2 year period. This should include:

- Joint working arrangements between health, social care & education continue through the SEND Delivery Group
 - Ensuring all EHCPs meet the six, sixteen and twenty week milestones
 - Further improvements in the way professionals engage with children, young people, parents & carers around SEND
 - Monitoring and quality assurance processes continue to be reviewed and improved
- c) Cabinet are provided an update on progress in a year's time.

Nick Jarman

Director for Children's Services

June 2018

Dorset Special Educational Needs and Disabilities (SEND) Strategy 2018 to 2021

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Executive Summary

This document describes how Dorset County Council and Dorset Clinical Commissioning Group (CCG), in partnership with schools, colleges and other educational settings, health providers, voluntary and community sector organisations, social care providers, children, young people and parents and carers will work together to meet the needs of children, young people with SEND and their families from birth through to adulthood.

It describes:

- our vision
- the commitments that all agencies and organisations make to delivering this vision
- the drivers for change
- our priorities and the things we will do to make a difference
- how we will monitor progress

Our vision

Children and young people in Dorset with SEND are happy and enjoy their education and social life. They and their families trust and have confidence in the support they receive.

- We work together to give children and young people with SEND in Dorset the best chance to succeed; enjoy family life and go to school as close to home as possible.

- Together we support children and young people with SEND to maximise their potential at home, in the early years, at school and at college and to prepare well for adulthood.

- Our young adults with SEND have opportunities to work, live independently, participate fully in their community and live full, healthy lives.

Our commitments

We will:

- make it easier to get support
- put children, young people and families at the heart of what we do
- focus on making sure a positive difference
- work together as a single system
- work with children, young people, parents and carers
- provide inclusive education for children with SEND in mainstream early years settings, schools and colleges
- deliver a seamless pathway to adulthood and independence

Why do we need to change?

- Children and young people with SEND in Dorset don't achieve the same outcomes as other children across the county
- We all recognise the need to work better together to ensure that children and young people with SEND receive the support they need to reach their full potential
- We need to make sure that we fully implement national reforms and use our resources effectively to meet these needs as there are growing financial pressures on all organisations
- We are not doing well in meeting the required timescales for Education, Health and Care Plans
- There are more children and young people from Dorset living and attending school outside the county than we would like
- We need to be better at working with children, young people and parents and carers
- We need to make the cultural shift from providing support and services too late to early help and support
- We have some areas of promising practice that we can build upon and we need to share this across the county to improve the experiences and outcomes of children and young people with SEND from birth through to adulthood
- We need to get better at learning from each other and from other areas across the country

Making a difference: our priorities for change

Working together for joint outcomes

- services across education, health and social care are jointly planned
- services and professionals work together
- parents and carers trust and have confidence in the services and support they receive
- better early identification of need and early help
- a greater focus on preparing for adulthood
- improved educational attainment
- professionals are confident and effective

Timely joint assessment, planning and review

- information, advice and support is easy to access
- specialist assessments are timely
- assessments, plans and reviews are completed within statutory timescales
- plans are focused on making a difference
- professionals are confident and effective

Working with children, young people, parents and carers

- professionals listen to and respect the views of children, young people and parents/carers
- children, young people, parents and carers:
 - are involved in service design and development
 - have good experiences of services and support
- information is available in accessible formats

Monitoring and quality assurance

- a culture of accountability is created
- data and information are used well
- monitoring and quality assurance is improved
- sufficient provision is available locally to meet the needs of all children and young people
- services and support are value for money

Management of SEN funding

- benchmarking is used to inform spending decisions
- financial tracking systems are improved
- funding models meet the needs of children and young people
- costs are reduced

1. Introduction

This document sets out our strategy for improving outcomes and life chances for children and young people with special educational needs and disabilities (SEND) in Dorset. The strategy will be led by Dorset County Council and Dorset Clinical Commissioning Group working in partnership with schools, colleges and other educational settings, health providers, voluntary and community sector organisations, social care providers, children, young people and parents and carers.

Who are children and young people with SEND?

SEN	children or young people that require special educational provision because they:	have a significantly greater difficulty in learning than the majority of others of the same age; or
		have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream school or mainstream post-16 institutions
		if under compulsory school age they fall within the definitions above or would do so if special educational provision was not provided (Source: Children and Families Act, 2014)

Disability	children and young people are considered to have a disability if:	he or she is blind, deaf or dumb or suffers from a mental disorder of any kind or is substantially and permanently handicapped by illness, injury or congenital deformity or such other disability as may be prescribed (Source: Section 17 (11) Children Act 1989)
		he or she has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities (Source: Equality Act, 2010)

2. Our vision

Children and young people in Dorset with SEND are happy and enjoy their education and social life. They and their families trust and have confidence in the support they receive.

We work together to give children and young people with SEND in Dorset the best chance to succeed; enjoy family life and go to school as close to home as possible.

Together we support children and young people with SEND to maximise their potential at home, in the early years, at school and at college and to prepare well for adulthood.

Our young adults with SEND have opportunities to work, live independently, participate fully in their community and live full, healthy lives.

3. Our commitments

Our work will be shaped by a number of key commitments to make sure everything we do is in keeping with our vision, the SEND reforms and the Care Act. These commitments will be shared by all involved in our work and will drive our improvement programme:

We will:

- make it easier for children, young people and their parents and carers to get the support that meets their needs at the right time
- put children, young people and families at the heart of what we do and celebrate their individuality
- focus on making sure a positive difference for children, young people and their parents and carers

- work together as a single system, no matter what organisation we work for
- work with children, young people, parents and carers, rather than do things to or for them
- provide inclusive education for children with SEND in mainstream early years settings, schools and colleges underpinned by high quality teaching that meets their individual needs
- deliver a seamless pathway to adulthood and independence, beginning preparation for this early in life

This strategy has been developed using a range of sources of data, information, consultation and feedback from parents and carers and a range of professionals from education, health and social care. We will continue to involve and engage with a range of stakeholders in the delivery of the strategy.

Part 4. The strategic context

4.1 The national context

There have been significant changes to legislation and policy in recent years affecting how organisations should work together to support children and young people with SEND and their families from birth through to adulthood, recognising that successful preparation for adulthood starts in the early years.

4.1 **The Children and Families Act** (2014) offers simpler, more consistent help for children and young people with SEND and extending rights and protections by introducing integrated Education, Health and Care Plans (EHCPs) and extending provision to 25 years. These reforms require a cultural change in the way organisations work with each other and listen to and involve children, young people and families. The reforms also require:

- Improvements in the quality and range of information available for children, young people and their parents and carers enabling them to make informed choices.
- The county council to develop and publish a Local Offer and work closely with the NHS and education settings to use resources through joint commissioning to improve the range of support in our area.
- A more flexible model of joint commissioning to promote access to personal budgets, focuses on specific groups of children within the county and ensure children and young people's needs are met.
- Better commissioning of new provision to ensure needs are met in local educational settings and by local community services.
- Positive transitions at all key stages within the 0-25 age range, especially a more successful transition to adult life.

The Act also sets out the expectation that children and young people with special educational needs (SEN) should be included in the activities of mainstream schools, together with children who do not have SEN needs, so far as is reasonably practicable and is compatible with:

- the child receiving special educational provision called for by his/her SEN
- the provision of efficient education for the children with whom he or she will be educated, and:
- the efficient use of resources.

4.2 In 2013 the government made **changes to school funding** so that each school receives an additional amount of money for special educational provision to meet the needs of children with SEN. This has meant that there is increased delegation of funding to educational settings.

4.3 Schools have statutory duties under the **Equality Act** (2010) to ensure that they do not discriminate against children and young people with SEND. This includes admission arrangements; the way schools provide education and exclusion practices. This means that

the best early years settings, schools, colleges and post 16 providers will do what is necessary to enable children and young people to develop, learn, participate and achieve the best possible outcomes through reasonable adjustments; access arrangements and special educational provision.

4.4 The **Care Act** (2014) was introduced to improve choice and control over care and support for adults over the age of 18. This legislation also focuses on outcomes, personalisation and the integration of services. This means that the county council must ensure that there is cooperation between children's and adult's services and promote the integration of care and support with health services to ensure that young adults are not left without support as they transition between children's and adult's social care.

74
age
66
4.5 There is a national focus on **Transforming Care** (2015) for people with learning disabilities and/or autism who have a mental illness or whose behaviour challenges services through empowering people and families, ensuring care is in the right place, improving regulation and inspection and workforce development.

4.6 An independent Mental Health Taskforce published a **Five Year Forward View for mental health** (2016) that made recommendations for improving mental health services that have been accepted by the NHS. There are several strands of work including one that focuses on improving children's and young people's mental health through the delivery of a local transformation plan.

The local context

There a range of strategies and plans locally that will help support this strategy for children and young people with SEND. We will make sure that we make the links between these strategies when we are delivering this strategy to reduce duplication, avoid confusion and make the most of opportunities for working together where this makes sense.

4.7 The **Health and Wellbeing Board** is a partnership between local agencies that seeks to improve health and wellbeing and reduce health inequalities for residents of Dorset. The Board also plays an important role in the implementation of Dorset's **Sustainability and Transformation Plan** (2016), which seeks to ensure the affordability of health and social care. There is a strong focus on prevention and a programme of work focuses on children called **Starting Well**.

4.8 **The Children and Young People's Strategy** sets out the vision for how partner organisations will work together to support children, young people and families locally that will be delivered by the Strategic Alliance for Children and Young People, a sub-group of the Health and Wellbeing Board that includes partners from children's services, including education, health, social care, and the voluntary and community sector.

4.9 The county council's children's services is facing two major challenges – increasing demand and a reducing budget. The county council is leading a programme of whole system transformation, **Forward Together for Children** that changes the way children are supported from cradle through to career by working with our partners and local communities to ensure that we support children, young people and families early and avoid the need for late interventions.

4.10 Dorset Clinical Commissioning Group (CCG) is implementing a programme of changes to local healthcare to help ensure high quality and sustainable services are available for future generations. Through this programme it is working to transform **Integrated Community Children's Health Services** to provide care closer to home and ensure that services work together to better meet the needs of children, including those with complex health needs.

4.11 The **Dorset Transforming Care Partnership** comprises of Dorset CCG, the county council, Borough of Poole, Bournemouth Borough Council and NHS England to develop a plan to avoid secure hospital admissions unless absolutely necessary and to bring people placed out of the area back to the county by commissioning community services.

4.12 The **Dorset Children and Young People's Emotional Wellbeing and Mental Health Strategy** (2016-2020) sets out the way that Dorset CCG, Public Health Dorset and three local council's (Dorset, Bournemouth and Poole) are working together with services in the area to help children and young people across the whole of Dorset to be happy, resilient and less likely to suffer mental ill health. Our **Local Transformation Plan** (2016) sets out how the area will transform mental health services to deliver the NHS Five Year Forward View.

Page 67 5. Working together

5.1 We will make sure the right people are involved in the delivery of this strategy. This will include councillors; senior leaders; partners; schools, colleges and other educational settings; professionals; parents and carers; and young people. Improvement work will be overseen by a joint SEND Improvement Delivery Group. This group will be accountable to the Dorset **Strategic Alliance for Children and Young People**, which is leading integration and partnership work between the county council, public health and NHS bodies. A diagram of the governance arrangements can be found in appendix 1.

5.2 Individual organisations will take responsibility for monitoring progress through appropriate governance arrangements.

5.3 The **Dorset Schools Forum** plays an important role in supporting the delivery of this strategy through the decisions it makes regarding the Dedicated Schools Grant and consultative role it plays with regards to

arrangements for SEN, early years provision and alternative education provision.

5.4 The **Dorset Health Forum** plays an important role in leading improvements across the health system and the **Dorset SEN 14+ Forum** will support the delivery of excellent education provision and transitions that prepare young people well for adulthood.

5.5 The **Dorset Parent Carer Council**, run by parents for parents, is essential to the development and implementation of this strategy. They provide a strong and united voice for families helping to inform what we do and challenge us to do better.

6. Dorset context

About Dorset

6.1 Dorset has a population of almost 420,000. Almost 60% of our residents live in urban areas, with 40% living in rural areas. Dorset is one of the healthiest places to live in the UK and outcomes are generally good. We have a large population of older people and correspondingly one of the lowest proportions of children in the country, with approximately 104,200 children and young people aged 0 to 24 years.

6.2 Our population is growing and is expected to continue to grow over the next 10 years primarily due to inward migration. The numbers of children aged 0-4 is likely to continue to grow. Dorset ranks amongst the least deprived areas of England but this masks significant pockets of deprivation, largely located in our urban areas and over 14% of children in Dorset are considered to be living in poverty.

6.3 Children and young people from minority ethnic groups account for 6.5% of school children.

Children and young people with SEND

6.4 There is variation in the definitions of children with SEND so this strategy draws on several sources to estimate a range for the number of children and young people with SEND in Dorset.

- 3,680 children and young people claiming Disability Living Allowance¹ (3.8% of the population, 2014)
- 1,793 children and young people aged 0-19 with a statement of SEN or an EHCP (1.7% of the population)

6.5 Boys are almost twice as likely to be identified with SEN as girls. The gender split in Dorset is 74% male and 26% female. However, census data shows a more even burden of long term illness and disability between males and females, particularly those aged 15 to 24 years.

School Age children and young people

6.6 Pupils with SEN are categorised into 2 groups: those with a statement of SEN and/or EHCP and those receiving SEN support in schools without a statement. Around 16% of pupils in Dorset have SEN, most which are supported at school level without a statement or plan.

Table 1: Pupils with SEN (2017)

	Number	% of all pupils
Pupils with statements or EHC plans	1,568	2.6%
Pupils with SEN support	8,319	13.7%
All pupils with SEN	9,887	16.2%

Post 16 learners at FE College or Special post 16 institutions

6.7 In January 2017, there were 255 16 to 24-year-old Dorset residents with an Education Health Care plan and 49 who had a Section 139a Learning Disability Assessment learning at FE Colleges or Special post 16 institutions.

Nature of SEND

6.8 Available data on the nature of SEN and disability are limited so gaining an accurate understanding of the prevalence of specific disabilities or needs is a challenge. The school census collects data by primary need type but determining a primary condition is not

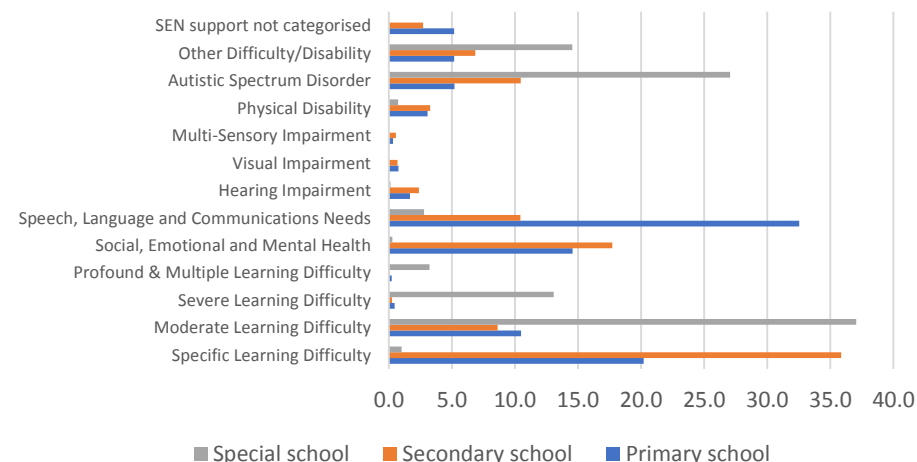
straightforward, particularly if children have complex needs or if learning needs are prioritised over a diagnosed condition.

Table 2: Nature of SEN - % of pupils with SEN

Type of Need	
Autistic Spectrum Disorder (ASD)	28%
Social Emotional or Mental Health Difficulty	12%
Learning Difficulties - Moderate	18%
Learning Difficulties - Multiple and Profound	2%
Learning Difficulties - Severe	8%
Learning Difficulties - Specific (Dyslexia)	3%
Physical Difficulties	12%
Sensory Impairment	3%
Speech, Language or Communication Difficulty	12%
Unknown\Other	3%

6.9 Although ASD is the largest category of need across the population there are variations in categories of need across school phases.

Figure 1: Proportion of pupils with SEN by Primary Type of Need and type of school (2017)



¹ DLA has been replaced by Personal Independence Payments

6.10 The largest category of primary need in primary schools is speech, language and communication; in secondary schools, it is specific learning difficulty and in special schools it is moderate learning difficulty. Speech, language and communication needs are reported by educational professionals as increasingly challenging.

Predicting future demand

6.11 Due to the changing definitions and policy relating to SEND it is not easy to accurately predict future demand for services or support as trend information is not reliable. We do know that there are rising numbers of disabled children with complex needs and/or life limiting conditions who (with their families) are likely to need support from health, education and social care.

6.12 One way of predicting future demand is to apply current data to population projections; however, care should be taken when interpreting this data as there are many issues that could impact on this data.

6.13 The table below provides some crude modelling of future numbers of children and young people with SEND from now until 2030 based on projected population change. The model suggests that there will be an additional 599 children with SEND in 2030.

6.14 Further work is required to develop and test a more reliable model of forecasting.

Table 3: Predicting SEND using population projections

		2020	2025	2030
Projected population change (ONS)		+1.9%	+4.9%	+1.0%
SEND	Number (2017)	Forecast number based on projected population change only		
EHCPs	1568	1598	1676	1693
SEN Support	8319	8477	8892	8981
Total	9887	10075	10569	10674

Outcomes for children and young people with SEND

6.15 Research suggests that children and young people with SEND experience higher levels of poverty and personal and social disadvantage than their peers (Blackburn, 2010). Analysis in Dorset in 2014 (Borough of Poole, 2014) shows that the impact of deprivation is greater for those receiving SEN support and that certain types of primary need types tend to be concentrated in areas of deprivation than others: speech, language and communication needs; severe learning difficulties and social, emotional and mental health needs.

6.16 Children and young people with a statement of SEN or EHC plan tend to do less well academically than their peers across all phases of education. In Dorset, there are particular challenges at Key Stage 2. In 2017, 16% of Dorset pupils with SEN support achieved the expected standards in reading, writing and maths compared to 21% nationally. For those with a statement of SEN or EHC plan the Dorset figure was 7%, compared to 8% nationally.

6.17 Progress² between Key Stage 1 and Key Stage 2 is a challenge for pupils with a statement of SEN or EHC plan. Reading progress in 2017 was -4.8, compared to -3.7 nationally; writing progress was -5.9, compared to -4.3 nationally and maths progress was -5.4, compared to -4.1 nationally.

6.18 Achievement of children with SEN at Key Stage 4 also shows a gap in performance between those with SEN than those without. Progress 8 scores capture the progress a pupil makes between the end of Key Stage 2 and the end of Key Stage 4.

Table 4: Average Progress 8 scores at Key Stage 4 (2017)

	Dorset	South West	Statistical neighbour ave	National
Pupils with SEN Support	-0.52	-0.54	-0.54	-0.43
Pupils with statement or EHCP	-1.01	-1.1	-0.98	-1.04
Pupils without SEN	-0.07	-0.03	-0.01	0.07

6.19 Research by the Department for Education (2011) states that disabled young people are less satisfied with their lives than their peers and that families with disabled children report high levels of unmet needs, isolation and stress.

6.20 Children with SEN are more likely than their peers to miss school, often due to illness or for medical appointments. Boys are less likely to be persistent absentees than girls (DfE, 2016).

6.21 Children and young people with SEN are more likely to be excluded from school than their peers. Boys are more likely than girls to be

² Progress is a relative measure, where the national average score is 0. Therefore, anything below zero is below average and anything above zero is above average.

excluded and those with behaviour, emotional or social difficulties have the highest rates of exclusion (DfE, 2016).

6.22 Young people with SEND are less likely than their peers to attain a level 3 qualification than their peers at the age of 19 years. In 2016, 66% of young people with identified SEN attained a level 3 qualification at age 19 years, compared to 27% of those with identified SEN.

Educational Provision for Children and Young People with SEND

6.23 Children and young people with SEND from Dorset are educated in a range of provision including early years settings; mainstream schools; post 16 provision (such as a college); special schools; learning centres (also known as pupil referral units); special resource bases in mainstream schools (providing targeted support for particular needs); and independent schools both within the county and outside the county.

Table 5: Educational Provision for Children and Young People with a statement or EHC (2016)

	Dorset	South West	England
Maintained mainstream schools	20.4	18.7	21.8
Resource based provision	3.4	3.1	3.8
Maintained special schools	29.5	26.4	28.3
Non-maintained and independent special schools	8.0	5.5	6.3
Other settings (early years, academies, hospitals, not in school, awaiting provision)	26.6	33.0	28.6

6.24 There is a greater proportion of children and young people from Dorset educated in non-maintained and independent special school provision in Dorset than regionally or nationally.

6.25 Most 16 to 18-year olds with SEN attend school sixth form or FE College. A small number are Apprentices, traineeships or Supported Internships. Further work is required to support more employment based progression routes.

6.26 There is a greater proportion of SEN Year 11 leavers who progress into sustained post16 education, employment or training than nationally (DfE Destinations of 2014/15 leavers).

Social care provision for children and young people with SEND

6.27 Children with SEN are often more likely to be in receipt of support from statutory social care services. In Dorset over 8% of children with SEN are 'children in need', 5% are looked after children and 1.5% are subject to a child protection plan.

6.28 Early help and social care services work to help children who are disabled living with their families in their own homes and communities by providing support, advice and guidance.

Specialist health provision for children and young people with SEND

6.29 Children and young people in Dorset with SEND receive specialist assessment, diagnosis and support from a range of provision including:

- paediatric services at Poole Hospital Trust and Dorset County Hospital Foundation Trust, and;
- community health services from Dorset Health Care Foundation Trust including: child and adolescent mental health services (CAMHs); learning disability Services, speech and language Services; and therapy services.

Support for children, young people and parents and carers

There are many service providers across the county that support children and young people with SEND and their families. This section provides

some information on some of the most significant of these services but is not a definitive list.

6.30 Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS) offers free and impartial advice to those who have SEND in their family.

6.31 The Dorset Parent Carer Council provides information to parents and carers of children with SEND as well as providing a voice to inform agencies and services about the needs of disabled children and their families in Dorset.

6.32 Short break activities are available for children and young people to try new things and offer opportunities to families and carers to take a break from caring, spend time with each other and other children. There are also options for residential breaks for longer periods of time.

6.33 Portage Pre-school support service provides educational support to young children who have complex needs through the provision of regular visits to the home or early years settings.

6.34 The County Psychology service works with schools and other settings to ensure that children with SEND are happy and successful in their education setting as well as working with children to clarify their needs and explore their views.

6.35 Special Educational Needs Specialist Services (SENS) provide professional support to schools to help with specific learning difficulties as well as working with individual children and young people.

6.36 The Hearing and Vision Support Service works with children and young people with mild to profound visual and hearing impairments.

6.37 Ansbury guidance is commissioned by the county council to provide independent support and advice for young people with SEND to move on to training, further education, work and adult support services.

6.38 Information and advice is available to help support young people and their families entering adulthood to consider education, work, money, housing, staying healthy and safe and activities.

Support for young people with SEND entering adulthood

6.39 As part of a transitions pathway an assessment is completed to develop a plan to transition to adulthood and to assess if a young person is eligible for care and support from adult social care services. The overarching aim to make transitions the best that they can be through a robust system that places the needs of young people at the heart of decision making about daily living and care.

6.40 Some young people will be eligible for support to help them live independently such as:

- Adult learning
- Day Centres providing work and training support
- Shared lives
- Home adaptations or equipment
- Social care services such as help with personal care and personal assistants
- Welfare benefits
- Financial support to access work
- Support to find and stay in employment
- Help to participate in activities

6.41 Information and advice is available for carers online, with some carers eligible additional support following the completion of a carers assessment.

Summary of progress, promising practice and areas for development

From our own local intelligence and following a joint area inspection of progress in implementing the SEND Reforms we know that we are making progress in some key areas, and have developed some positive practice that we can and will continue to build upon. We know that we can always improve and do better on these areas and need to work hard to share the learning from where these things are working across the county. We also recognise that we still have some significant challenges that we need to address through the delivery of this strategy.

Progress and Promising Practice	Areas of challenge
<ul style="list-style-type: none"> • the identification and support of: <ul style="list-style-type: none"> ○ children and young people with SEND in the early years ○ children with sensory and behavioural needs in schools • the introduction of Family Partnership Zones to coordinate how we provide early help; some of the parenting programmes we have on offer; coverage of the Healthy Child programme by health visitors • joint commissioning for children with complex needs • access to specialist equipment and training for families and school staff • CAMHS learning disability service • the range of short breaks provision on offer • careers advice and guidance commissioned by the county council from Ansbury Guidance • the range of provision and learning programmes for young people aged 19 to 25 years, including supported internships • quality of local special schools and the outreach support provided from special schools • the SEN Coordinator (SENCo) role for looked after children • educational progress between Key Stage 2 and Key Stage 4 • attendance at school by children with SEND • residential provision for children with complex needs • commitment of professionals to making improvements • commitment of the Parent Carer Council to working with us to make improvements • existing good practice in inclusive mainstream settings • some SEN Coordinators in mainstream schools • SENCo award scheme • inclusion network for information sharing and dissemination of good practice and school SENDCo networks • virtual school support • inclusion work in early years settings • SEN panel 	<ul style="list-style-type: none"> • responding to the increase in demand for statutory assessments of SEN and the length of time taken to assess SEN needs and issue EHCPs • how quickly we are converting statements of SEN to EHCPs • how well we are working together to strategically plan across the system • inconsistent approaches to performance management and use of data • awareness of and use of the SEND Local Offer web pages and information materials by parents and carers • lack of understanding by parents and carers on how to get help and support from a range of professionals including the service offer from CAMHS • inconsistency in the quality of EHCPs with some lacking information from all relevant professionals • parental dissatisfaction with the assessment and planning process resulting in complaints, appeals and tribunals • inconsistency in the implementation of the graduated offer across schools • high number of children educated out of the county • length of time taken for assessments of autism and ADHD • availability and accessibility of children's community nursing • educational achievement of pupils with SEND at Key Stage 2 • ensuring all professionals have the skills and knowledge required to identify and support children and young people with SEND • the experience of transition between schools and services, in particular between children's and adult's services • financial overspend in the high needs block of the dedicated schools block • responding locally to meeting the needs of the increasing numbers of children with social, emotional and mental health needs; speech, language and communication needs and autistic spectrum disorders • workforce development needs, capacity and the cultural shift required to move to a culture of early help rather than late intervention in a time of increased demand and reducing resources • change fatigue • funding challenges in schools and other educational settings • availability of training • affordability of traded services

7 How are we going to make a difference?

To realise our vision for children and young people with SEND in Dorset we have identified a set of priorities and activities that we will deliver together. This is our joint strategy.

Priority 1: A single system working together across education, health and social care for joint outcomes

What we are seeking to achieve:

- Better strategic planning of services results in improvements in quality, timeliness, accessibility and reliability of services.
- Children and young people with SEND and their families can trust and have confidence that services are working together – leading to improvement in outcomes and enables effective preparation for adulthood.
- Professionals and parents/carers work together to meet needs and contribute effectively to planning processes
- More consistent identification and assessment of need and offer of early help through graduated responses
- A greater focus on preparing for adulthood that results in improved experiences of entering adulthood and independence
- Improve educational attainment at Key Stage 2
- Ensure that professionals have the skills and knowledge they need to work together effectively

What we will do:

- Use this strategy to inform service development, commissioning and school improvement plans
- Implement a new operational model of joint working between children's and adult's services for children and young people with SEND from birth to adulthood
- Review and redesign the Children's Community Nursing Service to provide greater accessibility and service delivery in the community

- Ensure that the roles and responsibilities of all health professionals are clear and all health providers understand their statutory responsibilities in relation to SEND
- Review our decision-making processes and commissioning panels to make sure we are planning services together
- Make sure that there is attendance at multi-agency planning meetings by all relevant professionals and/or written information is provided towards the EHC assessment
- Make better use of screening tools and data and information that might identify those that might need support early in [Family Partnership Zones](#)
- Provide support, guidance and training to universal settings including early years settings, schools, colleges and post 16 providers on identification of SEND and assessment of needs
- Further develop our health pathway of support for children in the early years
- Ensure all Year 9 reviews and annual reviews thereafter focus on preparation for adulthood outcomes
- Review transitions from child health services and identify areas for improvement
- Implement a Key Stage 2 Improvement Plan focusing on raising attainment of the most vulnerable
- Write a workforce development plan for all professionals working with children and young people with SEND
- Provide multi-agency training on personalisation and working together
- Promote the use of quality assured online training tools

Priority 2: Getting it right first time: appropriate, effective and timely joint assessment, planning and review of need that is personalised to the child or young person with SEND

What we are seeking to achieve:

- Children and young people with SEND and their families are easily able to access advice, information and support
- When specialist assessments are required, these take place in a timely way and lead to effective and personalised plans
- Assessments, conversions and reviews of children and young people's education health and care needs are completed within statutory timescales
- Plans are reviewed so they remain relevant to the changing needs of children and their families, leading to improved life chances
- Plans are outcomes focused and personalised
- Professionals have the skills and knowledge they need to contribute effectively to SEND assessment, planning and reviewing processes

What we will do:

- Ensure there is sufficient capacity in the SEND Assessment team to undertake this work
- Ensure that contributions from education, health and social care staff is timely
- Prepare early for transition into Adult Services
- Produce a toolkit for annual reviews and prioritise attendance by appropriate education, health and social care staff for pupils in maintained schools, academies and independent schools
- Jointly review pathways, information flows and paperwork to make it as easy as possible for everyone to contribute
- Monitor performance to ensure requirements are met

- Audit the quality of health and social care contributions to EHC planning
- Involve children, young people and families in identifying outcomes and reviewing progress towards these in reviews
- Ensure that personal budgets are offered as part of education, health and care plans where appropriate
- Appoint champions within education, health and social care organisations to improve communication and respect within their respective organisations
- Ensure all SEN assessment, planning and reviewing officers complete training to ensure they can deliver their roles effectively and extend this training to the wider workforce
- Introduce regular monitoring of complaints and tribunals to identify key trends and themes that will be addressed
- Consider how specialist staff can support and train the wider workforce to better identify need and offer support earlier
- Write and deliver a workforce development plan for all professionals working with children and young people with SEND and their families

Priority 3: Working with children, young people and parents and carers

What we are seeking to achieve:

- Children, young people and their parents and carers are listened to and their views and wishes are acted on and respected
- Children, young people and parent and carers views are involved in service design and development
- Better information about help, support and provision is available in accessible formats
- Professionals have the skills and knowledge to put children, young people and families at the heart of what we do and celebrate their individuality
- There is a focus on making sure a positive difference for children, young people and their parents and carers
- Improve customer experience of EHC planning processes

What we will do:

- Write a joint communication plan to share the improvement work we are doing
- Ensure appropriate child/young person and parents/carer representation on key decision-making groups and forums
- Collect feedback on service satisfaction and customer experience
- Facilitate an annual conference for children and young people with SEND and professionals working across the SEND system
- Work with children, young people and families to review and improve our Local Offer
- Provide accurate and up-to-date information that enables children, young people and their families to make informed choices for adulthood
- Undertake further engagement work with children, young people and their families on proposed changes to health services

- Develop and implement a participation and engagement strategy
- Support children and young people with SEND to participate in school/youth forums
- Share the results of all our engagement work across the SEND system to contribute to service improvement and planning
- Ensure that children and young people have access to advocacy when having a transition assessment
- Clarify how short breaks are supported through Continuing Health Care (CHC) processes and share on the Local Offer
- Provided clear information on the service offer and pathways for access to CAMHs as well as referral criteria
- Ensure that professionals understand the local offer and can signpost effectively
- Provide mandatory customer care training for frontline SEND staff
- Develop and agree a joint approach with health providers on strength based assessments, personalisation and life-long outcomes
- Support educational settings to include the views of children and young people with complex learning and communication needs
- Write and deliver workforce development plan for all professionals working with children and young people with SEND and their families

Priority 4: Use effective monitoring and quality assurance procedures to challenge, support and develop provision

What we are seeking to achieve:

- A culture of accountability that ensures all parts of the system focus on making life better for children, young people and their families
- Use of business intelligence to identify emerging needs and plan excellent services and settings that support children and young people to meet their aspirations
- Improved monitoring and quality assurance
- Data and information is shared appropriately to enable effective provision of support to individuals
- Sufficient local provision to meet the needs of children and young people with SEND
- Value for money across the system
- Local early years providers, schools and training providers develop their SEND provision and strengthen capacity to be able to meet the needs of all children and young people

What we will do:

- Implement regular management reviews of local authority and health SEND arrangements
- Carry out SEN reviews in priority schools where the achievement gap for children with SEN is the greatest
- Use school self-evaluation frameworks to monitor effectiveness of schools and education settings
- Introduce case file auditing systems to identify themes for improvement
- Undertake structured needs assessments to help plan services across the system

- Support local settings to increase capacity to meet the needs of more Dorset children with SEND to reduce demand for specialist provision
- Increase the availability of local provision for children with:
 - moderate and severe learning difficulties
 - complex communication needs and autistic spectrum disorders
 - social and emotional and mental health needs
- Reduce the number of children educated outside of the county
- Increase the availability and range of Alternative Education Provision opportunities
- Support the development of employment options
- Complete the work on the implementation of the pathway for Behaviour and Development (ASD/ADHD) by agreeing a new model of working between CAMHs and Paediatrics
- Ensure that electronic systems are used to support information sharing
- Share and celebrate good practice across the system
- Track progress of children with SEND to identify opportunities for intervention that improve outcomes
- Ensure there are effective joint commissioning processes at individual and service levels including children's and adult's services and health services to ensure that money is well spent
- Explore options for joint commissioning of speech, language and communication support
- Carry out an audit of inclusive practice across all mainstream and special schools, early years settings and education and training providers, identifying and disseminating effective practice
- Conduct an annual audit of SEND training completed by staff in schools, educational and training settings to inform the ongoing SEND workforce development plan
- Implement a robust system for monitoring independent provision to ensure value for money

Priority 5: The effective and efficient management of SEN funding to ensure excellent quality, sufficiency and affordability of local SEN provision

What we are seeking to achieve:

- To make use of financial benchmarking information to inform the local area's spending decisions, to share this information efficiently across partner organisations to plan jointly for current and future demand
- To run an effective financial tracking system to better understand spend and to identify opportunities for refocusing investment on early help or more local provision
- To ensure that funding models for SEND provision is more directly related to pupils' needs and provides sufficient capacity to meet those needs
- To reduce costs to the Dedicated Schools Grant and associated council revenue budgets through the completion of Dorset's SEND Specialist Provision Sufficiency programme, in partnership with all stakeholders

What we will do:

- Collect accurate data about all pupils with SEND so that it can be analysed by school/setting, type and severity of need and from this, consider volume, cost and effectiveness of the range of SEN provision required
- Develop a new model of forecasting to better predict future demand for provision
- Make timely decisions on how funding is distributed taking account of demographic and other pressures
- Develop a transparent high needs funding system that is designed to support a continuum of provision for pupils and students with SEND, from their early years to 25 years of age

- Ensure greater collaboration between all partners and stakeholders to agree a child or young person's support package and timely agreement of funding, placements and contracting that leads to more efficient and equitable ways of working and better outcomes for young people and their families
- Agree with settings their responsibilities in relation to the use and deployment of SEND funding, ensuring that these are affordable, well documented and accessible to all
- Ensure that schools and settings account for the expenditure of the delegated SEND funding, providing guidance to ensure a consistent approach
- Work together within and across partners, to secure cost-effective commissioning of places in schools outside the Dorset County Council boundary
- Complete the current review of children placed in independent special schools including Looked After Children with a view to a move home or to alternative local placements where appropriate to reduce costs to the High Needs Block
- Work with education partners and DCC Cabinet to apply for additional capital investment to provide sufficient local specialist provision places, and in so doing realise the full benefit of savings
- Continue to develop high quality local specialist resourced provision across the county for children with Complex Communication Needs (CCN) and Social Emotional and Mental Health (SEMH), and in so doing, reduce high costs for out of county independent placements and associated SEN transport budgets
- Develop further Learning Centre provision to provide short term/long term alternative provision to school and to ensure the buildings are conducive to a positive learning environment.
- Create a fair and consistent way of funding schools/settings where the number of high needs pupils attending cannot be reflected adequately in their formula funding.

8 Measuring our success

To understand if our SEND Strategy is working, we propose to introduce an Outcomes Based Accountability Score Card that enables us to understand progress. This outcomes framework has been developed to support a systems wide approach in which all partners understand their role and make an effective contribution to improving outcomes for children and young people with SEND. A selection of indicators has been chosen to provide the focus for monitoring the impact of the strategy. There are other indicators that individual services, agencies and groups will continue to monitor for themselves. These will be subject to change depending on the availability of information and stages of delivery of the strategy.

	How much did we do?	How well did we do it?
Priority 1: A single system working together across education, health and social care for joint outcomes	<ul style="list-style-type: none"> Attendance at commissioning and decision-making meetings Number of early help interventions/graduated response offers Number of referrals to specialist services Number of early years developmental checks completed Attendance at Year 9 reviews Number of professionals attending training 	<ul style="list-style-type: none"> Customer experience survey to explore satisfaction with how well we are working together % of children and young people with SEND educated in mainstream provision % of young people satisfied with transition from children to adult's services (health and social care) Satisfaction with training
Priority 2: Getting it right first time: appropriate, effective and timely joint assessment, planning and review of need	<ul style="list-style-type: none"> Number of EHCP assessment requests Number of EHCP assessments Number of requests for information from health, education and social care professionals Number of conversions from statements to EHCPs Number of professionals attending training 	<ul style="list-style-type: none"> % of EHCP assessments completed within 6 weeks % of new EHCP completed within statutory timescales % of requests for information received within agreed timescales Number of complaints/tribunals/PALs contacts Waiting times for specialist services Satisfaction with training
Priority 3: Working with children, young people and parents and carers	<ul style="list-style-type: none"> Number of SEND champions identified by organisation Number of professionals completing training Number of children, young people and parents and carers attending participation events Use of the SEND Local Offer Website 	<ul style="list-style-type: none"> Customer experience survey - Satisfaction with process/support/services Awareness and quality of the SEND Local Offer Annual report on effectiveness of participation and engagement strategy
Priority 4: Use effective monitoring and quality assurance procedures to	<ul style="list-style-type: none"> Number of case audits completed Number of professionals completing training 	<ul style="list-style-type: none"> Quality of assessments, plans and reviews (case audits report auditing: outcomes focus,

	How much did we do?	How well did we do it?
challenge, support and develop provision	Number of joint funding agreements in place Number of inclusion self-evaluation frameworks completed Number of places available in Dorset special schools for children with complex SEND	personalisation, voice of child, focus on preparation for adulthood) Number of children placed out of county % of children with SEND attending a school that is good or outstanding Satisfaction with training
Priority 5: The effective and efficient management of SEN funding to ensure excellent quality, sufficiency and affordability of local SEN provision	Number of places available in SEN resource provision Number of places available in local special schools Number of places available in learning centres	Number of children placed out of county that can return to Dorset where appropriate Satisfaction of schools/settings with guidance and support they receive
Is anyone better off?		
<ul style="list-style-type: none"> • % children and young people meeting goal based outcomes (measured at review) • Key Stage 2 attainment of children and young people with SEND • Educational progress of vulnerable groups and the attainment gap between SEND pupils and other pupils • Pupil absence rates of children with SEND • Pupil exclusion rates of children with SEND • Change in attitude/skills/confidence of workforce • % of pupils with SEND educated in mainstream provision • % of young people with SEND participating in education, employment or training • % of young people with SEND living independently (where this is appropriate and they wish to) • % of children, young people and young adults who say they enjoy life and feel part of their school/college/work and community (annual survey) • Emotional wellbeing of children and young people with SEND (measure to be developed) • % of parents and carers who say they trust and have confidence in the support and advice that they receive (measure to be developed) • % of children with SEND who are supported to live in the family home for the majority of time (measure to be developed) • Number and % of young people who state they feel prepared for adulthood (measure to be developed) • Gap between attainment of level 3 qualifications for those with SEN and those without 		

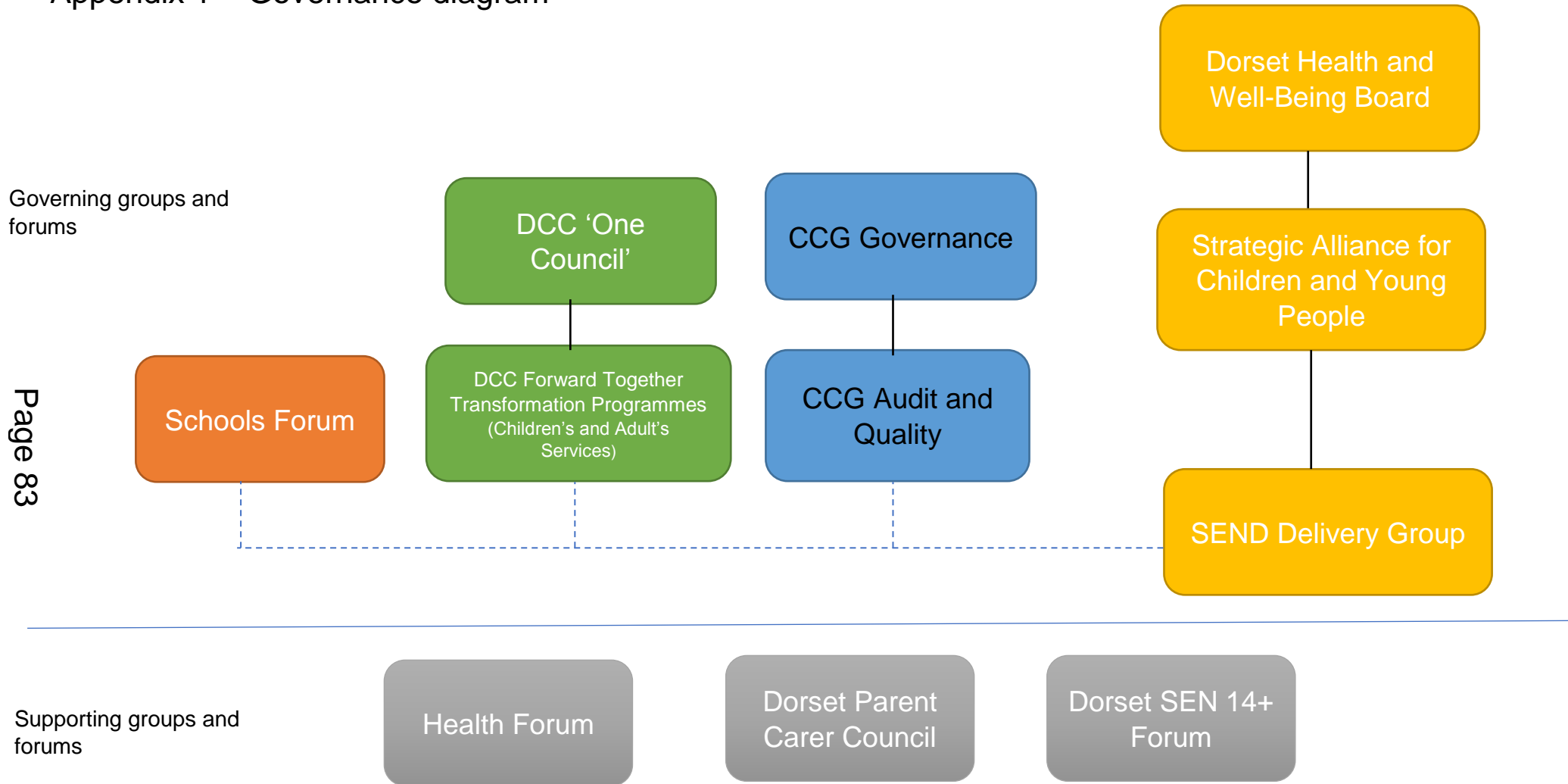
9 Implementing the Strategy

- 10.1 This strategy sets out our vision, priorities, strategic objectives and goals over a 3-year period. It describes the **'what'** and the **'why'** of the activities we will undertake to deliver the strategy. It will be accompanied by an **implementation plan** which provides more detail on the **'who, where, when and how'**.
- 10.2 We will identify what we will do and where we expect to be at the end of Year 1, Year 2 and Year 3 and the SEND Delivery group will be responsible for the monitoring and reviewing the plan. Delivery of the implementation plan will use a project management approach that identifies constraints and dependencies as well as risks to successful delivery. The SEND Delivery Group will take responsibility for managing these risks.
- 10.3 We will develop a communication plan to ensure that there is both clarity and visibility of the implementation of the strategy for all stakeholders. This communication plan will seek to:
- Inform stakeholders about the plan, what it will deliver, and keep them updated about progress
 - Keep everyone informed about any changes made
 - Ensure those working with children, young people and families understand how the implementation plan will affect them and what they are being asked to do to support the changes
 - Ensure children, young people and families understand how the activities in the implementation plan will affect them
 - Ensure that everyone knows how to get involved

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Appendix 1 – Governance diagram



Governing groups and forums

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Supporting groups and forums

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Dorset Special Educational Needs and Disabilities (SEND) Communications Strategy

Final version – agreed at SEND Delivery Board on 8 January

1. Background

Dorset County Council and NHS Dorset Clinical Commissioning Group are working in partnership with educational settings, other partners and families to develop a joint strategy to improve the outcomes for children and young people with special educational needs and disabilities (SEND) in Dorset.

This Communications Strategy supports the Dorset SEND Strategy. It sets out our strategic approach to communicating and engaging with our audiences about the improvement of SEND services in Dorset. An activity plan setting out specific communication and engagement actions to be delivered is included as Appendix 1.

This strategy is an action under Priority 3 of the Dorset SEND Strategy: ‘Talking to, listening to and involving children, young people and parents and carers’. Delivery of the strategy will be led by Dorset County Council’s communications team in collaboration with the Family Information Service, SEND Participation and Engagement Manager, and the CCG and partner communications teams and progress will be reported to the Dorset SEND Delivery Group.

2. Objectives

We will use effective communications and engagement to support the vision and objectives of the Dorset SEND Strategy. Our communications objectives are as follows:

What we want to achieve	How we will measure it
Stakeholders are appropriately engaged and informed about work to improve outcomes for children and young people with SEND	<ul style="list-style-type: none"> • Delivery of regular updates • Attendance at meetings and events • Media coverage • Social media engagement
Stakeholders’ understand the challenges we face, what we are doing to improve, and why	<ul style="list-style-type: none"> • Feedback, including survey responses • Social media engagement
Children and young people with SEND and their parents and carers feel informed, listened to and that they have a say	<ul style="list-style-type: none"> • Feedback, including survey responses • Social media engagement
Partners share information and are able to work well together to a shared plan	<ul style="list-style-type: none"> • Feedback, including survey responses • Intranet visits
The Dorset SEND Local Offer is known and well-used by parents, carers and young people	<ul style="list-style-type: none"> • Web visits • Social media engagement • Feedback, including survey responses

3. Audiences and stakeholders

The people and groups with whom we will communicate are detailed below:

Internal	External
Programme governance <ul style="list-style-type: none"> • Dorset SEND Delivery Group • Dorset Health and Wellbeing Board 	Families and support networks <ul style="list-style-type: none"> • Children and young people with SEND • Parents and carers

<ul style="list-style-type: none"> • Dorset Transforming Care Partnership • Accountability Alliance • Dorset Schools' Forum • Dorset Health Forum <p>Local authority</p> <ul style="list-style-type: none"> • Dorset County Council <ul style="list-style-type: none"> ○ Children's Services <ul style="list-style-type: none"> ▪ SEND services ○ Adult and Community Services ○ Environment and Economy Services (including Dorset Travel) ○ Councillors, including Cabinet, champions and local councillors ○ Forward Together Board • Other local authorities (including districts and boroughs, parish and towns, and neighbouring authorities) <p>Healthcare</p> <ul style="list-style-type: none"> • NHS Dorset Clinical Commissioning Group (CCG) <ul style="list-style-type: none"> ○ Governing body (?) • Dorset HealthCare University Foundation Trust • Other healthcare providers 	<ul style="list-style-type: none"> • The Dorset Parent Carer Council (DPCC) • Other support groups <p>Education settings and professionals</p> <ul style="list-style-type: none"> • Dorset mainstream schools, including academies and free schools • Dorset special schools • Further education colleges • Early years settings • Independent schools • Out of county settings • Headteachers • School governors and academy/multi-academy trust directors • SENCos • Teaching staff <p>Government and national</p> <ul style="list-style-type: none"> • Government <ul style="list-style-type: none"> ○ Department for Education (DfE) ○ Department of Health • Ofsted • Care Quality Commission (CQC) <p>Media</p> <ul style="list-style-type: none"> • National media • Local media • Specialist media <p>Public and communities</p> <ul style="list-style-type: none"> • Community and voluntary sector organisations • Dorset residents • Employers
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4. Key messages

The key messages that we will communicate with our audiences are as follows:

- We know what we need to improve and are acting to improve it as quickly as possible
- We are working together to develop a single strategy and system to improve outcomes for children and young people with SEND and their families
- We will be accountable for doing what we say we will and for letting people know how well we are doing
- We will support families to provide help early
- We will complete assessments and plans on time
- We will involve and listen to children and young people with SEND and their families
- We will make it clear to families what information, advice and support is available, how to find it and how to give feedback

- We will improve families' experience of getting support with SEND from birth to adulthood
- We want to give children and young people with SEND in Dorset the best chance to succeed in life
- We want children and young people with SEND to enjoy family life and to go to school as near to their home as possible
- We will work together across children's and adult's services to support children and young people with SEND to prepare well for adulthood, to participate in their community and to live as independently as possible

5. Implementation – channels and tactics

Type	Channel	Audience(s)	Frequency
Web	Dorset SEND Local Offer website (www.dorsetforyou.gov.uk/local-offer)	<ul style="list-style-type: none"> • Parents and carers (SEND) • Children and young people • Professionals 	On-going
	Dorset CCG website	<ul style="list-style-type: none"> • Public/all 	On-going
	The Xchange website	<ul style="list-style-type: none"> • Parents/carers of children with a disability 	On-going
Media	News releases	<ul style="list-style-type: none"> • Media • Dorset residents • Parents and carers 	Ad hoc (at major milestones)
	Media briefings/interviews	<ul style="list-style-type: none"> • Local media 	Ad hoc
Social media	Family Information Service Facebook page	<ul style="list-style-type: none"> • Parents and carers (general) • Professionals 	On-going
	Dorset County Council Twitter and Facebook accounts	<ul style="list-style-type: none"> • Public/all 	On-going
	Dorset CCG Twitter and Facebook accounts	<ul style="list-style-type: none"> • Public/all 	On-going
Internal	Intranets	<ul style="list-style-type: none"> • Staff • Councillors 	On-going
	Staff e-newsletters (e.g. DCC Children's Services News)	<ul style="list-style-type: none"> • Staff 	Monthly/ad hoc
E-newsletters	Family Information Service e-newsletter	<ul style="list-style-type: none"> • Parents/carers (general and SEND) 	Monthly/ad hoc
	Dorset Schools News (DCC – new)	<ul style="list-style-type: none"> • Schools (head teachers, governors, SENCOs, etc) 	
	The Xchange newsletter	<ul style="list-style-type: none"> • Parents/carers of children with a disability 	Monthly
Meetings	Dorset SEND Improvement Delivery Group	<ul style="list-style-type: none"> • Group members 	Monthly

Events	Dorset Parent Carer Council events	<ul style="list-style-type: none"> • Parents and carers • Children and young people • Professionals 	Twice yearly
Letter/email	Briefings and updates	<ul style="list-style-type: none"> • MPs/Ministers • Councillors • Staff • Partners 	Monthly/ad hoc

5.1. The Local Offer

The Government requires all local authorities are required to publish their 'Local Offer' for children and young people with SEND. This is the 'one-stop shop' for people to find out information and get support with anything to do with SEND. In Dorset, the SEND Local Offer (to distinguish it from other potential 'local offers' for various different services) consists primarily of the Local Offer web pages, now hosted on the Dorset councils' DorsetForYou website at www.dorsetforyou.gov.uk/local-offer. There has been extensive and on-going development of the Local Offer content led by the Dorset Family Information Service and based on evidence from engagement with children and young people, parents/carers and professionals. The SEND Local Offer also includes all communications and information materials and channels produced about SEND in Dorset, including leaflets, brochures, social media channels, videos and e-newsletters.

5.2. Branding

For the Local Offer and this communications strategy to be successful, it is vitally important that our key stakeholders, particularly children and young people and their parents are aware of it, feel ownership and recognise it as theirs. To enable this, we will develop a distinct brand for the Dorset SEND Local Offer that will be used to identify to children and young people, parents and carers, and professionals where SEND information and support is available. The brand will include:

- a brand name (Dorset SEND and Dorset SEND Local Offer)
- a logo
- a colour scheme
- a tone of voice and style of language

Any branding must meet nationally recognised accessibility standards for people with disabilities. For the Local Offer we will follow the GOV.UK design principles, including writing for a reading age of nine years old.

The branding will be developed and agreed through participation and engagement with children and young people and parents and carers to make sure that it is appropriate and relevant to their needs and preference (while recognising that views are subjective).

The new branding will be launched to coincide with DorsetForYou's move to a new web platform, provisionally in early 2018.

6. Measurement and evaluation

We will use the following metrics and methods to monitor, measure and report the effectiveness of our communications and engagement:

Type	Outputs (What we did)	Outtakes (What people took from it)	Outcomes (What impact it had)
Web	<ul style="list-style-type: none"> Number of web visits 	<ul style="list-style-type: none"> Link clicks User feedback 	<ul style="list-style-type: none"> More users accessed information or services online Positive feedback about customer experience
Media	<ul style="list-style-type: none"> Number of news releases Number of media briefings/journalists attending 	<ul style="list-style-type: none"> Media coverage (volume and sentiment) Use of key messages Web visits/link clicks 	<ul style="list-style-type: none"> Audiences more aware of and understand key messages
Social media	<ul style="list-style-type: none"> Post reach (how many people saw it) 	<ul style="list-style-type: none"> Engagement (likes, shares, comments, video views) 	<ul style="list-style-type: none"> Audiences more aware of and understand key messages Audiences positively engaged Unnecessary customer demand reduces
E-newsletters	<ul style="list-style-type: none"> Number of e-newsletters Number of recipients 	<ul style="list-style-type: none"> Number of emails opened Link clicks 	<ul style="list-style-type: none"> Audiences more aware of and understand key messages Audiences positively engaged Unnecessary customer demand reduces
Meetings	<ul style="list-style-type: none"> Number of attendees 	<ul style="list-style-type: none"> Attendee feedback 	<ul style="list-style-type: none"> Stakeholders are informed, involved and engaged
Events	<ul style="list-style-type: none"> Number of attendees 	<ul style="list-style-type: none"> Attendee feedback 	<ul style="list-style-type: none"> Stakeholders are informed, involved and engaged
Letter/email	<ul style="list-style-type: none"> Number of recipients 	<ul style="list-style-type: none"> Number of responses 	<ul style="list-style-type: none"> Stakeholders are informed, involved and engaged

Appendix 1: Activity plan

Date	Activity/Milestone	Audiences	Channels	Owner
Nov 2017	Project stakeholder updates	<ul style="list-style-type: none"> • Internal and partner stakeholders • Parents and carers • Young people 	<ul style="list-style-type: none"> • Local Offer web pages • Email 	Comms officer
Ongoing	Deliver Local Offer marketing plan	<ul style="list-style-type: none"> • Parents/carers • Children and young people • Professionals 	<ul style="list-style-type: none"> • Local Offer web pages • Social media • E-newsletters • Advertising • Your Dorset • Media 	Family Information Service
TBC	Promote public consultation on draft Dorset SEND Strategy	<ul style="list-style-type: none"> • Parents/carers • Professionals • Media • Public 	<ul style="list-style-type: none"> • Local Offer web pages • News release • Social media posts 	Participation and Engagement manager
Feb 2018	Launch Dorset SEND Local Offer branding	<ul style="list-style-type: none"> • Parents/carers • Professionals 	<ul style="list-style-type: none"> • Local Offer web pages • Social media (paid and organic) • E-newsletters 	FIS/Comms
TBC	Publish Dorset SEND Strategy	<ul style="list-style-type: none"> • Public/all 	<ul style="list-style-type: none"> • Local Offer web pages • News release • Media briefing • Stakeholder briefings • Internal comms 	Project leads
TBC	Produce child/young person-friendly version of strategy	<ul style="list-style-type: none"> • Children/young people • Parents/carers 	<ul style="list-style-type: none"> • Local Offer web pages • Leaflet/brochure 	FIS/Comms
TBC	Promote an annual SEND conference (TBC)	<ul style="list-style-type: none"> • Children/young people • Parents/carers • Professionals 		Participation and Engagement manager

Joint Public Health Board

Minutes of the meeting held at County Hall, Colliton Park, Dorchester,
Dorset, DT1 1XJ on Monday, 4 June 2018

Present:

Jane Kelly (Chairman)
Steve Butler, John Challinor and Jill Haynes

Members Attending

Beryl Ezzard, (Observer, Dorset County Council)

Officers Attending: Nicky Cleave (Assistant Director of Public Health), Sian Critchell (Finance Manager, Dorset County Council), Sam Crowe (Acting Director of Public Health), Jane Horne (Consultant in Public Health, Public Health Dorset), Rachel Partridge (Assistant Director of Public Health), Jane Portman (Managing Director - Bournemouth), Clare White (Accountant, Dorset County Council) and Helen Whitby (Senior Democratic Services Officer, Dorset County Council).

(Note: These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Board to be held on **Monday, 24 September 2018.**)

Chairman

13 **Resolved**
That Councillor Jane Kelly be elected Chairman for the meeting.

Chairman

14 **Resolved**
That Councillor John Challinor be appointed as Vice-Chairman for the meeting.

Apologies

15 Apologies for absence were received from Councillors Nicola Greene (Bournemouth Borough Council), Rebecca Knox (Dorset County Council) and Karen Rampton and Mike White (Borough of Poole). Apologies were also received from Helen Coombes (Transformation Lead for Forward Together for Adult and Community Services Programme (Dorset County Council).

Role and Terms of Reference

16 **Resolved**
That the Board's Role and Terms of Reference be noted.

Code of Conduct

17 There were no declarations by members of any disclosable pecuniary interest under the Code of Conduct.

Councillor Jill Haynes (Dorset County Council) declared an interest in minute 22 as Dorset Health and Wellbeing Board's representative on the Primary Care Commissioning Committee.

Minutes

18 The minutes of the meeting held on 5 February 2018 were confirmed and signed.

Public Participation

19 There were no public questions or public statements received at the meeting under Standing Orders 21(1) and (2) respectively.

Forward Plan of Key Decisions

- 20 The Joint Board considered its draft Forward Plan which identified key decisions to be taken by the Joint Board and items planned to be considered during 2018. This had been published on 3 May 2018.

Members commented that the Forward Plan should have more substantive items listed. In response the Acting Director for Public Health explained that he wanted members' views on issues they wished to consider and this would lead to a more complete Forward Plan. Items to be added were the outcomes from the Task and Finish Group for the November 2018 meeting (see minute 26), the Future of Health Checks and Health Check performance.

Resolved

That items on the future of Health Checks be added to the Forward Plan for consideration at the next meeting and items on the Health Check performance and outcomes of the Task and Finish Group be added for the November 2018 meeting.

Future Commissioning of Public Health Nursing (Health Visiting and School Nursing)

- 21 Following consideration of a report by the Director of Public Health to extend the current Public Health Nursing Service by one year at their last meeting, the Joint Board considered a further report which proposed a competitive tender for a Pan-Dorset 0-19 Public Health Nursing Service. The report set out the results of the engagement undertaken, options considered and reasons for rejection.

Members noted that until 2015 Public Health Nursing Services were provided by NHS England. Following consultation on the proposals, it had been agreed that the Dorset Clinical Commissioning Group and other stakeholders would be involved in the tender specification process. Officers from across the three local authorities had been in discussions about the options for future school nursing and health visiting services in order to find the best configuration. The successful service provider would need to be able to integrate with partners, support safeguarding and integration across the age span. A Pan-Dorset tender was recommended for both the school nursing and health visiting services.

In discussion members supported a tender process with both services being tendered within one contract. Some concern was expressed about the possible effect any new provider might have on current working relationships and the need for the tender process to reflect prevention at scale work, Dorset's Family Partnership Zones and the direction of future working.

In response it was noted that a wide group of officers were inputting into the preparations for tender and that any specification would go beyond that required nationally. Assurance was given that the tender evaluation process would emphasise the importance of continuing collaboration and integration alongside other services for children.

Reference was made to a recent press article about the Isle of Wight's inability to find bidders for a recent tender and speculation that Dorset's tender might receive a similar response. The Acting Director of Public Health explained that there was a potential market outside of the public sector as highlighted in the paper. Some market testing events would be held as part of the tender planning process but the current local provider had indicated that it wanted to tender for the new service.

Resolved

1. That the engagement with senior stakeholders and development of the options appraisals for procurement and commissioning be noted.

2. That a Competitive Tender for a Pan-Dorset 0-19 years Public Health Nursing Service (formally Health Visiting and School Nursing services) with a proposed contract length of 3 + 2 years and maximum annual budget of £11million be agreed.

Reason for Decisions

Public Health Nursing services in Dorset were currently provided by Dorset Healthcare University NHS Foundation Trust. The current contract had expired on 31 March 2018. A further one-year extension of this contract was awarded from 1 April 2018. Tendering for this service would ensure compliance with public contract regulations.

Contract and Commissioning Report Update

22 (Councillor Jill Haynes (Dorset County Council) declared an interest in the minute below as Dorset Health and Wellbeing Board's representative on the Primary Care Commissioning Committee.)

The Joint Board considered a report by the Acting Director of Public Health which outlined progress within the main Public Health commissioned programmes.

Drug and Alcohol Service

Members noted that the Pan-Dorset Drug and Alcohol Service was running well within a reduced budget and the effects of recent system wide changes on the Governance Board had led to it proposing to stop meeting and to cover off other governance functions as set out in the report. It was proposed that member oversight of future performance would be carried out by the Joint Board on a six monthly basis, with the first report being considered at the next meeting. The Lead Commissioner Group would continue dealing with operational questions and ongoing service development.

Members who sat on the Governance Board agreed that its work was reducing and that meetings should stop.

Sexual Health

It was explained that the contract for Sexual Health Services had been awarded to Dorset Healthcare NHS Foundation Trust. The next step would be to mobilise and integrate these services to deliver the ongoing saving requirement. It was recommended that other community provider contracts now be reviewed to fully integrate sexual health service provision.

Members asked that future reports give a breakdown of areas included in budgets. This was agreed.

Health Improvement and Health Checks

Members noted that the Livewell Dorset Service had been brought back in house from 1 April 2018 and the website was now live. However, the Health Check area had been an ongoing focus for some time and its future provision was being considered. It was suggested that a proposed service model be drawn up and a report on next steps in procurement be provided for consideration by the Joint Board at its September 2018 meeting.

Members, whilst supporting the Health Check process, were aware of how difficult this was to put into practice, and wanted to see evidence of their impact and whether they provided value for money. They recounted their own personal experience of Health Checks and that some GP practices were undertaking them but not necessarily reporting this.

In response it was explained that it was a national requirement for eligible residents to be invited for a Health Check each year over a five year period. Issues of patient confidentiality and data protection made it difficult to implement and it was difficult to know who had been invited, the quality of any Health Check and whether any significant disease or issue had been referred for support. One option to improve the situation would be to give GP localities the responsibility for Health Checks. A performance report would be provided for the Joint Board's November 2018 meeting.

The Joint Board noted that Bournemouth, Dorset and Poole's current performance was in the lowest quintile. A change was needed to encourage reporting so that those who would benefit more from Health Checks could be targeted and better use made of available resources.

Resolved

1. That the proposal to amend the existing governance arrangements for the Drug and Alcohol Treatment system as outlined in the paper be agreed.
2. That Public Health Dorset review other community provider contracts with GP practices and pharmacies with an aim to fully integrate sexual health service provision by 31 March 2018.
3. That the NHS Health Checks locality-based service model would be developed for consideration by the Joint Public Health Board at its next meeting.
4. That a report on the proposed Health Check model be provided for consideration at the Board's September 2018 meeting and a report on performance for the November 2018 meeting.
5. That future reports should give a breakdown of areas included in budgets.

Reason for Decisions

Close monitoring of the commissioned programmes was an essential requirement to ensure that services and resources were compliant and used efficiently and effectively.

Financial Report

23 The Joint Board considered a joint report by the Chief Financial Officer, Dorset County Council, and the Acting Director of Public Health which set out the draft revenue budget for Public Health Dorset in 2018/19 of £28.592m, based upon an indicative grant allocation of £33.407m. The report also included the final outturn for 2017/18 and an updated reserve position.

There had been a small underspend on the budget for 2017/18 after the return of £1.2m to the three local authorities as set out in the shared service agreement and £1m had been moved from reserves to support prevention at scale work. For 2018/19 £869k of the reserve would be used to support prevention at scale and the balance of £948k was currently uncommitted. The Public Health ring fence had been extended until 2021. It was not yet known whether alternative ways of funding public health would be developed in place of the ringfence.

Members agreed that the new report format was easier to follow. They noted that there were plans to commit most of the £869k reserve, including for schools' physical activity and emotional health and wellbeing and that there was a preliminary forecast of an underspend of £450k in 2018/19.

Resolved

1. That the 17/18 final outturn be noted.
2. That the updated reserve position and continued commitment to Prevention At Scale from within the reserve be noted.
3. That the confirmed budget allocation for 1208/19 and indicative budget for 2019/20 be confirmed.

Reason for Decisions

Close monitoring of the budget position was an essential requirement to ensure that money and resources were used efficiently and effectively.

Prevention at Scale

- 24 The Joint Board considered a report by the Acting Director of Public Health which provided an update across the four Prevention at Scale work streams.

Public Health had committed £1m to support prevention at scale work but outcomes needed to be measurable to illustrate the return on investment. The appendix set out how impacts and benefits were to be measured and members' views were sought on the proposed approach.

One member highlighted the prevention at scale work of locality groups and the difficulty they had in accessing funding for these. It was explained that Public Health were to provide dedicated resources to support such groups and that there were small pockets of funding available for seed funding, but not ongoing recurrent financial support. It would be for the Joint Board to agree how the Public Health reserve might best be used in future. It was a question of the system shifting away from reliance on small pots of money and taking responsibility for prevention work.

Members supported the proposals but highlighted that many professionals were not using their time currently for prevention work. It was suggested that the remaining Public Health uncommitted reserve, via the two Health and Wellbeing Boards, could be used to support locality prevention at scale work and that closer working across organisations might lead to more funding opportunities. The Acting Director of Public Health agreed to explore this proposal as part of the Task and Finish Group on the future of public health (see minute 26).

Resolved

1. That highlights across the prevention at scale portfolio be noted.
2. That the development of a series of impact reports by each workstream that aim to capture the wider benefits in the system arising from this work be agreed.
3. That the Terms of Reference of the Task and Finish Group established in minute 26 include reference to the above.

Reason for Decisions

Governance of prevention at scale would support effective delivery across the portfolio.

Public Health Dorset Business Plan for 2018/19

- 25 The Joint Board considered a report by the Acting Director of Public Health which set out the Business Plan for 2018/19, including prevention at scale, commissioning and contracting activity and wider actions aimed at ensuring the team remained an efficient and effective public sector partner.

The Acting Director of Public Health wanted to increase the visibility and transparency of the team's work which had changed from silo working to a more project based approach. The Business Plan set out the main activities and timescales for delivery during 2018/19 and also explained the role of the Public Health Team in supporting strategic ambitions especially during the development of the two new unitary authorities.

The Chairman thanked the Public Health Team for their work in developing the Business Plan and welcomed a new approach which was having a positive impact on communities.

It was confirmed that prevention at scale work was monitored through the two Health and Wellbeing Boards. The issue of air quality was raised as a matter of concern, particularly in Bournemouth and Poole and whether this could be given a higher priority. It was explained that this work was undertaken through the Healthy Places work stream and was seen as a real priority.

Attention was drawn to the whole school approaches to health and wellbeing set out in Appendix 3, and it was suggested that the contributing partners should also include Governing Bodies, district councils, housing associations and others. It was explained that the document listed just the main organisations, and that many other groups were also involved.

With regard to gaps within Appendix 5, it was explained that the Business Plan would be updated and provided for the next meeting, alongside an indication of progress (RAG rating)

Resolved

1. That the Business Plan for 218/19 be noted and supported.
2. That an updated Business Plan be provided for the next meeting.

Reason for Recommendations

Close monitoring of the commissioned programmes was an essential requirement to ensure that services and resources were compliant and used efficiently and effectively.

Options for Public Health Dorset - Task & Finish Group

26 The Joint Board considered a report by the Acting Director of Public Health which recommended the establishment of a Task and Finish Group to consider; the effectiveness of the Public Health Dorset Service to date; how Public Health Dorset could continue to best support the two new Councils in discharging their statutory public health responsibilities; and provide a report and recommendations back to the meeting in November 2018.

The current changes to local government provided an opportunity to review the current Public Health model and it was suggested that the Joint Board, supported by officers, re-consider the team's criteria, evaluate its success and develop a model fit for the business of the two new unitary councils. Terms of reference for this work were set out in the report. A suggestion was made to prepare a briefing in advance, and consider the use of telephone interviews to elicit views, and reduce the need for group meetings. The outcome of this work would be reported to the Joint Board's November 2018 meeting.

Members asked for early sight of any information so that it could be discussed with colleagues as a means of making meetings more productive.

The change to local government provided a good opportunity to ensure Public Health Dorset was fit for the future especially with regard to governance and the development of the Integrated Care System.

The Acting Director of Public Health would draw up an outline work programme for circulation to members by email.

The need for the terms of reference to reflect (a) future scrutiny arrangements for the two new unitary authorities was highlighted and (b) that any recommendations arising from the group's work would need to be forwarded to both Shadow Councils for consideration.

Resolved

1. That the progress made in establishing a successful public health model to support the Dorset, Bournemouth and Poole upper tier Councils be noted
2. That the terms of reference for the task and finish group set out in the Appendix be agreed subject to the amendment set out above in relation to future scrutiny and recommendations being forwarded to the Shadow Councils and the amendment set out in minute 24 above.

Reason for Decisions

To ensure that the future of Public Health Dorset model was fit for the future needs of local government, post reform, and remained able to support the evolving opportunities to improve population health as part of the Dorset Integrated Care system.

Director of Public Health Report

27 The Joint Board considered the Director of Public Health's Annual Report 2017.

The Director of Public Health had to produce an Annual Report as a statutory requirement. This report built on the previous report and the development of prevention at scale work. It focused on three areas across Dorset with poor outcomes and illustrated prevention work and different approaches taken, achievements and outcomes. The tables suggested where prevention work should be focussed going forward.

Members commented on the differences and similarities between the areas, highlighted the need to improve housing standards generally, that the case studies would provide discussion at scrutiny committees and illustrated the difference that could be made to lives.

Resolved

That the report be noted and focus continued on developing prevention approaches in localities.

Reason for Decision

To help the Joint Public Health Board and Local Authorities fulfil their legal duty to improve the health and wellbeing of the population and reduce inequalities in health.

Questions from Councillors

28 No questions were asked by members under Standing Order 20(2).

Meeting Duration: 10.00 am - 11.47 am

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Joint Archives Advisory Board

Minutes of the meeting held at the
Dorset History Centre, Bridport Road, Dorchester
on Wednesday, 6 June 2018

Present:

Hilary Cox (Vice-Chairman in the Chair)
Marion Pope, William Trite and Peter Wharf

Officer Attending: Sam Johnston (County Archivist), Paul Leivers (Assistant Director - Early Help and Community Services), Michael Spender (Museum and Arts Manager, Borough of Poole), Rachel.Vincent (Accountant, Dorset County Council) and Helen Whitby (Senior Democratic Services Officer).

(Note: These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Board.)

Election of Chairman

- 11 **Resolved**
That Councillor Patrick Oakley be elected as Chairman for the year 2018/19.

Appointment of Vice-Chairman

- 12 **Resolved**
That Councillor Hilary Cox be appointed as Vice-Chairman for the year 2018/19.

Terms of Reference

- 13 **Resolved**
That the Board's terms of reference be noted.

Apologies for Absence

- 14 Apologies for absence were received from Councillors John Challinor, Toni Coombs, Patrick Oakley and Christopher Rochester and from Medi Bernard (Library Service Manager, Bournemouth and Poole Libraries), Neil Goddard (Service Director - Community Learning & Commissioning, Bournemouth Borough Council) and Kevin McErlane (Head of Culture and Community Learning, Borough of Poole). Councillor Peter Wharf attended as a reserve member.

Code of Conduct

- 15 There were no declarations by members of disclosable pecuniary interests under the Code of Conduct.

Minutes

- 16 The minutes of the meeting held on 25 January 2018 were confirmed and signed.

Matters Arising

Minute 6 - Dorset History Centre - Capital Project Update

A member referred to the recent successful Heritage Lottery Fund bid by the Dorset County Museum and a recent bid from Durlston Country Park and suggested that any information arising from these processes be shared with the Joint Archives Service (JAS) in the hope of increasing chances of successful future bids. The County Archivist explained that steps were taken to ensure that any bid from the JAS did not compete against any other bid from Dorset and that he would contact officers at Durlston Country Park about their bidding process.

Minute 7 - Joint Archives Service - Volunteer Policy 2018

The County Archivist was pleased to inform members that the JAS had been accredited as "Investors in Volunteers" and offered to share the experience with others.

Dorset History Centre - Capital Project Update

17 The Board considered a report by the Transformation Programme Lead for the Adult and Community Forward Together Programme which gave an update on the work undertaken by the Joint Archives Service (JAS) towards a new and costed solution to the requirement for additional storage provision for archives following rejection of the Heritage Lottery Funding bid in December 2017.

The County Archivist highlighted the uncertainty around Local Government Reform and that there was only sufficient archive space for the next two to three years. Whilst lessons had been learned from the unsuccessful Heritage Lottery Funding (HLF) bid their strategic plan was currently being reviewed and any further bid would need to be made in light of this. He then explained ongoing work to identify ways of increasing storage space, reducing energy costs, maintaining preservation standards and the costs involved. Any HLF bid would need to be match funded and this would need to be progressed through the County Council's Managing Our Assets Group. The Board was asked to consider two options; either to carry out further work on the two possible schemes to increase storage at the Dorset History Centre (DHC) or abandon these schemes in favour of exploring options for commercial out-storage. The first option would provide the best long-term solution and involved least cost to the three authorities and provide more benefits for residents.

Currently approximately 1,000 storage boxes were received annually and the forthcoming changes to Local Government could increase this figure when councils ceased to exist in 2019. No assumptions were being made about the new Unitary Authority's stance on the JAS but members agreed that it was important for the newly elected councillors to be given information about the Service and its performance. It was suggested that this could be done as part of members' induction programme.

Members noted that work was progressing to ensure that the business plan was sound and that this would need to be considered by the Shadow Council's Executive.

Councillor John Challinor's support for the recommendations was reported.

Resolved

That Option 1 in paragraph 6.2 of the report be supported. This would allow the Joint Archives Service further time and resources to establish the best option to pursue that would deliver long-term, secure storage for archives on-site.

Reason for Decision

To meet the reporting and decision-making requirements of the Joint Archives Agreement 1997.

Joint Archives Service: Service Plan 2018-21 and Budget Monitoring Report

18 The Board considered a report by the Transformation Programme Lead for the Adult and Community Forward Together Programme which gave an update on developments within the Joint Archives Service (JAS) service plan since the last meeting. An updated service plan was included in the report.

Attention was drawn to: continuing pressure on accommodation for storage; uncertainties around changes to Local Government; the variety of work undertaken by JAS officers; increased used of Archive collections by academics and students in higher education; the progress with a partnership agreement for a digital preservation

platform which would reduce costs; volunteer contributions to the JAS; the completion of the Bankes Project in December 2018; the Bankes Conference was taking place in Wimborne on 16 June 2018 and the Chairman of the Heritage Lottery Funding south West was attending; the bid to the Wellcome Trust for £60k to work on the Herrison archive had proceeded to the second round; the JAS had received national accreditation from The National Archives and this would be reviewed in three years and a new application made in six years' time; and the summary of the budget position. Some of the current reserves of £163k would need to be used to undertake further work to the JAS building to deliver any changes and support Dorset Property to take any work forward. The Chairman highlighted that the JAS was within budget.

With regard to the Service Plan, of the 27 workstreams identified 24 were on track (Green rating), 2 had some minor slippage (Tithe map geo-rectification project and commissioning of archive services) (Amber rating) and one had delays, serious problems or was not being achieved (capital project; extension of the Dorset History Centre Building) (Red rating). Members acknowledged that the rejection of the Heritage Lottery Funding bid had led to the only red rating and were informed that the two amber rated projects were to be progressed. A brief explanation of the work involved in the Herrison Archives was given.

Councillor John Challinor's support for the recommendations was reported.

Resolved

1. That the implementation of the new service plan appended to this report as demonstrating the quality and value for money provided by the Joint Archives Service be supported.
2. That the range of positive and innovative collections, learning and engagement-related work undertaken by the Joint Archives Service be noted.
3. That the relatively small size of the Joint Archives Service staffing structure means that any future budget reductions will have a direct and clear impact on the service's ability to deliver the service plan be noted.

Reason for Decisions

Effective oversight of the regular service delivery element of the service plan by the Joint Archives Advisory Board was required under the terms of the Joint Archives Agreement 1997.

Meeting Duration: 2.00 pm - 2.45 pm

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