

## Cabinet

Minutes of a meeting held at County Hall,  
Colliton Park, Dorchester on 8 July 2015.

### Present:

Robert Gould (Chairman)  
Robin Cook, Toni Coombs, Peter Finney, Rebecca Knox and Colin Jamieson.

### Members attending:


Paul Kimber, County Councillor for Portland Tophill  
Mike Lovell, County Councillor for Purbeck Hills (Minutes 266-268)  
Peter Wharf, County Councillor for Egdon Heath (Minutes 260-261)

Officers Attending: Debbie Ward (Chief Executive), Richard Bates (Chief Financial Officer), Nicky Cleave (Assistant Director of Public Health), Catherine Driscoll (Director for Adult and Community Services), Patrick Ellis (Assistant Chief Executive), Vanessa Glenn (Head of Family Support), Mike Harries (Director for Environment and the Economy), Jonathan Mair (Head of Legal and Democratic Services) and Lee Gallagher (Democratic Services Manager).

### For certain items, as appropriate

Richard Dodson (Planning Obligations Manager), Mike Garrity (Planning Policy Team Leader), Patrick Myers (Head of Business Development) and Mark Taylor (Head of Internal Audit, Risk and Assurance).

(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 July 2015**.

(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 **2 September 2015**.)

### **Apologies for Absence**

231. Apologies for absence were received from Jill Haynes, John Wilson and Sara Tough (Director for Children's Services). Vanessa Glenn (Head of Family Support) attended the meeting in place of Sara Tough.

### **Code of Conduct**

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

### **Minutes**

233. The minutes of the meeting held on 3 June 2015 were confirmed and signed.

### **Public Participation**

#### Public Speaking

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

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

#### Petitions

235. There were no petitions received in accordance with the County Council's petition scheme at this meeting.

#### **Draft Cabinet Forward Plan**

236.1 The Cabinet considered the Draft 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 on or following the Cabinet meeting on 2 September 2015. The draft plan would be published on 4 August 2015.


236.2 In relation to items on the Forward Plan with dates yet to be determined, the Democratic Services Manager undertook to chase officers to ensure dates were included in the Plan.

#### **Resolved**

237. That the Forward Plan be updated following the comments outlined in the minute above.

#### **Panels and Boards**

238. The minutes and recommendations of the following meetings were submitted:

- (a) Executive Advisory Panel on Periodic Electoral Review – 1 June 2015  
 Recommendation 50 - Dorset County Council Response to LGBCE Consultation: Draft recommendations on the new electoral arrangements for Dorset
- (b) Executive Advisory Panel on Pathways to Independence – 4 June 2015  
Recommendation 50 - Development of Services for People with Learning Disabilities  
Recommendation 53 - Review of Housing Support Option for Older People
- (c) Dorset Waste Partnership Joint Committee – 15 June 2015

#### **Resolved**

239. That the minutes be received and recommendation 50 of the Executive Advisory Panel on Periodic Electoral Review and Recommendations 50 and 53 of the Executive Advisory Panel on Pathways to Independence be approved.

*Recommendation 50 - Dorset County Council Response to LGBCE Consultation: Draft recommendations on the new electoral arrangements for Dorset*

*50. That the response to the consultation, attached as an Annexure to these minutes, as the Council's holding response be recommended to the Cabinet for approval.*

*Recommendation 50 - Development of Services for People with Learning Disabilities*

*50. That the Cabinet be advised to approve the further development of services for people with learning disabilities, as set out in the Director's report.*

#### *Reasons for recommendation*

*51.1 To take forward the work of the transformation programme (SIATP), address anomalies in service provision, deliver Care Act compliance through a focus on*

*personalisation and promoting independence and contribute to the delivery of Pathways to Independence.*

*51.2 To support the County Council's focus on health, wellbeing and safeguarding.*

*Recommendation 53 -Review of Housing Support Option for Older People*

*53. That the Cabinet be advised to approve an approach, incorporating consultation, which seeks to remodel sheltered housing services making maximum use of services eligible for housing benefit and seeking to reduce Council expenditure by up to 50%.*

*Reasons for recommendation*

*54.1 The current service was a key component of a wider housing and prevention service.*

*54.2 Housing Benefit rules have developed. This allowed part of the service currently funded by the current contract to be funded by Housing Benefit.*

*54.3 The need to provide services as cost effectively as possible and deliver savings to the Directorate as part of the Pathways to Independence programme.*

### **Forward Together Update**

240.1 The Cabinet considered a report by the Cabinet Member for Corporate Development on the progress being made through the Forward Together programme across the Council.

240.2 Members supported the progress of the Forward Together Programme in relation to spend analysis, outcomes based accountability and community capacity building. The need to further develop the new principles for future service planning and transformation were endorsed. It was noted that an initial workshop introduction of community capacity building with town and parish councils has been very positive.

240.3 The County Councillor for Portland Tophill supported the report and highlighted the need to make the most from the expertise of volunteers in the community and to use existing community bodies wherever possible. It was confirmed that this would be done.

240.4 It was also recognised that this was an area where all members could make a significant difference within their local divisions to highlight successful community groups and those that could benefit from support and facilitation from the Council.

### **Noted**

### **Medium Term Financial Plan Update**

241.1 The Cabinet considered a report by the Leader of the Council on the Medium Term Financial Plan which included the national and local issues that impacted on the County Council's finances.

241.2 The Leader of the Council provided a detailed summary of the budget setting process, in advance of the Chancellor's budget speech expected later in the day. It was noted that the future challenging budget position would be further exacerbated by balances and reserves reducing to the lower end of the Council's operational range which would prevent the potential write off of any overspends in the future. It was acknowledged that any overspends would have a direct impact on the ability to provide other services which presented a significant risk to the authority.

241.3 Members discussed the report in detail, and it was suggested that recognition be given to the need to spend £50k, as a carry forward from the Environment and the

Economy Directorate, to employ an external advisor in respect of the Local Enterprise Partnership (LEP) and airport development.

241.4 The County Councillor for Portland Tophill urged the Cabinet to do everything possible to adopt the living wage and encourage other employers to do likewise.

**Resolved**

242.1 That the overspend on Adult and Community Services at the end of 2014/15 (£1,122k) not be carried forward by the Directorate into 2015/16.

242.2 That the overspend on Children's Services, including on SEN/COOS transport, at the end of 2014/15 (£2,277k) not be carried forward by the Directorate into 2015/16.

242.3 That the County Council's share of the DWP overspend at the end of 2014/15 (£1,750k) not be carried forward into 2015/16.

242.4 That a carry forward of £50k be approved from the Environment and the Economy directorate for LEP and airport development.

242.5 That the level and adequacy of General Balances at 31 March 2015 be noted.

**Reason for Decisions**

243. To enable work to continue on refining and managing the County Council's budget plan for 2016/17 and the three years of the MTFP period, and beyond.

**Corporate Performance Monitoring Report**

244. The Cabinet considered a report by the Cabinet Member for Corporate Development on the monitoring of the Corporate Balanced Scorecard, including the Corporate Plan, for the fourth quarter of 2014-15.

**Noted**

**Support Services Transformation**

245.1 The Cabinet considered a report by the Cabinet Member for Corporate Development on the need to develop the Council's support services to reduce transactional process, reduce costs and provide the capacity and capability to support the wider transformation of the Council.

245.2 The Cabinet Member for Corporate Development summarised the need to review support services to enable transformation, and that this could be done by external expert advisors to give advice and identify options. It was reported that following early procurement research there was a preferred provider of external advice through PA Consulting from a strong field of advisors. It was therefore agreed that PA advisors would be engaged as the external advisors.

245.3 Members felt that it was appropriate to get an external perspective on support services and to provide independent verification. It was also suggested that a focus on organisational development was needed in order to ensure the culture of transformation across the whole authority rather than transactional changes to service delivery.

245.4 The County Councillor for Portland Tophill referred to the need to coordinate and work jointly with other local authorities and to benefit from ideas from staff and the public.

**Resolved**

246.1 That PA Consulting be appointed as external advisers to advise and assist the Council in the development of an appraisal of the options to transform support services and that the Chief Executive (after consultation with the Leader and Cabinet Member for Corporate Development) be granted delegated authority to agree the option or options for assessment in a business case.

246.2 That the Chief Executive be granted delegated authority, after consultation with the Leader and Cabinet Member for Corporate Development, to publish if needed an appropriate Prior Information Notice and other preparatory procurement activity in order to ensure the Council is ready to take a decision on the way forward in the autumn.

246.3 That officers be instructed to undertake a proportionate consultation with residents on the options for transforming the Council's support services.

246.4 That the business case and options appraisal be considered by an all member seminar that will inform consideration by the Audit and Scrutiny Committee, which will in turn make recommendations to the Cabinet.

#### Reason for Decisions

247. To ensure the Cabinet was appropriately informed to take a decision on the way forward for its support services in the autumn.

### **Asset Management and the Way We Work Property Programme**

248. The Cabinet considered two reports in relation to the management of the County Council's assets as detailed below.

#### Asset Management Quarterly Report

249.1 The Cabinet considered a report by the Cabinet Member for Corporate Development as a quarterly update on Asset Management and the need to significantly rationalise the number of properties that the County Council owned, to improve the condition and performance of the retained estate and to seek to deliver services in a different manner.

249.2 Members were updated in relation to the on-going work in Bridport to secure a replacement for Sidney Gale Residential Nursing Home and to provide accommodation for the Bridport Hub. The Cabinet noted that the replacement buildings could fit on the Fisherman's Arms site, but there was currently no funding allocated for the replacement of the nursing home. It was therefore decided to progress with the feasibility stage in relation to the Bridport Hub on the site with the proviso that the site provided enough space for future development of a replacement home.

#### Resolved

250.1 That the disposal of Allington Court, St. Swithins Road, Bridport on terms to be agreed by the Director for Environment and the Economy (paragraph 3.1.1 of the Cabinet Member's report) be approved.

250.2 That the Bridport Hub project proceed through Gateway 3 – 4 of the Project Delivery Protocols (paragraph 3.1.2 (d) of the report).

250.3 That the purchase of Langdale Farm, Mampitts Road, Shaftesbury for the development of a primary school on terms to be agreed by the Director for Environment and the Economy, subject to final ratification of the suitability of the site for such a development by the Director for Children's Services after consultation with the Portfolio Holder for Children and Young People (paragraph 3.1.3 (f) of the report) be approved.

250.4 That an increase in the budget of £58k on the Leeson House project, to provide a revised project budget of £658k (paragraph 3.1.4 (f) of the report) be approved.

250.5 That conducting a procurement process and the letting of a Framework and Dynamic Purchasing System (paragraph 4.1.1 of the report) be approved.

250.6 That additional expenditure of up to £900,000 to allow the completion of the construction of the Bridport Waste Management Centre and payment of the commuted maintenance sum to Highways England. (paragraph 7.1.1 (k) of the report) be approved.

250.7 That the overall revised estimates and cash flows for projects as summarised and detailed in appendices 1 and 2 (paragraph 8.2 of the report) be approved.

250.8 That the emerging issues for each asset class be noted.

Reason for Decisions

251. A well-managed Council would ensure that the best use was made of its assets in terms of optimising service benefit, minimising environmental impact and maximising financial return.

Forward Together – Way We Work Property Programme

252.1 The Cabinet considered a report by the Cabinet Member for Corporate Development on the Way We Work Property Programme as part of the Forward Together Programme to achieve a property savings target of £3.2m by 2020, and deliver the vision of a modern, flexible, resource efficient and low cost estate.

252.2 The Cabinet Member for Corporate Resources summarised the progress of the programme to date in making better use of property in West Dorset and that options were still being explored for the East of Dorset. The Chief Executive highlighted the need for continual challenge and culture change to enable visible change to the way teams worked in the future.

252.3 Members discussed the future use of small pieces of land by communities, and the use of buildings as community assets. It was clarified that it was possible for both of these uses to be taken advantage of through the programme, but the necessary steps had to be taken through community engagement, the register of community assets and appropriate licences or leases. It was suggested that more flexibility was required to ensure pace in making community use a reality.

252.4 The County Councillor for Portland Tophill asked a specific question in relation to the potential community use of the former Underhill Junior School site, to which officers confirmed that the community had the opportunity to use the site if it was able to make an appropriate market offer for the site in line with the valuation.

Resolved

253.1 That the “Way We Work” Property Programme and progress to date be noted, and the next steps proposed to drive the Programme forward be endorsed.

253.2 That the Asset Management Plan 2015-18 be adapted to take into account the estate implications from the Way We Work Property Programme.

Reason for Decisions

254. To deliver the Forward Together savings target of £3.2m from property by 2020.

 **Approval of Contracts valued at £500,000 and above**

255. The Cabinet considered a report by the Cabinet Member for Corporate Development on the approval of contracts valued at £500,000 and above, as the key decision threshold for the Council, within Dorset Procurement category plans for 2015/16.

Resolved

256. That the categories, term and value of contracts for provision of goods and, services as set out in Appendix A of the Cabinet Member’s report be approved.

Reasons for Decision

257.1 To ensure compliance with Dorset County Council’s Constitution.

257.2 To raise the Cabinet’s awareness of existing and proposed contract arrangements.

257.3 Provide innovative and value for money services.

257.4 To ensure the County Council has a planned and co-ordinated approach to category management and procurement

**Section 106 Obligations – Monitoring Report 2014-15**

258. The Cabinet considered a report by the Cabinet Member for Economy and Growth on monitoring and progress of Section 106 obligations during 2014-15.

**Noted****Recommendations from the Audit and Scrutiny Committee**

259. The Cabinet considered the following recommendations from the meeting of the Audit and Scrutiny Committee held on 10 June 2015:

**Recommendation 117 - Independent Review of the Effectiveness of the Audit and Scrutiny Committee**

260.1 The County Councillor for Egdon Health, as the lead member for the review of the Audit and Scrutiny Committee, provided a comprehensive account of the project to assess the Committee's role, effectiveness and performance in order to improve for the future. He shared the varied views of different members of the Committee in respect of the future approach to scrutiny, and advocated his preference for Overview Committees to take on responsibility for scrutiny for their specific directorates. It was also necessary for the Committee to do less work in order to provide better assurance in the future. It was noted that there were a number of areas that the Committee would address but there was a wider need to address scrutiny for the authority, pan-Dorset scrutiny and the future of the audit function.

260.2 The Cabinet thanked the County Councillor for his full and open description of the progress so far, and agreed that the outcomes would be included in a wider review of the scrutiny arrangements at the Council to ensure that the function was as effective as possible, and addressed the necessary training and culture change required to make any changes. It was agreed that the review, including member engagement, would be reported to the County Council in November 2015. Members also felt that it was not appropriate to make a recommendation to the Council at this time regarding the Ad Hoc Accounts Committee as this should also feed into the wider review.

**Resolved**

261. That the following aspects of the role of the Audit and Scrutiny Committee be included in a wider review of scrutiny arrangements and be reported back to the County Council in November 2015:-

- (a) the terms of reference and role of the Audit and Scrutiny Committee and Overview Committees;
- (b) whether the "Audit" and "Scrutiny" functions continue as a combined Committee, or "Scrutiny" becomes part of the role of the Overview Committees;
- (c) where the scrutiny of whole Council issues will be performed;
- (d) where the overview function of the Chief Executive's Office should best sit;
- (e) "Call-in" and "Call to Account" powers; and
- (f) the report production process, to include the drafting and circulation of reports.

**Recommendation 125 - Alternative Service Delivery Models - Governance & Due Diligence Checklist****Resolved**

262. That the Cabinet agree in principle to the adoption of the Governance and Due Diligence Checklist subject to the amendments noted in the minute above.

**Recommendations from the Regulatory Committee**

263. The Cabinet considered the following recommendations from the meeting of the Regulatory Committee held on 11 June 2015:

Recommendation 55 - Proposed Waiting Restrictions, Christchurch**Resolved**

264. That having considered the objections received, the proposed waiting restrictions on Caxton Close, Pinehurst Avenue, Scott's Hill Lane/Rotterdam Drive and Stuart Road, Christchurch as originally advertised be approved.

**Reason for Decision**

265. The proposals should improve the safety aspect of vehicle movements in Caxton Close and Stuart Road, which both have a ninety degree bend with no visibility; safer and improved vehicle movements in Scott's Hill Lane/Rotterdam Drive for vehicles exiting the road and being faced with vehicles entering off the B3059 at speed. The proposal in Pinehurst Avenue would give priority for parking to residents and visitors rather than all-day parking by employees to a local hotel and visitors to local beaches in the summer months.

Recommendation 58 - Proposed 30 mph Speed limit on the A351 in Harman's Cross

266. The County Councillor for Purbeck Hills addressed the Cabinet to support the recommendation as the local member, summarised the issues experienced on the road and highlighted local support for the proposed speed limit.

**Resolved**

267. That the implementation of the proposed 30 mph limit on the A351 through Harman's cross as advertised and as set out in drawing number 2265/2/4 in Appendix 2 to the Head of Highways report be approved.

**Reason for Decision**

268. The proposals would improve the safety of the residents of the village providing an improved environment for those who lived there.

Recommendation 61 - Proposed Waiting Restrictions - Sandbourne Avenue/Shottesford Avenue, Blandford**Resolved**

269. That having considered the objections received, the proposed waiting restrictions on Sandbourne Avenue/Shottesford Avenue, Blandford as originally advertised and as set out in drawing no. 2018/1/65H at Appendix 1 in the Head of Highway's report be approved.

**Reason for Decision**

270. Sandbourne Avenue and Shottesford Avenue had a tight bend which was frequently obstructed by parked cars. The proposals would improve the movement of larger vehicles especially the bus service that used the road regularly and would improve access for emergency service vehicles.

Recommendation 64 - Poole Road, Upton - Amendments to Parking Arrangements**Resolved**

271. That having considered the objection received, the amendment to the prohibition and restriction of waiting in Poole Road, Upton as advertised, subject to a modification to relocate the disabled parking bay as shown on scheme plan HI1025/014/01/a be approved.

**Reasons for Decision**

272.1 The proposals as advertised, subject to the modification, enabled the implementation of the proposed off-road cycleway from Upton Cross to Upton House on B3067 which achieved the aims of:



- Avoiding danger to persons or other traffic using the roads, or any other road, and for preventing the likelihood of any such danger arising.
  - Facilitating the passage on the road, or any other road, of any class of traffic (including foot passengers) or of vehicles.
  - Preserving or improving the amenities of the area through which the road ran.
  - Allowing Disabled Badge Holders to continue to park (in accordance with the concessions available to them under the Blue Badge Scheme).
- 272.2 In addition, the proposed modification accommodated the concerns raised by an objector.

### **Recommendations from the Environment Overview Committee**

273. The Cabinet considered the following recommendation from the meeting of the Environment Overview Committee held on 17 June 2015:

#### Recommendation 81 - Draft Local Plans for the purposes of public consultation: Waste Plan and Mineral Sites Plan

274. Members noted that the draft local plans had been considered and agreed by Bournemouth Borough Council and the Borough of Poole, although there had been one change made by Bournemouth to reduce the options available at the Kinson Site to provide only bulky waste transfer.

#### **Resolved**

275.1 That officers be granted delegated authority to carry out public consultation on the Draft Waste Plan and Draft Mineral Sites Plan, anticipated to take place between 15 July and 23 September 2015 (final dates to be confirmed subject to agreement by Bournemouth, Dorset and Poole).

275.2 That officers be granted delegated authority to make further editing changes, corrections and updates to the plan prior to the start of consultation.

#### **Reasons for Decisions**

276.1 To progress the preparation of the Waste Plan in accordance with the adopted Minerals and Waste Development Scheme.

276.2 To support the Corporate Plan focus of enabling economic growth, in particular:

- work together with our partners to plan for business growth and maximise funding and investment.
- work in partnership to ensure the good management of our natural and historic environment.
- promote waste reduction, increase recycling rates and manage residual waste effectively.

### **Recommendation from the Children's Services Overview Committee**

277. The Cabinet considered the following recommendations from the meeting of the Children's Services Overview Committee held on 18 June 2015:

#### Recommendation 93 - Revenue Budget Outturn 2014/15 and High Level Budget Monitoring for 2015/16

#### **Resolved**

278. That the overspend not be carried forward into 2015/16 in accordance with the decision at minute 242.2 above.

### **Recommendations from the Adult and Community Services Overview Committee**

279. The Cabinet considered the following recommendations from the meeting of the Adult and Community Services Overview Committee held on 25 June 2015:

Recommendation 72 - Trading Standards Service Delivery Plans 2015/16**Resolved**

280. That the draft Trading Standards Service Delivery Plan (TSSDP) 2015/16 (which incorporated a specific Food Standards Plan, Animal Feed Plan and the Age Restricted Sales Enforcement Programme) be approved.

**Reasons for Decision**

281.1 The TSSDP showed how the Service would address its statutory duties, local demands, central government departments' priorities and contributed to the County Council's aims and performance measurement.

281.2 To accord with the requirement of the Food Standards Agency's Framework Agreement on Local Authority Food Law Enforcement that the food enforcement authorities produce plans outlining Food Standards and Feed Standards work which were approved by Councils.

281.3 A planned programme of enforcement activity for dealing with the illegal sale of age restricted products helped to protect young people and their communities from the adverse and possible addictive effects of these products.

281.4 Trading Standards Service activities contributed to County Council areas of focus of enabling economic growth; and health, well-being and safeguarding.

Recommendation 75 - Revenue Budget Monitoring 2014/15 and High Level Budget Monitoring for 2015/16**Resolved**

282. That the overspend not be carried forward into 2015/16 in accordance with the decision at minute 242.1 above.

Recommendation 86 - Policy Development Panels

283. The Cabinet considered the recommendation and noted that the Executive Shareholder group would be best placed to make appropriate scrutiny arrangements for Tricuro and that this was not the purpose of a Policy Development Panel.

**Resolved**

284. That the request for the introduction of a Policy Development Panel to scrutinise the work of Tricuro be noted.

**Questions from Members of the Council**

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

Meeting Duration: 10:00am – 12:00pm