

Cabinet

Minutes of a meeting held at County Hall,
Colliton Park, Dorchester on 9 April 2014.

Present:

Spencer Flower (Chairman)
Robert Gould (Vice-Chairman)
Toni Coombs, Hilary Cox, Peter Finney, Jill Haynes and Rebecca Knox.

John Wilson, Chairman of the County Council, attended under Standing Order 54(1).

Members attending


Mike Byatt, County Council Member for Weymouth Town (Minutes 138-148, 152-154)
Ros Kayes, County Council Member for Bridport (Minutes 145-151)
Paul Kimber, County Council Member for Portland Tophill (Minutes 142-148)
William Trite, County Council Member for Swanage (Minutes 155-157)
Peter Wharf, County Council Member for Egdon Heath (Minutes 140-148)

Officers Attending: Debbie Ward (Chief Executive), Nicky Cleave (Assistant Director of Public Health), Vanessa Glenn (Head of Family Support), Mike Harries (Director for Environment and the Economy), Paul Kent (Director for Corporate Resources), Jonathan Mair (Monitoring Officer), Alison Waller (Deputy Director for Adult and Community Services), Fiona King (Public Relations Officer) and Rebecca Guest (Senior Democratic Services Officer).

For certain items, as appropriate:

John Alexander (Policy and Performance Manager), Sam Fox-Adams (Senior Policy and Performance Manager), Helen Owens (Group Manager, Consultation and Research), Peter Illsley (Head of Corporate Finance) and Andrew Shaw (Transport Policy Manager).

(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: **14 April 2014**.

(2) The symbol () denotes that the item considered was a Key Decision and was included in the Forward Plan.

(3) 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 **7 May 2014**.

(4) **RECOMMENDED** in this type denotes that a decision is required by County Council.)

Apologies for Absence

131. Apologies for absence were received from Catherine Driscoll (Director for Adult and Community Services), David Phillips (Director of Public Health) and Sara Tough (Director for Children's Services).

Code of Conduct

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

Minutes

133. The minutes of the meeting held on 19 March 2014 were confirmed and signed.

Matters ArisingMinute 117.2 – Panels and Boards

134.1 The Cabinet Member for Community and Public Health welcomed the shadowing arrangements in place for members and recommended that more members took advantage of these to greater understand the challenges faced by officers and the County Council.

Minute 121.8 – Corporate Performance Monitoring Report

134.2 The Leader of the Council advised that over £6m had been received in additional funding to support areas affected by flooding. A meeting with Oliver Letwin MP, the ministerial representative for flood recovery in Devon and Dorset, was to take place shortly and members were assured that the MP would be advised of the severe levels of flooding in Dorset. Members would also be briefed on further claims to be submitted. The Cabinet Member for Education and Communications emphasised that the 368 properties flooded in Dorset exceeded the number flooded in Somerset. She also pointed out that relevant officers had carried out three times the normal workload during the exceptional weather conditions.

Public ParticipationPublic Speaking

135.1 A question from Ms Isabelle Allison, a resident of Dorchester, was put to the Cabinet Member for Environment. The question is provided below:-

"Wilts and Dorset bus company have now formally decommissioned the X8 extension to and from Sturminster Newton. What action is the cabinet willing and able to take in terms of subsidising this extension to ensure that workers and students can continue to access employment and education in Poole and Bournemouth? This is having a profoundly detrimental affect on the lives of the people that use this service and their families."

135.2 The Cabinet also received a public statement from Ms Allison, in which she outlined the number of people who relied on the X8 bus service to get to work or place of education. She highlighted that no public consultation or impact assessment had taken place regarding the withdrawal of the service, which was not subsidised by the County Council. She added that the removal of the service was against the Council's aims and policies. Ms Allison likened the withdrawal to holding the County Council to ransom, with the residents as hostages, leaving the Council to decide whether or not to intervene and subsidise the service knowing that if it did not then residents would have to choose between education/work or unemployment and/or moving house. She also raised concerns regarding the perceived monopoly the bus company had in the area.

135.3 The Leader of the Council thanked Ms Allison for her address and confirmed that her concerns would be considered. The Cabinet Member for Environment advised that she was meeting with the bus company that afternoon to seek a way forward.

Petitions**Petition for the continuation of X8 bus service**

136.1 The Cabinet Member for Environment received a 351 named petition at the meeting. The petitioners were requesting that the County Council reach an agreement with the bus company to ensure public transport links for the communities of Sturminster Newton,

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Shillingstone and Durweston, to access employment and education opportunities in Poole and Bournemouth, aren't terminated as planned on 25 May.

136.2 It was noted that 77% of signatories were said to live in the DT10 and DT11 area.

Cabinet Forward Plan

137.1 The Cabinet considered the Cabinet Forward Plan, which identified key decisions to be taken by the Cabinet and items planned to be considered in a private part of the meeting. The current plan was published on 11 March 2014 and included items on the agenda for this meeting. It was noted that the next Forward Plan included items to be considered on or following the Cabinet meeting on 7 May 2014 and was published on 8 April 2014.

137.2 The Cabinet Member for Education and Communications asked that an additional item to be added to the Forward Plan for 4 June 2014 in relation to a change of statutory duty regarding young people not in education, employment and training.

137.3 The Cabinet Member for Environment informed the Cabinet that two reports listed for 7 May 2014, ('Whether or not to support investment in a solar farm on a county farm' and 'Future highways service delivery options'), would have to be deferred.

137.4 The Cabinet Member for Adult Social Care advised that subject to approval of a later agenda item, an additional item was to be added to the Forward Plan for 3 September 2014, in relation to delivery and timescales for the recommended options to the Bridport Community Hub.

Noted**Panels and Boards**

138.1 The minutes of the following Panels and Joint Committees were submitted:-

- (a) Executive Advisory Panel on Member Development – 5 March 2014
- (b) Executive Advisory Panel on Member Development – 24 March 2014

138.2 In relation to the minutes of the Executive Advisory Panel on Member Development, the Cabinet Member for Education and Communications highlighted that the Panel had specifically looked at SharePoint and the new Members' Gateway during the course of the last two meetings. The County Councillor for Weymouth Town, as the Chairman of the Panel, confirmed that development of these programmes continued.

Resolved

139. That the minutes be received.

Forward Together Progress Report – Community Engagement Programme

140.1 The Cabinet considered a report by the Chief Executive on the forthcoming community engagement programme scheduled to be undertaken in summer 2014.

140.2 The Chief Executive advised members that the Programme was in continual development with a living set of actions, detailing new initiatives to drive forward stronger engagement with communities around Dorset. Considerable work remained outstanding to apply greater detail to the Programme, in particular the work programme was currently being developed. A full presentation would be given to members at the next County Council meeting.

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140.3 Members welcomed the report and the approach undertaken, but highlighted the need for a timetable to be included and the finer details to be considered. It was noted that the Programme would feed into the Corporate Plan and an analysis of results was expected in Autumn 2014.

140.4 The County Councillor for Weymouth Town, as the Vice-Chairman of the Audit and Scrutiny Committee, advised members that the Committee had considered the report on 8 April 2014. Support had been given for the general direction of the Programme and for the member led approach. Acknowledgment had also been given to the challenging timescales across the wide geographical area. He then referenced the distinctive differences between Weymouth and Portland.

140.5 The County Councillor for Egdon Heath asked members to consider greater involvement with local members, in addition to, and sometimes above that of Cabinet Members. He also asked that careful consideration be given to when and where consultations were held, to ensure full engagement with members of the public.

140.6 Members stressed the importance of the document and asked that the presentation to County Council indicate the detail of the Programme. It was agreed that some generalisation was necessary within the document as not all engagement schemes were division specific. Improved liaison with the media was also necessary to increase engagement with constituents.

140.7 It was recognised that the Programme was a huge task and highly ambitious in regards to the allocated timescales. Members agreed that efforts should be made to include all members' comments to ensure that the Council had a detailed programme to promote ongoing community engagement work, and asked Officers to reconsider the Programme in light of the comments made at the meeting.

Resolved

141.1 That the community engagement programme as set out in the Chief Executive's report, be noted.

141.2 That the Programme be referred back to officers for further development, while recognising the urgent timescales involved.

Draft Corporate Plan 2014-2015

142.1 The Cabinet considered a report by the Leader of the County Council which presented the Dorset County Council Corporate Plan for 2014-15 to meet the aspirations of the Forward Together Programme through a public orientated statement of the County Council's vision. The draft Plan had been considered by all Overview Committees and the Audit and Scrutiny Committee following consideration by the Cabinet at its last meeting held on 19 March 2014.

142.2 Members generally welcomed the Plan, however, the Cabinet Member for Community and Public Health referred to the omission of mental health from the document. He added that as the County Council had recently signed the 'Time for Change Pledge' with partners to make improvements in this area, this should be included.

142.3 The Chairman of the County Council referred to Dorset's Citizen's Panel which currently had 5000 members. He highlighted that the recent Peer Review indicated that the Panel were underutilised and more communication and feedback should be given.

142.4 The County Councillor for Weymouth Town, as the Vice-Chairman of the Audit and Scrutiny Committee, welcomed the Plan but asked that a member seminar or training session be held to demonstrate how it related to other lead documents such as the

Local Enterprise Partnership's Strategic Economic Plan and the Dorset Local Transport Plan. He believed that the Plan had a greater chance of success with full member engagement. The County Councillor for Egdon Heath confirmed that the Audit and Scrutiny Committee had reviewed the Plan and members had been very complimentary. He added that he would be happy to take this to District/Parish councils to discuss. The County Councillor for Portland Tophill had already taken the Plan to his Town Council and they were keen to work together with the County Council to achieve the Plan's aims.

142.5 The Leader of the Council confirmed that the Plan was a living document and initially covered a one year period to gather data and establish best practices. A further Plan would evolve for the following 3 years.

RECOMMENDED

143.1 That the Corporate Plan set out in Annexure 1 to these minutes, and any final amendments, be submitted to the County Council for approval on 24 April.

143.2 That delegated authority be granted to the Chief Executive after consultation with the Leader of Dorset County Council, to make any final adjustments to the Corporate Plan 2014-15.

Reason for Recommendations

144. The 2014-15 refresh of the County Council's Corporate Plan provided an overarching strategic framework for ensuring strong corporate governance and performance monitoring arrangements in light of the Forward Together programme and the current financial challenges.

Introduction of Divisional Budgets

145.1 The Cabinet considered a report by the Leader of the County Council in relation to the introduction of divisional budgets of £5,000 per annum for each member of the Council to be spent on the provision of local services in a way that was sensitive to the immediate needs of the individual communities members were elected to serve. A revised appendix 1 to the report was circulated to members. This contained minor grammatical amendments.

145.2 Members discussed the document and welcomed the simplicity of the proposed scheme. However it was noted that administration costs would require monitoring to ensure that they did not escalate and that monies were not used by local members to circumvent the Council's policy decisions, but to empower them to help communities and kick start local projects.

145.3 The County Councillor for Egdon Heath voiced his misgivings about the proposals and the potential for the County Council's reputation to be damaged should monies be used inappropriately. He asked the Cabinet to consider a number of points, including training for members, all expenditure to be 'signed off' by Group Leaders, a nil carry forward balance, and suspension of any expenditure 12 months prior to local elections. The Cabinet understood the member's caution but considered that many of his concerns were covered within the proposed framework.

145.4 The County Councillor for Bridport commented on the need for proper governance and controls, asking that any expenditure under the new scheme be suspended in the 6 months leading up to County Council elections. She asked that leniency be given to ensure any expenditure was not overly restricted. The Monitoring Officer confirmed that the proposed framework already provided flexibility for the use of the money allocated to each member.

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145.5 The County Councillor for Weymouth Town supported the introduction of divisional budgets but asked that the governance arrangements be fine-tuned, adding that this was a great opportunity to endorse the Council's member led approach. He highlighted that clear guidance could be given at any time by appropriate officers, without any additional cost. The County Councillor for Portland Tophill advised that he had previous experience regarding distribution of grants and had found a simple questionnaire very effective.

145.6 The Cabinet Member for Education and Communications referred to the 'Publicity' section within the framework and highlighted that the Council's communications unit were available to help promote any proposals. Members should aim to make the most of this opportunity to inform the public of their plans.

145.7 Following discussion on the proposals, the Leader of the Council reminded members that this was a trial scheme. Members should be trusted to review and choose projects within their divisions and adhere to the proposed framework. The proposals would benefit the community and this should be promoted.

Resolved

146. That the allocation of £250,000 from contingency to form a divisional fund and the allocation to each elected member of the County Council of a divisional budget of £5,000 on a trial basis for 2014/15, be approved.

RECOMMENDED

147.1 That the County Council be recommended, subject to the views of the Standards and Governance Committee, to approve the divisional fund scheme rules and payment request form and flowchart, for inclusion in the County Council's Constitution, as attached as Annexure 2 to these minutes.

147.2 That the divisional fund and the framework for its operation be reviewed in November 2014.

Reason for Decision and Recommendations

148. To reflect the importance of the local member role and the need to become a more member led authority.

Bridport Community Engagement and Consultation – Recommendations for Service Provision

149.1 The Cabinet considered a report by the Cabinet Member for Adult Social Care on the outcome of a major public engagement and consultation programme about adult social care services delivery in Bridport, which ended on 7 March 2014.

149.2 The Cabinet Member for Adult Social Care presented the report, emphasising that this was a new way for the Council to engage with people in Dorset. She advised members that through consultation, it was clear that people trusted and supported council services, but were worried that some services would be placed in the private sector. Following further clarification of the terms used and confirmation that this was not going to happen, people were happy with the proposals. This had highlighted that additional work was needed to ensure everyone fully understood any future proposals.

149.3 The Cabinet Member for Adult Social Care, in the absence of the County Councillor for Marshwood Vale, read out his observations to the community engagement and consultation. He expressed his pleasure with the levels of consultation carried out and confirmed that the majority of people saw the integration of services into a hub as a positive way forward.

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149.4 The Cabinet Member then referred to further proposals, such as moving more services into the public centre, and consideration by property services of the site and future buildings.

149.5 The Cabinet Member for Children's Safeguarding and Families, as County Councillor for Beaminster welcomed the highly visible public engagement that had taken place. She suggested that this approach be distributed to the surrounding areas of Bridport to allow other users to have sight of the proposals.

149.6 The County Councillor for Bridport agreed that the consultation had been an excellent exercise and welcomed the Cabinet Member's confirmation that there would be no private provider. She asked that the recommendation be amended to confirm this statement, as she was uncomfortable with the possibility of a private nursing home being introduced and any possible increase to costs. The Cabinet considered the member's concern and were mindful not to restrict future consultations with partners. Members agreed that the wording of the report's recommendations were therefore appropriate.

149.7 Concerns were then raised regarding the sale of Sidney Gale House and the future use of the land/building. Cabinet members confirmed that there was no restrictive covenant on the land and that any reuse would be in accordance with the County Council's capital and reinvestment processes. However, there was an acknowledgement that people had to be kept abreast of developments.

Resolved

150.1 That the results of the public engagement and consultation programme be noted.

150.2 That work with a strategic partner or partners to develop a new care home for older people be agreed.

150.3 That work in partnership with a strategic partner or partners to develop extra care housing in the area be agreed.

150.4 That delivery of a multi purpose community hub be agreed.

150.5 That officers be authorised to continue to consult and engage with the community and potential partners to formulate details of each of the recommendations.

150.6 That a further report be presented to the Cabinet in September 2014 providing details for delivery and timescales for the recommended options.

Reason for Decisions

151. To contribute to the County Council's aims to:

- (i) help build strong communities for all;
- (ii) protect and enrich the health and wellbeing of Dorset's most vulnerable adults;
- (iii) provide innovative and value for money services, and
- (iv) enable the Council to respond positively to the views expressed through the engagement and consultation exercise.

Bournemouth, Poole and Dorset Local Transport Plan 3: Implementation Plan 2014 – 2017

152.1 The Cabinet considered a report by the Cabinet Member for Environment in relation to the Bournemouth, Poole and Dorset Local Transport Plan 3 (LTP3) as a strategy for transport for the Dorset sub region from 2011 to 2026. An initial Implementation Plan detailed proposals for the first 3 years, and a second three year Implementation Plan detailed proposals for the period 2014–2017.

152.2 The Cabinet Member for Environment introduced the report and highlighted that no policy changes had been included within the new Plan, but that it specifically outlined changes to the funding received from the Department for Transport, and how this would be used.

152.3 The Cabinet Member for Education and Communications asked that new strategic guidance from the Department for Education relating to young people not in education, employment and training be included within the Plan. The Director for Environment and the Economy advised that this should be achievable. In addition he confirmed that the Plan had working links with other County Council statutory plans.

152.4 The County Councillor for Weymouth Town stated that the Plan was visionary, but asked members not to underestimate the need for sustainability and to recognise the complexity of the document. It was reliant on future funding arrangements and he referred to the investment priorities for other agencies as detailed within the Plan. The Transport Policy Manager informed members of ongoing developments by the Highways Agency and Network Rail. He expressed the hope that the Weymouth to Bristol line would be expanded, but noted that this was reliant on franchising rules and whether the business case would be accepted.

Resolved

153. That the Bournemouth, Poole and Dorset Local Transport Plan 3: Implementation Plan 2014 – 2017, be approved.

Reason for Decision

154. Improving delivery of the transport infrastructure of Dorset would help support Corporate Aim 4 – safeguard and enhance Dorset's unique environment and support its local economy.

On-Street Pay and Display Parking

155.1 The Cabinet considered a report by the Cabinet Member for Environment on the Council's Policy in relation to pricing for on-street parking and when it would be appropriate to implement on-street pay and display parking schemes by introducing criteria. The Policy Development Panel on On Street Pay and Display Parking and Enforcement considered the policy as part of a schedule of meetings in the past few months and had made proposals regarding the criteria to be included in the policy.

155.2 The Cabinet Member for Environment presented the report and thanked the Policy Development Panel for their recommendations. She advised that clear criteria should be used to supplement the existing LTP policy to ensure the process for any future delivery was robust, transparent and allowed for local distinctiveness.

155.3 The County Councillor for Swanage, as Chairman of the Policy Development Panel on On Street Pay and Display Parking and Enforcement, commented on the report and the Panel's considerations. He asked members to note a number of minor amendments to the proposed Policy, which were distributed at the start of the meeting and were reported orally.

155.4 The Chairman of the Panel emphasised that a Pay and Display scheme would only be considered if an issue was clearly identified which would be resolved by a scheme, following specific analysis of the impacts and benefits to the local community. In addition, he advised that the question of enforcement had not been considered by the Panel, but would be, if instructed by the Cabinet and/or the Environment Overview Committee to do so.

Resolved

156.1 That the criteria for on-street pay and display developed by the Policy Development Panel for use when considering and delivering future schemes, be approved.

156.2 That the criteria, to supplement and form a part of the existing Local Transport Plan policy (LTP K-3), be agreed.

Reasons for Decisions

157.1 To help meet the corporate aim of “safeguard and enhance Dorset’s unique environment and support our local economy”.

157.2 To provide clarity and transparency as to how on-street pay and display parking schemes would be delivered.

157.3 To provide a formal status to the criteria so that they supplemented and underpinned the existing Local Transport Plan policy (LTP K-3) as approved by the County Council in April 2011.

Corporate Governance Framework – Annual Compliance Assessment 2013/14

158.1 The Cabinet considered a report by the Leader of the County Council regarding the Council’s Annual Compliance Assessment for 2013/14 to inform the Annual Governance Statement and in its own right as an assessment of the Council’s approach to governance and a record of improvement actions being taken.

158.2 The Head of Corporate Finance advised that a useful discussion had taken place at the Audit and Scrutiny Committee on 8 April 2014, following which the document was to be refined, although no substantial changes were necessary. A number of views had been expressed at the Committee, including a request for a wider role to look at compliance statements, without adding unnecessarily to the current process. The Audit and Scrutiny Committee requested sight of a set of the draft terms of reference detailing how to increase member engagement within the process, before the annual audit statement report in June 2014.

158.3 Members sought clarification regarding the different compliancy ratings for principles 1e and 1g, when the same evidence was used for both. Members were informed that although the same data was available to evidence compliance, its lack of use had been criticised in regards to 1e, hence the lower score.

158.4 Following the recent Peer Review, members also questioned the compliancy rating of green for principle 6f, relating to effective community engagement. The Head of Corporate Finance agreed to reconsider this rating and reassess the score.

158.5 The Leader of the Council also referred to the report’s recommendation (number iv) regarding member involvement, which appeared to be slightly contrary to paragraph 5.2 within the report. However, he commented that there was sufficient flexibility to consider different approaches in the future.

Resolved

159.1 That the Annual Compliance Assessment 2013/14 be noted.

159.2 That comments made by the Cabinet be considered and any necessary amendments be carried out.

Reason for Decisions

160. Production of an Annual Governance Statement was a statutory requirement under the Accounts and Audit Regulations. It was subject to external audit. The governance compliance assessment informed the Annual Governance Statement

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and constituted the review of the effectiveness of the system of internal control that also became a statutory requirement when the regulations were revised in 2011.

Recommendations from the Children’s Services Overview Committee

161.1 The Cabinet considered the following recommendations from the meeting of the Children’s Services Overview Committee held on 18 March 2014.

Recommendation 39 – Proposed Terms of Reference for the Corporate Parenting Board

162.1 The Chairman of the County Council welcomed the inclusion of the Virtual Head to the Board Management within the recommendations, but highlighted that the report to the Standards and Governance Committee on 10 April 2014 did not refer to this.

162.2 The Cabinet Members for Education and Communications, and Children's Safeguarding and Families, supported the proposed recommendations.

Resolved

163. That the Terms of Reference for the new Corporate Parenting Board be agreed, subject to the following:

- (i) inclusion of the Virtual Head listed within the Board Management under reference number 4; and
- (ii) A greater prominence being given on the Board’s safeguarding function.

Reason for Decision

164. To offer clarity to the new Corporate Parenting Board as to its role and purview.

Recommendation 41 – Admission Arrangements 2015-16 and Sixth Form Transport

165.1 The Cabinet Member for Education and Communications highlighted that changes to the sixth form section of the transport policy were as a result of statutory guidance and that members had discussed the Armed Forces Covenant and the need to ensure Armed Forces children (past or present) were not disadvantaged when applying for a school place.

165.2 The Head of Family Support confirmed that where issues were raised in regards to entitlement to sixth form home to school transport, officers would consider these on an individual basis.

Resolved

166. That the following be formally adopted:

- (i) The guidance produced for Families of the Armed Forces;
- (ii) The Admission Arrangements for 2015/16 incorporating the Local Authority Admissions Policy, the In Year Fair Access Protocol and Co-ordinated Scheme;
- (iii) The changes in concessionary fares for home to school transport;
- (iv) The changes to the sixth form section of the transport policy in line with statutory guidance;
- (v) The changes to Purbeck School’s admission number;
- (vi) The changes to Sherborne Abbey’s catchment area.

Reasons for Decision

167.1 To determine admission arrangements in accordance with statutory requirements.

167.2 To ensure compliance with legislation and subsequent regulations

Recommendation 56 –The future of DCC Nursery and Out of School provision (North Dorset)

168. The Cabinet Member for Children's Safeguarding and Families introduced the recommendation.

Resolved

169.1 That the implementation of a new engagement and consultation plan in regard to the proposed model with both staff and parents/carers who currently use the nursery and out of school provision managed by Dorset County Council be supported.

169.2 That the timescales in which the consultation will take place be noted.

169.3 That the new proposed model of operational delivery for both Shaftesbury, Blandford nurseries and the Out of School Club (Oscars) be supported.

Reason for Decisions

170. Support needed to be given to the new proposed model which would allow the Local Authority to demonstrate that it was sustainable both in respect of quality and in terms of financial integrity. Therefore the timeline previously agreed needed to be extended to July 2015, in order that appropriate arrangements could be put in place.

Recommendations from the Environment Overview Committee

171. The Cabinet considered the following recommendation from the meeting of the Environment Overview Committee held on 27 March 2014.

Recommendation 98 - Policy Development Panel on Highway Vegetation Management

172.1 The Cabinet Member for Environment highlighted the need for the Policy Development Panel on Highway Vegetation Management to meet again as a matter of urgency to determine the criteria for the bidding process, following a modest contingency fund being allocated to carry out additional vegetation management. A further report would be brought to the Cabinet following this meeting.

172.2 In response to a question, the Director for Environment and the Economy confirmed that a link for the amended road map had been attached to the Environment Overview Committee paper.

172.3 The Leader of the Council stated that there was a significant difference between rural and urban verge management requirements. Acknowledgement was given that the proposed recommendation allowed for some flexibility in meeting these needs.

Resolved

173.1 That a fund of £50,000 be established for the 2014 growing season to help finance additional cuts to highway verges, where necessary, to be funded from contingencies.

173.2 That the amended Road Map for Future Arrangements which incorporated this change be approved.

Reason for Decisions

174. To respond to a request from the Cabinet to improve arrangements for highway vegetation management during the 2014 growing season.

Questions from Members of the Council

175. No questions were asked by members under Standing Order 20.

Dorset County Council



**Corporate Plan
2014-2015**

Working together for a strong and successful Dorset

DRAFT

Foreword by the Leader of Dorset County Council

Spencer Flower

We are in a challenging economic period that has implications for us all. For the county council it means that by 2017 our annual running costs will have been reduced by about £103 million from 2011, putting immense pressure on our services to be more efficient and more effective.

We're well over half way to meeting our six-year financial targets, having made savings of £60 million so far through a three-year pay freeze, re-structuring some services and significantly reducing the number of staff.

Through this plan, we aim to communicate what the county council is doing to continue to meet financial targets whilst ensuring that people still receive the services they need the most.

The challenge is considerable, but we have plans to meet it: our **Forward Together** transformation programme is radical and reforming and will lead to a complete redesign of our services. We will become more flexible and innovative, working together with partners and local communities to deliver relevant services in the most efficient and effective way.

The word **together** is really important – no one person, organisation or group can achieve what we all want for our county if they work alone. Everyone has a part to play and a contribution to make. This principle is the foundation of our **vision**, which is:

Working together for a strong and successful Dorset

There's a great deal we need to do in the next few years to meet tough financial challenges and this document aims to summarise our current and our longer term priorities. Elected members of the council have agreed two areas of focus. These are:

Enabling Economic Growth and Health, Wellbeing and Safeguarding

Why?

Because we have a duty to care for the health and wellbeing of all our residents. This takes the lion's share of the budget, and our services are being pushed to breaking point - so we need to find more sustainable ways of doing things. We want to create a future in which residents have the right to a more responsive and tailored service, but also where they take more responsibility for making that happen, for themselves and their communities. We have reached the limits of our ability to provide services without radical change, and we are looking to you, our residents and partners, to be more actively involved.

In return, we will redouble our efforts to strengthen Dorset's local economy, to help create high quality jobs and support the training and education those jobs require. We will do everything within our power to make Dorset an exemplary place to invest and do business. We will encourage our local MPs to work hard for Dorset on the national and international stage.

From the summer of 2014 onwards, we will be asking local people what they think and how they want to be involved in the changes ahead. I hope that everyone will take this opportunity to influence the way we run services in the future. This is your money, these are your services – make sure you have your say. Details of how you can do this are shown on page 5.

Thank you for reading and taking an interest.

Spencer Flower, Leader of Dorset County Council

Forward Together

Debbie Ward, Chief Executive

Our vision

The county council is currently refreshing its priorities for the next year (2014-15) and beyond. These plans are being grouped together into a transformation programme called **Forward Together** which will be rolled out over the next 3 years. This will enable us to deliver the best possible outcomes for people in Dorset within the available budget.

Our values

We work to a set of core values which influence and underpin all that we do. These are:

- **Fairness**
- **Openness**
- **Respect**
- **Effectiveness**
- **Innovation**

One county

Forward Together is much more than just a savings programme. The county council remains committed to supporting services for Dorset communities. We will work alongside all of our key partners to fully understand what services are important to our communities.

The role of our 45 councillors is to be a gateway for their local communities to influence and access the council's services. Each member of the council needs to work with the council's leaders and officers to ensure that our communities' needs are met. You can find details of your county councillor on our website, here:

<https://www.dorsetforyou.com/councillors/county>

One council

One of the key objectives of **Forward Together** is to work as 'one council'. Ensuring that what we do is planned and coordinated throughout all of our service areas, we will all work towards the priorities set out in the following pages. We will do this in accordance with the principles of:

- **Greater independence** - Supporting communities and individuals to support themselves
- **Smarter services** - Commissioning or directly providing only what is needed
- **Empowered people** - Ensuring staff and partners are skilled, empowered and valued

How we will deliver our priorities

We will measure our progress in delivering our services in line with these priorities by monitoring our performance against the 35 measures set out in the 'Judging our progress' section at the end of this plan. We will ensure that residents and visitors can easily find out about our services and find the information they need to make informed decisions for themselves.

Budget

Over the next three years we need to make savings as our government grants reduce and our population grows. However, the county council still has significant resources at its disposal giving us real power to improve quality of life in Dorset.

Key facts – 2014-15

Change on previous year

Note: inflation is assumed to be at least 2%

Total expenditure	£674m	Up 0.05%
Funded by:		
• Grants, most of which go directly to schools	£250m	No change
• Council tax	£191m	Up 3%*
• Income fees and charges	£151m	Up 1%
• Central government	£82m	Down 7%

**1.99% council tax increase and 1% increase in the tax base (number of households)*

Council Tax

For the last three years, council tax has been frozen. However, further reductions in government grants mean this cannot continue, meaning this year the council tax will rise by 1.99% and we plan to raise it by 2% in 2015-16 and in 2016-17. This is in line with the government's inflation target and equates to an annual increase in council tax of about £23 for a band D property – or 45p per week.

On average around two-thirds of the total council tax bill goes towards paying for services provided by the county council. The rest goes to the district and borough councils, towns and parishes, and the police and fire services.

You can find more details about the county councils budget on our website, here:

[Medium Term Financial Plan and Budget 2014/15 to 2016/17](#)

Capital Investment

In addition to revenue expenditure, the council invests significant sums each year on improving its assets. This is an investment in Dorset's economic future, developing the infrastructure and creating jobs. Funding comes from a variety of sources, including government support, developer contributions, asset sales and prudential borrowing. Over the next three years the county council will invest a further £188.9 million, including over £30 million bringing super-fast broadband to 97% of households in Dorset by 2016. You can view our detailed capital plans by following the link below.

[Asset Management Report March 2014](#)

The squeeze on council funding drives change and increases the need for us to work differently. We need to work with partners, with people who use our services and with residents of Dorset to focus on providing the services that are most needed and most important. The next section explains how we will do this.

Finding out what our residents and businesses think

Making sure we listen

In the past some people have felt that the county council didn't listen to their views and respond to what they said. We've often consulted on proposals that we've already developed, giving people little opportunity to influence decisions. This has led people to say we "don't listen" and to feel there is little point in responding to consultations.

This time we want to improve the way we involve people, and we promise to:

- **Be genuine** – asking for your views on things you can influence and being clear about the limitations
- **Be informative** – making sure you have the right information on issues so you can contribute to the debate
- **Be relevant** – engaging with you on issues that matter to you using the channels you prefer
- **Feed back** – letting you know how your views have influenced decisions

Get involved and have your say

From the summer of 2014 onwards people in Dorset will have the chance to tell us what's important to them in one of the biggest listening exercises we've ever run. We want to know what your needs are, what you value and what is making a difference to your life so that we can feed that into the decisions councillors need to make.

We know you might prefer to give your views in a number of different ways so we'll be providing a range of channels for you to let us know your priorities. Consultation in the past has shown us that there are certain groups of people we often don't hear from and we'll be making a special effort to get them involved.

However you do it, make sure you have your say. Look out for more information in the local media and in your community on how you can get involved.

You can register your interest now by following this link to our website, and we'll get in touch:

www.dorsetforyou.com/have-your-say

How we will use what you tell us

What you tell us about your priorities will be used, together with other information about our budgets, our legal responsibilities and our population, to help us decide how to shape our services to make them more effective. By working with communities we can come up with solutions together. We need to find ways of helping people to do more for themselves, and support others in delivering services for us. By putting customers at the heart of what we do, we will work with them to design ways to ensure their needs are met. And we will continue engaging with them, learning from their experiences, as we deliver our services and work to improve them.

How we will communicate with you

We will keep you informed about what people are telling us, and explain how we are using this information to design and deliver our services. We will use a number of different ways to keep people informed. In addition to using our 45 councillors as a link with our communities, we will use our website dorsetforyou.com, our social media accounts, the residents' newspaper Your Dorset and the local media. This will be part of an ongoing dialogue as we work together – for a strong and successful Dorset.

Areas of Focus

Enabling Economic Growth

A thriving, robust and progressive local economy is central to achieving the aspirations of the people of Dorset. The county's economy already performs well in many respects. It needs to continue to grow in ways that reflect the strengths and opportunities in the county. These include our remarkable environment, which attracts millions of visitors every year but is also a significant economic generator in other ways, including green technology, local produce and energy.

The county council contributes to economic prosperity in a wide variety of ways, including being the largest employer in Dorset. Overall, The public sector represents 30% of employment in Dorset, compared to 27% nationally. We work closely with the Dorset Local Enterprise Partnership, which is dedicated to increasing the prosperity of Dorset, Bournemouth and Poole. It has secured significant resources to invest across the region. We recognise the need to improve communication links, release employment and housing sites, and support business growth.

Whilst it is important to highlight Dorset's strengths, we recognise the challenges that we face:

- high employment in low pay sectors, high part-time employment and low productivity, all contribute to low pay in the county, making recruitment difficult and housing unaffordable for many people;
- shortages of employment land in some areas may deter growth;
- a growing proportion of Dorset's unemployed people have been out of work for more than a year;
- too many young people are in jobs without training, and more apprenticeships are needed;
- our ageing workforce may lead to skills gaps if employers do not recruit and train replacement staff;
- global environmental change will have an impact on Dorset's businesses.

Strengths and challenges – key facts

Strengths
In 2013 Dorset's average unemployment rate was 1.5% compared with 3.4% in Great Britain.
With over 30,400 active businesses, Dorset is a regional leader in business activity. It has 67 businesses per 10,000 working age residents – higher than the national average, and higher than any neighbouring Local Enterprise Partnership.
Each year there are more than over 10 million visitors to Dorset's Jurassic Coast, contributing more than half a billion pounds per year to the local economy.
Challenges
In Dorset, 4.5% of 16-18 year olds are not in employment, education or training, compared with 5.9% in England. However, 10.3% were in jobs without training compared with 4.9% in England.
The area has a low wage economy and very high house prices, making it one of the least affordable places to live in the country. In 2012 the ratio of lower end house prices to lower earnings was 9.8 compared with 6.6 nationally.
Dorset's low wage, low skill economy means that employee productivity in Dorset is below the national average.

Enabling Economic Growth

To see how we will measure our success against these objectives, see the final chapter – *Judging our Progress*.

We aim to help Dorset be:

We will:

Competitive – by improving existing businesses and encouraging new ones

- promote Dorset as a good business location
- buy goods and services from local businesses wherever possible
- promote Dorset as an outstanding year round destination for tourism
- support the business growth of creative industries
- optimise Dorset's ability to secure external funding
- promote an energy efficient, low carbon economy

Talented – by building the skills of our current and future workforce

- work with schools to support and challenge, and to close the gap between those more vulnerable children and the rest of the child population, so that all children receive the best possible education
- support the government's apprenticeship scheme, and ensure our own workforce is well trained and sustainable, generating the economic conditions for our young people to stay in Dorset and contribute positively to the economy
- support business start-up courses and the Dorset mentoring initiative
- offer the best possible opportunities and facilities for adults to raise their basic skill levels.

Responsive – by creating the conditions for enterprise to flourish

- work with borough and district councils on local plans and cross-boundary initiatives
- use the Growing Places Fund to release employment land and premises
- ensure good management of our environmental and historic assets and heritage, including the Jurassic Coast World Heritage Site and Dorset's Areas of Outstanding Natural Beauty, and exploit the economic opportunities they offer
- provide efficient, customer-focussed regulatory services
- provide an efficient emergency planning service to help businesses keep running during times of difficulty, such as extreme weather conditions
- work to ensure there are ready supplies of minerals from local sources

Connected – by improving our electronic and physical connections

- invest over £30 million on bringing super-fast broadband to 97% of households in Dorset by 2016
- manage and maintain the highway infrastructure

Health, Wellbeing and Safeguarding

On average, Dorset's residents enjoy better health and longer life expectancy than many other parts of the country. We are fortunate to have an exceptional environment, reflected in a host of national and international designations for our special landscapes, geology, history and wildlife. A healthy environment is the foundation for thriving communities and personal well-being; it creates our sense of place, and presents invaluable opportunities for active lifestyles, volunteering, learning and leisure.

However, there are groups within the population who experience much poorer health. Some of these groups, including children in care, younger adults with complex needs and older people, are all growing significantly in number, increasing demand for services and increasing budget costs.

There have been, and continue to be, radical reviews of how services are delivered to respond to these challenges. We are striving to do everything we can to help people to remain in the place of their choosing, by tackling problems early on and focusing on early advice and support, prevention and recovery. Services and support will be delivered in a personalised way which recognises the need to ensure individuals are firmly in control of building a system of care that is designed with their full involvement and tailored to meet their own specific needs. Many people will receive their own budget and can decide how, where and with whom they wish to spend it in order to best meet their needs.

Our approach recognises that at all stages in a person's life there are things that can be done that can help protect and improve their health and wellbeing. Many of these things have little to do with the provision of specific services, but everything to do with positive experiences early in life and the ability to maintain independence in later life.

Strengths and challenges – key facts

Strengths
Life expectancy at birth for Dorset men is 81.1 and for women 85.1, compared to 78.8 and 82.8 nationally. This is amongst the highest in the country.
In 2012, the proportion of children reaching the expected achievement level at the Early Years Foundation Stage was 75% - the 2nd highest in the country.
In Dorset, every £1 spent on drug treatment results in savings to crime and health costs of £5.42 - one of the best performing areas in the country.
Dorset's environment provides superb opportunities for sport and physical activity, with part of England's only natural World Heritage Site and two Areas of Outstanding Natural Beauty, covering 53% of the county.

Challenges
The proportion of children in care in Dorset increased from 39 per 10,000 children in 2012 to 47 in 2013 – a rise of over 20%. Nationally, the proportion increased from 59 to 60 per 10,000 – a rise of less than 2%.
It is estimated that there are 600 families in Dorset with multiple and complex problems requiring support.
26% of Dorset's population is aged 65+, compared with 17% nationally. This is expected to increase by 2.2% each year.
By 2020 there will be 10,000 people with Dementia living in Dorset.
49,300 people in Dorset provide unpaid care.

Health, Wellbeing and Safeguarding

To see how we will measure our success against these objectives, see the final chapter – *Judging our Progress*.

We aim to support people in:

We will:

Starting well – by giving children and their parents the best possible start

- Support good preparation for becoming a parent, promoting healthy behaviours for the whole family unit. In particular we will work to reduce the proportion of children classified as overweight or obese and continue to improve the uptake of childhood immunisations

Developing well – by developing good health behaviours and making the most of learning

- Help families identify problems, and provide help at an early stage
- Enabling children, young people and families to have aspiration and resilience so that they have good emotional health and wellbeing
- Provide support to pupils aged 4-19 who have special educational needs
- Safeguard vulnerable children

Living well – by having control over your life and contact with family, friends and communities

- Work to improve the health and wellbeing of all our residents and visitors by increasing the rate of physical activity in Dorset
- Improve the provision of, and access to, the natural environment and extend the proven health and other benefits of access to open space close to where people live
- Enable people to live in safe, healthy and accessible environments and communities that support their health and wellbeing
- Ensure high quality support is available to improve the lives of adults with learning, mental health and other disabilities
- Safeguard vulnerable adults
- Identify people with increased risk of poor health early on and support them to keep independent and well

Ageing well – by maintaining independence and enjoying the later years

- Help people living with long-term health problems to avoid complications, remain independent and maintain a good quality of life
- Ensure people have more choice and control over the services and support they receive, whether it's funded by the local authority or privately
- Support the care needs of disabled and older people, promoting independence and helping people to stay in their own homes and avoid acute and emergency care
- Help and support carers throughout the county

Judging our progress

Over the next year and beyond, we are committed to listening to our residents and businesses using surveys, focus groups, public roadshows and social media. Councillors will themselves be at the forefront of this exercise. We need to get better at consulting people on the specific changes that affect them the most. We will work with them to find the most effective ways to engage with them. We recognise that this may mean that some of the priorities described in this plan will need to change for future plans as we respond to the things you tell us – we want as many of our residents and businesses as possible to influence our future corporate plans.

The successful achievement of the priorities and outcomes set out in this year’s plan relies on the efforts of communities, councillors, staff and others. More than ever, we recognise that we cannot work as a single body, and that we need to work with partners elsewhere in the public sector, local businesses and the voluntary and community sector to ensure that the best possible outcomes are achieved in these challenging financial times.

Having set out what we want to achieve over the coming year, we need to monitor how successful we are. We will analyse our performance regularly and ensure that reports are made publicly available on our website. We will respond to this information, as well as to feedback about our progress, and take corrective action wherever we can to get back on track.

Over the next year, we will judge our progress towards the outcomes identified in this report by measuring the following things:

Enabling Economic Growth

THE ECONOMIC CONTEXT – Measures which the county council cannot directly influence, but which are indicators of the health of the local economy
Employee productivity (Gross Value Added per hour worked)
Housing affordability
% of employees in high skill occupations
Claimant unemployment rate (16-64) and claimant unemployment aged 16-24 (% of all)
COMPETITIVE DORSET - Improving the performance of existing businesses and encouraging the creation and growth of new ones
% of employees in creative industries
Proportion of county council spend within Dorset across all sectors
Emergency Planning: Number of communities engaged and encouraged to take up community resilience measures and produce a 'Community Resilience Plan'
TALENTED DORSET - Enhancing the skills of our current and future work force
% of students gaining 5 or more GCSE A*-C grades, including Maths & English
Number of 16 -18 year olds not in education, employment or training (NEET)
RESPONSIVE DORSET - Creating the conditions for enterprise to flourish including a responsive planning and development framework and a dynamic housing market
Satisfaction of businesses from their contact with trading standards
% of the Growing Places Fund committed to active projects
Percentage of household waste sent for re-use, recycling and composting
CONNECTED DORSET – Improving electronic and physical connectivity
Access to superfast broadband
Percentage of principal roads where maintenance should be considered
Percentage of non-principal roads where maintenance should be considered

Health, Wellbeing and Safeguarding

Starting well
Prevalence of healthy weight in 4-5 and 10 -11 year olds
Childhood immunisation rate
Developing well
The number of children assessed as being subject to emotional abuse and/or domestic violence
Key Stage 2 and Key Stage 4 SEN / Non SEN gap
Proportion of children who reach the expected level of achievement at the Early Years Foundation Stage
Number of children and young people accessing specialist Child and Adolescent Mental Health Services
Percentage of children subject to a child protection plan for longer than 2 years
Living well
Participation in sport and physical recreation
Number of volunteer days spent on Access and Countryside Management
% of Rights of way network in good condition and easy to use
Number of road injuries and deaths
% of adults in alcohol or drug treatment successfully completing treatment in the last 12 months
Proportion of people given greater choice and control over their long-term social care through self-directed support and/ or direct payments
Proportion of adults in contact with secondary mental health services who live independently
The proportion of people who say that the services they use have made them feel safe and secure
Ageing well
The number of unpredicted and potentially avoidable emergency admissions to hospital
How effective our reablement and rehabilitation services are at helping people to stay at home following discharge from hospital
The number of permanent admissions to residential care
The number of delayed transfers from hospital care
Estimated diagnosis rate for people with dementia
The degree to which people who use social care services, and their carers, are satisfied with their experience of those services

This corporate plan isn't the only way we judge how we are performing. We have detailed action plans that cover all of our key areas of work.

- Children and Young People's Plan
- Dorset Safeguarding Children's Board Plan
- Adult Social Care Local Account
- Carbon Management Plan
- Local Enterprise Partnership Plan

You can see all our latest performance reports by following this link:

www.dorsetforyou.com/performance

Annexure 2

Dorset County Members' Divisional Fund Framework (DMDFF)

Each County Member has £5,000 which he or she can decide to allocate to 'good works' within their Division. The funds must be used to promote or improve the economic, environmental or social well-being of their Division. A maximum of £1,000 of unspent funding can roll over into the following financial year.

The funds are "one-off". They are not within the Council's base budget so Members cannot commit to regular, annual or repeat funding of particular events or activities in their Divisions.

The funds must not be used to reinstate or otherwise support Services that have been cut or scaled back as part of the savings programmes.

It might be useful to provide all Members with an overview of some key points:

Rationale

- Make sure that you provide a clear statement as to how the money will be spent and how it will promote or improve the economic, social or environmental well-being of the Division or the people within it.
- Don't forget that the authorised form will be held for public inspection (on request) at County Hall for 6 years.
- The application will only be cleared for payment if the rationale is clear (and it is proper and legal) – an unclear or weak rationale will be queried by officers and may prolong the payment process.

Viability

- It is for you to consider the financial viability of the potential recipients and the project being supported. If you need such assurances you must seek them and have an appropriate response prior to submitting the form. It is public money and should be allocated appropriately.

Declarations of Interest

- You are reminded that you need to declare that you have no disclosable pecuniary interest in the proposal (this includes the interests of your spouse/partner as well as you) – and/or, if another disclosable interest exists, make a clear statement as to the type and nature of the interest.
- No organisation will be able to benefit from the funding if you hold a disclosable pecuniary interest.
- Being appointed to a particular body by the County Council should not normally create a disclosable interest. However, each case must be considered individually and early advice should be sought on the nature of any potential interest.

Community Benefit

- Members are reminded that funds must be used to promote wider economic environmental or social well-being. There must be some wider community benefit and funds are not to be used to benefit an individual only or to benefit a particular family only.

Employment and Ongoing Commitments

- The fund cannot be used to fund the direct employment of staff, but it can be used to make a contribution to the costs of someone who is an employee of

another organisation. Remember, though, that this is one-off money and contributions are only for a single year, 2014/15, so no ongoing commitments can be made.

Joint use of funds

- Joint use of funds are welcomed from two or more Members. Remember, the underlying principle of promoting the wellbeing of your Division or the people within it still applies. It is possible for a joint bid to support a project in a particular location (within one Division) as the project may attract attendees from a wide geographical area. It is important that this is made clear on the form.
- You may also wish to work across the tiers and combine your divisional budget with that of one or more District Councillors whose Council is operating similar divisional budget arrangements.
- One form can be submitted by a lead member detailing the joint bid and confirmation will be required (either by email or countersignature) by the other Member(s) that they agree to the submission, confirm their financial contribution and confirm the declaration.
- You are reminded to respond to any emails about joint bids as swiftly as possible, as payments for joint bids will only be processed when all Members have responded.

Submission of the Form

- Members are particularly encouraged to submit forms electronically, but only from their DCC email account, to ensure a clear audit trail for authorisation and reporting.
- Forms will not be accepted from organisations seeking financial support. Should any be received, they will be directed to the local Member(s).
- Forms must be submitted to *(Lee to add generic email address)*

Publicity

- Recognition of the County Council's contribution through the divisional fund is important and members should discuss proposals with the communications unit before completing the payment request proforma.
- Any publicity arising from the DMDF scheme should not be party political and should reference the County Council's contribution.
- Members should aim to make the most of any opportunities for publicity for the Council. There might, for example, be opportunities to "badge" items of equipment that are acquired with a "*purchased with funds made available through Dorset County Council*" message. Form submissions will be passed to the Communications team, so that they can make an assessment of any potential communications support needed for any particular submission.
- Members must not give the impression that the payment is from them personally.
- Members should avoid creating media publicity during any election 'purdah'.

Account Details

- Do not include bank account details on the submission form. If the payee's details are not contained within the Council's financial system they will be contacted directly in order that they provide us with their account details.

Method of contacting you when payments are made

- Members will be notified by email, once the payment has been authorised and released. This email will also let you know how much remains in your fund and if you have any payments pending.

Spend

- Any spend by organisations on an event or a project prior to authorisation is undertaken at their own risk. Members cannot give categorical assurances that the funding will be provided until the form has been properly authorised by Officers.
- A running list of spend can be provided by the Corporate Finance team on request, please email corporatefinance@dorsetcc.gov.uk Alternatively, spend information is openly available in DES (using profit centre group 20201).

VAT

- Members must ensure that all payments comply with HM Revenue & Customs' requirements for VAT accounting. Advice on this can be obtained prior to submission of the form, by contacting June Young (j.v.young@dorsetcc.gov.uk)
- In general terms, grants are outside the scope of VAT, so the payee will benefit from the full amount of the grant.
- In the interests of maximising the benefit of contributions and making their £5,000 go further, Members should consider that it is quite legitimate for DCC to buy equipment (on which it can reclaim the VAT) and then gift this to the beneficiary. This would work out more favourable than other options in cases where the payee cannot reclaim VAT.

To achieve this:

DCC must order the goods

DCC must receive the goods

DCC must pay for the goods using its own funds

DCC must not receive any direct benefit from use of the equipment after it has been gifted

Requesting DCC to order goods or services

If you wish DCC to order the goods then please indicate this on the payment request form in the appropriate box and it will be passed to the Corporate Resources hub to raise an order for the goods in DES, once received, payment for the goods will occur automatically.

Adding to an existing DCC budget

If you wish for an internal DCC service to complete works for you then we will advise that service and complete an internal budget adjustment between your fund and the service. The appropriate budget holder will be notified, and asked to liaise directly with the Member regarding how and when the funds are being spent.

Ordering goods/services directly and arranging payment via DCC

If you have ordered goods directly and have an invoice to submit with your fund payment request, the invoice must be in the name of, and addressed to, DCC (in order for DCC to be able to pay the invoice and to recover the VAT). You should submit your form electronically but it must include an indication in the correct tick box

that you are submitting an invoice with your form. The original invoice must be sent to the following address:

FAO June Young – Member Divisional Fund payments.

Accounts Payable Team

County Hall

Dorchester

Dorset

DT1 1XJ

Retention of documents.

The request forms will be retained by Democratic Services.

The Accounts Payable team will keep copies of any invoices submitted.

MEMBERS DIVISIONAL FUND PAYMENT REQUEST

Councillor	Division
-------------------	-----------------

Payee name	Payee contact details (address, email, and telephone number)	Proposed amount (£)
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<p>Rationale for payment – how will it promote or improve the economic, social or environmental well-being of your Division or those within it?</p>
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<p>Member declaration</p> <p>I confirm that the proposed payment:</p> <ul style="list-style-type: none"> • is legal; • is within my budget allocation; • is consistent with the Council's policies and objectives; • will not give rise to an on-going financial commitment; • will not be used for direct employment of staff, hospitality or gifts; and • that I have no disclosable, pecuniary interest in the proposal. I have no other disclosable interest in the proposal [other than as set out below] <p>Signed: Date:</p>

<p>Please forward by email to : I.d.gallagher@dorsetcc.gov.uk in Legal and Democratic Services</p>

For DCC Officer use	
Within budget?	Does it appear legal and proper?
Signed:	Signed:
Date:	Date:

For Office Use			
	Date		No
Received for processing		Cost centre	
BACS form sent		GL code	
PR1 raised		Clearing document	
Spreadsheet updated		Journal reference	
Copied/original sent to Financial Services			

**Members Divisional Fund
internal DCC process flow**

